

HUMAN RESOURCES MANUAL

**WESTCHESTER COMMUNITY OPPORTUNITY PROGRAM, INC.
2269 Saw Mill River Road, Building #3
Elmsford, NY 10523**



These Human Resources Policies do not constitute a contract of employment and in no way alters the at-will relationship between you and WestCOP

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1.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

Westchester Community Opportunity Program, Inc. (hereinafter referred to as “WestCOP”) will recruit, hire, train and promote all persons without regard to race, color, religion, political belief, sex, age, national origin, sexual orientation or qualified handicap. No job applicant is to be discriminated against because of these factors. We further state that all personnel actions such as compensation benefits, transfers, layoffs, returns from layoffs, WestCOP-sponsored training, education and social/recreation programs will be administered without regard to race, creed, color, religion, sex, national origin, mental and physical condition, marital status, political belief or sexual orientation.

The EEO Officer with the support of the Human Resources Department will be responsible for implementing the Equal Opportunity Program. It is their responsibility to develop the appropriate program, communicate these programs to the concerned recipients (both external and internal), review and analyze these programs for any problem areas, establish a timetable for correction of the problems and goals based upon the analysis, take corrective action in order to resolve these problems, and take the required follow-up action to ascertain the overall compliance to the point of Equal Opportunity.

1.2 ADA COMPLIANCE

Westchester Community Opportunity Program, Inc. welcomes applications from people with disabilities and does not discriminate against them in any way. We comply with the Americans with Disabilities Act (ADA) of 1990. For example, by:

- Considering all applicants with disabilities for employment using the same criteria as are used for the employment of persons without disabilities.
- Considering employees with disabilities for promotions using the same criteria that are used for the promotion of employees without disabilities.
- Taking steps to make its facilities barrier-free and accessible according to appropriate federal and state statutes.
- Making scheduling and other adjustments to reasonably accommodate employees with disabilities.
- Educating employees to the fact that individuals with disabilities are employed by the agency and should not be discriminated against.
- Posting notices explaining the provisions of ADA and staff rights under the law.

1.3 JOB DESCRIPTION

All positions must have job descriptions. Job descriptions shall be reviewed by the appropriate supervisor for accuracy and compliance at least once each year or upon position vacancy, whichever occurs first.

A Standard format (see Appendix A) must be used to insure proper job classification and position development. Any revisions to a job description must be approved by the Human Resources Department before implementation.

Note Section 2.2 is devoted to Job Descriptions.

1.4 AUTHORIZATION TO HIRE

PERSONNEL REQUISITIONS

A Job Opening Form (see Appendix B) shall be completed by the supervisor and reviewed and authorized by the director of the program in which the vacancy exists for position below the coordinator level, or by the CEO/Executive Director for all coordinators. This is required for all new positions below the coordinator level. The form must also be signed by the component coordinator and the Fiscal Director.

SPECIFIC HIRING AND RECRUITING CHAINS

A. CEO/Executive Director

The CEO/Executive Director's position shall be recruited and interviewed for by the Human Resources Committee of the Board of Directors. Recommendations by this Committee to the Executive Committee will be made with the ultimate hiring responsibility resting with the Board of Directors.

The CEO/Executive Director shall interview all staff at the coordinator and program director levels, subject, subject to any conditions imposed by appropriate committees, boards, councils, or other representatives as set forth by the WestCOP Board of Directors and/or funding agencies.

B. Coordinators

Coordinators shall interview and hire all component personnel reporting to them, both Central and local, subject to the approval of the CEO/Executive Director and appropriate policy councils and funding sources.

C. Program Directors

Directors of categorical programs funded through the Central Office shall be hired by the coordinator, subject to the approval of the designated body or representative of the funding source, where required. Program staff shall be interviewed and hired by the program director. Program staff in Grades VIII and above shall be hired subject to the approval of the coordinator.

D. Early Childhood Directors (Day Care, Head Start)

Early Childhood Directors shall interview and hire all staff, subject to the approval of the Local Head Start Policy Committee or equivalent parent group and adherence to all staff recruitment and selection procedures of U.S. Department of Health and Human Services for Head Start grantees. In addition, all staff in Grade VIII above are subject to the approval of the coordinator.

E. All vacancies in WestCOP shall be circulated in accordance with Section 1.4 below.

STANDARD OPERATING PROCEDURES FOR RECRUITMENT AND HIRING

All recruitment activity will be coordinated by the Human Resources Director. It is the policy of WestCOP to consider all available, qualified candidates. Present employees should be encouraged to advance by applying for appropriate vacancies in WestCOP. The procedure for filling a job vacancy is as follows:

- A. When any employment vacancy occurs, a Job Opening Form shall be completed and signed by the director of the component in which the vacancy exists. After being initiated by the component coordinator and the Fiscal Director, the completed form shall be sent to the Human Resources Director along with a copy of the job description. (If this is a new job description it must be approved by the Human Resources Director). Any form that is not complete, shall be returned.
- B. When notification of a job vacancy is received, the Human Resources Director will send an announcement of a job opening to all component agencies for posting. The Human Resources Director will also notify the State Employment Service and/ or all other agencies which could provide a qualified pool of applicants. (See section 1.4 below, on Sources for Candidates). The Job Posting Format is shown in Appendix C.
- C. Applications will be received for one week after a job opening is posted, or, in some instances, longer at the discretion of the Human Resources Director.
- D. All applications for employment shall be sent to the Human Resources Director, who will review them and forward all qualified applications to the program director.
- E. The program director, or person delegated the responsibility for hiring, shall review the applications forwarded from the Human Resources Director, conduct interviews, and make a selection of an applicant. However, no offer of employment shall be made without approval of the applicant by the Human Resources Director, the CEO/Executive Director and, where applicable, the appropriate funding agency, policy council, board or committee. The CEO/Executive Director shall interview all applicants for positions which report directly to the coordinators.
- F. The applicant's employment file, which is sent for approval to the Human Resources Director and the CEO/Executive Director, shall include:
 - 1. completed application for employment;
 - 2. resume (if one has been submitted with application);
 - 3. interviewer's notes and comments on the personal interview;
 - 4. verification of special eligibility requirement, if any;
 - 5. copy of approval by appropriate board, council, or funding source, if any.
- G. The applicant's references will be confirmed by the Human Resources Director. If references are satisfactory, the Human Resources Director shall promptly give approval for hiring.

H. Once approval is received the program director will immediately submit the following completed forms to the Human Resources Department.

1. Personnel Action Form.
2. Employment Eligibility Verification Form.
3. W-4 Form.
4. Insurance cards (if applicable).

NOTE: For samples of the above forms see Appendix E to H.

1.5 SOURCES FOR CANDIDATES

PROCEDURES FOR RECRUITMENT

In recruiting candidates, a good faith effort shall be made to fill vacancies for full-time positions in the following order of preference.

- A. Employees applying for reinstatement from approved military leaves of absence must be offered re-employment under the law.
- B. Employees applying for reinstatement from other approved leaves of absence;
- C. Qualified employees whose current position is being discontinued or someone subject to recall after being laid off;
- D. Qualified employees recommended for promotion;
- E. Qualified employees recommended for lateral transfer;
- F. New applicant and former employees applying for re-employment.

GENERAL SOURCES OF CANDIDATES

For informational purposes, the supervisor is directed to the following general sources (in alphabetical order). The Human Resources Director may use these as well as others when recruiting for new applicants:

- A. Employment agencies, recruiting and search firms;
- B. Hispanic Coalition;
- C. Local colleges and universities;
- D. NAACP;
- E. Westchester County Office of African American Affairs;
- F. National Urban League;
- G. Newspaper advertisements;
- H. Regional Equal Employment Opportunity Office;
- I. Resume file from previous applicants;
- J. Secretarial Schools;
- K. State and city employment agencies;
- L. U.S. Department of Labor;
- M. Westchester County Office of Hispanic Affairs;
- N. Westchester County Office of Women;
- O. National Association of Social Workers/Westchester;
- P. National Association of Black Social Workers.

1.6 APPLICATION

Applicant must complete and sign the employment application (see Appendix D). Refusal to complete and submit this application will disqualify the person from further consideration for employment.

All applicants shall be notified in writing if no vacancy exists after receipt of the employment application, and that their application shall be placed on active status for a period of 12 months.

1.7 INTERVIEWING

Interviewing shall be done in steps as follows:

- A. Initial screening by the Human Resources Director.
- B. Specific area interview by the supervisor (or group) to whom the applicant will immediately report.
- C. Subsequent area interviews, if warranted, by the next level above the applicant's immediate supervisor.

1.8 THE OFFER OF EMPLOYMENT

Prior to extending the job offer, the supervisor must discuss with his/her supervisor the terms of the job offer. This should include amount of money to be offered, position responsibilities, the date of the next salary review and the relationship of the candidate's proposed salary to that of the other incumbents in that position.

Prior to offering the position, the Human Resources Director should contact prior employers to verify all pertinent information. Reference forms should be completed and later submitted to the Human Resources Department.

NOTE: The current employer will not be contacted at this time if the candidate has specifically requested that he/she not be.

The offer of employment shall be made by the supervisor or member of the Human Resources Department either by a face-to-face conversation, telephone conversation, or by written communication. Appropriate approvals must be secured as described in Section 1.4. All jobs should be made conditional upon favorable references from the current employer. A job offer shall include the job title, reporting relationship, rate of pay, and an explanation of WestCOP six-month probationary period. Never allow an employment agency to offer a position to a candidate.

1.9 APPOINTMENT

When a new employee begins work within any component of WestCOP, he/she will be advised in writing by the Human Resources Department and/or coordinator of the terms of employment. Such advisement shall include:

- A. The fact that all positions in WestCOP are subject to the availability of funding.
- B. A copy of position title, job description, effective date of employment and starting salary, in accordance with the WestCOP Salary Comparability Study.
- C. Whether employment is regular, temporary or conditional.
- D. A designation of his/her WestCOP component and immediate supervisor.
- E. A copy of WestCOP's Orientation Package.

1.10 CLASSES OF EMPLOYMENT

EMPLOYEE CLASSIFICATION

All full-time employees must be classified into one of the following:

- A. Exempt Employees—these are generally professional and managerial employees who are not eligible for over-time pay. Employees in this status are those who qualify as executive, administrative or professional personnel under the Fair Labor Standards Amendment of 1974. Public Law 93-259 and are not limited to a 40-hour work week.
- B. Non-Exempt Employees—all employees not included in the above classification are non-exempt employees and are limited to 40-hour work week. (Any employee in the non-exempt classification who works longer than 40 hours in a week will be granted compensatory time off provided the overtime was properly approved in advance).

Exempt and non-exempt employees are full-time employees of WestCOP, and are eligible for employment benefit policies and insurance benefits as outlined in Section 3.

THE SALARY COMPARABILITY STUDY implements a salary scale for the benefit of WestCOP and its employees. However, it is recognized that budgetary limitations and/or other funding source requirements may affect this policy.

VARIOUS CLASSES OF EMPLOYMENT INCLUDE:

- A. Regular full-time. Those employees who work a full 7-hour day, 35-hour week and whose employment is not time-limited. Head Start employees are considered regular full-time employees.
- B. Regular part-time. Those employees who work less than a full 7-hour day or 35-hour week on a regularly scheduled basis and whose employment is not time-limited but who are employed at least half time (17 ½ hours per week).
- C. Temporary full-time. Those employees who work a full 7-hour day, 35-hour week; but whose duration of employment is limited to a definite number of hours, days, weeks or months to be worked.
- D. Temporary part-time. Those employees who work less than a full 7-hour day or 35-hour week on a regularly scheduled basis, but other conditions are the same as for temporary full-time, above;
- E. Intermittent or hourly. Temporary employees not having a regularly scheduled tour of duty, e.g., regular substitutes.

1.11 NEW HIRE FORMS

Prior to their actual starting date, new employees must complete all new hire forms, with appropriate approval signatures secured. In cases where timing is critical, a phone call to the CEO/Executive Director or designee may initiate the process.

The new hire forms package includes the following forms:

- A. Human Resources Action Forms.
- B. Federal W-4 Exemption Forms.
- C. Employment Eligibility Verification Forms.

NOTE: See Appendix E to H for sample forms.

1.12 ORIENTATION

All new employees shall be given a thorough orientation to WestCOP, its human resources policies and the responsibilities, skills and performance measurement of their new position. In the external offices, all orientation is the responsibility of the supervisor. In the Central Office, orientation will be handled by the Human Resources Department and the immediate supervisor will be responsible for orientation to policies and responsibilities within the Department.

Orientation topics must include the following:

- A. Affirmative Action Policy of WestCOP.
- B. Working hours
- C. Lunch period
- D. Pay day
- E. Time sheets and sign-in sheets
- F. Absence—need to notify supervisor
- G. Grievance Policy
- H. Leaves of absence—WestCOP approval required
- I. Salary administration program
- J. Conflict of interest policy
- K. Probationary period for new employees
- L. Voluntary termination
- M. Vacation policy
- N. Holidays and religious observances
- O. Paid absences
- P. Educational assistance
- Q. Job posting
- R. Performances appraisal program
- S. State and federal insurance programs.
- T. HIPPA policy

The following non-contributory benefits should be described and explained:

- A. Group life insurance;
- B. Regular accidental death and dismemberment;
- C. Hospital coverage;
- D. Surgical coverage;
- E. Major Medical;
- F. Maternity coverage;
- G. Long/short-term disability.

The following voluntary benefits should be explained:

- A. Dependent medical and dental coverage;
- B. Employee's Pension Plan;
- C. Tax-free annuity plan;
- D. US Alliance Federal Credit Union.

All of the above topics are noted on a form entitled "New Employee Orientation Checklist", which should be completed and signed by the new employee and the orientation instructor. The form should then be forwarded to the Human Resources Department. A copy of this form is provided in Appendix I.

Following the formal Orientation Program, the new employee's supervisor should make a special effort to make the new employee feel welcome and to provide necessary job information and specific policies needed for the new employee to function effectively.

The supervisor should provide an explanation for all of the following areas:

- A. The organization of WestCOP
- B. The names and position of key personnel in the chain of command
- C. Recent WestCOP accomplishments
- D. Agency philosophy
- E. Use of the telephone
- F. Introduction to co-workers
- G. Specific responsibilities and duties of the employee
- H. Standards for measuring employee performance
- I. The approximate date when the first formal employee performance interview will be held
- J. Completion of time cards and procedure of sign-in sheets
- K. Need to notify the supervisor in the event of absence
- L. An explanation of the specific training which will be provided in the short term
- M. An explanation of the job posting policy

In all ways the supervisor should attempt to exhibit and demonstrate a high level of expectation from the new employee and should convey a warm, sincere interest in the development of the new employee as part of WestCOP's ongoing efforts.

1.13 NON-DISCIPLINARY PROBATION

WestCOP maintains a probationary period policy for employees who are newly hired, transferred to another position, promoted or re-hired. Employees who fall within this policy are to be informed of their probationary status by their supervisor.

All new hires shall be on a probationary period for the first six months of their employment. During this time, their immediate supervisor shall pay close attention to the employee's performance and shall make every effort to assist them in adjusting to the requirements of their job and the demands of their working environments.

Newly promoted, transferred, or re-hired employees shall be on a probationary period for 90 days (three months).

During the non-disciplinary probationary time period, employees are restricted from applying for vacation or personal days off.

During the probationary period the job performance of the employee is to be evaluated carefully by the supervisor. Where the employee's job performance is judged to fall short of an adequate level of performance, WestCOP reserves the right to terminate the employment of the individual (see Section 5).

PROBATION PROCEDURE FOR NEWLY HIRED EMPLOYEES

- A. During the probationary period, the supervisor shall observe and evaluate the employee's job performance, attendance, punctuality and compliance with WestCOP's standards of conduct. The supervisor is encouraged to discuss job-related problems with the employee when they occur.
- B. The probationary period gives the employee the opportunity to learn his/her new job, to know how he/she is progressing, and how he/she can improve. The employee should be encouraged to discuss job-related problems with the supervisor when they occur.
- C. Prior to the end of the six-month probationary period, and after formal discussion with the employees, the supervisor may decide that the employee's job performance is unsatisfactory. Termination for unsatisfactory performance may be initiated by the supervisor.

PROBATIONARY PROCEDURES FOR NEWLY PROMOTED, TRANSFERRED OR RE-HIRED EMPLOYEES

- A. During the 90-day probationary period, the immediate supervisor shall make every effort to help the employee adjust to the requirements of the position.
- B. If during the probationary period, the employee's performance is unsatisfactory after every effort has been made to help the employee adjust to the requirements of the position, he/she may be

returned to the former position if it is still available, or may be recommended for transfer to another position.

- C. In the event a transfer is recommended, the Human Resources Department shall make every reasonable effort to place the employee in a position and grade level comparable to his/her former position and grade level.
- D. If no suitable position is available, the supervisor may terminate the employee for unsatisfactory performance.

1.14 RE-EMPLOYMENT

If a regular employee who has completed the new-hire probationary period has been terminated with WestCOP for reasons other than dismissal for unsatisfactory service, and is re-employed by WestCOP within one year, then every effort shall be made to re-hire the employee in a comparable position to his/her previous position with WestCOP. When an employee is re-hired he/she will be required to serve a three-month probationary period.

SECTION 2. SALARY ADMINISTRATION

- 2.1 Salary Administration
- 2.2 Employee Job Descriptions
- 2.3 Job Evaluation
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 - Hiring ranges
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 - Voluntary deductions
- 2.8 Working Hours
 - Regular hours
 - Overtime

2.1 SALARY ADMINISTRATION

Objective

The objective of the Salary Administration Program is to ensure that employees are directly compensated in relation to the scope and level of their responsibilities and to their ability effort and performance as demonstrated through results. WestCOP's policies and guidelines are designed to achieve these objectives. The program will be reviewed periodically to ensure that it meets changing work patterns, compensation trends, employee staffing and economic conditions which affect general operations. The successful administration of this program and the attainment of the stated objectives depend upon how effectively each supervisor administers the program in his or her areas of responsibilities.

2.2 EMPLOYEE JOB DESCRIPTIONS

The necessary components of WestCOP's job description are as follows. (See sample format in Appendix A).

- A. Position data (title, grade, immediate supervisor, classification).
- B. Basic job function.
- C. Position responsibilities and specific duties.
- D. Key working relationships.
- E. Supervisory scope of the position.
- F. Organizational responsibility of the position.
- G. Knowledge and skill requirements.
- H. Special requirements.

PREVIEW OF AND REVISIONS TO JOB DESCRIPTIONS

All revisions and adjustments must be made by the Human Resources Director to ensure that the position is in compliance with its assigned salary level.

NEW POSITIONS

A job description for a newly created position shall be drafted by the appropriate supervisor and then submitted to the Human Resources Director and the Coordinator for review and evaluation within the framework of the Salary Administration Program.

AUTHORITY FOR APPROVAL OF JOB DESCRIPTIONS

All job descriptions are to be approved by both the Human Resources Director and the CEO/Executive Director.

2.3 JOB EVALUATION

Job evaluation is a systematic method of ranking and comparing jobs to establish consistent relationships within WestCOP. It involves interrelationships with the Human Resources Department, appropriate managerial staff and the Human Resources Committee. Each job is evaluated and measured against the factors listed below and is also ranked with other similar jobs in WestCOP.

A. Evaluation factors—non-exempt

1. Level of formal education required;
2. Special eligibility requirements;
3. Number of years prior experience in related areas;
4. Degree of judgment exercised on the job;
5. Impact of errors;
6. Supervision of others;
7. Job complexity.

B. Evaluation factors—exempt

1. Level of education and training required;
2. Special eligibility requirements;
3. Prior experience with related responsibilities;
4. Degree of judgment exercised on the job;
5. Impact of the job on WestCOP funding inflow;
6. Supervisory responsibilities including the number of people supervised and the level of the positions supervised.

2.4 EMPLOYEE PERFORMANCE APPRAISAL

The main objectives of the WestCOP employee appraisal system are to:

- A. Inform the employee of his or her contributions and performance (or lack of them);
- B. develop ways to improve performance, and relate these approaches to the goals of WestCOP;
- C. plan personal objectives to be achieved in advance and set appropriate achievement timetables;
- D. discuss the employee's goals and areas of interest as well as promotional opportunities and qualifications.

SCHEDULING OF APPRAISALS

All appraisals are scheduled and performed by authorized exempt staff except as otherwise authorized by the component coordinator. All appraisals are subject to grievance as described in Section 6.3.

- A. Newly hired, transferred, promoted or re-hired employees.

Performance of these employees should be evaluated at least once within the respective non-disciplinary probationary period.

- B. Existing employees and staff.

Appraisals of performance for exiting employees and staff (not on any form of probation) should be scheduled as follows: Exempt and non-exempt—no less frequently than every 12 months.

- C. Employees on disciplinary probation.

Employees placed on disciplinary probation (see Section 4.5) must be reevaluated by the appropriate supervisor to determine whether the causes for the probation have been eliminated. The period may range from one to three months, with monthly evaluations, if necessary.

AUTHORIZATION FOR APPRAISALS

- A. Authorization for performance appraisal is granted only to exempt employees.

If an employee's supervisor is non-exempt, the appraisal must be conducted by the next highest exempt employee in the component, using input from the supervisor. The supervisor may be present for the appraisal.

- B. Staff appraisals.

- 1) The CEO/Executive Director shall be evaluated by the Chairperson of the Board of Directors, with the concurrence of a plurality of the Executive Committee.
- 2) All other staff members are evaluated by their immediate supervisor, as stated above.

Each supervisor is responsible for preparing a written performance appraisal for each employee and obtaining the approval of his/her supervisor before communicating the performance appraisal to the employee. It is the responsibility of the supervisor to ensure equity and consistency in the way in which performance evaluations are being carried out in his/her area of responsibility.

Following the review by the supervisor's superior, the supervisor and the employee should meet to review the appraisal and discuss the evaluation. The employee should be given an opportunity to comment, on the evaluation, in writing, and should be asked to sign the form certifying that the interview has been held.

Copies of all written performance appraisals are to be sent to the Human Resources Department. The Employee Performance Appraisal Form may be found in Appendix J.

2.5 SALARY GRADES AND RANGES

All Salary Grades and Ranges information is confidential and available from the Human Resources Department to authorized employees only.

2.6 SALARY GUIDELINES

A. Hiring ranges (comparability)

The hiring range for a position is based on the position evaluation which ranks the requirements according to Section 2.4. Applicable salary range information is available from the Human Resources Department. It is not distributed.

B. Merit and cost of living increases

As the availability of funds allow, new salary increases may be granted for above average performance. There is, however, no guarantee that these funds will be available. Increases for cost of living are governed by these same policies. No bonuses or temporary cost of living increases are allowed.

C. Promotional increases

A promotion is defined as an upward step movement within the same grade or a move from one grade to a higher grade. Salary increases will comply with the appropriate new level. Any increases of 20% or \$5000 (whichever is smaller) must be approved by the CEO/Executive Director.

D. Approval requirements

- 1) The CEO/Executive Director must specifically approve situations cited in Section 2.6C above and must sign all employee status change forms.
- 2) The Human Resources Director must review and approve all increases in salary to ensure compliance with the salary comparability guidelines.
- 3) The Fiscal Director must also assure that appropriate funding is available to cover the increases.

E. Salary payment schedule

All salaries are paid biweekly on Fridays.

2.7 PAYROLL DEDUCTIONS

A. Mandatory deductions

WestCOP is required to make the following deduction from paychecks:

- 1) Federal Income Tax;
- 2) Social Security (FICA);
- 3) State and city taxes where applicable;
- 4) Garnishments when applicable;
- 5) Repayment of payroll advances.

B. Voluntary deductions

WestCOP may grant an employee the following deductions subject to the approval of the CEO/Executive Director.

- 1) Saving deductions (pension plan & credit union);
- 2) Tax shelter annuity;
- 3) Charitable contributions.

2.9 WORKING HOURS

A. Regular Hours

WestCOP has a five-day, 35 hour week, i.e. Monday through Friday, including an unpaid one-hour lunch period. The work schedule may vary at some locations and with certain individuals or programs. All employees must take the lunch break. Part-time employees are entitled to a half-hour lunch break if they work a minimum of six-hour day.

B. Overtime

- 1) Overtime pay as compensation for overtime worked is not authorized.
- 2) Non-exempt staff members working in excess of 40 hours a week or on holidays shall be entitled to compensatory time off at the rate of one and one-half hours per overtime worked.
- 3) Compensatory time is not considered cumulative and must be taken within the pay period the overtime was incurred. Compensatory time not taken, at no fault of WestCOP, shall be forfeited by the employee.
- 4) All overtime must be authorized in writing in advance.
- 5) WestCOP recognizes that work in excess of the regular 40-hour week is implicit for exempt employees such as executive, administrative, managerial and professional staff, and that provision "2)", above does not apply. However, in recognition of the added hours worked by persons in the exempt category up to a maximum of five additional discretionary days may be allowed, upon recommendation of the coordinator and approval of the CEO/Executive Director. These are not to be considered personal days.

SECTION 3. BENEFIT POLICIES

- 3.1 Insurance, Disability, Plans, and Pension Plan.
 - Group Health, Life Insurance Plan and Dental Plan
 - Pension Plan
 - Worker's Compensation Benefits
 - Disability Insurance
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- 3.2 Vacations and Holidays
 - Vacations with Pay
 - Other Vacation Provisions
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- 3.3 Absences
 - Reporting Off Duty
 - Pay During Illness
 - Absence for Personal Reasons
 - Enforced Absence
 - Leaves of Absence
 - a) Medical/Disability leave of absence
 - b) Family and Medical Leave Act of 1993
 - c) Personal leave of absence without pay

- 3.4 Education and Training Plan

- 3.5 Expense Reimbursement

- 3.6 Use of Company Vehicles

3.1 Insurance, Disability Plans, and Pension Plan

A. Group Health, Life Insurance and Dental Plan.

- 1) A combined Group Health, Dental and Life Insurance Plan is provided for employees working 28 hours or more after three months employment. However, effective May 1st, 2009, any newly hired employee working less than 35 hours per week will not be eligible for medical benefits. Dependent coverage is provided at 50% of employer's cost.
- 2) Employees who retire from WestCOP at age 62 or over after completion of 25 years service will be eligible to continue Medical insurance coverage under the pre-existing policy. The agency will pay for individual coverage only.
- 3) Enrollees in Employment and Training and other such programs are not covered by the Group Health, Life Insurance and Dental Plan but are covered by Worker's Compensation.

B. Pension Plan

After one full year of employment (and if the employee has reached 21 years of age), all employees who work at least 1000 hours a year are eligible to be included in the defined benefit plan.

An employee is vested in the plan at the end of a three (3) year period. Should the employee leave prior to three (3) years, he or she would receive what has been contributed by the employer based on the vesting schedule to the plan plus interest.

This plan calls for employee/employer participation. The employee's contribution to be deducted each salary check, is equivalent to 1% minimum of gross salary. The employer contribution is 4% of gross salary.

C. Worker's Compensation Benefits

Worker's Compensation benefits are provided as required by law. To be eligible for lost time benefits, the employee must be absent from work due to the injury for seven consecutive days. All accidents, illnesses or injuries should be reported by the employee to his/her supervisor immediately.

D. Disability Insurance

All employees of WestCOP who have exhausted their accrued sick leave and are absent because of non-occupational illness or injury are protected by New York State Disability Insurance, as required by law. Benefits take effect on the 8th calendar, day after injury and extend to a maximum of 26 weeks in the amount specified under New York State law. In order to qualify, an employee must be under the care of a licensed physician and file a claim with the Central Office within seven (7) days after the occurrence of the accident.

E. Unemployment Insurance

All employees of WestCOP are provided New York State Unemployment Insurance.

3.2 VACATIONS AND HOLIDAYS

A. Vacations with Pay

- 1) Vacations are calculated from August 1st to July 31st, and should be taken whenever feasible between these dates. Although every possible consideration will be given to employees' plans, vacations must be scheduled to avoid interruptions in WestCOP's work and the needs of the employee's component. All vacation schedules must be submitted to and approved by the program director or coordinator by April 30th for summer leaves and at least ten (10) working days in advance of other dates.
- 2) If a staff member is on sick leave at this time his/her vacation is scheduled to begin a new vacation schedule must be arranged to avoid conflict with the vacation of others and the needs of WestCOP. Illness while on vacation is not deductible sick leave.
- 3) Vacation days are earned at the rate of 11.6667 hours per month or 20 days per year for regular full-time employees. Regular part-time employees who work at least 17.5 hours a week will receive prorated vacation time. Employees whose date of employment occurred before the 15th of the month will be given accrual credit for the entire month those who began after the 15th, will be credited with half a month, provided they have worked at least one week in that month. However, employees are prohibited from requesting vacation time prior to the completion of the probationary period.
- 4) Salary advances may be granted but may not exceed the earning accrued for the scheduled vacation period.

B. Other Vacation Provisions.

- 1) Employees may carry over a maximum of five (5) days vacation time to the next fiscal year. Except as provided below, days carried over under this provision must be taken within the first quarter (three months) of the next fiscal year. No payment for unused vacation days is authorized unless termination proceedings are in effect (see Section 5).

- 2) If a director requests that a staff person postpone taking vacation time due to coverage needs of the program, staff will be allowed to carry unused vacation time into the month of August. All of this carried-over vacation time must be taken by August 31st, except for the 5 days that they can carry-over into the new fiscal year. This time as always must be taken by October 31st.
- 3) Holidays are not counted as vacation days if they are within the employee's vacation period.
- 4) Temporary full and part-time employees, intermittent personnel and consultants are not eligible for paid vacations. If an employee is made a regular staff member, his/her vacation will be prorated from the day of regular staff member status.
- 5) Employees are not eligible for paid vacation during the probationary period except if authorized by the CEO/Executive Director. Upon successful conclusion of the probationary period, vacation accrual will become retroactive to the date of employment.
- 6) When two employees cannot be spared to take their vacation at the same time, preferences will be given to the employee with the greater length of service.
- 7) An employee whose services terminate for any reason will receive pay for any vacation for which he/she is eligible on the date of termination excluding any additional allowance for holidays if notice has been properly given and observed working days in advance of other states.

C. Holidays

WestCOP observes the following twelve holidays

New Year's Day	January First
Martin Luther King's Birthday	Third Monday in January
Lincoln's Birthday	February Twelfth
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July Fourth
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November Eleventh
Day after Thanksgiving	Friday after Thanksgiving
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December Twenty-Fifth

- 1) If a paid holiday falls on Saturday, it shall be observed on the preceding Friday. Similarly, if it falls on a Sunday, it shall be observed on the following Monday. Modification of this holiday schedule may be made by the CEO/Executive Director and shall be announced in advance to all employees.
- 2) Regular part-time employees are entitled to all Agency prorated pay holidays.

- 3) Temporary full-time employees are entitled to holidays with pay which occur during their employment, but not to vacation, sick leave, etc.
- 4) Day care programs shall remain open 52 weeks a year, including those legal holidays determined by the Head Start Policy Committee and parent groups. Compensatory time shall be granted for any employee, including exempt staff, who works on a WestCOP holiday.
- 5) Employees wishing to observe a religious holiday may do so and have the holiday credited against personal leave or vacation time subject to prior approval of the coordinator.
- 6) Foster Grandparents and Employment and Training enrollees shall observe all WestCOP holidays with pay.
- 7) For time off other than vacation and holidays, see Section 3.3. Absences.

3.3 EDUCATION AND TRAINING PLANS

WestCOP wishes to encourage the upward mobility of its staff. Any regular, part-time employee, upon completion of his/her probationary period may apply to his/her supervisor, subject to the approval of the CEO/Executive Director, for permission to participate in relevant in-service training program offered by the New York State, the federal government, or funding sources. Requests must be made in writing at least four (4) weeks prior to the commencement of the training. The supervisor and coordinator must approve the request. All approvals, including the determination of education or training with or without pay are subject to the availability of funds and the convenience of WestCOP.

Educational leave with pay for the express purpose of doing program reviews, consulting services, training, grant reviews, etc. which are related to the employee's current job, may be granted as annual leave for up to ten (10) working days per year (in addition to other annual leave). This must be approved by the CEO/Executive Director.

3.4 EXPENSE REIMBURSEMENT

All information regarding reimbursement for allowable expenses (that is, travel, lodging, meals) is covered by the funding sources as presented in the appropriate CSBG, HHS, or local policies.

Any questions regarding these instructions or any policies on expenses should be referred to WestCOP's Fiscal Director.

3.5 USE OF COMPANY VEHICLES

All information regarding use of WestCOP vehicles (operating expenses, such as reimbursement of fuel, oil, tolls, parking, etc) is covered under the Procedures for Payment of Travel Expenses.

Any questions regarding these procedures should be referred to WestCOP's Fiscal Director.

SECTION 4. DISCIPLINARY ACTION

- 4.1 Objectives
- 4.2 Authorized Level for Disciplinary Action
- 4.3 Preconditions for Discipline
- 4.4 General Rules of Conduct
- 4.5 Available Forms of Discipline
- 4.6 Procedures for Administering Discipline
- 4.7 Discipline Related to Individual Cases of Absenteeism

4.1 OBJECTIVES

In administering discipline, WestCOP exercises its right to determine and uphold WestCOP policies, rules and regulations and to have employees who are working productively in their respective jobs. However, it is absolutely essential that all discipline be administered in a manner which is consistent throughout WestCOP, fair to all employees and nondiscriminatory. For every employee who is reprimanded or discharged, there are other employees watching to see why and how the discipline was administered and these employees form their own attitudes toward management and WestCOP accordingly. These attitudes will affect office morale and the level of service which is provided to our clients.

The objective of the disciplinary actions must, therefore, reflect fairness and be corrective in nature to preclude similar situations from recurring.

4.2 AUTHORIZED LEVELS FOR DISCIPLINARY ACTION

Supervisors are directly responsible for administering discipline. After the appropriate counseling and investigation have been done, the supervisor issues a written warning to an employee. Before a second warning, which must be written, is issued to an employee, the supervisor should inform the next highest level of management. Before an employee is put on disciplinary probation or is terminated, the appropriate coordinator or director should be informed as well as the Human Resources Department. If applicable, the Human Resources Committee or appropriate policy council or committee may also have to be consulted. (See Section 5, Terminations).

4.3 PRECONDITIONS FOR DISCIPLINE

Before discipline is administered, WestCOP must assure that the discipline is both “necessary and appropriate” including all of the following:

- A. There should be a careful explanation to the employee of WestCOP policy, any rules or regulations, and the employee’s job responsibilities.
- B. An employee must be warned of the consequences of poor conduct, violation of policies, or poor job performance. Exceptions may be made for certain extreme cases, as discussed in Section 4.4 General Rules of Conduct.
- C. WestCOP policies and regulations must be reasonably related to sound business practices and be efficient and safe operations within WestCOP.
- D. An investigation of the circumstances must occur. Specific factual information should be gathered wherever possible. This includes dates, figures, names of other people and a description of behavior or the impact of behavior. Appropriate evidence may also include testimony from witnesses.
- E. The investigation must be fair and objective.
- F. The investigation should produce substantial evidence of a breach of policy or regulations.
- G. WestCOP policies and regulations must be applied reasonably and consistently. The discipline should be reasonably related to the seriousness of the offense and to the past record of the employee.

4.4 GENERAL RULES OF CONDUCT

Rules of conduct governing WestCOP are not for the purpose of restricting the rights and activities of employees, but are intended to help employees by defining and protecting the rights and safety of all persons, employees, clients, enrollees, guests and students.

General rules of conduct are considered essential to the safety and well-being of those at WestCOP, or at the site of a program component. Employees are expected to acquaint themselves with additional component rules of conduct and regulations.

Disciplinary action or termination with or without pay, depending on the severity or degree of violation, will be exacted for violation of any of the following rules:

- A. Falsification or unauthorized altering of records, employment applications, time sheets, time cards, client records, etc.
- B. Failure to assist a client or employee in an emergency situation where such assistance is within the normal scope of the employee's duties.
- C. Excessive lateness or absenteeism.
- D. Failure to report absence within one hour of scheduled starting time.
- E. Unauthorized disclosure of information contained in personnel, client or other records of WestCOP.
- F. Being under the influence of, or possessing narcotics or other dangerous drugs.
- G. Being under the influence of, or possessing intoxicating beverages within WestCOP service facilities.
- H. Reporting to work under the influence of intoxicating beverages or narcotics.
- I. Disorderly conduct, including fighting within Agency facilities.
- J. Insubordination or use of abusive, threatening or obscene language.
- K. Leaving the job or work assignments without permission during regular assigned working hours.
- L. Sleeping on duty.
- M. Creating unsafe or unsanitary conditions.
- N. Stealing or unauthorized use of WestCOP equipment or possessions.
- O. Stealing or unauthorized use of personal property belonging to any employee, client, enrollee, guest or student of the WestCOP.

- P. Solicitation by employees of gratuities, gifts, tips and /or special considerations for services performed in the course of employment from clients, visitors, enrollees, students, contractors, vendors and other employees or persons in any way associated with WestCOP.
- Q. The use of WestCOP equipment or facilities to solicit for private enterprise, raffles, lotteries or sale of tickets for entertainment, dances, etc. are prohibited unless approved by the Executive Director.
- R. No person shall be employed and no employee shall continue employment when he/se or a member of his/her immediate family serves on a Board of Committee of a grantee or a delegate Agency if that Board or Committee has authority to order personnel actions affecting his/her job.
- S. No person shall hold a job over which a member of his/her immediate family exercises supervisory authority.
- T. No person shall hold a job while he/she or a member of his/her immediate family serves on a Board or Committee which either by rule or by practice, regularly nominates, recommends or screens candidates for WestCOP or program by which he/she is employed.
- U. Violations of WestCOP's policies.

NOTE: A member of an immediate family shall include any of the following persons:

Husband	Wife	
Father	Father-in-law	Stepfather
Mother	Mother-in-law	Stepmother
Brother	Brother-in-law	Stepbrother
Sister	Sister-in-law	Stepsister
Son	Son-in-law	Stepson
Daughter	Daughter-in-law	Stepdaughter
Grandparent		

- V. Any other act detrimental to the interest of WestCOP or its employees.

4.5 SUGGESTED FORMS OF DISCIPLINE

- A. Delay in the approval of a salary increase.
- B. Verbal warning.
- C. Written warning.
- D. Disciplinary probation (the probationary period may vary from one month to three months depending upon the nature of the unacceptable behavior).
- E. No pay for time absent from work (applicable when the supervisor has good cause to doubt the excuse or explanation for absence provided by the employee).
- F. Suspension without pay up to two weeks and disciplinary probation as stated in “D” (two weeks maximum).
- G. Termination with pay.
- H. Termination without pay.

4.6 PROCEDURES FOR ADMINISTERING DISCIPLINE

The supervisor must first ensure that discipline is both necessary and appropriate (see Section 4.3. Preconditions for Discipline).

The supervisor should counsel with the employee to get his/her side of the story, if possible.

- A. Was employee aware of our policy, our regulation or the job responsibility in question?
- B. The supervisor should attempt to ascertain all facts.
- C. The supervisor should attempt to understand from the employee, the reasons why the employee is behaving as such—that is, the motivations and the intentions behind the behavior.

The supervisor should consider the past record of the employee, the nature of the unacceptable behavior, the length of employment of the employee, in determining the appropriate discipline. Appropriate discipline should be administered.

An employee whose performance is deemed unsatisfactory shall receive a warning in writing at least one (1) month prior to termination. During such period, an employee shall be on disciplinary probation.

Written warning should be explicit and indicate areas of unsatisfactory performance and should include corrective recommendations.

All written warnings shall be signed by both employee and supervisor. If the employee refuses to sign, this should be noted on the warning notice. Copies should be made with one retained by each and one sent to the Human Resources. The employee may respond in writing to the initial warning, setting forth all relevant circumstances.

A warning should include all of the following:

- A. An explanation of exactly what is unacceptable in the past behavior of the employee.
- B. An explanation of the WestCOP policy or regulation of the job responsibility in question.
- C. An explanation of what form of discipline will occur if there is continued unacceptable behavior.

Before taking further action (e.g. probation) the supervisor must refer to Section 4.2. Authorized Levels for Disciplinary Action, to make certain that proper approval is obtained.

If any employee is to be put on disciplinary probation, the Disciplinary Probation Form must be filled out and properly approved, with a copy forwarded to the Human Resources Department. A sample of this form is included in Appendix K. Past probationary actions are also required to be noted in this form.

4.7 DISCIPLINE RELATED TO INDIVIDUAL CASES OF ABSENTEEISM

Need to provide notice

It is the policy of WestCOP that any employee who will be absent from work must speak directly with his/her supervisor or appropriate designee at the beginning of the scheduled work period. The employee is expected to explain the reason for the absence, the anticipated duration of the absence and to provide information making it possible for the supervisor to reassign work where necessary.

Factors to consider

Before implementing any disciplinary action for chronic, unexcused, or excessive absenteeism, the supervisor should consider the following:

- A. The length of time during which the employee has had a poor attendance record.
- B. The reason cited by the employee for various absences.
- C. The attendance of the other employee.
- D. Whether proper notice of absence was provided.
- E. Whether the employee has been adequately warned that disciplinary action may result if his/her attendance record fails to improve.
- F. Whether all of the preconditions necessary for disciplinary action, as discussed in Section 4.3 have been met.

Chronic Illness

Supervisors have a responsibility to guard against false claims of sickness. When an employee's attendance record has fallen below an acceptable range of time, so that it may be deemed unreasonable, the supervisor can consider that employee's previous attendance record, length of service, efforts to improve, the nature of the absences, the degree to which the absences exceeds the norm, and the effect on the efficiency and morale of WestCOP.

When an employee is absent for four (4) days or more, the supervisor may request a written statement on letterhead from the employee's physician. Such statement provides confirmation that the doctor has in fact treated the employee for medical conditions on the specific dates in question.

If an employee's absences become so frequent as to conflict with the employee's services of little or no value to WestCOP, the employee should put on notice and given an opportunity to improve even if the reasons offered for each individual absence seem proper.

An employee may be disciplined or terminated if there is insufficient improvement in the frequency of absences.

SECTION 5. TERMINATIONS

- 5.1 Voluntary Termination
- 5.2 Involuntary Termination
- 5.3 Notification Procedures to the Human Resources Department
- 5.4 Exit Interview
- 5.5 References

5.1 VOLUNTARY TERMINATION

A voluntary termination refers to those employees who resign of their own accord.

A. During the Probationary Period

An employee may voluntarily terminate during the probationary period as follows:

- a. Exempt employees—two (2) weeks written notice.
- b. Non-exempt employees—one (1) week written notice.

B. After the Probationary Period

WestCOP requires a one-month notice from exempt staff members and two weeks notice from non-exempt staff. Notice may run concurrent with vacation time. Notice of resignation is to be given in writing. If proper notice is given the employee is entitled to pay for accrued vacation.

5.2 INVOLUNTARY TERMINATION

A. During the Probationary Period

The coordinator or director may decide that it is in the best interest of WestCOP to accept the resignation of the employee before the date of termination—not to exceed (2) weeks for exempt or one (1) week for non-exempt employees. WestCOP, therefore, reserves the right to give pay in lieu of notice or terminate the employee without pay or notice.

B. After the Probationary Period

1. Employee dismissed because of retrenchment or reorganization will be given one month's notice. In decisions of retrenchment or reorganization, length of service shall be a consideration.
2. Employees laid off for a period solely as a result of a budget adjustment shall be considered temporarily laid off. Employees in this category may not receive notice but shall be entitled to the following.
 - a. earned vacation pay
 - b. life, health and dental insurance coverage for a period not to exceed thirty (30) days
 - c. immediate reemployment into prior position upon availability of funds
3. Warning period procedures must be followed exactly as outlined in SECTION 4.6 Procedures for Administering Discipline. WestCOP always reserves the option to grant pay in lieu of notice.

5.3 NOTIFICATION PROCEDURES TO THE HUMAN RESOURCES DEPARTMENT

Whenever an employee is separated for any reason, an Employment Termination Form (see Appendix L) should be completed and submitted to the Human Resources Department.

A. Voluntary Terminations

In the case of resignation, where the employee requests a letter of reference, the employee's supervisor shall forward a letter of reference to the Human Resources Department for inclusion in the employee's personnel file.

B. Involuntary Termination

In the case of discharge any and all supporting documentation of the reasons for the discharge should be sent to the Human Resources Department for inclusion in the employee's personnel file, which will be completed and closed.

5.4 EXIT CONFERENCE

A. Conditions when Exit Interview is Appropriate

Exit interviews need to be held with all terminating employees. However, an exit interview is appropriate when any one of the following conditions apply:

1. When a departing employee specifically requests an exit interview.
2. Whenever the supervisor of Human Resources Director believes that an exit interview may serve one of the purposes described below.

B. When a departing employee is terminating under unsatisfactory conditions, an exit interview should be urged.

C. Purpose of Exit Interview

1. To obtain information which will assist in better selection and training of employees;
2. To reduce personnel turnover—i.e., unwanted resignations;
3. To secure information helpful in isolating and correcting conditions which may contribute to the departure of valued employees;
4. To improve employee relations by providing an opportunity for a departing employee to air his/her feelings.

D. Procedures for Exit Interview

1. Exit interview should be conducted only by the Human Resources Director, coordinator, or CEO/Executive Director.
2. The exit interview should be held on the last day of employment.
3. The exit interview should be scheduled in advance.
4. The person who will conduct the exit interview should investigate before the interview the employee's record of performance, personal history, progress with WestCOP, and should consult with the employee's supervisor as to the reasons of termination and the attitude of the departing employee.
5. The exit interview should be conducted in a private office where the employee should speak freely without being overheard.
6. The member of management who is conducting the interview should be open, objective and non-defensive.

7. The topics included in the Exit Interview Form to be found in Appendix M are appropriate for an exit interview.
8. A copy of the written Exit Interview Form should be forwarded to the Human Resources Department.
9. The information obtained in an exit interview should be weighed carefully and used with discretion. Middle level or senior supervisor may be informed of what was said by the departing employee. Impartiality is imperative.

5.5 REFERENCES

The employee, upon request, shall be entitled to a written reference from his/her authorized supervisor within ten (10) working days of termination for reasons other than unsatisfactory performance, malfeasance, gross misconduct or willful neglect of duty.

SECTION 6. SPECIAL EMPLOYER/ EMPLOYEE POLICIES & PROCEDURES

- 6.1 Child Abuse Policy
- 6.2 Conflict of Interest and Nepotism Policy
- 6.3 Grievance Policy
- 6.4 Employee Access to WestCOP Human Resources File
- 6.5 Drug-Free Workplace Policy Statement
- 6.6 Harassment Policy Statement
- 6.7 Open Door Policy
- 6.8 HIPPA Policy
- 6.9 Computer Network and Internet Access Policy
- 6.10 Whistleblower
- 6.11 Workplace Domestic Violence Policy

6.1 CHILD ABUSE POLICY

Westchester Community Opportunity Program, Inc. is adamantly and unalterably opposed to any form of child abuse.

The Board of Directors of WestCOP has attempted to balance the needs of WestCOP's programs with the rights and interests of its employees, and finds that the integrity and credibility of its employees, and the integrity and credibility of WestCOP's Early Childhood Programs, Day Care, Head Start and after school, fully justify and demand the stringency of this policy.

It is the Policy of the Board of Directors of WestCOP to cooperate actively and fully with the federal, state and local authorities consistent with the rights of WestCOP's employees and clients, in the investigation of any and all allegations, complaints or charges of child abuse involving children participating in any program directly operated or funded by WestCOP.

It shall be the responsibility of the Chairperson of WestCOP's Human Resources Committee and the CEO/Executive Director to administer this Policy. All allegations or complaints of child abuse shall be directed, in confidence, to these individuals for their investigation.

Any act of child abuse, or failure to report such in accordance with this Policy, by any Director, Officer, employee, client or volunteer of WestCOP shall be the basis for appropriate action including immediate removal, suspension, termination or discharge.

Any employee of WestCOP against whom there is lodged a charge or complaint alleging child abuse shall be placed immediately on administrative leave of absence with pay or reassigned within WestCOP, in the discretion of the CEO/Executive Director, for a period not to exceed thirty (30) calendar days during which period the WestCOP Human Resources Committee shall investigate the allegations. If during the thirty (30) day period or lesser period, the charge or complaint is not withdrawn, dismissed or found to be without merit and, in the judgment of the CEO/Executive Director, the allegations are such that they will not be dismissed or withdrawn during the thirty (30) day period, the employee shall be suspended without pay for a period not to exceed sixty (60) days from the date of the initial personnel action. If during the period of suspension the allegations are not resolved to WestCOP's satisfaction, the employee shall be terminated. Any person terminated who is subsequently acquitted of all charges under circumstances that make it clear that he or she has not committed the alleged acts, shall have priority over other comparably qualified applicants for employment with Westchester Community Opportunity Program, Inc.

6.2 CONFLICT OF INTEREST AND NEPOTISM POLICY

A conflict of interest is considered to exist if any activity or interest is, or reasonably may give to persons outside WestCOP, the appearance of being, inconsistent with or opposed to the best interests of WestCOP.

OEO Instruction 6900-3, Memo 26, issued October 31, 1996 states:

“No person shall hold a job over which a member of his immediate family exercises supervisory authority.”

Husband	Wife	
Father	Father-in-Law	Stepfather
Mother	Mother-in-Law	Stepmother
Brother	Brother-in-Law	Stepbrother
Sister	Sister-in-Law	Stepsister
Son	Son-in-Law	Stepson
Daughter	Daughter-in-Law	Stepdaughter
Grandparent		

No person shall be employed and no employee shall continue employment while he/she or a member of his/her immediate family serves on a Board or Committee of a grantee or a delegate Agency if that Board or Committee has authority to order personnel actions affecting his/her job.

Prohibition against acceptance of gifts and gratuities (per OEO Instruction 6900-03, Memo 26):

“Employees of grantee agencies are prohibited from acceptance of benefits or services under the program or performing services under contract or otherwise in a position to benefit from an employee action”.

Additional outside employment

Outside employment is any paid employment performed by the employee in addition to his/her job with the grantee or delegate agency.

A full-time regular employee may not undertake or continue outside employment which, in the opinion of his/her supervisor, may be detrimental to the performance of his/her regular WestCOP responsibilities or reflect negatively on the WestCOP image.

A confidential written report letter on conflicts of interest and outside employment must be signed by each employee and returned to the Human Resources Department. A copy of this form may be found in Appendix N.

6.3 GRIEVANCE POLICY

The policy of WestCOP is to assure all employees fair and equitable treatment regarding grievances. In order to facilitate the procedure, all correspondence from both parties, and/or representatives, must be in writing with a copy forwarded to the Human Resources Director. All deadlines mentioned below must be adhered to without exception.

The grievance procedure may be utilized by all regular employees who have passed the new hire probationary period.

- STEP 1. If any employee feels unjustly or unfairly treated or disciplined, the employee must submit the complaint in writing to the immediate supervisor, not more than ten (10) working days after the incident.
- STEP 2. If the grievance has not been satisfactory resolved at Step 1, the aggrieved employee must submit a written request for a meeting along with copies of the written complaint and supervisor's reply to the component director within five (5) working days of the receipt of the supervisor's reply. The component director or designee shall set up a meeting to occur no later than ten (10) working days following the receipt of the request from the employee. The component director shall reply in writing to the employee's complaint within five (5) days after the meeting.
- STEP 3. If the grievance has not been satisfactory resolved at Step 2, the aggrieved employee must submit a written request for a meeting, sending along copies of all previous correspondence, to the component coordinator within five (5) working days of the receipt of the component director's reply. The component coordinator or designee shall set up a meeting to occur no later than ten (10) working days following receipt of the request from the employee. The component coordinator shall reply in writing to the employee's complaint within five (5) working days after the meeting.
- STEP 4. Should the grievance not be satisfactory resolved at Step 3, the aggrieved employee must submit a written request for a meeting, sending along copies of all previous correspondence, to the component coordinator within five (5) working days of the receipt of the component director's reply. The CEO/Executive Director or designee shall set up a meeting to occur no later than ten (10) working days following receipt to the request from the employee. The CEO/Executive Director shall reply in writing to the employee's grievance within five (5) working days after the meeting.
- STEP 5. Should the grievance fail to be resolved at Step 4, the employee may request (by writing to the Human Resources Director within five (5) working days of receipt of the CEO/Executive Director's reply) its referral to the Human Resources Committee of the WestCOP Board of Directors. Within two (2) working days of receipt of the employee's request, the Human Resources Director shall notify the Chairperson of the Human Resources Committee. The Chairperson shall schedule a meeting of the committee to discuss the grievance no later than fifteen (15) working days after notification by the Human Resources Director. The Committee's final decision shall be reached not later than ten (10) days after the meeting.
- a. Head Start Supported Employees: Should the grievance fail to be resolved at Step 4, the Head Start employee may request its referral to the Head Start Policy Council (HSPC) by

writing to the Human Resources Director within five (5) working days of receipt of the CEO/Executive Director's reply. The Human Resources Director shall notify the HSPC within two (2) working days of receipt of the employee's request. The HSPC shall, at its next regular meeting, discuss the grievance and provide a decision to the employee in writing not later than ten (10) working days after the meeting. Should the grievance fail to be resolved at this step, then the employee may appeal, as outlined above, to the Human Resources Committee of the WestCOP Board of Directors for review and final disposition.

All decisions of the Human Resources Committee must be submitted to the employee in writing. Decisions of the Human Resources Committee will be reported to the Board of Directors at its next regularly scheduled meeting.

6.4 EMPLOYEE ACCESS TO AGENCY PERSONNEL FILE

Upon written request of an employee of WestCOP, such employee will be granted the opportunity to review his or her confidential human resources file with the exceptions noted below:

1. The employee should present to the supervisor or the Human Resources Director a written request to review his/her own personal file.
2. The supervisor or Human Resources Director must inquire as to the reason or the purpose for such a request.
3. Employee reference checks should be removed from the file prior to employee's access to such file, when the employee has waived the right to see them.
4. The employee may be required to review the file in the presence of the supervisor or Human Resources Director.
5. In no instance is the employee to be permitted possession of the file.
6. If the request for access to the file is presented to the Human Resources Director, the supervisor will be so informed.

6.5 DRUG FREE WORKPLACE POLICY

1. INTRODUCTION:

To ensure a safe, healthful and productive work environment, to protect the health and welfare of our clients and staff, and to assure compliance with the Federal Drug-Free Workplace Act of 1988, WestCOP has adopted the Drug-Free Workplace Policy and procedures to address employee drug and alcohol abuse.

It is the overriding intent of the Drug-Free Workplace Policy and Procedure to create a humanitarian program. **Treatment, in lieu of discipline**, is a very important aspect of the plan.

However, WestCOP will not tolerate any drug or alcohol use which could effect an employee's job performance. The policy and procedures are based upon the Drug-Free Workplace Policy established in October, 1989. They are designed to achieve the goals stated above and in that policy while sustaining all employee rights to privacy, confidentiality and fairness. The policy and procedure, replace, except where contrary to contractual obligations, any and all earlier procedures based on or expanding upon the Drug-Free Workplace Policy or its predecessor policies, but they do not replace or in any way supplant any other policies or procedures including, but not limited to, rules of professional conduct of performance policies. Nothing in the policy and procedures should be interpreted as providing probationary or provisional employee with any additional rights or privileges other than those granted under current law.

We emphasize treatment and help rather than discipline in most cases; we will employ drug testing procedures primarily to overcome the drug user's denial that a problem exists, so that we may provide help and treatment if appropriate; we are setting a support system so that supervisors who will be applying these procedures day-by-day can do so effectively, comfortably, and legally.

2. DEFINITIONS:

- A. **Controlled Substance**—Any drug included in title M, Article 220 of the New York State Penal Law or in Schedules I through V, as denied by Section 802 (6) of Title 21 of the United States Code (21 usc 802 (6) (for example: Cocaine, marijuana, Valium, morphine, anabolic steroids), the possession of which is unlawful under Chapter 13 of that title. The term does not include the use of prescribed drugs which have legally obtained and are being used for the purposes for which they were prescribed.
- B. **Illegally-Used Drug**—Any prescribed drug which is legally obtainable but has not been legally obtained or is not being used for prescribed purposes, all designer drugs not listed in the Controlled Substance Act (for example, MDA, fentanyl), and any other over-the-counter or no-drug substance (for example: airplane glue) being used for other than their intended purpose.
- C. **ALCOHOL**—Colorless, volatile and flammable liquid that is the intoxicating agent in fermented and distilled liquors. It includes, but is not limited to beer, wine and liquor. It does not include alcohol used in chemical processing, cleaning or testing.

- D. **WestCOP Property**—includes buildings, offices, facilities, equipment, vehicles, land and parking lots owned, utilized or leased by WestCOP. It also includes suppliers' facilities and any other site at which business of WestCOP is transacted whether on or away from WestCOP owned or leased property.
- E. **Accident**—An unplanned, unexpected and unintended event which a) occurs on WestCOP property, on WestCOP business, or during working hours, and b) initially appears in judgment of a supervisor, to have been caused wholly or partially by a WestCOP employee; and c) results in either i) a fatality, ii) bodily injury resulting in fatality, iii) bodily injury requiring medical treatment away from the scene of the event, or iv) damage to property in excess of \$2,500.
- F. **Drug Paraphernalia**—Any item which is used for the administering, transferring, manufacturing, testing or storing of a controlled substance and/or an illegally-used drug.

G. Reasonable Suspicion of Drug and/or Alcohol Use

The reasonable suspicion standard for drug testing of employees is based upon specific, objective facts and reasonable inferences drawn from those facts in light of experience that the individual may be involved in the use of any legally-used drug, controlled substance, or alcohol. Examples would include:

1. Observable phenomena, such as direct observation of on-duty or alcohol use or possession and/or the on-duty display of behaviors which appear to be indicative of the use of any illegally-used drug, controlled substance, or alcohol and are not attributable to other factors;
2. A pattern of abnormal conduct, erratic behavior or deteriorating work performance, including but not limited to, frequent absenteeism, excessive tardiness, or frequent accidents, not attributable to other factors and which appears to be related to drug and/or alcohol abuse;
3. Convictions for a drug-related offense in the workplace or during working hours;
4. Newly discovered evidence that the employee has tampered with a prior drug/alcohol test;
5. Repeated or flagrant violations of WestCOP's safety or work rules which are determined by a supervisor to pose a substantial risk of injury or property damage and which are not attributable to other factors and appear to be related to drug and/or alcohol abuse.

The above examples are not all inclusive, but are intended to be illustrative. The symptoms of being affected by a drug or by alcohol are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. Although reasonable suspicion does not require certainty, mere "hunches" are not sufficient to meet this standard.

H. Under the Influence of an Unauthorized Controlled Substance, Illegally-used Drug and/or Alcohol.

1. The presence of alcohol in blood at a concentration greater than 0.5%, or a verified positive drug test results, at levels specified by the National Institute of Drug Abuse, for an unauthorized controlled substance or an illegally-used drug; and
2. Documentation, by a supervisor who has been trained in the making of such determinations, of articulable facts leading to the pre-test determination of reasonable suspicion of drug and/or alcohol use.

3. AUTHORIZED USE OF PRESCRIPTION MEDICINE

Employees, undergoing prescribed medical treatment with any drug which may alter their behavior or physical or mental ability must report this treatment to their supervisor, who will determine whether the employee's job assignment should temporarily change during treatment. Employees must keep all such prescribed medicines which are classified as controlled substances in their original containers which identify the drug, date of prescription and prescribing doctor. The use of drugs even when done under a doctor's care, can cause temporary effects on behavior which could imperil the safety of others or adversely affect the employee's job performance.

4. PROHIBITED CONDUCT

The following employee conduct is prohibited:

- A) Unauthorized use, possession, manufacture, distribution, dispensation or sale of a controlled substance, illegally-used drug, or paraphernalia on WestCOP property, on WestCOP business, in WestCOP supplied vehicles being used for WestCOP purposes, or during work hours.
- B) While on WestCOP property, on WestCOP business, or during working hours:
 - 1) Consumption of alcohol, except during and at official WestCOP functions where consumption of alcohol has been authorized by the CEO/Executive Director, Deputy Director, or Department Head;
 - 2) Possession, distribution, dispensation, or sale of alcohol, except for that which is intended for sale to the general public at an authorized facility and in the course of official WestCOP function or that which is intended for sale to the general public at an authorized WestCOP facility and in the course of official WestCOP business.
- C) Any consumption, distribution, dispensation or sale of alcohol while in WestCOP-supplied vehicles or in vehicles being used for WestCOP purposes;
- D) Storage in desk, locker, automobile or other repository on WestCOP property of any illegally-used drug, controlled substance, drug paraphernalia, or alcohol

whose storage is unauthorized;

- E) Being under the influence of an unauthorized controlled substance, illegally-used drug or alcohol on WestCOP property, on WestCOP business, in WestCOP-supplied vehicles or vehicles being used for WestCOP business or during working hours;
- F) Possession, use, manufacture, distribution, dispensation or sale of illegally-used drug or controlled substance off WestCOP property, that adversely affects the employee's work performance, his own or others' safety at work, or WestCOP's regard or reputation;
- G) Switching or adulterating any urine or blood sample;
- H) Refusing consent to testing or refusing to submit a breath, urine, or blood sample for testing;
- I) Failing to adhere to the terms of any Rehabilitation Agreement (sample attached) which the employee has signed;
- J) Conviction under any drug or alcohol statute for a violation occurring in the workplace;
- K) Failure to notify a supervisor of the use of a prescription drug which may alter the employee's behavior or physical or mental ability;
- L) Failure to notify WestCOP immediately in writing of any arrest or conviction under any drug or alcohol statute for violation occurring in the workplace;
- M) Failure to keep prescribed medicine which may alter behavior or physical or mental ability in its original container;
- N) Refusing to sign a) a statement agreeing to abide by WestCOP's Drug-Free Workplace Policy, b) a Rehabilitation Agreement.

5. TESTING

Employees of WestCOP will be tested by an independent NIDA certified New York State licensed laboratory for drugs and/or alcohol under the following circumstances:

- A) Reasonable Suspicion of Drugs and/or Alcohol Use: An employee of WestCOP will be tested for drug and/or alcohol when a supervisor who has been trained in the making of determinations of reasonable suspicion has made such determination. Referrals for reasonable suspicion testing will be made using the procedures set forth in A of those procedures.

B) Follow-up Testing: An employee referred by WestCOP for any form of treatment for substance abuse, will be subject to unannounced testing for a period of eighteen months following completion of the rehabilitation program.

6. CONSEQUENCES OF VIOLATION OF THE POLICY

A first violation of (E) in Section 4 above (being under the influence as confirmed by a positive drug test) will automatically result in referral for assessment. If referred for treatment, execution by the employee of a Rehabilitation Agreement will result in disciplinary actions being taken.

Any violation of the Drug-Free Workplace Policy may lead to disciplinary action. The severity of the action chosen will depend on the circumstances of each case, however, employees need to be aware that certain offenses, including but not limited to the sale or use of controlled substances on premises, will normally result in a recommendation of termination.

WestCOP may, at its discretion, suspend any disciplinary action while an employee is undergoing substance abuse treatment. The suspended disciplinary action will remain pending during treatment and for a period of eighteen months after completion of the rehabilitation program. At the end of those eighteen months (with the receipt of the final negative follow-up drug test) the suspended disciplinary act will be canceled.

A. REFERRAL PROCEDURES FOR SUPERVISORS

The WestCOP supervisors are responsible for being alert to declining job performance, erratic behavior or other symptoms of possible substance abuse. Whenever a supervisor who has been trained in the making of determinations of reasonable suspicion of drug and/or alcohol use (as defined in Section 2 of these procedures) makes such a determination the following steps will be taken:

- a) The supervisor will document in writing all circumstances, information and facts leading to and supporting his/her suspicion. At a minimum, the report will include appropriate dates and times of suspect behavior, reliable/credible source of information, rationale leading to referral for testing and the action(s) taken.
- b) Prior to referring an employee for testing, the supervisor will discuss the problem with the employee in a private location with one witness present. Caution will be taken not to accuse the employee of substance abuse, but the employee will be presented with instances of questionable behavior. If the employee does not have an acceptable explanation for his questioned behavior, the supervisor will continue with the procedures set forth in this Section.
- c) The supervisor will consult with another supervisor and they will jointly decide whether to refer an employee for testing. Where no other supervisor is reasonably available, the decision may be made by one supervisor. In all cases, at least one person involved in the decision-making process will have received training in the identification of actions, appearance, and conduct which are indicative of the use

of alcohol and/or drugs.

- d) In those cases where the supervisor determines that the person's behavior causes a potential threat of harm to himself or others, the employee will be immediately removed from the work site.
- e) Once a determination has been made to refer an employee for testing, it will be the responsibility of the supervisor to advise the employee of such decision and to escort the employee until testing is concluded. In the event that leaving the scene and/or remaining with the employee is not feasible, the supervisor will arrange transportation to the collection facility (the employee will be instructed not to drive a vehicle), will notify the collection facility that the employee is being sent for testing, will request that the collection facility notify the supervisor when collection procedures are completed, will request that the collection facility arrange for the employee to be transported home following the collection process and will notify the employee that he or she is not to return to work pending receipt of the test results by WestCOP.
- f) Upon conclusion of the examination, the supervisor will ensure that the employee is escorted home. The supervisor will take all possible steps to ensure the employee does not drive himself home. In those instances where the employee refuses assistance, the supervisor will notify the Human Resources Department and the Coordinator. The employee will be suspended from work pending receipt by WestCOP of the test results and the employee will be notified of this change in status.
- g) If the employee tests are negative for drugs or alcohol, the employee will be compensated for any regularly scheduled hours he or she would have worked during the suspension period.
- h) In those cases where a supervisor discovers an employee who possesses what appears to be controlled substance, illegally-used drug or alcohol, he or she will proceed as described above for instances where reasonable suspicion exists and, if the substance in question appears to be a controlled substance or illegally-used drug, will in addition, perform the following steps:
 1. Immediately confiscate the substance and all equipment or paraphernalia directly employed with the substance, and wrap them in any available clean material (e.g., paper towel, copier paper, handkerchief). The supervisor will keep the package on his or her person or where he or she can be absolutely sure it cannot be tampered with.
 2. As soon as the supervisor can, he or she will put the wrapped materials, still in the wrapping, into a large envelope and seal the envelope completely. The supervisor's initials will be written over the seam of the envelope in several places.
 3. The supervisor will write the employee's name, his or her own name, and the date at the top of the envelope, will promptly notify the local Police

Department of their actions by phoning (see attached list) and will turn the envelope over as soon as possible to locate law enforcement officials. The supervisor will witness the signing and dating of the envelope by the person to whom he or she turns it over.

4. All persons who subsequently and for whatever reason have possession of the envelope will sign and date it in the presence of the previous supervisor.

6B. REHABILITATION AGREEMENT

Date _____

Name _____

Department _____

Dear _____ :

On _____, **20**__, Westchester Community Opportunity Program, Inc. agreed to your request to seek counseling and referral to a rehabilitation program for alcohol and/or drug abuse. The following conditions apply to your rehabilitation program:

1. You must authorize your treatment provider to provide WestCOP Human Resources Office of enrollment in a rehabilitation program and proof of attendance at all required sessions on a monthly basis. Your attendance will be monitored closely and WestCOP will institute appropriate disciplinary action if you do not attend all sessions.
2. If you are absent from work during the rehabilitation period without prior authorization, you must promptly submit a written doctor's certificate explaining the reason for such absence. WestCOP will take disciplinary action if you are absent as a result of alcohol or drug use.
3. You will pay for all costs of rehabilitation which are not covered under WestCOP's medical plan.
4. During the eighteen months following completion of your rehabilitation program, WestCOP will test you for alcohol and/or drug use on a random basis. WestCOP will take prompt disciplinary action if you refuse to submit to testing or if you test positive during the eighteen month period.
5. You must meet all established standards of conduct and job performance. WestCOP will Institute appropriate disciplinary action in the event on-the-job conduct or job performance is unsatisfactory.
6. Failure to comply with all of the above conditions will result in the institution of appropriate disciplinary action.

I hereby voluntarily agree to all of the above conditions and authorize my treatment provider to provide WestCOP Human Resources Office with proof of my enrollment and attendance at the recommended rehabilitation program. I sign this Rehabilitation Agreement of my own free will, and without duress.

Employee's Name

Supervisor's Name

Employee's Signature

Supervisor's Signature

Date

Date

6.6

SEXUAL HARASSMENT POLICY

BACKGROUND

WestCOP believes in the dignity of the individual and recognizes the rights of all people to equal opportunities. In this regard, WestCOP has had a long-standing policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without subjugation to sexual harassment or discrimination of any kind in the workplace.

POLICY

As with discrimination involving race, color, religion, age, sexual orientation, disability and national origin, WestCOP also *prohibits* sex discrimination, including sexual harassment of its employees in any form. WestCOP will take all steps necessary to prevent and stop the occurrence of sexual harassment in the workplace.

1. This policy applies to all employees and all personnel in a contractual relationship with WestCOP. Depending on the extent of WestCOP's exercise of control, this policy may be applied to the conduct of non-WestCOP employees with respect to sexual harassment of WestCOP employees in the workplace.
2. This sexual harassment policy includes, but is not limited to, inappropriate forms of behavior described by the U.S. Equal Employment Opportunity Commission, which are detailed under the Definition of Sexual Harassment.
3. The CEO/Executive Director, all Coordinators, all Program Directors, and all supervisory personnel are responsible for ensuring a work environment free from unsolicited, unwelcome intimidating sexual overtures. All responsible managers must take immediate and appropriate corrective action, when instances of sexual harassment come to their attention, to assure compliance with this policy.
4. Any employee who is found to have committed an act of sexual harassment may be subject to disciplinary action as provided by WestCOP operating procedures and may be terminated. Additionally, retaliation against any employee who has filed a sex discrimination or sexual harassment complaint is illegal and may result in disciplinary action.

Intimidation, coercion, threats, reprisal or discrimination against any employee for complaining about harassment, as described in this policy, is prohibited.

5. All employees will be held responsible and accountable for avoiding or eliminating the prohibited conduct. Employees are to be encouraged to report violations of this policy to any sexual advance that is unwelcome or any demand for sexual favors.

B. NON-VERBAL

Abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, leering or obscene gestures in the workplace, such that it unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

C. PHYSICAL

Physical contact which is not welcome, including touching, petting, pinching, coerced sexual intercourse, assault or persistent brushing up against a person's body.

PROCEDURE

1. Employees are encouraged to report incidents of sexual harassment to their supervisor and/or to the Human Resources Department as soon as possible after their occurrence.

All supervisors are responsible for immediately informing the Human Resources Department when violations of this policy come to their attention.

NOTE: If the employee's supervisor is believed to be involved in the incident, the report should be made directly to the Human Resources Department.

2. If an employee believes he/she has been sexually harassed and would like to obtain guidance as to how to proceed in filing a complaint, the employee's should contact the Human Resources Department for an appointment.
3. Employees may *file complaints* of sex discrimination or sexual harassment with the Human Resources Department. Assistance with filling out the complaint form is available from the Human Resources department using the formal grievance procedure outlined in Section 6.3 of the Human Resources Manual.
4. When a complaint is filed, the procedures of the Office of Affirmative Action must be followed, including the time limit of 180 days. The Formal Grievance Procedure is outlined in Section 6.3 of the Human Resources Manual. It describes the procedural steps to be taken when an employee has filed a complaint, details the responsibilities of all involved parties, and provides the time frames for actions to be taken.
5. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by WestCOP to third parties or to anyone their supervisor and/or the Human Resources Department. Also, all employees are encouraged to take the time to familiarize themselves with this policy and its procedures.

DEFINITION OF SEXUAL HARASSMENT

1. Sexual advances that are not welcome, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - OR**
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment decision, such as promotion, transfer or termination, affecting such individual;
 - OR**
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
2. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that therefore interferes with an employee's work performance and effectiveness or creates an intimidating, hostile or offensive working environment.

Specific forms of behavior that WestCOP considers sexual harassment include, but are not limited, the following:

A. VERBAL

Abusive verbal language related to an employee's sex, including sexual innuendos, slurs – suggestive or derogatory or insulting comments or sounds, whistling, jokes of a sexual nature, sexual propositions and threats.

Sexually oriented comments about an employee's body that are unwelcome and/or unreasonably interfere with an employee's work performance or create an intimidating, hostile or offensive working environment, within its employment who is not directly involved in the investigation.

6. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The particular facts of the allegation will be examined individually, with a review of the nature of the behavior and the context in which the incident(s) occurred.
No action will be taken without the knowledge of the employee and confidentiality will be maintained throughout the investigatory process.

The Human Resources Department will also investigate cases in which a supervisor requests or requires assistance.

7. Employees who believe they have been unjustly charged with sexual harassment will be afforded

every opportunity to offer and present information in their defense. Such information will be confidential.

8. Any employee who participates in this procedure may do so without fear of retaliation. Retaliation against any employee who has filed a sex discrimination or sexual harassment complaint is illegal and may result in disciplinary action.
9. An employee who is found to have committed an act of sexual harassment may be subject to disciplinary action as provided by WestCOP's operating procedures and may be terminated.
10. Nothing in this policy should be construed as in any way limiting employees' rights to utilize the grievance procedure, to file a complaint with the New York State Division of Human Rights of the U.S. Equal Employment Opportunity Commission, or to take any legal action which they deem advisable.

-+*March, 1997

6.7 OPEN DOOR POLICY

It is the policy of WestCOP that all employees have the right to voice their complaints (formal or informal).

We recognize the meaningful value and importance of full discussion in resolving misunderstandings and preserving good relations between management and our employees. Whereby we have a formal grievance procedure, we also have an “open door” policy. An open door policy is to encourage you to bring complaints and problems to a member of management for informal discussions. The CEO/Executive Director and the Human Resources Director of WestCOP are available to talk over work-related problems and may require employees to proceed through definite channels with their complaint. We shall be readily available and responsive to your needs. You shall be seen as soon as possible, if not immediately, and listened to with sincerity so as to identify the real problem.

6.8 HIPAA CODE OF CONDUCT

As a central part of Westchester Community Opportunity Program, Inc.'s, ("WestCOP") HIPAA Compliance Program, this Code of Conduct sets forth the standards of conduct that all personnel of WestCOP are expected to follow. Everyone should adhere to both the spirit and the language of this Code in order to avoid any conduct that might violate HIPAA or give the appearance of violating HIPAA.

A. Mission and Values

WestCOP is committed to providing recipients with quality health care, in a confidential and private manner in accordance with the wishes of its recipients and the requirements of applicable law. These standards apply to WestCOP's interactions with its recipients, other health care providers, consultants, the government entities to whom WestCOP reports, public and private third party payors (e.g., Medicare, Medicaid, managed care companies and HMOs), and any other persons and entities with whom WestCOP interacts. In this regard, all Program personnel and affiliated practitioners must act in compliance with all applicable legal rules and regulations.

WestCOP does not, and will not, tolerate any form of unlawful behavior by anyone associated with WestCOP. We expect and require all personnel and affiliated practitioners to maintain the confidentiality and security of our recipients' health information in accordance with HIPAA standards. To ensure that these expectations are met, the HIPAA Compliance Program will become an integral part of WestCOP's corporate mission and business operations.

B. General Standards

1. Compliance with Applicable Law and Program Policies.

All personnel and affiliated practitioners are expected to comply specifically with all of the requirements of HIPAA regarding the privacy and security of health information. If personnel and affiliated practitioners are unsure whether a use or disclosure of health information complies with HIPAA, they should bring the matter to their supervisor or WestCOP's Privacy or Security Officer.

In addition, all personnel and affiliated practitioners must comply with the policies and procedures developed by WestCOP in connection with its HIPAA Compliance Program. Strict compliance with these HIPAA compliance standards is a condition of employment and/or affiliation with WestCOP, and a violation of any of these standards of conduct may result in discipline being imposed, which can include termination of employment or clinical privileges, if necessary.

2. Cooperation with the Compliance Program.

Because of the importance of the HIPAA Compliance Program, we require that each member of WestCOP's workforce cooperate fully with this effort. The HIPAA Compliance Program will work effectively only if everyone works together to ensure its success. Therefore, Program personnel and affiliated practitioners must understand what is required under the law and this Compliance Program, and must adhere to these standards. In particular, all personnel and affiliated practitioners must cooperate with all inquiries concerning the use, disclosure, transfer, security, release, sharing, utilization, examination, access to, or analysis of an individual's health information and actively work to correct any improper practices that are identified.

Furthermore, it is imperative that all personnel and affiliated practitioners report suspected HIPAA violations to their supervisors or to the Privacy Officer or Security Officer or other appropriate high-level officers or administrators of the Program. Ignoring suspected HIPAA violations may subject personnel to disciplinary proceedings by WestCOP.

3. Retaliation.

WestCOP expressly forbids any intimidation, threats, coercion, discrimination or retaliation against individuals who report in good faith suspected HIPAA violations or exercise their rights to health information as provided for by HIPAA.

C. Scope and Application of Standards to Personnel and Others

1. Personnel Covered.

WestCOP's HIPAA Compliance Program, including the standards set forth in this Code of Conduct, applies to all personnel employed by or associated with WestCOP (including health care practitioners with clinical privileges) and all of its affiliated companies. Each of these entities is fully committed to following the mandates of WestCOP's HIPAA Compliance Program, and working with WestCOP to ensure mutual compliance with HIPAA. As a result, this Code of Conduct applies to the health care practitioners and personnel of all affiliated entities in the same manner that it applies to WestCOP's own personnel and affiliated practitioners.

2. Contractors and Other Providers.

To the extent practicable, all persons and entities with which WestCOP contracts will be asked to cooperate with WestCOP's HIPAA Compliance Program. If persons or entities electronically exchange health information with the Program or receive or disclose health information on behalf of WestCOP, then such entities will be required to enter into business associate agreements with WestCOP as required by HIPAA. This requirement will apply to, among others, various vendors, and contractors with whom WestCOP exchanges health information or who provide services to or on behalf of WestCOP. These persons and entities will be encouraged to adopt their own HIPAA Compliance Programs, where appropriate.

SUBJECT: FACSIMILE TRANSMISSIONS OF HEALTH INFORMATION

EFFECTIVE DATE: July 1, 2003

REVISED: April 27, 2007

I. PURPOSE.

Westchester Community Opportunity Program, Inc. ("WestCOP") has adopted this policy to protect the confidentiality of recipient health information and privacy of facsimile transmissions.

II. GENERAL POLICY

Facsimile transmissions of recipient information are permissible provided that the requirements for disclosure of recipient health information are met (for a description of these requirements, see policy titled [*Employee Statement Of Confidentiality*]). Employees should be aware that the use of fax machines poses a heightened risk of unauthorized disclosure of recipient information. In order to protect recipient confidentiality and reduce the risk of unauthorized receipt of facsimile transmissions, WestCOP has implemented the additional safeguards and verification procedures discussed in this policy.

III. PROCEDURES

A. Verify Requestor. In many instances the identity of the individual requesting the facsimile transmission is already known to the department. However, if the department representative is unfamiliar with the requestor, he/she should call back the requestor to verify his/her (i) status and identity and (ii) right to receive the patient health information requested (see policy entitled) [*Employee Statement Of Confidentiality*] for additional information).

B. Ensure Appropriate Documentation. Disclosure of recipient health information for treatment, payment or healthcare operations is generally permissible, subject to WestCOP's HIPAA Privacy Notice (see policy titled [*Uses and Disclosures of Protected Health Information Policy*] for additional information). Disclosure of this information for most other purposes requires the recipient to sign a recipient authorization. Before sending a facsimile transmission, it should be verified that WestCOP has a copy of the necessary documentation to release the information requested. For a more thorough discussion regarding the documentation requirements for release of recipient information see the policy

titled [*Uses and Disclosures of Protected Health Information Policy*]. If WestCOP is unable to confirm the recipient's authorization, when required, WestCOP will call the recipient to obtain a written authorization for such disclosure and/or require the requestor to obtain such written authorization.

C. Verify the Fax Number Before sending a facsimile transmission, the sender must verify that the fax number listed is the correct fax number for the recipient. The sender should double check the recipient's fax number entered into the fax machine before pressing the send key. Where possible, program your fax machine with known fax numbers. If the fax number has been pre-programmed into the fax machine, at least one test fax should be sent before relying on this number to fax recipient health information.

D. Call Intended Fax Recipient Before Sending Recipient Health Information. When reasonable, the sender should contact the recipient of the recipient information to ensure that the recipient knows that the fax is coming and arrange for its timely pick up from the fax machine.

E. Legend on Fax Cover Required. All facsimile transmissions being sent by WestCOP must be accompanied by a fax cover sheet that includes the following confidentiality legend in large bold type:

CONFIDENTIAL COMMUNICATION

THIS TRANSMISSION IS INTENDED ONLY FOR THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND CONTAINS INFORMATION THAT IS CONFIDENTIAL. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE DESTROY THE FAXED MATERIALS AND CONTACT THE SENDER IMMEDIATELY AT [PROGRAM (include phone number)].

THIS INFORMATION HAS BEEN DISCLOSED TO YOU FROM CONFIDENTIAL RECORDS AND IS PROTECTED BY FEDERAL AND STATE LAW. THIS INFORMATION MAY INCLUDE CONFIDENTIAL MENTAL HEALTH, SUBSTANCE ABUSE, ALCOHOL ABUSE AND/OR HIV-RELATED INFORMATION. FEDERAL AND STATE LAW PROHIBITS YOU FROM MAKING ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY LAW. ANY UNAUTHORIZED FURTHER DISCLOSURE IN VIOLATION OF THE LAW MAY RESULT IN A FINE OR JAIL SENTENCE OR BOTH. A GENERAL AUTHORIZATION FOR THE RELEASE OF THIS INFORMATION MAY NOT BE SUFFICIENT AUTHORIZATION FOR FURTHER DISCLOSURE.

F. Send Only Minimum Necessary Information. Only the information requested should be sent in the facsimile transmission (see policy titled [*Minimum Necessary Rule Policy*]).

G. Confirmation of Delivery. The sender of the fax must check the fax transmittal summary, log and/or fax confirmation sheet to ensure that the fax was sent to the correct recipient(s). If the sender determines that the fax was erroneously received by an unauthorized recipient, the employee must take steps to immediately contact the unintended recipient and ask that the fax be destroyed. The employee also must document the erroneous transmission, record the date and events, and inform his/her supervisor of the error.

H. Random Verification of Receipt of Facsimiles. On a random basis the department should contact the recipient of the fax, after the fax has been sent, to ensure that the appropriate person has received the information.

I. Update Fax Numbers. The Department will request updated fax numbers from its regular fax recipients, such as members of the medical staff, and notify all relevant departments of the new fax number.

IV. AUTO FACSIMILE TRANSMISSION DIRECTLY FROM THE COMPUTER. When using the auto-fax function directly from a computer (~ facsimile transmission of lab or radiology interpretations to the ordering physician), the sender must comply with the procedures provided above, where applicable. In addition, the following safeguards should be implemented:

A. Fax Cover Sheet. If possible, the computer should be programmed to have each facsimile transmission accompanied by a cover sheet with the language provided in item # 5 above.

B. Routine Review of Confirmation Logs. The sender or a department representative, should routinely review any computerized logs of transmissions (or other confirmation provided) to ensure that the fax was sent to the intended recipient(s).

C. Update Fax Numbers. As noted above, the programmed list of fax numbers should be routinely updated. Any facsimile numbers which have been disabled or altered should be promptly corrected in the computerized listing of fax numbers.

V. SECURITY MEASURES.

A. Fax Machines Should Be Located in a Private and Secure Area. The fax machines utilized for sending and receiving facsimiles should be located in areas that are secured, and not accessible to the public. Access to these areas should be limited and require security keys, badges and/or other proper Program identification. When reasonable, an employee or employees should be designated to periodically check the fax machine to assure that faxes containing recipient information are not left unattended in the machine.

B. Remove Paper from the Machine. If a fax machine is designated to receive sensitive transmissions during off-shifts (i.e., overnight) and the area is not secured, each department should consider removing paper from the machine each night, so that facsimiles will not print until an authorized individual is available to retrieve the information.

6.9 **COMPUTER NETWORK AND INTERNET ACCESS POLICY**

Introduction.....

Administration

Physical Security.....
 Employee Responsibilities.....

Copyrights and License Agreements

 IT Responsibilities

 Employee Responsibilities:.....

E-mail and Internet Policy

 Acceptable Uses of the Internet and WestCOP E-mail

 Unacceptable Uses of the Internet and E-mail.....

 Rules for Electronic Communications

 Downloading Software

Computer Viruses

Access Codes and Passwords.....
 Administrative Passwords.....

Introduction

Computer information systems and networks are an integral part of business at WestCOP. The association has made a substantial investment in human and financial resources to create these systems. The enclosed policies and directives have been established in order to protect this investment, safeguard the information contained within these systems and reduce business and legal risk. Violations of this policy may result in disciplinary action in accordance with the WestCOP Employee Handbook.

Administration

The Information Technology Coordinator is responsible for the administration of this policy. Responsibilities include the development and maintenance of written standards and procedures necessary to ensure implementation of and compliance with these policy directives. Also to provide support and guidance to employees to fulfill their responsibilities under this directive.

Each employee shall be responsible for all computer transactions that are made with his/her User ID and password, not disclose passwords to others and adhere to procedures developed by the IT Department.

The Human Resources Department shall notify the IT Coordinator promptly whenever an employee leaves the company so that his/her access can be revoked.

Physical Security

It is WestCOP policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

Employee Responsibilities

- Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor.
- Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
- Employees shall not perform equipment installations, disconnections, modifications, and relocations.
- Employees shall not take shared portable equipment such as laptop computers out of the office without the informed consent of the IT Coordinator. Employees must sign out the equipment and note the purpose for which it will be used.
- Employees shall exercise care to safeguard the equipment assigned to them.

Copyrights and License Agreements

It is WestCOP's policy to comply with all laws regarding intellectual property. WestCOP 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 WestCOP and the responsible employee(s) to civil and/or criminal penalties. All installed software must be licensed according to the instructions of the software manufacturer.

This policy applies to all software that is owned by WestCOP, licensed to WestCOP, or developed using WestCOP resources by employees or vendors. All persons who make use of any or all of WestCOP software or hardware are subject to the policies defined herein.

IT Responsibilities

The IT Coordinator shall maintain records of software licenses owned by WestCOP and periodically scan company computers to verify that only authorized software is installed.

Employee Responsibilities

Employees shall not install software unless authorized by the IT Coordinator. Only software that is licensed to or owned by WestCOP is to be installed on WestCOP computers. Staff shall not copy or download software without proper authorization..

E-mail and Internet Policy

Acceptable Uses of the Internet and WestCOP E-mail

WestCOP encourages the use of the Internet and e-mail because it makes communication more efficient and effective. Occasional and reasonable personal use of WestCOP's Internet and email services is permitted, provided that this does not interfere with work performance. However, Internet service and e-mail are WestCOP property. Every employee has a responsibility to maintain and enhance WestCOP's public image and to use WestCOP e-mail and Internet access in a productive manner. WestCOP has established the following guidelines for using e-mail and the Internet. Any unauthorized or improper use of e-mail or the Internet is not acceptable and will not be permitted.

Unacceptable Uses of the Internet and E-mail

WestCOP e-mail and Internet access may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual orientation may be transmitted or forwarded using the WestCOP system. No abusive, profane or offensive language may be transmitted through WestCOP's e-mail or Internet system. WestCOP's harassment policy applies in full to e-mail and Internet use. Employees do not have a personal privacy right regarding any matter created, received, stored or sent from or on the company's e-mail or Internet system or computers.

WestCOP e-mail and Internet system also may not be used for any other purpose that is illegal, against WestCOP policy or contrary to WestCOP's best interest. Solicitation of non-WestCOP business or any use of WestCOP e-mail or Internet system for personal gain is prohibited.

Rules for Electronic Communications

Each employee is responsible for the content of all text, audio, or images that he or she places on or sends over WestCOP's e-mail or Internet system. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else or someone from another company. Employees must include their name in all messages communicated on WestCOP's e-mail or Internet system.

Any messages or information sent by an employee to another individual outside WestCOP via WestCOP e-mail or Internet system (including bulletin boards, online services or Internet sites) are statements that reflect on WestCOP. Despite personal "disclaimers" in electronic messages, any statements may be tied to WestCOP.

All communications sent by employees via WestCOP's e-mail or Internet system must comply with all WestCOP policies and may not disclose any confidential or proprietary WestCOP information.

If employees receive unsolicited e-mail from outside WestCOP that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.

Downloading Software

To prevent the downloading of computer viruses that could contaminate the e-mail or Internet system, no employee may download software from the Internet without prior authorization. Any and all software that is downloaded from the Internet must be registered to WestCOP. For authorization, please contact the system administrator.

Computer Viruses

The IT Coordinator shall install and maintain appropriate antivirus software on all computers, respond to all virus attacks, destroy any virus detected, and document each incident.

Employees shall not knowingly introduce a computer virus into company computers nor load diskettes or executable files unless approved by the IT Coordinator. Any employee who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY notify the IT Coordinator.

Access Codes and Passwords

The confidentiality and integrity of data stored on company computer systems must be protected by controls to ensure that only authorized employees have access. Access shall be restricted to those capabilities that are appropriate to each employee's job duties. Passwords shall not be spoken, written,

e-mailed, hinted at, shared, or in any way known to anyone other than the user involved. Passwords should not identify an employee's name, address, date of birth, username, nickname, or any term that could easily be guessed by someone. Passwords are not be displayed or concealed on your workspace.

WestCOP's password policy will address the passwords for the following IT systems:

- Network and client operating system
- Outlook/Exchange/Outlook Web Access
- Virtual Private Network

Administrative Passwords

Administrative passwords are only to be developed and used by the IT Coordinator. These passwords are subject to stringent composition, frequent change, and limited access. This includes passwords for routers, switches, Wider Area Network links, fire walls, servers, Internet connections, administrative-level network operating system accounts, and any other IT resource.

6.10 Whistleblower

In keeping with the policy of maintaining the highest standards of conduct and ethics, WestCOP will investigate any suspected fraudulent or dishonest use or misuse of WestCOP's resources or property by staff, board members, consultant, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to his or her supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer's work. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor or staff member supporting the volunteer's work, the person may report the concerns directly to the human resources director, CEO/Executive Director or the board chair. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Definitions

Baseless Allegations

Allegations made with reckless disregard for their truth or falsity. Individuals making allegations may be subject to disciplinary action by WestCOP, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Pursuit of a benefit or advantage in violation of WestCOP's Conflict-of-Interest Policy
- Misappropriation or misuse of WestCOP resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Whistleblower

An employee, consultant, or volunteer who informs a supervisor, the human resources director, the CEO/Executive Director or the board chair about an activity relating to WestCOP which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Supervisors

Supervisors are required to report suspected fraudulent or dishonest conduct to the CEO/Executive Director. Reasonable care should be taken with suspected misconduct to avoid

- Baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct

- Should not contact the person suspected to further investigate the matter or demand restitution
- Should not discuss the case with attorneys, the media, or anyone other than the human resources director, the CEO/Executive Director or the board chair.
- Should not report the case to an authorized law enforcement officer without first discussing the case with the human resources director, the CEO/Executive Director or the board chair.

Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Whistleblower Protection

WestCOP will protect whistleblowers as set forth below:

- WestCOP will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that WestCOP can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower).
- Employees, consultants, and volunteers of WestCOP may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the chief executive officer. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

6.11 Workplace Domestic Violence

Westchester Community Opportunity Program, Inc. will not tolerate acts of domestic violence perpetrated by or against any employee while in agency facilities, work sites, or while conducting agency business. This includes the display of any violent or threatening behavior (verbal or physical) by perpetrator that is likely to result in physical or emotional injury or otherwise places a victim's safety or productivity at risk. This policy addresses the particular concerns of domestic violence and its impact on the workplace. All employees need to take seriously the problem of domestic violence and its effects in the workplace. WestCOP will take all reasonable measures to foster a safe working environment for all employees.

All information relating to an employee's involvement in a situation relating to domestic violence, to the extent possible, should be kept confidential and should not be made part of any employee's personnel file.

Under this policy, WestCOP shall hold an employee accountable for confirmed misuse of their job-related authority and/or agency resources in order to negatively affect victims or perpetrators of domestic violence.

Responding to a victim of domestic violence

WestCOP is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employee will be penalized or disciplined in the workplace solely for being a victim of domestic violence. In response to a voluntary request by an employee who is a victim of domestic violence, WestCOP will provide appropriate support and assistance.

WestCOP will work with victimized employees to develop and implement individualized workplace safety plans. These plans may include, when appropriate, advising co-workers of the situation; setting up procedures for alerting police, temporary relocation to a more secure area available; escort for entry to and exit from the building; addressing workplace telephone, fax, e-mail or mail harassment; and providing a photograph of the perpetrator and/or a copy of any existing court orders to essential personnel.

When an employee needs to take time off for medical assistance, legal assistance, court appearances, counseling stemming from domestic violence, relocation or to make other necessary arrangements to create a safe situation, supervisors shall take into consideration the employee's particular situation and leave benefits available.

Responding to perpetrators of domestic violence

Any employee who threatens, harasses, or abuses someone at the workplace, or from the workplace, using any of West COP's resources such as work time, workplace telephones, fax machines, mail, e-mail, or other means is subject to corrective or disciplinary action, up to and including dismissal. This policy shall be interpreted consistently with the policy prohibiting sexual harassment.