



FUNDED-EMPLOYEE PERSONNEL POLICIES HANDBOOK

Fiscal Year 2008/2009

Full Inclusion
OPTIONS Mission Statement

***by increasing self-reliance, we will improve
the quality of life for those we serve***

OPTIONS Philosophy Statement

Effective July 1, 2008

WELCOME!	1
CHANGES IN PERSONNEL POLICES	1
STATEMENT OF AT-WILL EMPLOYMENT STATUS	1
EQUAL EMPLOYMENT OPPORTUNITY	1
UNLAWFUL HARASSMENT	1
EMPLOYMENT POLICIES AND PRACTICES	1
HIRING POLICY AND PROCEDURE	1
ORIENTATION PERIOD	2
JOB DUTIES	2
TRANSFERS	2
WORK SCHEDULES	2
TIMEKEEPING REQUIREMENTS	2
PAYMENT OF WAGE	2
ADVANCES	2
OVERTIME	2
PAYROLL DEDUCTIONS	2
PERSONNEL FILES	2
EMPLOYEE REFERENCES	3
PERFORMANCE EVALUATION	3
ANNUAL REVIEW	3
SEPARATION AND TERMINATION OF EMPLOYMENT	3
RESIGNATION	3
LAYOFFS	3
DISMISSAL	3
STANDARDS OF CONDUCT	3
DRUG FREE WORKPLACE	4
PERSONAL APPEARANCE	4
CONFIDENTIALITY	4
CONFLICT OF INTEREST	4
PUBLIC RELATIONS	4
FACILITIES AND OPERATIONS	4
EMPLOYER PROPERTY	4
PERSONAL VISITORS	4
EMPLOYEE PROPERTY	4
OPERATION OF OPTIONS VEHICLES	4
UNAUTHORIZED USE OF OPTIONS VEHICLES	4
HEALTH AND SAFETY ON THE JOB	5

SMOKING POLICY	5
HOUSEKEEPING	5
PARKING	5
SOLICITATION AND DISTRIBUTION OF LITERATURE	5
EMPLOYEE BENEFITS	5
GROUP HEALTH AND LIFE INSURANCE COVERAGE	5
LIABILITY INSURANCE	5
WORKERS' COMPENSATION	5
SOCIAL SECURITY (FICA/MEDICARE)	5
DISABILITY INSURANCE	5
HOLIDAYS	5
ELIGIBILITY	6
PAID JURY DUTY OR WITNESS LEAVE	6
PAID BEREAVEMENT LEAVE	6
FAMILY AND MEDICAL LEAVE	6
PREGNANCY-RELATED DISABILITY LEAVE	6
UNPAID PERSONAL LEAVE	6
UNPAID MILITARY SERVICE LEAVE	6
TIME OFF FOR VOTING	6
RECREATIONAL ACTIVITIES AND PROGRAMS	6
EMPLOYEE GRIEVANCE PROCEDURE	7
EMPLOYEE GRIEVANCE PROCEDURE	7
APPEAL PROCEDURE - TERMINATION APPEALS	7

WELCOME!

Thank you for coming to work at OPTIONS Family of Services, Inc. We are pleased that you have chosen to work for us. This handbook will outline the rules, responsibilities, and rights you have as an employee of OPTIONS. Most policies contained in this handbook are guided by the OPTIONS Employee Handbook. If you need more clarification on a particular policy, please refer to the OPTIONS Employee Handbook, or ask your supervisor to explain the policy. If there is a disagreement about a particular policy, please refer to the employee grievance policy on page 7.

CHANGES IN PERSONNEL POLICIES

You will be notified of any changes to the personnel policies. The OPTIONS board of directors will approve any changes.

STATEMENT OF AT-WILL EMPLOYMENT STATUS

All OPTIONS employees are hired “at-will.” This means you can lose your job at any time and you can quit at any time.

EQUAL EMPLOYMENT OPPORTUNITY

OPTIONS will not discriminate against any person.

UNLAWFUL HARASSMENT

It is unlawful to harass anyone at the work place. If you feel you are being harassed, it needs to be reported immediately to your supervisor or job coach. Harassment will not be tolerated on the part of any OPTIONS employee.

EMPLOYMENT POLICIES AND PRACTICES

HIRING POLICY AND PROCEDURE

In order to be hired by OPTIONS, a referral is required from an appropriate funding source such as the Department of Rehabilitation or the Regional Center. A pre-admit or interview will be conducted. The following documentation must be provided before a job can be offered:

1. Copy of valid California Identification Card and Social Security Card.
2. Documentation from the funding source.
3. Signed copies of consent forms.
4. Signed copy of drug free workplace policy.

ORIENTATION PERIOD

The first six months is an orientation period. This means that you will be assessed as to whether the job is a good match for you and if you are getting the right amount of help.

JOB DUTIES

You are responsible to do your job to the best of your ability and be flexible with job duty changes. Your job coach will tell you what your exact job duties are.

TRANSFERS

If you do not like your job, you can request to be transferred to another site if there are openings available. Transfers may take some time to complete.

WORK SCHEDULES

Your job coach will tell you what your job schedule is. Your job schedule can change. You will always be given at least seven days notice before your schedule changes.

TIMEKEEPING REQUIREMENTS

You will keep a daily time card. These will be turned in every two weeks.

PAYMENT OF WAGE

Payday is every two weeks on Wednesday.

ADVANCES

No pay advances are allowed.

OVERTIME

If you work more than eight hours in a day, more than forty hours in a week, or seven days in a row, you will be paid overtime. Overtime means you are paid your regular rate, plus one half which is called time and a half.

PAYROLL DEDUCTIONS

Certain deductions will be made from your paycheck. These include: Federal and State income tax, and Social Security. No health benefits are currently available for funded employees.

PERSONNEL FILES

A file will be maintained with your employment information. Medical and legal information is also included in this record. You have the right to look at it with a supervisor present.

EMPLOYEE REFERENCES

You can get a reference when looking for other employment by asking your supervisor.

PERFORMANCE EVALUATION

ANNUAL REVIEW

You will be reviewed regarding your job performance at the annual Individual Service Plan Meeting (ISP) which is scheduled at the time of your birthday.

SEPARATION AND TERMINATION OF EMPLOYMENT

RESIGNATION

You may quit whenever you want by giving a letter to your supervisor. Two weeks notice is expected before you leave your job.

LAYOFFS

You may be laid off if the work contract ends. Every effort will be made to give you advance notice.

DISMISSAL

You may be fired if you did not follow all of the requirements of the job, or if you do not follow directions of supervisor, or work on the goals defined in your ISP. Warning will be given before you are fired.

STANDARDS OF CONDUCT

Prohibited Conduct

1. No alcohol or drugs
2. No lying or stealing
3. No property destruction
4. No breaking the law
5. No making personal phone calls
6. Being repeatedly late to work
7. Not following the direction of your supervisor
8. Refusal to work on ISP goals
9. Not following safe practices
10. Leaving work without permission
11. No foul language
12. No threatening others
13. No harassment of others
14. Not wearing the clothes appropriate for the workplace
15. No weapons at work

DRUG FREE WORKPLACE

You cannot consume alcohol or illegal drugs or be in possession of them while working. Such action may result in you immediately losing your job. You may be tested for these substances at any time.

PERSONAL APPEARANCE

You should look good and be dressed appropriately at all times. Clothes should be clean and you should be well groomed. According to the job site, certain clothing requirements may be enforced.

CONFIDENTIALITY

All records will be kept confidential. OPTIONS will only release information with your permission. You can look at your records while in the presence of an OPTIONS staff member.

CONFLICT OF INTEREST

You are not to have romantic relationships while on the job.

PUBLIC RELATIONS

If someone is doing a news story on OPTIONS, you may be asked to participate. Before this happens or before any pictures are taken, you will always be asked for your permission to participate.

FACILITIES AND OPERATIONS

EMPLOYER PROPERTY

Do not abuse or steal any OPTIONS' property. This includes the vans operated by OPTIONS.

PERSONAL VISITORS

You cannot have visitors while you are working without first getting permission from your supervisor.

EMPLOYEE PROPERTY

It is your responsibility to take care of your personal property. OPTIONS will not take responsibility if it is lost, stolen, or broken. Be careful what you bring to work.

OPERATION OF OPTIONS VEHICLES

Vehicles are to be kept clean at all times. No eating in vehicles. Before you can drive an OPTIONS vehicle, you must have a valid drivers license, clean driving record, and pass the OPTIONS driving class.

UNAUTHORIZED USE OF OPTIONS VEHICLES

No one can use OPTIONS vehicles for anything other than work directly related to OPTIONS. Such vehicles cannot be used for personal use.

HEALTH AND SAFETY ON THE JOB

It is important to keep the job site safe at all times. A work-related injury must be immediately reported to your supervisor. If there are unsafe conditions at work, they need to be immediately reported to your supervisor.

SMOKING POLICY

You cannot smoke while you are working. If you do smoke, ask your supervisor where you can smoke while on break.

HOUSEKEEPING

Everyone is expected to help keep all sites clean, safe and organized.

PARKING

Parking is available at work sites. You park at your own risk. OPTIONS will take no responsibility if anything happens to your vehicle while you are working.

SOLICITATION AND DISTRIBUTION OF LITERATURE

You cannot pass out literature of any kind at work without the permission of your supervisor.

EMPLOYEE BENEFITS

GROUP HEALTH AND LIFE INSURANCE COVERAGE

Currently, this type of insurance is not offered.

LIABILITY INSURANCE

You are covered under the OPTIONS policy.

WORKERS' COMPENSATION

You are covered if you get hurt on the job. If you are sick for three days in a row, or more, you must bring in a doctors note before you return to work.

SOCIAL SECURITY (FICA/MEDICARE)

You are covered and deductions will be made from your paycheck.

DISABILITY INSURANCE

If you can no longer work due to a disability, you may qualify for disability insurance. Your case manager can provide more information about this benefit.

HOLIDAYS

Recognized Holidays:

New Year's Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

ELIGIBILITY

If you work on a holiday you will be paid twice the amount you are normally paid per hour. If you do not work on one of the above holidays, you will not be paid for the holiday. If you call in sick the day before or after one of the holidays listed above, you will not be paid for the holiday.

PAID JURY DUTY OR WITNESS LEAVE

If you are called for jury duty or to be a witness, OPTIONS will pay for one day of such time off work.

PAID BEREAVEMENT LEAVE

If a family member dies OPTIONS may pay up to 3 days off to attend to services. Contact the OPTIONS CEO for more information.

FAMILY AND MEDICAL LEAVE

You may be able to leave your job for up to 12 weeks if you have a medical problem or a problem in your family. This time off is unpaid. See the OPTIONS Human Resource Director for more information about this benefit.

PREGNANCY-RELATED DISABILITY LEAVE

If you become pregnant, you may be able to take up to four months off without pay and come back to your old job. See the OPTIONS Human Resource Director for more information about this benefit.

UNPAID PERSONAL LEAVE

You may take personal time off, without pay, only with the permission of the OPTIONS' CEO.

UNPAID MILITARY SERVICE LEAVE

If the military drafts you, OPTIONS will hold your job until you are out of the service.

TIME OFF FOR VOTING

If you need time off to vote, OPTIONS will make such arrangements. If you need this time off, you must tell your supervisor at least two days before the elections.

RECREATIONAL ACTIVITIES AND PROGRAMS

OPTIONS will not take responsibility for any injury that does not take place at work or is not directly related to work activities.

EMPLOYEE GRIEVANCE PROCEDURE

EMPLOYEE GRIEVANCE PROCEDURE

1. If you have a work-related problem, talk to your supervisor at work.
2. If problem is not resolved within 7 days, talk to the Vocational Services Manager.
3. If your problem still is not resolved after another 7 days, talk to the Chief Operating Officer of OPTIONS.

APPEAL PROCEDURE - TERMINATION APPEALS

This will be handled in the same way as the grievance procedure.

G:\Personnel\Employee Handbooks\Funded employee handbook 08-09.wpd