

**SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.
LWIA #26**



PERSONNEL POLICIES

So 14 LWIB Approved June 11, 2019

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.
EMPLOYEE ACKNOWLEDGMENT

- The Southern 14 Workforce Investment Board, Inc. reserves the right to change or modify the terms and conditions set forth in these policies at any time and from time to time without prior notice to employees.
- The benefits described in these policies are not a contract of employment between the employer and you.
- Employees may be terminated by the employer at any time for any reason, or no reason.
- Newly hired employees are considered probationary employees for a period of 90 days at which time both performance and salary will be reviewed. The term salary review does not necessarily mean an increase of salary.

Employee Name _____ Job Title _____

FLSA Status Exempt Nonexempt

Normal 68 Hour Salary (Bi-weekly) _____

Hourly Rate for Nonexempt _____

Performance Review Date _____

Salary Review Date _____

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.
EMPLOYEE ACKNOWLEDGMENT

I have received these policies on the date shown below and understand that I am responsible for reading these policies and seeking answers to any questions that I may have about information contained herein.

As the State of Illinois is an at will employment state, I agree that my employment is at will and can be terminated by either myself or my employer at any time.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

PERSONNEL POLICIES

I. INTRODUCTION

It is the purpose of these rules to establish a policy and framework for a system of personnel administration.

POLICY APPROVAL PROCEDURE

The policy may be revised at any time according to the following procedures:

1. Recommended policy amendments and procedures concerning personnel will be submitted to the WIB office.
2. The Personnel Committee will review and comment on the proposed changes or additions and submit said proposed changes/additions to the WIB for consideration.
3. Upon approval by the WIB, the proposed policy will be incorporated into the document.

III. NONDISCRIMINATION LAWS/EEO

It is the policy of the Southern 14 WIB, Inc. not to discriminate against any employee or applicant because of race, color, creed, religion, national origin, disabilities, age, sex, or political affiliation. The WIB subscribes to adhere to any legislation concerning EEO and affirmative action.

IV. EEO/AFFIRMATIVE ACTION See attached statement.

V. POLITICAL ACTIVITY

Employees may exercise their rights as citizens to cast their votes. Employees may not:

1. Use their authority or influence for purposes of interfering or affecting the results of an election or nomination for partisan political offices;
2. Coerce, directly or indirectly, command or advise any employee, council member or local official to pay, lend or contribute anything of value to a party, committee, organization or agency or person for political purposes;
3. Campaign on behalf of self or another during said working hours for any elective office.

So. 14 LWIB, Inc. - Personnel Policies

VI. GRIEVANCES

Grievance Procedure: An employee's grievance will be:

1. Communicated to the Personnel Committee Chair in writing at which time the complaint will be discussed and an attempt will be made to resolve the issue. The grievant will receive a written response from the committee within 15 working days.
2. If not satisfied with the written decision of the Personnel Committee, within 5 days following the decision, the employee may request a formal hearing with the Executive Committee to be held no later than 15 days after the request.
3. If not satisfied with the written decision of the Executive Committee, within 5 days following the decision, the employee may request a formal hearing, with legal representation if desired, with the Board to be held at the next regularly scheduled board meeting. At this time, witnesses may be called and cross-examined and relevant information submitted.
4. Within 15 working days, the Board will render a final decision.

VII. EMPLOYING AUTHORITY

1. Recommending the employment of all personnel will be the responsibility of the personnel Committee with concurrence by the Southern 14 WIB, Inc. Expansion of the staff must be approved by the WIB. However, Executive Director has the authority to hire, reassign, set work schedules, and discipline staff under their direct supervision, within the constraints of the administrative budget, without prior approval but with input and consent of the board.
2. Probationary employees will be considered full time after completing a probationary period of 90 days unless otherwise informed at the time of employment. During the probationary period, an employee may be terminated without right to grievance.
3. The Executive Committee will evaluate the Executive Director. The Executive Director will evaluate all other office staff. The Personnel Committee will review all employee evaluations on an annual basis.

3.1 Salary / Benefit Review Procedure

- a. The Executive Director shall prepare and present a proposed Administrative operating budget to the Finance Committee on a yearly basis. Proposed line item dollar amounts shall approximate previous year actual expenses, funding allocations permitting.
- b. The Executive Director shall provide members of the Personnel and Executive Committees with the dollar amount not obligated in the

So. 14 LWIB, Inc. - Personnel Policies

'Miscellaneous' line item.

- c. The Executive Committee and Personnel Committee shall meet jointly to recommend employee salary / benefit changes and/or awarding of performance incentives, and will present to the Finance Committee who will then present the operating budget to the full Board for approval, annually.

VIII. DISCIPLINARY ACTION

Whenever employee performance, attitude, work habits or personal conduct at any time falls below a desirable level, supervisors shall inform employees in writing promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances specific incident may justify severe disciplinary action in and of itself however, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance record and conduct.

1. **Reprimand:**

In situations where a written warning has not resulted in the expected improvement or where more severe initial action is required, a written reprimand will be given to the employee. A copy shall be placed in the employee's personnel folder.

2. **Suspension:**

An employee may be suspended without pay up to five (5) working days by the Personnel Committee for reasons of misconduct, negligence, inefficiency, insubordination, unauthorized absence or other justifiable reasons where alternate personnel actions are not appropriate.

IX. DISMISSAL

The Personnel Committee may recommend to dismiss an employee to the Board with final determination be made by the WIB. Reasons for dismissal may include but shall not be limited to:

1. Failure to meet prescribed standards of work and generally acceptable standards of morality and ethics to an extent that renders an employee unsuitable for employment with the agency.
2. Theft or destruction of WIB property.
3. Incompetence, inefficiency or negligence in the performance of duty.
4. Insubordination that constitutes a serious breach of discipline.
5. Unauthorized absences or abuse of leave privileges.
6. Acceptance of any consideration of a value of over \$20.00 (twenty dollars) which was given with the expectation of influencing the employee in the performance of his/her duties.

So. 14 LWIB, Inc. - Personnel Policies

7. Falsification of records.
8. Use of official position for personal advantage.
9. Any action that adversely affects the operations of the WIB. The employee shall be furnished an advanced, written notice containing the nature of the proposed action; the reasons thereof and his/her right to answer the charges orally or in writing.

X. MAINTENANCE OF PERSONNEL FILE

Written personnel records shall be kept on each employee. The records shall include:

1. Application and/or resume
2. Job Description
3. Evaluation forms
4. Training Certificates
5. Other Employee Related Data

The Executive Director will maintain the personnel files, and files shall be opened to the Personnel Committee in session only. An employee's personnel file will be opened to outside sources only with written consent of the employee unless required by law.

XI. EMPLOYEE BENEFITS

The following fringe benefits are available to all employees of the Southern 14 WIB, Inc., LWIA #26 except those that may be employed temporarily (temporary not to exceed four (4) months).

1. In lieu of providing health insurance, the board will reimburse each full time employee the cost of individual or group health and major medical insurance, which may include dependent coverage, actual costs up to \$400 per month. It is the employee's responsibility to provide proof of coverage and payment to receive reimbursement. Any funds paid to employee in excess of actual cost will be recouped from the employee. Insurance coverage will be reviewed every 3 years.
2. Legal Holidays. The following days will be paid legal holidays for each full-time employee:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Lincoln's Day	Veteran's Day
Washington's Day	Thanksgiving Day/Friday following
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Good Friday	National Election

When any of the above dates or days shall fall on a Sunday, such holidays will be observed on the following Monday. When a holiday falls on a Saturday, such holiday will be observed on the preceding Friday.

3. Each full time employee shall receive a \$3,500 per year as a retirement benefit to invest at their desegregation.

So. 14 LWIB, Inc. - Personnel Policies

4. Each employee shall accrue 1 vacation day per month through the fifth year of employment. Starting the sixth year of employment, each employee shall accrue 1 ½ vacation days per month. Advanced permission must be received from the Executive Director to take accrued vacation time. Vacation time earns time at full pay. Accumulated vacation days shall not exceed 25. Vacation time is reimbursable upon discontinuation of employment up to the maximum of 25 days.
5. Each employee shall receive 2 personal days each fiscal year. Advance notice must be given to the Executive Director to take a personal day. Personal days must be used in the current calendar year and not be rolled to next calendar year. Personal time is reimbursable upon discontinuation of employment.
6. Each employee shall accrue 1 sick day per month. Sick leave may be used for illness, disability or injury of the employee or members of their household or immediate family. It also may be used for doctor and dentist appointments. Sick leave is not reimbursable upon discontinuation of employment. Accumulated sick days shall not exceed 180 days.
7. Leaves of absence may be recommended by the Executive Committee and submitted to the WIB for final approval. Length and conditions of leaves of absence will be determined on a case by case basis.
8. Compensatory Time: Compensatory time off may be granted by altering the employees work schedule in order to offset the overtime worked in the current pay period. Offsetting time off must be granted within the same pay period at time and one-half off for every hour worked in excess of 40 hours per week. Work schedule adjustments to account for compensatory time off must be approved by the Executive Coordinator.
9. Medical Leave: Upon recommendation by a physician, a medical leave may be allowed without pay. An employee may use any accrued vacation leave, compensatory time and/or sick leave before being considered as on a "medical leave of absence."
10. Family Medical Leave Act: We will comply with FMLA regulations which allow employees up to 12 weeks of unpaid leave in a 12 month period commencing on the 1st day of FMLA leave.
11. Military Service Leave: Leave for annual Military Reserve Training or Special Duty shall be granted without pay. The employee may or may not use vacation days during this time.
12. Jury Duty: An employee called for jury duty shall be allowed time away from work for attendance to his/her civic duty and shall receive his/her regular salary while performing jury duty. Money received for jury duty shall be returned to the WIB.

So. 14 LWIB, Inc. - Personnel Policies

13. **Maternity Leave:** Pregnant employees must request desired leave in writing at least three months before leave is expected to begin. Leave will not exceed a total of six months. Length of leave shall be determined by the employee and her physician. Failure to request leave will result in failure to grant leave. Accumulated days can be utilized for maternity leave. When pregnancy is terminated prior to delivery and employee may return to work at the option of the agency, provided that the employee furnishes the agency a written statement, signed by her physician, releasing the employee to work. During the absence of the regular employee on maternity leave, it is permissible to hire individuals on a temporary or emergency basis.

14. **Bereavement Time:** Each employee shall receive 3 bereavement days when needed for death of immediate family as defined in item XII. Additional bereavement days may be granted by any Personnel Committee depending on circumstances.

15. **Travel:**
 1. By automobile shall be paid at the federal government maximum rate that does not require reporting as additional amounts of income.
 2. Air travel shall be allowed when an employee's time is an important factor where the trip is so long that other methods would prove more expensive.
 3. Reimbursement for meals while conducting agency business out of the So.14 Area will be paid out in accordance with the rate established by the Federal government General Services Administration (GSA).

Lodging allowance will be the room cost.

16. **Incentive Compensation Awards:**
 - a) Each year the Personnel Committee will make a recommendation to the full board for money to be budgeted to incentive pay up to \$7,500.00
 - b) So. 14 LWIB staff who retain full-time status will be eligible to receive incentive pay if they 'exceed expectations' for 50% of the established goals and objective to be met within the current fiscal year as part of their annual staff evaluation.

So. 14 LWIB, Inc. - Personnel Policies

XII. CONFLICT OF INTEREST

No person shall be employed while he/she or a member of their immediate family serves as a member of the WIB or as a Local Elected Official or is in supervisory authority as an employee of the WIB. Immediate family includes the following:

Husband	Wife
Mother	Mother-in-law
Father	Father-in-law
Brother	Brother-in-law
Sister	Sister-in-law
Son	Son-in-law
Daughter	Daughter-in-law
Grandparent	Grandparent-in-law
Step-Grandparent	Step-Grandparent-in-law
Step-Father	Step-Father-in-law
Step-Mother	Step-Mother-in-law
Step-Son	Step-Son-in-law
Step-Daughter	Step-Daughter-in-law

Individuals applying for employment shall make a full disclosure of all relationships; by birth, marriage or court decree which exists with a member of the WIB, Local Elected Official or WIB employee placed in a supervisory position over them.

XIII Information Technology/Data Policy

GENERAL STATEMENT OF PURPOSE

Inappropriate use of computer technology exposes Southern 14 Workforce Investment Board and its employees to risks including virus attacks, compromise of network systems and services and legal liability. Southern 14 is committed to protecting its employees, customers, partners and the corporation from illegal or damaging actions by individuals, either knowingly or unknowingly. Although it is not the intention of this policy to impose restrictions which are contrary to Southern 14 established culture of openness, trust and integrity, we believe that the controls and restrictions on the use of computer technology set forth in this policy serves to protect both the employee and the Southern 14 Board.

Personal Identifiable Information - PII

PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifiable information that is linked or linkable to a specific individual.

There are two types of PII - protected and non-sensitive

So. 14 LWIB, Inc. - Personnel Policies

- Protected - this information could result in harm to the individual whose name or identity is linked to that information. Examples: social security numbers, credit card numbers, marital status, bank account numbers, educational history, financial information...
- Non-Sensitive - this information if disclosed by itself, could not reasonably be expected to result in potential harm. It is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples: names, email addresses, business phone numbers, general education credentials, race, gender... However, dependent on the circumstances, a combination of items could potentially be categorized as protected or sensitive PII.

If you have questions regarding PII, and our responsibility to protect this data, please direct your questions to the Executive Director or Board Chair.

No Expectation of Privacy

While Southern 14 desires to respect the privacy of its employees, employees are hereby notified that they shall have no expectation of privacy when utilizing any of the equipment/systems owned by Southern 14 Workforce Investment Board, Inc.

- All aspects of the Southern 14 Confidentiality/Work Product Ownership policy apply to electronic use and data on all Southern 14-owned systems/equipment.
- All information within this policy applies to systems/equipment used on company premises as well as equipment/systems used outside of Southern 14 offices for company purposes.
- Southern 14 may, at any time it deems appropriate in its sole discretion, conduct audits/monitoring of all Southern 14 owned equipment/systems, when authorized by the Chief Executive Officer, for any purpose, including but not limited to:
 - gaining specific information to examine the quality, efficiency and productivity of work
 - to protect confidential information
 - to prevent theft or abuse of the system
 - for other legitimate business purposes
 - or, at random in the ordinary course of its business at any time, with or without notice to the employee.

Limited Personal Use

So. 14 LWIB, Inc. - Personnel Policies

Accessing, processing and storing customer or employee PII data on personally owned equipment at off-site locations is strictly prohibited without written consent from Southern 14.

PII data may only be downloaded and/or stored on mobile devices (phones/laptops) if encrypted using software provided by Southern 14.

All data transmitted via email or stored on external storage devices must be encrypted using Southern 14 supplied software.

Employees are responsible for exercising good judgment regarding the reasonableness of personal use.

Under no circumstances is an employee of Southern 14 authorized to engage in any activity that is illegal while utilizing Southern 14 owned equipment/resources.

IMPORTANT NOTICE

Failure to adhere to this, as with all other SOUTHERN 14 policies, may result in disciplinary action up to and including dismissal.

Passwords

- Employees are responsible for maintaining secure passwords on their computer accounts.
- Passwords should not be disclosed to anyone and passwords should not be shared.
- At the sole discretion of and at the request of the Chief Executive Officer, employees must disclose any and all passwords to the IT Department, and the IT Department is authorized to gain access to a password(s) for the purpose of enforcing Southern 14 policies, at the direction of the Chief Executive Officer.

Internet/E-Mail Usage

The purpose of the e-mail system maintained by Southern 14 is to assist you in the performance of your job duties.

- Employees should not assume that messages created, received or sent are confidential within the organization.
- E-mail is legally discoverable and can be accessed not only by the employer, but by adverse parties in litigation
- Incidental and occasional personal use of e-mail is permitted, but these messages will be treated the same as other messages.

So. 14 LWIB, Inc. - Personnel Policies

- Do not use company email for gossip, including personal information about yourself or others, to harm morale, for forwarding messages that will embarrass the sender or the recipient(s) or in any way which violates any of Southern 14's policies - specifically its policies regarding Health & Safety, all harassment policies, or contradicts the equal opportunity policies adopted by Southern 14 or laws it is governed by. This includes, but is not limited to: explicit messages, cartoons, jokes, unwelcome propositions or inappropriate letters, ethnic/racial slurs or any other messages that could be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin or religious/political beliefs.
- Southern 14's e-mail system shall not be utilized to pursue non-job-related solicitations or causes.

Employees accessing the Internet are representing Southern 14.

- Employees are responsible for seeing that the Internet is used in an effective, ethical, responsible and lawful manner.
- Use of the Internet must not disrupt the operation or productivity of Southern 14.
- Transmission of email and all other electronic information over the Internet is not secure and it is suggested that when possible, the transmission of sensitive, confidential or proprietary information over the Internet be avoided.
- Employees are prohibited from unauthorized use of another employee's email.

Software/Intellectual Property

It is Southern 14's policy to comply with all laws regarding intellectual property.

- This includes all software that is procured and/or licensed by Southern 14 or developed using Southern 14's resources by employees or vendors.
- Southern 14 and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements.
- Noncompliance can expose Southern 14 and the responsible employee(s) to civil and/or criminal penalties. Southern 14 does not condone the illegal duplication, acquisition or use of unauthorized copies of software.

So. 14 LWIB, Inc. - Personnel Policies

- All requests for software purchases will be approved for compatibility by the IT Manager. Software will be installed by the IT Department. Shareware software is to be handled as a regular software purchase.

XIV Fraud Awareness and Incident Reporting

In compliance with WIOA, Chapter 8 Section 3.7.2:

Employees will be required to review the incident reporting policy as well as the fraud training on the GATA website (<https://www.illinois.gov/sites/GATA>) annually as a part of the employee evaluation and certify that they have reviewed and agree to follow the reporting procedure. Incident reporting forms and instructions are available on the Southern 14 web page (SO14LWIB.com) or from the Board's compliance officer.

So. 14 LWIB, Inc. - Personnel Policies

**SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.
FOR
Local Workforce Investment Area #26**

Equal Opportunity/Affirmative Action Policy Statement

The Southern 14 Workforce Investment Board, Inc. and its Administrative entities shall not discriminate or permit discrimination against any applicant for employment, or in terms or conditions of employment of any employee, or in connection with any apprenticeship or other training program because of race, color, religion, sex, marital status, national origin or ancestry, age physical or mental handicap unrelated to ability, unfavorable discharge from military service, political affiliation or citizenship. The Southern 14 Workforce Investment Board, Inc. for Service Delivery Area #26 will uphold, defend, enforce and advocate all laws relating to Equal Employment Opportunity/Affirmative Action including:
TITLE VI or the Civil Rights Act of 1964, as amended;

The Age Discrimination Act of 1975;
Section 504 of the Rehabilitation Act of 1973, as amended;
TITLE IX of the Education Amendments of 1972; as amended;
Section 167 of the Job Training Partnership Act of 1982;
U. S. DOL Regulations at 29 CFT Parts 31 and 32;
The Illinois Human Rights Act: and
The XIV Amendment to the United States Constitution
The Americans with Disabilities Act of 1990

EEO officer – Lyn Stephens
PO Box 186
304 East Robinson Street, Suite 210
Carmi, IL 62821
Telephone 618-382-5024