



PIEDMONT REGION

Employee Handbook

I. VIRGINIA CAREER WORKS PIEDMONT

Welcome to Virginia Career Works Piedmont Region (VCWP), one of 14 Regional Workforce Development Boards in the Commonwealth of Virginia. We are committed to addressing workforce development needs and combating unemployment. Virginia Career Work Piedmont is also committed to citizens understanding their merit, value, and worth, while building community wealth through services to unemployed and underemployed career seekers, businesses, individuals with disabilities, veterans, youth, re-entry individuals, career switchers, new graduates, and other diverse populations. Virginia Career Works Piedmont is also dedicated to mitigating workforce gaps and barriers, workplace and economic inequities, and cultural competence.

You are a valued member of our staff, and we hope you will find your work experience both challenging and rewarding. Our success in promoting workforce development and serving our region depends on our employees. We search carefully to find the most qualified people to join our team. The skills and talents of each employee, as well as our ability to work together, will help us attain our goals. In return, we strive to compensate our staff fairly.

To ensure Virginia Career Works Piedmont continued success, it's important for each member of the team to follow the policies and guidelines that steer the organization. Please take the time to read the handbook and let us know if you have any questions or concerns.

II. EMPLOYMENT INFORMATION

A. Equal Opportunity Employment

It is the policy of Virginia Career Works Piedmont to provide equal opportunity to all applicants and employees regardless of race, color, creed, disability, national origin, age, ancestry or sex. This policy is applicable to all phases of employment including hiring, advancement, promotion, transfer, training, benefits, and the treatment of employees. Everyone should familiarize themselves with this policy and conduct themselves accordingly.

B. Disability Accommodation

Virginia Career Works Piedmont is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Virginia Career Works - Piedmont will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

C. Immigration and Employment Eligibility

In compliance with the Immigration Reform and Control Act of 1986, employees must be authorized to work in the United States. All individuals will be required to submit documentary proof of their identity and employment authorization. Employees will also be required to complete and sign under oath, Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work in the job for which you are hired and that the documents you submit are genuine.

D. At-Will Employment

The Commonwealth of Virginia is an "at-will" state. At-will means either of the parties, the employee or employer, may cease the employment relationship at any time for any reason. If you do find it necessary

to resign, you are requested to give a two-week advance notice to your supervisor indicating your last day of work. If you resign without notice, you may forfeit your eligibility to be rehired. Final paychecks will be mailed on the next scheduled pay date to the address on your checks.

E. Trial Period of Employment

Unless your employer has indicated otherwise in writing, each new or re-hired employee will complete a trial period of employment commencing on the first day of work and ending **90 days** from the date of hire. This trial period is an opportunity for a new employee to get familiar with the job and working conditions, while management reviews the employee's job performance and ability to get along with others. Each new employee will be evaluated for such qualities as the ability to interact with others, attendance, willingness to learn, job performance, skills, etc. Completion of the trial period should not be construed as a guarantee of continued employment.

F. Employment Categories

It is the intent of Virginia Career Works Piedmont to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Virginia Career Works Piedmont.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by Virginia Career Works Piedmont management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work 32 or more hours per week. Generally, they are eligible for Virginia Career Works Piedmont's benefit package (in some instances on a prorated basis), subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. Part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance). Part-time employees, who work at least 20 hours per week, are eligible for some other benefits on a prorated basis as described under each benefit program. Part-time employees accumulate 2.5 PTO hours and 1.6 sick hours per pay period.

INTRODUCTORY employees are those in the first 90 days of employment when performance is being evaluated for regular employment status. Employees satisfactorily completing the introductory period will be notified of their new employment classification and benefit eligibility if applicable.

TEMPORARY/CONTRACT employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are treated as contract employees (unless otherwise specified in writing) and are not eligible for any of Virginia Career Works Piedmont's benefit programs.

INTERNS are employees with limited professional work experience who are hired on in an effort to afford to individuals experience in the business community and/or to introduce them to the industry. Employment assignments in this category are generally of a limited duration. Interns retain that status unless and until notified of a change.

G. Normal Work Week

Virginia Career Works Piedmont currently operates Monday through Friday from 9:00 A.M. to 5:00 P.M. Some weekend events have required attendance and flexible schedules are determined by the needs of the work. Work schedules are generally 8 hours per day, forty hours per week for non-exempt and exempt employees. Flextime is available, and employees are given the opportunity to schedule their own working hours within the limitations set to meet the goals and objectives and with the approval of their supervisor. You may have your work schedule adjusted by your supervisor to staff the office as needed.

H. Attendance and Punctuality

Since our business depends on its employees to provide the best of services to our clients, regular attendance and punctuality are required of every Virginia Career Works Piedmont employee. If you are going to be late or absent from work, you are responsible for contacting your supervisor by 9:00 AM (the start of the workday). You should also contact your supervisor every day you are absent and report your expected return unless you have been permitted to do otherwise. Contact from individuals other than the employee is inappropriate except in severe injury or illness.

Poor attendance and excessive tardiness are disruptive, and either may lead to disciplinary action, up to and including termination of employment.

Any employee who fails to report to work for 2 consecutive days without notice to the Executive Director will be assumed to have resigned and abandoned the job. In such a case, the employee could be terminated.

I. Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Virginia Career Works Piedmont to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

J. Paydays

The paydays are the 15th and 30th of each month (or the last day of the month in February).

III. BENEFITS

A. Holidays

Virginia Career Works Piedmont offer the following holidays per year as indicated below. Full-time employees will be paid for these holidays. If the employee is on approved vacation, then he or she will receive holiday pay instead. Part-time employees, who work at least 20 hours per week, shall receive pay for the holidays that fall on a day they normally would work and for the number of hours they would have

normally worked (in a typical week as set by the employee’s supervisor). The holidays include:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples’ Day
- Veteran’s Day
- Thanksgiving Day and Friday following Thanksgiving
- Christmas Eve and Christmas Day

Holidays that fall on a Saturday will be observed on the Friday before the holiday. If a holiday falls on a Sunday, then it will be observed the following Monday.

B. Vacation

Vacation accrual begins with the first month of hire. Full-time employees acquire vacation time based on the following schedule:	
<i>Completed Years of Service</i>	<i>Annual Vacation</i>
0 - 3 years	10 days (accumulating 3.33 hrs. per pay period)
4 – 7 years	15 days (accumulating 6.67 hrs. per pay period)
7 - 10 years	20 days
11+	25 days

One additional day of vacation per year will be awarded each year until the employee has 15 years of service and 25 days of vacation. Employees who work at least 20 hours per week but less than 40 hours per week will be awarded vacation days prorated based on number of hours worked and for the number of years they have worked for Virginia Career Works Piedmont. Introductory employees are not eligible to request vacation. Vacation requests will be granted at the mutual convenience of Virginia Career Works Piedmont and the employee, provided the request is submitted and approved by the supervisor. Vacation time may be used to observe a religious holiday that is not a regularly scheduled paid holiday.

Vacation is not earned while an employee is on a leave of absence. Up to 10 unused vacation days (80 hours) can be carried forward. A terminating employee who has been employed by Virginia Career Works Piedmont more than 1 year (365 calendar days) will only be paid for up to 5 vacation days (40 hours) not taken.

C. Sick Leave

Sick leave equivalent to ten days per year, earned at a rate of 6.67 hours per month (accrued at end of each month), is granted to all full-time employees. Employees who work at least 20 hours per week but less than 40 hours per week will be receiving sick time prorated based on number of hours worked. Temporary employees are not eligible for sick leave, which can accrue and be carried over for up to 90 days. **Employees will not be compensated for accrued sick leave upon termination of employment.**

An employee is to contact his or her supervisor/manager when sick leave is needed because of illness. It remains the employee’s responsibility to keep the supervisor/manager informed as to his or her condition

and when he or she will return to work. A medical statement from the employee's doctor may be requested by the organization when an employee is absent from work for more than three working days.

Medical and dental appointments are encouraged to be scheduled during non-working hours; however, if this is not possible, time away from the office for this purpose will be charged as sick leave. Management reserves the right to request that an employee leave the workplace in such instances as the presence of a contagious ailment may demand and the right to request medical documentation for appointments during work hours.

D. Retirement

Virginia Career Works Piedmont provides a retirement plan after one year of service for all regular full time and part-time employees (who complete 1,000 hours of service within a consecutive 12 month period). Employees can also elect to make tax-deferred contributions as a part of the plan. For every dollar contributed by an employee, Virginia Career Works Piedmont will match that dollar up to a maximum of 4% of an employee's salary per year. You may consult with our benefits provider for allowable limits by plan year.

E. Health and Dental Insurance

Virginia Career Works Piedmont presently has group health and dental insurance available to all regular full-time employees, who work at least 30 hours per week, starting first day of month after start date. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Virginia Career Works Piedmont and the insurance carrier. The employee may also elect to cover eligible dependents under these plans by paying the cost of the additional insurance through payroll deduction (on an after tax basis).

Virginia Career Works Piedmont reserves the right to change insurance carriers or to drop or add insurance at any time.

F. Long-Term Disability Insurance

Virginia Career Works Piedmont provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Regular full-time and part-time employees, who work at least 1500 hours per year, may participate in the LTD plan subject to all terms and conditions of the agreement between Virginia Career Works Piedmont and the LTD insurance company. Eligible employees may begin LTD coverage only after completing one year of service. Monthly disability payments are available on the 181st calendar day of disability at 50% of base salary at the time of the disability. Details of the LTD benefits plan including benefit amounts, limitations, and restrictions are described in the plan document provided to eligible employees.

G. Life Insurance

Life insurance offers you and your family important financial protection from the losses associated with an untimely death. Virginia Career Works Piedmont provides a basic life insurance plan for eligible employees. Regular full-time who work at least 30 hours per week may participate in the life insurance plan subject to all terms and conditions of the agreement between Virginia Career Works Piedmont and the life insurance company. The current plan provides two times the base salary to beneficiaries upon death of a covered employee.

H. Bereavement Leave

Virginia Career Works Piedmont recognizes that a time of bereavement is difficult for any employee. In this regard, every effort will be made to ensure that you are able to attend to family concerns. Absence due to death in your immediate family will be paid for up to five workdays for regular full-time employees. Part-time employees, who work at least 20 hours per week, shall receive bereavement leave for the number of hours they would have normally worked during the week (in a typical week as set by the employee's supervisor). We consider the immediate family to be your spouse, children, parents or guardians, grandparents, lineal grandparents, grandchildren, brother, sister, mother-in-law, sister-in-law, or person living in your household immediately prior to death.

In case of the death of a relative (not a member of the immediate family) or a close personal friend, you may request to be excused for one day, with pay, to attend the funeral.

I. Direct Deposit of Paychecks

For your convenience, you may elect direct deposit of your paycheck.

J. Reimbursable Expenses

Expense reports will be used to reimburse employees for their out-of-pocket expenses on Virginia Career Works Piedmont's behalf. Expense reports must include all itemized receipts from lodging, airfare, meals, and other transactions. Mileage will be reimbursed at the IRS standard mileage rate. To be eligible for reimbursement, expenses must be approved by your supervisor in advance.

K. Cell Phone Reimbursement

After 90 days of employment with Virginia Career Works Piedmont, an employee is eligible for a \$50 monthly stipend toward cell phone expenses. The monthly stipend accumulates to be paid in one lump annual sum during the last pay period of December to all employees in active status.

L. Personal Health and Wellness Incentive

After 90 days of employment with Virginia Career Works Piedmont, an employee is eligible for up to a \$65* monthly stipend toward a gym membership. The monthly stipend accumulates to be paid twice a year in 6-month lump sums during the last pay period of June and December to all employees in active status.

**A proof of payment of membership must accompany reimbursement requests in June and December.*

M. Jury Duty

Virginia Career Works Piedmont will grant an employee time off for mandatory jury duty. Employees will also be granted time off when required to appear as a result of a court order or subpoena. The employee must provide a copy of the court order, subpoena, or jury summons to their manager.

Full-time employees will be compensated at a maximum of eight (8) hours for up to three (3) days of jury duty. Additional days required for jury duty leave will be granted as circumstance dictates, but will be unpaid leave. Part-time employees will be granted approved jury duty leave but will not receive compensation. Virginia Career Works Piedmont will not compensate any employee that is a party to any civil or criminal litigation.

N. Family and Medical Leave Act

Virginia Career Works Piedmont voluntarily adheres to the Family Medical Leave Act (FMLA). Employees must meet the requirements and guidelines contained in this policy to be eligible for leave.

Employees who have been with Virginia Career Works Piedmont for at least one full year and who have worked at least 1250 hours in the 12 months preceding leave, may be eligible for unpaid medical leave of up to 12 weeks under the Family and Medical Leave Act. Leave will be granted for the birth or placement of a child for adoption or foster care; for the care of an immediate family member (parent, legal spouse, or child either under 18 or otherwise incapable of self-care due to mental or physical disability) who has a serious health condition; or when the employee is unable to work due to a serious health condition. Although the leave is otherwise unpaid, an employee may use sick and/or vacation time balances during that 12-week period.

Serious health condition means an injury, illness, impairment, or mental condition which involves a period of incapacity or treatment in connection with in-patient care at a medical facility; a period of incapacity involving continuing treatment by a medical provider with absence from work or school or other regular daily activity for more than 3 days; any incapacity due to pregnancy; prenatal care; or a condition which requires periodic treatment by a health care provider or causes episodic incapacity over an extended period of time.

- During such absences, the organization will continue to pay the employer-sponsored portion of any insurance premiums in order to keep the insurance in effect during the FMLA leave.
- No medical leave of absence will be allowed beyond the 12-week period.
- The need for such extended leave must be supported by a physician's note.
- When such extended leave is contemplated, the employee should notify his or her supervisor as soon as possible.
- In the event the employee does not intend to return to work after such extended leave of absence, the employee should immediately contact his or her supervisor of that fact.
- Provided the employee returns to work on the first business day following the 12-week period, the employee will be returned to the same or similar position.

Family Leave Due to a Call to Active Duty—This benefit provides 12 weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any “qualifying exigency” arising out of the service member’s current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

Caregiver Leave for an Injured Service Member—This benefit provides 26 weeks of FMLA leave during a single 12-month period for a spouse, son, daughter, parent, or nearest blood relative caring for a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member’s office, grade, rank or rating.

O. Military Leave

As a member of the United States Military Reserve or National Guard, you may be required to take time off to meet annual minimum active training requirements. Contact your supervisor so that arrangements can be made ahead of time to cover your work schedule during your absence. Unpaid leave will be extended to you, or you may choose to use earned paid time off for days absent from work. Failure to report back to work immediately after conclusion of reserve duty or military discharge will be regarded as a voluntary resignation.

P. USERRA- Uniformed Services Employment and Reemployment Rights Act

Virginia Career Works Piedmont complies with USERRA protects the job rights of individuals who voluntary or involuntary leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

IV. EMPLOYEE CONDUCT

A. Business Ethics and Standards of Conduct

The successful business operation and reputation of Virginia Career Works Piedmont is built upon the principles of fair dealing and ethical conduct of our employees. Virginia Career Works Piedmont is committed to conducting its business affairs honestly and with integrity. This commitment applied to our relationships with competitors, customers, vendors, and employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. As such, each employee must maintain the highest standards of personal and professional ethics. These rules, practices, and policies concerning conduct and behavior are instrumental to the continued success of Virginia Career Works Piedmont.

Virginia Career Works Piedmont will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Each employee is expected to report knowledge of dishonest activities to their supervisor. Initiating or encouraging reprisal action against an employee or other person who, in good faith, reports known or suspected company standards violations is prohibited.

Employees are not to solicit gifts from prospective or current customers, associates, or any other individual or business. Any gifts received shall be of nominal value. Nominal value is considered to be anything below \$50. Employees who receive gifts whose value is in excess of \$50 must report the gift to their supervisor for proper guidance.

B. Confidentiality of Company Information

As an employee, you may have many opportunities to learn about the business activities of our investors, existing businesses, and clients. This may include expansion, reduction, and other business changes. You may also learn about their financial stability. Our investors and clients deserve complete loyalty. Under no circumstances are you authorized to reveal any of the information you learn without the expressed, written consent of the Board of Directors. **All electronic and hard copy personnel files must be secured and locked at all times.** This is a condition of employment. After leaving Virginia Career Works- Piedmont, you will be expected to honor the commitment you made as an employee. We must

protect our business information for the further success of Virginia Career Works Piedmont.

As a member of the Virginia Career Works – Piedmont team, you may be privy to confidential information regarding a teammate and/or upcoming projects. **It is the expectation, as an employee, that no confidential information is to be discussed outside of the designated partners or teammates.**

C. Political Involvement

Some employees will choose to be active in the political party of their choice. Employees must exercise proper precautions to prevent their personal political activities from being interpreted as Virginia Career Works Piedmont’s endorsement. Virginia Career Works Piedmont is non-partisan, and its name must not be used in connection with any partisan political activity.

D. Computers, Internet and E-Mail Use

Computers, computer files, the e-mail system, and software furnished to employees are Virginia Career Works Piedmont’s property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without prior authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored at random.

Email may not be used to solicit others for commercial venture, religious or political causes, outside organizations, and other non-business matters.

Virginia Career Works Piedmont purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Virginia Career Works Piedmont does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Virginia Career Works Piedmont prohibits the illegal duplication of software and its related documentation.

Employees should consult their supervisor or VCW-P policies regarding questions about computer, network usage, Internet, or email usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Virginia Career Works Piedmont and, as such, is subject to law enforcement or other third parties. Consequently, employees should always ensure that the business information in Internet email messages is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Virginia Career Works Piedmont. As such, Virginia Career Works Piedmont reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Abuse of the Internet access provided by Virginia Career Works Piedmont in violation of law or Virginia Career Works Piedmont policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

E. Observation of FOIA (Freedom of Information Act)

As members of the Virginia Career Works – Piedmont team, employees are required to adhere to FOIA guidelines as stated in Virginia Freedom of Information Act 2.2-3700.

F. Dress Code

Virginia Career Works – Piedmont staff is expected to present themselves in a professional manner. Anything that is revealing or inappropriate will not be tolerated. All attire should be clean and presentable; any attire with rips, tears, or holes is considered unacceptable. All employees are required to avoid attire with offensive or inappropriate drawings or sayings.

G. Time Management

Virginia Career Works – Piedmont expects staff to focus on their respective responsibilities during work hours. Staff should limit personal phone calls or outside tasks to the allotted 30-minute lunch break or 2 15-minute breaks to be taken at the discretion of the employee. The following are examples of time theft and will be addressed on an individual basis by the Executive Director.

- **Extended or excessive breaks** – isolated incidents may occur that require attention and should be brought to the attention of the staff members direct supervisor.
- **Personal, nonwork-related activities** - for example, answering personal calls, checking personal emails, or working on a side job—this takes away from the deliverables by which we are funded and is discouraged.
- **Digital distractions** - social media and web surfing distract from the tasks at hand and should be limited to the breaks. Even during a break, restricted sites are prohibited.
- **Late arrivals/early departures** – Virginia Career Works Piedmont considers business hours to be 9AM – 5PM and expects staff members to adhere to these hours unless approved by their direct supervisor.
- **Intentional time wasting** – Staff members are expected to focus on the task at hand during business hours (aside from breaks). On occasion, the deliverables may change, but communication between staff and their respective teams is key, as is the attentiveness and presence of each team member.

V. SAFETY

A. Safety Rules, Policies and Procedures

Every employee is expected to observe and promote safety on the job. If you observe any unsafe condition or possible exposure to a hazard, either abate the hazard yourself or report it promptly to your supervisor. Together our goal is to maintain a safe environment in which to work. The following safety rules, policies and procedures are intended to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

1. Learn your job and how to be safe in the workplace.
2. Learn the location of fire alarm boxes, extinguishers, and your duties in case of fire.
3. Learn the location and contents of the first aid kit nearest your workstation.
4. Promptly report all unsafe or potentially hazardous conditions to your supervisor, such as: wet or slippery floors; substandard or unsafe work areas; equipment left in halls or walkways; exposed or unsafe electrical wiring; careless handling of equipment; and defective equipment.
5. Immediately report all accidents to your supervisor.
6. Use proper lifting procedures and get help when needed.

B. Hazardous Chemicals and Your Right to Know

If you believe that you are being exposed to a known or suspected hazard when working with toxic chemicals or substances, you have a right to know about such hazards through material safety data sheets

(MSDS) and should contact your supervisor.

C. Job-Related Injury or Illness

As required by State Workers Compensation Laws, Virginia Career Works Piedmont carries workers compensation insurance for job-related illness or injuries. This insurance provides for medical care and temporary and permanent disability for the affected worker. **If you become injured or ill on the job you are to report it immediately to your supervisor, as all such injuries or illnesses must be properly reported to obtain appropriate benefits.** Note that if you fail to report an accident that later develops into a condition which causes you to lose time from work, you may have difficulty in obtaining workers compensation benefits. Supervisors are to report all injuries immediately to the Executive Director.

You should be aware that workers compensation insurance does not provide benefits for any injury that arises out of your voluntary participation in any off-duty recreational, social, or athletic activity that is not a part of your work-related duties.

D. Workplace Violence Prevention

Virginia Career Works Piedmont is committed to preventing workplace violence and to maintaining a safe work environment. All employees, including supervisors and temporary employees, should be always treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Virginia Career Works Piedmont without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.

Virginia Career Works Piedmont will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Virginia Career Works Piedmont may suspend employees, either with or without pay, pending investigation.

E. Sexual and Other Unlawful Harassment

Virginia Career Works Piedmont strongly believes that every employee is entitled to an environment free of unlawful harassment. All employees of Virginia Career Works Piedmont are to be treated with respect and dignity and are given the right to work in a professional atmosphere which promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Virginia Career Works Piedmont will simply not tolerate any inappropriate behavior in the workplace including sexual harassment. Sexual harassment is a form of employee misconduct that interferes with work productivity and wrongfully deprives employees of a work environment free from unsolicited and unwelcome overtones.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Sexual harassment is defined as unwelcome sexual advances, requests or sexual favors, conversation containing sexual comments, and sexual advances when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee, or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive environment.

Other Harassment

Harassment is classified as any action (verbal or physical) that makes another person uncomfortable. Harassment based on an employee's race, color, religion, sex, national origin, sexual orientation, age, disability, marital or veteran status, or any other characteristic protected by law is also strictly prohibited.

Virginia Career Works Piedmont strongly encourages the prompt reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. If you believe that you have been unlawfully harassed, you should immediately report the facts in writing to your supervisor, or, if the claim is against your supervisor, to another member of management. Your complaint should be submitted as soon as possible after the incident and include details of the incident(s), names of the individuals involved, and names of any witnesses. Virginia Career Works Piedmont will immediately undertake effective, thorough and objective investigation of the harassment allegations. Employees can also report any incidents of harassment in the workplace to their state agency on human rights or the Equal Employment Opportunity Commission. In addition, Virginia Career Works - Piedmont encourages employees who believe they are subject to illegal harassment to promptly advise the offender that their conduct is unwelcome and request that it be immediately discontinued.

If Virginia Career Works Piedmont concludes that unlawful harassment or other discrimination has occurred, appropriate action will be taken to correct the situation. Any employee determined by Virginia Career Works Piedmont to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. The level of discipline will depend on the circumstances. An employee will not be retaliated against for reporting incidents that in good faith they believe to be in violation of this policy.

F. Drug-Free Workplace Program

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. Virginia Career Works Piedmont is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees' jobs. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a substance abuse problem to seek help. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. It is a violation of office policy for any employee to:

1. Use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
2. Report to work under the influence of illegal drugs or alcohol.
3. Use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

An employee whose conduct violates the drug-free workplace policy will be disciplined up to and including termination. Supervisors will confidentially meet with an employee whenever they see changes in performance or behavior that suggest that the employee has a drug problem. The Partnership may conduct drug and alcohol testing of job applicants and/or upon observing behavior creating reasonable suspicion.

If the testing is conducted on a “reasonable suspicion” basis, your employer will promptly record the circumstances that formed the basis for determining that reasonable suspicion existed to warrant the testing. A copy of this documentation will be provided to the employee on request, and the original documentation will be kept confidential for a period of one (1) year. Failure to submit to required drug and alcohol testing is misconduct and is grounds for discharge or suspension without pay.

If an employee is tested for illegal drugs or alcohol following an injury at work and the test results are positive, the employee may not be entitled to workers’ compensation benefits. Similarly, an employee who is suspended or discharged as a result of a positive drug/alcohol test may not qualify for unemployment insurance benefits.

VI. EMPLOYEE PERFORMANCE

A. Performance Evaluation and Merit Increases

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory period (90 days after start date). Additional formal performance evaluations are conducted to allow supervisors and employees to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Individual performance evaluations are scheduled annually and will be conducted prior to the start of the July 1 fiscal year – preferably by mid-May.

B. Progressive Discipline

Although employment with Virginia Career Works Piedmont is based on mutual consent and both the employee and Virginia Career Works Piedmont have the right to terminate employment at will, with or without cause or advance notice, Virginia Career Works Piedmont may use progressive discipline at its discretion. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Virginia Career Works Piedmont.

Disciplinary action may call for any of four steps:

1. Verbal warning
2. Written warning
3. Suspension with or without pay (to be determined by immediate supervisor and Executive Director).
4. Termination of employment – depending on the severity of the problem and the number of occurrences.

There may be circumstances when one or more steps are bypassed. Virginia Career Works Piedmont recognizes that certain types of employee problems are serious enough to justify either a suspension or, in extreme situations, termination of employment without going through the usual progressive discipline steps.

C. Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many

of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees who have two (2) consecutive days of absence, without having given proper notification to Virginia Career Works Piedmont, will be considered to have voluntarily resigned the position as indicated by job abandonment.

Management personnel are expected to give a minimum of one month's (30 days) notice upon resigning from Virginia Career Works Piedmont. All other personnel are expected to give a minimum of two weeks (14 days) notice. All work-related property (computer/laptop, files, keys, etc.) must be returned before receiving a final paycheck.

Employees, who resign having given proper notice, as indicated by the above standards, or those individuals who are laid off due to a reduction in workforce, will be entitled to receive payment for up to 10 vacation days (80 hours) not taken. Individuals who are discharged or who fail to give proper notice upon resigning from Virginia Career Works Piedmont automatically forfeit all accrued paid time off. Since employment with Virginia Career Works Piedmont is based on mutual consent, both the employee and Virginia Career Works Piedmont have the right to terminate employment at will, with or without cause, at any time.

VII. MISCELLANEOUS

A. Emergency Closings / Inclement Weather

Except for regularly scheduled holidays, Virginia Career Works Piedmont will be open for business on Mondays through Fridays during normal business hours. There will be circumstances beyond control, such as inclement weather, national crisis, or other emergencies. On such occasions, the organization may close for all or part of a regularly scheduled workday and Virginia Career Works Piedmont will endeavor to notify all employees. For weather closures, Virginia Career Works Piedmont will follow the schedule of the Albemarle County Government. Please note that this is not the same schedule as Albemarle County Public Schools.

B. Smoking

There is no smoking permitted on institutional property at any time. Smokers are allowed to smoke outside in designated areas.

C. Non-Business Visitors

From time to time, it may become necessary for employees to receive visits from a relative or friend. If this occurs, please keep these visits brief and keep them from disrupting the working/professional atmosphere.

D. Appearance and Courtesy

Neatness and good taste in dress, care in personal cleanliness, interest in your work, and a willing, cooperative attitude toward associates, customers and visitors are recognized and appreciated business assets. It's important to remember that good manners give a good impression. Being pleasant and courteous to customers, visitors, and your co-workers is an important part of your job.

Employees must avoid wearing anything to the office that is worn, frayed or wrinkled, or that is tight, immodest, or otherwise revealing. Employees should always present a professional appearance and use good judgment in selecting office attire. Employee appearance should be clean, neat and appropriate at all times. Meetings with external customers and members may require traditional business attire. Employees should take their day's schedule into account while dressing.

E. Access to Personnel Files

Virginia Career Works Piedmont maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of Virginia Career Works Piedmont, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Virginia Career Works Piedmont who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in the presence of an individual appointed to maintain the files.

F. Personal Information

Any changes that occur with your address, telephone number, marital status, number of dependents, names of persons to be notified in case of an emergency, etc., may affect your benefit programs, Social Security, federal taxes, and employment records. Report any such changes as soon as possible to your supervisor.

EMPLOYMENT ACKNOWLEDGMENT AND AGREEMENT

I acknowledge by my signature on the Employee Acknowledgment that I have been informed of the employment relationship between my employer and myself, and that understand I am an employee of my employer. I understand and agree that my employer or I can terminate our employment relationship at any time, as I am an at-will employee.

I agree to comply with any drug testing policy that my employer may adopt, and I specifically agree to post-accident drug testing in any situation where it is allowed by law.

In addition, I agree that if at any time during my employment I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, veteran status, retaliation, national origin, handicap, disability, or, marital status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact my supervisor in order to obtain assistance in the resolution of such matters.

I have received a copy of Virginia Career Works Piedmont Employee Handbook, specifying policies and practices which I agree to observe and follow during my employment with the organization.

Employee's Printed Name **Title**

Employee's Signature **Date**

Supervisor's Printed Name **Title**

Supervisor's Signature **Date**