

PERSONNEL POLICIES AND PROCEDURES

As Approved: July 21, 2026

HOOSIER UPLANDS

ECONOMIC DEVELOPMENT CORPORATION

CORPORATE MISSION STATEMENT

Our mission is to plan, implement or cause to be implemented, and provide comprehensive services to the poor, elderly, and disabled.

This corporation will strive to alleviate poverty, improve living conditions, and provide access to health care and social services to those families and individuals in need within our service area.

All our endeavors will be pursued with the **client** in mind, never forgetting the **value of every human being** or the importance of our **responsibility to the public** which we serve.

ADOPTED: April 21, 1992

REAFFIRMED: March 2024

HOOSIER UPLANDS
ECONOMIC DEVELOPMENT CORPORATION

PERSONNEL POLICIES AND PROCEDURES

I. INTRODUCTION

A. **Statement of Policy**

It shall be the policy of the Hoosier Uplands Economic Development Corporation (hereinafter "The Corporation" or HUEDC) to recognize the primary value and dignity of the individual and to provide employment and advancement opportunities to anyone regardless of race, religious creed, color, sex, age, disability, national origin, or any other status protected by law. These policies shall be applied in accordance with pertinent funding source guidelines and accepted management practices. These personnel policies do not constitute an employment contract. The employment relationship between the Corporation and any employee is on an employment at will basis. All benefits and policies are subject to change or termination at any time, and policies are subject to interpretation by management.

II. RECRUITMENT

A. **Authority**

The Chief Executive Officer is engaged by the Board of Directors and is authorized to engage all other personnel although the Chief Executive Officer, as deemed necessary, may delegate specific authority and responsibility to other staff members to carry out this activity. The Chief Executive Officer shall be responsible for the day to day operations of the Corporation, and shall have all such needed authority to carry out said responsibility.

B. **Notification**

Advertising for open positions will be conducted in compliance with federal and state regulations. Notice of open positions will be posted in main office spaces and on our agency web site and other sites available.

C. **Application for Employment**

All prospective employees will complete an application form and will be required to certify that the information given is correct. False, dishonest, or incomplete information provided on the application will be grounds for rating the applicant as ineligible for employment with the Corporation, or grounds for dismissal, if discovered, after employment begins, regardless of the date of discovery.

D. **Verification**

The accuracy of all information given on the application for employment will be subject to verification including police checks, former employer checks, and reference checks. Employment decisions will not be based solely on an arrest or arrest record.

III. SELECTION FOR EMPLOYMENT

A. **Policy**

It is the policy of the Corporation to fill all vacancies with the best qualified candidates. Opportunity for employment will be open to any person who, on the basis of merit, can present satisfactory evidence of qualifications for the position. This Corporation will not discriminate for reasons of race, age, sex, color, religion, disability, national origin, or any other status protected by law.

It is clearly understood that the Chief Executive Officer shall have the right to promote present employees of the Corporation without the necessity of following the above procedures, so long as there is no unlawful discrimination based on protected status.

Any applicant for positions with the Hoosier Uplands' Health Care Division in the managerial, accounting, auditing, or similar capacity who was employed by the agency's Medicare fiscal intermediary within the previous 12 months must disclose that information prior to being hired. "No person shall be considered employed until all required paperwork is in to Human Resources"

B. **Selection**

Final selection, to fill positions, will be made by the Chief Executive Officer or the appointed designee. All persons selected will receive written notification of their appointment. Further, other information regarding said appointment shall be made in the normal course of business.

C. **Effects of Application**

Applications which do not result in employment will be purged. All applications will apply to only one position and each candidate must apply separately for any position for which they wish to be considered. Applications considered for employment will be retained for at least two years.

D. **Conflict of Interest**

Employees will not accept any employment or serve on boards or committees outside the Corporation that could conflict with their job responsibilities. If an employee has a question about this policy, he/she should contact the Human Resources Director.

Employees should avoid any conflicts of interest or appearance of a conflict of interest with his/her job duties and outside vendors, consultants, or agents who furnish goods or services. Any potential conflict of interest should be reported to the Chief Executive Officer.

E. **Nepotism**

No employee will hold a job with the Corporation while the employee or any member of the employee's immediate family serves on the Executive Committee of the Board of Directors or as a member of any Corporation boards or on any committee of such boards that sets policy related to the employee's position. This policy is presented as a minimum standard with the nepotism requirements of applicable funding sources taking precedent over this statement.

No employee shall hold a position over which a member of the employee's immediate family exercises supervisory authority, unless because of unusual circumstances, the Chief Executive Officer has approved the specific instance.

Immediate family is defined to include:

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

F. **Political Activity**

Employment shall not be offered as a consideration or reward for the political support of any political party or candidate for public office, nor may any person, as a corporation employee who is paid soley from federal funds, engage in any partisan political activity as prohibited by Chapter 15 of Title V of the United States Code (The Hatch Act), or any other federal, state, or local law.

G. **Criminal Activity**

IIt is the policy of the Corporation to not employ or contract with any person who has been convicted of any offense listed in 460-IAC 6-10-5, so far as consistent with federal, state, and local laws (please note that expunged or sealed records will not preclude employment). Those offenses shall include:

1. A sex crime (IC 35-46-1-12)
2. Exploitation of an endangered adult (IC 35-46-1-12)
3. Failure to report:
   a. Battery, neglect, or exploitation of an endangered adult or dependent (IC 35-46-1-13)
   b. Abuse or neglect of a child (IC 35-42-2-1)
4. Theft (IC 16-27-2-5 (a) (5) if the person's conviction for theft occurred less than 10 years before the person's employment application date, except as provided in IC 16-27-2-5 (a) (5)
5. Murder (IC 35-42-1-1)
6. Voluntary manslaughter (IC 35-42-1-3)
7. Involuntary manslaughter (IC 35-42-1-4)
8. Battery (IC 35-42-2)
9. A felony offense relating to a controlled substance

IV. EXPECTATIONS OF EMPLOYMENT

A. **Employee Conduct**

An employee is expected to adhere to conduct befitting the status of an employee of this Corporation. Employees shall refrain from any action and avoid any kind of public pronouncement which reflects adversely upon the Corporation unless otherwise protected by law. An employee should exercise the utmost discretion in regard to all matters of official business and records. Any information which has been received by an employee on a confidential basis must be maintained in confidence. An employee should also dress in a professional manner commensurate with their job duties.

All Head Start employees, consultants, contractors, and volunteers must abide by the Head Start programs standards of conduct outlined in the Head Start Rules and Regulations and program policies. Penalties for failure to follow these

standards may result in discipline, termination or contract cancellation as appropriate.

B. **Anti-Harassment Policy and Complaint Procedure**

The Corporation intends to maintain a workplace free of sexual and other harassment and intimidation, including harassment based on race, color, sex (with or without sexual conduct), religion, national origin, protected activity (i.e. opposition to prohibited discrimination, or participation in the statutory complaint process), age, disability, or other protected status. It is the intent of this policy to affirmatively raise the subject of sexual and other harassment, to express strong disapproval against such actions, to identify a complaint procedure whereby employees have the right to raise their concerns about violations of this policy, to establish an investigative procedure for such alleged misconduct, and to provide for an effective and appropriate response to this type of conduct, including sanctions against anyone violating this policy. The Corporation is also committed to ensuring that its employees are not subjected to harassment by non-employees. Accordingly, this policy applies to management, non-management employees, clients/customers, vendors, and others with whom we have a relationship.

Sexual and other harassment is a form of misconduct which undermines the integrity of the employment relationship. Harassment is not only offensive, but it may also harm morale and interfere with our effectiveness and our ability to fulfill our responsibilities to our clients/customers. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual advances, overtones or harassments in any form. Sexual harassment, for purposes of this policy, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. However, sexual harassment does include, but is not limited to, actions such as: (1) sex oriented verbal "kidding" or abuse, (2) possession, display, or distribution of photographs, drawings, objects, or graffiti of a sexual nature, (3) subtle pressure for sexual activity, (4) physical conduct such as patting, pinching, or constant brushing against another's body, (5) explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status, (6) offensive sexual flirtations, advances or propositions, and (7) any other offensive, hostile, intimidating, or abusive conduct of a sexual nature.

The Corporation has adopted a complaint procedure that assures a prompt, thorough, and impartial investigation of all complaints, followed by swift and appropriate corrective action where warranted. We encourage employees to report harassment and other inappropriate conduct before it becomes severe or pervasive. While not all incidents of harassment violate the law, we intend to prevent and correct harassment and other inappropriate conduct before it rises to the level of a violation of law. Any employee who believes that he or she has been a victim of some form of sexual or other harassment or other inappropriate conduct or behavior should report the incident in writing and signed <u>immediately</u> to his or her supervisor, the

Director of Human Resources, the Chief Executive Officer, or any member of management with whom the individual feels comfortable.[1] No one will be subject to adverse treatment or retaliation because they report harassment or a violation of this policy or if they provide information concerning such reports. All supervisors and other members of management are held accountable for the effective administration of this Policy. If a supervisor or other member of management is advised of any alleged violation of this Policy, or if he/she independently observes conduct which may be prohibited by this policy, he/she must immediately report the matter to the Director of Human Resources, the Chief Executive Officer or any other high-ranking official of the Corporation so that an appropriate investigation can be initiated.

The complaint and information collected during such an investigation will be kept confidential to the extent possible and will not be disclosed unnecessarily, or to persons not involved directly in conducting the investigation and determining what action, if any, to take in response to the complaint. Complete confidentiality cannot be guaranteed because an effective investigation usually requires revealing certain information to the alleged harasser and potential witnesses.

If, following a complaint of sexual or other harassment, an investigation reveals that some act of sexual or other harassment, or other inappropriate conduct or behavior prohibited by this Policy, has occurred, prompt and appropriate corrective action will be taken. The parties will be informed of the Corporation's determination. If no determination can be made because the evidence is inconclusive, the parties will be informed of this result and the preventive measures that will be undertaken, such as training or monitoring. The person who engaged in such conduct or behavior will be subject to sanctions or penalties, up to and including suspension and/or immediate termination of employment. If the offender is not an employee of the Corporation, we will take reasonable measures to the extent we can exercise any control over the problem.

It is not the purpose of this policy to intrude upon the personal lives of our employees or to interfere in acceptable social relationships. However, sexual and other harassment have absolutely no place at the Corporation and will not be tolerated. Please keep in mind that our goal is to maintain a pleasant work atmosphere by ensuring that all employees are treated with mutual consideration and respect.

[1] While employees are encouraged to file complaints of harassment with the Corporation before filing a charge of unlawful harassment with the Equal Employment Opportunity Commission or the state/local Fair Employment Practices agency, there is no obligation to exhaust the Corporation's internal procedures. Employees should keep in mind that the deadline for filing such a charge with the government does not run from the date a complaint filed with the Corporation is resolved or from the date on which the Corporation's internal procedure and/or process ends. An employee with a question about the applicable deadline for filing an external charge should directly contact the EEOC and/or state/local Fair Employment Practices agency.

C. **Confidentiality Policy**

It is the policy of this Corporation, and a requirement of many of our funding sources and licensing bodies, that information obtained on persons making application, registering complaints, receiving services, or otherwise engaged in business with this Corporation with reasonable expectation of confidentiality be kept confidential.

Therefore, the following will detail our corporate policy regarding all services and programs administered by the Corporation.

1. All client and personnel files are confidential and should be kept in locking file cabinets at all times.
2. Client files are not to be removed from HUEDC facilities at any time.
3. Departments within the Corporation may share client information on a need to know basis, upon approval of the Department Directors involved only, and then only for the purpose of benefitting the client in some manner.
4. Client information may be shared with other agencies if the client has signed proper release forms and then only to benefit the client. In such cases, only the minimum information required for the intended purpose may be shared, not complete files. At no time should client information be transmitted via email or the internet unless verifiable security is in place at the receiving agency.
5. Clients, themselves, may have supervised access to their own file; copies of files will be provided upon written request as per HIPAA policy.
6. Client information may at times be provided to persons with legal authority to act on behalf of a client.
7. Court orders regarding client files or personnel files should be directed to the Chief Executive Officer.
8. Employees, without a need to know, should not have access to client files or personnel files.
9. Members of the Board of Directors or any Advisory Committee may not have access to confidential information unless acting under an inquiry authorized by the full Board of Directors per the corporate By-Laws.
10. Certain funding sources may have regulations which more strictly regulate client confidentiality but under no circumstances will our policy be less restrictive than these.
11. Certain State and Federal regulators/auditors may have access to client and personnel files in the course of their official duties.
12. Employees must not discuss clients or their cases or personnel information they have access to, during the course of their employment, outside the work environment or with anyone without proper need to know.
13. Questions concerning the interpretation of this policy may be referred to the Chief Executive Officer or Director of Human Resources.

    Employees found in violation of the CONFIDENTIALITY POLICY will be subject to discipline and probable termination.

D. **Gifts and Gratuities**

Employees of the Corporation are prohibited from accepting gifts, money and/or gratuities from persons receiving benefits or services from the Corporation or from persons performing services under contract to the Corporation or otherwise in a position to benefit from an employee action. Further, employees shall refrain from conducting personal business with clients or their families to avoid any appearance of impropriety.

E. **Personnel Records**

Personnel records, by individual, will be maintained centrally. Each file will contain the history of the individual's employment with the Corporation starting with the application .

The personnel files will be available only to the employee, the Human Resources Director, all direct supervisors of the employee, the Chief

Executive Officer, and any other person designated by the Chief Executive Officer.

An employee's name, job description, and dates of employment will be public information, and will be released by the Chief Executive Officer or the appointed designee if necessary. The Corporation will not issue any reference information on past or present employees other than the three items mentioned previously or as required by law.

F. **Performance Evaluations**

Performance evaluations are designed to improve the employee's job understanding and the standards for work, and to encourage employee development. Additionally, they may provide the basis for periodic salary adjustments when budgets allow. Poor performance evaluation may result in disciplinary actions up to and including termination.

A written performance evaluation of each new employee will generally be performed by the employee's immediate supervisor at or near the end of 120 working days. Employees receiving an unsatisfactory evaluation at the end of this initial evaluation may be terminated. However, by mutual consent of the employee and the Corporation, a performance probationary period may be established or extended.

Employees will generally be evaluated at least annually.

Additionally, evaluations other than annual evaluations may occur from time to time, at the discretion of the Chief Executive Officer or his designee.

The employee is encouraged to review his/her job description with the supervisor to clarify job function. Neither the supervisor nor the employee is limited to the evaluation period for correcting unacceptable behavior or clarifying job functions.

Any employee whose work does not merit a positive evaluation may be placed on performance probation for a period to be determined by the Chief Executive Officer or his designee. This performance probation will generally include notification to the employee of the probation, as well as suggested steps to be taken to get off probation. Failure to improve may result in termination. A performance evaluation will generally be completed at the end of the probationary period. Staff members may be occasionally asked to evaluate their direct supervisors.

G. **Tobacco Free Policy**

All buildings owned, leased, or utilized by the Corporation will be tobacco free buildings. This policy does not pertain to individual rental apartments unless specified in the lease with the tenant. This policy will be in effect both during and after working hours. Employees will also refrain from tobacco, E-cigarettes, vaping or any other nicotine products in any Corporation owned vehicles and in any client home while on Corporation business.

H. **Drug Policy**

The Corporation will maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and violations will make an employee subject to termination.

Employees are required to notify the agency within five days of any criminal drug statute conviction from any violation occurring in the workplace and during working hours.

I. **Corporate Compliance Plan**

The Corporation has a Corporate Compliance Plan in the Health Care Division to help ensure compliance with all federal and state laws and regulations. Each employee of that Division will be provided with compliance information and a Hot Line phone number for reporting cases of suspected fraud or abuse they might encounter. Employees are also required to report any such cases to either their Division Director, Director of Human Resources, or the Chief Executive Officer.

J. **Use of Corporation Computers, E-Mail System, and Internet Access**

As computer and communications technological advances are made, we will have to remain vigilant regarding the integrity and proper use of those systems. Electronic mail ("E-mail") can greatly enhance the quality and efficiency of communication among employees and those we do business with and serve in our communities. However, e-mail can also be misused, with potentially serious consequences for both Hoosier Uplands and the e-mail user.

You should respect the rights and sensitivities of recipients and potential recipients or viewers, and should ensure that all e-mail messages reflect the professional image that Hoosier Uplands wishes to portray. It is expected that you will use common sense and good judgment when utilizing the e-mail and computer systems.

Data, information, messages, or communications that are transmitted or stored on our computer system, including e-mail, are Hoosier Uplands' records and property. We assume that everyone realizes that our system allows messages, once transmitted, to be printed, forwarded, or disclosed by the receiving party without the consent or knowledge of the original sender of the message. Therefore, employees should always use care in addressing any message to make sure that it is not inadvertently sent to the wrong party. This is not only important with regard to internal messages, but is equally important with respect to messages sent via the internet e-mail system. In addition, employees should operate within our public relations and code of conduct guidelines. All employees should bear in mind that the internal and external e-mail systems are to be used for business purposes only and that messages sent by the employees may be accessed by Hoosier Uplands in the ordinary course of its business at any time without notice. Employees are expressly prohibited from sending any messages or materials containing obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. The use of material containing racial, sexual, or similar comments or jokes is forbidden. Any employee who receives such e-mail should immediately report it to **his or her** Supervisor or the Director of Human Resources and not respond to it.

Access to the internet is a privilege that may be revoked by Hoosier Uplands at any time and for any reason. Hoosier Uplands reserves all rights to any material stored in files which are generally accessible to others and will remove any material which we, at our sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Employees may not use Hoosier Uplands resources to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.

A number of websites exist today that make it easy to download music and video files from the internet. However, many of these materials available for download are illegal duplications made available without permission of the copyright owner. Downloading and other duplication of copyrighted

materials are only legal with the permission of: (a) the actual copyright owner; or (b) a legitimate claim of "fair use." Therefore, it is our policy that music and/or video files may not be downloaded or otherwise copied from the internet without the specific written approval of the Chief Executive Officer of Hoosier Uplands. When such downloads are authorized, we may check any downloaded files or software for viruses.

All employees must observe the following in accessing the internet:

The internet may be used only for Hoosier Uplands business. Examples of inappropriate internet uses include, but are not limited to, any traffic that violates State and/or Federal laws, any traffic that violates a copyright, trade secrets, or other intellectual property right, any traffic that is unethical in nature, the distribution of unsolicited advertising, propagation of computer worms and/or viruses, distribution of chain letters, attempts to make unauthorized entry to another network node, receipt or transmission of pornography, or use for recreational games. No employee should ever transmit confidential client or agency information over the internet or email unless there is verifiable security in place at the receiving agency.

Employees may not post opinions or statements in publicly accessible internet areas such as newsgroups and social media that are contrary to Hoosier Uplands' position, by using Hoosier Uplands equipment.

Employees may not attempt to access non-public internet sites unless they have received proper authorization from the site owner.

Employees may not misrepresent their identity in engaging in internet communications.

Employees may not disrupt the operation of Hoosier Uplands' equipment through abuse of or by vandalizing, damaging, or disabling the hardware or software.

Employees may not sell or purchase products from third parties via the internet without the specific approval of their supervisor. In addition, Hoosier Uplands' credit card numbers may not be transmitted over the internet unless the transmission is encrypted.

<u>As a general rule, the use of operating system passwords on ALL agency computers is strictly prohibited.</u>

The only exceptions to this rule fall under the following conditions:

1. Mobile Devices (Laptops, Tablets, Agency Owned Smart Phones)
2. Computers that have been deemed by their Division Director & IT Director to fall under the federal HIPAA regulations & and have the prior approval of the Chief Executive Officer.
3. Those computers deemed to have confidential information that have the prior approval of the Chief Executive Officer.

Passwords required for access into individual software applications, network applications, and email are allowed upon the express permission of the Division Director and approval by the CEO.

The use of passwords must follow the following guidelines:

1. Passwords are recorded and given to the Division Director and or direct supervisor as soon as they are created or updated.
2. Upon request of the CEO or Division Director, computer users who have password protected computers will provide the current password.
3. Division Directors will supply the IT Director with a list of computers and users and the corresponding passwords.

4. The department will update any changes to this list and send the revised copy to the IT Director. A copy of this list will be made available to the CEO upon request.
5. Under no circumstances are users permitted to change their existing passwords without the express permission of their direct supervisor or Division Director.
6. If a password change is required after a set amount of days by the software application, (as per HIPAA or Software Vendor regulations), the user must immediately notify their direct supervisor and or Division Director of the change.
7. The sharing of passwords with unauthorized users is prohibited.
8. Any employee, who leaves employment (voluntarily or involuntarily) without providing full access to any computer he or she was using, will forfeit any personal leave accrued at the time of separation. The willful and or premeditated act of disabling access and or damaging critical data information on an employer's computer by an employee (formerly or presently employed) is a criminal act and can be prosecuted.

Finally, to reiterate, the Agency supplied computer equipment is to be used exclusively for business-related reasons. It should be understood, in light of this policy, that playing games on computers is not authorized. If there are any questions as to whether a certain intended use of the computer equipment is appropriate, you should direct those questions to the Hoosier Uplands Director of Human Resources or the Chief Executive Officer. This policy is exceedingly important and, as is true of our other policies, any violation may result in discipline, up to and including termination, regardless of the date of discovery. Any known or suspected violations should be reported immediately to the appropriate Department Director or the Chief Executive Officer.

V. PAYROLL AND WORK SCHEDULES

A. **Pay Period**

The length of the pay period is two weeks.

B. **Payday**

Payroll will be by Direct Deposit. Each employee must have a bank account and provide the deposit information to the Fiscal Department. Any employee who cannot obtain a bank account must provide proof of that failure to be able to obtain an account to the Fiscal Department. Those employees will be issued a payroll check that will be mailed to the employee's home.

C. **Wage Structure**

After the completion of 120 working days of service, an employee may be eligible to receive a merit increase in an amount determined by budget constraints. MERIT INCREASES ARE NOT AUTOMATIC. THEY MUST BE EARNED. These and other salary increases as deemed necessary, must be approved by the Chief Executive Officer. Salary caps may be established for each position in the Corporation by the Chief Executive Officer, taking into consideration budget constraints and other pertinent information. Additional wage stipends/bonus payments may be given for cause, through payroll, only after approval of the Chief Executive Officer.

D. **Payroll Deductions**

Voluntary deductions shall include annuity, life insurance, bank deposits to agency affiliated banks, and insurance premiums beyond coverage provided by the Corporation, etc. and shall be deducted only if authorized in writing by the employee.

E. **Salary Advances**

There will be no salary advances.

F. **Work Schedules and Work Location**

Working hours for personnel employed in various programs may differ from those of central office staff, but the total hours of work required will be that which is designated by HUEDC.

The regular work week will consist of five consecutive days, Monday through Friday, or as designated by HUEDC.

Any change in the established work schedule must be authorized in advance and in writing by the appropriate supervisor and approved by the HUEDC Chief Executive Officer.

Employees requesting a change must do so in writing and provide full justification for the requested change. HUEDC does not, by this document or any other document, guarantee any specific work hours or number of hours to be worked to any employee.

Non-exempt employees who are unable to get to work on time or unable to report for a full day must inform their immediate supervisor before the regular starting time of their employment. Failure to do so will result in no pay for the said time missed, and also may result in disciplinary action which may result in termination.

Generally work location is determined at the time of employment. Any change in that status must be approved by the CEO and will be subject to what is in the best interest of the corp. Examples of work locations are:

In assigned office or physical location

Working “in the field” ie. client’s or patient’s home

Working remotely either on a permanent or temp basis

A mixture of these can also at times be an option

G. **Overtime Pay**

For all non-exempt Corporation employees, overtime will be paid for time worked over 40 hours per week as required under Department of Labor guidelines. Some employees will be exempt from this requirement under the law.

VI. EMPLOYEE INFORMATION

A. **Leave Without Pay Policy**

In the event an employee needs to have time off but has no accrued Personal Leave to cover the time and the time off is not covered by FMLA, this Policy will be in force:

The employee must notify the immediate supervisor and the Department Director in as timely a manner as possible. Notification must be in writing and must fully explain the reason for the request and the number of

days/hours being requested.

The Department Director and the Chief Executive Officer will meet to discuss the request and the Chief Executive Office will make the final determination as to the granting of the request.

Typically for a request to be approved, it must be due to an unforeseen circumstance, a onetime event that that is deemed to be extremely important for the employee, and granting the time off will not place an undue hardship on the corporation.

LWOP would never be granted if an employee has Personal Leave. PL must be taken and exhausted prior to requesting LWOP.

During any LWOP period, the employee remains responsible for paying any benefits owed on their behalf. Failure to pay will result in cancellation of such benefits.

An employee having multiple requests for LWOP will more than likely be denied the leave and be subject to termination if failing to work the required hours.

Employees are strongly encouraged to keep a “bank” of Personal Leave time to cover circumstances as they arise but the Agency realizes that is not always possible.

B. **Accrued Personal Leave**

After the first 60 working days of employment, an employee of HUEDC is entitled to two paid days of leave for each 160 hours of actual service with the Corporation after the initial 60 day period (to be credited as eight hours per 80 hours of service). The number of hours earned of personal leave may not exceed eight hours per pay period. The calculation of those hours is based solely on hours worked. Accrued personal leave may be taken for vacation, sick leave, personal business, or disability leave, and should be used during the program year. However, employees may carry over an annually established number of leave hours into the next fiscal or program year depending upon budget constraints, as determined by the Chief Executive Officer. A limited cash out policy is available for employees who have accumulated a large number of leave hours. An employee is allowed to cash out up to 150 hours of leave so long as that does not reduce their accumulated balance to less that 240 hours. A cash out may only be done one time per year. Cash outs will be subject to normal taxes and must be approved by the CEO.

Employees will be paid for their earned but unused PL at the time of termination only if they have given the proper notice as defined in Section IX of voluntary termination. Employees who are involuntarily discharged for any reason shall not be entitled to any earned but unused PL at the time of termination.

The purpose of personal leave benefits is to give employees a period of rest and relaxation, which the Corporation believes is essential to health, morale and job performance. For this reason, employees are not permitted to take personal leave as extra pay.

If an employee has used more days of personal leave with pay than has been accrued at the time of his separation from the Corporation, then the amount of money in excess of the earned wage must be repaid by the employee at the time of separation. Earned but unused leave will be paid to an employee upon termination of employment. If termination occurs due to the death of an employee, unused leave will be paid to the employee’s estate.

Leave credit to be used for vacation or non-emergency personal leave must be requested and approved by the supervisor at least three working days in advance of its use.

In order to receive holiday pay, the employee must be present both their last regularly scheduled working day before and the first regularly scheduled working day after the holiday. Absence for any reason, except advance approved personal leave or illness verified by a doctor's statement submitted immediately upon return to work, disqualifies the employee from receiving holiday pay. Any employee who has been off work for illness, may be required to bring a "Release to Return to Work" signed by a physician prior to returning to work.

For Head Start Center Personnel:

In order to follow the public school schedules as closely as possible, personal leave days will accrue to the Christmas holiday break and be used then. Personal leave days will then accrue from January through April, and must be used during Spring Break.

C. **Civil Leave/Military Leave**

If during employment with the Corporation, an employee is selected and so ordered to serve on a jury or as a witness under subpoena by any county, state or federal court, the employee will be given a leave of absence from his duties without loss of personal leave or pay unless it involves a matter to which the employee is a party.

In determining the amount of pay, the Corporation will take credit for any amounts paid by the Court for jury duty or witness fees.

A copy of the jury order or subpoena must be submitted to the immediate supervisor in order to receive pay. An employee involved in Court for personal reasons is not entitled to civil leave.

No more than three days of civil leave per calendar year will be paid by the Corporation per employee.

Any employee presenting written official orders requiring the employee's attendance for a period of training or other activity as a member of the United States Armed Forces, State Reserve Corps or State Guard will be entitled to military leave, as required by law.

D. **Family and Medical Leave Act ("FMLA") Policy**

Basic FMLA Leave Components

The FMLA allows up to 12 weeks of unpaid, job-protected leave during a rolling 12-month period (counting backward from the date the leave begins) to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Components

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling

sessions, and attending post-deployment reintegration briefings.

The FMLA also permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Eligibility Requirements

Employees are eligible for leave under this policy if they have worked for at least one year, have worked at least 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the Corporation within 75 miles of the employee's worksite.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An eligible employee may use FMLA leave in one block or leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Corporation's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or the Corporation may require the use of all accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies, such as call-in procedures for absences.

Benefits and Protections

During FMLA leave, employee's health coverage will be maintained under the Corporation's group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Responsibilities

Employees must provide at least 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the Corporation's normal call-in procedures.

Employees must provide sufficient information for the Corporation to determine if the leave may qualify under this policy and the anticipated timing and duration of the leave. Sufficient information includes, at a minimum, that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Corporation if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Notifications

Employees requesting leave will be notified whether they are eligible for leave under the FMLA. If they are, the notice will provide additional information about the leave, a description of additional rights and responsibilities, whether the leave will be designated as FMLA leave, and the amount of leave that will be counted against the employee's total leave allotment. If employees are not eligible or the leave will not be FMLA-protected, they will be provided with notice and/or a reason for the ineligibility.

Corporation Commitments

Under no circumstances will the Corporation interfere with, restrain, or deny the exercise of any right provided under the FMLA. In addition, the Corporation will not discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Additional Information

For additional information about the FMLA, such as enforcement and the effect on other laws, please see the poster posted in the Corporation's general posting area. To receive more information about applying for FMLA leave, please see your supervisor.

E. **Indiana Military Family Leave Policy**

Purpose

The Corporation has established this policy for employees who have immediate family members in the military. The purpose of this Policy is to give these employees time to spend with their loved ones before, during, or following a period of active military duty. The policy provides for a leave of absence and the continuation of benefits, in compliance with the Indiana Military Family Leave Act.

Scope

Pursuant to the terms of this Policy, an eligible employee (as defined below) is entitled to take up to 10 working days of unpaid, job-protected leave per calendar year in conjunction with the active duty of a family member in the armed forces.

Eligibility

An employee is eligible for military family leave under this Policy only if: (1) he/she has been continuously employed by the Corporation for at least 12 months;(2) he/she has worked at least 1,500 hours during the most recent 12-month period prior to the commencement of the requested leave; and (3) he/she is the spouse, parent, grandparent, or sibling of a family member who is ordered to full-time active duty of at least ninety days in any of the armed forces of the United States or the National Guard.

Length and Time of Leave

The total amount of family military leave that an employee may take during any given calendar year is 10 working days. There is no carryover of unused days to the following year.

An eligible employee may take unpaid military family leave: (1) during the 30-day period before active duty orders of the family member are in effect;(2) during a period in which the family member ordered to active duty is on leave and while the active duty orders are in effect; and (3) during the 30-day period after the active duty orders of the family member are terminated. An employee must substitute any earned paid vacation leave, personal leave, or other paid leave, except for paid medical or sick leave, available to the employee for any otherwise unpaid military family leave.

Request for Leaves of Absence

An employee requesting to take military family leave must provide written notice of the date he/she desires the leave to begin, including a copy of the active duty orders, if available, to their supervisor. This notice must be given at least 30 days before the commencement of the leave. However, if the active duty orders of the family member are issued less than 30 days before the date the requested leave is to begin, the employee must provide notice of the leave as soon as possible. Failure to provide notice, as described in this Policy, may result in denial of leave. The Corporation may require the employee to provide verification of eligibility for the leave. If an employee fails to provide verification of eligibility or proper notice for the leave within the time required by the Corporation, any absences will be considered unexcused.

Benefits During Leave

An employee taking military family leave will continue to receive applicable health care benefits, such as health coverage, prescription drug coverage, vision and dental care, or any other health related benefits.

Restoration to Position

Generally, an eligible employee returning from family military leave will be returned to the job or position that he/she held prior to the leave. At its option, the Corporation may also place the employee in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Exceptions to an employee's restoration rights will include, but not be limited to, changes in the work force such as reductions in force, layoffs, or

elimination of positions/departments such that there is no position to which the employee would be entitled if the employee had not taken the leave.

F. **Compassionate Leave**

In the event of death in the immediate family of an employee (father, mother, brother, sister, current husband, current wife, child, step-child, current father-in-law, current mother-in-law, current son-in-law, current daughter-in-law, grandchild, grandparent, current step-mother or current step-father), the employee is entitled a three day paid leave of absence. For part time employees, this pay will be at the same number of hours usually worked per day. The three days must be taken within a two week period (14 days) from the date of the death. Pay will not be granted for days that the employee would not have otherwise worked.

G. **Holidays**

New Year's Day	Good Friday	Friday following Thanksgiving
Memorial Day	Veteran's Day	Day before Christmas
Independence Day	Thanksgiving Day	Christmas Day
Labor Day		

Generally, if a holiday falls on a Saturday, it will be observed on the preceding Friday and if a holiday falls on Sunday, it will be observed on the following Monday.

In order to receive holiday pay, an employee must be present both the full day before and the first full working day following the holiday. Absence for any reason except advance approved personal leave, illness verified by a doctor's statement submitted immediately upon return to work, or an extenuating circumstance approved by the Chief Executive Officer disqualifies the employee from receiving holiday pay.

Part-time employees will be entitled to a paid holiday pay on a pro-rata basis using a formula devised by the CEO and approved by the CEO.

H. **Worker's Compensation**

Any employee who is injured on the job must contact the appropriate supervisor at the earliest possible time and must complete, or cause to be completed, all necessary forms.

Any absence caused by injury not covered by Worker's Compensation may be covered by leave credit depending upon the employee's eligibility. An employee on Worker's Compensation will no longer be eligible for benefits, except as required by law.

I. **Benefit Plan**

The Corporation shall pay a contribution determined annually on each employee's life insurance and optional health insurance premiums for all eligible employees, the remainder being paid by the employee through a payroll deduction.

This plan is for the exclusive benefit of Corporation employees, and will remain in force for an indefinite period of time. It is the responsibility of each employee to pursue participation in the Corporation Benefit and Insurance packages. The Human Resources Director will answer any questions, but the responsibility to select and enroll resides with the employee.

An eligible employee may decide to participate or not participate in approved Corporation insurance packages based upon personal need. The benefit is for use solely toward approved agency packages. All benefits are subject to change at any time and may be terminated at the discretion of the

Corporation. Consult the Human Resources Director with questions.

Eligible part-time employees will receive pro-rated benefits based on the average hours they work as computed by the Fiscal Department.

The Corporation currently has an Early Retirement Policy that applies to health insurance benefits for eligible employees. For information on that Policy see the Human Resources Director.

All benefits and benefit plans are governed by the applicable plan documents, which governs in all cases.

J. **403 B Plan**

Corporation employees are eligible to enroll in a 403 B Plan at time of hire. After one year of service the corporation will match the employee's contribution up to established limits. A part time employee's benefit will be prorated.

K. **Weather Closures and Emergency Work Policies**

The Chief Executive Officer may determine to close the agency should inclement weather prevent safe transportation to work for HUEDC employees. Employees will be paid on such days (part-time on a pro-rata basis) not to exceed two consecutive working days. Anyone working on such days will not be double compensated. Notification will take place - by telephone, email or text where possible.

In the event of a Public Health Emergency or other disaster, the Chief Executive Officer is authorized to establish work from home or other leave policies that will enable employees to continue to be paid in some manner in order to retain staff and support families to the extent budgets will allow. The Chief Executive Officer may also allow a work from home policy in any event that would benefit the corporation on a selected basis.

L. **Employee Status**

There are two types of employees: regular or temporary. Within these two categories there are several sub-categories: part-time regular employee, full-time regular employee, part-time temporary employee, and full-time temporary employee.

The employee status may affect, among other things, benefits. Full-time regular employees are generally eligible for full benefits. Part-time regular employees are eligible for pro-rata benefits. Temporary employees are not eligible for any benefits. Full-time regular employees are considered those employees who are working a schedule that includes an average of 30 hours per week and who are designated as "full-time" by the Corporation. However, please keep in mind that all eligibility determinations will be made according to the applicable plan documents.

VII. EMPLOYEE EXPENSES

A. **Reimbursement Policy**

Employees will be reimbursed for on-the-job expenses such as official telephone calls, parking, mileage and the like, subject to the conditions established by the budgets of the Corporation, and by the policies of the appropriate funding sources, and Board of Directors.

B. **Out-of-Town Expenses**

Out-of-town, on-the-job expenses will be paid subject to the prior authorization of the Chief Executive Officer or the appointed designee. Travel and per diem payments shall not exceed the limits set by the appropriate funding sources. Any out-of-state travel (except Louisville, KY, Chicago, IL and Southern IL) requires prior Board approval. A report on such travel will be included in the Board Report the following month by the Department Director.

C. **Automobile Expenses**

Employees will be reimbursed on a mileage basis, at the authorized rate, not to exceed the limitations set by the funding sources, for the use of their personal vehicles in connection with the authorized job responsibilities only. This does not include normal commuting to or from a designated work site. All employees using a personal vehicle for Corporation business must carry liability insurance and proof of liability coverage must be filed with the Corporation Fiscal Department on an annual basis. Further, all employees using personal vehicles for business travel or whom drive corporation owned vehicles must have a valid Indiana driver's license. Reimbursement will not be made to those employees who have not proven their liability coverage and possession of a valid Indiana driver's license. The agency may at any time check an employee's driving record. In the event an employee is arrested for DWI, we will conduct an investigation into the circumstances and make a determination concerning employment based on all the facts and circumstances. Employees assigned Corporation-owned vehicles will keep the vehicles clean and in good condition. Such vehicles will not be used for personal reasons or to conduct personal business.

D **Payment**

If reimbursement is claimed, the employee must submit the claim, together with appropriate supporting documents, for the approval of the employee's immediate supervisor prior to the payment. This must include odometer readings and purpose of travel.

VIII. DISCIPLINE AND DISCHARGE

A. **Warning Reports**

Warning reports are used to document actions of employees who have committed a violation of the Corporate rules, regulations, policies, procedures, expectations, or standards. An employee can receive a warning report for reasons including, but not limited to the following:

Poor attitude, lack of cooperation, unsatisfactory conduct, lateness, absenteeism, inefficiency, public misconduct or any other act of misconduct or poor performance.

The first written warning shall be a warning that shall be placed in the employee's personnel file. The second written warning shall generally result in a three day suspension without pay. The third written warning, after approval of the Chief Executive Officer, will, in most cases, result in termination.

Depending on circumstances, some or all of these steps may be passed.

B. **Discipline/Discharge Offenses**

The Corporation may discharge an employee at any time. The following is illustrative of some offenses for which immediate discharge may be used.

1. Any criminal activity.
2. Improper use or releasing of information to unauthorized persons or other violation of confidentiality policy.
3. Willful abuse or destruction of Corporation property, equipment or records.
4. Failure to abide by written Board policies or any policies contained in this Personnel Manual.
5. An activity in opposition to the aims and goals of the Corporation.
6. Willful negligence.
7. Failure to comply with direct orders from an employee supervisor.
8. Use, possession, consumption, sale, or being under the influence of alcoholic beverages or illegal drugs on the premises of the Corporation, the use at any time of any controlled substance as defined in federal and state statute without proper prescription.
9. Failure to meet terms of employment.
10. Acting in a loud or threatening manner or causing harm to another while on Corporation property or while on duty.
11. Sexual or physical abuse of a child, older adult, handicapped individual, or any other person.
12. Theft or dishonesty.
13. Violation of Corporate Anti-Harassment Policy.

C. **Temporary Suspension**

The Chief Executive Officer of the Corporation may, if allegations are made against an employee, suspend that employee for a period of up to 10 days without pay while the allegations are investigated.

Once notified of such suspension, the employee shall leave the premises immediately, and not return to work until instructed to do so by the Chief Executive Officer of the Corporation.

At the end of said investigatory suspension, the Chief Executive Officer shall provide a decision as to whether or not disciplinary action will be taken, including and up to dismissal, or whether the employee shall be placed back in his or her position.

IX. TERMINATION OF EMPLOYMENT

A. **Voluntary Termination**

All supervisory personnel are requested to provide a written notice of intent to leave no later than four weeks prior to termination. Non-supervisory personnel are requested to give at least two weeks' notice of intent to leave. Failure to give proper notice will result in forfeiture of accrued leave credit. Once the written notice has been received , the staff person forfeits any further accrual of any leave allowance. The notice periord begins on the day after the actual notice is received by the agency.

B. **Corporation Termination**

Termination of an employee's services by the Corporation because of reduction in forces, budget cutbacks, violation of Corporation policies, or reassignment of duties will result in, whenever practical, the Corporation

giving notice in writing to the affected employees.

These terminations must be authorized by the Chief Executive Officer.

X. FIREARMS AND OTHER WEAPONS

In order to promote a safe working environment, the possession of a firearm, ammunition, or other weapon on Company property is prohibited. Except as provided below, no person, including without limitation, employees, customers, visitors, or vendors, may enter Company property with a firearm, other weapon, or ammunition. Additionally, except as provided below, no employee may possess a firearm, other weapon, or ammunition while engaged in any Company-related business, on or off Company property.

If any employee has reason to believe that another employee is in violation of this Policy, he/she is under a duty to report this immediately to the Human Resources Department.

If the Company determines that an employee has violated this Policy in any manner, it shall take appropriate disciplinary action, up to and including immediate termination of employment.

Notwithstanding the above, some states (including Indiana) have enacted laws that require employers to permit employees to keep firearms and/or ammunition locked in their personal motor vehicles on Company property, under very limited circumstances. **The Company strongly discourages employees from keeping such items in their motor vehicles on our property.** However, to be compliant with Indiana law, this Policy includes limited exceptions to the above general rule that are applicable only to employees who are regularly assigned to work at our Indiana facilities. These exceptions are described below (see "Exemptions").

Definitions:

For purposes of this Policy, the words below have the meanings set forth:

- "Ammunition" means any projectile that may be used in a firearm.
- "Company property" means all offices and other property used by the Company and any of its affiliates including, without limitation, all parking areas.
- "Firearm" means a handgun, shotgun, rifle, and any other device from which a projectile may be fired by an explosive.
- "Weapon" means a firearm, spring-blade knife, any knife with a blade of four inches or more, explosives, any object that could be used to injure or intimidate others, and any other object which the Company determines, at its sole discretion, is a weapon or could be used as such. Exempt from this definition is the possession of pepper and other self defense sprays if possession is lawful in the state in which the employee works. (Such sprays, however, must be stored out of plain sight if brought on to Company property and may not be carried by an employee while he/she is inside any Company building).

Exemptions:

This Policy does not apply to:

Any law enforcement or Company security personnel engaged in his/her official duties.

Legal possession of an unloaded firearm and/or ammunition that is kept in the employee's own vehicle on Company property. In addition, to be covered by this exemption, the unloaded firearm and/or ammunition must be:

(a) locked in vehicle's trunk;

(b) kept in the locked vehicle's glove compartment; or

(c) stored out of plain sight in the locked vehicle.

The exemption described above applies only to an employee's own vehicle. Possession of such items in a Company-leased, Company-rented, or Company-owned vehicle is strictly prohibited under this Policy unless written permission to possess same has been sought and received by the employee from the Company's Director of Human Resources.

As stated above, these exemptions apply only to our employees who are regularly assigned to work at our Indiana facilities.

Additional Rules Applicable to an Employee Possessing a Firearm or Ammunition in his or her Motor Vehicle:

In addition to the above rules, an employee who wishes to keep a firearm or ammunition in his/her motor vehicle may not: (i) use such items on Company property or while he/she is engaged in any Company business; (ii) display, touch, or handle such items, their containers or accessories on Company property or while he/she is engaged in any Company business; (iii) disclose to any employee or other person associated with the Company that such items are in his/her vehicle (except as specifically provided in this policy); or (iv) remove such item from his/her vehicle while it is on Company property or while the employee is engaged in any Company business.

XI. OPEN DOOR POLICY

Each employee of HUEDC should understand that he/she has the right to raise concerns with their immediate supervisor when necessary. If the employee is not satisfied, he/she may raise the concern with the Director of Human Resources, who can bring the concern to the Chief Executive Officer.

XII. AMENDMENTS

A. **Operation Statement**

This policy manual supersedes and rescinds all previous personnel policy and procedure statements and manuals and becomes the official policy and statement of the agency.

B. **Amendment Process**

Amendments may be recommended at any regular meeting of the Board of Directors or at meetings of its designated Executive Committee.

After study by the Board of Directors or its designated Executive Committee and after opportunity for comment has been afforded the Chief Executive Officer, an amendment may be adopted through approval by a majority of the members of the Board of Directors present at any regular meeting provided that all members of the Board have been mailed a copy of the proposed amendment at least five days prior to the meeting.

Non substantive changes to these policies to correct errors or to maintain compliance with a state or federal law changes may be made by the CEO as needed or as advised by legal counsel.

HOOSIER UPLANDS
ECONOMIC DEVELOPMENT CORPORATION
— AREA XV AGENCY ON AGING —
500 West Main Street Mitchell, Indiana 47446
(812) 849-4447

VERIFICATION OF RECEIPT OF PERSONNEL POLICIES AND PROCEDURES MANUAL

I have received a copy of the Hoosier Uplands Economic Development Corporation Personnel Policies and Procedures Manual and I will familiarize myself with the information it contains. I understand that this manual is not a contract of employment and that the practices and benefits described in the manual are subject to modification or deletion, at the Employer's discretion, both as to active and retired employees. I also acknowledge that I am an at-will employee and can be terminated for any reason or no reason at any time. I understand that this at-will status will continue despite changes in my compensation and/or position.

Date: _____

_____
Signature of Employee

_____
Supervisor



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