

UNIVERSITY OF MISSOURI EXTENSION

Howard County Council Personnel Policy and Procedure Manual

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. Extension County Council reserves the right to make changes to the policies, procedures, and other statements made in this document.

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EQUAL EMPLOYMENT OPPORTUNITY

Equal opportunity is and shall be provided to all participants in Extension programs and activities, and 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, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America.

DEFINITIONS

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. County Extension Councils are separate legal public entities with elected and appointed council members. Information on State Statute 262 can be found at: <http://extension.missouri.edu/extcouncil/documents/statutes.pdf>.

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 a University of Missouri County Program Director (MU employee) on behalf of the Extension Council. Thus, the County Program Director (CPD) is acting on behalf of the Extension Council.

Job Titles

“Secretary,” “Administrative Assistant,” “County Secretary,” “Office Manager,” or similar titles may be used when referring to administrative and bookkeeping assistance provided to the Extension Council, MU County Program Director, and other MU faculty and staff.

Full-time vs. Part-time

There is no minimum or maximum number of hours an employee may be scheduled or asked to work. This is in accordance with the Fair Labor Standards Act (MO Department of Labor, 2017).

The Internal Revenue Service (2017) defines a full-time employee 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.

Regular vs. Temporary

“Regular” employees are full-time or part-time employees with an FTE of .75 or greater, who are employed for more than six-months consecutively and are eligible for benefits such as medical, retirement, vacation pay, sick pay, and holiday pay.

“Temporary” employees are employed for six months or less, or with an FTE less than .75, and are not eligible for benefits.

BENEFITS

Medical

Medical benefits are not currently available.

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

Retirement

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

Eligible Extension Council employees are regular, non-temporary, and employed full-time (minimum 30 hours per week). Eligible employees will be enrolled at the conclusion of the three-month satisfactory probationary period. Upon completion of the waiting period and required enrollment paperwork, the Extension Council will make a monthly contribution to a 401(a) and 403(b) plan on behalf of the council employee. The Council contribution will be 3% of the employee’s gross salary.

The employee may elect to contribute to the retirement plan. If that option is chosen, the Extension Council will match the employee’s contribution up to 3% of the employee’s gross salary.

Paid Time Off (holiday, vacation, sick)

A. 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. 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.

2. Designated Holidays

As the Howard 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 Years 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.

B. Paid Time Off (PTO)

1. Definition

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 such needs as 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.

Note that in QuickBooks, PTO is recorded as “vacation” as there is no option for PTO.

2. Eligibility

Full-time, regular, non-temporary, employees who have satisfactorily completed their probationary period are eligible to accumulate PTO hours.

3. Accrual Rates

For eligible employees, PTO accumulates at the rate of ½ day per bi-weekly pay period. There is a maximum of three work weeks that may be accumulated.

Currently the sole Council employee works 35 hours per week, 7 hours per day. PTO thus accumulates at 3.5 hours per pay period. The maximum that may be accumulated is 105 hours.

When the maximum accumulation is reached, the employee will cease to accumulate any further PTO hours until he/she uses some of the accumulated leave and the total falls below the maximum.

At the end of the calendar year, an employee may carry-over a maximum of five days (40 hours) into the next year.

4. Accrual Method

Employees paid accrue PTO on the bi-weekly pay cycle. In computing PTO accruals, an employee must be in active status the entire pay period to be eligible for that bi-weekly accrual.

5. Using Paid Time Off leave

PTO for scheduled leave – vacation, personal days, and so on – must be approved by the County Program Director and may not be used before it is accrued or approved.

If the PTO is being used for sick leave or emergency, the employee must notify the County Program Director as soon as possible. The employee also 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 to not disrupt office operations whenever possible, for example, scheduling medical and dentist appointment during the employee's non-work hours; or not taking PTO leave during a major event.

Employees who have exhausted their PTO may, with supervisory approval, take leave without pay for medical-related absences or other emergencies.

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/>.

COMPENSATION

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

The following are some key aspects related to FLSA. Additional information and/or provisions can be obtained by contacting the Department of Labor at www.dol.gov.

Exempt vs. Non-Exempt

Per FLSA, positions are classified as either Exempt (salaried) or Non-Exempt (hourly). The Department of Labor provides assistance with determining how to classify the positions in order to comply with FLSA.

“County Secretary,” “County Administrative Assistant,” “Office Manager,” and other similar positions are classified as non-exempt and are compensated on an hourly basis.

Work Week

Per FLSA, a work week is defined as seven consecutive days which do not change on a routine basis.

Extension Council employment work week is Sunday through Saturday.

Overtime

Per FLSA, non-exempt employees must be compensated a premium rate of 1.5 times their regular rate of pay for hours worked over forty (40) per work week. The compensation for overtime may be in overtime pay or compensatory time off (“comp time”).

When calculating overtime, hours worked in a week include all time off with pay but do not include compensatory time used.

Extension Council employees must obtain approval by their supervisor or designee to work overtime. In addition, all overtime hours will be approved as compensatory time off unless otherwise approved as overtime pay.

Compensatory Time Off (comp-time)

Earned and used comp-time is reported on the timesheet. It is the policy of the council to limit accumulation of compensatory time credit.

Earned comp-time is expected to be used within thirty (30) days from the day earned. In no case will total compensatory time accumulate to more than ten hours.

Recording Hours

Non-exempt employees must complete a timesheet for all hours worked, paid time off (including holidays), comp-time accumulated, and comp-time used.

The timesheet must be signed by the employee and the County Program Director or designee.

Paycheck Cycle

Extension Council employees receive their paycheck from the Extension County Council. Paychecks may be distributed on monthly, bi-weekly or other cycle depending on council approval.

At this time, paychecks are distributed on biweekly basis.

EMPLOYMENT POLICIES

Probationary Period

A. Timeline

1. New employees are subject to a probationary period of three (3) months to determine if the employee is capable of doing the work for which they are hired.
2. If the employee's performance at any time during the probationary period is deemed unsatisfactory, the probationary period may be extended or the employee may be terminated. An employee may not remain in probationary status for more than six (6) months.
3. Employees who must take a leave of absence during the probationary period as a result of reduction in operations may, upon council approval, have the probationary period extended by the length of the leave of absence.

B. Evaluation

1. Employees may be evaluated at any time during the probationary period.
2. Performance reviews are the responsibility of the County Program Director as delegated by the Extension Council. All reviews are conducted in private. A copy of the written results may be provided to the employee.
3. Upon satisfactory completion of the probationary period and at the recommendation of the County Program Director, the Extension Council may choose to increase the employee's wage.

Absentee Policy

The Extension Council and County Program Director are responsible for developing procedures to address attendance issues.

A. Tardy

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

B. Absences

1. Employees are expected to call or text the County Program Director or designee if they anticipate being absent.

2. An employee absent without permission and/or without providing notification is subject to disciplinary action.
3. All absences must be recorded on the timesheet.

C. Notification

1. Employees are expected to make every effort possible to contact the County Program Director or designee regarding tardiness and absences. If this is not possible, a family member, friend, or colleague may, on behalf of the employee, provide the notification.
2. Notification messages that are left without approval confirmation shall not be construed as “approved” tardiness or absence.

Progressive Discipline

A. Goal

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.

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.

B. Coverage

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

C. 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. Generally, the steps of progressive discipline include:

Verbal Warning – an official, formal warning should first be made verbally. The verbal warning should be held in private, with a clear understanding of the expectations that were not met and what performance an/or behavior constitutes improvement. The employee should be clearly informed the discussion taking place is a “verbal warning.”

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.

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.

Termination – termination of employment is the last resort and is used for repeated occurrences or for more severe violations. Termination may result without progressive discipline for gross misconduct such as violence, theft, falsification of records, or other serious offenses.

Grievance Procedures

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

A. Purpose of Grievance

1. The purpose of a grievance procedure is to provide an orderly mechanism through which employees may challenge policy interpretations or disciplinary actions.
2. 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.
3. The goal is to review disputes to determine if they can be resolved. Grievances should be resolved, whenever possible, at the lowest step of the grievance procedure.

B. Eligibility

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

C. Procedures and Timeline

1. The grievance procedure begins with a discussion between the employee and the County Program Director to discuss the disagreement or issue. The County Program Director is responsible for taking notes and allowing the employee to read and sign the notes to indicate understanding.

2. Should the employee feel, after the initial discussion with the County Program Director, that the employee's rights have been violated, the employee may originate a grievance within ten (10) days of the date the alleged grievable act occurred by presenting the facts in writing to the County Program Director and/or the Extension Council chairperson or appropriate council personnel committee.

Pursuant to federal regulations (Equal Employment Opportunity Commission - EEOC), employees have a 180-day filing period for acts of alleged prohibited discrimination.

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

The employee must receive a written response from the Extension Council within thirty (30) days after receipt of the written grievance.

3. Time limits above 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.

Separations

A. Resignation

1. At least two weeks written notice is requested when an employee wishes to voluntarily resign in good standing.
2. Notice shall be given by the employee to the County Program Director.

B. Termination

1. When possible and feasible, at least two weeks verbal or written notice will be given by the Extension Council to the employee when an employee is being involuntarily terminated due to circumstances not related to performance, such as discontinuation of the job and/or reorganization.
2. Advance notice is not required by the Extension Council when termination is a result of performance, misconduct, or other violation of policies, state law, or federal law.

C. Last Paycheck

1. Employees separated from employment are entitled to all salaries and wages earned to date of termination (last actual day of work), all unused compensatory time off, and all unused PTO time earned as recorded at the time of termination, not to exceed the maximum allowable accumulation..
2. Probationary employees are not eligible for PTO payment.

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

Job Abandonment

An employee who fails to report to work and fails to notify his/her supervisor 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.

LEAVE PROGRAMS

Family Medical Leave Act (FMLA)

Pursuant to federal law, Extension Council employees are eligible for Family Medical Leave as outlined under 29CFR825.104 and 29CFR825.108 definition of “public agency” for the purposes of FMLA eligibility.

The following summarizes key aspects about this leave program. For more details, please visit <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>.

A. FMLA Summary

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.

B. Eligibility

Any individual who has been employed by this Extension Council for a total of at least 12 months at the time of the leave of absence, and has worked at least 1250 hours in the 12-month period preceding the leave is eligible for a family or medical leave.

C. Coverage

The Extension Council will provide up to 12 work weeks of leave within any 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 12 months of the event);

Care of a son, daughter, spouse or parent (not parent-in-law) having a serious health condition (contact the Department of Labor for what constitutes a “serious health condition”);

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.

D. Leave

These leaves of absence are without pay; however, available PTO time and any accumulated comp-time must be used as part of the 12-week period.

Extension Council and/or County Program Director 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.

E. Benefits

Benefits in which an employee was enrolled and eligible for at the time of FMLA leave will continue during FMLA. 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 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.

F. 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 employee will return 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.

Leave of Absence without Pay

A. Eligibility

Full-time, regular (non-temporary), employees may be granted a leave of absence without pay when approved by the Extension Council or County Program Director.

Only in exceptional situations will a probationary employee be granted a Leave of Absence.

Approved leave of absence without pay may be used for FMLA approved events, illnesses or injuries that require more time than the employee's accumulated PTO leave and any accumulated comp-time, or for other personal reasons granted approval. Approval may only be granted if the employee plans to return to work after the leave.

B. Continued Coverage

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.

C. Return to Work

Employees returning from an unpaid Leave of Absence will return to their former position, or a similar position, when one becomes available.

Failure to return to work at the end of the leave of absence, or when a position becomes available, will be deemed voluntary resignation of employment.

Bereavement Leave

A. Eligibility

Full-time, regular (non-temporary), employees may be granted a leave of absence without pay. Bereavement Leave will be provided on a prorated basis for an eligible employee who works .75 FTE to .99 FTE

B. 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.

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

C. Definition

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.

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

Military Leave

Pursuant to federal law, Extension Council provides employees unpaid time off as outlined below.

A. USERRA Summary

The 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.

B. 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.

C. 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:

1. The person must have held a civilian job;
2. 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;
3. The cumulative period of service must not have exceeded five years;
4. The person must not have been released from service under dishonorable or other punitive conditions; and
5. 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).

D. 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.

Voting

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

A. Eligibility

1. 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.
2. Employee must notify the supervisor of leave of absence prior to the day of election.
3. 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.

B. Leave

1. 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.
2. The employer may specify any three hours between the time of opening and the time of closing the polls.

C. 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

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

A. Time off

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.

B. Payment

FLSA does not require employers to compensate employees for time spent listed above. In addition, Missouri Statute prohibits 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.

C. Notification

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

WORKPLACE POLICIES

Employment of Relatives

Extension Council shall not employ in any regular (non-temporary) position any immediate family of the current County Extension Council or 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.

Harassment Policy

The Howard 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.

A. 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.

B. 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 or a member of the council so the situation can be properly investigated and remedied.

C. 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.

D. 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.

Performance Appraisals

Review of regular (non-temporary) employee's performance shall be completed by the County Program Director, as delegated by the Extension Council.

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

Personnel Files

An employee may request to see the contents of their personnel file by contacting the County Program Director. Contents may include, but are not limited to, employment application, documented personnel actions (changes in pay, leave of absence, etc) performance appraisals, and letters of discipline.

University of Missouri Employee

Understanding policies and procedures regarding University-assigned faculty and staff may be necessary when working with MU personnel. Information can be obtained at <http://extension.missouri.edu/staff/>.

Employee Acknowledgment Form
Personnel Policy and Procedure Manual
For
Howard 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.

Employee Signature

Date

Employee Name (please print)

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