

# Personnel Policy Manual

## Boone County University of Missouri Extension Council

### **DRAFT REVISION 2017**

*Highlighted areas are new since the last draft*

*Disclaimer: This manual is provided as a guide and is not to be considered a contract, express or implied. Business conditions, federal and state law, and organizational needs are constantly in flux and may require some or all of the policies and procedures to be rewritten. The Boone County Extension Council reserves the right to make changes to the policies, procedures, and other statements made in this document.*

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# HUMAN RESOURCES POLICIES

## UNIVERSITY OF MISSOURI EXTENSION COUNCIL OF BOONE COUNTY

All personnel questions and issues should be directed to the County Program Director or the Council's Human Resources Committee.

### DEFINITIONS

1. *County Council / Extension Council / Employer:* County Extension Councils are statutory bodies – created by Missouri State Law – that work with the University of Missouri in carrying out local Extension educational programs and services. Information on State Statute 262 can be found at: <http://Extension.missouri.edu/extCouncil/documents/statutes.pdf>
2. *County Program Director (CPD):* Administrative management responsibilities for the local county Extension office. Liaison to the Extension Council, and direct supervisor of Council personnel. **In 2018, the CPD title will end, and the role will become a part of the new Community Engagement Specialist (CES) responsibilities. The wording in this document will be changed to reflect the new title after it goes into effect.**
3. *Extension Council Employment:* People employed by an Extension Council are not employees of the University of Missouri. Personnel decisions including hiring, salary administration, and terminations are the responsibility of the Extension County Council. The Extension Council may delegate authority to the County Program Director (CPD).
4. *Job Titles:* “Secretary,” “Administrative Assistant,” “support staff,” “Office Manager,” or similar titles may be used when referring to administrative and bookkeeping assistance provided to the Extension Council, CPD, and other MU Extension faculty and staff.
5. *Full-time vs. Part-time:* A full-time employee is defined by the Internal Revenue Service (2017) as one who for a calendar month, is “employed on average at least 30 hours of service per week, or 130 hours of service per month.” Part-time employees are identified as those working less than 30 hours per week.
6. *Regular vs. Temporary:* “Regular” employees are full-time or part-time employees who are employed for more than six months consecutively and are eligible for benefits, which may include medical, retirement, vacation pay, sick pay, and holiday pay. “Temporary” employees are employed for six months or less, and are not eligible for benefits.
7. *Exempt and non-exempt positions:* Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are either “exempt” or “non-exempt.” Exempt employees are paid a salary that is not calculated by the hour, and are not eligible for overtime pay. Non-exempt employees are paid by the hour and are required to complete time records. Non-exempt employees are entitled to overtime pay. **The Extension Council office manager is considered non-exempt.**

## General Employment Policies

### Equal Employment and Non-Discrimination

The Extension Council will provide equal opportunity for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, age, sex, sexual orientation, national origin, disability or status as a veteran.

The Extension Council provides equal employment opportunities with reasonable accommodation, when appropriate, to qualified applicants and employees with disabilities. The Extension Council also provides to employees and members of the public who have disabilities, equal access with reasonable accommodation, when appropriate, to Extension services, programs, and activities.

### Hiring of Council Employees

The Council's human resources committee has the authority from the Council to hire Extension Council employees (support staff and office manager positions).

The CPD will inform the human resources committee of any current or anticipated staff vacancies. The committee will be involved in discussions regarding the position, including advertising options and interview schedules. At least one member of the committee shall assist with interviews to provide input from the Council regarding hiring decisions. The committee chair will be notified when a candidate is hired.

If a newly hired Council employee resigns within a few weeks after they are hired, the committee has the authority and option to select a new candidate to fill the position from the recent pool of candidates, providing no more than 75 days has elapsed from the time the first position posting was advertised.

### Employment of Relatives

Extension Council shall not employ in any regular (non-temporary) position any immediate family of current Extension Council members, nor of other Extension Council employees.

For purposes of this policy immediate family includes husband/wife; parent (including stepparent); grandparent/great grandparent; grandchildren; son/daughter; brother/sister; mother-in-law/father-in-law; and foster children who have become members of the family.

### Probation Period

All new, full-time, permanent and part-time Council employees will serve a probationary period of six (6) months.

1. The probationary period provides an opportunity to determine if employees are capable of doing the work for which they were hired. The evaluation of the employee is the responsibility of the Extension Council's human resources committee and the CPD.
2. Employees may be evaluated at any time during the probationary period, and if deemed unable to perform assigned duties correctly, termination may ensue.
3. If, at the end of the six months, the employee's job performance is deemed unsatisfactory, employment will be terminated. There shall be no extension of the probationary period.

Employees serving in a probationary period are covered by grievance procedures. In this processing of grievances, only the application/interpretation of the University of Missouri Extension Council of Boone County Human Resources policies and procedures are involved. Grievances may also be processed concerning issues of prohibited discrimination. Actual termination of employment or other disciplinary action not covered by existing policy is not subject to the grievance procedures during the probationary period.

New employees who receive an unpaid leave of absence during the probationary period, as a result of a temporary close-down or a reduction of operations, will have the probationary period extended by the length of the unpaid leave of absence. There shall be no Extension Council responsibility for reemployment or continued employment of probationary employees.

New probationary employees are paid at the base rate for that position. Exceptions may be made based on education and/or experience. A pay increase is not automatic at the end of the probationary period.

#### Criminal background checks

To determine suitability for employment or continued employment, the University of Missouri Extension Council of Boone County has right to check the criminal conviction records of any employee or applicant for employment. Consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held.

A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving.

For positions that require operation of a motor vehicle the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions, is grounds for termination of employment or non-selection of an applicant.

#### Confidentiality

Personnel matters and documents concerning any employee that are brought before human resource committee members, or any other member of the Council or its officers are considered confidential. Any employee who has access to personnel information shall keep the information confidential. Any decisions made on behalf of an employee shall not be released without the employee's consent in writing.

#### Personnel Files

An employee may request to see the contents of his/her personnel file by notifying the County Program Director. Contents may include, but are not limited to, employment application, resume and/or CV, performance appraisal reports, documented personnel actions (changes in pay, leave of absence, etc.), and letters of discipline. These files may be reviewed by the employee in the presence of the County program director. An employee may place in his/her own file his/her own version of events on record.

Employee records are to be kept during the term of employment and for five (5) years following.

#### Release of Employee Information

The following information regarding your employment may be released in response to requests received from outside the Extension office:

- Name

- Verification of current or past Council employment
- Position or job title
- Verification of salary information already provided by you
- Extension office telephone number
- Office mailing address
- Office e-mail address

Other employee information is considered confidential and may be released to individuals outside the Extension office only upon authorization of the County Program Director.

Under normal circumstances, no employee information shall be released without the written authorization of the employee concerned. Security measures are to be taken to prevent unauthorized disclosure of employee information.

NOTE: This policy is not intended to preclude an office staff member or specialist from responding to a reference based upon his/her personal knowledge of an individual.

## **Performance Review (Evaluation)**

A review of regular (non-temporary) employee's performance shall be completed by the Council's human resources committee in cooperation with the County Program Director.

### Purpose

The performance review serves to promote communication and provide useful feedback about job performance, to facilitate better working relationships, to provide an historical record of performance, to problem solve, and to identify areas of growth. During the performance review process the employee's work-related achievements, progress towards goals, and contributions to the work of the office will be considered. The review may be a consideration in decisions regarding wage increases.

### Timing

Reviews shall be conducted prior to the end of the employee's probationary period and annually thereafter in October/November OR on a schedule determined by the Extension Council and CPD.

### Review Process

The employee will be asked to submit a written self-review. Written or verbal input will be solicited from Council members and other office faculty or staff. After all input is gathered, the Council human resources committee will review with the CPD. A discussion will be held with the employee and the CPD and/or the Council human resources committee. This discussion shall include identifying goals for the coming year.

The CPD shall see that a written report of the employee's annual performance appraisal is prepared and given to the employee, the Council human services committee, and Council leadership. A copy will also be retained in the personnel files.

## **Benefits**

### Eligibility for Benefits

All full-time employees are eligible for University of Missouri Extension Council of Boone County benefits. Part time employees are not eligible for health insurance and retirement benefits.

### Medical Benefits

The provision of health care insurance is at the Council's discretion and dependent upon the availability of funds. Currently there are no health care benefits.

If medical benefits become available, only full-time, regular (non-temporary) Council employees will be eligible to participate. In addition, the provider contract and enrollment requirements determine when an eligible Council employee may participate in medical benefits.

### Retirement Benefits

The Boone County Extension Council has a retirement plan in place for Extension Council employees, provided through Nationwide Retirement Solutions (NRS).

Eligible Extension Council employees are regular, non-temporary, and employed full-time. Eligible employees may choose to be enrolled at the conclusion of the six-month satisfactory probationary period. Upon completion of the waiting period and required enrollment paperwork, the Extension Council will make a 1:1 match, up to 7% of the employee's gross salary, to a 401(a) and 403(b) plan on behalf of the Council employee. If there is no contribution by the employee, there shall be no contribution by the employer.

## **Leave and Absence From Work**

### Absentee Policy

#### 1. *Tardiness*

Employees are expected to contact the County Program Director or designee if they anticipate arriving late. Tardy three times within one month or leaving work early without permission may be subject to disciplinary action. Actual arrival and departure time from/to work must be recorded on the timesheet regardless of work schedule.

#### 2. *Absences*

Employees are expected to call the County Program Director or designee if they anticipate being absent. An employee absent without permission and/or without providing notification is subject to disciplinary action. All absences must be recorded on the timesheet.

### Job Abandonment

An employee who fails to report to work and fails to notify the CPD (or in his/her absence, other specialists in the office) of the absence for three consecutive workdays will be considered to have abandoned his/her job. The employee is deemed to have quit and will be terminated immediately.

### Paid Time Off (PTO)

Paid time off (PTO) is a system that allows the employee to accumulate hours on a monthly basis to be used at the employee's discretion. The purpose of PTO is to provide employees with flexible paid time off from work that can be used for vacation, personal or family illness, doctor appointments, school,

volunteerism, and other activities of the employee's choice. There are no additional policies for vacation, personal days, or sick leave. PTO does not include holidays or any required time off, such as voting leave or military leave.

1. *Eligibility*

Full-time, regular, non-temporary employees will begin accruing PTO hours on their first day of work. However, PTO hours may not be used until the employee has satisfactorily completed the probationary period. In extreme or unusual circumstances, the supervisor or county program director may waive this requirement.

2. *Accrual rates*

For eligible employees, PTO accumulates at the rate of two (2) days per month, totaling twenty-four (24) days per year. PTO hours may carry over into the next calendar year.

During the first five (5) years of employment, there is a maximum of three work weeks (15 days) that may be accumulated. After five (5) years, a maximum of thirty (30) days may be accumulated. When the maximum is reached, the employee will cease to accumulate any further PTO hours until he/she uses some of the accumulated leave the total falls below the maximum.

3. *Using Paid Time Off leave*

With the exception of sick leave, the employee must notify the CPD in advance of intention to take time off. PTO for scheduled leave must be approved by CPD and may not be used before it is accrued or approved. Approval of the time off may be contingent on securing coverage for the employee's responsibilities.

If the PTO will be used for sick leave or emergency, the employee must notify CPD as soon as possible. If the CPD is not available, the employee may leave word with another faculty or staff member in the Boone County Extension office. The employee must notify the CPD as soon as possible about the expected date and time when the employee will return to work.

It is expected that the employee will seek not to disrupt office operations whenever possible, for example, scheduling medical and dentist appointments during the employee's non-work hours, or not taking PTO leave during a major event for the office.

Unpaid Leave

Employees who have exhausted their PTO may, with the approval of their supervisor and the CPD, take leave without pay for medical-related absences or other emergencies. Only in exceptional circumstances will a probationary employee be granted a leave.

Leave of absence without pay allows the employee to maintain their employment rights and any benefits in which he/she are enrolled. Employees, however, will continue to be responsible for their portion of the any benefit program that they are enrolled in.

Employees do not earn PTO while on leave of absence without pay.

Approval of unpaid leave may only be granted if the employee plans to return to work after the leave. Failure to return to work at the end of the leave of absence will be deemed voluntary resignation of employment.

### Bereavement Leave

Full-time, regular (non-temporary), employees are eligible for bereavement leave.

In the event of death in an employee's immediate family, the employee will be granted a maximum of three (3) days, leave without loss of pay or PTO hours during the period.

For purposes of this policy immediate family includes husband/wife; parent (including stepparent); grandparent/great grandparent; grandchildren; son/daughter; brother/sister; mother-in-law/father-in-law; and foster children who have become members of the family.

Any additional days must be approved by the supervisor and charged to PTO leave or taken as excused leave without pay.

The term "days" refers to working days, Monday through Friday.

### Military Leave

#### 1. *USERRA Summary*

The federal Uniformed Services Employment and Reemployment Rights Act (USERRA) protects service members' reemployment rights when returning from a period of service in the uniformed services including those called up from the reserves or National Guard, and prohibits employer discrimination based on military service or obligation. The U.S. Department of Labor's (DOL) Veterans' Employment and Training Service (VETS) administers USERRA.

#### 2. *Eligibility*

USERRA applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is considered "service in the uniformed services."

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty. USERRA covers nearly all employees, including part-time and probationary employees. USERRA applies to virtually all U.S. employers, regardless of size.

#### 3. *Return from Leave*

The pre-service employer must reemploy service members returning from a period of service in the uniformed services if those service members meet five criteria:

- a) The person must have held a civilian job;
- b) The person must have given notice to the employer that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable;
- c) The cumulative period of service must not have exceeded five years;
- d) The person must not have been released from service under dishonorable or other punitive conditions; and

- e) The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment.

USERRA establishes a five-year cumulative total on military service with a single employer, with certain exceptions allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training.

USERRA also allows an employee to complete an initial period of active duty that exceeds five years (e.g., enlistees in the Navy's nuclear power program are required to serve six years).

#### 4. *Other Information*

Compliance assistance, length of leave available and other provisions can be identified by contacting the Department of Labor or visiting [www.dol.gov/compliance/guide/userra.htm](http://www.dol.gov/compliance/guide/userra.htm).

#### Voting leave

Pursuant to state law, Missouri Revised Statute 115.639, the Extension Council provides time off with pay without loss of PTO time, as follows:

##### 1. *Eligibility*

- a) Any employee entitled to vote at any election held within this state shall, on the day of such election, be entitled to absence himself/herself from any services or employment in which he/she is then engaged or employed.
- b) Employee must notify the supervisor of leave of absence prior to the day of election.
- c) Employee shall not be eligible for time off if there are three successive hours while the polls are open in which he/she is not in the service of the employer.

##### 2. *Leave*

- a) Paid time off will be granted for a period of three (3) hours between the time of opening and the time of closing the polls for the purpose of voting.
- b) The employer may specify any three hours between the time of opening and the time of closing the polls.

##### 3. *Other Information*

Compliance assistance and other provisions can be identified by contacting the Missouri Department of Labor, or visiting <http://www.dolir.mo.gov/>.

#### Jury Duty leave

Pursuant to the federal law (Fair Labor Standards Act) and state law (Missouri Revised Statute 494.460), employees are entitled to the following:

##### 1. *Time off for jury duty*

All employees are entitled to time off for a summons for jury duty, time spent participating in the jury selection process, and time spent actually serving on a jury.

##### 2. *Compensation*

Leave for jury duty is unpaid unless the employee requests to use PTO time. The FLSA does not require employers to compensate employees for time spent on jury duty. In addition, Missouri Statutes prohibit an employer from requiring or requesting an employee to use their accumulated vacation and/or personal days (PTO leave) in order to receive compensation during

absent from work on account of responding to such jury service.

3. *Notification*

Any employee who is called for jury service must report the call immediately to the CPD and shall be relieved from duties for the reasonable time required for rendering such jury service.

Absence Due to Legal Proceedings

You will be allowed time off with no loss of pay or earned PTO time to attend legal proceedings under the following conditions:

- When you are served a subpoena to be a witness
- When you serve as an expert witness with or without a subpoena
- When you are required to attend any worker's compensation hearing or conference

Legal proceedings under other conditions will be subject to using PTO hours. If the employee has no PTO hours accrued, he/she must request approval to attend from the supervisor or CPD, and if approved, take leave without pay.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law that provides employees the right to take a leave of absence for family or medical reasons while maintaining job protection.

1. *Eligibility*

Any individual who has been employed by the University of Missouri Extension Council of Boone County for a total of at least twelve (12) months at the time of the leave of absence, and has worked at least 1250 hours in the twelve (12) month period preceding the leave is eligible for a family or medical leave. Leave will be counted from anniversary date of employment.

2. *Coverage*

The Extension Council will provide up to twelve (12) work weeks of leave within any twelve (12) month period for any of the following reasons:

Birth of an employee's child(ren); adoption of a child by the employee, or official placement of a child with the employee for foster care (leaves for birth or adoption must be taken within twelve (12) months of the event); care of a son, daughter, spouse or parent (not parent-in-law) having a serious health condition; and incapacity of an employee as a result of a serious health condition.

Leave for the care of an adult son or daughter (at least 18 years old) is not covered unless required as a result of "mental or physical disability" as those terms are defined under the Americans with Disabilities Act.

3. *Notice*

The Extension Council requires a thirty (30) day notice if the leave is foreseeable. For unforeseen circumstances, as much notice as possible is required.

4. *Leave*

A FMLA absence is without pay; however, accrued PTO must be used as part of the twelve (12) week period. The Extension Council may require the health care provider to certify the

necessity of the medical leave. Medical leave will be limited to the duration of the serious health condition, as defined by FMLA.

An employee may take intermittent leave or leave on a reduced work schedule if medically necessary for his/her own serious health condition or the serious health condition of an immediate family member. Such leave is not available for birth, adoption or foster care.

5. *Benefits*

The Extension Council will continue benefit programs in which an employee was enrolled at the time of FMLA leave. In order for the coverage to be continued, the employee will be responsible for his/her portion of the cost. If an employee does not return from a leave or returns to employment but does not remain for a minimum period of thirty (30) days, he/she must reimburse the Extension Council for the cost of benefits coverage during the leave unless the reason for failure to return is due to a continuing serious health condition, either his/her own or a family member's, or because of other circumstances beyond the employee's control.

6. *Return to Work*

A health care provider's certification will be required for return to work from the employee's own serious health condition. The Extension Council will return the employee to the same position he/she had before the leave, or an equivalent position. The employee will be provided the level of benefits and seniority he/she had before the leave started.

## COMPENSATION

### Wage Increases

Annual wage raises, if approved by the Extension Council, will go into effect in January. Raises are dependent on funds available and employee performance. The CPD will work with the Council's human resources committee and budget committee to determine a recommendation for wage increases to the full Council. If the process is delayed beyond the first pay period in January, the Council may elect to make the pay increase retroactive and award back pay.

### Probationary Evaluation and Raises

Probationary raises may be given at the end of the probationary period if deemed warranted and affordable by the Extension Council. If a probationary raise is given, an employee is still eligible for an annual raise.

### Overtime

Overtime hours must be approved in advance by the CPD.

In accordance with the Fair Labor Standards Act (2017), employers must pay at least one and one-half times the employee's regular rate of pay once overtime pay is in effect. Overtime pay begins once an employee works more than 40 hours in a work week (a workweek consists of seven consecutive 24-hour periods that equal 168 total hours). For the Boone County Extension Council, a work week is Sunday through Saturday.

An employer is not required to pay overtime if the employee works more than eight hours in one day or if the employee works on a holiday, a Saturday, or a Sunday.

State and federal law does not allow employees to voluntarily waive their rights to overtime pay and accept straight time instead.

### Holiday Pay

1. *Eligibility*

Regular (non-temporary) employees are eligible for to be compensated at their normal rate for designated holidays that fall on a regular work day.

2. *Conditions*

If a holiday falls on a day that it not the employee's regular work day, then there shall be no holiday pay. For example, if an employee's regular schedule is Monday through Thursday and a holiday falls on a Friday, the employee will not receive holiday pay for the Friday holiday.

If a holiday occurs while the employee is on vacation, it will be counted as holiday pay, not as a vacation day. If the employee is on unpaid leave when a holiday occurs, there will be no pay for the holiday.

3. *Holidays observed*

As the Boone County Extension office is not located in the Courthouse, we observe the same holidays as University of Missouri employees, not the County. The following eight (8) holidays are observed by the Extension Council:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November and the Friday immediately following
Christmas Day	December 25

When a holiday falls on Saturday the Friday before will be observed as a holiday. When a holiday falls on a Sunday the following Monday is observed as a holiday.

### Workers' Compensation

Absences due to a work-incurred injury or illness are addressed in compliance with the laws of the State of Missouri. All employees are eligible for this program unless otherwise specified.

Workers' compensation insurance is provided to Extension Council employees through the University of Missouri system. For policies and procedures regarding Workers' compensation, contact MU Extension Human Resources or visit <http://www.umsystem.edu/ums/departments/hr/manual/>.

# Workplace Policies

## Harassment

The Boone County Extension Council is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees by anyone, including any supervisor, co-worker, or third party. Harassment that affects job benefits, interferes with an individual work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

### 1. *Definition*

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era veteran.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual, or electronic, or offensive physical actions.

In addition, "Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact.

### 2. *Complaints*

All employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify their supervisor, the CPD, or a member of the Council so the situation can be properly investigated and remedied.

### 3. *Investigation*

It is the policy of the Extension Council to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Extension Council will maintain confidentiality of those involved. If an investigation confirms that harassment has occurred, discipline up to and including immediate termination of employment will result.

### 4. *Retaliation*

The Extension Council forbids retaliation against anyone who, in good faith, has reported harassment or who has cooperated in the investigation of harassment complaints. Any employee, however, who is found to have knowingly made a false accusation of harassment or retaliation, may be subject to appropriate disciplinary action up to and including termination.

## Smoking, Drugs, and Alcohol

While working on an Extension Council and/or in a University of Missouri facility, a smoke-free work environment is required. No smoking is allowed in any office buildings.

It is the policy of the Extension Council to maintain a work environment free from the use of alcohol or drugs. Unlawful possession, unlawful use, and/or unlawful distribution of alcohol and/or drugs is also prohibited in the Extension Center or at Council-sponsored activities.

Violation may result in disciplinary action up to and including immediate termination.

### Violence in the Workplace

The Boone County University of Missouri Extension Center strives to provide a safe and secure work environment for all employees. Intimidation, threats and acts of violence, with or without the presence of a weapon will not be tolerated. Individuals found to engage in behavior in violation of this policy will be subject to discipline up to and including termination.

1. *Intimidation* is defined as an act towards another person, the result of which could reasonably cause the other person to fear for his or her safety or the safety of others.
2. *Threats of violence* are defined as a communicated intent to inflict physical or other harm to any person or to property.
3. *Violence* is defined as the deliberate and wrongful abuse or damage of other persons, self, or property.

Employees who are the victims of violence, believe they may be the recipients of violence, or who have knowledge of potential violence against others, are encouraged to promptly notify:

- The County Program Director; and/or
- The Regional Director; and/or
- An Extension Council member; and/or
- Local law enforcement

### Dress Code

The work of the Boone County University of Missouri Extension office requires organization, coordination, neatness, and attention to detail. Recognizing this, we strive to have the appearance of the office and its employees reflect the quality of our work. Visitors entering the office should have a feeling of a professional atmosphere.

In order to reflect this image all full-time, part-time, student, and temporary employees should be dressed to show pride in our appearance and professionalism in a manner that is deemed as business casual. Clothing and shoes, while needing to be comfortable and unencumbering to the job, should not be the type chosen for labor intensive or leisure activities and should be neat and clean.

Examples of unacceptable attire would be clothing that are patched, worn or faded, short-shorts and short-skirts (fingertip length), halter or half tops (tops of midriff length), work overalls, athletic sweatpants, clothing with inappropriate designs or logos, and workout clothes. Fingertip length is measured by the place the tip of the fingers fall when the arm hangs straight down from the shoulders. Inappropriate designs or logos would be those containing profanity or not conforming to University of Missouri policy on racial and sexual harassment. Work clothes are appropriate on days when more labor-intensive work is to be done, such as moving equipment and records, or clearing storage areas.

MU or MU Extension shirts may be worn on Fridays, College Colors Day, or other days deemed appropriate.

The CPD will enforce the dress code policy.

### Conflict of Interest

A conflict of interest is a “conflict between the private interests and the official responsibilities of a person in a position of trust.” (Merriam-Webster)

An employee shall not recognize personal gain in any form which would influence improperly the conduct of their office duties. Employees shall not knowingly use University of Missouri Extension property, funds, position or power for personal or political gain. Employees shall inform the County Program Director, in writing, of reasonably foreseen potential conflicts.

### Office Resources

Employees are not permitted to use office resources (ex. computers, copiers, paper, supplies, etc.) for personal use without permission from the County Program Director. Reimbursement may be required. Employees in violation of this policy will be subject to disciplinary action.

### Computer and Internet Usage

University of Missouri Extension information technology resources are for official use only. Employees will follow the University of Missouri Extension Information and Technology Resources Policy:

#### *1. General Guidelines*

The public nature of the Internet dictates that users conduct activities in a polite and professional manner. Internet documents and e-mail messages that you prepare or transmit are a reflection of 1) yourself, 2) University of Missouri Extension, and 3) the University of Missouri. Inappropriate material affects not only your image but also the image of your colleagues.

#### *2. Distributing Information from the Internet*

Volumes of information on every conceivable topic are available on the Internet. Much of this information is inaccurate and lacks the research-based credibility necessary for distribution by University of Missouri Extension specialists and county staff. Specialists are responsible for evaluating resources found on the web before distributing information to clientele. Specialists who are asked for information outside their subject-matter area should direct these requests to the appropriate specialist. Secretaries and office managers should direct questions to the appropriate specialists. Office support staff and office managers may distribute University of Missouri Extension-based information, such as guide sheets and OSEDA demographic data, to meet citizens' needs.

#### *3. Obscene Images and Discriminatory Information*

The Internet offers access to all forms of network-accessible information, including images and mail groups that are commonly judged as obscene. Printing, downloading and/or displaying these images or messages in any manner is inappropriate and can result in the loss of computing privileges and immediate probation for unacceptable professional behavior. University of Missouri Extension specifically prohibits: 1) the transmission of information that promotes discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or status as a Vietnam-era veteran; 2) origination or forwarding of hate mail, discriminatory remarks and other antisocial behaviors via e-mail; 3) use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network; and direct hypertext links to such materials.

#### 4. *Inappropriate Material for Internet Documents*

Faculty, staff, and county employees of Missouri Extension Councils may create Internet documents. Web pages may not duplicate copyrighted material, disclose confidential or personal information (such as social security numbers or program participation), or promote 1) personal political beliefs (including lobbying), 2) commercial or for-profit business interests, 3) discrimination, or 4) any unlawful activity. Direct hypertext links to such sources also is prohibited. Web pages containing links to business resources should contain a disclaimer in the footer: "Links are provided as a resource, and do not imply endorsement of products or services."

#### 5. *Computer Trespass*

Law prohibits unauthorized access and use of computer systems. Individuals are responsible for any use of accounts by others to whom access has been given. Passwords should be changed periodically to prevent unauthorized use.

#### 6. *Computer Software and Copyrighted Materials*

To protect intellectual property rights and the continued availability of Internet access, computer software, images and other materials protected under copyright laws will not be installed on University of Missouri Extension computers, transmitted via the Internet, or stored on any computer or server without the express written permission of the copyright owner, unless the original software is clearly identified as shareware or in the public domain.

#### 7. *Legal Aspects Associated With the Use of Information Technology Resources*

Information technology system operators are to refrain from any illegal use of electronic resources regulated by international, national and state laws. Electronic system users are to refrain from performing any act that will impair the operations of the information technology resources of the University of Missouri and the systems of recipients receiving the information. Such acts include, but are not limited to, injecting computer viruses and sending excessively large mailings, large print jobs, batch programs, "junk mail" (including chain letters and other unsolicited mail), etc.

#### Seniority

The seniority of regular employees consists of their relative tenure with respect to other employees in their job classification. Seniority accumulates from the first day of employment in the employee's job classification but an employee is not entitled to benefits of seniority until successful completion of the probationary period.

#### Rest Periods

An employee may take one (1) fifteen (15) minute break for each four (4) hours worked. The employee should advise the CPD when the rest period is being taken. If the CPD is not in the office at the time, the employee should notify other staff in the building.

## **Separation**

Missouri follows the Employment-At-Will doctrine. This means that both the employer and employee can terminate the employment relationship at any time and for any reason, as long as there is no employment contract to the contrary (the Extension Council does not contract with employees) and no violation of the law, such as discrimination under civil rights laws. (Missouri Department of Labor)

### Resignation

Employees terminating their employment must give at least two (2) weeks advance written notice in order to resign their positions in good standing. Notice shall be given by the employee to the County Program Director.

### Layoff and Involuntary Reduction in Time

Employees will be given two (2) weeks advance notice if hours will be reduced, or the employee will be laid off or terminated because of circumstances for which they are not responsible, such as budget cuts, discontinuation of job, reorganization, etc.

### Termination of Employment

Advance notice is not required when termination is a result of incidents which in and of themselves are so serious as to justify immediate termination. This would include, but not be limited to, theft, intoxication on the job, violence or threat of violence, conviction of a felony, falsification of records, and willful damage to Council or University of Missouri property. Advance notice of termination is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Council policy or when progressive discipline has been followed.

### Last Paycheck

Employees who separate from employment with the University of Missouri Extension Council of Boone County, except in the case of retirement or layoff, will be removed from the payroll on the last day of actual work. Compensation for vacation time and any outstanding compensatory time will be included in the final paycheck.

Probationary employees are not eligible for PTO payment.

The last paycheck will be issued on the next regular pay cycle.

Upon termination, employees must return their keys and other items issued to them to perform their job.

## **Progressive Discipline Policy**

### Role of Discipline

The word “discipline” comes from the word “disciple” or “to teach.” The Progressive Discipline policy is established to provide clear communication and feedback to an employee in an effort to improve and correct undesirable conduct.

One of the primary objectives of supervision is to ensure prompt, efficient and courteous service to the public. To this end, supervisors are responsible for training, assisting, motivating, directing and correcting behavior of staff. Where problems with employee behavior or performance arise, a supervisor should seek to correct the problem with the least amount of disruption to the work environment. Discipline is a means to correct employee behavior and performance. This information addresses both progressive discipline and summary discharge.

## Process

Progressive Discipline process helps ensure that clear performance expectations are communicated; employees are informed of performance deficiencies and/or improper behavior in a timely manner; clarifies what constitutes satisfactory performance or behavior; and communicates to the employee consequences if expectations are not met.

### *1. Eligibility*

The Progressive Discipline policy is for regular, non-probationary employees.

### *2. Responsibility*

In general, the County Program Director is responsible for initiating and implementing disciplinary procedures, and for keeping written records of all disciplinary activities. He/she shall notify the Extension Council's human resources committee as soon as possible, preferably before the disciplinary step takes place. The CPD shall consult with the HR committee as the steps progress, ensuring that the Council is driving the process and making the decisions. The CPD or Council may choose to have one or more Council members represent the Council at any point in the process.

### *3. Process*

Progressive Discipline is a form of discipline whereby notices are issued each time an employee is disciplined for the same or a different performance infraction or policy or work-rule violation. The steps are as follows:

- a) Verbal Warning – The employee will receive an official, formal warning verbally. The verbal warning should be held in private, with a clear understanding of the expectations that were not met and what performance and/or behavior constitutes improvement. The employee should be clearly informed the discussion is a “verbal warning.”
- b) Written Warning – following a verbal warning, the next warning is documented in writing, with an explanation of the problem and the needed correction. The letter must clearly state it is a “written warning.” The written warning letter is given to the employee and a copy is placed in the employee's personnel file.
- c) Second and Final Written Warning or Suspension – a second and final written warning, or a suspension, is issued following a first written warning if improvement has not occurred. The determination of action should be based on a scale of severity. The final written warning and/or suspension should be clearly communicated in writing, with a copy placed in the employees personnel file.

## **Grievances**

### Grievance Procedure

The Boone County Extension Council recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy which might arise.

Time limits in the process described below may be extended by mutual agreement whenever necessary in order for these provisions to be implemented. The interpretation of “days” within the grievance

section is to be normal workdays (Monday through Friday) exclusive of Extension Council employee paid holidays.

The County Program Director, Extension Council, or human resources committee may consult with the Regional Director or others as appropriate and necessary to obtain information and facts to help resolve the issue.

The following describes the formal grievance process for Extension Council employees.

### *1. Purpose of Grievance*

The purpose of a grievance procedure is to provide an orderly mechanism through which employees may challenge policy interpretations or disciplinary actions.

Grievances may arise from disagreements about working relationships, working conditions, and employment practices. Grievances also may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status as a Vietnam-era veteran.

There are three possible outcomes at each stage of the process:

- a) The CPD and Council may determine that no valid grievance exists.
- b) The grievance may be resolved.
- c) The grievance may not be resolved to the employee's satisfaction, and it will move forward to the next step in the process.

### *2. Eligibility*

These grievance procedures cover employees who have completed the required probationary period. Probationary employees, however, may process a grievance for issues concerning prohibited discrimination.

### *3. Process*

- a) Informal complaint -- The grievance procedure begins with a discussion between the employee and the County Program Director to discuss the disagreement or issue. This discussion should take place as soon as possible after the grievable act, no more than fourteen (14) days after. The CPD is responsible for taking notes and allowing the employee to read and sign the notes to indicate mutual understanding of the issue and the status of the grievance matter. Failure or refusal to sign the document by the employee does not stop the grievance process.

Either party may request that the chair of the Council's human resources committee also be present. The purpose of this meeting is to seek a solution to the situation and reach agreement.

- b) Formal complaint -- If no agreement is reached at the informal stage, the employee has ten (10) days of the meeting date to appeal in writing to the Extension Council chair and/or the Council's human resources committee. The CPD and committee shall respond in writing within ten (10) working days of receipt.

- c) Appeal -- If the employee does not feel that an acceptable solution has been reached, he/she may file a written appeal to the chair of the human resources committee. The appeal should be filed within five (5) working days of employee receiving the response to the formal complaint. The HR committee shall conduct a review of the grievance situation and respond to the employee within thirty (30) days. At the committee's discretion, they may speak with the employee, the CPD, and others involved in the grievance matter.
  
- d) Final appeal – If the employee feels that an acceptable solution has not been reached at the HR committee stage, he/she may file a final appeal to the chair of the Extension Council. The final appeal should be filed in writing within ten (10) working days of receiving the response from the HR committee. At the Council chair's discretion, he/she may choose to deny hearing the appeal, refer the matter to an ad hoc Grievance Committee, or present the matter to entire Council. The employee shall be notified of the Council chair's decision within five (5) working days of receipt of the final appeal.

If the grievance matter is referred to an ad hoc Grievance Committee, they shall review the issue and make a recommendation to the Extension Council chair within ten (10) working days. At the committee's discretion, they may speak with the employee, the CPD, and others involved in the grievance matter. Upon receipt of the committee's decision, the Extension Council chair shall have ten (10) days to send a final response to the employee.

*4. Discrimination Grievances*

Pursuant to federal regulations (Equal Employment Opportunity Commission - EEOC), employees have a 180-day filing period for acts of alleged prohibited discrimination. For more information about discrimination grievances with the University of Missouri, visit <http://extension.missouri.edu/about/nondiscrimination.aspx>

----- End of personnel policies -----

Continue to the acknowledgement form on the last page

# **Employee Acknowledgment Form Personnel Policy and Procedure Manual**

## **Boone County Extension Council**

I acknowledge that I have received, read, and understand the policies outlined in the Personnel Policy and Procedure Manual. I agree to conform to the rules and regulations as described in the manual which is intended as a guide to human resource policies and procedures. I understand that the company has the right to change the manual without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this manual, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract and that either I or the Extension County Council or designee may terminate our employment relationship at any time, with or without cause.

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Employee Signature

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Date

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Employee Name (please print)

Note: Please give this completed form to your supervisor for filing in your personnel file.