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ARTICLE 1 – INTRODUCTION

1.1 Statement of Purpose and Authority

The purpose of this manual is to provide fair and systematic procedures for the administration of all matters affecting the status and activities of employees of the El Dorado County Transportation Commission (Commission). It shall be the duty of all Commission employees to comply and assist in carrying into effect the provisions of this manual and such internal management memoranda, as the Executive Director shall issue. However, the policies and procedures set forth in this manual are guidelines only and are not intended to confer contractual rights upon an employee or to impose contractual obligations on the Commission.

The Executive Director is responsible for the administration of the personnel system. She/he may delegate any such powers and duties to any other officer or employee. The Executive Director or his/her designee shall have the authority to appoint, promote, transfer, discipline, and terminate any employee of the Commission, in accordance with the personnel practices described in this document, and adopted by the Commission. The Commission does not guarantee any minimum length of employment and no supervisor or manager has any authority to make contrary representations.

The Executive Director, with the authority and direction of the full Commission, has all rights not specifically delegated in this document, including, but not limited to: the exclusive right to determine the administrative goals and objectives of the Commission; set standards of performance; determine the procedures and standards of selection for employment and promotion; direct employees; take disciplinary action with proper cause; lay off employees because of lack of work or for other legitimate reasons; maintain the efficiency of the Commission's activities; determine the methods, means, and personnel by which the Commission's activities are to be conducted; determine the content of position classifications; exercise control and discretion over the organization of the Commission and the technology required to perform its goals and objectives.

Insofar as is practical, exceptions to these procedures as written will be avoided. However, it is the intent of the Commission to comply with all applicable State and Federal laws. Should any provision of this manual conflict with any State or Federal law, such law shall control. These personnel policies and procedures will be reviewed periodically, and adjustments will be made based on actual experience and economic considerations. In the event of any change to the policies set forth herein, all employees will receive a copy of a written memorandum from the Executive Director detailing the changes made and the reasons, therefore.

1.2 Open Door Policy

Employees are encouraged to share their concerns, seek information, provide input, resolve problems or issues through their immediate supervisor, and as appropriate, consult with any member of management toward those ends. Managers and supervisors are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems or issues.

1.3 Suggestions

The Commission is always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Commission, its employees, and the public.

ARTICLE 2 – DEFINITIONS

ACTUAL SERVICE for the purposes of determining the amount of sick leave and vacation earned by an employee shall mean the number of hours worked in an allocated position within a biweekly pay period or while absent from work with pay but shall not include compensatory time earned or overtime.

ALLOCATED POSITION means an established position within a classification funded through the Commission's budget process.

ANNIVERSARY DATE an employee's anniversary date shall be the first day of the bi-weekly pay period following their employment date.

ADMINISTRATIVE AND HUMAN RESOURCES AD HOC COMMITTEE means a panel composed of the Commission: Chairperson, Vice-Chairperson, and the third member selected by them.

APPOINTING AUTHORITY The Executive Director shall have the authority to hire, terminate employment, conduct performance evaluations, take appropriate disciplinary actions, and determine salary increases as dictated in the annual budget.

BASE HOURLY RATE shall mean the hourly rate corresponding to the salary step in the salary range of the classification to which the employee is appointed.

COMMISSION when used alone means the El Dorado County Transportation Commission.

COMPENSATORY TIME OFF means time off with pay which an employee accrues instead of cash compensation.

CONTINUOUS SERVICE means, for the purposes of this Resolution only, that service commencing with the employee's anniversary date and continuing until broken by resignation or dismissal from Commission service for the purpose of determining eligibility for sick leave allowance, eligibility for longevity advances, vacation eligibility, and accruals, and eligibility for merit step advancement. Service as an extra help or provisional employee shall not count toward continuous service.

EXEMPT EMPLOYEE means an employee in a position that has been designated by the Commission to be elective, executive, administrative, professional, or other category specifically exempted from the overtime pay requirements of the Fair Labor Standards Act and interpretive and administrative regulations.

EXTRA HELP EMPLOYEE means a person who is hired for temporary employment by the Commission and who does not occupy an allocated position.

FULL-TIME EMPLOYEE means an employee who is appointed to an allocated position which requires full-time work as defined herein.

FULL-TIME WORK shall normally mean eight (8) hours per day and five (5) days per calendar week, provided, however, that at the discretion of the Executive Director, individuals may be authorized to utilize a ten (10) hour per day, four (4) day week work schedule or other approved alternate work schedule.

HOLIDAYS means those days enumerated herein applicable to the individual employee.

IMMEDIATE FAMILY is defined as including: a child — biological child, adopted child, foster child, stepchild, legal ward, or a child for which the employee stand's in loco parentis; parent — biological parent, adoptive parent, foster parent, stepparent, or legal guardian; spouse; registered domestic partner; a grandparent; a grandchild; sibling; or designated person as found under Kin Care.

INDEPENDENT CONTRACTOR means a non-employee who provides independent contractual services to the Commission (including consultants). The contractor, not the Commission, is responsible for: (1) tax and social security withholding; and (2) health, unemployment, and worker's compensation insurance. The contractor is paid on a task basis rather than an hourly rate. An individual under this status receives no Commission benefits.

INTRODUCTORY PERIOD means the six (6) months (180 calendar days) of time-limited period of paid service which is an extension of the examination process required before an employee gains regular employee status. An employee during the introductory period may be terminated at any time without the right to appeal except as provided by law.

NON-EXEMPT EMPLOYEE means an employee whose position does not meet FLSA exemption tests and who is therefore paid overtime pay for authorized hours work in excess of the approved schedule. (See Definition of Work Week below).

OVERTIME means time worked above the minimum forty (40) hours of straight time during a work week, with the exception of employees working a flexible scheduling plan as approved by the Executive Director who may work a modified work week. Overtime for non-exempt employees is calculated at one- and one-half times the regular hourly rate.

PART-TIME EMPLOYEE means an employee regularly scheduled to work less than "full-time work" (as defined herein).

PAY PERIOD means fourteen (14) calendar days from 12 a.m. Monday to 11:59 p.m. the second Sunday thereafter and including the normal eighty (80) hour bi-weekly pay cycle.

PAY STATUS means whenever an employee is at work, absent on a paid holiday, absent on leave with pay, or absent on authorized compensatory time off.

PROMOTION means the change of an employee to a position in a class allocated to a salary range where the top step is higher than the top step of the class which the employee formerly occupied.

RECLASSIFICATION means the act of changing the allocation of a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the nature, difficulty, or responsibility of duties performed in the position.

REGULAR EMPLOYEE means an employee who has satisfactorily completed the initial Introductory Period and who is not temporary, intermittent, or a student intern.

RETIRED EMPLOYEE means an employee who elects to retire after five (5) years employment with the Commission.

SATISFACTORY SERVICE means meeting the work, performance, and conduct standards established by the Commission. Eligibility as to periods of service required for merit step advancements shall be verified by the Executive Director.

TEMPORARY EMPLOYEE means an employee who is hired for a pre-established period. Temporary employees may work full-time or part-time. Temporary employees may be dismissed at any time, with or without cause. (See Article 9, Disciplinary Actions).

VETERAN means a person satisfying the definition specified in the Military and Veterans Code.

WORK WEEK means a forty (40) hour week. For purposes of computing overtime, the work week for employees on a standard schedule is a seven (7) day period beginning 12:00 a.m. on each Monday and ending 11:59 p.m. on each Sunday. Employees, however, may select among flexible scheduling plans as approved by the Executive Director. In such cases, the work week will be

modified from this standard week.

ARTICLE 3 – GENERAL PROVISIONS

3.1 New Employees

The Introductory Period for newly hired employees is six (6) months (180 calendar days). This is the time-limited period of paid service, that is an extension of the examination process required before an employee gains regular employee status. It is intended to give new full-time and part-time employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

The Executive Director uses this period to evaluate employee capabilities, work habits, and overall performance. If any deficiencies become apparent that were not evident during the hiring process, the Introductory Period is the time to address the issues. Small problems can hopefully be resolved quickly with guidance. Any major problems that appear during this period may indicate that the employee should not continue employment with the Commission. The Introductory Period may be extended up to one (1) year at the discretion of the Executive Director.

If it is clear to management that an employee will not successfully pass the Introductory Period, it is not necessary to wait for the conclusion of the Introductory Period to discharge the employee. Upon satisfactory completion of the Introductory Period, most employees enter the “regular” employee classification.

During the Introductory Period, employees accrue sick time and vacation. Health, dental, vision and life insurance benefits will begin on the first day of the month following the date of hire. Employees can use accrued vacation after six (6) months of successful service. Sick time off may be taken as it is accrued after the employee has two (2) full bi-weekly pay periods of continuous service with the Commission.

On the reporting day, the new employee will be briefed on the employee benefits available and on all standard administrative procedures. The new employee will be provided with a copy of these personnel policies. New employees are responsible for reading all instructional materials and asking questions on areas that need further clarification.

3.2 Performance Evaluation and Work Planning

On-the-job training and work progress should be followed carefully and checked frequently enough to know that the employee understands the job and how it relates to the Commission as a whole. Work planning and performance review are continuous processes and should be documented and discussed with the employee as often as necessary. However, at a minimum, a work planning and performance evaluation shall occur at least once a year for all employees. This evaluation will occur on the employee’s anniversary date for the first year and then in January the following years. Evaluations will occur in January for all employees.. The Executive Director may propose a Performance Improvement Program to improve deficiencies in performance. Such a Performance Improvement Program is to be considered part of the evaluation program and is not considered disciplinary action.

3.3 Continuing Education/Training Programs

If an employee has been directed by the Executive Director to take courses to improve work productivity and/or work habits (e.g., either through the semi- or annual performance evaluation or through a counseling session), the Commission will pay for the approved training course(s).

3.4 **Internship Program**

The Internship Program was created to enable the Commission to recruit, train, and develop an intern's skills in order to prepare him/her for professional, entry-level employment with the Commission or another transportation organization. An intern is considered an extra-help, temporary employee and the provisions of Section 8.4.3 apply. This program does not guarantee an intern regular employment with our agency, but rather it attempts to assist in an intern's career development to become an experienced, knowledgeable, and qualified individual capable of competing in the professional job market. When there is a Commission employment vacancy, the qualified intern would be encouraged to apply and would be afforded the same full and equal consideration for employment as any other applicant under consideration.

ARTICLE 4 – PERSONNEL RECRUITMENT AND SELECTION PROCEDURES

All employee selections and promotions shall be made according to merit, qualifications, and the job requirements as ascertained by a competitive interview process or, in some instances, through a direct appointment. The policies and procedures outlined below shall not supersede established policies regarding Equal Employment Opportunity.

4.1 **Filling Vacant Positions**

Whenever a position vacancy occurs, it may be filled in one of the following three ways:

- a. **Open Recruitment**: All interested people are eligible to compete for a vacant position.
- b. **Internal Recruitment**: Provided certain criteria are met, only current Commission employees are eligible to compete for a vacant position.
- c. **Direct Appointment**: A direct appointment of a current Commission employee to a vacant position, without open or internal recruitment.

The Executive Director may, at his or her discretion, determine not to fill a vacant position.

4.1.1. **Open Recruitment**

Open recruitment is a defined process which requires:

- a. the position is advertised to the general public; and
- b. both Commission employees and any interested person are eligible to apply and, if qualified, be considered for the position.

Criteria

Open recruitment shall be applied:

- a. to all position classifications at, or below, the Director level; or
- b. if, under Internal Recruitment, the recruitment criteria are not met; or
- c. if a direct promotion is not requested or approved.

Procedure

The following procedures and requirements shall be followed for open recruitment:

- a. The Executive Director shall ascertain the minimum qualifications and the requirements of the position.
- b. A recruitment bulletin (job announcement) will be developed which will contain at a minimum the following information:
 - i. Position title
 - ii. Salary range

- iii. Brief description of duties to be performed
- iv. Minimum qualifications (knowledge, skills, abilities, etc.)
- v. Preferred qualifications
- vi. Physical qualifications if any
- vii. Last date applications must be filed with the Commission to be considered for the position
- viii. Information on where and how to apply
- ix. General information about the Commission and the fringe benefits

Recruitment bulletins must be posted at the EDCTC office, on the EDCTC Facebook page and website, and advertised in appropriate newspapers and trade papers. EDCTC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetic information. EDCTC will make reasonable accommodations for the known physical or mental limitations of a qualified person with a disability, who is an applicant or employee, unless undue hardship to EDCTC would result.

The Federal Immigration Reform and Control Act of 1986 (IRCA) requires all employers to verify the identity and legal right to work of all employees. Each person accepting an offer of employment must attest to their identity and legal authorization to work by fully completing an Employment Eligibility Verification Form, U.S. Citizenship and Immigration Services Form I-9.

Applications

Interested people must submit an application to the Commission to be considered for employment. Resumes may not be accepted in lieu of an application. Applications must be filed no later than the established deadline date indicated on the job announcement. The Commission reserves the right to extend the application filing deadline (appropriate notices will be posted indicating the new application filing deadline.)

Supplemental applications may also be required. Applications will be retained by the Commission for a minimum of six months, or according to an approved retention schedule, after the date of hire of the successful applicant.

Application Screening

After the close of the application filing period, the Executive Director or his or her representative(s) will review the applications submitted. Only the most qualified applicants will be invited for personal interviews. The number of candidates selected to be interviewed may vary depending upon the number of qualified applicants, the number of positions available, and available time and resources.

Each application will be reviewed for completeness and the level of qualifications to fill the position. The Executive Director may reject an application for any of the following reasons:

- a. Failure of the applicant to show reasonable conformity with one or more of the announced minimum requirements for the position, such as training and experience.
- b. False statements by the applicant on his or her application with regard to any material fact.
- c. Physical unfitness of the applicant with respect to the requirements of the position applied for. It is Commission policy to provide reasonable accommodations for disabled persons who qualify for positions with the Commission.

Interviews

The Executive Director or his or her representative will notify applicants to be interviewed and will arrange the date and time of the interview.

- a. Initial interviews will be conducted by an interview panel. Panel members may be comprised of Commission employees or persons from outside agencies. Panel members may be selected based upon their understanding of the job requirements, impartiality, and/or working relationship to the position.
- b. The panelist will use an interview rating sheet to rate interviewees. Questions asked by panelists during the interview must be consistent with the position requirements. Questions of age, race, sex, marital status, and religion are prohibited by law.
- c. Panelists may not rate candidates of whom they are:
 - i) well acquainted socially,
 - ii) a relative; or
 - iii) member of his or her household, i.e., roommate.
- d. Second Interview: Based upon the ratings (ranking), the top candidates may be asked to return for a second interview. The second interview panel may consist of the Executive Director, a staff person, and/or a representative(s) from another agency.

Final Selection

The panel will recommend a final selection to the Executive Director.

Job Offer

All job offers must be made by the Executive Director and verified in writing.

Notification of Candidates

All candidates not selected shall be notified in writing. When feasible, the top three candidates will be personally contacted by the Commission.

4.1.2. Internal Recruitment

Internal Recruitment is defined as filling a vacant position by promoting or laterally transferring current employees.

Procedure/Criteria

Recruitment for positions shall be limited to current Commission employees. A job announcement will be developed and posted on designated bulletin boards throughout the agency only.

Applications

Interested employees must submit a resume and/or application to be considered for the vacant position.

Application Screening

After the close of the filing period, applicants will be evaluated based on their degree of qualifications to perform the job, as determined by:

- a. relevant experience,
- b. past job performance,
- c. recommendation of current supervisor,
- d. qualifications to fill the higher position, i.e., training courses, etc.

Based on the evaluation, the Executive Director or his or her designee will then:

- a. Certify that the employee is qualified to fill the position. If approved by the Executive Director, the interview and final selection may be limited to current employees; or
- b. Make a direct promotion; or
- c. Commence open recruitment procedure.

Interviews

Interviews shall be conducted as outlined under the Interview Guidelines.

Status of Successful Candidate

If the new position is at a higher level, the successful candidate must serve a minimum six-month probationary period in the new position; by the end of this period, a written performance evaluation will be prepared by the Director recommending whether or not the employee should be retained in the new position in accordance with personnel procedures.

- a. If employee is not recommended for regular status, she or he may be permitted to return to previous position level, if applicable, depending upon:
 - i. whether a vacant position is available for which that person is qualified, and
 - ii. approval by the Executive Director.
- b. If there are no vacant positions which she or he can fill, the employee would be laid off from the Commission and would be given consideration when a vacancy occurs.

4.1.3. DIRECT APPOINTMENT

If in the best interest of the agency, the Executive Director may directly promote, reassign, or transfer employees to positions without being subject to the established recruitment and selection procedures.

Eligible Positions

A direct appointment may only apply to current Commission employees for position classifications below the Director level.

Procedure

The Executive Director can recommend a direct appointment. A memorandum must be prepared justifying the proposed direct appointment and the reasons for not soliciting or considering other candidates. The recommendations for a direct appointment must take into consideration such factors as:

- a. Special needs of the position, department, or project: Current incumbent of a position may have duties and responsibilities far exceeding those reasonably expected of the existing position; appointment to the position in question is justified by program needs, and the incumbent has demonstrated the ability to do the work; the program is expanding and higher level and more complex functions are required; incumbent has been doing closely similar work and has demonstrated capabilities to perform the duties of the new position.
- b. Qualifications and record of performance and accomplishments of the candidate and other capabilities indicating that this person is best qualified for the job.
- c. Special circumstances involving the candidate and office, such as tenure in a position for which the new job is a logical step; and/or the need to fill the position quickly with a person who can be operational with a minimal start-up time.
- d. Special skills or experience of the candidate and/or prior employment which make him/ or her particularly well qualified for the position.

Determination

The Executive Director may:

- a. Approve the direct appointment and issue an inter-office memorandum to that effect;
- b. Disapprove the direct appointment recommendation; and/or
- c. Require internal or open recruitment to fill the position.

Status of Successful Candidate

If the direct appointment is approved, the successful candidate would be placed on a minimum six-month probationary period in accordance with personnel procedures.

4.2. TEMPORARY ASSIGNMENT AND ACTING POSITIONS

If in the interest of the agency, the Executive Director may assign persons to a position temporarily in an acting capacity. Said person may be compensated at a higher rate if approved by the Executive Director.

4.3. COMPLAINT AND GRIEVANCE PROCEDURES

An applicant for a vacancy on the Commission staff who feels she or he was the victim of discrimination should forward a written complaint to the Executive Director.

4.4. DISQUALIFICATION FOR EMPLOYMENT BY REASON OF CRIMINAL RECORD

An arrest or conviction record is not an automatic bar to employment with the Commission. In cases where a conviction in a court of law is related to the position for which the individual is applying, careful consideration will be given to the effect the appointment would have on the operation of the business of the Commission. In such cases, the Executive Director must grant explicit approval prior to the appointment.

4.5. NEPOTISM

Job vacancies are to be filled according to the qualifications of the individual applicants. A relative of an employee, irrespective of title or position of that employee, is to follow the same application procedure and be evaluated by the same criteria as an applicant who is not so related.

Final selection of a successful candidate is based on objective considerations. A relative of an employee will not be favored over another applicant who is better qualified. Neither will a relative be penalized by virtue of the relationship if s/he has the better qualifications. In any event, an applicant will not normally be permitted to be placed in, or transferred to, a division where a relative of a family member is currently employed. The Executive Director reserves the right to make a final decision in this matter.

4.6.**ARTICLE 5 – EMPLOYEE'S HOURS OF WORK AND WORKING CONDITIONS****5.1 Work Schedules**

The Executive Director shall fix the hours of work with due regard for the convenience of the public and the laws of the State and the Commission. The Executive Director may change that schedule at his/her discretion. Unless an employee has a reasonable and valid excuse, the employee will:

- a. Work the hours and job duties assigned per the operational needs of the Commission.

- b. Work such reasonable additional hours or job duties as the Commission may reasonably request.
- c. Understand that nothing in these policies shall be construed as a restriction on the Commission's right to schedule workdays and require a reasonable amount of overtime work.
- d. Be expected to perform other job duties as requested, per operational needs of the Commission, at various times as necessary.

5.1.1 Flexible Scheduling/Flextime

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the Executive Director. However, flex time is not available for every position. Such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult the Executive Director to request participation in the flextime program which will be subject to the following:

- a. Flextime will be available on a 9/80 schedule or as may otherwise be approved by the Executive Director.
- b. Any adjustment to flextime due to Holidays or other issues will be taken within the same pay period unless a different schedule is agreed to by the Executive Director.
- c. Where a Holiday falls on a Friday or a 9/80 flexible day falls on a Holiday the flextime shall be adjusted to reflect a regular work schedule (40 hours) and compensation for the day will not exceed eight hours.

5.1.2 Attendance

It shall be the responsibility of each employee to be prompt and in regular attendance on the job. Attendance may be through virtual or remote telecommuting means upon approval of the Executive Director.

5.1.3 Timesheets

Each employee shall fill in his/her timesheet on a daily basis. Timesheets should be submitted to the Executive Director at the close of each pay period. Overtime work for non-exempt employees must always be approved before it is performed.

It is the employees' responsibility to sign their timesheet to certify the accuracy of all time recorded. The Executive Director will review and then sign the timesheet before submitting it for payroll processing.

5.1.4 Overtime – Non-Exempt Employees

The Fair Labor Standards Act (FLSA) requires that work performed by non-exempt employees in excess of forty (40) hours in a seven (7) day work period be paid or receive compensatory time at a rate of time and one half the employee's regular rate of pay. Whether an employee is exempt (salaried) or non-exempt (hourly) is determined by the type of duties they perform. A list of exempt and non-exempt positions is attached in Appendix B – Job Classifications.

- a. Non-exempt employees receive overtime pay at the rate of one and one-half times their regular pay after forty (40) hours work in a seven (7) day workweek.
- b. Non-exempt employees working a flexible schedule approved by the Executive Director may work a modified workweek.

- c. For the purposes of this policy, time worked includes only those hours in which the employee performs authorized services for the Commission.
- d. Holidays, vacation, sick leave, jury duty, and other leave are not considered work time for the purposes of this policy.
- e. Time worked as overtime shall not be used to earn fringe benefits or to serve out probation or merit increase periods.
- f. Overtime shall be reported in increments to the nearest one-tenth of an hour.

All staff are responsible for ensuring that advanced work planning is done so that overtime is kept to a minimum. However, when it becomes absolutely necessary to work overtime, prior approval must be obtained from the Executive Director.

5.1.5 Clarification of Working Hours for Non-Exempt Employees

Unless instructed otherwise, actual working hours during a work day are considered to be those hours that an employee is required to be at a workstation and available to work. This represents any time spent at designated or required work station(s), working on assignments, and/or awaiting additional work assignments from supervisory staff. Unless authorized, overtime will not be calculated for the time an employee spends before and after his/her normal working hours.

5.2 Overtime – Exempt Employees

Employees in positions that have been designated by the Commission to be exempt within the meaning of the Fair Labor Standards Act shall be considered salaried employees and subject to the following provisions:

- a. Exempt employees are not eligible for overtime pay.
- b. Employees, as designated above, will be paid a bi-weekly salary.
- c. Time off for illness, injury, and medical appointments will be charged to sick leave, if available.
- d. Whole days off will be charged to vacation or management leave, if available.
- e. Absences of a workday or more for personal reasons will be deducted from the weekly salary unless forty (40) hours have already been worked in that work week (vacation or management leave can be charged).
- f. With the approval of the appointing authority, absences of less than one workday will not be deducted from an employee's bi-weekly salary.
- g. Exempt employees shall work the necessary hours to perform their duties and responsibilities and shall not be entitled to receive overtime compensation.

5.3 Rest Periods

Each employee is allowed two (2) 15-minute rest period breaks per day. The breaks are not cumulative and cannot be combined. They may not be skipped in order to leave early or earn overtime pay. It is required by law that these breaks are taken, and it is the employee's responsibility to take all breaks allowed. Unused breaks may not be accumulated and used at a future date or used to lengthen assigned lunch breaks. If they are not taken, they are lost. Unless under urgent circumstances, supervisors must allow employees an opportunity to take the required breaks.

5.4 Meal Periods

Employees will be allowed a meal period of not less than thirty (30) minutes, nor more than one (1) hour, scheduled approximately at the midpoint or middle of a full work shift. Combining meal periods, "banking" meal periods from day to day, saving to shorten workdays or requesting compensatory time or overtime for work performed during meal periods, shall not be allowed unless specifically authorized.

