

POLYNESIAN VOYAGING SOCIETY
PERSONNAL RULES, POLICIES AND PROCEDURES
MANUAL

Polynesian Voyaging Society (PVS)

P. O. Box 6037

Honolulu, Hawaii 96818

Phone: (808) 841-3966

D R A F T (5/4/78)

PERSONS INELIGIBLE FOR EMPLOYMENT

The following rules shall be observed with respect to persons whose employment is supported by DHEW funds or by contributions to the non-Federal shares.

1. No person shall hold a job while he/she or a member of his/her immediate family serves on the PVS Board of Directors or Advisory Council.
2. No person shall hold a job over which a member of his/her immediate family exercise supervisory authority.
3. No person shall hold a job while either he or a member of his/her immediate family serves on the board or committee which, either by rules or by practice, regularly nominates, recommends or screens candidates for the PVS by which he is employed.

A member of the immediate family shall include any of the following:

Husband	Daughter
Wife	Father-in-Law
Father	Mother-in-Law
Mother	Son-in-Law
Brother	Daughter-in-Law
Sister	Brother-in-Law
Son	Sister-in-Law

SECTION I - AUTHORITY AND RESPONSIBILITY FOR THE PERSONNEL PROGRAM

A. PVS Board of Directors

The PVS Board of Directors shall adopt all rules, policies and procedures necessary for the establishment of a program governing the personnel affairs of the PVS.

B. PVS Advisory Committee

In adopting these rules, policies and procedures, the PVS Advisory Committee delegates the authority and responsibility for the administration of its provisions to the Board of Directors. The Advisory Committee shall exercise such authority and bear such responsibility as prescribed in these rules, policies and procedures. The Advisory Committee may establish such other procedures as are necessary to discharge their responsibility for the administration of Personnel Policies as approved by the PVS Board.

C. PVS Supervisory Committee

There shall be a PVS Supervisory Committee established to recommend policy for the management of the personnel program of the PVS and to act as a hearing body representing the PVS Board in the adjudication of grievances, protests and appeals originating with the employees of PVS.

D.

SECTION II - APPOINTMENT; PROBATION

A. Appointments

1. Appointing Authority -

2. Types of Appointments

- a. Probationary - probationary employee is one who is assigned with initially have probationary status. The probationary period for all positions is six (6) months, unless extended by the President. Transfer to permanent status is effective upon satisfactory completion of the probationary period.

Two evaluations shall be rendered on each probationary employee: (1) at the end of three months of employment; and (2) another fifteen (15) days prior to the end of the probationary period. It is doubtful that a probationer will bring his performance of duty to an acceptable level after the probationary period if he has failed to do so during that period. Any probationary employee can be discharged without appeal at any time during the probationary period.

Employees in probationary status are entitled to all permanent employee benefits, except that they shall receive no vacation pay upon termination of employment at or prior to the end of the probationary period.

- b. Permanent - after satisfactory completion of the probationary period of six (6) months or for a period not to exceed one (1) year and upon approval of the President and/or PVS Board of Directors Chairman, the employee will be classified as permanent.

- c. Temporary - appointment on a time-limited (as needed) basis.

Such employees are neither eligible to accumulate credits for sick leave or vacation, nor are they eligible to participate in health insurance, life insurance or other programs.

3. Part-time - a part-time employee is one who receives a work assignment, i.e. dustodian, to work for a pre-determined number of hours per week (less than 40 hours) on a continuing year-round basis.

B. Probationary Period

1. Nature and Purpose - An employee can be dismissed at any time during the probationary period without the right to an appeal hearing on such a dismissal. Notification of dismissal may be verbal, but on request of the dismissed employee, written notice shall be given setting forth the reasons for dismissal.
2. Length - the probationary period shall normally be six (6) months.

SECTION III - PAY ALLOWANCES

A. Hiring Rate

1. Salary Increases

a. Periodic Annual Pay Increases or Step Increases

All periodic or step increases must be awarded according to specific PVS policies governing frequency, amount and procedures for awarding such increases.

(1) Eligibility

The employee must serve satisfactorily at the same salary rate for at least one year to be eligible for a periodic annual pay increase or step increase. He is usually eligible for a periodic annual increase or step increase on the annual anniversary date of his original employment with PVS.

(2) Amount

The amount of a periodic pay increase which can be awarded is determined through the PVS salary plus fringe benefit survey.

2. Salary Payment

No salaries shall be paid to employees in advance of time worked.

B. Fringe Benefits

1. Hawaii Temporary Disability Insurance Law (TDI)

All PVS regular employees are covered by the provisions of the Temporary Disability Insurance Law passed during the 1969 Legislative Session. This law, in effect, protects all employees of PVS from financial loss due to injury or illness not directly connected with the job. This law is in addition to the Workmen's Compensation Law, which protects employees who are injured on the job, or suffer an

illness as a direct result of employment. The following provisions apply to PVS employees:

- a. All premiums shall be paid by PVS. There are no employee deductions.
- b. Claims must be submitted on Form TDI-45 to the PVS office, who will, in turn, forward claims to the insurance company. It shall be mandatory for all full-time employees to file a TDI claim if he/she is out of work due to non-job related illness or injury for more than five (5) working days.
- c. The insurance company will not pay any benefits during the first seven (7) consecutive calendar days of any period of disability, but will pay for any period thereafter, up to twenty-six (26) weeks maximum during the benefit year. Payment of claims will be due on the 14th day of disability after required proof has been filed.
- d. Benefits under the law will equal 55% of an employee's weekly income, not to exceed \$104.00 per week, correlated to the maximum Unemployment Insurance weekly benefit amount.
- e. The employee shall receive sick/vacation leave pay, which shall be the difference between his/her regular salary and the Temporary Disability Insurance Compensation, provided he/she has accumulated sick leave credits from which the pay shall be deducted.

C. Medical Insurance

1. PVS recommends that each employee make a determination at the time of employment to join one of the following medical programs:
 - a. Hawaiian Medical Service Association (HMSA), or
 - b. Kaiser Foundation Health Plan, Inc.

2. PVS will pay the total of the premium for the employee's medical coverage. Coverage for a spouse and/or children shall be at the employee's expense at rates determined by the health plan.

D. Salary Deductions

1. Mandatory

- a. Federal Income Tax and State of Hawaii Income Tax. Amount deducted depends upon employee's salary, marital status, and number of dependants claimed.
- b. Social Security (FICA) amount deducted is based on gross income at the present rate of 5.85% of the first \$13,200.00 not to exceed \$772.20 per calendar year. Amount of deduction will be automatically adjusted as may be required by changes in Federal law.

2. Voluntary

- a. Deductions may be authorized for payment of group medical, elective retirement program, contributions to the Aloha United Fund and various savings programs.

E. Pay Days

PVS employees shall be paid at least

F. Time Sheets

Each employee will maintain a record of his work hours on the approved PVS time sheet which will be approved by the employee's supervisor. No pay checks will be issued to the employee without a time sheet.

G. Work Week/Overtime

The work week will be 40 hours. Regular work hours will be 8:00 a.m. to 5:00 p.m. with a 1 hour lunch period and a 15-minute rest period each morning and afternoon.

1. All overtime must be approved by the responsible supervisor prior to the performance of overtime.
2. Compensatory Time or Overtime - due to the nature of funding, overtime cannot be compensated in the form of monies.
3. All employees may be granted an hour off the job for every hour of overtime worked. Overtime in excess of 18 hours shall not accrue beyond the end of the second pay period in which the authorized overtime was performed.

SECTION VII - LEAVES OF ABSENCE, HOLIDAYS

A. Vacation or Annual Leave

1. All regular employees of PVS are entitled to earn vacation credits at the rate of 1-3/4 days per month employed. This is not to exceed 21 working days per year.
2. Vacation time may be accumulated to no more than 21 days per year.
3. All employees hired are not eligible to use vacation leave time until their six month probationary period is completed.
4. No more than six (6) vacation days may be transferred into a new Federal program year (October 1 to September 30).
5. Vacation schedules will be maintained by

B. Sick Leave

1. General

- a. All employees shall earn sick leave with pay at the rate of one and three-quarters (1-3/4) working days for each month of service.
- b. Except as herein otherwise provided, sick leave allowance shall accrue to an employee while he is on authorized leave with pay.

2. No Sick Leave Shall Accrue:

- a. During the period of any sick leave or vacation granted when employment is to terminate at the end of such leave.
- b. While the employee is on leave without pay, except for the period he is on leave for disability and is being paid workmen's compensation.
- c. During any period of valid suspension for disciplinary reasons.

3. Sick Leave Charge Only for Working Days

Employees shall be charged with sick leave only for absence on account of sickness on days upon which they would normally have worked and received pay.

4. Forfeiture of Sick Leave Upon Termination of Service

- a. Upon termination of employment, an employee shall forfeit all sick leave allowance accrued.

5. Notification of Sickness

- a. Notification of absence on account of sickness shall be given by, or on behalf of, the employee as soon as is possible on the first day of absence.
- b. If proper notification has not been given in accordance with this section, such absence may, at the discretion of the President, be charged to vacation allowance or leave without pay.

6. Abuse of Sick Leave

- a. A licensed medical doctor's certificate of sickness shall be required when absences are for three (3) or more consecutive working days.
- b. Whenever it is deemed necessary, particularly when an abuse is indicated, the President may require the employee to be examined by a physician.
- c. Upon finding that an employee's claim of illness was false, the President shall take proper disciplinary action.

7. Credit for Sick Leave During Vacation

- a. When sickness lasting more than three (3) consecutive working days occurs during a vacation, the period of sickness may be charged as sick leave, upon proof of such sickness satisfactory to the President and the charge against vacation allowance shall be reduced accordingly.
- b. Application for such substitution of sick leave for vacation shall be made within three (3) working days after expiration of the vacation in which the sickness occurred.

8. Sick Leave and Workmen's Compensation Benefit

- a. Any employee of PVS, by reason of accident arising out of and in the course of employment in the service of PVS or by disease arising out of or in the course of employment, shall be entitled to State Workmen's Compensation benefits.
- b. The employee shall receive sick leave pay which shall be the difference between his/her regular salary and the temporary total disability workmen's compensation, provided he/she has accumulated sick leave credits from which the pay shall be deducted. Leave shall be charged on a fractional basis. Vacation leave may be used upon consent of the employee.
- c. It shall be the responsibility of the employee to comply with the provisions of the law and PVS procedures with regard to reporting any medical treatment.
- d. It shall be mandatory for employees to fill workmen's compensation claims.

C. Jury Duty

Any employee of PVS selected to serve jury duty shall continue to receive his regular salary. Full pay for jury duty will be limited to one period of service in any calendar year unless otherwise authorized by the President or other appointing authority.

D. Funeral Leave

Three working days with pay is not chargeable as leave and shall be granted any employee in the service of PVS upon the death of any member of the employee's immediate family. The term "immediate family" shall include the spouse, children, parents, siblings, father-in-law, and mother-in-law of the employee.

F. Absence Without Leave

An employee may not absent him/her self from duty without approved leave, except in the case of illness or extreme emergency. Failure to report for duty or failure to make proper notification of absence to his/her supervisor after the expiration of leave of absence shall be considered an abandonment of his/her position and shall result in the automatic resignation unless the employee can show to the satisfaction of the President that such failure to report was unavoidable.

G. Leave Without Pay

Any position which shall become vacant for thirty (30) or more days due to leave without pay shall be considered vacant and shall be filled through normal advertising, screening, etc.. The employee who was on leave without pay for thirty (30) or more days will be offered the first vacancy in his or her classification.

H. The following holidays shall be recognized and observed as paid holidays by PVS.

1. Legal holidays shall be observed as follows:

New Year's Day
President's Day
Prince Kuhio Day
Good Friday
Memorial Day
Kamehameha Day
Independence Day
Admission Day - third Friday in August
Labor Day
Columbus Day
Veteran's Day
Thanksgiving
Christmas Day
All election days, except primary election day

I. Maternity Leave

You are eligible for maternity leave without pay if you are a regular employee. A maternity leave may be granted for up to 12 months.

Date of return to work ordinarily will be six (6) weeks post-partum; however, this shall be based on a doctor's statement if the date of return would be earlier than six weeks.

At the end of maternity leave, the employee can return to the position left, or by mutual agreement, may be placed in another position in the same class.

A temporary position is created when an employee goes on maternity leave without pay. The position may be filled immediately. It is necessary to advise applicants of the temporary nature of the position. All other conditions of employment apply to a temporary position.

SECTION VIII- DISCIPLINE

As used in this chapter, discipline can be defined as adherence to reasonable standards of conduct and performance. Discipline is necessary so that this organization can effectively and uniformly carry out the purposes for which it was organized and staffed. Any large, complex, decentralized organization must require that its individual members exercise a certain degree of self-control and adherence to

standards. To be effective, emphasis in discipline must be corrective rather than punitive; designed to impress upon an employee and the staff the necessity for proper behavior and designed to correct the situation.

A. Conduct and Discipline

1. has set forth in writing, in the form of rules and regulations, a list of possible causes for disciplinary action. Such rules are to cover, but shall not be limited to, attendance, attention to work, inefficiency, insubordination, personal misconduct and safety. Within practical limits, possible disciplinary action which may be anticipated as a result of infraction of rules and regulations shall be set forth.
2. It is the responsibility of each employee to know the rules and regulations.
3. All complaints or charges brought against any employee involving violations of rules and regulations shall be thoroughly investigated by personnel whose responsibility it shall be to discover all pertinent facts. The person making the investigation shall be equally diligent in establishing facts which tend to support the employee under investigation, as well as those which tend to support the charges against him.

B. Disciplinary Action

Under ideal conditions, a supervisor effectively applying acceptable supervisory principles and enjoying the support of well-motivated and functioning subordinates would seldom, if ever, be required to initiate disciplinary action. However, situations may arise from time to time when it is necessary for a supervisor to initiate such action. As already stated, a thorough and impartial investigation must be made before initiating any type of disciplinary action. An employee may respond in writing to any disciplinary action. Established appeal procedures are stated where applicable.

C. Types of Disciplinary Action

Most disciplinary actions here stated should follow some prior informal or formal employee-counseling or "advice" by a superior. Counseling, in the context of this manual section, is any discussion between an employee and his supervisor toward helping the employee improve his performance or behavior on the job. Such discussions may clarify standards, point out strengths and weaknesses or include informal commitments made toward improvement or compliance. In some instances, however, there is no way

of anticipating that certain offenses will occur which require disciplinary action.

1. Warning - This may be oral or written and may be given by an immediate or higher level supervisor. If given orally, an employee may request that the warning be put in writing. It should specifically direct an employee's attention to conduct or performance needing improvement or change, the desired change(s), inform him of the supervisor's availability for assistance, and it should point out consequences of failure to comply. If the warning is written, the employee shall receive a copy and a copy shall be placed in his Personnel Folder.

2. Reprimand - This is always in writing and should be issued only by supervisory personnel. This is a more serious type of disciplinary action than is a warning. It is notice to an employee that his performance or conduct is seriously unacceptable and that continuation or repetition will be cause for further disciplinary action, possibly discharge. The employee will receive a copy and a copy shall be filed in his Personnel Folder.

3. Suspension - A suspension is the next higher level of disciplinary action and is always in writing. A suspension is a temporary removal of an employee from his position without pay. A suspension may be a disciplinary measure in serious cases or it may be used in cases pending investigation of serious cases, demotion or discharge, as appropriate. In less serious cases it may be used when other types of disciplinary action, short of discharge, have already been imposed without appreciable improvement resulting; and there is reason to believe that a suspension may bring about improvement.

A period of suspension may range up through thirty (30) consecutive calendar days, including weekends and holidays.

An employee who is suspended (irrespective of the length of the suspension) may appeal and request a hearing; however, he must first attempt to resolve his appeal through established grievance procedures.

Any supervisor desiring to initiate a suspension shall first discuss the matter with the _____ and his own supervisor. Only the _____ or his designated assistant, has the authority for final approval of a suspension. An employee may

be given oral notification of an approved suspension to be followed by written confirmation. The _____ prepares the formal letter of suspension.

4. Reduction (Demotion) - As used in this manual, reduction and demotion are synonymous. Reduction means a lowering in rank or compensation. For rules governing related pay provisions, see the current section of this manual. A reduction may or may not be accompanied by a suspension, depending upon the case.

An employee may be reduced only for good and sufficient reason. Such reason must be stated in writing and include specific grounds and facts upon which a reduction is based. Under appropriate circumstances, an employee may be reduced before or after he has completed a first probationary period. In cases where a reduced employee has already completed a probationary period in the position from which he was reduced, he may appeal the reduction unless he is a reinstated employee who was notified that he would serve a new probationary period. In cases where an employee is reduced from a position in which he has not yet completed probation, he may answer the charges in writing within ten (10) business days but is not entitled to a hearing except in cases of alleged fraud or discrimination because of political or religious opinions, racial extraction, employee organization membership or organized labor membership. A reduction would usually be more appropriate in cases involving inefficiency which is not serious enough for discharge and there is reason to believe that an employee might function adequately on an available lower level position for which he is qualified.

A plan for improvement must accompany a reduction if problems resulting in the "unsatisfactory rating" are likely to affect performance in the lower reduction level.

Before initiating any reduction, a supervisor shall consult with the _____ Only the _____

_____ or a designated assistant has the authority for final approval of a reduction. An employee may be given oral notification of an approved reduction, to be followed by written confirmation. The _____ prepares the formal letter of reduction. A voluntary reduction is not associated with disciplinary action.

ILLEGIBLE

5.1 Discharge - Discharge means complete and final separation from employment, for cause.

An employee may be discharged only for good and sufficient reason. Such reasons must be stated in writing, and include specific grounds and facts upon which a discharge is based. An employee may be discharged either during or after completion of a first probationary period (not necessarily a first probationary period), he may appeal the discharge unless he is a reinstated employee who was notified that he would serve a new probationary period, he may answer the charges within ten (10) business days, but is not entitled to a hearing unless in cases of alleged fraud or discrimination because of political or religious opinions, racial extraction, employee organization membership or organized labor membership. Discharge is the ultimate level of disciplinary action and may be imposed for serious offenses either after a history of lesser disciplinary actions or it may be the initial and final action when the facts warrant. Discharge may also be imposed for unsatisfactory job performance when preceded by one or more "Improvement Needed" performance evaluations. An "Unsatisfactory" performance evaluation must usually accompany a discharge and vice-versa. The necessity for good cause and adequate documentation, written records, testimony or other verifiable evidence to support a discharge cannot be overemphasized. Lack of adequate cause and evidence could result in a discharged employee being returned to his position.

Examples of Causes for and Nature of Disciplinary Actions.

The list of causes for disciplinary action is representative only and is not all-inclusive. This list of disciplinary actions is intended as a guide only and should not be imposed "automatically" in relation to actual infractions. It is impractical to establish a set of disciplinary actions which can be applied automatically to every offense and every employee. All the circumstances surrounding a particular offense must necessarily be considered. Some degree of flexibility should be available in determining the severity of a disciplinary action. This may result in an action more or less severe than those listed in these guidelines. As with all matters relating to discipline, good judgment is imperative.

4. Fraud, Falsification or Failure to Comply

- a. Falsification of application for employment when it materially affects acceptance or rejection for employment when such falsification is willful:
 - 1st Offense - Discharge
- b. Submission of willfully false financial records (travel, mileage, cashier reports, etc.):
 - 1st Offense - 5-15 days Suspension
 - 2nd Offense - Discharge
- c. Falsification of time sheets for self or other employee
 - 1st Offense - 5-15 days Suspension
 - 2nd Offense - Discharge
- d. Misuse or falsification of sick leave, abuse of sick leave:
 - 1st Offense - 5-15 days Suspension
 - 2nd Offense - Discharge

NOTE: In any discharge action where funds or property have been unlawfully taken by the employee, simultaneously with the completion of the formal discharge action, all pertinent information on which the discharge is based shall be promptly forwarded to the appropriate police authorities.

5. Personal Relations and Behavior

- a. Insubordination or refusal to act as directed by authorized public body, officer, employee or agency:
 - 1st Offense - 5-15 days Suspension, Discharge
- b. Fighting or willful use of unnecessary force which results in injury to public, fellow employees:
 - 1st Offense - 5-15 days Suspension, Discharge
 - 2nd Offense - Discharge
- c. Threatening bodily harm to public, clients, fellow employees:
 - 1st Offense - 5-15 days Suspension
 - 2nd Offense - Discharge
- d. Endangering self, fellow employees or public by willful violation of safety rules, laws or ordinances:
 - 1st Offense - 1-30 days Suspension, Reprimand
 - 2nd Offense - Discharge

ILLEGIBLE

e. Misappropriation or unlawful taking of equipment, property or supplies, or of personal property of a fellow employee or client:

1st Offense - 10-30 days Suspension, Discharge

2nd Offense - Discharge

f. Operating, using or possessing equipment, machines or tools to which the employee has not been assigned or performing other than assigned work:

1st Offense - Reprimand, 1-15 days Suspension

2nd Offense - Discharge

g. Acceptance of gifts or gratuities from the public in connection with the performance of duty as an employee:

1st Offense - Discharge

h. Under the influence of alcohol while on duty or possession of alcohol or property. Consuming alcohol while on duty:

1st Offense - 15-30 days Suspension, Discharge

2nd Offense - Discharge

i. Under influence of, or possession narcotics while on duty:

1st Offense - Discharge

j. Misconduct, general; criminal, dishonest, immoral or notoriously disgraceful conduct:

1st Offense - 15-30 days Suspension, Discharge

2nd Offense - Discharge

k. Discourtesy or failure to work harmoniously with fellow employees:

1st Offense - 1-10 days Suspension

2nd Offense - 5-15 days Suspension

3rd Offense - Discharge

l. Failure to treat public with courtesy:

1st Offense - 1-10 days Suspension

2nd Offense - 1-30 days Suspension

3rd Offense - Discharge

m. Borrowing money from subordinates or clients:

1st Offense - 5-15 days Suspension

2nd Offense - Discharge

ILLEGIBLE

Job Performance

1. Failure to maintain prescribed records (which result in loss to or loss or injury to persons or property):

- 1st Offense - Warning, Reprimand
- 2nd Offense - 3-15 days Suspension
- 3rd Offense - Discharge

2. Willful withholding of information from supervisor, fellow employees or public which results in loss or injury or damage to persons or property:

- 1st Offense - Reprimand
- 2nd Offense - 3-15 days Suspension
- 3rd Offense - Discharge

3. Violation of the recognized code of ethics of the professional group of the offenders:

- 1st Offense - 15-30 days Suspension Discharge
- 2nd Offense - Discharge

4. Failure to maintain appropriate personal appearance:

- 1st Offense - Reprimand
- 2nd Offense - 3-15 days Suspension

5. Failure to notify supervisor regarding absence within a reasonable time:

- 1st Offense - Reprimand
- 2nd Offense - 3-10 days Suspension
- 3rd Offense - 5-30 days Suspension, Discharge

6. Willful absence from duty without leave after having been denied permission to take such leave:

- 1st Offense - 3-10 days Suspension
- 2nd Offense - 10-30 days Suspension
- 3rd Offense - Discharge

7. Causing willful or negligent destruction of property, equipment or supplies, or of personal property of a fellow employee or client:

- 1st Offense - Reprimand, Discharge
- 2nd Offense - Discharge

h. Carelessness or inattention to duties resulting in improper service being rendered to client or resulting in impairment of an functions:

- 1st Offense - Reprimand, 1-30 days Suspension, Discharge
- 2nd Offense - 10-30 days Suspension, Discharge
- 3rd Offense - Discharge

i. Asleep on duty:

- 1st Offense - 5-15 days Suspension
- 2nd Offense - 15-30 days Suspension, Discharge
- 3rd Offense - Discharge

j. Gambling on duty or on : property:

- 1st Offense - 5-15 days Suspension
- 2nd Offense - Discharge

k. Concealing, misusing, removing, altering or mutilating records or documents or attempting to do so:

- 1st Offense - Reprimand
- 2nd Offense - 5-30 days Suspension
- 3rd Offense - Discharge

l. Excessive socializing during working hours:

- 1st Offense - Warning
- 2nd Offense - 3-5 days Suspension
- 3rd Offense - Discharge

m. Failure to follow established rules and regulations:

- 1st Offense - Warning, Discharge
- 2nd Offense - 5-30 days Suspension, Discharge
- 3rd Offense - Discharge

n. Excessive Absences:

- 1st Offense - Warning
- 2nd Offense - Reprimand
- 3rd Offense - Discharge

o. Excessive tardiness:

- 1st Offense - Warning
- 2nd Offense - Reprimand, 1-15 days Suspension
- 3rd Offense - Discharge

Excessive Absences and tardiness:

- 1st Offense - Warning
- 2nd Offense - Reprimand, 5-15 days Suspension
- 3rd Offense - Discharge

Shirking work, wasting time, failing to perform a full day's work:

- 1st Offense - Reprimand
- 2nd Offense - 5-15 days Suspension
- 3rd Offense - Discharge

Consistently failing to meet standards of work performance (productivity):

- 1st Offense - Warning
- 2nd Offense - 5-15 days Suspension
- 3rd Offense - Discharge

Carrying on personal business during working hours:

- 1st Offense - Reprimand
- 2nd Offense - 5-15 days Suspension
- 3rd Offense - Discharge

Improper disclosure of confidential information:

- 1st Offense - Reprimand, 1-30 days Suspension
- 2nd Offense - Discharge

Disciplinary Action Check-List

Before imposing disciplinary action the following points shall be considered:

1. Employees to be given opportunity to fully state their "side of the story".
2. Investigate and consider all sources of relevant information (facts, not opinions).
3. Verify information.
4. Consult with appropriate supervisor(s) involved.
5. Analyze facts thoroughly and objectively.
6. Consider employee's past record and service.
7. Determine to what extent should an employee have been aware that his performance or conduct was unacceptable to . Rules and/or common sense).
8. Compare the facts to objective and reasonable standards of acceptability.
9. Consider whether the conclusion warrants the action to be imposed.
10. Summarize the matter in writing.
11. As appropriate, consult with and/or own supervisor.

ILLEGIBLE

~~SECTION IX.~~ EMPLOYEE GRIEVANCES

An employee grievance procedure is established to further provide for the fair and equitable treatment of all permanent employees and to promote good working relationships between employees, supervisors and administrators. The grievance procedure shall afford an employee the opportunity to freely express his personal feelings toward work situations and alleged unfair treatment.

ILLEGIBLE

Scope

A grievance may be a complaint relating to, but not limited to, work assignment, performance standards, performance evaluation, working conditions, operating policies, employee relations or discrimination. The grievance procedure shall not be employed for the appeal of disciplinary actions where appeal procedures are otherwise provided for in these personnel rules.

Objectives

The objectives of the grievance procedures shall be to:

1. Promote harmony in the working relationships of employees and the various levels of supervision.
2. Provide and acknowledge an orderly process for the handling of grievances.
3. Resolve grievances as quickly as possible before they become unduly exaggerated and disruptive to the organization.
4. Resolve the grievances at the employee-supervisor level if possible.
5. Correct the cause of the grievance.
6. Provide for free expression of views and open dialogue between employees and supervisors.

Procedure

1. The employee shall discuss his grievance with his immediate supervisor. The supervisor shall give his decision to the employee within three (3) working days.
2. If the decision is not satisfactory to the employee, or if agreement cannot be reached, the employee may present his grievance to the next higher level of authority. That superior shall give his decision to the employee within five (5) working days.
3. If necessary, step No. 2 is repeated through any further existing levels of authority.
4. If the intermediate decisions are not satisfactory to the employee or resolution has not been achieved, the employee may present his grievance in writing to the _____ or other appointing authority.
5. The _____ or other appointing authority shall within five (5) working days of receipt of the grievance, confer with the employee, the supervisor and other supervisors. If the grievance cannot be resolved in such meeting, the _____ or

presiding appointing authority, shall, within five (5) working days notify the employee, in writing, of his decision. Copies of the decision shall be sent to the supervisor and other supervisors involved.

SECTION X - "APPEAL" PROCEDURES

A. Appeal of Disciplinary Action

1. A regular employee may appeal any type of disciplinary action to the _____ by filing a written request with the chairman within ten (10) working days after receipt of notice of disciplinary action. The appeal request shall contain a request for investigation and hearing before the _____
2. Within thirty (30) days of receipt of the appeal or within ten (10) days after the final hearing, the _____ shall notify the Board and the appellant of its disposition of the appeal.
3. If the appellant has requested an investigation, the _____ shall direct such investigation as it deems necessary.
4. In the event of a hearing on the appeal, the _____ may call such witnesses as necessary to the presentation of facts. The chairman of the _____ shall notify the appellant by registered mail of the time and place of such hearing and shall advise him of his right to representation of his right to call witnesses.
5. Upon determination that an appeal will be heard the chairman will consult with _____ and _____ and determine the following:
 - a. Time and place of hearing
 - b. Notification of members of the Committee to include appellant, management and the ex-officio member and _____
6. Prior to calling the Committee to order, the chairman will advise the group as to procedures to be used, the importance of the action to be taken, the fact that time is of major importance.
7. Article IX Committees and Boards, "Roberts Rules of Order" will determine the manner in which the committee conducts the hearing.

20

B. Appeal Procedures to be Used by the

1. Chairman of the committee

- a. Directs the orderly presentation of information and evidence by all parties.
- b. Accepts written or physical evidence on the committee's behalf.
- c. Summons persons whose presence is requested by the committee.
- d. Summarizes the committee's findings and submits them to the

2. Members of the Committee

- a. Hear and review the evidence presented and determine whether the charges and specifications are "proved" or "unproved".
- b. Question participants, or other persons they may wish to summon, to determine the validity of the charges presented.
- c. Review the matters presented at the investigation and attempt to reach consensus on the findings and recommendations.

3. The _____ or his authorized representative

- a. Presents _____ charges against the employee.
- b. Submits oral, written or physical evidence in support of the charge.

4.

- a. Counsels participants on the rules or policies governing the matters presented.
- b. Supplies information in connection with the employee's service record with _____

5. The Employee

- a. Presents his reply to the charges against him.
- b. Submits oral, written or physical evidence in his own behalf.
- c. An authorized employee representative, if desired by the employee, counsels the employee regarding matters pertaining to the case.

NOTE: If the employee, having been notified in advance, elects to not be present, the investigation will proceed without him.

C. Agenda

- 1. The matters covered in the "Statement of Charges" will ordinarily constitute the entire agenda of the investigation.

2. Occasionally, the Committee may uncover evidence which will support additional charges or require major changes in existing charges. In these instances the Committee will complete its review, submit with its findings a memorandum covering the charges, and furnish the employee with a copy of the memorandum.

D. Order of Presentation

1. The chairman will introduce the persons by name and function.
2. The _____ or his authorized representative will present _____ charges against the employee and submit arguments and evidence in support of the charges.
3. The employee will present his reply to the charges and submit arguments and evidence supporting his position.
4. Either the _____ or the employee may request the chairman's permission to answer, explain or deny statements made in the initial presentation.
5. Members of the Committee may question either party, or others whom they wish to interview, regarding any testimony or evidence presented.
6. No transcript or recording will be made of the investigation. Notes made by anyone present will be for personal consultation only and may not be offered in evidence at any further review.
7. The chairman will conclude the investigation when he is satisfied that both the employee and _____ have receive a fair and impartial hearing.
8. The chairman will excuse all present but the members of the committee, who will proceed at once to a review and analysis of the arguments and evidence presented.
9. In reviewing the evidence and summarizing its findings, the committee will consider the following:
 - a. Have the offenses alleged against the employee been stated objectively, in accordance with _____ policy?
 - b. What specific facts (not opinions) are available to substantiate the charges? Have these facts been adequately verified?
 - c. What does the record show about the employee? Has he or she been a satisfactory employee for a long period of service? Do his recent performance evaluations reflect his true job performance?

- d. How serious is the employee's alleged behavior in relation to his particular job? What effect will it have on the work or reputation of
- e. Has the employee been adequately informed of rules and regulations governing his alleged conduct? Has he been warned of the consequences of his behavior? Has he ever been disciplined for similar behavior or other offenses?
- f. Has the employee's supervisor performed his obligation for training, counseling and warning?
- g. Has as much consideration been given to facts which support the employee as to facts which reflect against him?

NOTE: In what specific ways will the action taken help the employee improve his behavior or performance?

- h. How will the action taken improve the efficiency, productivity or morals of
10. Following the review, the chairman will summarize the committee's findings and prepare a confidential report to the covering:
 - a. A list of charges and specifications which it regards as "proved" and "sufficient to warrant action".
 - b. Its decision as to final action.
 - c. Justification for action.
 11. Upon completion of the review and forwarding of completed action, the chairman will return to the employee, all written or physical evidence presented by him and to the all evidence presented by him.
 12. The is responsible for notifying the employee of the decision of the and complying with the technical requirements of this manual.

H E C B I P

SECTION III - STAFF DEVELOPMENT (TRAINING)

The _____ may provide or authorize in-service training for all employees, or categories of employees, upon the determination of need for such training in the accomplishment of the objectives of

A. In-House

Employees may be required to attend workshops, seminars and courses of training conducted during normal working hours. The expense of such required courses shall be reflected in the employee's performance evaluation.

B. Outside Training

Employees will be encouraged to undertake outside training and formal courses of instruction that relate to their current duties or prepare them for more responsible duties. Satisfactory completion of courses shall be reflected in the performance evaluation and shall be considered in qualification and selection for promotion.

C. Release Time

Off-duty training and education is limited to not more than ten (10) percent of an employee's work week, including transportation to and from educational facilities; or four (4) hours per work week (or twenty-six (26) days per year). Eligibility shall be determined by the

D. Tuition

Reimbursement of tuition or related expenses for those who attend outside programs may be paid to whatever extent possible where budgeting and resources allow.

E. Procedure

Requests to attend courses of instruction beyond the 12th grade level will be submitted in writing (in the original with three (3) copies) to the

Request for high school or special non-credit courses need only be forwarded in the original and one (1) copy.

Approval to attend courses will be based on the following:

1. Attendance is not a right, but is a matter resting with the authority of the
2. Courses selected must lead to either a high school diploma, AA or BA degree, or, in the case of non-credit courses, must be job-related.

SECTION XIV - GENERAL PROVISIONS

A. Restrictions on Political Activities (Extracted from OEO Instruction 907-2)

employees are prohibited from:

B. Prohibited Activities

employees are prohibited ^{during work hours} from taking an active part in partisan political campaigns or engaging in partisan political activities.

NOTE: Persons violating these restrictions may be subject to dismissal.

SECTION XV. PERSONNEL RECORDS AND REPORTS

Personnel Transactions

Supervisors shall report to the

on designated

forms, or by letter when no form is provided, all requests, recommendations, or final actions applicable in the following personnel transactions:

2. Confidentiality of Personnel Records.

The is the custodian of the Personnel Records and Files and it is his/her responsibility to see that they are kept in a lock-type cabinet, with access provided only to those employees directly concerned with the operation of Personnel Services and the