

Policies and Procedures Manual



"EMPOWERING STUDENTS TO ACHIEVE"

2013-2014

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THE PURPOSE OF THIS HANDBOOK

The handbook has been tailored around the needs and expectations of both management and employees.

The purpose of this handbook is to provide:

- 1. A set of written guidelines;*
- 2. A means of communication with employees;*
- 3. A way to promote C.I.S. philosophy;*
- 4. A tool for saving management time;*
- 5. A system to avoid misunderstandings;*
- 6. A framework for consistency and fairness; and*
- 7. A means of protecting the legal interests of the C.I.S. program and its employees.*

IMPORTANT

The handbook is consistently being revised and up-dated as factors such as C.I.S. growth, changes in State, and Federal law, etc., make it necessary. The handbook is designed to inform employees of the basic policies. The handbook is not to be regarded as an Employment Contract, and management has the right to amend the policies and procedures at any time without notice or consent of the employee.

WHEN REVISIONS OCCUR

It is the Executive Director's responsibility to give notification to employees.

It is the Employee's responsibility to keep current by being aware of changes in C.I.S. policies.

THE USAGE OF "SHALL" AND "WILL"

The word "shall" signifies a policy, which may be utilized or should be utilized if management feels the circumstances warrant.

The word "will" signifies a mandatory adherence to policy.

Communities In Schools of Laredo, Inc. is referred to throughout the handbook as C.I.S. This policy handbook replaces all previous policies and agreements in effect approved by the Board of Directors on _____.

Benefits are reviewed frequently to keep them up-to-date, in order to ensure your well-being. As plans are revised, you will be notified by either your supervisor, the benefit carrier or management.

SECTION I

HISTORY OF COMMUNITIES IN SCHOOLS OF LAREDO, INC.

CIS GOAL:

The primary goals of CIS are to help students in at-risk situations stay in school and improve in academics, attendance and/or behavior. In addition, the efforts of CIS is to help students advance to the next grade and graduate and/or obtain a GED. CIS promotes and supports higher education, college readiness and career preparation for all students. These goals are attained by identifying and targeting the issues students' face which are, or can become, barriers to success in school.

MISSION STATEMENT

The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life.

MANAGEMENT

Communities In Schools of Laredo, Inc. is governed by a volunteer Board of Directors comprised of not more than twenty-five (25) members. This board is responsible for: overall management of the agency's fiscal position and policies, determining that the federal laws and regulations; and for meeting all programming goals. It is also responsible for: setting personnel and fiscal policies which will ensure efficient and effective agency operations; providing a work setting conducive to superior staff performance; and over-seeing the work of the Executive Director.

The Board and/or a committee appointed by the Board, and the Executive Director, will share the responsibilities of;

- 1. Developing a sound program in response to established community needs, and*
- 2. Regularly, obtaining and considering data from all relevant sources in order to properly evaluate the Board's direction and effectiveness of the CIS Program.*

SECTION II

ORGANIZATION

APPROVAL OF PERSONNEL POLICIES

The Board of Directors shall approve all personnel policies and procedures of Communities In Schools. Policies shall be prepared and/ or revised by the Finance Committee in consultation with the Executive Director. The Executive Director will make revisions as required for the operation and interpretation of the policies after the original approval of the board.

ADMINISTRATION OF PERSONNEL POLICIES

The Executive Director shall be responsible for the administration of the policies and procedures. In situations not covered by specific written policies, the Executive Director may take problem-solving action without Board approval.

CHAIN OF COMMAND

Communities In Schools has developed an organizational chart for the operation of the program. Each employee will know to whom they should report under different circumstances as stated in the Policy Handbook.

POSITION

*Executive Director
Financial Coordinator/Human Resources
Program Coordinator
Data Coordinator
Project Coordinators
Site Coordinators*

REPORTS TO

*Board of Directors
Executive Director
Executive Director
Executive/Director/Program Manager
Program Coordinator
Program Coordinator*

The handbook will clearly state when situations require for an employee to report to other than the supervisor listed above. The Executive Director may make any changes required from time to time.

EMPLOYEE SUPERVISION

It is the policy of Communities In Schools of Laredo, Inc. for the work of all employees to be assigned, directed, and reviewed by supervisory personnel. Each employee will have one supervisor whom they are responsible to.

CIS-Laredo Organizational Chart 2013-2014



Board of Directors

**Rosaura Rodriguez
Executive Director**

**Zaragoza Solis
Finance Coordinator/Human Resources**

**Sandy Salinas
Program Coordinator**

**Jennifer Camarillo
Data Coordinator**

Laredo Independent School District

Don Jose Gallego Elementary	Milton Elementary
Sanchez/Ochoa Elementary	
Christen Middle School	Lamar Middle School
Cigarroa Middle School	Memorial Middle School
Cigarroa High School	Nixon High School
Martin High School	F. S. Lara Academy

United Independent School District

Los Obispos Middle School	
Alexander High School (2)	United High School (2)
L.B. Johnson High School	Untied South High School

Gateway Academy

Gateway Academy
Town Lake

Gateway Academy
Town Lake

**Zapata County Independent
School District**

Zapata High School

**Jim Hogg Independent
School District**

Hebbronville Jr. High School

Hebbronville High School

SECTION III

EMPLOYMENT POLICY

CODE OF EMPLOYER-EMPLOYEE RELATIONS

It is the policy of Communities In Schools of Laredo, Inc. to announce to all employees the fundamental principles, mutual rights, and obligations comprising the relationship of employment between C.I.S. and its personnel.

- 1. *In its continuing effort to implement fair and effective personnel policies and practices, C.I.S. pledges:***
 - a. To employ people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, color, sex, age, national origin, or disability;*
 - b. To provide salaries and employee benefits which bear a fair and reasonable relationship to the work performed;*
 - c. To maintain safe and healthy working conditions;*
 - d. To welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;*
 - e. To establish procedures for employees to discuss freely any matter of interest or concern with their immediate supervisor;*
 - f. To permit each employee as much discretion and responsibility as is consistent with a well coordinated and effective operation; and*
 - g. To provide a Drug-Free and harassment-free work place.*

- 2. *Communities In Schools of Laredo, Inc. expects all employees:***
 - a. To know, understand, adhere to, and keep up-to-date with all policies, and to be aware of all deletions and/or additions of current policies;*
 - b. To give a productive days work to the best of their abilities and skills;*
 - c. To arrive at their work site and begin work on time;*
 - d. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees, students, parents and school personnel;*
 - e. To be willing to work hours assigned.*

3. *Communities In Schools of Laredo, Inc. retains the right to exercise customary managerial functions including the right;*

- a. To dismiss, assign, supervise, and discipline employees;*
- b. To determine and change starting times, quitting times, and days off;*
- c. To transfer and/or promote employees within departments, to other campuses, locations, or classifications;*
- d. To determine and change the size of and qualifications of the work force;*
- e. To establish, change, and abolish its policies, practices, rules and regulations;*
- f. To determine and change methods by which its operations are to be carried out;*
- g. To assign duties to employees in accordance with C.I.S.'s needs and requirements to carry out all ordinary administrative functions;*
- h. To establish, change, and abolish its benefits package; and*
- i. To establish, change, and abolish its policies on rest/coffee breaks.*
- j. Employment is at the discretion of C.I.S. The handbook will not be regarded as an employment contract.*

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Communities In Schools to provide equal opportunity for employment to all employees and applicants. No person shall be discriminated against employment because of individual's race, religion, color, sex, age, disability, or national origin.

The policy applies to all term, conditions, and privileges of employment including hiring, probation, training and development, promotion, transfer, compensation, benefits, termination, and retirement.

Communities In Schools policy is to comply with the Americans with Disabilities Act. Any questions should be directed to the Executive Director.

HIRING

It is the policy of Communities In Schools to hire individuals who are qualified for employment as determined by job requirements as to education, experience, and character. All decisions regarding the recruitment, selection, and placement of employees are made solely on the basis of job-related criteria.

To aid the process of selecting those most qualified for long-term employment, C.I.S. may utilize employment tests as part of normal hiring procedures. The tests will be validated to ensure there are objective requirements which will measure the person for the job, not the person in the abstract.

NEPOTISM

Communities In Schools wants to ensure that a conflict of interest or favoritism does not arise due to employment of relatives. Communities In Schools may consider a relative of employee for employment. Communities In Schools will employ a relative of an employee provided the individual possesses the usual qualifications for employment. Related persons will not be given work assignments which require one relative to direct, review, or process the work of another, or permit one relative to have access to the personnel record of the other.

Under no circumstances will the spouse of an employee be hired. If one employee marries another, both may retain their position if they do not work in the same schools, are not under the direct or indirect supervision of each other, and neither occupies a position which has influence over the other's employment, promotion, salary administration, or other related management or personnel considerations.

A relative, for purposes of this policy, is defined as a spouse, mother, father, sister, brother, son, daughter, grandchild, grandparent, uncle, niece, nephew, first cousin, mother-in-law, son-in-law, daughter-in-law, step-mother, step-father, step-brother, step-sister, step-son, or step-daughter.

Any employee who does not notify the Executive Director of a possible conflict upon being hired or of one which develops later, could be considered for termination for such cause.

EMPLOYEE REHIRE

Former employees who left C.I.S. in good standing may be considered for re-employment provided there is an opening available which the employee would be qualified to fill. Former employees who resigned without adequate notice or who were dismissed for cause shall not be considered for re-employment. A previously terminated employee who is re-employed will be considered a new employee from the date of re-employment unless the break in employment is less than thirty days, in which case, the employee shall retain accumulated seniority and other applicable benefits.

POLICE RECORDS

A routine check of police and other criminal records as required by the school districts shall be made on each staff member. This check is for the purpose of determining whether the person;

- 1. Has been convicted, within the past ten (10) years, of any felony or misdemeanor, or*
- 2. Has any charges currently filed against him/her by a district attorney.*

This check includes fingerprinting and background check. Should the check reveal a criminal record or outstanding charge, the employee shall be immediately notified, and any appropriate action as decided by the Executive Director shall be taken by C.I.S. The results of all such police and criminal checks are maintained in strictest confidence and shall be accessible only to the Executive Director, the appropriate supervisor and the employee. Any job applicant who does not agree to such a check is ineligible for employment.

POLITICAL ACTIVITIES/LOBBYING

*During working hours, a C.I.S. employee may not engage in any political activity such as but not limited to working on behalf of a partisan –political activity lobbying, collecting funds, making speeches, assisting at meetings, door canvassing, or distributing political pamphlets in an effort to persuade others of any political view while they are being paid with public funds. This does not preclude employee from taking an active part in a political campaign outside of working hours, provided such activities are not in violation of any provisions within the Hatch Act. Supplies or equipment paid for with public funds are **not** to be used for such activities.*

TRUCK/VAN/BUS DRIVERS

The hiring of truck, van and bus drivers will be governed by the laws and guidelines established by the Department of Commerce and any/all government regulations established by City, State, or Federal Regulations.

ANNIVERSARY DATE

It is the policy of Communities In Schools to keep on file the employee's contract anniversary date. An employee's anniversary date is defined as the first day of active employment.

Employees who are re-employed by C.I.S. after termination will lose their original anniversary date for all purposes and be assigned a new date corresponding to their first day on the job after re-employment. This policy does not apply to an employee who was erroneously terminated for cause and later reinstated, or who has less than a thirty-day break in employment.

MEDICAL PROCEDURES

Communities In Schools cannot dispense any type of prescription or non-prescription drugs. The school maintains a First Aid Kit with limited facilities at the nurse's office. Employees who become ill on the job or suffer any work-connected injury, no matter how minor, shall report for work-connected injury, no matter how minor, shall report for examination, treatment and recording of the incident at the nurse's office and then inform the Executive Director. You are required to, immediately; report all accidents to your Program Coordinator. The Program Coordinator is to report the accident the same day to the Executive Director. Employee receiving medical attention from an on the job injury will be paid for the time treatment is given at the school.

An employee calling in sick for three (3) or more consecutive days shall be required, upon returning to work, to provide to their supervisor a physician's statement. In order for the leave to be approved, the employee must have been under a physician's care. The physician shall state whether the employee is able to return to work. The supervisor, if working at a site other than the Central Office, shall send the physician's statement on the same day via facsimile to the Central Office. Any employee working at the Central Office must provide the physician's statement to the Executive Director upon returning to work.

T.B. TEST

Communities In Schools campus employees, volunteers, mentors, and tutors, are required to successfully pass a T.B. test. The test will be at the employee's expense. The employee can be given the required time off for the test provided the TB test can not be done after working hours.

The test must be taken and renewed annually and the employee must receive satisfactory results.

Failure to receive satisfactory results may result in termination.

HIV/AIDS

The following policy was adopted due to legislation from the 71st Texas Legislature. Communities In Schools is required to comply with it under a funding agreement with the Texas Workforce Commission:

The HIV virus destroys a person's defenses against infections. These defenses are known as the immune system. Once infected with HIV, a person may remain without symptoms for a long period of time, but is able to infect others through sexual or direct blood contact. As the disease progresses, the immune system can become so weakened that a person may eventually develop life-threatening infections and cancers. The AIDS is the final stage of HIV infection.

Current scientific and medical technology has determined that there is no risk of HIV/AIDS transmission in the normal work setting. Routine daily encounters with co-workers and agency clients poses no risk of transmitting the fragile, blood-borne virus.

Modes of transmitting the HIV virus does not involve environmental factors, but rather particular behavior. The HIV/AIDS-infected employees should not only be allowed, but encouraged to remain members of the work force. As long as they are reasonably able to function in the job duties assigned, their right to continued employment is protected.

Most HIV-infected employees will be able to perform job duties for an extended period of time before their illness interferes with job-related performance. The HIV/AIDS infected employee has the option of whether to disclose his/her condition. However, as with other illnesses or chronic condition, if the employee's job performance begins to be affected, the employee should discuss the situation with the appropriate supervisor.

*Based on the Federal Privacy Act, and Control Act, medical documentation or information provided by an HIV-infected employee to management or medical personnel must be considered confidential and private information. **All C.I.S. employees are forbidden to disclose this information without the employee's knowledge and consent, except as provided by law.***

*With the consent of the HIV-infected employee, appropriate agency officials, personnel representatives, and/or direct supervisors may be informed. **Any one who has access to confidential information is charged with maintaining strict confidentiality and privacy.***

Any Communities In Schools employee who breaches the HIV-infected employee's rights has committed a serious offense. This breach may be cause for litigation, resulting in both civil and criminal penalties.

The administration and management are charged with carefully assessing the impact of employee conduct in matters dealing with HIV/AIDS co-workers. Refusal to work with HIV/AIDS-infected co-workers should be carefully monitored and documented as with any other disciplinary problem. Appropriate, corrective, and disciplinary measures are to be implemented. All employee's are subject to disciplinary actions for refusing to work with an HIV/AIDS-infected employee.

CONTRACTS/ AGREEMENTS

Employees may not, except the Executive Director, enter into agreements or contracts on behalf of Communities In Schools.

An employee requiring an inter-agency agreement with a particular agency will have the Program Coordinator or Executive Director negotiate the agreement.

The Executive Director is the only employee who may enter into and sign an agreement or contract on behalf of Communities In Schools.

BONDING PROCEDURES

It is the policy of Communities In Schools for all employees to be bondable. The employee agrees to furnish all information and take any steps necessary to enable the agency to obtain a fidelity bond conditioned on the rendering of a true account by the employee of all monies, goods, or property which may come into the custody, charge, or possession of the employee during the term of his/her employment. All premiums on the bond are to be paid by C.I.S. Failure of an employee to qualify for a bond within fifteen (15) days from the date of request for information could result in the immediate termination of the employee.

HOURS OF WORK

Communities In Schools works year round. The fiscal year is September 1st to August 31st, 12 months a year. The normal work week is 40 hours Monday through Friday.

Employees are classified under the Fair Labor Standard Act as either "Exempt" or "Non-Exempt".

All hours and days at each site will be determined by the Executive Director.

NON-EXEMPT EMPLOYEES

Employees who do not qualify under one of the tests established by the Fair Labor Standard Act, the Executive Test, Administrative Test, or Professional Test are non-exempt employees.

- 1. All C.I.S. employees are expected to be at their work sites at their scheduled times ready to work.*
- 2. Meal periods are unpaid. Employees will not work more than 6 hours without a lunch break. The lunch period will be determined by the Program Coordinator or Executive Director. Employees may not skip lunch in order to leave the work site early. If more than one staff person works at a particular site, lunches should be staggered so the office is not closed unless authorized by the Program Coordinator.*

Employee work schedules are determined by the Executive Director or Program Coordinator. Employees will not leave the Central Office area or school premises for rest or coffee breaks. Coffee breaks will not interfere with servicing students. Employees should understand coffee breaks are not guaranteed, and if given, may be interrupted.

3. *Employees may not work overtime or be given compensatory time without prior written approval of the Executive Director or Program Coordinator.*
4. *All employees must complete and sign a time sheet and turn it in to the Central Office on a bi-weekly basis. The time sheet will show hours worked, leave, and vacation days taken. All employees will record time in and time out on a daily basis. The procedures for logging in and out for C.I.S. employees are as follows:*
 - a. *All employees must record their starting work time, in and out for meals, and ending work time. Employees must “clock out” or “sign out” whenever they leave their place of employment for any reason other than approved C.I.S. business.*
 - b. *Employees are not permitted to “sign”, “punch” or “clock” in or commence work before their normal starting time or to “sign”, “punch” or “clock” out or stop working later than their normal quitting time without prior approval of the Executive Director or Program Coordinator.*
 - c. *If an employee knows of an error on his/her time sheet, it is the employee’s responsibility to notify the Program Coordinator/Finance Coordinator.*
 - d. *Filling out another employee’s time sheet or card or falsifying one’s own time sheet or card is prohibited and may be grounds for disciplinary action including termination.*
5. *Employees may not arrange to have another employee work for them or change schedules and work days. All changes must be approved by the supervisor.*
6. *No employee is guaranteed particular work hours or days. They will be assigned by the Executive Director based upon the needs of Communities In Schools. Employees may be scheduled any hours or shifts, including split shift.*

The Executive Director may at his/her discretion approve compensatory time. All approvals must be in writing signed by the Program Coordinator or Executive Director.

7. *Employees working in excess of 40 hours in any one work week shall receive the same amount of over time off before the next payroll period. Employees will receive time off for extra time worked or better known as flex time.*
8. *Non-exempt employees performing work over 40 hours will receive compensatory time off. Employees will receive time off for extra time worked or better known as flex time.*
9. *All overtime and compensatory time must be approved in advance in writing by the immediate supervisor and the Executive Director. No more than twenty-four hours of compensatory time may be accumulated at any time and the Executive Director may require the employee to take some or all of the accumulated hours at any time.*

EXEMPT EMPLOYEES

Employees who qualify under one of the tests established by the Fair Labor Standard Act, the Executive Test, Administrative Test or Professional Test are exempt employees.

- 1. All C.I.S. employees are expected to be working at their work sites at their scheduled times.*
- 2. Meal periods are allowed for all employees and should not be less than one half hour and not exceed one hour. Exempt employees are required to use discretion and their own independent judgment when making the final decision concerning the amount of time allocated for a meal break (30 minutes minimum or 60 minutes maximum).*

The work area should be adequately covered at all times or the supervisor should be notified otherwise. The schedule of hours for employees shall be determined by the Executive Director or Program Coordinator. There should be no out of school or office coffee breaks. Employees should not leave the Central Office area or school premises for rest or coffee breaks unless necessary.

Coffee breaks should not interfere with servicing students. Employees should be aware that coffee breaks are not guaranteed, and, if given, may be interrupted.

- 3. Exempt employees may be required to work any hours reasonably necessary to accomplish their job. Staff personnel who stay late or do tasks on weekends do not qualify for additional pay but may be eligible to flextime.*
- 4. All employees must complete a work a signed work sheet and turn it in to the Central Office on a bi-weekly basis. The time sheet will show schedule of hours worked, leave, and/or vacation days used. All employees must record their work hours. The work hours records may be used by Communities In School in developing statistics of the services provided by the program.*

Each employee must complete a time sheet on a daily basis. No employee will be permitted to complete another employees time sheet or work sheet.

Filling out another employees' work sheet or card or falsifying one's own Work Sheet is prohibited and may be grounds for disciplinary action including termination.

Employees may not arrange to have another employee work for them or change schedules and work days. All changes must be approved by the supervisor.

Employees are not guaranteed particular work hours and/or work days. The Executive Director, based upon the needs of Communities In Schools, will assign the work hours and work days. The work hours and work days are subject to change at any time.

PROMOTIONS

It is the policy of Communities In Schools to hire employees based upon their qualification. Employees will be notified of openings with Communities In Schools and the Executive Director may fill the position from within the organization without advertising.

*Promotion and pay increases are **not** automatically given. Promotions and pay increases are awarded because of an employee's increased performance, development, and ability. Automatic pay increases are not given on the basis of seniority alone.*

TRANSFER

*It is the policy of Communities In Schools to place employees in jobs according to the employees' ability and the needs of the program. In order to achieve this purpose, employees may be transferred from one job to another, either at their own request or as a result of a decision by the Executive Director. **No** employee is guaranteed any position and is subject to transfer at management's option from one area of responsibility to another.*

PERFORMANCE COUNSELING FOR IMPROVEMENT

It is the policy of Communities In Schools to provide its employees with performance counseling for improvement. Counseling may be initiated when the Executive Director or Program Coordinator believes that an employee's performance problem can be resolved or improved through adequate counseling. Performance counseling is completely at the discretion of C.I.S. The Executive Director, in its sole discretion, may either warn, re-assign, place on probation, suspend or discharge any employee for just causes.

Performance counseling will be initiated the Program Coordinator or Executive Director believes that an employee's performance problems can be resolved or improved through adequate counseling. It can be done orally or in written form explaining the reasons for needed improvement or the problem which needs some type of correction.

DISCIPLINARY PROCEDURE

It is the policy of Communities In Schools that any employee who violated any of the C.I.S.' rules and regulations or standards of employee conduct and behavior, may be subject to disciplinary actions, which may include: being placed on suspension, placed on probation, placed on administrative leave or termination of employment.

If a supervisor recommends that an employee be terminated, a complete investigation of the situation shall be conducted by the Executive Director or any other supervisor appointed by the Executive Director. (Refer to section on Grievances)

The Executive Director may exercise this discretion whether an employee will be paid or not if placed under suspension or administrative leave. If an employee is placed under suspension or administrative leave without pay, no benefits shall be paid or accrued during this time.

Employees may be suspended or terminated with just cause by the Executive Director.

EVALUATION

New employees will be employed on a probationary basis and the initial probationary period shall consist of, but not limited to six (6) months. The Executive Director may authorize a probationary period time extension when appropriate.

The Program Coordinator should review with the employee the probationary performance at least one in each probationary period. Any employee may request a review of his/her performance.

A probationary employee may be refused regular employment anytime prior to the end of the probationary period and not have the right to appeal.

***Regular Employees** who are not on probationary status, will have their performance reviewed at least once a year. An employee may request a review of his/her performance at any time. An employee not satisfied with his/her evaluation may request for the Executive Director to review the evaluation.*

FRAUD AND ABUSE

Fraud and/or abuse of agency funds, including poor management and non-effective use of funds is cause for immediate dismissal.

All reports should be made directly to the Executive Director.

CONFIDENTIALITY

Employees of Communities In Schools, during the course of their work, will learn many personal things about children and their families, and fellow workers. The observance of confidentiality is both a legal and ethical obligation of all staff. In all areas of individual responsibility, professionalism will be demonstrated and expected.

The confidentiality of Communities In Schools' student records is of the utmost importance. Personal information obtained while working with and for students and families shall not be shared with unauthorized persons. Any employee breaching confidentiality will be terminated.

TERMINATION OF EMPLOYMENT

There are numerous reasons why an employee may be terminated. Employees may resign or they may be terminated at any time since all employment is "at will". Any employee failing to report or call in for three or more consecutive scheduled work days will be treated as a voluntary resignation. An employment contract does not exist between Communities In Schools and its employees. "At-Will" employees may be terminated for just cause at any time just as any employee can resign at any time for any reason.

Employees are expected to give two (2) weeks written notice of their intent to resign. Failure to give the notice required by this policy may result in ineligibility for re-employment.

The Executive Director is the only person authorized to terminate an employee.

LAYOFF AND RECALL

It is the policy of Communities In Schools to stabilize employment so that employees may be provided with regular and continuous work. In the event that a reduction in the work force becomes necessary, employees will be selected for layoff in accordance with the needs of C.I.S. The final determination will be made by the Executive Director. Seniority may not be a factor in selecting personnel for layoff. Availability of funds may be a reason for a reduction in the work force.

OUTSIDE EMPLOYMENT

It is the policy of Communities In Schools to allow its employees to hold second jobs, subject to certain restrictions as outlined below. Prior approval by the Executive Director must be obtained before any such outside employment is accepted. Communities In Schools needs to verify that the other employment will have no conflict of interest.

Employees must understand that employment with the C.I.S. is an employee's primary responsibility. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to be available for work. Should the outside employment cause or contribute to any of these situations, it must be discontinued or the employee will be asked to resign from C.I.S.

Also refer to the section on Conflict of Interest if considering outside employment.

TEMPORARY, PART-TIME AND ON-CALL EMPLOYEES

It is the policy of Communities In Schools to supplement the regular work force with temporary part-time or on-call employees when necessitated by periods of peak work load, employee absences, or other situations as may be determined by management.

A temporary employee is an individual who is hired full-time for a limited period, such as a month. A part-time employee is an individual who is hired for an indefinite period, but who works less than the normal workweek.

On-call employees will work only when C.I.S.'s needs require them to work.

Temporary, part-time and on-call employees will be required to follow the same policies as set forth in this manual, but will not be eligible for any benefits; such as accumulated leave, vacation, and health insurance.

SECTION IV

COMPENSATION

SALARY ADMINISTRATION

It is the policy of Communities In Schools to pay wages and salaries which are based upon a salary schedule established by the Board, based on the availability of funds. Salary increases are intended to reward above average job performance and are not given on the basis of length of service alone. Communities In Schools strongly encourages employees not to discuss their salary with other employees. Any questions should be brought to the attention of the Executive Director.

On each payday, employees will receive a statement showing gross pay, deductions, and net pay.

Vacation pay will be paid on a normal pay-day, as if the employee was working. Communities In Schools reserves the right to garnish an employee's pay in accordance with the Department of Wage and Hour Regulations or as required by a court order.

SECTION V

REIMBURSEMENT/TRAVEL

TRAVEL EXPENSES

It is the policy of Communities In Schools to reimburse the employee for expenses for traveling when traveling on official business. Each person will be reimbursed according to C.I.S. Policy. Expenses are divided into three categories; lodging, meals, transportation. Prior administrative approval (verbal or written) is required before out of town travel is conducted. Out of town staff are expected to attend regular staff meeting and prior approval is not required.

Meals- Management may allot a daily flat rate for meals for employees who must be out of town on business. When daily flat rate is given for meals, the employee is totally responsible to pay all meals from the amount received. No receipts will be required to be turned in upon the employees' return from traveling.

Lodging- The employee will be given a maximum daily rate for the room which will include all taxes. Some hotels may accept tax-exempt certificates and should be presented upon check-in. Employees may be required to share accommodations.

If an advance was provided to the employee, any daily lodging amount not used, must be turned in to the Central Office. Employees may not stay with someone or share a room and collect money not spent. Any employee spending money in excess of the daily rate will personally be responsible for excess amount.

All employees are responsible for turning in receipts for lodging. Receipts for rooms are required to be turned in to the Central Office no later than one week after the end of the trip or 5 working days. An employee that fails to reconcile his travels within the required 5 days will have the amount take from the next pay check.

*Transportation- C.I.S. will reimburse all employees for transportation expenses. Employees must use discretion when choosing the type of transportation to be used. Employees will be required to turn in **all** receipts no later than one week after the end of the trip; except employees claiming mileage when using their own personal vehicle. Employees may be required to travel together.*

Communities In Schools will not reimburse for sales tax.

CONFERENCES AND MEETINGS

It is the policy of Communities In Schools to encourage its employees to increase their job-related skills and knowledge through participation in professional conferences and meetings. Employees must submit a written request to their supervisor providing as much notice as possible. The request must identify the subject matter of the expenses. The Executive Director or Program Coordinator will make the final decision concerning authorization for attendance.

All C.I.S. meeting require mandatory attendance and will be paid. The employees who fail to attend C.I.S. meetings will be considered absent from work and will be subject to disciplinary action, unless prior authorization is attained from the Executive Director or Program Coordinator

Employees missing C.I.S. meetings are responsible for acquiring from their supervisor the information covered. Employees are expected to familiarize themselves with it.

All employees attending seminars or conferences on C.I.S. time will be required to present to Program Coordinator, within one week after their return, a written summary as to what they learned and what recommendations they have for Communities In Schools. Management may require an oral presentation to the staff if the information may benefit the program.

The Executive Director has the discretion to allow time off without compensation or reimbursement to employees requesting permission to attend a seminar or training.

TRIPS/ENRICHMENT ACTIVITIES

All trips used for enrichment activities must have the written approval of the Program Coordinator or Executive Director and the school principal.

It will not be suggested, permitted, nor required for students/participants to bring money, food, or other items to any C.I.S. activity.

All trips require a signed Parent/Guardian Release form. Each trip requires a new form stating destination, purpose of trip, time, date, emergency contact information and other pertinent information.

PURCHASE OF C.I.S. PRODUCTS

It is the policy of Communities In Schools to purchase supplies for office use, and enrichment activities. All supplies are strictly for the use of Communities In Schools activities.

Employees may not take or purchase C.I.S. supplies for personal use, and does not allow for employees to take advantage of the tax-exempt status of the organization.

Sales tax will not be paid on purchases for C.I.S. supplies. A Tax-Exempt Form must be presented to the vendor at the time of purchase.

VEHICLE USAGE

It is the policy of Communities In Schools to allow employees on occasion the use their personal vehicle for official business.

Employees may use their own vehicles for C.I.S. business in accordance with the guidelines established below.

Employees whose duties require them to operate a vehicle on C.I.S. business shall have in their possession a valid driver's license and a certificate of current liability insurance. C.I.S. or insurance provider may requires an employee to provide a copy of their driving record from the State. Fines incurred as a result of driving or parking violations shall be paid by the employee not CIS.

Liability insurance must be carried by employees if they are to use their vehicles on C.I.S. business. A copy of the employee's proof of insurance should be kept in the Central Office files. If an employee changes insurance providers it the employees responsibility to report this the Executive Director and provide a copy of insurance.

Employees are required to have a valid drivers license. Employees who drive vehicles with a GV of 26,000 pounds or more must have a CDL driver's license.

Employees may not transport students or parents in their personal vehicle on C.I.S. business. C.I.S. will prefer to pay for public transportation.

An employee failing to follow the above policy is subject to termination.

OUTSIDE ACTIVITIES/TRIPS

Employees may not transport student or parents on C.I.S. business in their personal vehicle. Request for trips must be submitted in writing stating destination, means of transportation, who will attend, what benefit will be derived from the trip and cost. Approval must be in writing from the school principal and Program Coordinator.

Requests should be made as soon as possible to provide adequate time for making satisfactory arrangements.

HOME VISITS

On occasion, home visits to participants and their families may be required. Under no circumstances will an employee be allowed to go alone on a visit. Communities In Schools requires two persons, a male and a female, to go on all home visits.

The visit will have at least one C.I.S. employee and the other person may be a school administrator or a representative from another agency.

The school principal must be notified of the visit before it occurs. Employees must take all precautions to insure safety.

MISCELLANEOUS EXPENSE REIMBURSEMENT

It is the policy of Communities In Schools to reimburse employees for expenses incurred for business related items.

- 1. A requisition form must be completed.*
- 2. Prior authorization should always be obtained before any purchase is made. (Except as authorized in the procedure manual)*
- 3. Reimbursement for purchases must be made with a receipt and a request for reimbursement form.*
- 4. If prior authorization cannot be obtain due to given circumstances, the amount reimbursed will be determined by the amount paid and the normal cost of the item(s).*
- 5. Reimbursement for sales tax will not be paid and a certificate of tax-exempt status must be presented at time of purchase.*

SECTION VI

EMPLOYMENT BENEFITS

DISCLOSURE OF BENEFITS

It is the policy of Communities In Schools to provide employees with benefits attributable to their employment and to protect the interests and benefits of all participants and beneficiaries of the employees' plan by making full disclosure with respect to the operation and administration of all employee benefit plans. Employees are encouraged to ask the Executive Director any questions concerning benefits.

- 1. Communities In Schools will ask the Administrators and carriers of the C.I.S.'s employee benefit plans to furnish a handbook explaining the benefits, and provide prompt answers to questions an employee or an employee's beneficiary may have concerning the benefits.*
- 2. **Workers Compensation.** All employees are insured by Workers Compensation Insurance or an equivalent plan authorized by the State. Although the cost of this coverage is paid entirely by C.I.S., C.I.S. wants its employees to be aware that Workers Compensation will only cover the employee if the employee is injured while performing his job. Workers Compensation **does not** cover the employee while he is not working nor does it cover the employee's family.*

Communities In Schools has workers' compensation insurance or an equivalent to protect you. You can get information about your workers' compensation rights from any office of the Texas Workers' Compensation Commission or by calling the commissioners toll free number.

You may elect to retain your common law right of action if, no later than five days after beginning employment, you notify C.I.S. in writing that you wish to retain your common law right of action. You cannot obtain workers' compensation income or medical benefits if you elect to retain your common law right of action.

- 3. **Insurance.** C.I.S. will pay a portion of the cost of premiums of Comprehensive Insurance Program which will afford greater insurance protection for the employee at an affordable rate after the employee has met the program's eligibility.*
- 4. **Health and Life Insurance** All insurance programs are constantly being reviewed and revised. Changes will occur due to the type of insurance being offered, the cost of the insurance, and the amount or percentage of C.I.S.-employee participation. Employees should consult a current insurance handbook and ask the Finance Coordinator/Human Resources questions if they have any. Employee participation in supplemental insurance programs is strictly voluntary. However, employees should consider the consequences of not participating in a benefit program.*

- a. *Employees who want to participate in a benefit program must notify the central office so that the proper amount may be deducted from their paychecks. The employee will be required to complete the proper insurance forms.*
- b. *Employees who do not wish to participate in the insurance benefit programs are required to sign a waiver of the benefit.*

Generally, employees who regularly work thirty-five (35) hours per week become eligible for supplemental Insurance the first (1st) of the month following 60 days of employment, or the next entry period. It is the employee's responsibility to notify the Finance Coordinator when an employee has met all requirements. C.I.S., will not be responsible for employees who are not added to the insurance.

5. *Employees who are allowed a "Leave of Absence" shall be required to pay the full cost of insurance premiums. While on leave the employee will pay the appropriate premium at the beginning of each week. Any employee failing to pay on time shall be removed from the health policy without notice.*
6. *When a leave of absence exceeds 90 days (except for military duty or when governed by State or Federal Law) the employee will be terminated. He/She may choose to exercise his/her rights under the "Cobra Act" to acquire health insurance.*
7. *Health insurance claims are to be handled by the employee. To file a claim for Life Insurance benefits, a copy of the death certificate should be sent to the Central Office.*
8. *Benefits, such as insurance, are not automatic. Employees, upon being hired should check with the Central Office to obtain qualifying information.*
9. *Employees are responsible for securing benefits and must keep the Central Office informed of any change in:*
 - *Name*
 - *Address*
 - *Telephone Number*
 - *Marital Status*
 - *Number of Dependents*
 - *Beneficiaries*

Employees must sign a form allowing the department to deduct money from the paycheck to pay a portion of the premium and the premium for his/her dependents. The form, and answers to any questions can be obtained from the Finance Coordinator/Human Resources.

COBRA INFORMATION AND NOTIFICATION

You and your spouse should take the time to read this notice carefully.

A FEDERAL LAW, THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (COBRA), WAS ENACTED BY THE 99TH CONGRESS REQUIRING MOST EMPLOYERS, SPONSORING GROUP HEALTH PLANS, TO OFFER EMPLOYEES AND THEIR FAMILIES THE OPPORTUNITY FOR A TEMPORARY EXTENSION OF HEALTH COVERAGE (CALLED "a continuation coverage") AT GROUP RATES IN CERTAIN INSTANCES WHERE COVERAGE UNDER THE PLAN WOULD OTHERWISE END. THIS NOTICE IS INTENDED TO INFORM YOU, IN A SUMMARY FASHION, OF YOUR RIGHTS AND OBLIGATIONS UNDER THE CONTINUATION COVERAGE PROVISION OF THE NEW LAW.

CONTINUATION COVERAGE:

You have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment to fewer than the minimum needed to remain eligible, or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the SPOUSE OF AN EMPLOYEE covered by the group health plan, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following four reasons:

- 1. The death of your spouse.*
- 2. The termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment.*
- 3. Divorce from your spouse.*
- 4. Your spouse becomes eligible for Medicare.*

A dependent child of an employee covered by the group health plan, has the right to continuation coverage if group health coverage is lost for any of the following five reasons:

- 1. The death of a parent.*
- 2. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment.*
- 3. Parent's divorce.*
- 4. A parent becomes eligible for Medicare.*
- 5. The dependent ceases to be a "dependent child" as defined by the group health plan.*

NOTIFICATION:

Under the new law, the employee or a family member has the responsibility to inform the group within 60 days of a divorce or a child losing dependent status under the group health plan. The group has the responsibility to notify the appropriate people of the employee's death, termination of employment or reduction in hours, or Medicare eligibility.

When the group is notified that one of these events has occurred, you then have the right to choose continuation coverage. You have a maximum of 60 days from the date you would lose coverage because of one of the events described above, to inform the group that you want continuation coverage. Notice must be sent to the employer attention: Insurance Department.

CHOICE OF CONTINUATION COVERAGE:

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continued coverage, you will be given coverage which, as of the time coverage is provided, is identical to the coverage provided under the plan to similarly situated employees or family members. Any modifications to the group health plan shall also be applicable to the continuation coverage.

APPLICATION FOR CONTINUED COVERAGE:

*You must give written notice of the desire to continuation coverage to the group within 60 days **from the date of the qualifying event or from the date of notification to you**, whichever is later. The notice should specify names, reason and date of the qualifying event. (Your benefits manager has the necessary form). Your coverage remains in effect during the election period if the premiums are paid.*

PERIOD OF CONTINUATION COVERAGE:

The new law requires that you be afforded the opportunity to maintain continuation coverage for 36 months unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. However, the new law also provides that your continuation coverage may be terminated for ANY of the following four reasons:

- 1. The group no longer provides group health coverage to any of its employees.*
- 2. The premium for your continuation coverage is not paid.*
- 3. You become covered under another group health plan.*
- 4. You become eligible for Medicare.*

INSURABILITY:

You do not have to show that you are insurable to choose continuation coverage.

PAYMENT:

Under the new law, you may have to pay all or part of the premium for your continuation coverage, plus a two percent administration fee. (The new law also says that, at the end of the 18-month or 36-month continuation coverage period, you must be allowed to enroll in the individual conversion health plan provided under the terms of your group health plan.) After the initial premium payment, premiums are payable monthly. Your payment should be submitted to the group in advance to allow for timely remittance of the group premium. Continuation coverage shall be canceled if the premium is not received by the insurance carrier.

VACATIONS, HOLIDAYS, SICK LEAVE AND SHORT TERM ABSENCES

It is the policy of Communities In Schools to provide days off from work with pay to regular employees.

Days earned are divided into two sections

- 1. Vacation*
- 2. Leave days*

Vacation days are earned for vacation time.

Leave hours are for sickness, marriage, birth or death in the family or for whatever reason the employee feels necessary to be away from work.

- 1. As much notice as possible should be given when taking approved leave hours.*
- 2. All vacation time must be taken in the summer when the regular school year is not in session.*

The Executive Director may require all or part of the employees to take their vacation / leave at a specific time.

The Executive Director may require all or part of the employees to take their vacation at a specific period.

- 3. Employees should be aware that because of the nature of the C.I.S. program, as much notice as necessary of leave time request should be given.*
- 4. Leave hours may be earned by regular employees who normally work over 35 hours per week, and 220 day working agreement” employees. New employees who work under the 220 day working agreement leave days are at a prorated rate.*
- 5. All vacations must be approved by the Executive Director or Program Coordinator. Management reserves the right to cancel or change benefits at any time.*

6. ***Vacation:***
The Board of Directors of CIS-Laredo has approved a specific working calendar which include days where the CIS program will be closed for operations. Please see the attached working calendar.

Leave: *The Board of Directors of CIS-Laredo has approved a leave policy that allows employees to earn 3.08 hours per pay period up to 10 days a year or 80 hours.*
7. *It is the policy of CIS-Laredo not to pay unused vacation or leave hours.*
8. *Employees may not elect to work and not take a vacation in an attempt to collect both vacation pay plus regular wages.*
9. *If the employee resigns or is terminated, any accrued leave or vacation is forfeited and will not be paid. On certain circumstances, the Executive Director may choose to exercise authority to pay any leave or vacation at any time.*
10. *Vacations are not cumulative and normally must be taken in the year in which they are earned; 9/1 to 8/31. The employee will not be paid for unused vacations remaining at the end of the vacation year. However, where an employee is requested by C.I.S. to cancel vacation plans, and the vacation cannot be rescheduled during the summer, the employee shall be permitted to rescheduled the vacation. The request must be in writing and signed at the time of request by the Executive Director and employee.*
11. *Employees must be at work the day before and the day after the vacation to be paid vacation.*
12. *Employees with unused leave days may request C.I.S. to use these hours for pay purposes at the discretion of the Executive Director. If leave hours are used they will be paid at regular time since they are not hours worked. The Executive Director may schedule employees to take unused leave hours at any time.*
13. *Repositioned staff will follow their agency's policies with regard to vacations and holidays.*

SECTION VII

COMPANY PREMISES AND WORK AREAS

COMPUTER PROCEDURES

It is the policy of Communities In Schools to allow, only, authorized and properly trained personnel to use the computers. If an employee is not properly trained, the employee should contact the Data Coordinator to be trained for proper use.

All information, including software, and information in any type of mail system, is the property of Communities In Schools. It should not be removed from the premises without the approval of the Executive Director.

Employees having a password for the computer, may not give it to any other person. If at any time, you feel that someone knows your password, contact the Data Coordinator immediately.

All software is the property of Communities In Schools. No software should be loaded or removed without authorization of Program Coordinator or Data Coordinator.

No liquids, including sodas and coffee, may be placed near the computer, printer or any electronic equipment.

MONEY HANDLING

All cash must be deposited at the Central Office and under no circumstances will a campus or employee maintain their own cash and controls.

When turning in money to the Central Office, the employee must get a signed receipt showing where the money came from, amount turned in, campus site, who received the cash and who turned in the money.

Employees may not take cash and replace it with an IOU.

Under no circumstances will an employee be authorized to use or borrow C.I.S. funds for personal use.

FUND RAISERS

Fund raisers must be approved by the Executive Director or Program Coordinator and the School principal, if on a school campus.

EMPLOYEE SAFETY AND HEALTH

Employee may request material safety information at any time.

It is the policy of Communities In Schools to provide a safe and healthy work environment for all employees. It is expected for all employees to comply with all safety and health requirements whether established by management, or by Federal, State, or Local law.

All employees are encouraged to submit suggestions to the Executive Director concerning Occupational Safety and Health Administration.

No employee shall be discharged or discriminated against in any manner because the employee has instituted a proceeding with OSHA, has testified in such a proceeding, or has otherwise exercised any right afforded by OSHA.

Any unsafe act or hazard must be reported immediately to the Executive Director or Finance Coordinator/Human Resources. If an immediate remedy is not made, a written report of the situation should be prepared and given to the Executive Director.

SMOKE-FREE WORKSITE

Communities in Schools maintains a smoke-and tobacco-free worksite. No smoking or other use of tobacco or similar products is permitted at any point during a workday, while on agency business, while in transit between work locations or assignments.

The agency does not allow smoking breaks during the workday.

ALCOHOL AND DRUG ABUSE POLICY OF COMMUNITIES IN SCHOOLS

Employees are Communities In Schools most valuable resource and for that reason, their health and safety is of paramount concern. Communities In Schools will not tolerate any drug or alcohol use which imperils the health and well-being of its employees or threatens the program. The use of illegal drugs an abuse of other controlled substances, on or off duty, is inconsistent with law-abiding behavior. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in the company's business. Employees have the right to work in a drug free environment.

Communities In Schools is committed to maintaining a safe work place free from the influence of alcohol and drugs. Communities In Schools will, vigorously, comply with the requirement of the Drug-Free work place Act of 1988 and the special Drug-Free Work Force rules promulgated by the United States Department of Defense.

AUTHORIZED USE OF PRESCRIBED MEDICINE

An employee taking prescribed medication which may alter his or her physical or mental ability must notify the Executive Director who will determine whether C.I.S. should temporarily change the employee's job assignment while taking the medication.

PROHIBITIONS

Communities In Schools policy prohibits the following:

1. *Use, possession, manufacture, distribution, dispensation or sale of illegal drugs, or alcohol, as well as inhalants, on school premises, CIS premises on C.I.S. business, in C.I.S. offices, field trips and enrichment activities, in vehicles, or during or after working hours;*
2. *Unauthorized use or possession, or any manufacture, distribution, dispensation or sale of a controlled substance on school premises, CIS premises on C.I.S. business, in C.I.S. offices, field trips and enrichment activities, in vehicles and during and after working hours;*
3. *Storing in a locker, desk, automobile or other repository on school or C.I.S. premises any illegal drug, any controlled substance whose use is unauthorized, or any alcohol;*
4. *Being under the influence of a controlled substance or illegal drugs or alcohol on school or C.I.S. premises, or C.I.S. business in vehicles, or during working hours; "under the influence" of alcohol is defined as a blood alcohol content of .05; "being under the influence" of a controlled substance or illegal drug is defined as testing positive at a specified ng/ml level;*
5. *Use of alcohol off school or C.I.S. premises that adversely affects the individual's work performance, his own or others' safety at work, or the C.I.S. regard or reputation in the community;*
6. *Possession, use, manufacture, disposition, dispensation or sale of illegal drugs off school or C.I.S. premises that adversely affects the individual's work performance, his own or others safety at work, or C.I.S.'s regard or reputation in the community;*

Our goal is to provide a drug free work place and will not tolerate the use, distribution, or possession of illegal drugs; in or out of the work place. The above will be good cause for immediate termination.

1. *Refusing to submit to search of C.I.S. property when requested by management;*
2. *Conviction under any criminal drug statute for a violation occurring in the work place;*
3. *Arrest or conviction under any criminal drug statute.*
4. *Failure to notify the Executive Director of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction;*
5. *Refusing to sign a statement agreeing to abide by the Alcohol and Drug Abuse policy.*

SEARCHES

1. *Whenever Communities In Schools has reasonable suspicion that an employee's work performance or on-the-job behavior may have been affected by alcohol or drugs, C.I.S. may search any/all C.I.S. property or property of the schools provided "in-kind" to C.I.S.*
2. *Whenever Communities In Schools has reasonable suspicion that an employee possesses alcohol or drugs on school or C.I.S. premises, C.I.S. may search any/all C.I.S. property or property of the schools provided "in-kind" to C.I.S..*

CONSEQUENCES FOR VIOLATIONS OF THIS POLICY

Violation of Communities In Schools Alcohol and Drug Policy may result in severe disciplinary action, including discharge, at the Executive Director's sole discretion.

WEAPONS

It is the policy of C.I.S. to prohibit an employee from carrying a weapon to any school or place of employment. Communities In Schools employees will familiarize themselves with the weapon policies of their school districts and abide by them.

MAINTENANCE OF WORK AREAS

It is the policy of Communities In Schools for work areas to be kept clean and orderly at all times.

1. *Cluttered work areas usually are the result of poor work habits on the part of employee to keep his/her work areas clean and orderly. It is the responsibility of each supervisor to ensure work areas are maintained properly.*
2. *Food, to include lunch, should not be consumed in the employee's work area. Drinks are allowed.*
3. *Smoking is not permitted in the work area, in the presence of C.I.S. students in or out of the work place, nor on C.I.S. business.*
4. *A general "clean-up" of work areas and office facilities shall be accomplished at the end of the workday.*

SOLICITATIONS AND PETITIONS

It is the policy of Communities In Schools to prohibit, during working hours and working premises, solicitations whether they are made by employees, individuals, or groups not associated with C.I.S.. This includes, but it is not limited to, petitions, and solicitations for signatures. Under certain circumstances the Executive Director may authorize solicitations.

Unrestricted solicitation on C.I.S. or school premises interferes with the normal operations of the organization. It is detrimental to employee discipline and efficiency, annoying to C.I.S. students, and poses a threat to C.I.S. and school security.

Employees may not purchase or sell products on the premises or deliver products on school or school property without the approval of the Executive Director and school principal.

Tickets or raffles which are part of the C.I.S. program or part of the school's fund raiser may be sold at your work site as authorized by the Principal and Executive Director.

PERSONAL PROPERTY

Communities In Schools cannot guarantee or insure the theft of personal property. We insist that valuables, large sums of money, etc., not be brought to the work place.

Employees must lock their work areas when leaving for any period of time.

- 1. Articles of personal property found on the premises should be returned to the owner, if known, or turned in to the school office or Executive Director.*
- 2. It is expected for employees to exercise reasonable care in securing their purses. Purses must be kept in a secure place and under no circumstances should they be left unattended in the work areas.*

SECURITY AND VISITORS

Communities In Schools has established security policies which reflect concern for C.I.S. employees, the schools and students we serve, and parents of C.I.S. students.

All employees located on school campuses must follow the rules established by the school administration concerning safety and visitors.

Visitors, who are not on official business, are not allowed in the Central Office, C.I.S. school sites, and C.I.S. office areas, unless authorized by the Executive Director or Program Coordinator.

Violations of security procedures, to include lost or stolen keys of a work site shall be reported by the employee (s) of the work site, immediately, to the Executive Director and School Principal.

Keys may not be duplicated without the permission of the Principal or Executive Director.

PARKING

It is the policy of Communities In Schools to request parking at the campus sites and Central Office area. Employee's are responsible for knowing the parking policies and acquiring parking permits as required.

Employees must park in the employee parking lot. Employees are expected to observe safe speed limits and drive in a responsible manner.

It is recommended for employees to keep their cars locked while parked. Communities In Schools assumes no responsibility for damage to, or theft of any automobile or personal property left in an automobile in the parking lot.

KEYS

Necessary keys will be issued to all employees by their campus administration. These keys should be kept in the employee's possession at all times. Employees may not loan or duplicate keys without written permission of the school principal.

Lost or misplaced keys must be immediately reported to the school principal if the employee's work site is a school campus.

Upon employment termination, all keys will be turned in to the school principal.

GOVERNMENT INSPECTIONS

It is the policy of Communities In Schools to cooperate with all government inspectors and abide by their regulations. Communities In Schools recognizes the right for inspectors and administrators to inspect without notice. Visitors must first report to the main office and abide by the rules established by the school.

Information may not be given out without the authorization of the Executive Director or School Principal.

SECTION VIII

ABSENCE FROM WORK

ATTENDANCE AND PUNCTUALITY

It is the policy of Communities In School to expect of its employees punctual attendance. Management recognizes that certain circumstances beyond an employee's control may cause an employee to be absent from work. However, unauthorized absence or tardiness will not be tolerated and may result in disciplinary action.

An employee must be at work at the starting time established by the Executive Director and must remain at until the established end of the work day. An employee delayed, for what ever reason, for more than a few minutes in reporting to work, is required to call the Executive Director or Program Coordinator and School Principal promptly, to explain the circumstances.

An absence request form must be completed the first day the employee returns to work and submit it via the facsimile machine to the Central Office. Failure to notify C.I.S. of any anticipated absence or delay in reporting for work will result in loss of compensation during the absence and may be grounds for disciplinary action.

Employees are required to attach the original "Request for Leave" form with the next weekly time sheet submitted to the Central Office.

An employee shall not be required or permitted to work any period of time beyond the normal quitting or starting times for the purpose of making-up time lost due to tardiness, unauthorized absence, or authorized absence for which the employee is not eligible to receive compensation. Employees need to obtain from the Executive Director or Program Coordinator prior approval for any work to be done beyond the normal working hours.

It is the Campus Staff's responsibility to report, immediately, to the Program Coordinator any employee who is absent from his/her work site or reports more than a few minutes late.

An employee, who is absent from work, or reports late, without good cause and/or giving proper notice, may be told to go home and not be paid the day, or may be considered as having resigned or voluntarily terminated employment.

Communities In Schools meetings will be considered as time worked and attendance is required. Absence from meeting will be considered as absence from work.

An employee failing to "call in" or "report to work" may be considered by C.I.S. as a voluntary termination or resignation".

An employee who does not attend work on scheduled day, must call or e-mail the Executive Director or Program Coordinator and School Principal in his absence his/her supervisor. All calls must be from the employee and no calls will be valid if made by any other person. Exceptions will be made if the employee is in no condition to call the supervisor.

An employee who becomes ill is required to:

- 1. Notify his/her Executive Director or Program Coordinator in his absence the supervisor, immediately, of being ill and unable to come to work.*
- 2. An employee who is out from work three days or more due to illness when returning to work will be required to submit a written statement from their personal physician stating that hi/she was absent from work due to illness; and*
- 3. Submit a statement from a physician regarding the date the employee is*
- 4. capable of returning to work if there has been a serious extended illness.*

LEAVES OF ABSENCE

It is not the practice of Communities In Schools to grant extended leaves of absences. Though leaves of absences are not usually granted, a written request may be submitted to the Executive Director for consideration.

The Executive Director will make the final determination. Approved leave must be in writing and signed by the employee and Executive Director stating expected date of return.

An employee failing to return from an approved leave of absence, unless extended by the Executive Director in writing, will be considered as a voluntary termination.

JURY DUTY/VOTING

Employees are allowed time off for jury duty or for time served as a witness under subpoena. They must present their jury notice or notice to appear under subpoena to their supervisor as soon as they receive the notice.

Communities In Schools will reimburse the employee for his/her salary as though it was a regular work day. Employees can keep the jury duty monetary compensation received for the first three (3) days. After the first 3 days, the jury duty compensation money received by the employee will be turned in to Communities In Schools.

Communities In Schools encourages all employees to exercise their constitutional right to vote. If an employee's work is during the entire time the voting polls are open, including early voting periods, the employee will be given adequate time off with compensation at his/her request to vote.

MILITARY LEAVE

An employee who is a member of the state military forces or a reserve component of the armed forces is entitled to leave with pay to attend authorized duty for a maximum of 10 workdays in a federal fiscal year (October 1 through September 30). These days do not have to be consecutive.

The employee will provide a copy of the military orders before leaving, if the orders are available, or immediately when received after departure, or not later than the first day after returning from duty.

SECTION IX

PERSONAL CONDUCT

BEHAVIOR OF EMPLOYEES

It is the policy of Communities In Schools for certain rules and regulations regarding employee behavior to be necessary for the efficient operation of C.I.S., and for the benefit and protection of the rights and safety of all. Conduct which interferes with operations, brings discredit to C.I.S. or the schools, or is offensive to students, school faculty and fellow employees will not be tolerated.

DISCRIMINATION

It is the policy of Communities In Schools to prohibit discrimination in any form because of an employee's race, religion, age, national origin, sex or disability.

An employee who believes he/she has been subjected to or knows of the occurrence of an act of discrimination should report the alleged act immediately to the Executive Director. The Executive Director will make every effort to insure complaints of discrimination are resolved promptly and effectively. All complaints regardless of merit are to be brought to the attention of the Executive Director.

The Executive Director will be the Equal Employment Opportunity Commission (E.E.O.C.) representative.

HARASSMENT

The Equal Employment Opportunity Commission (EEOC) has issued guidelines setting forth the Commission's interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. Conduct creating an intimidating, hostile or offensive working environment will not be tolerated. Those violating this practice may be subject to disciplinary action up to and including termination.

An employee who feels he/she is being harassed is urged to immediately contact the Executive Director. In the case where the Executive Director is involved, the employee is encouraged to contact the Board President. The Executive Director or the Board President may appoint an individual or group of individuals to conduct an investigation on the allegations. Employees may exercise their rights under the Equal Employment Opportunity Commission.

The time frames for any review or investigation will be the same outlined under the grievance in the policies and procedures handbook. Furthermore, after the reviews are completed, any of the parties may request in writing a copy of the final report, which may take up to 10 days to provide. Reports provided to any individual shall reflect findings pertaining to that party only. When any of the parties, alleged or complaining, inform management that legal counsel has been secured, any further contact between the agency and employee(s) shall stop and any matter in reference to the allegation shall be handled through the CIS Executive Committee, attorney or representative.

PERSONAL APPEARANCE OF EMPLOYEES

It is the policy of Communities In Schools for an employee's dress and grooming to be appropriate for the work situation. Radical departure from conventional dress or personal grooming are not permitted regardless of the nature of the job performed.

- 1. All C.I.S. employees have contact with the public. Employees' appearance and actions are representative of C.I.S.. The properly attired and well-mannered employee helps to create a favorable image for C.I.S.. The personal appearance of workers shall be governed by the following standards:*

- a. *Employees are expected to dress in a manner which is acceptable in business like establishment. The wearing of dungarees, jeans, shorts, sandals, T-Shirts and similar items of casual attire are not permitted, as they do not present a business like appearance. Management reserves the right to set dress guide lines for employees. The Executive Director may approve in writing a summer dress code.*
 - b. *Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, un-kept hair is not permissible regardless of length; and*
 - c. *Sideburns, mustaches, and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.*
2. *Employees should always wear a name-tag which has been issued by C.I.S. or the campus.*
 3. *If an employee reports for work improperly dressed or groomed, the supervisor shall instruct the employee to return home to change clothes, or to take other appropriate corrective action. The employee will not be compensated during such time away from work. Repeated violations of this policy will be cause for disciplinary action.*
 4. *The wearing of buttons, arm bands, badges and other items which are not approved by C.I.S. and/or the schools are prohibited.*

PERSONAL FINANCE OF EMPLOYEES

It is the policy of Communities In Schools for all employees to discharge their financial obligations promptly to avoid the courts from having to ask Communities In Schools' assistance in collecting amounts owed to others.

*Communities In Schools **will not** loan money to employees, except when an error has been made on the pay records and approval by the Executive Director has been rendered. Employees may not borrow money from other employees, students, or school personnel.*

C.I.S. SERVICES

It is the policy of Communities In Schools to provide its students and parents with the best possible services. Employees are expected to treat students, parents, and school staff in a courteous, respectful manner at all times.

1. *Employees should always remember that the C.I.S. students and parents come first, and are entitled to the same thoughtful treatment the employee would like to receive. Students, parents and school staff should not be treated in a condescending or impolite manner, and should never be kept waiting an unreasonable amount of time.*

2. *When a student or parent approaches an employee with a question or requesting assistance, the employee will give the matter their immediate attention. If the student or parent becomes abusive or argumentative and the employee cannot properly handle the situation, the student or parent should be referred to the school principal.*

Communities in Schools staff should notify the Executive Director or Program Coordinator.

3. *Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. The following procedures should be observed whenever possible:*
 - a. *When answering the telephone, give the name of the school, C.I.S. Office, and the identity of the speaker; and give a friendly greeting;*
 - b. *If the person with whom the caller wishes to speak is on another line, ask the caller if they prefer to leave a message.*
 - c. *If a caller has been placed on hold, offer to have the call returned if the person with whom they wish to speak is not available within a reasonable time (example 30 seconds);*
 - d. *When a caller leaves a name, number or message, make sure it is recorded correctly and given to the appropriate individual; then repeat the information back to the caller; and*
 - e. *When using the telephone, all C.I.S. school staff employees should take and place their own calls, except for the assigned individual who may place calls for the Executive Director and Program Coordinator.*

PERSONAL TELEPHONE CALLS, MAIL AND VISITS DURING WORKING HOURS

It is the policy of Communities In Schools for telephone and mail facilities to be for the use of C.I.S. business only. C.I.S. facilities should not be used for personal telephone calls or personal mail, except in cases of emergency.

1. *Use of the C.I.S. telephone lines should be confined to business calls. Personal telephone calls should be limited to those which are absolutely necessary and should be as brief as possible. This restriction on the use of telephones also applies to making unnecessary personal call to fellow employees within the organization.*
2. *Personal calls are allowed in emergency situations only.*
3. *Long Distance personal calls made can never be charged to C.I.S..*
4. *Employees should not use C.I.S. or the schools' addresses in receiving personal mail.*

5. *Communities In Schools stationery should not be used for personal correspondence. Letters sent out on C.I.S. stationery might be considered an official communication.*
6. *Employees cannot have visitors during working hours.*
7. *Employees who abuse these privileges will be subject to disciplinary actions.*

CONFLICTS OF INTEREST

It is the policy of C.I.S. to prohibit its employees from engaging in any activity or practice in conflict with the interests of the agency or its students. Examples of conflict of interest which should always be avoided:

1. *No employee shall accept full-time, part-time, or temporary employment in any organization which does business with C.I.S. or is a competitor of C.I.S. or where an inter-agency agreement exist with Communities In Schools.*
2. *It is against C.I.S. policy for any employee, executive, or agent of C.I.S. or a member of his/her family to receive a favor, money, unusual hospitality, discount, gift, prize or special personal consideration of any kind which might influence or compromise the employee's independent action.*
3. *It is difficult, if not impossible, to describe all of the situations which may arise in conflicts of interest. When any employee has a question concerning a possible conflict of interest, the employee is expected to seek advice from the Executive Director.*

THEFT OF PROPERTY

It is the policy of Communities In Schools to be concerned with the safety of its employees. Employees should be aware that they may witness theft of C.I.S. or school property.

1. *An employee who witnesses a theft should contact the school principal immediately.*
2. *A report should be made to the Executive Director, Program Coordinator or proper chain of command.*
3. *If an employee knows of a theft of C.I.S. property which implicates another employee, he should report what he knows to the Executive Director.*

PERSONNEL RECORDS

It is the policy of Communities In Schools to have an effective system for keeping records of job applicants, current employees, and former employees for essential and proper functioning of the organization. Communities In Schools strongly believes in respect for the rights and dignity of each, and pledges to conduct its business in such a way for the privacy of all.

*All requests for information from persons outside the C.I.S. organization concerning job applicants and current, retired, or terminated employees must be referred to the Executive Director. **No one** else is authorized to release such information. The Executive Director may not release information without the written consent of the individual concerned, except for:*

- 1. Requests from prospective employers concerning dates of employment, title, or position, and final salary; and*
- 2. Duly authorized requests from law enforcement officers.*

In order to keep personnel records up to date, employees are urged to notify the Finance Coordinator/Human Resources in writing of any changes in:

- 1. Name,*
- 2. Address;*
- 3. Telephone number;*
- 4. Marital Status;*
- 5. Number of Dependents;*
- 6. Auto Liability Insurance;*
- 7. Beneficiary designations for any insurance or benefits;*
- 8. Persons to be notified in case of emergency; and*
- 9. Employees must notify the Finance Coordinator/Human Resources if the employee does not have auto liability insurance.*

When a change in number of dependent or marital status occurs, the employee should report to the Payroll Department to complete a new W-4 Form for income tax withholding purposes.

The personnel files are the property of Communities In Schools. Employees may review their files. The files will be made available only by, and reviewed in the presence of the Finance Coordinator/Human Resources. The records can not be removed from the premises. Copies will be provided to the employee within seven working days after a written request has been provided to the Finance Coordinator/Human Resources.

POLITICAL LOBBYING

On occasion, C.I.S. employees will be asked to testify on behalf of Communities In Schools in an effort to persuade the support of governmental agencies, local organizations, and other parties in providing financial support to the program. The Executive Director will make the final decision as to whether a presentation may be made by an employee.

SECTION X

REPORTING SUSPECTED CHILD ABUSE POLICY

The Communities in Schools Project/Site Coordinators shall follow the school district's Child Abuse Antivictimization Policy and Procedures.

ANTIVICTIMIZATION
PROGRAM

The District shall provide child abuse antivictimization programs in elementary and secondary schools. *Education Code 38.004*

DUTY TO REPORT
BY ANY PERSON

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101(a)*

BY A
PROFESSIONAL

Any professional who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect.

A professional may not delegate to or rely on another person to make the report.

A "professional" is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and juvenile detention or correctional officers.

Family Code 261.101(b)

CONTENT OF REPORT

The report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:

1. The name and address of the child;
2. The name and address of the person responsible for the care, custody, or welfare of the child; and
3. Any other pertinent information concerning the alleged or suspected abuse or neglect.

Family Code 261.103, .104

TO WHOM REORTED

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to the Texas Department of Family and Protective Services (DFPS), unless the report is made under item 3, below, or the report involves a juvenile justice program or facility [see JJAEPS, below].

All other reports shall be made to:

1. Any local or state law enforcement agency;
2. The DFPS, including a local office where available;
3. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
4. The agency designated by the court to be responsible for the protection of children.

Family Code 261.103; 19 TAC 61.1051(a)(1)

The policies must notify school personnel of the following:

1. Penalties under Penal Code 39.06 (misuse of official information), Family Code 261.109 (failure to report), and 19 Administrative Code Chapter 249 (actions against educator's certificate) for failure to submit a required report of child abuse or neglect;
2. Prohibitions against interference with an investigation of a report of child abuse or neglect, including:
 - a. The prohibition, under Family Code 261.302 and 261.303, against denying an investigator's request to interview a student at school; and
 - b. The prohibition, under Family Code 261.302, against requiring the presence of a parent or school administrator during an interview by an investigator.
3. Immunity provisions applicable to a person who reports child abuse or neglect or otherwise assists an investigation in good faith;
4. Confidentiality provisions relating to a report of suspected child abuse or neglect;
5. Any disciplinary action that may result from noncompliance with the District's reporting policy;

The policies must not require that school personnel report suspicions of child abuse or neglect to a school administrator before making a report to one of the agencies listed above.

19 TAC 61.1051(a)(2), (5)

REPORTING POLICY

The Board shall establish and annually review policies for reporting child abuse and neglect. The policies shall follow the requirements of Family Code Chapter 261.

The policies must require every CIS employee, agent, or contractor who suspects child abuse or neglect to submit a written or oral report to at least one of the authorities listed above (see TO WHOM REPORTED) within 48 hours or less, as determined by the Board, after learning of facts giving rise to the suspicion.

ANNUAL
DISTRIBUTION AND
STAFF
DEVELOPMENT

The policies shall be distributed to all personnel at the beginning of each school year and shall be addressed in staff development programs at regular intervals determined by the Board. *19 TAC 61.1051(b)* [See DMA]

Communities in Schools of Laredo, Inc.
Alleged Child Abuse or Neglect Reporting Form

REPORTING PROCEDURES

- 1) Any employee who suspects child abuse/neglect or to whom an outcry is made **must** complete this form. **Alleged Child Abuse or Neglect Reporting Form.**
- 2) Employee **must** contact **CPS Hotline (1-800-252-5400)** as soon as possible but within 48 hours and document case number. If report is made online (www.txabusehotline.org), employee downloads confirmation page.
- 3) Employee records case number/report on *Alleged Child Abuse or Neglect Reporting Form* and immediately provides copy of form to Principal/Supervisor. (If report is made online, attach copy of CPS confirmation page to Alleged Child Abuse or Neglect Reporting Form.)

Child Protective Services (CPS)
Texas Department of Family and Protective Services
Statewide Hotline: 1-800-252-5400/ www.txabusehotline.org

Report/Case # _____ Date Reported: _____ Time: _____

REQUIRED INFORMATION

Student's Name: _____ Grade: _____

Date of Birth: _____ Social Security #: _____

Home Phone: _____ Other Phone(s): _____

School (Full Name): _____

Name of Mother/Father/Guardian: _____

Describe basis of for suspicion of child abuse including neglect and injuries.

List other(s) who were notified: _____

Name of Reporting Party (not obligatory) *Texas Family Code CH 261.201*

Name: _____ Date: _____

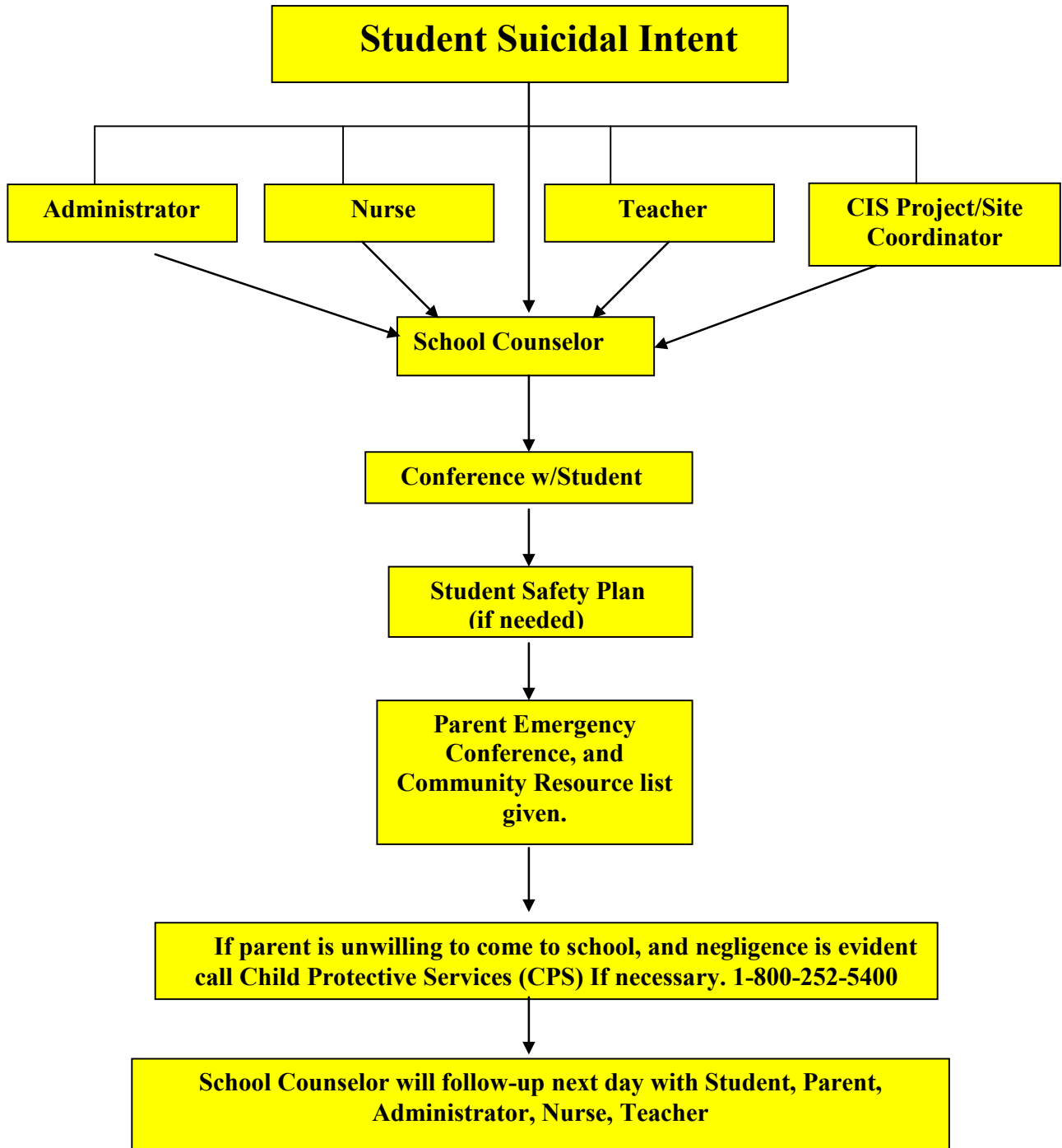
Crisis and Emergency Management Policy

Communities in School Project/Site Coordinators shall follow the school district's Crisis and Emergency Management Policy and Procedures. Campus CIS staff will attend training provide by the designated Campus Safety Officer.

Suicide Prevention Policy

Communities in Schools Project/Site Coordinators shall follow the school district's Suicide Prevention Policy and Procedures.

PROCEDURES FOR SUICIDE INTERVENTION



Adopted from Laredo ISD Procedures

SECTION XI

MISCELLANEOUS

GRIEVANCE AND SUGGESTION PROCEDURES

Communities In Schools Employees:

Communities In Schools is dedicated to providing the best possible working conditions for its employees and recognizes that the C.I.S. program and students will benefit when employees feel free to properly present complaints or suggestions to Management in a proper manner without fear of retaliation.

It is the policy of C.I.S. to negotiate a solution all valid grievances. Escalation of appeals through higher organizational levels is appropriate only when an impasse occurs at the original point of grievance.

If a satisfactory resolution of a grievance cannot be made through regular supervisory channels, the employee may appeal in writing to the Executive Director. A copy of the appeal is given to the immediate supervisor involved. The decision of the Executive Director shall be final.

A grievance shall be processed in the following manner:

- 1. The grievance shall first be submitted in writing to the supervisor of the aggrieved individual. If the grievance has not been resolved within 10 working days to the satisfaction of both parties, either party may then appeal the grievance to the second step by written notice.*
- 2. At the second step of the grievance procedure, the Executive Director or whoever is designated to represent him/her shall consider the grievance. Again, if within 10 working days the grievance has not been resolved to the satisfaction of both parties, it may be appealed to the third step in writing.*
- 3. The third step of the grievance procedure shall consist of a hearing before the Personnel/Executive Committee. The hearing shall be the final and binding authority in all grievance matters. In this case also, the committee shall have up to 10 working days to respond or make a decision.*

At any step in the procedure, an extension of time agreeable to both parties shall be referred to as a recessed time. There shall be no limit to recessed time as long as it is mutually agreed upon by both parties in writing.

REPOSITIONED EMPLOYEE:

The Executive Director and the employee will negotiate a solution to all valid grievances. An appeal to the home agency supervisor is appropriate when an impasse occurs at the original point of grievance.

Should an appeal be made to the home agency supervisor, all further negotiations will proceed between the employee, home agency and C.I.S. Executive Director.

If a satisfactory agreement is not reached, the C.I.S. Executive Director and appropriate person designated by the home agency will make the final decision.

The Executive Director will serve as the Equal Employment Opportunity Commission (EEOC) representative.

VIOLATIONS

The following is a list of C.I.S. violations:

- 1. Violations include, but are not limited to the following.**
 - a. Excessive tardiness or absenteeism;*
 - b. Having a conflict of interest;*
 - c. Distributing handbills or printed matter or soliciting others to buy, sell or join anything on C.I.S. or school property not authorized by the school and Executive Director.*
 - d. Continued or repeated negligence, inaccuracy or unsatisfactory job performance of work;*
 - e. Insubordination or failure to the Executive Director or Program Coordinator instructions or to perform duties assigned;*
 - f. Unauthorized use of C.I.S. equipment or supplies.*
 - g. Driving a vehicle on C.I.S. business without the proper license and insurance or authorization; and*
 - h. Any other act or action implied or written that is contrary to C.I.S. policy, procedure or rules.*
- 2. Other violations include,**
 - a. Unauthorized work stoppage;*
 - b. Changing entries on time cards/sheets or permitting another employee to punch/sign another employee's time card or punching/signing another employee's time card/sheet;*
 - c. Smoking in a "non designated area".*
 - d. Bringing firearms or weapons onto the C.I.S. property, school campus or on C.I.S. business.*
 - e. Deliberately stealing, abusing, damaging or removing C.I.S. property, or the property of another employee, or visitor without prior authority;*

- f. Fighting with other employees;*
- g. Failing to follow any policy;*
- h. Dishonesty or willfully falsifying, destroying or mutilating C.I.S. records;*
- i. Reporting to work intoxicated with drugs, alcohol or other intoxicants or in the possession of controlled substances and drugs without a prescription;*
- j. Harassment, or making false, vicious, or malicious statement concerning any employee, the C.I.S. program, its services, or a client of C.I.S.;*
- k. Failure to report accidents involving C.I.S. staff or students, equipment or personal injuries to the employee, customers or the public;*
- l. Failure to remain independent in decision making;*
- m. Walking off the job without permission of the supervisor or without checking out;*
- n. Failure to honor agreement to submit to a polygraph (lie detector) test or tests given by an authorized agent of C.I.S.;*
- o. Discussing or offering information about another employee, C.I.S. confidential information or information concerning a C.I.S. client without proper authority; and*
- p. Accepting gifts from suppliers, clients or student.*

3. Other violations include:

- a. Interfering with another employee's job performance;*
- b. Failure to observe working hours such as the scheduled starting time, quitting time, resting and meal periods;*
- c. Performing unauthorized personal work on C.I.S. time;*
- d. Failure to notify the Central Office of intended absence before the start of work;*
- e. Unauthorized use of the C.I.S. telephone or other equipment for personal use;*
- f. Unapproved outside employment or business intrusion;*
- g. Being disrespectful to the school staff, students or parents;*
- h. Any act which might endanger the safety or lives of others;*
- i. Disclosure of confidential C.I.S. information.*
- j. Parking in unauthorized parking areas and failure to comply with the parking regulations at your work site;*
- k. Attempting to borrow money from employees or student other than lending institutions;*

- l. Entering into agreement, contracts, liens, give guarantees, or offer any information about employees or clients, or assign any type of document concerning C.I.S. business, without prior written authorization from the Executive Director;*
- m. Repeated occurrences of related or unrelated minor violations depending upon the severity of the violations and the circumstances; and*
- n. Willfully disregarding C.I.S. policies or procedures.*

The above list is illustrative of the type of behavior which will not be permitted, and is not intended to be all-inclusive. Any questions regarding this policy should be directed to the Executive Director.

COMMUNITIES IN SCHOOL OF LAREDO, INC.

SUCCESSION PLANNING POLICY

Goal:

- 1. To ensure high quality replacements for those individuals who currently hold positions that are key to our organization's success. The positions targeted will be mainly at the management level but may also include those at other levels, as identified by managers.*
- 2. To identify individuals within our organization who hold the skills and potential to rise within the company and to nurture their advancement.*

Procedures:

The Succession Planning Plan will be carried out as follows:

- 1. In January and June of each year, the Executive Director will meet with the Financial Coordinator/Human Resource, Program Coordinator, and Data Coordinator.*
- 2. At that meeting each manager will:*
 - Present a review of their departmental succession plan.*
 - Identify key positions and incumbents targeted for succession planning. This will include an analysis of planned retirements, predictable turnover, etc.*
 - Identify individuals who show the potential needed for progression into the targeted positions and leadership within the program.*
 - Outline the actions taken in the previous six months to prepare identified individuals to assume a greater role of responsibility in the future.*
 - Outline the actions to be taken in the next six months to prepare individuals to assume a greater role of responsibility in the future.*

EMPLOYEE RECEIPT

I _____

acknowledge receipt of my **PERSONNEL POLICY HANDBOOK** which outlines my privileges and obligations as an employee.

I agree to read and abide by the policies set forth in the **PERSONNEL POLICY HANDBOOK**. If I have any questions, I will contact the Executive Director for an explanation and clarification.

I understand that C.I.S. is not a covered employer under the Family Medical Leave act because the following does not apply: Employee must work at a location where at least 50 employees are employed by the employer within 75 miles.

I understand this does not create an employment contract and employment is by mutual consent which may be terminated at any time.

CONSENT

I have carefully and thoroughly read Communities In Schools Alcohol and Drug Abuse Policy. I agree, without reservation, to follow the policy.

Employee Signature

Date

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