

# CODE OF BUSINESS CONDUCT AND ETHICS

The Workforce Alliance of South Central Kansas Inc. (Workforce Alliance) is a not-for-profit corporation.

The Workforce Alliance Board of Directors appoints a President/Chief Executive Officer responsible for general management and oversight of the workforce and community development programs for which it is responsible, including the management of personnel. The President/Chief Executive Officer reports to and serves at the pleasure of the Board of Directors of the Workforce Alliance.

The policies and procedures contained in the attached Handbook apply to all officers of the Board, and employees; and may be discontinued or changed at the discretion of the Workforce Alliance Board of Directors. The Senior Staff include: President and Vice Presidents. The Workforce Alliance subscribes to the employment-at-will doctrine, and nothing contained in this Handbook constitutes or implies an employment contract between the Workforce Alliance and its employees. The policies and procedures in this Handbook supersede and replace all prior communication.

The Code of Business Conduct and Ethics serves to (1) emphasize the Workforce Alliance's commitment to ethics and compliance with the law; (2) set forth basic standards of ethical and legal behavior; (3) provide reporting mechanisms for known or suspected ethical or legal violations; and (4) help prevent and detect wrongdoing; and (5) outline the personnel policies and procedures to be followed by the employees of the Workforce Alliance.

The Code of Business Conduct and Ethics is a policy adopted by the Board of the Workforce Alliance and does not constitute a contract between the Workforce Alliance and its employees, and should not be construed as such. The policies and information contained in this Handbook may be changed or amended at any time by the Workforce Alliance with or without notice. Employment by the Workforce Alliance is "at will," not for a definite term. An employee may resign at any time and the Company may release an employee any time. Only the President/Chief Executive Officer or the Board of Directors (and only if done in written form) have authority to enter into an agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this Handbook.

## Sign-off Page for Code of Business Conduct and Ethics:

I acknowledge that I have received a copy of the Workforce Alliance of South Central Kansas Code of Business Conduct and Ethics. I agree to read it thoroughly. I agree that if there is any policy or provision that I do not understand I will seek clarification from my supervisor. I understand that Workforce Alliance of South Central Kansas is an “at will” employer, and as such, such employment with Workforce Alliance of South Central Kansas is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that these policies and practices are in effect on the date of publication. I understand that nothing contained herein may be construed as creating a promise of future benefits or a binding contract with Workforce Alliance of South Central Kansas for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I understand that failure to comply with guidelines, policies, work rules and procedures may result in disciplinary action, up to and including, termination of employment.

I understand that any outstanding payment(s) I owe the Workforce Alliance of South Central Kansas (e.g. insurance payment, equipment purchase, etc.) is (are) considered to be a cash advance. Therefore, I thereby authorize the Payroll Department to deduct any balances due the Workforce Alliance from my final paycheck(s) if my employment with Workforce Alliance of South Central Kansas should terminate.

I authorize the use of my photograph or video for the purposes of general promotion of programs or services. If the use of my photograph or video directly relates to me I will be provided the opportunity to approve or deny the usage.

Please sign and date this receipt and return it to the Human Resources Department.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Table of Contents

Sign-off Page for Code of Business Conduct and Ethics .....	2
1. ETHICAL STANDARDS.....	6
A. AT WILL EMPLOYMENT .....	6
B. CONFLICTS OF INTEREST.....	6
C. CORPORATE OPPORTUNITIES.....	7
D. PROHIBITIONS ON SOLICITATION, DISTRIBUTION AND ACCESS TO PROPERTY.....	8
E. FAIR DEALING .....	8
F. CONFIDENTIALITY .....	8
G. PROTECTION AND PROPER USE OF CORPORATE ASSETS .....	9
H. COMPLIANCE WITH LAWS, RULES, AND REGULATIONS .....	9
I. TIMELY AND TRUTHFUL PUBLIC DISCLOSURE .....	9
J. REPORTING SUSPECTED FRAUD OR ABUSE.....	10
K. DEALING WITH THE MEDIA .....	10
L. SOCIAL MEDIA.....	11
M. SIGNIFICANT FISCAL DEFICIENCIES.....	11
N. COMPLIANCE PROCEDURES- HOW TO COMPLY WITH THIS CODE.....	11
O. DISCIPLINARY ACTIONS .....	12
P. SUSPECTED ILLICIT ACTIVITY.....	13
2. ENVIRONMENTAL CONCERNS .....	13
A. INCLEMENT WEATHER .....	13
B. TORNADO PROCEDURES .....	13
C. FACILITY CLOSED.....	14
D. FACILITY OPEN.....	14
E. ADA POLICY.....	14
F. ALCOHOL AND DRUG FREE WORKPLACE.....	15
G. WEAPON FREE WORKPLACE .....	16
H. TOBACCO FREE WORKPLACE .....	16
I. SAFETY STANDARDS .....	17
1. Fire Prevention and Emergency .....	17
2. Bomb Threats .....	18
3. PERSONNEL POLICIES AND PROCEDURES .....	18
A. EEO & AFFIRMATIVE ACTION .....	18

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT ..... 18

AFFIRMATIVE ACTION STATEMENT ..... 18

B. ANTI-HARASSMENT POLICY ..... 18

C. NON-FRATERNIZATION POLICY ..... 20

D. CHAIN OF COMMAND ..... 20

E. HIRING POLICY ..... 20

F. PERFORMANCE REVIEWS ..... 21

G. COMPENSATION ..... 22

H. BENEFITS ..... 22

    Infant at Work Policy ..... 23

I. LEAVE TIME ..... 23

    Paid Time Off (PTO) ..... 23

    Long Term Sick Leave Account (LTSL) ..... 24

    Leave Without Pay ..... 24

    Bereavement Leave ..... 24

    Military Leave ..... 25

    Jury Duty & Subpoenaed Leave ..... 25

    Leave of Absence ..... 25

    Paid Holidays ..... 25

    Volunteer Time Off (VTO) ..... 26

    Breast Feeding at Work ..... 27

J. LEAVE REQUEST POLICY/PROCEDURES AND TIME/LEAVE DOCUMENTS ..... 27

    Leave Request and Approval ..... 27

    Time and Leave Documents ..... 28

K. BUSINESS HOURS ..... 29

L. OVERTIME ..... 29

M. ATTENDANCE/TARDINESS ..... 29

N. FAMILY AND MEDICAL LEAVE ACT ..... 30

    Employee Eligibility ..... 30

    Conditions Triggering Leave ..... 30

    Duration of Leave ..... 30

    Intermittent Leave or a Reduced Work Schedule ..... 30

    Benefits during Leave ..... 31

Maintenance of Health Benefits..... 31

Job Restoration..... 31

Notice and Medical Certification..... 31

Failure to Return after FMLA Leave..... 32

Limited Nature of This Policy..... 32

Service Member Family and Medical Leave ..... 32

Military Leave of Absence ..... 33

O. TRAVEL APPROVAL..... 33

    Lodging/Meals ..... 33

P. REIMBURSEMENTS/PRE-APPROVED BY A VICE PRESIDENT ..... 34

Q. IT NETWORK POLICY ..... 34

    Proximity Cards..... 34

R. CELL PHONE USE POLICY ..... 36

S. COMPANY ISSUED CELL PHONES AND ELIGIBILITY FOR CELL PHONE REIMBURSEMENT ..... 36

T. CHANGE OF PERSONAL INFORMATION..... 36

U. USE OF PHOTOGRAPHS OR VIDEOS OF EMPLOYEES ..... 36

V. REQUEST FOR INFORMATION ABOUT EMPLOYEES ..... 37

W. PERSONAL APPEARANCE..... 37

    Dress for Your Day (DFYD) Policy..... 37

    Business Casual Dress Guidelines:..... 38

    Business Professional Dress Guidelines: ..... 39

X. JOB ABANDONMENT ..... 40

# 1. ETHICAL STANDARDS

## A. AT WILL EMPLOYMENT

Employment by the Workforce Alliance is "at will," not for a definite term. An employee may resign at any time and the Company may release an employee at any time. Only the Board of Directors (and only if done in written form) has any authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this Handbook.

## B. CONFLICTS OF INTEREST

A conflict of interest exists when a person's private interest interferes in any way with the interests of the Workforce Alliance. A conflict may arise when an employee takes actions or has interests that may make it difficult to perform their work objectively and effectively. Conflicts of interest may also arise when an employee, or members of their family, receives improper personal benefits as a result of the employee's position. Conflicts of interest may not always be clear-cut: if there is a question consult with a supervisor or manager or, if circumstances warrant, the Vice President/Chief Operating Officer. Any employee who becomes aware of a conflict or potential conflict should bring it to the attention of supervisor, manager or other appropriate personnel. Employees should notify their supervisor of their membership on any Boards or other high-level involvement or employment in community organizations that might have business with the Workforce Alliance.

Staff members should avoid all conflict of interest, both actual and perceived. Staff involved in the procurement process are prohibited from accepting gifts, favors or anything of monetary value from existing or potential contractors or parties to sub-agreements. Every reasonable course of action shall be taken in order to maintain the integrity of the expenditure of public funds and to avoid any favoritism or questionable conduct. Any situation suggesting a decision was influenced by prejudice, bias, special interest or personal gain shall be avoided. Before being awarded a contract, a person may be required to ensure in writing such person has not been retained in violation of the ethical standards. Failure to do so constitutes a breach of ethical standards.

In order to avoid conflicts of interest, if an individual has a conflict of interest, whether real or perceived, they must notify the Vice President/Chief Operating Officer, remove themselves from the discussion, and abstain from voting on and participating in the procurement.

The following create conflicts of interest and must be avoided by all staff of the organization in procuring goods or services with federal/state funds:

1. Gratuities - Soliciting, demanding, accepting or agreeing to accept or to offer, give or agree to give, from/to another person any economic opportunity, future employment, gift, loan, special discount, trip, favor or service, except nominal gifts as specified in state requirements
2. Procurement Documents - Any individual's participation in the development of procurement documents, review of procurement packages prior to release to potential bidders, acceptance by deadline, initial review of procurement packages, negotiation, selection, discussion, award or administration of a procurement supported by funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:

- a. The individual
  - b. Any member of their immediate family
  - c. Their partner or
  - d. Any organization in which any of the above has a material financial or other substantive interest
3. Contingent Fees - To solicit or secure a contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee except for retention of bona fide employees or established commercial selling agencies for the purpose of securing business
  4. Confidentiality and Nondisclosure – Certain information may not be disclosed until a particular point in the procurement process has been reached. Other information must be kept confidential permanently. The following are examples of procurement information not to be used by any person for actual or anticipated personal gain or for the gain of any other person:
    - a. Information about the funds available or related data, until the information is made known to all bidders
    - b. Number and names of bidders until the contract is awarded and the decision is made public
    - c. Technical or cost/price information to anyone not officially involved in the procurement while the procurement is in progress and
    - d. Certain technical or proposal information the bidder has designated as proprietary or trade secret, even after the award is made and publicized
  5. Illegal Acts - Accepting or paying bribes or kickbacks, conspiring to thwart the competitive procurement process
  6. Other Actions – Other actions which create real or apparent conflicts of interest

Substantive interest means any interest of a substantial nature, whether or not financial in nature, including membership on an organization’s governing board, acting as the agent for an organization or employed as an officer of an organization.

Immediate family means any person related within the second degree of affinity (marriage) or within third degree of consanguinity (blood) to the party involved. The prohibited relationships are as follows:

1. First degree of affinity: spouse, spouse’s father or mother, child’s spouse
2. Second degree of affinity: spouse’s grandparent, spouse’s sibling
3. First degree of consanguinity: parent, child
4. Second degree of consanguinity: grandparent, sibling, grandchild and
5. Third degree of consanguinity: great grandparent, uncle, aunt, sibling’s son or daughter, great grand child

Individuals who violate this policy will face disciplinary action and may be terminated.

### C. CORPORATE OPPORTUNITIES

Employees are prohibited from taking for themselves opportunities that are discovered through the use of corporate property, information or position without the consent of the President/Chief Executive Officer. No Employee may use corporate property, information or position for improper personal gain and no employee may compete with the Workforce Alliance directly or indirectly without the knowledge and consent of the

President/Chief Executive Officer. Employees owe a duty to advance the legitimate interests of the Workforce Alliance whenever possible.

#### D. PROHIBITIONS ON SOLICITATION, DISTRIBUTION AND ACCESS TO PROPERTY

The Workforce Alliance wants to avoid distractions and uninvited interruptions while employees are at work. Therefore, the following rules apply:

1. Solicitation of any kind by one employee of another is strictly prohibited while either is on working time. "Working time" does not include break time, meal time or immediately before and after the work day begins. Solicitation includes, but is not limited to sale of raffle tickets, household goods (such as Avon Products), food products or personal items. Exceptions are allowed for certain charitable contributions.
2. Distribution by an employee of advertising material, handbills, printed or written literature, of any kind which doesn't pertain to the mission or vision of the Workforce Alliance, is strictly prohibited during working time and in work areas at all times. Work areas include interior and exterior locations where work-related activities are conducted.
3. Hourly (non-exempt) employees are not permitted access to the interior of our facilities and all working areas when they are not scheduled to work for safety and security reasons without notification of a supervisor/manager.
4. Employees should not bring outside furniture or office equipment on any of Workforce Alliance property without the approval of the Vice President/Chief Operating Officer.

#### E. FAIR DEALING

Employees shall behave honestly and ethically at all times and with all people. They shall act in good faith, with due care, and shall engage only in fair and open practices, by treating ethically suppliers, customers, and colleagues. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice. The offer or acceptance of cash gifts by any employee is prohibited. Employees should discuss with their supervisors, managers or other appropriate personnel any gifts or proposed gifts which may be inappropriate.

#### F. CONFIDENTIALITY

Covered Parties must maintain the confidentiality of private, protected information entrusted to them, except when disclosure is authorized by an appropriate legal officer of the Workforce Alliance or required by laws or regulations. Confidential information includes all non-public information. It also includes information that customers have entrusted to the Workforce Alliance. The obligation to preserve confidential information continues even after employment ends.

All Workforce Alliance employees are required to keep all customer information confidential and take steps to ensure customer information is safe guarded as defined in The Handling and Protection of Personally Identifiable Information Policy. The Workforce Alliance also has a Transportation of Records Policy and any Workforce Alliance representative should follow this policy to maintain confidentiality.



All communications that contain information which is protected as private information should include the following confidentiality statement which is posted on the Public Network Drive:

*“All information in this Communication, including attachments, is strictly confidential and intended above solely for delivery to and authorized use by the address(es) identified above, and may contain privileged, confidential, proprietary and/or trade secret information entitled to protection and/or exempt from disclosure under applicable law. If you are not the intended recipient, please take notice that any use, distribution or copying of this communication, and/or any action taken or omitted to be taken in reliance upon it, is unauthorized and may be unlawful. If you have received this communication in error, please notify the sender and delete this communication.”*

## G. PROTECTION AND PROPER USE OF CORPORATE ASSETS

All employees should endeavor to protect the Workforce Alliance’s assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Workforce Alliance. Any suspected incident of fraud or theft should be immediately reported for investigation. Equipment should not be used for non-corporate business; incidental personal use is permitted.

The obligation of employees to protect assets includes its proprietary information. Proprietary information includes intellectual property such as trade secrets, patents, trademarks, and copyrights, as well as business, marketing and service plans, engineering and manufacturing ideas, designs, databases, records, and any unpublished financial data and reports. Unauthorized use or distribution of this information would violate policy. It could also be illegal and result in civil or criminal penalties.

Any supply (including computers) or equipment shall be protected while on location or during transportation and used at an approved off-site work location. Staff shall not leave assets in a car or unattended location for any period of time with the exception of quick stops. Workforce Alliance prefers assets to be out of view of others if at all possible when secured. Additionally, to protect the facilities, no outside furniture or office equipment may be brought into any Workforce Alliance property without the approval of the COO.

## H. COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

Obeying the law, both in letter and in spirit, is the foundation on which the Workforce Alliance’s ethical standards are built. In conducting business employees shall comply with applicable governmental laws, rules and regulations at all levels of government. Although not all employees are expected to know the details of these laws; it is important to know enough about the applicable local, state and national laws to determine when to seek advice from supervisors, managers or other appropriate personnel.

## I. TIMELY AND TRUTHFUL PUBLIC DISCLOSURE

In reports and documents filed or submitted, and in other public communications, the employees involved in the preparation of such reports and documents (including those who are involved in the preparation of financial or other reports and the information included in such reports and documents) shall make disclosures that are full,

fair, accurate, timely and understandable. Where applicable, these employees shall provide thorough and accurate financial and accounting data for inclusion in such disclosures.

#### J. REPORTING SUSPECTED FRAUD OR ABUSE

Employees are required to report suspected fraud or abuse of any kind in a timely manner. Suspected fraud can include misapplication of funds, gross mismanagement, or abuse of authority. Fraud can be, but is not limited to, bribery, forgery, extortion, embezzlement, theft, kickbacks, misuse of funds, misrepresentation of information.

Employees are protected by Whistleblower’s Act (Kansas Statue No. 75-2973) and Whistleblowers posters are posted along with other legally required employment notices.

Employees are required to report to any suspected fraud or abuse by contacting one of the two following individuals.

President & CEO Keith Lawing 300 W. Douglas, Ste. 850 Wichita, KS 67202 316-771-6604 keith@workforce-ks.com	VP & Chief Operating Officer Chad Pettera 300 W. Douglas, Ste. 850 Wichita, KS 67202 316-771-6602 chad@workforce-ks.com
---	---

If the employee is not comfortable reporting suspected fraud or abuse to either of the two named individuals they can contact the current Local Workforce Development Board Chair, which has current contact information posted at [www.workforce-ks.com](http://www.workforce-ks.com) or they can report to the state of Kansas at:

Kansas Department of Commerce  
Director or Regulatory Compliance  
1000 SW Jackson St, Suite 100  
Topeka, KS 66612-1354  
785-296-2122  
(fax) 785-296-3612  
[crc@kansascommerce.com](mailto:crc@kansascommerce.com)

or to the United States Department of Office of the Inspector General (OIG/USDOL) at 1- 800-347-3756.

Workforce Alliance Management that are made aware of suspected fraud or abuse in federally funded programs must report such reports to the Kansas Department of Commerce within 1 business day and complete the Kansas Department of Commerce’s Fraud and Abuse Incident Report Form found at [www.kansasworksstateboard.org/PoliciesandProcedures](http://www.kansasworksstateboard.org/PoliciesandProcedures). If the situation is an emergency or serious allegations are being made, those reports must be made immediately to the United States Department of Labor Office of Inspector General at 1-816-285-7240 with follow up to the Kansas Department of Commerce.

#### K. DEALING WITH THE MEDIA

No employee of the Workforce Alliance shall communicate or interact with the media except for the Vice President and Chief Business Development Officer

or the President/Chief Executive Officer, or unless given prior approval by the Vice President and Chief Business Development Officer or the President/Chief Executive Officer.

## L. SOCIAL MEDIA

The Five Core Values of the Workforce Alliance in the Online Social Media Community are:

1. Transparency in every social media engagement. The Workforce Alliance does not condone manipulating the social media flow by creating “fake” destinations and posts designed to mislead followers and control a conversation.
2. Protection of our customer’s and/or fellow staff member’s privacy. The collection, storage, usage, or sharing of Personally Identifiable Information (PII) should be done pursuant to applicable privacy and information policies and laws and shall not be shared via Social Media without consent.
3. Respect of copyrights, trademarks, rights of publicity, and other third-party rights including regard for user generated content. Consult with management to make informed, appropriate decisions.
4. Responsibility in the use of technology. Do not use or align the Company with any organizations or websites that deploy the use of excessive tracking software, adware, malware, or spyware.
5. Utilization of best practices, listening to the online community, and compliance with applicable regulations to ensure that these Online Social Media Principles remain current and reflect the most up-to-date and appropriate standards of behavior.

## M. SIGNIFICANT FISCAL DEFICIENCIES

Stewardship of the company’s funds is the utmost expectation. Stealing or misuse of corporate funding will not be tolerated and will result in disciplinary action including and up to termination. When any suspected activities of fiscal deficiencies are noticed, staff should follow section J of this Code on reporting suspected fraud or abuse.

## N. COMPLIANCE PROCEDURES- HOW TO COMPLY WITH THIS CODE

Staff must work together to ensure prompt and consistent action against violations of this code. In some situations, however, it is difficult to know if a violation has occurred. Because every situation that will arise cannot be anticipated, it is important that there is a process to approach a new question or problem. These are the steps to keep in mind:

- Make sure all the facts are known. In order to reach the right solutions, it is necessary to be as informed as possible.
- Ask the question: What specifically is being asked? Does it seem unethical or improper? Use judgment and common sense. If something seems unethical or improper, it probably is.
- Clarify responsibilities and roles. In most situations, there is shared responsibility. Are colleagues informed? It may help to get others involved and discuss the problem.
- Discuss the problem with a supervisor. This is the basic guidance for all situations. In many cases, the supervisor will be more knowledgeable about the questions, and they will appreciate being consulted as part of the decision-making process.

- Seek help from Workforce Alliance resources. In rare cases where it would be inappropriate or uncomfortable to discuss an issue with a supervisor, or where it is believed the supervisor has given an inappropriate answer, discuss it locally with a member of Senior Staff.
- Ethical violations may be reported in confidence without fear of retaliation. If the situation requires that a person's identity be kept secret, anonymity will be protected to the maximum extent consistent with the legal obligations. The Workforce Alliance in all circumstances prohibits retaliation of any kind against those who report ethical violations in good faith. Any employee may report any violation to their supervisor or other Senior Staff. The employee may report any violations of the Whistle Blowers Act by calling 1-800-572-2249.
- Ask first, act later. If unsure of what to do in any situation, seek guidance before acting.

## O. DISCIPLINARY ACTIONS

The Workforce Alliance has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that the company, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, the Workforce Alliance takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the Workforce Alliance's policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, the Workforce Alliance need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some polices like harassment, contain specific discipline procedures.

Progressive discipline may be applied to employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

The Workforce Alliance will normally adhere to the following progressive disciplinary process:

1. **Verbal Warning:** An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect. Verbal warnings are documented and placed in the employee's personnel file.
2. **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning. Written warnings are maintained in an employee's personnel file.
3. **Suspension:** A suspension without pay is more serious than a written warning. An employee will be suspended when they engage in conduct that justifies a suspension or the employee engages in unacceptable behavior.
4. **Decision Making Leave:** Generally following a suspension, an employee will be reprimanded then sent home for the day on decision making leave. This is intended to help the employee decide whether they should continue employment with the Workforce Alliance. If the employee returns they will be expected

to improve performance, and to follow the Workforce Alliance’s policies and procedures and continue their employment without interruption. The alternative is the employee’s resignation.

5. Termination: An employee will be terminated when they engage in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

Again, while the Workforce Alliance will generally take disciplinary action in a progressive manner, it reserves the right, at its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

## P. SUSPECTED ILLICIT ACTIVITY

The people that the Workforce Alliance serve shall not be subjected to physical or verbal abuse, neglect, or any form of mistreatment by staff or visitors of the Workforce Alliance.

Definition: Illicit activity is any activity perpetrated against a person that is in violation of that person’s rights, including, but not limited to, assault, rape or sexual assault, abuse, theft or criminal conduct.

Any alleged violation shall be immediately reported to the supervisor who is responsible for initiating a thorough investigation and ensuring the details are written and presented to the President/Chief Executive Officer. If the act is a direct threat to any individual the employee is to contact the appropriate emergency services (police, fire, etc.) before contacting a supervisor or other employee or partner. Failure to report any incident may be grounds for dismissal. The supervisor will maintain confidentiality as far as possible by reminding staff not to discuss the incident with anyone except the supervisor and President/Chief Executive Officer.

If the allegation is substantiated, the President/Chief Executive Officer shall be responsible for invoking appropriate discipline up to, and including, termination. This action will be recorded and will be placed in the employee’s personnel file. The President/Chief Executive Officer will report the incident to the appropriate authorities.

## 2. ENVIRONMENTAL CONCERNS

### A. INCLEMENT WEATHER

If inclement weather is affecting any part of its service area, the Workforce Alliance will decide on the operational status of any of the Workforce Centers.

If a decision is made to close a Workforce Center or open late, the decision will be made by 6:15 a.m., and the information will be relayed to staff and the public. Staff of the Workforce Center can call the staff operation phone line at 316-771-6677. A recorded message will be left by 6:15 a.m. relaying the status of any of the Workforce Centers.

### B. TORNADO PROCEDURES

In the event of a tornado threat, all employees shall evacuate to the identified designated safety area:

- Wichita Workforce Center – The Eisenhower and Jabara rooms should be filled first, then the restrooms outside the Keeper of the Plains room, then overflow into the Air Capital Room.
- Garvey Center - Interior space away from windows or the basement of either of the facilities
- Butler Workforce Center – South Central Mental Health has a designated shelter on the south side of the building
- Sumner Workforce Center – the interior restroom

Once in the designated safety area, persons shall stay away from all glass windows and doorways and remain in the safety area until given the all clear from Emergency Coordinators.

Employees and/or customers with disabilities should discuss what to do in case of a tornado with their supervisor on duty and Emergency Coordinator.

Tornado drills will be held annually each spring.

### C. FACILITY CLOSED

If the facility is announced to be closed on a given day, Workforce Alliance staff will receive regular pay for the day of closure. If the facility makes the decision to open at the regular time, but close early, or open late, all staff will be paid for the duration of their schedule for that particular work day. Remote work may be required based on job function despite closure.

### D. FACILITY OPEN

If the facility remains open on an adverse weather day, employees who report to work will receive normal pay for the day, i.e., exempt staff will receive their regular salary and hourly employees will be paid at their base rate for all hours worked. If an employee elects not to report to work on a facility open day, the employee must use any accrued paid time off for the missed day; if the employee has no PTO, they will not be paid for the day. They will report the time as Leave Without Pay on the appropriate timesheet.

### E. ADA POLICY

The Americans with Disabilities Act (ADA) and ADA Amendments Act (ADAAA) of 2008 requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Workforce Alliance to comply with all Federal and state laws concerning the employment of persons with disabilities.

It is Workforce Alliance policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Workforce Alliance will reasonably accommodate qualified individuals with a temporary or long-term disability so that they may perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

### Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

- *Disability* refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual."
- *Direct threat to safety* means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- *A qualified individual* means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- *Reasonable accommodation* means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- *Undue hardship* means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Workforce Alliance; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Workforce Alliance; and (8) the relationship of the particular facility to the Workforce Alliance. These are not all of the factors but merely examples.
- *Essential job functions* refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

## F. ALCOHOL AND DRUG FREE WORKPLACE

This policy establishes guidelines for maintaining an Alcohol and Drug Free Workplace as delineated in the Federal Drug Free Workplace Act.

All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances. Any staff member violating this policy is subject to discipline, up to and including termination, for a first offense. Controlled substances include, but are not limited to:

- Alcohol
- Narcotics (heroin, morphine, etc.)



- Cannabis (marijuana, hashish)
- Stimulants (cocaine, methamphetamine, etc.)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, “designer drugs”, etc.)

Any employee convicted of violating a criminal drug statute must inform the Workforce Alliance of such conviction (including a plea of guilty or nolo contendere) within five days of the conviction. Failure to inform the Workforce Alliance subjects the employee to disciplinary action up to and including termination for the first offense.

The Workforce Alliance may test employees for drug usage at any time.

## G. WEAPON FREE WORKPLACE

To ensure that the Workforce Alliance maintains a workplace safe and free of violence for all employees, the possession or use of perilous weapons on Workforce Alliance property is prohibited. A license to carry a weapon does not supersede Workforce Alliance policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All Workforce Alliance visitors are subject to this provision, including contract and temporary employees, and customers on Workforce Alliance property.

"Workforce Alliance property" is defined as all Workforce Alliance owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Workforce Alliance's ownership or control.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons which may be considered dangerous or that could cause harm.

Employees are responsible for making sure that any item possessed by the employee carried onto Workforce Alliance property is not prohibited by this policy.

The Workforce Alliance reserves the right at any time and at its discretion to search all Workforce Alliance-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy.

## H. TOBACCO FREE WORKPLACE

Smoking, e-cigarettes, or the use of smokeless tobacco shall not be permitted in any enclosed Workforce Alliance facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors. Smoking shall be permitted only at a reasonable distance of at least 20 feet outside entrances, operable windows, and ventilation systems of enclosed areas where smoking is prohibited; so as to ensure that tobacco smoke does not enter those areas.

Those employees who smoke, use e-cigarettes, or use smokeless tobacco and would like to take this opportunity to quit are invited to call the free Kansas Tobacco Quitline (1-800-QUIT-NOW) for telephone cessation



counseling and support. The success of this policy will depend on the thoughtfulness, consideration, and cooperation of both smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy.

## I. SAFETY STANDARDS

Since the Workforce Alliance strives to ensure a safe workplace, it will be the responsibility of each staff member to adhere to the following:

1. Work according to good safety practices as posted, instructed and discussed;
2. Refrain from any unsafe act that might endanger oneself, the people served or co-workers;
3. Use all safety devices provided for their protection; failure to comply with safety requirements could result in immediate dismissal;
4. Report any unsafe situation or acts immediately to the supervisor;
5. Assume their share of the responsibility for thoughtless or deliberate acts that cause injury to oneself, co-workers or those we serve; and
6. The workplace may be monitored by security personnel and security cameras to help protect employees.

Employees who are injured while at work must notify their supervisor immediately.

Note: Employees are not expected to perform first aid nor subject themselves to risks arising from blood borne or bodily fluid exposure. Every employee should feel free to call 911 for emergency assistance. No approval is needed from supervisors or managers. Informing them that the call was placed is necessary in order to direct services.

### 1. Fire Prevention and Emergency

- Electrical equipment should be turned off when not in use.
- Employees should notify a supervisor of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard.
- Employees should familiarize themselves with the location of fire exits, alarms and extinguishers.
- If an employee sees smoke or fire, the fire alarm should be pulled to alert the people on the floor and in the building. If it is a small fire, a nearby fire extinguisher may be used as necessary after the fire department is notified.
- Only if time permits before evacuation of the building, secure classified information; turn out lights, shut off equipment and close doors.

In the event of an emergency, all employees shall evacuate to the identified designated evacuation area:

- Wichita Workforce Center – in the parking lot north of Walmart
- Garvey Center - In front of the Metro Chamber of Commerce
- Butler Workforce Center – Parking lot away from the facility
- Cowley Workforce Center – Steamy Joe’s Café, South of the Cowley Workforce Center
- Sumner Workforce Center – directly across Washington Street

Staff shall not interfere with any emergency personnel but shall assist if requested by emergency personnel.

## 2. Bomb Threats

Bomb threats may be made in a variety of ways. The majority of threats are received through phone calls, but can be communicated in person, in writing, or by a recording. Information you collect is vital in helping authorities in the investigation. All employees must have access to the Workforce Center Bomb Threat Checklist form; keep a blank copy near your phone. If a threat is made or a suspicious device or package noticed, call 911.

An electronic version of the form will be made available to all partner agencies. Additionally, a printable PDF version of the form may be accessed through the Workforce Alliance website by following the steps below:

1. Go to [www.workforce-ks.com](http://www.workforce-ks.com)
2. Log into the Intranet
3. Click on the Emergencies Tab
4. Click on Bomb Threats (the checklist will automatically download)

## **3. PERSONNEL POLICIES AND PROCEDURES**

### A. EEO & AFFIRMATIVE ACTION

#### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Workforce Alliance believes that equal opportunity for all employees is important for the continuing success of the organization. In accordance with state and federal law, the Workforce Alliance will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex (including marital status), age, national origin, ancestry, citizenship, veteran status, sexual orientation, gender expression and gender identity or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements. Employees may address questions or concerns about Equal Employment Opportunity to their supervisor, Vice President/Chief Operating Officer, or the President/Chief Executive Officer.

#### AFFIRMATIVE ACTION STATEMENT

The Workforce Alliance provides equal employment opportunity to all persons without regard to race, disability, color, creed, religion, sex (including marital status), age, national origin, ancestry, citizenship, veteran status, sexual orientation, gender expression and gender identity or nonjob-related factors, and promotes the full realization of this policy through a positive, continuing program of affirmative action. The Workforce Alliance is committed to equal opportunity for all applicants and employees in personnel matters including recruitment and hiring, benefits, training, promotion, compensation, transfer and layoff or termination. The Workforce Alliance strives for a staff which reflects the diversity of the community it serves.

### B. ANTI-HARASSMENT POLICY

The Workforce Alliance promotes a productive work environment and does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated.

Each supervisor or manager has a responsibility to keep the workplace free of any form of harassment, in particular, sexual harassment.

No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, partners or non-employees, is also prohibited. Prohibited conduct includes, but is not limited to:

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, disability, color, creed, religion, sex (including marital status), age, national origin, ancestry, citizenship, veteran status, sexual orientation, gender expression and gender identity or any other characteristic protected by law is also prohibited.

Any employee who believes that a supervisor, manager, other employee, or non-employee's actions or words constitute unwelcome harassment has a responsibility to report/complain about the situation as soon as possible. Correspondingly, The Workforce Alliance expects any supervisor, manager, or employee who receives information indicating that this policy has been violated by any person to report such information to the proper level of authority. The report/complaint should be made to the employee's supervisor; or to any member of senior management, up to and including the President/Chief Executive Officer if the complaint involves the supervisor or manager.

Employees always have a viable means to report violations of this policy to upper management, and will not be retaliated against for reporting violations at any level.

All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any employee, supervisor, or manager who is found to have violated the harassment policy may be subject to appropriate disciplinary action, up to and including termination. The Workforce Alliance prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment.

### C. NON-FRATERNIZATION POLICY

While the Workforce Alliance does not wish to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct and relationships may interfere with the organization's legitimate business interests. To prevent unwarranted sexual harassment claims, uncomfortable working relationships, morale problems among other employees, and even the appearance of impropriety, managers and supervisors of the Workforce Alliance are strictly prohibited from engaging in consensual romantic or sexual relations with any managers/supervisors or lower-level employees of the Workforce Alliance.

This policy is intended to supplement our existing sexual harassment policy. If you have any questions concerning the intent of this policy or its application to any existing or contemplated relations, please consult the human resources staff. All such inquiries will be treated as confidentially as possible under the circumstances and consistently with the business needs of the organization.

### D. CHAIN OF COMMAND

The Workforce Alliance Board of Directors is responsible for approving policies for its operations. The Board employs the President/Chief Executive Officer to whom it delegates responsibility for the day-to-day administration of the Workforce Alliance. The President/Chief Executive Officer manages the staff using policies approved by the Board of Directors.

Workforce Alliance staff members are accountable to the President/Chief Executive Officer. In the absence of the President/Chief Executive Officer, the Vice President/Chief Operating Officer has the authority to act in the President/Chief Executive Officer's behalf. Senior Staff include the President and the Vice Presidents.

All staff members are encouraged to provide input and suggestions concerning overall operation and programs of the Workforce Alliance, following the proper channels of communication. Staff members should initially bring their comments to their immediate supervisor. In those cases, where this may not be appropriate; employees may approach the President/Chief Executive Officer or the Vice President/Chief Operating Officer,

The Workforce Alliance operates in an "open door" manner. All staff input is considered and may be presented without fear of personal recrimination against the staff member or their position.

### E. HIRING POLICY

All vacant positions will be posted both internally and for the general public. At the discretion of the President/Chief Executive Officer a posting may be limited to current employees only or a promotion maybe awarded based on performance to a current employee. The posting will include instructions for applying, a statement of Equal Opportunity compliance and accommodation, a closing date.

Following a review of all complete applications, the Workforce Alliance will determine which candidates most nearly meet the posted requirements and merit an interview. Interview panels must consist of a minimum of two Workforce Alliance employees, unless a written waiver by the President/Chief Executive Officer has been issued due to unusual circumstances. Interview panels will use a set of standard questions which each applicant will be asked, and the responses scored by the panel. Additional questions maybe asked during the interview to clarify or expand the panel's understanding of the responses. Each interview team will determine a consistent

and fair process for evaluating the application, including the written application and the interview, in order to make a recommendation which may lead to a conditional job offer.

The President/Chief Executive Officer, or their designee, will make conditional offers of employment to those candidates recommended by the interview panel. The conditional job offer is based on: the applicant's written assent to acknowledge Workforce Alliance policies, consenting to and passing all necessary drug, background and reference checks, and any other condition set by the Workforce Alliance that must be met before the candidate is considered an employee. The Workforce Alliance is an Equal Opportunity Employer.

Following an acceptance of an offer of employment, all new employees will be given a start date and location to report for an orientation session. Authorization forms and policies must be signed and returned within two business days. Time spent in orientation is paid. During the orientation new employees will be given a copy of the Employee Handbook and other workplace rules, policies and information about their positions.

In accordance with state and federal law, the Workforce Alliance will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex (including marital status), age, national origin, ancestry, citizenship, veteran status, sexual orientation, gender expression and gender identity or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

## F. PERFORMANCE REVIEWS

All employees shall receive, at least annually, a performance review which will objectively assess their performance and accomplishments relative to the position description. Performance reviews will be given to all employees within 30 days of a due date set by the President/CEO.

New employees will have performance reviews given at the completion of three months' employment. If that three months' review is due within 45 days of the set annual review, the annual review will be sufficient.

If an existing employee is placed in a new role that significantly changes their primary job duties, an evaluation maybe completed (decision to be made by the of the supervisors involved in the employee transfer and human resources). The existing employee that transfers positions may request a review at 3 months of employment in the new position.

A performance review may be given at any time at the discretion of the President/Chief Executive Officer or an employee's supervisor.

All employees must be given the opportunity to review and receive copies of performance reviews. Employees are encouraged to include written comments on the performance review if appropriate. Employees who disagree with performance reviews are encouraged to discuss areas of disagreement with their supervisor or a member of senior staff. Employees must sign and date the performance review after all comments have been noted.

Performance reviews become a permanent part of the employee's personnel file. This information will be held in strict confidence and may only be released to an outside party with the prior written approval of the employee.

## G. COMPENSATION

Compensation will be reviewed by the Workforce Alliance annually. Base Workforce Alliance wages/salary will be based on labor statistics gathered to ensure compensation is in-line with the regional averages for the work performed. Salary/Workforce Alliance wage ranges will be established based on the labor data for each position and posted on the position descriptions provided to employees.

Salary increases are based on merit and performance as indicated in the employee's written evaluation. The fulfillment of a certain period of time in a position does not, in itself, justify a salary increase.

Salary increases depend on the Workforce Alliance's ability to meet its budget and performance standards.

Incentive awards may be awarded by the President/Chief Executive Officer based on the organization's and/or individual's performance.

## H. BENEFITS

Employees with a normal scheduled work week of 30 hours or more will be eligible for all benefits. The employee will be eligible for participation in the TDA retirement plan on their first day of employment. After successful completion of six months' employment, employees may enroll in the DC retirement plan which includes employer match. Employees will be eligible for health, dental, and other insurance plans 30 days after their start date, but benefits will not begin until the 1st day of the following month. Part-time employees will be eligible for the different leave with pay categories addressed in the sections below.

Voluntary deductions are made only with written authorization of the employee which is kept on file with the HR Office. Voluntary deductions include sums designated for the retirement plan and other insurance plans. If errors in deductions occur, the employee shall notify the HR Office of the error. WA will correct any errors in deductions the pay period following the notification of error. Forms are available on the Public Network Drive or by contacting the HR Office. Changes to insurance plans may only be made during the open enrollment period which will be 30 days in November into December of each year. If certain qualifying life events occur, a change may be permitted, but the benefit provider will set the determining life events criteria.

*Health Insurance* will be available through a contracted provider. The Workforce Alliance will share in the costs associated with the plan.

*Dental Insurance* will be available through a contracted provider. The Workforce Alliance will match the cost at the same percentages as the health insurance.

*Medical Flex Spending Account* may be available through a contracted provider. The Workforce Alliance will not match any part of the benefit and will be solely funded by the employee.

*Dependent Care Spending Account* may be available through a contracted provider. The Workforce Alliance will not match any part of the benefit and will be solely funded by the employee.

*Other Insurances (disability, life, etc.)* may be available through a contracted provider. The Workforce Alliance will not match any part of the benefit and will be solely funded by the employee.

*Workers Compensation Insurance* will be provided for all employees. This insurance covers medical care for work related injuries and financial income (in certain situations). All on the job accidents should be reported to the

employee’s supervisor/manager as soon as possible after the accident. The supervisor/manager will provide the instructions and procedures to follow.

*Unemployment Insurance* will be provided for all employees through the State of Kansas. Unemployment Insurance provides financial assistance (weekly benefit payments) during a time when an employee is unemployed. Benefits are based on eligibility determined by the State of Kansas.

Infant at Work Policy

Employees with newborns (less than 6 months of age) can request to bring their infant to work. Depending on staff’s assignment, bringing an infant to work may or may not be appropriate. Staff must submit a plan to their supervisor prior to bringing an infant to work. The plan must include the hours the infant would be in the workplace, identify at least two staff not in their current department to provide care for the infant when the staff member must attend a function the infant cannot, and how the employee will minimize disruptions to the work place while the infant is at work. Workforce Alliance management must review and approve any plan prior to allowing an infant to come to work. Workforce Alliance may also revoke a plan if the infant is too disruptive for the work environment. Every step will be taken to work with the employee to ensure smooth transition to other care if the plan must be revoked.

I. LEAVE TIME

Paid Time Off (PTO)

The Workforce Alliance provides paid time off (PTO) for rest and relaxation which the Workforce Alliance believes is important for employees’ physical and mental health.

Full-time employees accrue PTO time per pay period according to the accrual schedule below. Part-time employees will accrue PTO at a prorated level of actual hours worked based on the accrual schedule below:

<b>Years of Service</b>	<b>Pay Period Accrual</b>	<b>Annual Accrual</b>	<b>Maximum Balance</b>
0-2 years	4.62 hours	120 hours	240 hours
3-5 years	6.15 hours	160 hours	240 hours
6-9 years	6.92 hours	180 hours	300 hours
10+ years	7.31 hours	190 hours	300 hours

No more than 10 consecutive leave days may be taken without approval from a member of Senior Staff.

Employees that terminate employment will be paid out their PTO balance at the following rates.

<b>Years of Service</b>	<b>Pay Out Percentage</b>
Less than 1	0% of Balance
1-5 years	50% of Balance
6+ years	100% of Balance

Once an employee gives notice of termination (required two weeks) or quits without two weeks’ notice, any PTO scheduled prior to the termination date or taken during the final two weeks of employment will be changed to leave without pay. However, employees with PTO leave approved at least 60 days prior to the termination



date will be allowed to take PTO leave. Unused PTO may not be used if an employee has been placed on suspension or administrative leave.

### Long Term Sick Leave Account (LTSL)

Long term sick leave (LTSL) is an account for employees to accumulate leave for planned or unplanned absences due to illness or medical leave for themselves or immediate family members or any FMLA approved absence. LTSL may only be taken on absences of greater than 4 consecutive working days. Any leave time less than or equal to 4 days will be charged to PTO if available or leave without pay. On June 1st of each year, if an employee has more than 140 hours of PTO available, the employee may transfer part or all of those excess hours into this account. If the employee wishes to transfer PTO hours to LTSL, the employee has until June 15th to notify HR of any PTO hours they wish to transfer. The maximum Long Term Sick Leave account balance will be 800 hours.

Upon employee termination, any employee with a balance in their LTSL account will be eligible for payout based on the following schedule.

Length of Service	Pay Out Percentage
0-2 years	0%
3-5 years	15%
6-9 years	25%
10+ years	50%

Once an employee gives notice of termination (required two weeks) or quits without two weeks' notice any LTSL scheduled during the final two weeks of employment will be changed to leave without pay.

### Leave Without Pay

Leave Without Pay may only be approved by a member of Senior Staff. Leave Without Pay is not generally accepted, unless in unforeseen circumstance. Full-time hourly paid employees are expected to be in pay status for 40 hours each week unless otherwise scheduled. A pattern or continual usage or requests for leave without pay will result in implementation of the Discipline Policy (section 1.O).

### Bereavement Leave

With the recommendation of the supervisor and the approval of the VP-COO, the employee may be granted up to five (5) days of bereavement leave depending upon the relationship to the deceased and necessary travel time.

Generally, bereavement leave may be approved based on the following relationships:

- Spouse
- Parent (natural, step, adopted, or foster)
- Child (natural, step, adopted, or foster)
- Grandparent or grandparent-in-law
- Grandchild (natural, step, adopted, or foster)
- Sibling (natural, half-, step, or adopted)
- Father- or mother-in-law
- Son- or daughter-in-law
- Aunt or uncle



Exceptions to the above may be granted by the President/Chief Executive Officer.

Proof of funeral leave taken (e.g., copy of funeral announcement from newspaper or memorial service announcement) must accompany the Workforce Alliance employee's time sheet for the pay period during which leave was taken. The following information must be included with the leave request: relationship of the deceased to the employee, place (city and state) and date of the funeral, and the date of death.

All employees are paid funeral leave based on the number of their regular scheduled hours per day; e.g. an employee who works 6 hours per day may receive 6 hours paid funeral leave.

### Military Leave

A member of the National Guard or Reserves, who is directed to participate in periodic field training, will receive unpaid military leave for a maximum period of 15 calendar days annually. Such leave shall not affect the vacation leave in any way. This benefit shall be available to Part-Time Employees.

Employees who are indefinitely deployed in active service or an act authorizing the President to order to active duty the National Guard and reserve components of the Navy, Coast Guard, Army, Air Force or Marine Corps are entitled to military leave. Military leave is a leave of absence without pay and terminates either 90 days after the employee's discharge from the service, or one year after the employee is released from hospitalization continuing after discharge. The employee will be reinstated to their former position or to a position of similar seniority, status and pay if the Workforce Alliance is informed of the discharge no fewer than 60 days prior to the employee's planned return.

### Jury Duty & Subpoenaed Leave

If employees are called to serve on jury duty, they should notify their supervisors immediately. All full-time employees will be on paid status while serving jury duty. Part-time employees will be on paid status if the leave falls on a normally scheduled work day. A copy of the jury summons must be submitted to supervisors in order for employees to receive pay.

If an employee is served with a subpoena requiring them to serve as a witness, the employee will be permitted time off to attend hearings/trial without loss of job. If the subpoena is directly related to work, the time spent shall not result in any loss in pay. Documentation of witness times and any payment must be submitted to the employee's supervisor.

### Leave of Absence

At the discretion of the President/Chief Executive Officer, a leave of absence may be granted without pay to employees who have been employed at least six months by the Workforce Alliance. The Family and Medical Leave Act (FLMA) policy would supersede this section if FLMA is applicable.

### Paid Holidays

The Workforce Alliance will follow the State of Kansas Official Holidays. The holidays can be found at the following web link:

<https://admin.ks.gov/offices/personnel-services/holidays>

All full-time employees will receive the Workforce Alliance recognized holidays with pay, at their individual regular rate. Occasionally, the Centers may close early the day before a holiday (i.e. Thanksgiving or Christmas). For hourly employees, the number of hours received for holiday pay, including early closure, depends on the

employee's normal scheduled hours for that day of the week. For salaried employees, holiday pay must be taken in half-day increments and all hours worked reported as usual. For example, if the Centers close at Noon on the Wednesday before Thanksgiving, an hourly employee who normally works 8am—6pm will record 4 hours as worked time (or PTO) and 5 hours as holiday time. A salaried employee who normally works 8am—6pm will record their time worked time and no more than 4.5 hours as holiday time. If the salaried employee works over 4.5 hours, no holiday time should be recorded.

Hourly employees required to work (required by a Senior Staff member) will be paid their normal rate and full normal holiday pay for the hours for that day. Salaried employees required to work a scheduled holiday will receive the number of hours worked credited to their PTO account at 1.5 times the hours worked.

Part-time employees whose regularly scheduled work day falls on a holiday will receive holiday pay based on the normal number of hours that would normally be worked during that day. Part-time employees will receive compensation at a rate equal to their regular hourly rate.

The President/Chief Executive Officer has the discretion to modify the Holiday Schedule.

### Volunteer Time Off (VTO)

#### *Purpose/Goal:*

The purpose of volunteer time off is to support activities and organizations that enhance and serve communities in which we live and work and impact quality of life.

The intention is to participate in giving back and supporting the community and to allow the employees of the Workforce Alliance to share in that effort. At the same time, the Workforce Alliance recognizes that participating in these sorts of activities enriches the lives of its employees. Community is not defined as just local community, but may encompass the global community.

#### *Amount of Time:*

Employees can donate up to 18 work hours per calendar year. Time must be taken in hourly increments, and must occur during the employees' normal work hours. Time taken must not put an employee at more than 40 hours in a work week.

This donated time, up to 18 hours per calendar year, will be considered paid leave time (Volunteer Time Off or VTO).

Employees will be granted additional PTO hours at a rate of ½ of the time volunteered into their PTO Account up to 9 hours.

#### *Eligibility:*

All full-time employees are eligible to participate in this program after six months of continuous employment. Employees can choose a charity of their choice or work together with other employees on a team effort. Opportunities sponsored or directed by the Workforce Alliance will not count towards VTO. Employees must provide documentation upon completion of VTO verifying volunteer activities completed.

#### *Ineligibility:*

You are ineligible to participate in the Program, if:

- The employee’s employment terminates for any reason.
- The employee is on a Corrective Action Plan.
- The Program is discontinued.

The Workforce Alliance reserves the right to amend or terminate this program at any time. The Workforce Alliance also reserves the right to revoke approval if it is felt that the employee is misusing the Program.

*Approval Process:*

Approval of time is dependent upon ensuring our Workforce Centers are adequately staffed to provide service to our customers. Not all requests will be granted. This is a privilege not a right, and all requested will be reviewed by the employee’s supervisor and HR. Employees must submit a request by email describing the volunteer activity at least two weeks before the start of the requested time off.

Sponsored VTO may not be used for organizations that discriminate based on creed, race, religion or sexual orientation.

*Examples of appropriate uses for VTO:*

- Election Day Work or other Public Service Opportunities
- Building a house for Habitat for Humanity
- Donating time at a food bank
- Donation of Blood to Red Cross
- Disaster Clean Up
- Cleaning up the highway or park
- Coaching a basketball team of inner city disadvantaged young adults
- Participating in Big Brother/Big Sister programs or other mentoring programs organized by a not for profit or governmental organization

*Inappropriate examples:*

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child’s basketball team
- Attending your child’s PTA conference, or school/daycare field trip
- Attending a professional, religious, political or personal interest conference

Breast Feeding at Work

Employees who are recent mothers (up to 1 year after the child’s birth) will be provided reasonable time and a private space to express breast milk for a nursing child. Arrangements to express breast milk will be made with the employee’s supervisor.

**J. LEAVE REQUEST POLICY/PROCEDURES AND TIME/LEAVE DOCUMENTS**

Leave Request and Approval

All requests for time off (paid or unpaid), regardless of the length of time being requested, must be made using the Leave Request Form and submitted through the electronic file approval process.

The supervisor indicates whether the time off is approved or not approved and notifies the employee immediately. If approved, the supervisor signs the request. The original request, once approved, is returned to staff to be attached to the appropriate time sheet. Leave approval is always subject to available staff and workloads.

Employees are expected to provide as much advance notice as possible when requesting leave time and to follow all policies and procedures in place. Generally, two weeks' advance notice for the use of vacation leave is required.

An ill employee is required to personally notify their immediate supervisor that they will not be reporting to work due to illness as soon as possible. Supervisors will communicate with their employees the best way to notify them of any absences. Employees that are absent due to illness or other unexpected situations should complete a leave request upon their return to work.

If the employee has advance notice they will be taking leave, the employee is required to complete the Leave Request form prior to the absence. The supervisor may request a doctor's statement, which includes prognosis, diagnosis, and expected date of return. Workforce Alliance may request a doctor's authorization to return to work.

Bereavement leave (discussed further on Section H 4) must be requested on the Leave Request form. The following information must be included: relationship of the deceased to the employee, place (city and state) and date of the funeral, and the date of death.

Non-exempt employees must take leave time in fifteen-minute increments. Exempt employees take leave time in half day increments. Exempt employees may flex their time during a pay period to achieve work goals or to cover for work events that occur outside their normal working hours. Any flexed hours should be approved in advance by the supervisor and must be used during the same work week (Sunday through Saturday). Flex hours should be tracked and easily identifiable on the employee's timesheet. Exempt staff can be substitute flex hours for leave time during the normal work period.

PTO leave must be used before seeking approval to use leave without pay.

### Time and Leave Documents

The WA requires all employees to document and track hours worked each day and by each program. Time and Leave Documents are maintained on a bi-weekly basis, beginning on Sunday of each bi-weekly pay period. The exact bi-weekly schedule is determined by the Vice President/Chief Operating Officer.

Each employee is responsible for their Time and Leave Documents. Time reported, whether it is time worked or time off for any reason, will be accurately recorded on a daily basis. The WA maintains an approved timesheet that is updated as programs start, end, or other amendments are needed. The timesheet can be found on the staff intranet and in the Public network drive. Time should be reported in a minimum of 15-minute increments. Employees are encouraged to track hours through calendars or other appropriate means to ensure work effort is reported accurately. Employees will also track leave time through the leave section of the timesheet. Federal grant requirements for tracking work effort require accurate reporting to ensure the correct source funding is charged correctly.

The employee is responsible for totaling their work times by day and program/function and signing the Time and Leave Documents at the end of the pay period. The employee is responsible for submitting the document to

their supervisor no later than 9:00 a.m. Monday following the end of the pay period through the electronic approval process. Employees will be reminded by email when timesheets are due to be submitted for approval.

Supervisors must review and approve Time and Leave Documents before they are sent to the Vice President/Chief Operating Officer. If the immediate supervisor is not available, then the documents are reviewed and approved by the next available supervisor.

Payroll is processed by HR/Finance and then submitted to the paymaster for review and processing. The paymaster provides reports to WA that are reviewed and, if appropriate, approved by Finance and the President/CEO or their designee. Correction or approval is then given to the paymaster. Paychecks are dated for the 2<sup>nd</sup> Friday after the end of the pay period.

## K. BUSINESS HOURS

Business hours are 7:00 a.m. to 6:00 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Fridays. Employees will be scheduled for a period of hours by their supervisor during business hours. Employees are expected to work those hours, unless arrangements have been made between the supervisor and employee. No non-exempt employee shall be onsite outside of normal office hours, unless prior arrangements have been made and approved. Time for lunch breaks is to be scheduled by the supervisor. Breaks are given at the discretion of the Workforce Alliance. No time is accumulated for breaks not taken; nor may breaks be combined or taken in lieu of requesting leave time.

Staff parking is available to all employees. Employees must park in the staff designated area(s). Any employees leaving their vehicle in Workforce Center parking after hours must notify their supervisor.

## L. OVERTIME

Overtime must be approved in advance by Senior Staff. Overtime is any time worked by a non-exempt employee which exceeds 40 hours per work week. Overtime will be paid at 1-1/2 times the hourly rate of the employee.

- Overtime Compensation- Overtime may be paid to the employee through the normal payroll cycle.
- Exempt – Senior Management and/or Supervisors. Exempt staff typically work more than 40 hours per week.
- Non-Exempt – Secretary/Admin., Workforce Professionals, Program Monitors/Quality Control, Asst./Temp/PT

Supervisors shall indicate advanced approval of any overtime on employees' timesheets.

## M. ATTENDANCE/TARDINESS

Employees are expected to be on the job between the hours assigned by management. If the employee expects to be late, they are required to contact the supervisor. If an employee needs to be absent during any part of the day, the absence must be approved by the supervisor prior to the departure. If tardiness or absenteeism becomes an ongoing problem, the employee will be counseled and repeated offenses will result in the Disciplinary Actions (section 1.O.). Full-time employees are expected to be in paid status for the scheduled

number of hours established by the supervisor/manager. If an employee is absent or tardy PTO must be taken or the work hours adjusted in the current work week (see Leave Time section 3.I). If an employee doesn't have adequate PTO to cover the absence, Leave Without Pay noted in section 3.I will apply.

## N. FAMILY AND MEDICAL LEAVE ACT

Eligible employees may take up to twelve (12) workweeks of unpaid, job-protected leave under the Family and Medical Leave Act ("FMLA") in a 12-month period for specified family and medical reasons.

### Employee Eligibility

To be eligible for FMLA leave, an employee must:

- have worked at least 12 months for The Workforce Alliance;
- have worked at least 1,250 hours for The Workforce Alliance over the preceding 12 months; and
- worked at a location where there are at least 50 employees within 75 miles.

### Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- birth of a child, or to care for a newly-born child;
- placement of a child with the employee for adoption or foster care;
- to care for an immediate family member (spouse, child, or employee's parent) with a serious health condition; or
- because of the employee's serious health condition which makes the employee unable to perform the functions of the employee's job.

### Duration of Leave

Eligible employees may receive up to 12 work weeks of unpaid leave during any "rolling" 12- month period, measured backward from the date of any FMLA leave.

FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement.

FMLA leave may be taken intermittently, or by reducing the normal weekly or daily work schedule, when medically necessary for personal or an immediate family member's serious health condition. Intermittent leave is not permitted for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care. Employees who require intermittent leave or reduced-schedule leave must try to schedule their leave so that it will not disrupt the organization's operations.

### Intermittent Leave or a Reduced Work Schedule

An employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The Workforce Alliance may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced

schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Workforce Alliance and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with their supervisor before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

#### Benefits during Leave

Depending on the purpose of the leave request, the employee may choose (or the organization may require) the use of accrued paid leave, if available, concurrently with some or all of the FMLA leave. If on PTO, employees will be paid for holidays.

In addition, there is no eligibility to accrue seniority or benefits, including vacation and holidays (unless on PTO), during any period of an FMLA leave.

#### Maintenance of Health Benefits

If an employee and/or their family participate in the group health plan, the Workforce Alliance will maintain coverage under the plan during FMLA leave on the same terms as if he had continued to work.

If applicable, arrangements must be made to pay the employee's share of health plan premiums while on leave. In some instances, the Workforce Alliance may recover premiums it paid to maintain health coverage or other benefits for an employee and family.

#### Job Restoration

Upon returning from FMLA leave, the employee will normally be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

#### Notice and Medical Certification

When seeking FMLA leave, the following must be provided:

- Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of unforeseeable leave;
- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before leave begins, or if not possible, within fifteen (15) days of the organization's request to provide the certification. If the employee fails to do so, the commencement of leave may be delayed or the designation of FMLA leave withdrawn, in which case the leave of absence would be unauthorized, subjecting the employee to discipline up to and including termination. Second or third medical opinions and periodic recertification may also be required;
- Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work; and



- Medical certification of fitness for duty before returning to work, if the leave was due to a serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

#### Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement may be subject to termination of employment.

#### Limited Nature of This Policy

This policy is intended to provide only those leave benefits and protection required by FMLA.

#### Service Member Family and Medical Leave

As of January 28, 2008, the federal Family and Medical Leave Act ("FMLA") was amended. It now entitles eligible employees to take leave for a covered family member's service in the Armed Forces of the United States of America ("Armed Forces"). This leave is known as Service Member FMLA Leave ("Service Member FMLA").

This policy is in addition to the FMLA policy and provides a summary and notice of an eligible employee's rights to Service Member FMLA Leave. An eligible employee's rights and obligations to Service Member FMLA Leave are also governed by existing FMLA policy, with the following additions and exceptions:

#### *An Eligible Employee's Service Member FMLA Leave*

Service Member FMLA provides eligible employees with an unpaid, job protected leave for a combination or for any one of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

#### *Length of Service Member FMLA Leave*

When Leave is because of a "Qualifying Exigency": Eligible employees may receive up to 12 work weeks of unpaid, (unless otherwise provided for by law) job protected leave during any "rolling" 12- month period, measured backwards from the date of any FMLA / Service Member FMLA leave. To care for the service member.

Leave to Care for an Injured or Ill Service Member: Eligible employees may receive up to 26 workweeks of unpaid, (unless otherwise provided for by law) job protected leave during any "rolling" 12- month period, measured backwards from the date of any FMLA / Service Member FMLA leave to care for the Service Member.

Leave to care for an injured or ill Service Member, when combined with other FMLA qualifying leave, may not exceed 26 weeks in a single "rolling" 12-month period.

Service Member FMLA runs concurrent with any other leave entitlements provided under federal, state and local law.



### Military Leave of Absence

The Workforce Alliance provides unpaid military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) and applicable state laws.

Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and for examinations to determine fitness for any such duty. Supervisors should be notified as far in advance as possible and presented a copy of the official call to duty orders.

### O. TRAVEL APPROVAL

Employees of The Workforce Alliance may be required to travel on official business. In order to contain the cost of travel and lodging, all employees will meet the following criteria:

- A Vice President must approve conference, seminar and overnight travel in advance.
- Overnight travel arrangements will be made by the HR Office or Senior Management. Those arrangements will only be made once an overnight travel request has been approved by a Vice President. Arrangements will be coordinated with the staff traveling.
- All itemized receipts for parking fees, toll charges, airfare, taxis, etc. as well as mileage information will be attached to the employee travel expense report and will be submitted for reimbursement on the appropriate form after travel is completed.
- All personal vehicles used for official travel shall be kept in good cosmetic and operating condition. All employees using personal vehicles for official travel shall maintain continuously in force with respect to all such vehicles a policy of liability insurance having a limit of at least \$500,000 per occurrence for bodily injury and \$50,000 per occurrence for property damage.
- Staff will be paid for travel time; when completing documentation staff should include time spent traveling to and from the event.

### Lodging/Meals

Meals will be reimbursed at the federally defined per diem rate when overnight stay is involved. If day travel is required, that is not part of a normal daily schedule, and the employee will be in work status during the following normal meal times, the employee will be paid the per diem rate for those meals.

Breakfast	Work Day Starts before 6:30 a.m.
Lunch	Between hours of 11 a.m. and 2 p.m.
Dinner	Work Day Ends after 7 p.m.

Per Diem Rates will be paid based on the Federal Government allowable rates. Current rates can be found at [www.gsa.gov](http://www.gsa.gov) and usually vary by location.

The Workforce Alliance will not pay for expenses incurred by anyone other than Workforce Alliance approved travelers.

All travel expenses should not exceed Government Accounting Office (GAO) rates if the vendor offers GAO rates to The Workforce Alliance.

## P. REIMBURSEMENTS/PRE-APPROVED BY A VICE PRESIDENT

Workforce Alliance designated training/conference/meeting expenses shall be approved by a Vice President prior to the event.

Meals for meetings which have an approved business purpose must include the business purpose and people in attendance in the documentation for reimbursement.

Mileage and Per Diem reimbursements will be paid at no more the federal approved rate. Actual reimbursement rates shall be set by the President/Chief Executive Officer. All reimbursements will be turned in biweekly along with the appropriate time sheet. For mileage to be reimbursed it must exceed 10 miles round trip in a single day. If an employee travels more than 10 miles round trip in a single day all miles will be eligible for reimbursement if the mileage is work related. If travel is more cost effective by rental car, an employee maybe directed to rent a car in lieu of employee's private transportation.

## Q. IT NETWORK POLICY

Computers and telecommunications should be used as a tool to assist each employee in accomplishing duties and assignments. The first obligation as an employee is to protect information assets. The data and information that comprise the computer network are private information and should be protected as such. The general principles for computer and telephone usage for work purposes are:

1. Material that would be considered inappropriate, offensive or disrespectful to others will not be accessed or stored;
2. Software must be downloaded or installed by IT Staff only;
3. Use only network services with authorization to access;
4. All products, emails, documents, web postings, and/or materials produced on Workforce Alliance equipment and/or while a staff member is being compensated by Workforce Alliance is the property of Workforce Alliance; and
5. No additional hardware (screens, keyboards, mice, etc.) may be attached without Workforce Alliance IT approval.

Non-exempt staff shall not routinely access the IT Networks of the Workforce Alliance after their scheduled working hours without prior approval of their supervisor.

Any device that accesses email, calendars, network drives, or voicemail (work computer network) must be protected with a PIN or password to ensure the device is secure. If a personal device has been configured to access work becomes lost or stolen, the WA IT department must be notified immediately to reduce risks of unauthorized access.

Passwords to access computer networks must be keep secure and only known by the employee. Password requirements are set by the servers being accessed, and must be changed on a regular schedule and may not repeat the last 10 passwords.

### Proximity Cards

A Proximity cards, also known as a "prox card" provides access and security to a location by using an embedded metallic antenna that stores cardholder information. The Workforce Centers use prox cards to control access to several buildings, records areas and to print to the Network Copy Machines.

All employees and partners will be issued a prox card by the Workforce Alliance IT Department.

Prox Cards are to be used only by the authorized employee or partner, they are not transferable and any unauthorized use by anyone other than the employee or partner, whom the card has been issued, is grounds for confiscation of the card.

A lost or stolen Prox Card must be reported immediately to your supervisor (if applicable), either in person or via email, and to the WFA IT Department via email at [helpdesk@workforce-ks.com](mailto:helpdesk@workforce-ks.com). Normal daily use of a prox card has a lifespan of 2 plus years from the time of issue. If you lose or damage your card within 2 years, it will be replaced as described below and your 2-year cycle will start over from your replacement date.

- The first time a card is lost or damaged the replacement is free.
- The second (or subsequent) time a card is lost or damaged there will be a \$10.00 replacement fee, cash only, payable when new card is received.
- Damaged cards will be replaced in person, and brought to the WFA IT Department, before a replacement card can be issued.
- Worn out cards, more than 2 years old, may be replaced without charge.

If a card malfunctions, and is not damaged, bring the card in person to the WFA IT Department, staff will determine the cause of the malfunction, and will fix or replace as needed.

Please take the following into consideration:

- Do not use the card for any other purpose other than for access control.
- Do not leave it in direct sunlight, for example on the dash of a car.
- Do not expose it to extreme heat or open flame, for example clothes washers, dryers or irons.
- Do not expose it to organic solvents, thinners, mineral spirits, etc.
- Do not use it as an ice scraper or scraping tool.
- Do not crimp, bend, or twist the card
- Do not machine wash or submerge in water

Specifically, telecommunications, computers, or the Internet should not be used:

- For personal gain or profit;
- To represent yourself as someone else;
- To provide information about employees to persons or businesses not authorized to possess that information;
- When it interferes with your job or the jobs of other employees. This includes employee owned cell phones and other electronic devices;
- When it interferes with the operation of the Internet for other users; or;
- Consult with a supervisor if in doubt about any use of the Internet.

Computer and telecommunications usage is monitored and inappropriate usage may lead to disciplinary actions including termination.

## R. CELL PHONE USE POLICY

In order to be respectful of other staff and customers, Workforce Center staff are to follow the below guidelines regarding cell phone and electronic devices at the Workforce Center.

1. Cell phone or other electronic device ringers should be turned off or changed to mute or vibrate during work hours.
2. Personal cell phone calls should be made during break or lunch times to the maximum extent possible.
3. Frequent or lengthy cell phone calls are not acceptable as they may adversely affect productivity and disturb others. Cell phone use is prohibited when meeting with customers.
4. The use of cameras on cell phones or other electronic devices during work time is prohibited without the express consent of management and of the person(s) present at the time to protect the privacy of fellow employees and customers.
5. Cell phones or other electronic devices shall not be left unattended in the work place. Employees assume the risk of loss or damage to cell phones or electronic devices carried during their workday.
6. Streaming music, video, etc. is allowed as long as it does not interfere with staff productivity and is not done while seeing customers. Staff is not to use Workforce Center WiFi and must use their own data for streaming. Staff streaming music must use headphones. However, headphones must be left at staff desks.

## S. COMPANY ISSUED CELL PHONES AND ELIGIBILITY FOR CELL PHONE REIMBURSEMENT

The Workforce Alliance may issue a company paid cell phone or cellular connect device based on the fact that the employee needs the device due to consistent travel requirements or has the requirement to be in contact with other management to deal with operational issues on an ongoing and regular basis during any hour of the day. If a company paid cell phone or cellular device is issued no other reimbursements maybe granted. If an employee doesn't have a company issued phone and is contacted by management staff to conduct urgent business and the supervisor feels the situation is such that it warrants a reimbursement of the employee's monthly cell phone costs, the employee may submit to their supervisor a request for a \$25 reimbursement at the supervisor's direction. The employee must also submit the cover page of their cell phone bill with the request. Those reimbursements are submitted via expense report with approval of the supervisor or director.

## T. CHANGE OF PERSONAL INFORMATION

Any time an employee's personal information or status changes, they must report the change to HR and update the information at [employeenavigator.com](http://employeenavigator.com). Change forms are provided for this purpose and can be found on the public network drive.

## U. USE OF PHOTOGRAPHS OR VIDEOS OF EMPLOYEES

Employee's give the consent for the use of photographs or videos that include an image of them in a general sense for the promotion of programs and services. If a photograph or video in which an employee will be named specifically; the employee will be given notice and the ability to approve or deny the usage of the photograph or video.

## V. REQUEST FOR INFORMATION ABOUT EMPLOYEES

The Workforce Alliance recognizes the individual employee's right to privacy. Therefore, all requests for information about a current, retired or terminated employee must be transferred to the President/Chief Executive Officer or Vice President/Chief Operating Officer who may disclose to prospective employers dates of employment, final title or position and job location.

The Workforce Alliance will require each employee involved in record keeping, to adhere to this policy and practice, and violations may result in disciplinary action up to and including termination.

## W. PERSONAL APPEARANCE

The appearance of employees at work influences the public's perception of the Workforce Centers' competence and professionalism. The Workforce Centers of South Central Kansas rely on employees to present a positive, professional, business-like image to internal and external customers through dress and personal appearance for their position.

It is important to remember that clothing, body art/tattoos, piercings, hair color, and other grooming techniques that impair performance or disrupt the transaction of public business are not permitted. Below is guidance on personal appearance; please note that supervisors and senior management may use their discretion for specific events or occasions, when appropriate. Employees should consult their supervisors or HR if they have questions as to what constitutes appropriate appearance for their position.

To facilitate customer service and safety, everyone working in the Centers is given an ID badge and an engraved name tag. A name tag or ID badge shall be worn at all times including networking events or other off-site events where the employee is representing the Workforce Centers.

1. Name tags and ID badges should not be modified in any way
2. ID badges may be worn on decorative lanyards as long as they present a professional image

### Dress for Your Day (DFYD) Policy

The Workforce Centers of South Central Kansas has adopted a Dress for Your Day approach to workplace attire. The Dress for Your Day (DFYD) policy encourages personal discretion by allowing staff to determine their clothing choices based upon the day-to-day demands of their role and the work they perform. DFYD work attire is intended to be more casual or relaxed when employees have a workday that does NOT include external meetings with partners and vendors. Customers are not considered the same as external meetings, therefore, DFYD approved attire would be appropriate. The expectation is that employees will wear professional clothing appropriate for the nature of the business and the type of work performed. If you have questions you should refer to your supervisor or HR before the day of the event.

To provide staff guidance and explanation, some minimum dress standards are below:

- Attire should be clean, neat, and appropriate to the workday
- Attire should not be offensive or disruptive to others
- Staff are expected to practice good personal hygiene
- Facial hair must be neat and trimmed

- If an employee is not sure their clothing meets the dress code, they should consult with their supervisor or HR

<b>Attire</b>	<b>DFYD Approved</b>	<b>Inappropriate at any time</b>
Pants, Skirts, Dresses	<ul style="list-style-type: none"> <li>• Dress pants</li> <li>• Dresses</li> <li>• Khakis</li> <li>• Capris</li> <li>• Skirts that come to the top of the knee</li> <li>• Professional jeans/denim (clean, free of rips, tears, and fraying and not tight or revealing)</li> <li>• Leggings are permitted only when worn in the same manner as hosiery</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants</li> <li>• Pajamas/loungewear</li> <li>• Exercise apparel or active wear</li> <li>• Beachwear</li> <li>• Shorts</li> <li>• Ripped pants of any kind</li> <li>• Short skirts</li> <li>• Garments that are dirty, wrinkled, ripped or faded</li> <li>• Stirrup pants and other pants that fit like hosiery</li> </ul>
Shirts, Tops, Jackets	<ul style="list-style-type: none"> <li>• Sport coats or suit jackets</li> <li>• Dress shirts</li> <li>• Ties with dress shirts</li> <li>• Polo, collar, knit, or golf shirts (small logos okay on chest or sleeves only)</li> <li>• Button down shirts</li> <li>• Professional blouses</li> <li>• Sleeveless professional tops that cover the entire top of the shoulder</li> <li>• Sweaters, long and short sleeve</li> <li>• Knit professional shirts</li> <li>• Turtlenecks</li> </ul>	<ul style="list-style-type: none"> <li>• Graphic shirts</li> <li>• Teamwear with excessive graphics unless specified for the day</li> <li>• Shirts with offensive writing or large logos</li> <li>• T-shirts or sweatshirts</li> <li>• Beachwear, tank tops</li> <li>• Exercise apparel or activewear</li> <li>• Crop tops, clothing showing midriffs, halter tops</li> <li>• Garments that are dirty, wrinkled, ripped or faded</li> <li>• Visible undergarments</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>• Loafers or tie shoes</li> <li>• Pumps</li> <li>• Dress sandals or boots</li> <li>• Deck shoes</li> <li>• Clean cowboy boots</li> <li>• Casual open-back shoes (mules, sling backs)</li> <li>• Flats</li> <li>• Athletic or walking shoes (clean and only used for work activities)</li> </ul>	<ul style="list-style-type: none"> <li>• Beach flipflops or floppy sandals</li> <li>• Slippers</li> <li>• Dirty or overly worn shoes</li> <li>• Gym or specific sport shoes</li> <li>• Combat boots</li> <li>• Work boots</li> <li>• Crocs</li> </ul>

There will be times when specific attire may be requested by senior management based on business needs or special occasions. On those occasions, special DFYD requirements will be announced by senior leadership. The following categories of dress may be announced:

[Business Casual Dress Guidelines:](#)

*Tops*

- Button down and polo-style shirts are appropriate

- Sleeveless tops are permitted, as long as they are professional in style and the entire top of the shoulder is covered
- Shirts that have sheer or lace material on the shoulders are permitted; sheer or lace material should not extend to the middle of the back where undergarments may be exposed
- Tops and dresses should cover the entire top of the shoulder, back, and midriff

#### *Bottoms*

- Dress pants and khakis may be worn, but hems must be below the knee (full-length, ankle-length/cropped, or Capris) and should be professional and in good condition; styles that are extremely casual, faded, frayed, wrinkled, or worn are not permitted
- Skirts and dresses are appropriate and should be of proper length and style for the business environment: no shorter than the top of the knee when standing
- Denim and jean-like material are not appropriate for business casual dress
- Stirrup pants, leggings, and other pants that fit like hosiery do not project a professional image and are not permitted

#### *Hosiery, Foot Coverings, Misc.*

- Leggings are permitted only when worn in the same manner as hosiery
- Sandals and other open-toed shoes must have a discernable heel; foam-soled footwear is not permitted
- Flip flops or beach/pool sandals are not permitted
- Flats are permitted, but they should not resemble house shoes or slippers
- Combat, and work boots are not permitted; Cowboy boots may be worn, but they must be clean and in good condition
- Tennis shoes and sport shoes are not permitted
- Hairstyles should be well-groomed and clean
- Facial hair must be neat and closely trimmed

#### Business Professional Dress Guidelines:

- Suits (skirt or pants) with coordinating shirt and tie are preferred
- Dresses and dress skirts or slacks with coordinating shirt, sweater, jacket, vest, or blazer are also appropriate
- Skirts should be of proper length for the business environment: no shorter than the top of the knee while standing
- Denim or jean-like material does not reflect a professional image and is not considered appropriate
- Dress shoes and dress boots are appropriate footwear

Accessories should be professional and not to excess. Head coverings, including scarves (not worn as bandana), are permitted as long as they complement the other clothing items and present a professional image. Outdoor hats do not present a professional image and are not permitted.

Visible tattoos are permitted with the exception of tattoos that display words or images of violence, hate, gore, blood, obscene language, or that may violate a staff member or customer's equal opportunity protections under the law.

Ear, nose, and lip piercings are permitted. Nose piercings may include small studs, rings, or culturally significant jewelry. Lip piercings should be discreet and not pose safety hazards. Employees are encouraged to express

themselves through jewelry and accessories that do not compromise safety or professionalism. While we encourage individual expression, we ask employees to be mindful of safety, hygiene, and the potential for distraction. Examples of piercings that are not allowed: Piercings that are large or elaborate, such as spikes or gauged piercings. Piercings that are offensive or obscene in nature.

Religious and/or physical accommodations to this policy may be made. In order to request an accommodation, please contact your local HR.

## X. JOB ABANDONMENT

Employees who miss work for two consecutive days without notifying their supervisor or the Workforce Alliance Administrative Staff in the absence of their immediate supervisor, or have two consecutive days of unexcused absences, are considered to have resigned.