



HR – Mission, Vision & Values

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children’s Council’s policies are designed to help employees find the answers to many questions that they may have regarding their employment with MCCC. We do not expect all policies to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither these policies, nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Mid-Columbia Children's Council adheres to the policy of employment at will, which permits MCCC or the employee to end the employment relationship at any time, for any reason, with or without cause or notice. No staff other than the Human Resources Department may provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

MCCC Policies are written to reflect and align with the organization’s Mission, Vision & Values, listed below.

Mission

Educating children and families with innovative, high-quality early childhood learning opportunities and family partnerships to build better communities, one person at a time.

Vision

Nurturing Children and Families Today, Strengthening Communities for Tomorrow

Values

1. The children and the families we serve are our most valuable resources
2. The trust and the respect we show those we serve is paramount to their success
3. The environments we promote respect and respond to the different cultures, languages, values and structures of each family and their community
4. The quality of the services we provide is the reflection of the continued commitment, leadership, responsibility, and knowledge shared by our staff and our parents
5. The programs and resources we offer are delivered by an educated, experienced staff using reflective and data-driven practices

MCCC Human Resource Policies Acknowledgement

All employees are required to read HR Policies.

Mid-Columbia Children’s Council policies and other related documents do not form a contract of employment and are not a guarantee of the conditions and benefits that are described within them. If you have any questions about the information contained in these policies, please speak with your supervisor, manager, or Human Resources.

By signing below, I confirm that I have reviewed all HR policies and was given an opportunity to ask questions. I understand that I will be held accountable to the performance and conduct expectations in these policies and that management may set for me. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of MCCC at any time.

I understand that my signature below indicates that I have read and understand the above statements.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

A signed copy of this acknowledgment should be given to Human Resources - it will be filed in your personnel file.



HR – Equal Employment Opportunity

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children's Council is an Equal Opportunity Employer that does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender identity (including gender expression), sexual orientation or preference, pregnancy, age, disability, injured worker status, marital status / familial status, veteran status, genetic information or history, or any other protected status in accordance with local, state, and federal law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Mid-Columbia Children's Council is committed to creating a work environment in which all individuals are treated with respect, courtesy and dignity in accordance with Mid-Columbia Children's Council's Core Values. Harassment and discrimination of any employee on the basis of any status protected by local, state, and federal law is strictly prohibited. Bullying behavior, regardless of protected class status, that meets the criteria described below is also strictly prohibited.

Conduct prohibited by this policy is not only unacceptable in the workplace but also in any work-related setting outside the workplace, including other job sites, business trips, business meetings, business related social events, and company-sponsored events. This policy prohibits any unprofessional or disrespectful behavior that MCCC determines is negatively impacting our employees, our team dynamic, or the ability of the team to do its best work. Violations of this policy will result in discipline up to and including termination.

Accommodations for Individuals with Disabilities:

MCCC will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless doing so would impose an undue hardship upon MCCC's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the health or safety of the employee or others. Any applicant or employee who believes they require accommodation in order to perform the essential functions of the job should contact the Human Resources Department to request such an accommodation. Employees should specify what accommodation they need to perform the job and submit supporting medical documentation explaining the underlying physical or mental disability and the basis for the requested accommodation. MCCC then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. MCCC will evaluate requested accommodations and determine, within its sole discretion, what accommodation, if any, to implement. MCCC treats all medical information submitted as part of the accommodation process in a confidential manner.

Religious Accommodations:

MCCC will endeavor to accommodate the religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on MCCC's operations. If you wish to request such

accommodation, please speak to the Human Resources Department. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Department. MCCC will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the Human Resources Department. Violations of this policy will result in discipline up to and including termination.

At-Will Employment

Employment with MCCC is "at-will." This means that you may terminate your employment at any time with or without notice or cause. It also means that MCCC can terminate your employment, at any time, with or without notice or cause. While MCCC generally adheres to progressive discipline, it is not bound or obligated to do so. In addition, MCCC may need to alter your employment status, employment hours, schedule or demote you at its own discretion with or without notice or cause. As an "at will-employee", you are not guaranteed, in any manner, that you will be employed for any set period of time.

Equal Opportunity Employer

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) **mail:**

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) **fax:**

(202) 690-7442; or

(3) **email:**

program.intake@usda.gov

This institution is an equal opportunity provider.



HR – Substance Abuse

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

MCCC is a drug-free and alcohol-free workplace. To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, MCCC has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for MCCC.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing MCCC, is strictly prohibited. Employees and other individuals who work for MCCC also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law. Violation of this policy will result in disciplinary action, up to and including discharge.

MCCC maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. Requests for an accommodation prevent discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves. Employees must notify MCCC within five (5) calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, MCCC will advise the contracting agency of such conviction in the instance of a contracted employee.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of Employment at MCCC

In the discretion of MCCC, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to MCCC's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, MCCC has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion

of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by MCCC's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.)

Scope of Policy:

The objective of this policy is to develop a drug and alcohol-free workplace which will help ensure a safe and productive workplace and to provide education and treatment to our employees. In order to further this objective, the following rules regarding alcohol and drugs in the workplace have been established. This Substance Abuse Policy applies to all employees of MCCC, including drivers who are also covered under the Federal Highway Administration’s mandated drug and alcohol testing program, Washington Department of Transportation, and Oregon Department of Transportation requirements. Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

The Federal Drug Free Workplace Act requires any employee funded through a federal grantor contract to report any conviction for violation of a drug statute for an incident that occurred at the workplace. Mid-Columbia Children’s Council is required to report all such convictions to the U.S. Department of Health and Human Services within ten (10) days.

In all situations and with all staff the following applies:

The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance and/or alcohol on Company property, or property/facilities utilized by MCCC and Company sponsored events is prohibited. Being under the influence of alcohol or any substance on Company property or property/facilities utilized by MCCC, and Company sponsored events is prohibited. Employees who violate this Policy are subject to appropriate disciplinary action up to and including termination. This Policy applies to all employees of MCCC regardless of rank or position; and includes all temporary, substitute, full-time, part-time, volunteers, contractors, and consultants.

Procedure			
Effective Date:		Approved by HR Director:	7/12/2024
Supersedes Date:	5/9/2022		
References:			

Definitions used

- Company Premises: All Company property including vehicles, storage, and parking lots.
- Company Property: All Company owned or leased property used by employees such as vehicles, lockers, storage, desks, closets, etc.
- Company Event: Any event directly or indirectly related to employment, services, or training.
- Applicant: A person who has filed an application for employment.
- BAT: Breath Alcohol Test

- Being Impaired: Is defined as having any detectable amount of alcohol, substance or its indicator in the body at or above the cutoff levels listed, MCCC will assume impairment during work hours regardless of whether the employee is exhibiting symptoms or behaviors of impairment.
- Controlled Substance: Any substance listed in Schedules 1-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended.
- Dilute: Result reported by the testing Company for a specimen with physiological chemical levels that render the specimen unsuitable for accurate drug and/or alcohol screening. A dilute will require immediate rescreening as outlined in testing procedures.
- Drug: A drug is any chemical substance, except alcohol, that produces physical, mental, emotional or behavioral change in the user. Included is marijuana or cannabis in all forms.
- Drug paraphernalia: Equipment, products, or material that is used or intended for use in concealing a drug or for use in injecting, ingesting, inhaling or otherwise introducing into the human body a drug or controlled substance.
- Employee: Any person who works for MCCC in a temporary, substitute, part-time or full-time position.
- Fitness for Duty: To work in a manner suitable for the job. To determine “fitness”, a medical evaluation may include drug and/or alcohol testing.
- Illegal Drug: An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason, and inhalants used illegally. Marijuana and cannabis are considered illegal drugs under federal law, even if used for medicinal purposes, and is considered an illegal drug for purposes of this definition.
- MRO: Medical Review Officer
- Positive Test Results: The amount of alcohol in your system is equal to or greater than 0.02 or there is a detectable level of drugs. In addition, a licensed physician called a medical review officer (MRO) has reviewed the results and verified that there is no reasonable medical explanation for the presence of drugs in your system.
- Negative Test Results: Negative test results are results that indicate an alcohol level less than 0.02 or no drugs in the employee’s system other than properly used prescription medication.
- Reasonable Cause/Reasonable Suspicion: Supported by evidence strong enough to suggest that a Policy violation has occurred.
- Safety Sensitive Duty: Time in which Transportation Personnel begin to work or are required to be in readiness to work until that employee is relieved from all work and responsibility.
- SAP: Substance Abuse Professional
- Testing: Is generally defined as a urine, blood, or breath test to determine alcohol, chemical or drug content. Testing results will remain confidential. Testing can occur in the following instances:
 - o Pre-employment process as required by MCCC.
 - o 2. Routine physical examination as required by MCCC.
 - o 3. Reasonable cause to suspect use or impairment.
 - o 4. Injury involving employee(s) causing or contributing to the injury.
 - o 5. On the job accident.
 - o 6. Random —Transportation Personnel.
- Transportation Personnel: Any employee who is required to have a Commercial Driver’s License (CDL) and/or an Oregon and/or Washington Department of Education School Bus Driver Certificate as a condition of employment. Any employee who has driving listed as an essential duty of their job description.

- Under the Influence of Alcohol: Is defined, among other things, as having a blood-alcohol content in the body equal to or greater than 0.02. The combined effects of alcohol and prescription medication will be taken into account by MCCC when determining whether you are impaired by drugs or under the influence of alcohol.
- Volunteer: Any individual who performs duties without any expectation of pay.

Substance abuse and/ or dependence are recognized as addiction diseases that are responsive to proper treatment and this will be an option as long as the employee complies with all requirements of a treatment plan. EAP (Employee Assistance Program) and/or private providers are available to assist employees with accessing addiction treatment. You are responsible for following all of MCCC's work and safety rules, and for observing the standards of behavior an employer, coworkers, community partners and families have the right to expect from you. It is the intent of MCCC to ensure that employees who seek help for addiction treatment before a substance or alcohol problem comes to MCCC's attention will not jeopardize their job security and promotional opportunities, provided that the employee is able to and does discharge the requirements of their employment while at work. All requests for assistance, as well as the results of treatment and counseling, are strictly confidential. **The time to seek help is BEFORE you are in trouble, not AFTER.**

It is the employee's responsibility to seek assistance and to cooperate with the treatment and counseling prescribed by the Substance Abuse Professional (SAP). However, the presence or treatment of a substance abuse problem does not excuse an employee from meeting performance, safety, or attendance standards, or from following other MCCC instructions. Under no circumstances may an employee invoke the protection offered in this policy as a means to avoid disciplinary action resulting from poor work performance or misconduct at work. Each employee is expected to report to work and to remain capable of performing all functions and essential duties throughout their shift, if not on approved leave.

Employees must comply with all MCCC rules and meet job performance standards upon returning to work after completing a treatment program, whether voluntary or involuntary.

The following levels will be used to determine violation of this policy:

1. 0.02 grams or more of alcohol per 210 liters of breath.
2. Drug levels sufficient to cause a positive drug test.

Any of the following actions constitutes a violation of the Policy and may subject an employee to disciplinary action up to and including immediate termination:

1. Report to work with a prohibited level of alcohol or controlled substances intoxicant or illegal drug in their system;
2. Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia and/or alcohol or attempting to assist another to do so while in the course of employment or engaged in an Company sponsored activity, or on Company premises in owned, leased, or rented vehicles, or on business;
3. Working or reporting to work, conducting Company business, or being on the premises or in a company-owned, leased or rented vehicle while under the influence of any substance or in an impaired condition;
4. Switching, adulterating or attempting to tamper with any sample submitted for medical testing, or otherwise interfering or attempting to interfere with the testing process;
5. If, as a condition of your employment, you hold a Commercial Driver License (CDL) and/or an Oregon and/or Washington Department of Education School Bus Driver Certificate, or driving is considered a job duty for your position, and you receive a Driving Under the Influence citation (DUI), and are convicted and/or enter into a diversion program; or are

considered “uninsurable” for reasons other than receiving a DUI by MCCC’s liability insurer this shall be grounds for immediate termination.

MCCC will provide employees with necessary post-accident testing information, procedures, and instructions as a part of its employee-training program. Additionally, written instructions to follow in the event of an accident will be provided in MCCC vehicles as appropriate. Instructions will include locations of drug specimen collection and alcohol testing sites and telephone numbers of Program Operations Head or other MCCC officials to contact.

The employee must remain readily available for testing or may be considered to have refused to submit to testing. Such refusal is treated as a positive drug test or an alcohol test result of 0.02 or greater. Nothing in this requirement shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident to obtain necessary emergency medical care.

Some over-the-counter and medically authorized substances may impair job performance. Please read the directions carefully. An employee will be prohibited from driving a Company vehicle while taking substances that may cause impairment unless a licensed doctor or osteopath provides a written statement advising that the substance does not adversely affect the driver’s ability to safely operate a vehicle. Abuse of medically authorized or over-the-counter substances is a violation of this policy.

Testing will occur as follows:

1. As a condition of employment, post-offer applicants shall be tested for substance use as per required by MCCC, including controlled substances and/or prescription medication not prescribed to the individual by a physician;
2. To comply with all Federal Highway Administration and Oregon Department of Transportation requirements and as such all employees who hold a Commercial Driver License (CDL) and/or an Oregon and/or Washington Department of Education School Bus Driver Certificate will be subject to random testing as required. (See Transportation Personnel);
3. When MCCC has been notified of a dilute screening result;
4. When MCCC has reasonable suspicion to believe substances and/or alcohol are causing potential impairment the employee will be required to take a BAT and/or urinalysis administered by a third-party in addition to being subject to any other testing set forth in this policy. As soon as possible after MCCC determines that reasonable suspicion exists, the Director of Human Resources or delegate will remove the employee from the worksite and personally escort the employee to the collection site. If MCCC requires an employee to submit to a drug and/or alcohol test based upon reasonable suspicion, MCCC will place the employee on a paid leave of absence pending receipt of the test results;
5. If an employee is involved in a job-related accident or injury resulting in medical care beyond first aid for the employee or others, or that causes damage to property exceeding \$500;
6. When the testing authority advises MCCC that it has reason to believe a test is invalid, MCCC may require another test and/or begin disciplinary action up to and including immediate termination.

MCCC recognizes that proper collection and testing procedures are necessary to protect your right to fairness, dignity, accuracy, and confidentiality. The following steps are in place to ensure all individual rights are preserved:

- Collection procedures are designed to ensure that the specimen provided is in fact the employee's.
- Careful chain-of-custody procedures ensure that each specimen arrives at the testing laboratory intact;
- Quality-control requirements apply to the urine drug testing laboratory and the alcohol testing devices;
- A result of a dilute will require immediate rescreening. The applicant/employee must report for rescreening within one (1) working day of notification to retest;
- All tests shall be conducted, insofar as possible, in compliance with DOT 49 CFR Part 40 requirements.

If you test positive for prohibited substances, you have the right to request a re-test of your urine specimen. You must request this second test within 72 hours after you are notified of a positive test result. If you request a second test, you will not be allowed to submit another urine sample. The original split specimen will be tested. The second test will be performed at your own expense and must be paid in advance. If the test result is negative, MCCC will reimburse you. If the second test fails to reconfirm the presence of drugs, or if the specimen is unavailable, inadequate for testing, or unsuitable, the test will be canceled. A canceled test is neither a positive nor a negative test and has no consequences for the employee.

MCCC will test employees whenever there is reasonable suspicion to believe that the employee is impaired at work. Reasonable suspicion may be based on specific observations made by a trained supervisor as designated by MCCC. Reasonable suspicion of an employee's impairment may be based upon any of the following:

1. Observed abnormal behavior or impairment in mental or physical performance (i.e. Slurred speech, or difficulty walking);
2. Direct observation of possible impairment/use in the workplace (i.e. Smell of alcohol);
3. The opinion of a medical professional employed for the work site;
4. Reliable information concerning use in the workplace; however, hearsay or anonymous reports will not be considered reliable;
5. A work-related accident in conjunction with a basis for reasonable suspicion as listed above.
6. Hearsay or second-hand information is not sufficient to require an employee to submit to testing unless corroborated by other credible sources, observations or information.

Alcohol testing may be authorized only if an observation is made for reasonable suspicion during, just preceding, or just after the period of the work day that the employee is required to be in compliance with this policy, administrative regulations and the provisions of the Omnibus Act.

If alcohol testing has not been administered within two (2) hours, MCCC will prepare and maintain on file a record stating the reasons the test was not promptly administered in the employee's medical records file.

If alcohol testing is not administered within eight (8) hours, MCCC will cease attempts to administer an alcohol test and will prepare and maintain a record specifying why the test was not administered in the employee's medical records file.

A written record will be made of the observation leading to a reasonable suspicion drug test and signed by the employee's supervisor, who is authorized to make such observation within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier in the employee's medical records file.

If drug testing has not been administered within 32 hours following an accident, MCCC will cease attempts to administer such tests and will prepare and maintain on file a record specifying why the test was not administered in the employee's medical records file.

A written record will be made of the observation leading to a reasonable suspicion drug test and signed by the employee's supervisor, who is authorized to make such observation within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier in the employee's medical records file.

If MCCC determines an employee willfully avoided a drug and/or alcohol test, this will be considered grounds for immediate termination.

The intent of this post-accident testing procedure is to gather information to rule out alcohol and drug involvement as a cause or factor in accidents, injuries and property damage. In general, post-accident testing is not likely to be used when there is no question that the accident occurred due to factors beyond the employee's control such as an allergic reaction, faulty or defective equipment, repetitive strain injuries, health related illnesses or complications unrelated to drug or intoxicant use or when there is no other indication or reason to believe that drugs, alcohol or other intoxicants may have caused or contributed to the accident. Post-accident testing may occur, however, if MCCC has reason to believe that the employee's response time and judgment during unexpected events and occurrences outside the employee's control may have been limited or negatively impacted by the employee's potential drug, alcohol or intoxicant use. Employees involved in workplace accidents may also be subject to drug testing immediately following an accident if the cause or contributing cause of an accident involves: (a) the employee's failure to follow established safety rules, policies, OSHA standards, and/or personal protective equipment guidelines and expectations; (b) the employee's use of tools, equipment, supplies or machinery in ways unintended by the manufacturer or the applicable safety guidelines; or (c) the employee's demonstrated lapse in judgment or lack of attention, negligent behavior or conduct, or unreasonable failure to adhere to Company's policies and procedures. Post-accident testing is required immediately following an accident if federal or state laws or regulations require post-accident testing (e.g., DOT drivers and safety-sensitive positions), or when circumstances of the accident reasonably suggest that drug use by the employee(s) involved may have caused or contributed to the accident, injury, damage or loss. Personal injury and damage to property are not required to trigger a request for drug testing. The following steps will be followed:

1. The site supervisor will inform the Human Resources Director or delegate immediately, but no later than two (2) hours or as soon as practicable following the accident;
2. The employee will report to the designated collection site for post-accident drug and alcohol testing as soon as practical following an accident;
3. If alcohol testing has not been administered within two (2) hours, MCCC will prepare and maintain on file a record stating the reasons the test was not promptly administered in the employee's medical records file;
4. If alcohol testing is not administered within eight (8) hours, MCCC will cease attempts to administer an alcohol test and will prepare and maintain on file a record specifying why the test was not administered in the employee's medical records file;
5. If drug testing has not been administered within 32 hours, MCCC will cease attempts to administer such tests and will prepare and maintain on file a record specifying why the test was not administered in the employee's medical records file;
6. If MCCC determines an employee willfully avoided a drug and/or alcohol test (i.e. Failed to report the accident in a timely manner, fails to report to the collection site, etc.), the employee will be terminated immediately.

MCCC will provide employees with necessary post-accident testing information, procedures and instructions as a part of its new employee orientation. Additionally, written instructions to follow in the

event of an accident will be provided at MCCC work sites and in MCCC vehicles as appropriate. Instructions will include locations of drug specimen collection and alcohol testing sites and telephone numbers of the Transportation Manager, the Human Resources Director or other MCCC officials to contact.

Company employees must remain readily available for testing or may be considered to have refused to submit to testing. Such refusal is treated as a positive drug or alcohol test. Nothing in this requirement shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident to obtain necessary emergency medical care.

Results of a breath or blood test for the use of alcohol or a urine test for the use of any substance conducted by on-site federal, state, and/or local law enforcement officials having independent authority for the test shall be considered to meet necessary requirements provided results of the test are obtained by MCCC and the tests conform to all applicable federal, state, and/or local requirements.

An employee who has actual knowledge of an accident in which their performance has not been discounted as a contributing factor is prohibited from using alcohol for eight (8) hours after the accident or until said employee undergoes a post-accident alcohol test, whichever occurs first.

When MCCC requires a drug or alcohol test under this policy, the employee must submit to the test immediately, within one (1) hour, unless the reason(s) for a delay are extraordinary circumstances verified and documented by your immediate supervisor. If the employee refuses to submit to a post-accident, random, reasonable suspicion, fitness for duty, or follow-up test, we will count the refusal as a positive drug or alcohol test. If an employee or potential employee refuses to submit to a pre-employment or return-to-duty test, MCCC will not hire or allow that (potential) employee to return-to-work and the employee's employment will be terminated immediately or disqualified from future employment.

An employee will be considered to have refused to submit for testing when:

1. An employee fails, without a valid medical explanation, to give enough breath for an alcohol test or enough urine for a drug test; or
2. An employee engages in conduct that clearly obstructs the testing process;
3. An employee has three (3) consecutive dilute results.

Depending upon the employee's position, one or more of the following may apply:

1. The employee will not participate in any "safety sensitive functions" as determined by any state and federal regulations and MCCC.
2. The employee, with MCCC agreement, may be required to participate in addictions treatment and sign a "Last Chance Agreement". Refusal to comply will result in immediate termination. MCCC has the sole discretion as to whether to offer a "Last Chance Agreement" or to terminate immediately;
3. A "Last Chance Agreement" is a contract between the employee and MCCC. It specifies conduct to which the employee is bound, such as successful completion of a treatment program, regular drug testing for a period of time following the program, and correction of any related performance problems (if applicable). Violation of any part of the "Last Chance Agreement" requirements will be grounds for immediate termination;
4. The employee who chooses addiction treatment will be expected to meet with a Substance Abuse Professional (SAP) through EAP or a private provider. The SAP counselor will establish a treatment program. Failure to complete the program or to cooperate with the SAP

- counselor is considered a breach of this policy and/or the “Last Chance Agreement” and will result in immediate termination;
5. While on a “Last Chance Agreement”, an employee will be required to submit to random drug and/or alcohol tests. MCCC will cover the out-of-pocket costs of any tests that may be required during the term of the employee’s employment. An employee who is directed to take the test must do so immediately or no later than one (1) hour from the time of the request. If an employee does not submit to the required test within the one (1) hour time frame, unless the reason(s) for a delay are extraordinary circumstances verified and documented by the immediate supervisor, stating why the employee was not released immediately to go to the selection site; it will be considered a refusal and a violation of the “Last Chance Agreement” and will result in immediate termination;
 6. An employee may also be terminated for any other violation of the “Last Chance Agreement” as determined by MCCC or the SAP, apart from a positive result on a drug and/or alcohol test;
 7. Medical benefits may cover some of the costs for this treatment. Any treatment related costs incurred that are not covered by insurance are the sole responsibility of the employee.

Any employee who tampers with, substitutes, or alters a drug or alcohol test will be terminated immediately. An applicant engaging in such conduct is disqualified from employment.

Although medical marijuana may not be illegal under Oregon law, it is considered a controlled substance under federal law (Controlled Substances Act) and therefore facilities licensed by the Child Care Division may not allow the use of medical marijuana by those providing services in licensed centers.

All employees are required to cooperate fully in any investigation resulting from this policy.

If you have any questions about this policy, contact the Human Resources at 541-386-2010.

Transportation Personnel

As of January 1, 1996, employees (Transportation Personnel) who operate buses or vans designed to seat 16 or more persons (including the driver) for Head Start programs must participate in federally mandated drug and alcohol testing programs. In addition, MCCC is committed to the establishment of a drug and alcohol prevention program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991. Entities with drivers who operate buses or vans designed to seat 16 or more persons (including the driver) must comply with the Federal Highway Administration’s (FHWA) drug and alcohol testing rules. FHWA’s rules apply to all drivers regardless of whether they are full-time, part-time, or volunteer drivers. There are no exceptions. In addition, all Transportation Personnel must comply with all aspects of MCCC’s Drug and Alcohol policy.

Transportation Personnel are prohibited from being under the influence of any controlled substance or any other substance which may impair their ability to drive safely. This includes prescription and over-the-counter medications that could make the driver drowsy or otherwise affect safe driving ability. It is the driver’s responsibility to read the label on medications and understand the possible side effects. If a driver has reason to believe that a medication/substance may impair their ability to safely function as a driver, they must notify their immediate supervisor (or designee) and must be cleared by the Transportation Director before driving a Company vehicle. Per DOT regulations, a driver’s CDL license is not valid if there has been any change in the driver’s medical condition since the issuance of the driver’s most recent CDL medical certification. This includes but is not limited to: change in medication, change in health condition, serious illness or injury; such changes in health may require recertification by a qualified health care professional.

Drug testing is required for Transportation Personnel in six (6) situations and except as described follows the steps and criteria outlined in this section:

1. Pre-employment or pre-duty
2. Reasonable suspicion
3. Post- accident
4. Random

In the case of Voluntary Disclosure:

1. Return-to-duty
2. Follow-up

Individuals applying for transportation personnel positions must provide for the release by any prior employer of positive drug and alcohol testing results, any subsequent substance abuse professional (SAP) evaluations, return-to-duty tests and record of any refusal to be tested within the preceding two (2) years. Release of such information may be by fax, letters, or any other method that ensures confidentiality.

Pre-duty testing of Transportation Personnel may be required under the following criteria:

1. Tests must indicate less than 0.02 alcohol concentration and negative drug test results. Such testing will be required of covered Transportation Personnel each time said employee returns to work after a layoff period if said employee was removed from the random test pool. As long as said employee remains in the random testing pool, additional testing will not be necessary following a layoff;
2. Employees off work due to leave, vacation and layoffs will be informed that they remain subject to random testing. Employees drawn from such testing will be notified and tested as soon as practical upon return from duty;
3. Employees will only be tested for alcohol just before the driver is scheduled to perform their safety sensitive function, during, or immediately after performing such function.

All MCCC Transportation Personnel are subject to post-accident testing and will follow the same post-accident testing criteria as listed in this section.

However, an employee who has knowledge of an accident in which their fault has not been determined is prohibited from using alcohol for eight (8) hours after the accident or until said employee undergoes a post-accident alcohol test, whichever occurs first.

The ongoing testing process for Transportation Personnel will be random. All employees will remain in the pool of drivers for each subsequent period, including vacations, holiday periods and summer recesses whether or not they have been chosen for testing in the past.

The selection of employees for random testing shall be made by a scientifically valid method. The process will ensure that all employees will have an equal chance of being tested each time selections are made.

All testing will be unannounced, and dates selected spread reasonably throughout the calendar year to avoid predictability and the perception that testing is "done for the year".

Following notification of testing, selected employees will go to the selected collection site immediately or as soon as practicable, but within one (1) hour unless the reason(s) for a delay are extraordinary circumstances verified and documented by the Transportation Manager stating why they were not released immediately to go to the selection site.

Employees off work due to leave, vacation, and layoffs will be informed that they remain subject to random testing. Employees drawn from such testing will be notified and tested as soon as practical upon return to duty.

If an employee who fills a Transportation Personnel position has an alcohol test with a resulting alcohol concentration between 0.02 percent and 0.039 percent, the employee will be removed immediately from driving or any other safety-sensitive duty for 24 hours. Any employee who test positive on more than one occasion within a 24-month period will be terminated.

If an employee who fills a Transportation Personnel position has a result of either an alcohol concentration of 0.04 percent or greater OR a positive drug test as determined by a medical review officer (MRO) the employee will be immediately subject to the following Return-to-Duty regulations and process as outlined in DOT regulation 49 CFR Part 40-subpart O:

- The employee may not again perform any DOT safety-sensitive duties for any employer until the completion of a Substance Abuse Professional (SAP) evaluation, referral, and education/treatment program;
- The employee must provide verification that he/she has successfully complied with all SAP recommendations and is eligible to return to safety-sensitive duties;
- The employee will remain subject to unannounced follow-up drug and alcohol testing as determined by the SAP; however, there will be a minimum of six (6) tests during the first 12 months following return-to-duty and the SAP may require additional follow up tests during the next 48 months following the first 12 months or modify the follow up testing plan at any time.

MCCC will maintain all records of its drug and alcohol misuse prevention program in a secure location within the Human Resource Department with controlled access to ensure confidentiality requirements. MCCC will comply with all federal and state record keeping requirements.

Any Transportation Personnel who tamper with, substitutes, or alters a drug or alcohol test will be subject to immediate termination. An applicant engaging in such conduct is disqualified from employment.

All Transportation Personnel are required to cooperate fully in any investigation resulting from this policy. For the complete policy and procedures regarding Transportation activities, please review Mid-Columbia Children's Council's Transportation Manual or contact the Head of Human Resources



HR – Workplace Violence

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children's Council is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to MCCC and personal property. We prohibit employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto MCCC's premises.

Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If MCCC determines, after an appropriate good faith investigation, that someone has violated this policy, MCCC will take appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should report to their supervisor and up to the Human Resources Department and Executive Director. It is important for us to be aware of any potential danger in our offices. We want to take effective measures to protect everyone from any threat of a violent act by an employee or by anyone else.



Mid-Columbia Children's Council

HR – Whistleblower

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

A whistleblower as defined by this policy is an employee of Mid-Columbia Children’s Council who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. MCCC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.



HR – Wellness

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children’s Council will ensure that all work practices, the work environment, and workplace culture will value, enhance, and protect the health and wellbeing of all employees.

This policy provides the foundation for developing activities and modifying work environments, policies and practices to support the health and wellbeing of all employees. Positive benefits are also likely to extend beyond employees to result in better health for families and the community.

MCCC will enhance its workplace wellness by:

- Establishing and supporting a workplace wellness committee
- Creating and supporting a workplace wellness program
- Consulting with employees to ensure workplace wellness strategies meet the needs of the workforce
- Supporting employee participation in wellness activities
- Supporting employees to adopt and maintain healthy behaviors and reduce unhealthy behaviors.

MCCC’s senior leadership will support the wellness committee to ensure the wellness of employees by:

- Ensuring the health of employees is valued
- Providing workplace environments and systems that are supportive of employee wellness
- Providing opportunity for employees to participate in wellness activities
- Participating in, and encouraging, employee participation in the wellness program
- Contributing ideas and expertise to the work of the wellness committee or wellness representatives
- Encouraging long-term commitment to workplace wellness
- Assessing employee and workplace needs
- Developing, implementing, and evaluating wellness strategies in consultation with employees and management.



HR – MCCC Standards of Conduct

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:	45 CFR 1302.47(b)(5); 1302.90(c)(1)(2); 1303(c)(20-24)		

The following Standards of Conduct are applicable to all MCCC employees. These standards must be enforced in their entirety and any violations will be met with appropriate disciplinary action, up to termination and possible reporting to state or federal authorities and law enforcement.

Mid-Columbia Children's Council (MCCC) endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play. All employees, consultants, contractors and volunteers of MCCC are expected to maintain the highest standards of professional and ethical conduct and to abide by all organizational policies & procedures. MCCC employees, consultants and volunteers will respect and promote the unique identity of each child, family member, or individual, and refrain from stereotyping on the basis of protected classes. MCCC classrooms and activities will reflect the culture and interest of enrolled children, families and our surrounding communities. Making disparaging remarks or exhibiting behaviors that are not respectful or do not promote the human dignity of the children, families, employees, stakeholders, or community partners is strictly prohibited.

Unacceptable conduct may subject the offender to disciplinary action, up to and including termination, in MCCC's sole discretion.

Mid-Columbia Children's Council (MCCC) believes in providing the means for all employees to bring problems and complaints concerning their employment to their supervisor, Human Resources, Management, or Executive Director. This policy does not alter the policy of employment-at-will. Employees who raise concerns will not be retaliated against or adversely impacted if acting in good faith.

Employees are encouraged to talk to each other to resolve their problems. When this isn't possible, employees are encouraged to reach out to their direct supervisor or Human Resources if the conflict is with their supervisor.

Unacceptable and acceptable behavior

Employees must behave appropriately in the workplace regardless of personal connections with other staff members. Mid-Columbia Children's Council defines unacceptable behavior as any action that:

- Reasonably offends people.
- Disrupts or hinders company operations.
- Distracts employees from their duties.
- Decreases the individual performance of the employees involved with each other, as well as other employees with whom the couple may work.
- Sexual jokes, and improper comments.

Employees who exhibit unacceptable workplace behavior will be subject to discipline, up to and including termination.

We prohibit victimization and hostility towards employees for any reason. Employees who witness this kind of behavior should report it to their direct Supervisor.

All staff, consultants, contractors, and volunteers will abide by the program’s standards of conduct that:

1. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children’s well-being and prevent and address challenging behavior;
2. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff **must not**:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child’s mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child’s family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
3. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
4. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with HeadStart and applicable federal, state, local, and tribal laws; and
5. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

It is the responsibility of the supervisor to inform an employee about job performance problems as they develop. Any employee’s misconduct will be addressed following MCCC’s Manager’s Guide to Discipline.

Procedure			
Effective Date:		Approved by HR Director:	7/12/2024
Supersedes Date:			
References:			

Refer to Policy: HR – Coaching & Discipline.

MCCC Standards of Conduct Acknowledgement

Mid-Columbia Children's Council (MCCC) endeavors to maintain a positive and professional work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct to maintain an ethical environment. These rules are based on honesty, common sense, professionalism, positive intent, and fair play. All employees, consultants, contractors and volunteers of MCCC are expected to maintain the highest standards of professional and ethical conduct. They are required to understand and abide by the Standards of Conduct and Professional Ethics as set forth in the Federal Performance Standards - 45 CFR 1302.47(b)(5); 1302.90(c)(1)(2); 1303(C).

If the employee feels that they have been subjected to conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident that is in conflict with this policy, the employee should contact the Human Resources Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in their reporting hierarchy. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, MCCC will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in good faith and in accordance with this policy. If an employee feels that they have been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I agree to comply with all provisions of the Standards of Conduct Policy during the period of my employment or tenure with the organization. If I become aware of an actual or potential lapse in standards of conduct as an employee, I will notify and disclose the circumstances to my chain of command (Supervisor, Manager, Chief Operating Officer, and Executive Director). As a volunteer or community member, I will notify and disclose the circumstances to the site Supervisor and or the Executive Director, Policy Council Chair and/or Board of Director Chair, as appropriate. I have read and I understand Mid-Columbia Children's Council's Standards of Conduct.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

A signed copy of this acknowledgment should be given to Human Resources - it will be filed in your personnel file.



HR – Conflict of Interest & Business Ethics

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

It is Mid-Columbia Children's Council's policy that all employees avoid any conflict between their personal interests and those of MCCC. The purpose of this policy is to ensure that MCCC's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of MCCC.

Types of Conflicts of Interest

A particularly important type of conflict of interest arises when a governing member or employee holds a direct or indirect financial interest in (or will receive a benefit from) a business furnishing services, materials, or supplies to MCCC. A direct financial interest is the receipt of compensation of any sort. An indirect financial interest exists if a party transacting business with MCCC is an entity in which:

1. MCCC's governing member, or employee (or a member of their immediate family) has a material financial interest;
2. MCCC's governing member, or employee (or a member of their immediate family) has a substantial business relationship; or
3. MCCC's governing member, or employee (or a member of their immediate family) is an officer, director, general partner or employee.

It is understood that a governing member or employee may be a direct or indirect party to a transaction with MCCC which might create, or provide the appearance of a conflict of interest as conflict of interest is above described, even if all the above disclosure and other requirements are met and if the transaction is fair to MCCC.

Gifts

The acceptance by any governing member or employee of money, services or any other thing of value offered by a representative, person or entity which does business or has pending an application to do business with MCCC is prohibited. Employees will follow the Accounting & Financial Policies and Procedures Manual.

Appearance of Conflict of Interest

Employees should disclose to Human Resources if they are volunteers or members of any committee, board, or group that may also be or create the impression of a conflict of interest.



HR – Confidentiality

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Employees must keep all information regarding the families in our programs confidential. Employees must also maintain confidentiality regarding other MCCC employees' personal information. Information may be shared in certain cases if required by law enforcement or government agencies. Examples include but are not limited to: when information is necessary to provide a requested service, to report a crime, to report suspected child or adult abuse/neglect, or if an individual poses a potential threat to themselves or others.

Employees will be required to sign an agreement reiterating these obligations. MCCC may be legally liable for actions that are within the course and scope of duties as an employee, service provider or volunteer. Improper disclosure of confidential information is considered to be outside the scope of official duties. Any information obtained in the performance of official duties is to be considered confidential and is to be protected from access by unauthorized persons. This includes information gained as a result of conversations, conferences, or staff meetings as well as written documentation. Except for essential program staffing and operations, no information will be shared or discussed with anyone within or without the program without the written permission of the parent or guardian. All files and written documentation will be maintained in locked cabinets and protected from access by unauthorized persons.

Confidentiality Policy Acknowledgement

I hereby acknowledge, by my signature below, that I understand that Mid-Columbia Children’s Council and Confidential Information and data to which I have knowledge and access in the course of my employment with Mid-Columbia Children’s Council is to be kept confidential, and this confidentiality is a condition of my employment. No information may be released without appropriate authorization.

This is a basic component of client care and business ethics. The board of directors, staff and our clients rely on paid and volunteer staff to conform to this rule of confidentiality.

This information shall not be disclosed to anyone under any circumstances, except to the extent necessary to fulfill my job requirements. I understand that my duty to maintain confidentiality continues even after I am no longer employed. Further, upon termination with Mid-Columbia Children’s Council, I shall return to MCCC all Confidential Information. All records dealing with specific clients must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Failure to maintain confidentiality may result in discipline up to and including termination.

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident that is in conflict with this policy, the employee should contact the Director of Human Resources.

I agree to comply with all provisions of the Confidentiality Policy during the period of my employment or tenure with the organization. If I become aware of an actual or potential lapse in confidentiality as an employee, I will notify and disclose the circumstances to my chain of command (Supervisor, Manager, Chief Operating Officer, and Executive Director). As a volunteer or community member, I will notify and disclose the circumstances to the site Supervisor and or the Executive Director, Policy Council Chair and/or Board of Director Chair, as appropriate.

I have read and I understand Mid-Columbia Children's Council's Confidentiality Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

A signed copy of this acknowledgment should be given to Human Resources - it will be filed in your personnel file.



HR – Recruitment & Employment Practices

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

All employees fall within one of the classifications below.

- Full-Time Employees: Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.
- Part-Time Employees: Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.
- Temporary Employees: Employees who were hired for a specific temporary project, or on a per diem or temporary basis. Temporary Employees generally are not eligible for MCCC’s benefits other than paid Sick Leave but they are eligible to receive statutory benefits.
- Contract Employees: Employees contracted through a third-party company.

Additionally, all MCCC employees are classified as either Exempt or Non-Exempt.

- Exempt Employee: An employee who holds a qualifying position which is established as Exempt from wage and hour overtime under applicable federal and state law. Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Mid-Columbia Children's Council. This salary will be established at the time of hire or classification as an exempt employee. The salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed. Exempt employees’ salary can be reduced for circumstances in accordance with federal and state laws.
- Non-Exempt Employee: Non-exempt employees are paid hourly and are eligible for overtime.

All salaries (whether exempt or non-exempt) may be subject to periodic review and modification, such as during salary review times.

Job Postings & Applications

All job positions must be posted for a minimum of five working days prior to a hiring decision being made. Select positions may be posted internally only, prior to being posted externally, at the discretion of HR and the hiring manager. Not all positions are guaranteed to be posted. MCCC reserves the right to seek applicants solely from outside sources, solely from internal sources, or to post positions internally and externally simultaneously.

All external openings will be announced on online employment recruitment websites, and Mid-Columbia Children’s Council’s website. Positions may also be advertised in local newspapers, at the discretion of the Human Resource Department.

Mid-Columbia Children's Council is dedicated to assisting current employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. Information regarding job vacancies shall be made available to all employees through announcements. Any

employee wishing to be considered for a vacancy will have to apply. To be eligible to apply for an open position, employees must meet several requirements:

1. Be a current, regular, full-time or part-time employee
2. Been in their current position for at least three months
3. Maintain an average performance rating of meeting expectations or above
4. Meet the job qualifications listed on the job posting
5. Required to notify their current manager prior to applying for the position
6. If the employee has received any disciplinary action within the last 12 months, refer to the Disciplinary Action Policy

Qualifications of the applicant should be commensurate with the duties and responsibilities of the position for which they are hired. Recruitment of employees from outside is utilized when vacancies cannot be filled through internal promotions. The hiring of employees will be based upon qualifications and experience.

All applications for employment must be submitted online. If an external applicant does not have access to a computer, or needs assistance, Human Resources may assist them in utilizing MCCC's resources to complete an application.

Certification & License Requirements

Following the signing of the conditional offer letter, HR will provide the selected candidate with their pre-boarding checklist. An employee's initial background check(s), pre-employment physical, Tuberculosis (TB) screening, vaccination record, and driving record check must be completed before their first day of employment. During onboarding employees will obtain, or provide current copies of, First Aid & CPR and Food Handler's credentials. Each employee is responsible for ensuring that their employment requirements are up to date. Failure to do so may result in the employee being placed on administrative leave.

All employees are required to have a valid license and to be able to pass a driving record check.

Introductory Period

The first 60 days of employment is the introductory period. This is an opportunity for MCCC to evaluate the employee's performance. It also is an opportunity for the employee to decide whether or not they are happy being employed at MCCC. Under the discretion of the employee's direct supervisor, the introductory period may be extended to 30 additional days. All extensions must be accompanied by the appropriate documentation. Introductory periods are in no way tied to benefits eligibility. Completion of the introductory period does not alter an employee's at-will status.

MCCC will conduct a formal performance review at the end of the introductory period. This review will be documented on the 60 day introductory form and will be submitted to the Human Resources department. A copy will be saved in the employee's personnel file.

Procedure			
Effective Date:		Approved by HR Director:	7/12/2024
Supersedes Date:	5/9/2022		
References:	ORS 329.170-329.200; ORS 343.455-343.534; RCW 43.43.830-.845; HS 1301.31		

Screening & Interviewing

Initial screening shall be done by the Human Resources Department. Qualified applications will be sent to the hiring manager. Finalists shall be interviewed by an interviewing committee. The interviewing committee will consist of the supervisor and a component employee working in the specialty of the vacant position, and at least one site employee who would be working directly with the applicant. All

interview committees will have no fewer than three individuals. If available, Policy Council members or parents/guardians of enrolled children may participate and provide input in interviews after receiving training from Human Resources. Recommendation for final selection shall be made by the interviewing committee. Final approval for the hire will be made by the hiring manager, with final approval from the Executive Director.

Candidates for the positions of Executive Director, Associate Executive Director, Finance Director, and Human Resource Director shall be screened and interviewed by the Executive Director and/or Board of Directors as applicable.

Hiring

The Human Resource Department will extend a conditional offer of hire to the selected candidate. Following signing of conditional offer letter, the Human Resources department will coordinate a pre-employment physical and applicable screenings for the candidate. The candidate will also have to submit a background check completed to the standards of Mid-Columbia Children's Council and the State that the candidate will be working in. Central Office employees are required to have background checks completed for both Washington & Oregon, prior to beginning employment. Once hired, site employees will complete a background check for the state that they are not working in. It is the responsibility of all staff members to maintain an active background clearance. Driving record checks will be completed prior to the employee's first day.

Initial Credential/Screening Process and Validity Period

- Background Checks (5 Years)
 - Site employees
 - Complete for employment state during preboarding.
 - Apply for neighboring state during onboarding.
 - Central Office Employees
 - Complete both Oregon and Washington during preboarding.
- TB Screening (5 Years)
 - HR will contact the prospective employee to schedule a pre-employment physical and TB screening at their convenience.
 - Employees who test positive on their renewal TB screen may not work on-site until MCCC receives clearance from a medical professional.
- First Aid & CPR (2 Years)
 - Completed during onboarding with an internal instructor.
 - Valid certification is accepted in place of training
- State Food Handlers (2 Years)
 - Completed during onboarding through state(s) portal.
 - Valid certification is accepted in place of training
- State Driving Record (Annually)
 - Transportation will contact the prospective employee to initiate the check for the state(s) they are employed.

Renewals

Employees and their supervisors will receive an e-mail notification, 90/60/30 days and 1 week, before the expiration of a credential. At the time of notification, it is the employee's responsibility to complete the steps listed in the expiration notification to ensure compliance with state and federal policy. Failure to renew a any credential before expiration will result in the employee being placed on administrative leave until they have met the requirement or up to 5 business days, whichever is shorter.

Promotions

In filling vacant or new positions, primary consideration will be given to the promotion of qualified employees already employed by the organization. Employees interested in a promotion must apply for

that position. Promotions will be based on evaluations of past performance, and qualifications for the position. Promotions shall be given in strict accordance with the organization's Equal Employment Opportunity Policy.

Upon promotion, an employee is eligible for a 9% increase or the minimum of the new position, whichever is greater. In unusual situations that consider external market conditions, internal pay equity issues, budget constraints, company best interest, and the significance of the promotion, the Human Resources Director may request that the Executive Director approve the employee to be awarded an increase higher than the standard 9%. For hires, transfers, or promotions, HR may complete a pay equity analysis of comparable positions.

Employees receiving a promotion will be paid a rate commensurate with the position duties and position pay range consistent with the requirements of the Equal Pay Act, which, in some cases may be more or less than the former pay rate. Employees do not carry years of experience within MCCC forward onto the new grade and there is potential that they may start at the base salary for their new position.

Should the promotion prove to be unsatisfactory for reasons other than a policy violation(s) within the first 60 days, the employee will be given 30 days for course correction and prove satisfactory improvement; if unsatisfactory performance continues, the employee shall be considered for reassignment to previous or any vacant position that the applicant qualifies for within the organization. If no vacant positions are available, the employee will be terminated.

Lateral Move Procedure

If a lateral change in position occurs, years of experience with MCCC may be considered when determining compensation. For lateral moves in position, the employee must successfully complete a 60-day introductory period in the new role (if performance is not satisfactory, the supervisor may extend the introductory period up to an additional 30 days).

Demotion Procedure

Demotion shall be recommended by the employee's immediate supervisor in the following situations:

1. Involuntary demotion. The demotion of an employee which may be instituted as a disciplinary action, a restructuring of MCCC, or for any other reason MCCC deems it warranted.
2. Voluntary demotion. A demotion requested by an employee where the action is entirely voluntary on the part of the employee and not taken for disciplinary reasons.
3. In all cases of demotion, salaries are subject to change in order to align with any paygrade changes.

Reclassification

Any position shall be re-evaluated whenever a change in duties and responsibilities makes the existing salary grade no longer applicable. If a position is placed at a higher salary grade because of reclassification, employees who are not receiving at least the minimum salary for the new grade shall receive an increase to that level. If a position is placed in a lower salary grade due to a reclassification, the salary will be evaluated to ensure the Equal Pay laws are being followed. Any request for individual reclassification should be made to the Human Resources Director and approved by the Executive Director.



HR – Employment Records

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Employees' information is stored in the master personnel file at Central Office, the site file, and in MCCC's designated database systems. Employee information files include information such as job applications, resumes, training records, performance reviews, salary changes, and other employment records. Personnel files are the property of MCCC. Only senior leadership or delegates with a legitimate reason to review information in a file are allowed to do so. Employees may request to view their personnel file in the presence of Human Resources. A request to review personnel files must be submitted to the Human Resources department with at least 2 business days' notice.

MCCC will keep all employee records for a minimum of 3 years.



HR – Timekeeping & Attendance

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Employees will be assigned a work schedule and will be expected to begin and end work accordingly. To accommodate the needs of our business, at some point MCCC may need to change individual work schedules on either a short-term or long-term basis.

Non-exempt employees may not start work until their scheduled starting time, and they may not perform any work unless they record all hours worked. “Off the clock” work is strictly prohibited. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason. Comments must be added to time entries to document differences or changes in recorded time that is outside of the employee’s typical working schedule. It is the employee’s responsibility to submit their timesheet on time. Employee’s submission of the timesheet certifies the accuracy of all time recorded. Any errors in the time record should be reported immediately to the employee’s direct supervisor.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

Employees must record their actual time worked for payroll and benefit purposes, including lunch. Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline up to and including termination.

Supervisors are responsible for monitoring business activity and requesting overtime work if necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior approval from the Executive Director or an authorized delegate in their absence. Employees who work overtime without authorization may be subject to disciplinary action, but are still required to accurately document and record all time worked to ensure they are paid correctly.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. On Saturday and ends 168 hours later at 11:59 p.m. on the following Friday.

The purpose of this attendance policy is to provide guidelines to track, monitor and enforce all employees’ adherence to scheduled work times. The goal of this attendance policy is to establish procedures for reporting absences and tardiness, standardize requests for planned and last-minute time off, all in an effort to operate efficiently and provide the required services to children and families.

It is important for employees to understand that in order for MCCC to operate efficiently and provide the required services to children and families, regular attendance of all employees is imperative. Employees need to be present and accountable during their scheduled work time.

Excessive, unexcused and/or unauthorized absenteeism or tardiness could result in disciplinary action up to and including termination of employment. (Any absence that is “excused” under applicable federal or state law will not be counted negatively or used against an employee for disciplinary or performance management purposes).

When an employee needs to modify their work schedule, they must contact their supervisor for approval (at least two weeks prior to making the modification if possible). It is the employees’ responsibility to notify their direct supervisor if they are going to be absent or late at least one hour (or as early as they know) before the start of their scheduled work time. Supervisors will approve or deny requests submitted through MCCC’s timekeeping systems within two business days. If an employee does not receive a response from their direct supervisor, the employee will bring this request to the secondary supervisor or the Human Resources Director.

If you are going to be late to work and notify the appropriate persons listed above and give a specific time that you will be in, but then do not come in at the time you gave, a violation will occur. If the time that you originally gave (that you will be a work) has changed, you must keep your supervisor updated with this new information.

Employees must call in each day they will be absent or late unless the supervisor or Human Resources director indicates otherwise or when an employee has been granted a leave of absence.

It is every employee’s responsibility to (1) have a current listing of telephone number(s) for direct supervisor(s), (2) know the designated timeframes, and (3) notify their supervisor or designee. Any employee who has been hospitalized or who has been absent for 3 consecutive regularly scheduled days due to an illness must provide a doctor’s release to Human Resources prior to return to work. Human Resources will look for any work restrictions on the release, and in coordination with the supervisor, will inform the employee whether or not the restrictions can be accommodated. If the restrictions can be accommodated, the employee may return to work.

Being at your work location during approved scheduled work hours, leaving for and returning from breaks and lunch on time, and remaining at your work location until the end of the workday — is an essential function of every position due the nature of our work and the accessibility of the tools, equipment, and resources necessary to performing your job. Failure to do so could result in discipline up to and including termination. If a medical need arises that would limit your ability to meet these expectations, and an accommodation needs to be requested, the employee must speak with Human Resources.

Excessive absenteeism or tardiness

Absenteeism or tardiness that affects an employee’s job, the program, and or the agency’s performance may be categorized as excessive if there are multiple occurrences. If it is determined that unexcused and/or unauthorized absenteeism or tardiness has become unreasonable, the employee’s supervisor and the Human Resources Director, will determine the appropriate disciplinary action up to and including termination.

Attendance and punctuality records

Employee call-ins, attendance and punctuality records are monitored by direct supervisors and are carefully evaluated when MCCC is considering possible disciplinary action (including termination) for these or other reasons, as well as when we are reviewing employee’s performance for possible salary increases or making decisions concerning promotions or reductions in hours or staff.

MCCC will evaluate attendance concerns on an individual basis so that we can analyze appropriately the circumstances surrounding the absence or tardy, as well as employee’s length of service, work record,

and the likelihood of improvement. In the event that an employee requests an extended leave of absence that goes beyond the allotted leave provided by state and/or federal family leave laws, MCCC will determine in its discretion whether the additional requested time off poses an undue hardship to the organization, and if so, may elect to deny the requested leave.

Authorized absence

An authorized absence occurs when the employee has notified their supervisor and the supervisor has authorized the absence as one contemplated by MCCC policies. If advanced notice is possible, the employee must notify their supervisor by email, at least two weeks in advance and obtain approval to be away, leave early, or be late to work. This includes absences such as vacations, holidays, personal days, etc.

Unauthorized absence

An unauthorized absence is defined as an occurrence when an employee (1) does not show up for work, (2) does not call in, or (3) does not have a valid reason for being absent (regardless of whether the employee called in), as determined by their supervisor in coordination with Human Resources. Advance notification of any absence is necessary to make arrangements to handle the workload of the absence of a scheduled employee. Any employee who does not show up for work and returns within 48 hours will be required to meet with Human Resources and their supervisor to investigate the reason for the absence.

Employees who violate this attendance / punctuality policy may be disciplined as follows (based on a rolling 12-month period):

- First violation: Coaching
- Second violation: Verbal Warning.
- Third violation and higher: Written Warning up to and including termination.

Note: an employee will be disciplined based on the total number of violations even if they did not receive all of the disciplinary steps. Discipline may also vary when MCCC determines in its sole discretion that performance, rule compliance, or other work-related concerns warrant deviation from the anticipated process.

No contact / no show

Any employee who is absent for two consecutive or cumulative workdays in any rolling 12-month period without timely notifying their supervisor will be considered to have voluntarily quit unless, in our opinion, the failure(s) to notify (or late notification) was clearly beyond the employees control. If it is necessary for supervisors to contact an employee for not arriving at scheduled time, it will be considered a no contact/no show. Supervisors will follow up with the Human Resources Director to determine the next steps.

Medical and personal appointments

Employees must work with their supervisor to modify their schedule and seek approval for time off when scheduling personal appointments or medical, dental or vision appointments to ensure the least disruptive schedule. For unplanned health problems, examinations or treatment, it is important to follow the call-in rules so that we are able to ensure coverage.

If the appointment or ailment resolves itself sufficiently before the end of the workday and the employee is able to work at least a half day of a normal work schedule, the employee must contact their supervisor to advise of your anticipated return to work.

Seating, standing or loitering around not working during work hours and waiting to be directed to work is contrary to our notion of being an active and contributing team member. Sleeping during work time is

never permitted. Employees are required to consult with their supervisor when unsure what tasks to perform and to seek guidance for new task assignments.



HR – Travel & Reimbursement

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

In all travel, employees are expected to use a company vehicle if available. If using a personal vehicle, employees may submit for mileage reimbursement according to fiscal policies. See transportation vehicle policy.

Out-of-town travel

Non-exempt employees will be compensated for time spent traveling (except for meal periods). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization. See time-keeping policy.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The portion of the trip home in excess of the regular commute is compensable.

Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred during business. These expenses must be approved prior to being incurred by the employee's Supervisor and Management as applicable. Expenses may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All approved expenses incurred should be submitted to Fiscal Department along with the receipts in a timely manner according to fiscal policies.



HR – Performance Evaluations

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children's Council reviews each employee's performance annually. Positive performance evaluations do not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

Upon completion of a satisfactory annual performance evaluation and the availability of funds, employees are eligible to progress to the next step on the salary schedule. There will be no change in the annual rate of pay until the performance evaluation is completed and the employee has a satisfactory rating.

Upon completion of the top step of the salary schedule, employees no longer receive a step increase, but will be eligible for a lump sum increase, equivalent to the annual merit increase.

If the employee is receiving a salary increase from a performance evaluation, the increase will become effective on the first day of the pay period following the employee's employment anniversary. If the employee's evaluation is completed late, retro-pay will be processed at the employee's new rate of pay to the first day of the pay period following the employee's employment anniversary. Retro pay is not permitted past the current fiscal year.



HR – Compensation

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

To ensure internal equity, starting salaries are determined based on the applicant’s prior experience and/or education directly related to the position. With appropriate justification and documentation, the Executive Director has the authority to determine the commensurable step for the new hire on the established salary schedule after consulting with the Director of Human Resources. Each three years of experience may increase a new hire’s step beyond base within the established salary. In the event an employee transfers to a new position, the Executive Director has the authority to determine the commensurable step for the transferring employee provided internal equity is observed and the gaining Supervisor is consulted.

Paychecks

Each employee will be paid bi-weekly for all the time worked. Pay statements itemize deductions made from gross earnings and will also differentiate between regular pay received and overtime pay received. By law, MCCC is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. All deductions from an employee’s wages will be made in accordance with applicable law and, when required, the employee’s consent. MCCC will notify employees of deductions made in their paycheck due to court orders, such as child support or garnishments, in accordance with such orders. Deductions not taken for any pay period may be carried over to succeeding pay periods and deducted from the wages due in the succeeding pay period to the extent allowed by law. Employees who object to any deduction should contact Human Resources. MCCC will promptly create and communicate a plan to correct any deductions made in error or not permitted by applicable law.

Employees are required to complete all applicable forms necessary for deductions as may be required by law; such forms include the Federal and state W-4s.

If there is an error in an employee's pay, the employee should bring the matter to the attention of their direct Supervisor, Human Resources, and/or the Payroll Specialist immediately so MCCC can resolve the matter quickly and amicably in accordance with all applicable laws.

MCCC strongly encourages employees to use direct deposit. Direct deposit information is entered directly by employees into the current electronic timekeeping system. If direct deposit is not utilized, paychecks will be given only to the employee, unless the employee requests that they be mailed, or authorize in writing for another person to accept the check.

Mid-Columbia Children's Council does not permit advances on paychecks or paid time off.

Temporary Assignment/Wage Differential

MCCC may give a regular employee a temporary assignment when the employee has the knowledge and experience, and when the transfer will benefit program services. All temporary assignments and wage differentials will be approved by the Executive Director. Assignments may be to positions in a lower,

same, or higher salary range.

An employee who is assigned by MCCC to perform the functions of a position in concurrence with their primary position will be paid a differential of 10 percent over their current wage. If two or more employees are placed on temporary assignment for one position, the differential will be split equitably amongst everyone on that temporary assignment. The temporary assignment must be one month or greater in length in order for an employee to receive the wage differential. The employee temporarily filling a position will be informed in writing that the assignment is temporary, and they will return to their regular position and former wages when the temporary assignment ends.

If MCCC makes the decision to change a temporary assignment to a permanent assignment, all employment practice policies would be followed.

Cost of Living Adjustment (COLA)

Employees will continue to be eligible for a COLA as funding allows. The Board of Directors and the Policy Council will annually determine the availability of funds to award a COLA increase. To be eligible for a COLA, individuals must be an active, regular employee on the date on which the COLA is instituted. No retro pay for a COLA will be given to any employee who has voluntarily or involuntarily terminated their employment relationship with Mid-Columbia Children's Council. For the purpose of this policy, an employment relationship is not considered to be terminated if an employee is returning to work after the period of summer furlough.

Longevity Pay

It is the policy of MCCC that tenure of an employee who continues to meet performance standards will be recognized annually after the employee's first five years of ongoing employment as funding permits. MCCC shall award longevity payment to all employees to recognize their contribution to the organization and meet the guidelines outlined below. Employees eligible to receive longevity payment include ALL, regular full-time and part-time employees that are actively employed with MCCC. For the purpose of computing longevity, the employee's most recent hire date will be used. Longevity compensation will be paid the first full pay period after the employee's anniversary date. Below are the years' worth of employment and corresponding longevity payments. Employees who are less than full-time will receive a proportionate share of the stated amount.

- 5 years: \$250.00
- 10 years: \$500.00
- 15 years: \$750.00
- 20 years: \$1000.00
- 25 years: \$1250.00



HR – Benefits

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

The descriptions of the insurance and other plan benefits highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions (SPDs) for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and all MCCC policies.

While MCCC intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

Full-time and part-time employees may participate in MCCC’s insurance programs starting on the 1st day of the month following 30 days of continuous employment. Under these plans, eligible employees will receive health and other insurance coverage for themselves as well as other benefits. An opportunity will be given to employees to add family members at an additional cost. Upon becoming eligible to participate in these plans, employees will receive SPDs describing the benefits in greater detail. Employees can refer to the SPDs for detailed plan information.

MCCC provides supplemental benefit options including enhanced monetary short-term and long-term disability benefits to full-time employees. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

MCCC provides an employee assistance program for employees. This program offers resources to help employees with personal needs. Further details can be obtained through Human Resources.

Eligible employees are able to participate in MCCC’s retirement plan. Plan participants may make pre-tax contributions to a retirement account 1st of the month following 60 days of continuous employment. Employees become eligible to receive a contribution from MCCC with the retirement plan on the first day of the month following 1 year of continuous employment. Upon becoming eligible to participate in this plan, the employee will receive a SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information.

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue benefit coverage under the employer’s medical plans, dental plans, vision plan, when a “qualifying event” would normally result in the loss of eligibility. Employees and their eligible family members who are covered by Mid-Columbia Children’s Council’s applicable benefits plans at the time of a "qualifying event" are eligible to elect COBRA continuation coverage unless the individual:

1. Becomes covered under another group benefits plan that does not impose any pre-existing

- condition limitations.
2. Becomes eligible for federal COBRA continuation coverage.
 3. Becomes eligible for Medicare.
 4. Fails to notify Human Resources of a qualifying event in the required time (usually within 60 days).
 5. Fails to pay their premium on a timely basis.

COBRA continuation coverage may even be available after an individual's federal COBRA continuation coverage period ends. There may be additional conditions that affect COBRA continuation coverage eligibility.

"Qualifying events" are events that cause covered employees or their spouses, domestic partners, or dependent children to lose coverage, and include (but are not limited to) the following:

- Death of the covered employee.
- Termination or reduction of work hours of the covered employee's employment for reasons other than gross misconduct.
- Divorce or legal separation of a dependent spouse or domestic partner from a covered employee.
- Loss of dependent status of a child of a covered employee.
- Covered employee becomes eligible for Medicare.

If you're experiencing a qualifying event and are unsure about your COBRA rights, please contact Human Resources or for more information.

Procedures

If a covered employee's job ends or work hours are reduced, the employee will be timely provided with the appropriate notice that explains his or her right to continuation coverage. If a covered employee is divorced or legally separated, or a covered dependent child can no longer be considered a dependent, the employee should notify Human Resources within 30 days.

Length of Coverage

Coverage may continue for differing lengths of time depending upon the reason for eligibility. The time limitations are:

- Up to 18 months if loss of coverage is due to termination of employment or reduction in work hours.
- Up to 36 months for dependents if loss of coverage is due to death, divorce, or a dependent child's loss of eligibility.
- Up to 29 months if the individual is disabled at the time of eligibility for continued coverage or is disabled within 60 days of eligibility for continued coverage.

Cost of Coverage

Under extended coverage, the eligible individual pays full cost of coverage at the employer's group rate plus an administrative fee.



HR – Paid Time Off

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Paid Time Off (PTO) is tracked for a year period that is December 1st through November 30th. PTO is awarded and must be used or it will be forfeited on November 30th, unless the employee obtains a written exception from the Executive Director. Full-time employees are awarded paid time off as follows and are eligible on the 1st day of the month after 30 days of continuous employment.

Winter Break PTO

1. Winter Break PTO will be awarded on or around December 1st of each year, equivalent to seven working days.
2. Employees who work at centers will follow their site’s schedule when using this PTO during the winter break site closure.
3. This paid time includes the combination of seven paid winter break days and three paid holidays for a total of 10 business days.

Spring Break PTO

1. Spring Break PTO will be awarded on or around March 1st of each year and will be equivalent to five working days.
2. Employees who work at centers will be able to use this PTO during the spring break site closure.

Summer Time PTO

1. Available to 11-month employees and full year employees and will be equivalent to five working days.
2. Time awarded will be determined on or around June 1st.
3. Does not apply to employees on furlough status and called back on an intermittent schedule to sub or work on projects lasting less than one full month.

Personal hours

Active current employees, that meet the eligibility, will receive an award at the beginning of the Fiscal year (December 1st).

1. Full-time (30-40 hour) employees will receive up to three paid personal days per calendar year.
2. Part-time (10-29 hour) employees will receive up to one paid personal days per calendar year.
3. New employees who become eligible after December 1st award will receive prorated hours.

All vacation time and personal leave should be scheduled at least two weeks in advance to give adequate time for scheduling so that the absence will not adversely affect program activities.

Mid-Columbia Children's Council reserves the right to require employees to work during normally scheduled closures.

Sick Leave

All employees regardless of classification accrue Paid Sick Leave. Leave accrues based upon the hours an employee is scheduled and hours worked. Sick time accruals begin upon employment, but employees may not use sick time until they have reached their eligibility period (1st day of the month following 30 days of employment).

1. Employees who are scheduled 40 hours a week accrue 2 hours per 40 hours worked.
2. Employees who are scheduled 39 – 30 hours accrue 1.5 hours per 30 hours worked.
3. Employees who are scheduled 29 hours or less accrue 1.335 per 30 hours worked.

If an employee is out of work due to illness, they must call in and notify their supervisor each day as early as possible, but at least 1 hour in advance to the employee's workday.

If the employee calls in sick for three or more consecutive scheduled workdays, they are required to provide their supervisor with a doctor's note (prior to, or on the day the employee returns to work) stating the employee was sick or injured and can return to work. Paid sick leave must be used in 15-minute intervals. Supervisors will monitor sick time requests and problem-solve with employees when sick time usage is excessive or displays patterns (always sick on Fridays and/or Mondays).

If an employee is using sick time to care for a family member, they must provide a doctor's note stating that they are required to care for a family member for a specified period of time.

Return to work documentation does not need to explain the nature of the employee's or a family member's health condition. It must state when the employee is able to return to work and whether or not they have any work restrictions.

Company Paid Holidays

MCCC has 12 company paid holidays. Both Full-time and Part-time employees will be paid for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Business Day before or after Christmas
- Christmas Day

When holidays fall or are celebrated on a regular workday, employees will receive one day's pay at their regular straight-time rate. Employees who are called in to work on a holiday will receive one day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an employee's approved vacation period, jury duty, or bereavement leave, the employee will be paid for the holiday (at the regular straight-time rate).

Procedure			
Effective Date:		Approved by HR Director:	7/12/2024
Supersedes Date:	5/9/2022		
References:			

Use of Personal & Vacation Time

1. Paid Time Off must be scheduled and pre-approved through immediate supervisor preferably at least two weeks in advance. This time also must be entered into MCCC's timekeeping system.
2. Paid Time Off leave will be granted at times when the request does not disrupt regular operations or services provided.
3. If multiple leave requests are made which will cause difficulty and disruption to the program needs, requests will be considered at direct supervisor and Managements' discretion with an attempt to honor the employee's and MCCC's needs equitably.
4. Paid Time Off cannot be used to take an employee beyond 40 hours in one work week.
5. Time-off requests must be submitted electronically as a leave request and must be approved by supervisory staff within the following five business days.
6. An employee who is requesting leave for a reason which may qualify for federal or state Family and Medical leave, they or their supervisor must inform Human Resources to ensure the employee receives all of the rights and protections of all applicable laws.
7. Employees are entitled to complete the approved protected leave, providing that the original need for protected leave still exists. The employee remains entitled to all the rights and protections under protected leave, including but not limited to, the use of paid time off, sick leave, and health benefits under all applicable laws.
8. Leave cannot be used to extend the date for separation of employment beyond the last day actually worked. Nor can leave be used during the period in which employees fulfill their two weeks' notice, even if the leave was previously approved.
9. Employees must report to work for their scheduled day before and after any paid holiday, vacation, personal days scheduled to receive the pay from those days. The use of sick time or not reporting for work as scheduled the day before or after these paid days forfeits payments of the PTO or holiday unless the employee provides a doctor's note excusing them from work.
10. Mid-Columbia Children's Council reserves the right to require employees to take paid or unpaid leave during periods of approved program reduction, light work, or site closure.

Use of Sick Leave

Employees may use paid sick leave for absences due to physical or mental illness, or any absence covered under Oregon and Washington's Domestic Violence Leave Act. For purposes of this policy, a family member includes any person eligible under federal or state leave absence laws.

When the use of paid sick leave is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their direct supervisor and/or Human Resources at least two weeks in advance of the use of the paid sick leave or as soon as practicable. When the use of sick time is not foreseeable, the employee is required to provide notice to their direct supervisor and/or Human Resources as soon as possible before the start of their workday or as soon as practicable under the circumstances. In the event it is impracticable for an employee to provide notice, a person may provide notice on the employee's behalf.

Paid sick leave will be paid at the employee's current hourly rate. The use of paid sick leave is not considered hours worked for purposes of calculating overtime.

An employee may accrue up to 200 hours of unused paid sick leave. Unused paid sick leave will not be paid at separation.

Cash Out

Paid time off is not compensable to the employee and may not be cashed out for voluntary or involuntary separation of employment or upon closure of MCCC or program.

Pay Rate of Paid Time Off

1. Pay is calculated at the employee’s current rate of pay or salary for their primary job.
2. Paid time off does not count as “hours worked” when calculating overtime.

Enforcement and Retaliation

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days, or both is prohibited.



HR – Lactation Breaks

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

MCCC recognizes the importance of breastfeeding and supports the accommodation of individuals who choose to continue breastfeeding, nursing or expressing milk after their return to work.

An employee who is breastfeeding shall be allowed a flexible schedule to express breast milk for their child. MCCC shall provide the employee a reasonable rest period to express milk each time the employee has a need to express milk. For times above and beyond normal lunch and breaks the employee may request use of an early start time or to leave work later.

MCCC will provide a clean lockable private room (not a toilet stall or public restroom) or other location, in close proximity to the work area, where an employee can express their milk in privacy. The room should have a chair and accessible electrical outlets for an electric breast pump and if possible, a small table. A clean water source for washing hands and rinsing out any nursing equipment must be available; a restroom or break room with a sink does satisfy this requirement. It is the employee's responsibility to keep the location clean after each use and remove any personal items. Employees are allowed to use an onsite employee refrigerator or bring a cooler or other insulated container to store the expressed milk.



HR – Workers’ Compensation

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Employees and their supervisor must fill out an incident report for each on the job incident.

MCCC complies with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to Human Resources, management, and the safety committee immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger presents on the MCCC's premises, or in a product, facility, piece of equipment, process, or business practice for which MCCC is responsible should be brought to the attention of management immediately.

All employees should familiarize themselves with these rules and guidelines associated with workplace safety, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident. An incident report must be filled out and submitted to the Safety Manager. The employee must then contact Human Resources to initiate a worker’s compensation claim if medical treatment is sought out for any on the job injury, accident, or illness. All paperwork must be completed within 24 hours of the incident occurring.

Procedure			
Effective Date:		Approved by HR Director:	
Supersedes Date:	5/9/2022	Approved by HR Director:	7/12/2024
References:			

Washington Worker’s Compensation

The Injured Worker Must:

1. Report the injury or exposure and how it happened to a supervisor as soon as possible. Even minor injuries should be reported, but failure to report will not cause rejection of a claim.
2. If medical attention is required, tell the treating health care provider the injury is job-related. The provider will help the worker complete a Report of Accident (Workplace Injury, Accident or Occupational Disease), which begins the claim process. This form, also called Report of Accident or ROA, must be filed with L&I within one year of the date of injury.
3. File a claim online at Lni.wa.gov/FileFast to expedite the process, or by phone at 1-877-561-FILE (3453). Answer all questions on the worker’s section of the Report of Accident to avoid a possible delay in benefit payments.

The Attending Healthcare Provider Must:

1. The attending health care provider also fills in a section of the Report of Accident. The provider must supply information such as the diagnosis and treatment given and provide an estimate of how many days the employee will be unable to work (if any).
2. Attending providers are responsible for submitting the Report of Accident to L&I.
3. Upon receiving the Report of Accident, L&I mails a letter and Employer Report of Industrial Injury or Occupational Disease form to MCCC. It serves as our official notice that a claim for benefits has been filed by one of our employees.

Oregon Worker's Compensation

1. The Employee must report their injury or illness to their supervisor as soon as possible.
2. Contact Human Resources to notify them of the injury and obtain the necessary documentation to complete.
3. Fill out the Report of Job Injury or Illness (form 801).
4. If medical attention is needed, present the 801 and tell the provider it is a work-related injury.
5. Return the completed 801 to their supervisor. The supervisor will forward it to Human Resources and will file the claim. The claim may also be filed by the healthcare Provider.



HR – Jury Duty

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children's Council realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their days on jury duty service. Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees are not required to forward any jury duty payments to MCCC.

MCCC will continue to pay employees' scheduled missed shifts while on jury duty.

If an employee is summoned to appear in court for a MCCC related case, all time spent for witness preparation or testimony will be paid at the employee's regular rate of pay.



HR – Bereavement Leave

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Employees have access to bereavement pay upon hire. If the employee is a full-time or part-time employee and experiences the death of a close family member, they will be allowed paid time off of up to three days (per event) to assist in attending to their obligations and commitments. For the purposes of this policy, a close relative includes all family members as defined by OFLA, WFLA, and FMLA. Employees must inform their supervisors prior to commencing bereavement leave. In administering this policy, MCCC may require verification of death. Bereavement leave must be used within 60 days after the employee learns of the incident.

Certain eligible employees may also be entitled to take additional leave under the Oregon Family Leave Act (OFLA) and Washington Family Leave Act (WFLA) for qualifying bereavement purposes. OFLA and WFLA leave runs concurrently with the initial 5 days of a qualifying leave, as well as with any additional PTO you may use for bereavement purposes, for a cumulative total of up to 14 OFLA/WFLA-qualifying days.

MCCC will pay for up to three days of bereavement leave and the employee can take up to two weeks out in which they may use any available vacation or personal time. After the three days of bereavement, the employee will need to submit any requests for additional time off (up to two weeks) to their direct supervisor.



HR – Leaves of Absence

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children’s Council complies with all local, state, and federal law on all leaves of absence. See links below.

[Oregon Family Leave Act \(OFLA\)](#)

[Washington Family Leave Act \(WFLA\)](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Military Leave](#)



HR – Inclement Weather & Extenuating Circumstances

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

There may be times where a site will experience late opening, early release, or closure. Decisions regarding late opening, early closures, or exceptions to the general rule for individual employees will be made by the appropriate supervisor with concurrence of the Executive Director or delegate. An extenuating circumstance may include contagious outbreaks as determined by local Public Health Department, natural disasters, fire, or other such occurrences.

First and foremost, should be child, family and employee safety regardless of whether a site remains open or closed on an inclement weather day. It is each employee’s decision to determine if they can safely arrive at work under inclement weather conditions.

Procedure			
Effective Date:		Approved by HR Director:	
Supersedes Date:	5/9/2022	Approved by HR Director:	7/12/2024
References:			

Site Open

If the site remains open on an adverse weather day, employees who report to work will receive their normal pay for the day. If an employee determines they cannot arrive safely at work and elects not to report to work on a site open day, the employee must take either unused awarded:

1. Personal Leave or
2. Vacation Leave, if available and approved by direct supervisor
3. Unpaid time off

Sick leave may not be used to make up time missed due to inclement weather or other similar extenuating circumstances.

NOTE: If an employee determines they cannot arrive safely at work and elects not to report to work on a site open day, MCCC requires a phone call or text to the employee’s supervisor/manager advising as to the employee’s status for the day, at least 1 hour prior to the beginning of the workday.

On days when weather conditions worsen as the day progresses, MCCC sites may decide to close early. In such cases, a decision and an announcement will be made at MCCC’s Central Office in coordination with all affected sites. Employees are expected to remain at work until the scheduled closing time and all children have been picked up by parents, or unless they receive permission from their supervisor to do otherwise.

Site Closed or Delayed

Prior to normal site starting time, when it is announced by the local school district that their schools will be closed or delayed due to inclement weather or other circumstances (such as a natural or man-made

disaster), then each corresponding MCCC program site will be closed as well. This does not mean all MCCC sites will be closed. MCCC Executive Director or delegate will make an independent decision from the schools regarding closure of Central Office.

In the event of site closure, employees are authorized to work from home with a plan approved and monitored by their supervisor.



HR – Use of Communications & Computer Systems

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children's Council's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other MCCC policy. This includes voicemail, e-mail and internet systems. Users should have no legitimate expectation of privacy regarding their use of the MCCC systems.

MCCC may access voicemail, e-mail systems, and internet usage and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the agency deems it appropriate to do so. The reasons for which MCCC may obtain such access include but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

MCCC may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on any protected classes or any other characteristic protected by federal, state or local law.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.



HR – Social Media

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children's Council respects the right of any employees generally to maintain a blog or web page or to participate in a social networking on sites like X (formerly known as Twitter), Instagram, LinkedIn, Facebook, TikTok, Snapchat, YouTube, Reddit, dating apps / websites, and other similar social media sites (collectively referred to as “social media” or “social networking platform”). However, employees are prohibited from checking, posting, or otherwise using social media or social networking platforms during work time, as well as at any time at or outside of work while using MCCC equipment or property.

Employees who work for a business like ours also do not have unrestricted rights to post any content they wish on their personal social media forums without being subject to potential employment consequences depending on the content of those posts or communications to others. For example, the following types of social media commentary, content, or images, in either a personal or work-related setting, may lead to discipline, up to and including termination, if we deem the content to be (not an exclusive list):

- Vulgar, obscene, threatening, intimidating, violent, pornographic, unethical, unlawful/illegal, or otherwise having the potential to damage our reputation and goodwill in the community.
- Defamatory, libelous, derogatory, demeaning, humiliating, embarrassing, harassing, bullying or retaliatory in nature and directed at or talking about a person or group of people in a protected class demographic.
- Suggesting, inciting, or encouraging others to engage in violent or destructive acts towards property or another individual or group of individuals.
- Disclosing confidential and/or proprietary information belonging to the Company, or the Company’s customer’s information, without prior written authorization to publicly disclose it on social media or using a social media platform.
- Behavior that would otherwise violate our policies if similar comments were made during work time (e.g., posting information about children or families we serve, harassing or bullying co-workers, etc.), regardless of when or how it was posted and published.
- Affecting the ability of our employees to maintain productive, positive, and respectful workplace communications, interactions, and relationships.
- Inconsistent with information an employee may have provided previously to the Company regarding their reasons for absences, tardies, need for leave, explanations of injuries, or other information that may not be true or accurate.

Be advised that prohibited conduct under this policy does not have to be directed specifically at or be related to MCCC employees or the vendors, contractors, families, community partners, or other persons with whom MCCC works in order for it to result in discipline, including termination.

In general, MCCC considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. Expressing personal opinions on socially significant issues does not automatically violate this policy, even if other employees have strong opinions to the contrary. However, to preserve MCCC’s good will within the community, if you choose to mention the Company in



HR – Personal & Company Provided Communication Devices

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Company-provided portable communication devices (PCDs), including cell phones, tablets, laptops, and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring to the maximum extent permitted by applicable law. This includes, as permitted by law, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks, and the PCD used for business purposes must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional, courteous, and respectful in tone and content. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including, but not limited to, policies on harassment (all forms related to legally protected demographics), bullying, retaliation, discrimination, conduct, confidentiality, equipment use, operation of vehicles, safety, etc. Using a Company issued PCD to send or receive personal text messages is always prohibited whether on or off duty.

If an employee who uses a personal PCD for business purposes resigns or is discharged, the employee will be asked to work with the IT department to delete all Company-related emails, documents, voicemails, records, and other Company-related electronic data from the device before leaving. Company-related information, regardless of its form or content, is considered Company property. Employees who leave MCCC are no longer authorized to be in possession of Company property. Therefore, an employee who refuses to submit their phone for processing or otherwise verify to IT's satisfaction that Company information has been removed completely from the phone will be considered to be in unlawful possession of Company information. MCCC will work with the employee to ensure the process of data removal is smooth and targeted to only remove Company-related information.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving; these laws include but are not limited to RCW 46.61.672 and ORS 811.507. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly. Texting and e-mailing while driving is prohibited in all circumstances.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.) But cell phones may also cause problems when used imprudently or excessively. This policy applies to all our employees.

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of our company's internet connection.
- Cause accidents when they illegally use their phones inside company vehicles while driving or near areas where using phones is prohibited.

Our company expects employees to use their cellphones prudently during working hours.

Employees are not allowed to:

- Play games on the cell phone during working hours.
- Use their phones for any reason while driving a company vehicle.
- Use their cell phone's camera or microphone to record confidential or proprietary information.
- Use their phones in areas where cell use is explicitly prohibited.
- Speak on their phones within earshot of colleagues' working space during working hours if it is disruptive to the work environment.
- Download or upload inappropriate, illegal, or obscene material on a company cell phone or when using a personal or company-provided cell phone while using a corporate internet connection.

Examples of appropriate use of cell phones during business hours:

- To make business calls.
- Use productivity apps.
- To check important messages.
- To make brief personal calls away from the working space of colleagues.
- Use of phones and devices during breaks.
- Use of phones and devices during lunch breaks.
- Use of phone or device while in a parked vehicle.

Disciplinary Consequences

Our company retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with our operations, we may restrict, if not prohibit completely, the employee's use of their cell phone.

Employees may face severe disciplinary action, up to and including termination, when they:

- Cause a security breach or contribute to circumstances that leave MCCC vulnerable to a security breach.
- Violate our confidentiality policy.
- Cause an accident by recklessly using their phones (not necessarily only by driving).
- Use their phone to intimidate, threaten, harass, bully, discriminate, or retaliate against another individual(s) in violation of MCCC harassment and violence policies.
- Violate our safety policies.
- Use their phones for personal business during work time (i.e., "stealing Company time").

Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone or electronic device on company property or while performing work for the Company unless the employee has gained express permission from their supervisor or a higher-level member of leadership.

The use of tape recorders, Dictaphones, or other types of voice recording devices anywhere on Company property to record conversations or activities of employees or clients of the company without consent of all parties, is strictly prohibited. Limited recordings may be authorized if (1) all parties to the conversation or activity are aware they are or may be recorded, (2) the device was provided by the Company, and (3) the recording is used solely for legitimate business purposes (e.g., recorded training program, disability accommodation resources, workplace investigation recordings, classroom or property safety monitoring, etc.). Secretly recording in person conversations without disclosing that the conversation is being recorded is a criminal offense and may lead to discipline, up to and including termination.

Enforcement of this policy is not intended to infringe upon employees' rights to engage in protected concerted activities or to otherwise discourage detection and reporting of workplace safety concerns or potentially unlawful activity.

If a safety concern warrants photography or recording of any kind, please report the issue to your manager immediately, and they will undertake the recording, if necessary, and remedy the concern. MCCC is committed to complying with all applicable laws and regulations. If you believe potentially unlawful activity is occurring, please report your concern immediately to Human Resources or any member of Management.

conjunction with expressing a political opinion or an opinion regarding actions that MCCC took, be sure to include a disclaimer noting that the opinion is yours alone and not the opinion of MCCC. Employees will not be disciplined for discussing with co-workers on social media issues related to wages, hours, or general working conditions, or for otherwise engaging in protected concerted activities.

Mid-Columbia Children's Council encourages all employees to keep in mind the speed and manner in which information posted on social media and social networking platforms is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. MCCC does not intend to actively monitor employee social media accounts, but if a questionable post or posts are brought to the attention of leadership, MCCC may look into the situation further to determine what, if any, action should be taken to ensure a respectful workplace for our team. Violations of this policy may result in discipline, up to and including immediate termination.

Nothing in this policy is intended to interfere with or infringe upon the rights and protections provided to employees under the National Labor Relations Act.



HR – Searches & Inspections

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children’s Council (MCCC) furnishes desks, closets and/or lockers for storage of employee coats, purses, briefcases, backpacks and other personal possessions. Remember that all lockers, desks, closets, and storage areas are considered MCCC property. MCCC does not assume any responsibility for any theft or damage to an employee’s personal possessions that may be maintained on MCCC premises.

Employees have no expectation of privacy regarding any personal information, documents, materials, or other personal items kept or located on MCCC-owned or MCCC-controlled property, including MCCC’s vehicles, lockers, desks, cabinets, storage areas, files (electronic or hard copy), computers, cell phones, electronic devices, conference rooms, parking lots, computer equipment, or MCCC-provided electronic technology equipment (e.g., cell phones, tablets, laptops, data drives, flash drives, etc.).

To discourage theft and other violations of MCCC’s policies, MCCC reserves the right to search its property, including personal belongings located in or on premises and property owned or controlled by MCCC, at any time without advance notice to employees. When presented with a legitimate business purpose, MCCC also retains the right to search and review any electronic or hard copy files, voice mails, e-mails, web sites, servers, phone logs, calendars, social media, mobile storage devices, and other resources maintained or accessed by employees on any computer or electronic device provided for MCCC’s employees ‘use. An inspection may be conducted before, during, or after working hours by any supervisor, manager, Human Resources, or other security personnel designated by MCCC.

MCCC has no intention of prying into your private life without a legitimate and reasonable business-related purpose. **If you do not want MCCC to search your personal belongings or your personal data, do not bring them to work and do not conduct personal business on MCCC-owned electronic devices or equipment.** Labeling personal files on computers or on the server as “personal”, “confidential” or some other personal identifier does not render the information confidential – MCCC may search any and all information and data located on MCCC property and MCCC-provided electronic equipment. Refusal or failure to cooperate with any search or inspection will result in discipline, up to and including termination.



HR – Tobacco Use

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Mid-Columbia Children’s Council strives to provide a healthy work environment for employees and clients. No smoking, vaping, use of nicotine pouches, or aerosolizing of inhalants of any kind is permitted inside MCCC’s office building or inside MCCC vehicles. Mid-Columbia Children’s Council also prohibits smoking, vaping and aerosolizing of inhalants within 10 feet of all MCCC building entrances, exits, windows, access ramps and air vents in Oregon and within 25 feet in Washington. Chewing and/or snuffing tobacco products of any kind is also prohibited both inside MCCC’s buildings or facilities and outside on MCCC’s property.

Smoking, chewing, and snuffing should be limited to rest breaks and meal periods. If you smoke, chew and/or snuff outside, please keep the area clean by picking up after yourself and disposing of trash in designated trash containers. Employees who smoke, chew or snuff are not entitled to take more rest breaks or longer rest breaks than other employees. Some employees, visitors and clients may have a sensitivity or allergy to smoking-related odors, employees who have strong cigarette, tobacco or pipe odors on their physical person or clothing may be asked to mitigate the odor while at work in accordance with our Dress Code and Grooming policy. If you smoke at a job site, MCCC asks that you remain respectful and mindful of the internal and external clients who may be present but do not smoke.



HR – Solicitation & Distribution

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

To promote a collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, MCCC has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace. Non-employees may not make solicitations or distribute literature at any time.

Employees may not engage in solicitation types of activities in working areas or during work time. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures, and promoting memberships in clubs or organizations, for yourself or others. You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in non-working areas and while not on working time to other employees who also are not on working time.

“Working time” means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal periods, breaks, or other times when an employee is not required to be on duty. “Working areas” includes all areas on or in MCCC property where work is performed by anyone connected with MCCC. “Working areas” do not include restrooms, employee break rooms, employee recreation areas, or parking areas.

Officially sanctioned fundraising (i.e. parent fundraising) may be permitted with prior approval.



HR – Nepotism

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Mid-Columbia Children's Council may refuse to hire or place a relative in a position where the potential for nepotism, favoritism, or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of MCCC Human Resources Director. Accordingly, all parties to any type of intimate personal relationship must inform the Human Resources Director once a relationship begins.

As explained in MCCC’s policy on conflicts of interest, favoritism or extended courtesies can create unwanted problems within an organization. **This policy applies to all employees.**

For the purposes of this policy, “dating” includes consensual romantic relationships and/or sexual relations.

Dating Managers/Supervisors

To avoid accusations of favoritism, abuse of authority and sexual harassment, we prohibit supervisors from dating employees who report to them. This restriction may extend to every manager within two levels above an employee. If this occurs, the supervisor may face disciplinary action up to and including termination. When this happens, they must inform Human Resources as soon as possible. Human Resources will evaluate the situation and act accordingly.

Procedure			
Effective Date:		Approved by HR Director:	7/12/2024
Supersedes Date:	5/9/2022		
References:			

Couples who are married or in a domestic partnership

If two employees marry, become related, or enter an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. MCCC generally will attempt to identify other available positions, but if no alternate position is available, MCCC retains the right to decide which employee will remain with MCCC.



HR – Publicity/Statements to the Media

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

All public statements on behalf of MCCC will be approved by the Executive Director.



HR – Operation of Vehicles

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

All employees are required to have a valid license and to be able to pass a driving record check. A current copy of driver's license and proof of insurance must be provided to MCCC's transportation department prior to driving any company vehicle or personal vehicle for business purposes.

Any change in an employee's driving record must be reported to MCCC's transportation department, and the Human Resources team immediately. Any change in license status must be reported to the employee's direct supervisor, the transportation department, and the Human Resources team immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on MCCC's property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.



HR – Professional Development

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

External Professional Development

All employees are encouraged to participate in training activities to not only develop program excellence but to also enhance individual professional development. To meet these goals, MCCC believes in providing financial assistance towards professional development activities to make it possible for employees to enroll in conferences, workshops, and college classes.

For purposes of this policy, professional development activities are defined as being job-related, career related, or other educational enrichment activities that meet MCCC’s overall goals. Job or career related activities are those that are directly associated to the work assignments or conditions of an employee’s position as determined by the Human Resources department, the employee’s direct supervisor, Training Administrator, and Executive Director. Only such activities are subject to educational assistance by advance payment or reimbursement.

Professional Development programs and activities may include but are not limited to: attendance at courses, seminars, conferences, institutes, lectures, meetings, or workshops, as well as participation in professional and technical associations.

Financial assistance and/or permission to attend a professional development activity may be denied if the activity places undue hardship on MCCC in any way such as staffing requirements, classroom ratios, budgetary restrictions, etc.

Internal Professional Development

All employees are required to attend pre-service and in-service training sessions and complete all required trainings.

Teachers will, on an annual basis, select and regularly attend no less than 24 clock hours of professional development per year. Such professional development shall be high-quality, sustained, intensive, and classroom-focused.

School bus drivers must maintain a current Commercial Driver’s License and attend at least eight (8) hours of classroom training each year.

Bus Monitors must complete all mandatory training before performing work within this capacity for MCCC and will be required to attend other trainings as needed.

Family Transport vehicle drivers must complete all mandatory training before transporting families with children in certified family transport vehicles and will be required to attend other trainings as needed.

Procedure			
Effective Date:		Approved by HR Director:	7/12/2024
Supersedes Date:	5/9/2022		
References:	Head Start Act Section 648A (6)		

Professional Development Reimbursement

Employees must complete a “Professional Development Request” and submit it to their supervisor for approval according to MCCC established deadlines so that payment for registration and travel-related items can be coordinated in a timely manner. The Professional Development Request is not complete until the employee fills out and signs all applicable areas of the document for initial approval. If approved by the supervisor, the “Professional Development Request” will be submitted to the Associate and Executive Director, as well as to the Training Administrator for final approval.

Upon returning from the event, the employee must submit proof of attendance at the training to their supervisor and the Training Administrator within two weeks and submit a copy to their state database system for training hours tracking as applicable. Failure to submit proof of attendance may result in a charge-back to the employee for fees paid on their behalf. Accepted proof may include Certificates of Completion or instructor’s signature on the Professional Development Evaluation form.

Institutional Instruction (College/University courses):

Employees are required to make their own payment for classes taken at a college or university. Classes will be considered for reimbursement to staff in a degree program working towards mandated qualifications as well as job-related coursework that benefits the program or assists the employee in performing their assigned duties. Reimbursement must be approved in advance, and in writing according to the following guidelines:

- Employees must complete a “Professional Development Request” and submit it to their supervisor for approval as well as a statement of how the course(s) ties into their professional development at MCCC. If approved by the supervisor, the “Professional Development Request” will be submitted to the Training Administrator.
- Reimbursement will only be granted for successful completion of the course. Successful completion means the employee must receive a grade of “C” or better or receive passing evaluation if a non-credit course.
- Within two weeks of completion of the course, the employee is required to submit official documentation of grades, such as transcript. Transcripts and grades presented must be official or unofficial from the education institution (copies accepted). In addition, the employee will be required to turn in an itemized receipt of payment for the course to their direct Supervisor and Finance Department. Only after the employee has satisfied the above requirements will reimbursement be made.

CDA Application &/or Renewal Fee:

MCCC will support candidates for Child Development Associate (CDA) credentials by paying for their application and renewal fees. Employees must complete a “Professional Development Request” and submit it to their supervisor for approval a minimum of two weeks before the application deadline, or as otherwise requested. The employee’s direct Supervisor will make final decision on the request and will return the documents to the Training Administrator for finalization.

Voluntary termination of employment of an employee for whom financial assistance has been given:

After signing the “Professional Development Request”, any employee who has received reimbursement for tuition and who voluntarily terminates their employment within 3 years of the completion of the course, will be subject to repayment of the total or prorated (based on the amount of service to MCCC amount of financial assistance received). A repayment procedure will be determined by mutual agreement of the Finance department and employee.

Employees

- Have the primary responsibility for their own professional development. Make professional development interests known to their supervisors. Employee and supervisor should jointly discuss professional development goals and review available opportunities.
- Initiate requests to participate in programs relevant to the professional development goals identified jointly with their supervisors.
- Attend and participate in professional development activities as approved or required by their supervisors/area manager.
- Show proof of attendance at training upon return.
- Offer feedback &/or share learned knowledge to supervisor or other staff as required.

Managers/Supervisors

- In consultation with the Childcare Director and/or Training Administrator as appropriate, assess and document employee professional development goals &/or requirements.
- Approve/deny professional development requests of employees.
- Ensure performance appraisals of employees include a discussion of educational and development objectives as appropriate.

Training Administrator

- Assess program-wide development needs and based on availability of resources, sponsor appropriate development programs.
- Consider employee development needs in budgetary planning.

Finance Department

- Coordinate and handle the collection of employee repayment.



HR – Coaching & Discipline

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

Violation of any MCCC policies or procedures may result in discipline up to and including termination. MCCC utilizes a progressive form of coaching and discipline. However, supervisors are not required to progress through every step. Initial steps of progressive discipline may be bypassed, depending on the severity of the offense.

Procedure			
Effective Date:		Approved by HR Director:	
Supersedes Date:	5/9/2022	Approved by HR Director:	7/12/2022
References:			

Manager’s Guide to Discipline:

Introduction

This guide is intended to assist supervisors in administering our discipline policy. Mid-Columbia Children’s Council (MCCC) desires a coaching/discipline policy that respects the rights of employees while also ensuring MCCC goals are achieved.

Coaching

Coaching is not discipline. For first offenses or minor issues, the manager should first “coach” the employee on the violation. Coaching allows the manager to discuss issues with the employee while providing the employee the opportunity to correct the behavior.

Performance Improvement Plans

Performance Improvement Plans (PIP) are a useful tool in the coaching/discipline process. A PIP is not discipline. It is a road map to improved performance. A PIP is very useful at any stage in the coaching/discipline process as it allows the manager to pinpoint specific issues or behaviors and identify specific actions to be taken to improve employee performance. The specific actions could include policy review, one-on-one training, seminars, etc. The PIP will always contain required training/education and periodic manager follow-up. A PIP is usually in effect for 60 days or less. Successful completion of a PIP could negate the need for follow up discipline. An unsuccessful PIP could indicate the need for additional discipline. While consistency is key, you will want to take into account each situation’s unique circumstances.

What Is Progressive Discipline?

Progressive Discipline is a structured process to address performance and behavioral issues with your employees. These steps can be used to handle employees with job performance issues or failure to follow rules, policies or procedures. Each step is designed to be more severe than the last, with the last step being termination, hence the term, “progressive.”

Progressive Discipline allows a manager to identify the issue(s) with their employee while still giving the

employee opportunity to correct their behavior by outlining clear expectations and consequences should the issue continue. This process is designed to assist supervisors and managers in applying the correct level of discipline and to be fair and consistent while doing so. This process applies to all areas of MCCC no matter the department.

MCCC Progressive Discipline consists of 5 main steps:

1. Documented Verbal Warning
 - This is the lowest level of formal discipline. This level is appropriate for minor issues that have not been resolved with unofficial coaching and counseling.
2. Written warning
 - A written warning is used for a minor issue that was not resolved using a documented verbal warning or a serious issue that demands strong action.
3. Final Written Warning
 - Reserved for serious issues that have not been resolved with a written warning.
4. Suspension (1-3 Days)
 - Used only as a “last chance” discipline to ensure the employee is aware of the seriousness of the issue.
5. Termination
 - Used after all other means have failed to correct the behavior or policy violations.

It is important to note that a supervisor is not required to progress through every step. Some offenses are serious enough to warrant a written warning or termination. Other offenses may progress through the discipline steps.

When Progressive Discipline Should Be Used

This will always vary depending on the situation. Here are some examples where Progressive Discipline could be used.

Example 1: The Employee Is Not Following the MCCC Dress Code.

- If an employee is consistently coming in wearing unapproved attire, progressive discipline could be used. For a first-time offense, a coaching may be appropriate. For continued misbehavior following multiple corrective conversations, you may start formal discipline.

Example 2: The Employee Is Creating a Disruptive Work Environment and Causing Discontent with Co-Workers.

- Your employee is a hard worker and produces great results but is constantly disrupting the workday. Constant complaining, gossiping, meddling in everyone else’s life, and not focusing on their own work could require beginning progressive discipline. If after talking to the employee the behavior improves for a while but then begins again, you may move straight to a written warning. Be sure to document the dates you talked to the employee about the issues and advise them if the issues are still happening. The hope is that the written warning will be taken more seriously and motivate the employee to make changes in their behavior.

Example 3: The Employee Is Continuously Committing Minor Infractions, but Nothing Serious Enough to Warrant a Write-Up.

- What do you do when you have an employee who continuously is making small mistakes? They aren’t huge infractions, but you are constantly reminding them of small things, a very frustrating situation for the managers.

In this scenario, you may provide a written discipline that includes retraining, or a performance improvement plan (PIP). If the employee is new, they may need more training or may not have understood the original training and need more help. A PIP may be an option if the employee is seasoned, or the issues have been going on for a while, and write-ups and coachings haven’t been

effective.

Each Situation Will Be Different

Each situation is going to be different, so look at the entire picture. What is the offense or infraction? How severe is it? Consider if the employee is a serial offender or if the situation is a one-time situation that can easily be rectified? Is progressive discipline the best course of action? Would retraining or a PIP be more effective in correcting the behavior and retaining the employee?

Don't forget to document your chosen corrective action. If there isn't a record, it didn't happen. The Process of Progressive Discipline

Step 1: Identify the Issue and Determine if Progressive Discipline Is Needed

Do your research. Check records, talk to witnesses and supervisors, and make sure you have documentation and proof of the infraction. Then examine if there has been any documentation of the issue before. Is this a first offense? What's the severity of the issue?

Step 2: Fill Out the Form and Prepare the Information to Discuss with the Employee

You must describe in detail the behavior or performance that needs to be addressed. Reference all policies/standards that are not being complied with. In listing the details of the violations include specific examples. You want the employee to understand clearly what the issue is.

The next step is to outline expected behavior. This can be accompanied with any training or reference material needed for the employee to understand the expectations.

For example, if the employee is not following a policy, you can provide them with a new copy of the policy and go over it with them. Then identify the level of severity of the infraction. Does it call for a verbal warning, written warning, final written, suspension, etc.? If listed as a suspension, there should be notes detailing the length of the suspension. You will also want to identify if the suspension is paid or unpaid.

The Counseling/Discipline form has 3 lines for signatures. The employee's signature only acknowledges the conversation took place. It does not indicate agreement. In the event that the employee refuses to sign or you have a witness, have the witness sign. Leave room for the employee to write any remarks they wish to the document. Since counseling/discipline often is controversial or emotional, allow the employee 24 hours to submit their comments.

Step 3: Discuss with the Employee

Delivery is everything. Being called into the office to talk to HR or management can cause stress and anxiety. Be sure to be prepared, confident, and keep things positive. These conversations don't have to be horrible. They can be enlightening and helpful for all involved.

Be sure to give the employee enough notice to make arrangements for their work or travel if they are coming from offsite. They should know when and where to meet, and who they are meeting with. Leave the topic of conversation vague.

Once the employee arrives, keep the conversation very focused. If the employee tries to shift blame or bring others into the conversation, help them focus on themselves and their actions. If they have other issues, make a note and advise that you will discuss them after the issue at hand is addressed. Be consistent in your responses and watch your tone. You want the employee to know you care and that

you're talking to them because you want to see them succeed.

Observe the employee to see how they react. If they are getting emotional, defensive, aggressive, etc., listen to what they have to say. Validate their feelings but keep the conversation on the topic. Ask questions to make sure you understand where the employee is coming from. Don't take what they have to say personally.

Step 4: Remember the Following Tips

- Even verbal warnings need to be documented. This can be in any written form, but you want to document when and what you talked about with the employee.
- Communicate with your management team. If there are employees who report to multiple managers, they need to know who they are talking to about what. If each manager has talked to the employee about the same issue, it's time to take the next step to resolve the situation.
- Don't go in by yourself. Make sure you have a witness available to protect both you and the employee.
- Don't forget to remind the employee that signing the form is not an admission of guilt. It's just an acknowledgment that the conversation happened. They absolutely have the right to disagree and should be allowed to write their statement on the paper as well.
- Remind them that disciplinary action is kept as confidential as possible and will not be discussed with other employees.
- Make sure you let them know the next steps. Is this going to affect any pay increases? How long does the write-up stay in the file? If the issue continues, what will happen next? You will want to be very clear.
- Keep your ears open for any red flags. When talking to the employee, be mindful of any triggers that may indicate they may need to look at FMLA, OFLA, ADA, or if they may need to be cleared by a doctor to perform the job duties with or without restrictions. Be sure to address red flags as they arise. Explain why you have a concern, what their rights are, and what the next steps are.

It is important to note that all discipline must be administered in coordination with Human Resources to ensure fair and equitable treatment.



HR – Employee Separations & Reinstatements

Policy			
Effective Date:		Approved by Policy Council:	
Supersedes Date:	5/9/2022	Approved by MCCC Board:	
References:			

When an employee submits their resignation, MCCC requires a two week notice in order for the employee to be eligible for rehire. Management positions require thirty days’ notice in order to be eligible for rehire.

All MCCC property must be returned.

During an employee’s notice period, they may not use any previously approved, personal, vacation or ***scheduled*** sick time.

A work separation is involuntary if initiated by the employer. Examples of work separation can include but are not limited to:

- Layoff
- Reduction in force
- Downsizing
- Temporary job comes to an end
- Discharge or termination for misconduct or failure to meet performance expectations.

MCCC will follow the manager’s guide to discipline to ensure proper process was followed prior to dismissal due to performance or misconduct.

For all involuntary separations, employees will be paid through the end of their final day.

MCCC follows all applicable state laws for final paychecks. See links to laws below.

[Oregon](#)
[Washington](#)

Discontinuation of Position

An employee in a position that is discontinued will be made aware of open positions available for which they qualify, they will be encouraged to apply for such positions.

References/Work Verification

Mid-Columbia Children's Council will respond to reference requests or work verifications through the Human Resources Department. MCCC will provide general information concerning the employee such as dates of employment and positions held. MCCC will only provide the information above in response to reference requests, unless the employee signs a release of information, allowing more details to be shared.

Employees who resign in good standing will be eligible for reemployment. If rehired within three months from the last date of employment, longevity pay will be calculated from the employee’s previous hire date.