

Panhandle Regional Advisory Council Administrative/Personnel Policy

Revised / Approved June 2021

The Panhandle RAC Board of Directors issues this statement of personnel policies and practices as the official understanding of the obligations of the Board and employees to each other, to Panhandle RAC members, and to the public. Its purpose is to ensure consistent personnel practices designed to utilize the human resources of this organization.

Each employee of the Panhandle RAC will be provided a copy of the Personnel Policies and be oriented to this statement. As policies are revised and approved by the Board, employees will be notified in writing.

No provision in the Personnel Policies shall constitute a guarantee of continued employment. These guidelines are subject to modification, amendment or revocation by Panhandle RAC at any time, without notice.

Board Approval

RAC Chair

Date

____/____/____

TABLE OF CONTENTS

I. I. Organizational Structure and Expectations	
Organization	1.1
Open Door Policy	1.2
Conflict of Interest	1.3
Confidentiality	1.4
Code of Ethics	1.5

Smoking	1.6
Drug Free Workplace	1.7
Dress Code	1.8
Outside Employment	1.9
Safety and Emergency Procedures	1.10
Electronic Monitoring	1.11
Release of Information About Staff	1.12
Criminal Acts Against RAC Property	1.13
Vehicle Use	1.14
RAC Vehicle Use	1.15
RAC Property Use	1.16
Media Request	1.17
Asset Management	1.18
Information Technology	1.19
Cell Phone Policy	1.20
I. II. Nondiscrimination	
Equal Employment Opportunity	2.1
Sexual Harassment	2.2
General Harrassment	2.3
II. II. Conditions of Employment	
At Will Statement	3.1
Licenses and Certificates	3.2
Authorization to Work	3.3
Introductory Period	3.4
Exempt and Nonexempt Staff	3.5
Compensatory Time and Overtime	3.6
Personnel Records	3.7
Nepotism	3.8
Salary Adjustment	3.9
Employment Status	3.10
Exit Interview	3.11
Whistleblower Protection	3.12
II. III. Benefits	
Vacation	4.1
Personal Days	4.2
Holidays	4.3
Bereavement	4.4

Military Duty	4.5
Jury Duty	4.6
Worker’s Compensation	4.7
Employee Assistance Program	4.8
V. V. Performance and Discipline	
Performance Evaluations	5.1
Discipline Philosophy	5.2
Warnings	5.3
Disciplinary Probation	5.4
Suspension	5.5
Dismissal	5.6
Layoffs	5.7
Resignation	5.8
Final Pay	5.9
Grievance	5.10
Pay Policy-----	5.11
V. VI. Administrative	
Procurement Policy	6.1
Travel Policy	6.2
Financial Policy	6.3
Extreme or Extended Circumstances Pay-----	6.4
Extreme or Extended Circumstances Contract Labor-----	6.5

Policy 1.1 Organization

The Board of Directors of the Panhandle RAC is responsible for setting policies for its staff members. The board employs the Executive Director, to whom it delegates responsibility for the administration of the organization. The Executive Director manages the staff, using policies approved by the Board of Directors .

Policy 1.2 Open Door Policy

Staff members are encouraged to provide input and suggestions concerning the overall operation and programs of Panhandle RAC, following the proper channels of communication.

Staff members should initially bring their comments to the Executive Director. In cases where that may be inappropriate, the staff member may approach the Panhandle RAC Chair.

Policy 1.3

Conflict of Interest

The primary interest of Panhandle RAC staff members is the development and maintenance of an inclusive regional emergency healthcare system and the citizens we serve. A conflict of interest occurs when the interests of a staff member or another outside party or potentially affects the Panhandle RAC.

- • **OUTSIDE BUSINESS INTERESTS**—Staff members may have outside business interests and outside employment if there is no interference with Panhandle RAC employment responsibilities or conflict of interest regarding all State and Federal contracts. Staff members may not earn profit from outside employment or business interests which directly results from affiliation with Panhandle RAC.
- • **GIFTS, GRATUITIES**—Staff members do not accept gifts, gratuities, free trips, personal property, or other items from an outside person or organization as an inducement to provide services.
- • **PERSONAL BELIEFS**—Panhandle RAC recognizes that its staff members may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are a conflict of interest only when they prevent staff from fulfilling their job responsibilities. If staff members attempt to use the agency's time and facilities for furthering their own beliefs, or if staff members continue attempting to convince others of their personal beliefs, or if such beliefs cause or are causing dissension or difficulty with other staff members, RAC members, or other contractual or concerned parties or the public they are subject to adverse personnel action up to and including termination.

Policy 1.4

Confidentiality

Staff members, to the best of their ability, ensure confidentiality and privacy regarding records and discussions about the healthcare organizations we serve. Data collected for performance improvement activities is kept confidential; disclosure is made only under specified conditions described below, for reasons relating to law enforcement and to fulfill our mission. Staff will not disclose any information about a patient or an organization to other RAC members or to anyone outside of this organization unless otherwise authorized by the Executive Director. The principle of confidentiality is maintained in all programs, departments, functions, and activities.

- No information requested by someone outside the RAC office is given over the telephone.
Staff is instructed to respond with the statement: "RAC policy does not permit me to give out this information."
- If records are inspected by an outside agency, the individual(s) who inspects the records must have proper authorization. The taking or removal of records is specifically prohibited in such cases.
- RAC personnel will not discuss any organization's data or case information with unauthorized individuals, whether on or off duty.

• **Policy 1.5**

Code of Ethics

- I will not discriminate against anyone based on race, color, creed, age, sex, religion, nationality, or disability.
- I will not use my professional relationships to further my own interests.
- I will evidence a genuine interest in all organizations served, and do hereby dedicate myself to the best interests of the regional emergency healthcare system, and to the citizens we serve.
- I will respect the privacy of organizations served and hold in confidence all information obtained during professional service.
- I will maintain confidentiality when storing or disposing of performance improvement data or case study information.
- I will maintain a professional attitude and uphold confidentiality for organizations and individuals served.
- *I will maintain confidentiality, during and after employment with Panhandle RAC, I will hold as confidential any information I obtained concerning Panhandle RAC activities.
- *I will respect the rights and views of my colleagues; and, treat them with fairness, courtesy and good faith.
- I will not exploit the trust of the RAC or my co-workers. I will make every effort to avoid relationships that could impair my professional judgment.
- I will not engage in, or condone, any form of harassment or discrimination.

- •I will not, to the extent possible, permit fellow staff members to inaccurately present themselves as competent or perform services beyond their training and/or level of experience.
- •I will respect the confidences of my co-workers.
- •I will extend respect and cooperation to colleagues of all professions.
- •If I have the responsibility for employing or evaluating the performance of RAC staff, I will do so in a responsible, fair, considerate, and equitable manner.

Code of Ethics, continued

- •If I know that a colleague has violated ethical standards, I will bring this to my colleague's attention. If this fails to produce appropriate action, I will report the activity through the appropriate channels.
- •I will accurately represent my education, training, experience, and competence as these relate to my profession.
- • I will correct, when possible, misleading or inaccurate information and representations made by others concerning my qualifications or services.
- •If serving as a supervisor, I will make certain that the qualifications of persons I supervise are honestly represented.
- •I will abide by Panhandle RAC policies related to public statements.
- •I will continually assess my personal strengths, limitations, and effectiveness.
- •I will strive to become and remain proficient in professional practice and the performance of professional functions.
- •I will act in accordance with standards of professional integrity.
- •I will seek assistance for any problem that impairs my performance.
- *I will not falsify any documentation, including but not limited to, employee timesheets.
- • I understand that violation of this code may be grounds for dismissal.

Signature

Date

Policy 1.6 Tobacco Use

Tobacco use is not allowed inside the RAC office or RAC vehicles. Violation of this policy results in disciplinary action, up to and including termination.

Policy 1.7 Drug Free Workplace

Panhandle Regional Advisory Council Drug and Alcohol Policy

Statement of Purpose

Drug and alcohol abuse by employees, whether on or off the job, jeopardizes the health and safety of employees and is contrary to the best interests of the RAC. Drug or alcohol abuse by employees will not be tolerated. Panhandle RAC has a strong commitment to provide a safe workplace and to promote employee health. This drug and alcohol policy has been established to ensure a safe and healthy workplace and promote efficient operations for all employees of the RAC. Implementation of this policy is subject to restrictions contained in all local, state, and federal laws.

Assistance in Overcoming Alcohol or Drug Abuse for Employees Who Voluntarily Seek Help

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation. Panhandle RAC encourages the earliest possible diagnosis and treatment for alcohol or drug abuse. Employees must voluntarily seek help.

Policy

The use, possession, concealment, transportation, storage, promotion, or sale of the items listed below is strictly prohibited on RAC premises or on any other work site, facility or equipment used for business purposes.

- • Illegal drugs
- • Controlled substances
- • Alcohol
- • Drug paraphernalia

Illegal drugs are listed in federal, state, and local laws.

Controlled substances include: narcotics that require a doctor's prescription or substance listed in Schedules I-V of Section 202 of the Controlled Substance Act 21

C. U.S.C. § 812, et seq., as amended.

Drug paraphernalia is an item which has been used or can be used for administering, transferring, or storing of a prohibited drug, or which is specially designed for such use.

For this policy, the term drug includes alcoholic beverages, as well as illegal inhalants and illegal drug and controlled substances. Possession of alcohol by an employee on RAC property is a violation of this policy.

This policy, concerns the possession and consumption of alcohol, but does not apply to recognized social functions on or off RAC property at which alcoholic beverages may be served and when the employee is deemed not to be performing duties for which he is compensated by Panhandle RAC. Employees or representatives of Panhandle RAC are prohibited from engaging in the performance of duties while under the influence of alcoholic beverages. An employee shall be considered under the influence of alcohol if their blood alcohol level is equal or greater than 0.01%.

Arrest or Conviction under Criminal Drug Statutes

Employees must notify their immediate supervisor within five days of any arrest or conviction of a criminal drug statute.

Exclusion of Prescription Drugs

This policy excludes prescription drugs when taken as directed by the employee's doctor. However, employees whose physicians prescribe controlled substances for continued usage should report this treatment to their immediate supervisor for duty status evaluation when they are using any prescription or over-the-counter drug which contains instructions, restrictions, or warnings indicating that the use of the drug may cause them to become impaired from safely performing their job duties (for example, indications that the drug may cause drowsiness or that it should not be used while the person is driving or operating equipment). Prescription or over-the-counter medications must be kept in its original container.

Prohibitions

Panhandle RAC's policy prohibits the following:

1. 1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia while engaged in RAC business.
2. 2. Unauthorized use or possession, dispensation, or sale of controlled substance on RAC premises, or while engaged in RAC business.
3. 3. Storing in a locker, desk, vehicle, or other repository on RAC premises any illegal drug, controlled substance, or any alcohol.

4. 4. Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on RAC premises, or while engaged in RAC business. Being "under the influence" of alcohol is defined as a blood alcohol content of 0.01%; being "under the influence" of an unauthorized controlled substance or illegal drug is defined as testing positive at a specified level.
5. 1. 5. Use of alcohol off RAC premises that adversely affects the employee's work performance, his own or other's safety at work or the organization's reputation or standing in the community.
6. 6. Possession or use of illegal drugs off RAC premises that adversely affects the employee's work performance, his own or other's safety at work, or the RAC's reputation or standing in the community.
7. 7. Switching or adulterating any urine sample submitted for testing.
8. 8. Refusing to consent to a blood, urine, or other drug or alcohol test when requested by management.
9. 9. Refusing to submit to an inspection when requested by management.
10. 10. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program to which the employee is enrolled.
11. 11. Arrest or conviction under any criminal drug statute under circumstances which adversely affect the RAC's reputation or standing in the community.
12. 12. Failure to notify the immediate supervisor of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction.

Drug and Alcohol Testing

Whenever RAC management has a reasonable suspicion that an employee is using or is under the influence of alcohol or drugs, or that an employee has otherwise violated this policy, the RAC may require the employee to submit urine and/or a blood sample. An employee who tests positive for drugs or is under the influence of alcohol will be in violation of this policy.

Applicants and employees subject to testing must sign, prior to testing, an approved form consenting to the testing and consenting to the release of the test results to management of the RAC.

Prior to taking any action, the RAC will give all applicants and employees who test positive for drugs or are determined to be under the influence of alcohol the opportunity to explain the test results and perform a confirmatory test designed to verify the reliability of the first test.

Consequences for Violation of This Policy

Violation of this Alcohol and Drug Policy may result in severe disciplinary action, including discharge for a first-time offense, at management's sole discretion.

In addition to any disciplinary action for a positive test for alcohol or drugs, the RAC may, in its sole discretion, refer an employee for assessment, counseling, and referral to a treatment

program for alcohol or drug abuse. Employees referred due to a positive test for alcohol or drugs must immediately cease any alcohol or drug abuse, must subject themselves to periodic unannounced testing for a period of twenty-four months,

and must comply with all other conditions of the treatment and counseling program. Employees who undergo counseling and treatment for substance abuse and who continue to work, must meet all established standards of conduct and performance.

Panhandle RAC will terminate any employee who tests positive for alcohol or drug abuse during the rehabilitation program or the twenty-four-month period following completion of the rehabilitation program.

Condition of Employment

Compliance with this substance abuse policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of treatment will be grounds for termination.

Inspections

Panhandle RAC reserves the right to conduct searches, subject for all employees, to monitor compliance of RAC policy concerning security of Panhandle RAC, individual property, alcohol or drugs and possession of other contraband items on any work site under the scope of employment with the RAC. An inspection may include, but is not limited to, a search of the person, the personal effects including; packages, briefcases, purses, or any vehicle, while on the work site. When requesting a search, the Panhandle RAC is not accusing the employee of theft or any other crime, but merely part of an investigation. Such inspections or searches shall be undertaken in a manner that respects, to the greatest extent practicable, the employee's privacy interest. Failure to consent to such search may subject an employee to immediate discharge.

Reservation of Rights

Panhandle RAC reserves the rights to interpret, change, rescind, or depart from this policy in whole or in part, without notice. Nothing in this policy alters an employee's status as an at will employee. Employees remain free to resign their employment at any time for any reason. Panhandle RAC retains the right to terminate any employee at any time, with or without cause.

Policy 1.8

Dress Code

As representatives of Panhandle RAC, staff will be expected to dress in business casual attire or approved uniforms during all RAC meetings. Daily office / work attire may be more casual to include nice jeans and collared shirts. Executive Director reserves the right to approve or disapproval staff dress code.

Policy 1.9

Outside Employment of Staff

Employment Disclosure

Any staff member who is engaged in, or is planning to engage in, outside employment, shall seek information from the Executive Director as to whether such current and planned activities are prohibited. The Director may grant written approval for outside employment only when he or she believes such activities would be consistent with this regulation. If written approval is not granted, the employee shall not commence or continue the outside employment or activity.

Policy 1.10

Safety and Emergency Procedures

Panhandle RAC strives to ensure a safe workplace. It is the responsibility of each staff member to adhere to the following:

- a. • Work per safety practices as posted, instructed and discussed
- b. • Refrain from any unsafe act that might endanger oneself, co-workers, or RAC property
- c. • Use all safety devices provided for his or her protection—failure to comply with safety requirements could result in immediate dismissal
- d. • Report any unsafe situation or acts immediately to the supervisor

Fire Prevention

- a. • Electrical equipment should be turned off when not in use.
- b. • Staff members must notify the supervisor of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard.

Procedures to follow in the event of an emergency condition:

An “emergency condition” includes a fire, full power failure or other similar conditions.

Fire Emergency

- a. • Staff members must familiarize themselves with the location of fire exits, alarms and extinguishers.
- b. • If a staff member sees smoke or fire, he or she alerts the people in the building. If it is a small fire, a nearby fire extinguisher may be used as necessary.
 - a. • If evacuation is called for, staff members use the closest unaffected exit.
 - b. • When in smoke, stay low.

- c. • Staff move as far away from the building as possible for safety and make room for emergency vehicles.

First Aid/Workers Compensation

First aid supplies are located at the RAC office. Staff members must familiarize themselves with their location.

For purposes of Workers Compensation, all injuries must be reported to the Executive Director within 24 hours or as soon as practically possible following the injury. Injuries must be reported regardless of severity.

Policy 1.11

Electronic Monitoring

Panhandle RAC may periodically monitor, survey, or review staff members work performance using mechanical, electronic, or other devices and methods. Among the mechanical or electronic devices this agency may use are telephone, computer, internet and e-mail monitoring, and observation. These devices and methods may also be used to investigate workplace issues.

Policy 1.12

Release of Information about Staff

All requests for information about a current, retired, or terminated employee are directed to the Executive Director, who may disclose to prospective employer's date of employment, final title or position, job location, and final rate of pay.

Policy 1.13

Criminal Acts against RAC Property

Criminal acts include, but are not limited to, breaking and entering and/or theft of RAC property. Any staff member observing a criminal act or suspected criminal act against the RAC takes the following actions:

- a. • Leaves the scene immediately, while observing the situation and noting details to the greatest extent possible.
- a. • Exercises care in not touching anything that may provide evidence or information for the police.
- a. • Calls the police and then notifies the Executive Director.
- a. • Assist police investigators with any information possible.

The Executive Director contacts the RAC Chair.

Policy 1.14

Personal Vehicle Use

This policy affects any individual who may drive a personal vehicle on RAC business. The following information must be in the staff member's file:

- Driver's license number and expiration date

- A record check with the Department of Motor Vehicles as proof of possession of a valid and current driver license (e.g. not suspended, revoked, etc.)
- A record check with the Department of Motor Vehicles and proof of absence of more than two minor moving violations and/or at-fault accidents for a three 3. (3) year period
- A record check with the Department of Motor Vehicles and proof of absence of violations within the last five years for Driving While Under the Influence (DUI) or Driving While Intoxicated (DWI) or similar violations that pose a safety and insurance risk to clients.
- Proof of insurance

All information is kept confidential. It is the staff member's responsibility to keep this information up-to-date, including reporting to the Executive Director any moving violations or changes in driving status within five (5) days of the violation or change. Failure to do this can result in disciplinary action up to and including termination.

If a staff member accumulates more than two (2) moving violations, it is up to the insurance carrier to decide if he or she will lose driving privileges on RAC business for a period of up to three (3) years. Any staff member committing a moving violation in a personal vehicle on RAC business may also be subject to disciplinary action.

Safe driving practices, speed limits and other driving laws must be observed. The RAC is not responsible for fines incurred by staff members while driving a personal vehicle while on RAC business. Staff members are responsible for reporting any accidents, no matter how minor, to the police before leaving the scene of the accident and as soon as possible to the Executive Director.

Mileage for staff travel on RAC business is reimbursed at the current rate of reimbursement.

Policy 1.14

Personal Vehicle Use

If an employee's personal vehicle suffers mechanical failure during the conducting of RAC business, the employee is required to:

3. (3) Immediately call his/her Executive Director.
4. (4) Coordinate/secure the service required to address the vehicle problem (i.e. tow truck, technician, etc).
5. (5) Employees are responsible for securing their own emergency roadside assistance (ERS) the employee is encouraged to call the Department of Public Safety (DPS) non-emergency roadside assistance line: 1-800-525- 5555, which is printed on the back of most Texas driver licenses and vehicle inspection stickers.

6. (6) In the event of an emergency, employees are advised to immediately dial 911.

The RAC does not consider an employee attending to the mechanical failure of a personal vehicle to be performing RAC business. It does not reimburse employees for repairs, lodging, meals, or when mechanical failure of a personal vehicle interrupts their RAC business. Once the vehicle is repaired and the employee continues state business, reimbursement for lodging, meals, and mileage claims can be resumed.

Policy 1.15

RAC Vehicle Use

It is the policy of the Company to provide vehicles for business use and to allow employees to drive on Company business.

- Employees may not drive vehicles for Company business without the prior approval of the Executive Director.
- Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy. In addition, employees holding those jobs must inform the Executive Director of any changes that may affect their ability to meet the standards of this policy. Employees who lose their licenses must report this to the Executive Director.
- Employees who receive prior approval from the Executive Director may rent a car when traveling out of town on Company business.
- Employees who drive a vehicle on RAC business, in addition to meeting the approval requirements above, must exercise due diligence to drive safely and follow all traffic laws, to avoid distractions while driving, and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any RAC or legal standards for insurance, maintenance, and safety.
- Employees are responsible for any driving infractions or fines that result from their driving and must report them to their supervisors.
- Employees who drive a RAC vehicle should ensure that the vehicle is clean and fueled. Smoking is prohibited in all RAC vehicles.
- Employees are not permitted, under any circumstances, to operate a RAC vehicle, or a personal vehicle for RAC business, when any physical or mental impairment causes the employee to be unable to drive safely. This includes circumstances in which the employee temporarily is unable to operate a vehicle safely or legally because of illness, medication, or intoxication.

**Policy 1.15 9 (Cont.)
RAC Vehicle Use**

- Employees driving on RAC may claim reimbursement for parking fees and tolls incurred. In addition, employees driving RAC vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. All requests for reimbursement must be approved by the Executive Director.
- Employees must report any accident, theft, damage, breakdown, or mechanical problem involving a RAC vehicle or a personal vehicle used on RAC business to the Executive Director, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible but no later than twenty-four hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.
- Monthly Use Reports are in each vehicle packet, and an entry must be completed for every trip.
- Monthly Use Report entries must include:
 - Trip/Daily Ending Odometer
 - Purpose of Trip
 - Destination
 - Driver Last Name
 - Number of Passengers (Per Trip)
 - Fuel Type/Gallons/Cost (If Applicable)
- RAC Board members and non-Board GETAC Committee members may request to utilize RAC vehicles when traveling for Committee meetings or GETAC meetings that would benefit the RAC.
- Maintenance problems must be reported immediately.
- Vehicle Maintenance will be performed per the following schedule:
 - Change Oil and Filter per manufacturer recommendations
 - Change Air Filter: Annually
 - Tires Rotated: per oil change
 - Car Wash (Inside and Out): as needed
 - Inspection Stickers and Tags: Annually, on dates required
 - Vehicle Repairs: As needed

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Policy 1.15 9 (Cont.)

RAC Vehicle

- The Executive Director will keep a detailed log of all vehicle maintenance performed and when the next vehicle maintenance is due.
- Vehicle maintenance is to be paid for using the RAC Credit card. A copy of the invoice, with the corresponding receipt(s) attached, odometer reading, and the time of purchase must be submitted to the Executive Director for all maintenance performed.

Policy 1.16
RAC Property Use

Staff members do not directly or indirectly use or allow the use of property, equipment, supplies belonging to the RAC for any purpose other than RAC business, unless special permission is obtained from the Executive Director. Furthermore, no staff member shall willfully alter, mutilate, abuse, or waste any property, equipment, or supplies belonging to the RAC. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination.

During normal business use, a staff member notices that any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair, the Executive Director should be notified as soon as possible.

Policy 1.16
Media Request

Staff members should refer all media request to the Executive Director.

Policy 1.18
Asset Management

PURPOSE

The Panhandle RAC (the RAC) Procedure for Tracking and Safeguarding Assets (the “Asset Tracking Policy/Procedure, or “Asset Tracking”) establishes policy and guidance to provide an efficient and effective way to track and safeguard assets for the fulfillment of the Panhandle RAC’s mission.

LEGAL AUTHORITY

The Panhandle RAC developed this Asset Tracking Policy pursuant to the guidelines established by the membership of the RAC and in conjunction with applicable regulatory requirements. The RAC will safeguard assets in a manner that is consistent with responsible stewardship and compliant with requirements/regulations of the applicable grant, contract, and/or regulatory agency (s).

LEGAL EFFECT OF THIS DOCUMENT

This Asset Tracking Policy provides guiding principles for the RAC's management of assets. Nothing in this document creates or conveys any substantive rights.

MODIFICATION OF THIS POLICY

The RAC may modify this Policy from time to time, as deemed appropriate by the Executive Director and/or Board of Directors.

APPLICABILITY

This Asset Tracking Policy applies to all substantive assets which pass through or become part of the RAC inventory. Waivers or deviations from this Policy may be approved by the Executive Director, provided such waivers or deviations are reported to the Board of Directors in a timely manner.

KEY PRINCIPLES

The RAC Procurement Policy embodies key principles considered essential for achieving good asset management. These are:

- ▶ Compliance – Assets will be tracked and safeguarded manner consistent with regulatory and statutory requirements.
- ▶ Effectiveness - the timely and cost-effective tracking and safeguarding of assets will assure appropriate stewardship of RAC assets; thereby, preventing loss, theft or other possible misappropriations.
- ▶ Flexibility - the ability to make good decisions based on best practices for circumstances rather than rigid adherence to standard procedures.
- ▶ Efficiency - simple processes that achieve desired results without undue oversight or waste of resources.
- ▶ Public trust - achieved through fairness and open and honest communications with the RAC membership, contractors, vendors, and the public.

KEY FEATURES

The following are key features of the Policy:

- ▶ Establishes reasonable practices to maintain accountability for assets handled and/or maintained by the RAC.

- ▶ Enables innovative and creative tailoring of asset tracking to meet organizational and individual agency needs, assure good stewardship of assets, and safeguards assets.

SECTION 2.

ASSET TRACKING AND SAFEGUARDING POLICY

AUTHORITY

Through this Policy, approved by the RAC Board of Directors, the Executive Director is designated the authority for carrying out all functions, powers, and duties related to the procurement, inventory and management, of property and equipment of the RAC. Subject to the provisions of this policy, the Executive Director, or his/her designee, has broad authority to manage and safeguard

assets on such terms and conditions as the Executive Director may consider appropriate. The Executive Director may delegate to the RAC's Program Manager broad authority to manage its inventory functions. In the case of items assigned to individual RAC staff members for their use in the completion of RAC duties, the distribution and return of these items will be noted using the attached inventory form.

UNAUTHORIZED ACTIVITY

Only those persons to whom authority has been specifically delegated by the Executive Director are authorized to receive and/or release RAC assets.

GUIDANCE

The following should be considered in safeguarding and tracking all assets of the RAC.

- a. a Accuracy - All items purchased and received on behalf of the RAC will be documented as to the date of receipt. Receipts/shipping/packing labels will be verified for accuracy with respect to quantity, cost, condition of item, etc. Any discrepancies will be resolved, with documentation of the resolution. Distribution of assets will require the signature of the RAC staff member distributing the item (s) and the receiving party.
- b. b Integrity – All RAC staff will properly safeguard and protect RAC assets. Normal wear and tear is expected; however, any loss or breakage will be reported immediately and the circumstances documented. Diversion of RAC assets for personal use is prohibited.
- c. c Accountability/Stewardship – RAC assets are valuable. RAC staff will assure that these items are properly safeguarded. Instructions for the proper use of RAC assets will be provided to all users/recipients.

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Policy 1.19

Information Technology

Policy Statement

The use of Panhandle Regional Advisory Council TSA-A automation systems, including telephone systems, computers, fax machines, and all forms of Internet/Intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the RAC.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to RAC business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of RAC computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate RAC purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Misrepresenting oneself or the RAC;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in anyway;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the RAC networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;

- Becoming involved in partisan politics;
 - Causing congestion, disruption, disablement, alteration, or impairment of RAC networks or systems;
 - Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
 - Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
 - Using recreational games; and/or
 - Defeating or attempting to defeat security restrictions on company systems and applications.
- Using RAC automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such activity is subject to disciplinary action. The RAC electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of RAC resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The RAC will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Violation of these policies, could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files

The RAC owns the rights to all data and files in any computer, network, or other information system used in the RAC. The RAC also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as the use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using RAC equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by RAC officials. The RAC has the right to inspect all files stored in private areas of the network or on individual computers or storage media to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate RAC official.

The RAC has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, including dismissal.

Confidentiality of Electronic Mail

Electronic mail is subject to monitoring, and the release of specific information is subject to applicable state and federal laws and RAC rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

It is a violation of RAC policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the RAC's mission, to provide effective service of the highest quality to the RAC's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are RAC resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for all damages incurred because of violating company security policy, copyright, and licensing agreements.

All RAC policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

Personal Electronic Equipment

Employees should not bring personal computers to the workplace or connect them to RAC electronic systems unless expressly permitted to do so by the RAC. Any employee bringing a personal computing device or image recording device onto RAC premises thereby gives

permission to the RAC to inspect the personal computer or image recording device at any time with personnel of the RAC's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or image recording device in question.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the RAC or from individuals whose rights are harmed by the violation.

Policy 1.20

Cell Phone Policy

The purpose:

The Panhandle Regional Advisory Council staff who are required to be in contact with the company will receive a monthly phone stipend. While cell phones are a necessary convenience of the business world, we require that RAC employees follow the guidelines listed below.

Policy:

All employees are required to be professional and conscientious when conducting business on cellular phones.

Chapter

Two:

Nondiscrimina

tion

Policy 2.1

Equal Employment Opportunity

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Panhandle RAC believes that equal opportunity for all staff members is important for the continuing success of our organization. In accordance with state and federal law, the RAC does not discriminate against a staff member or applicant for employment because of race, disability, color, creed, sex, age, national origin, ancestry, citizenship, veteran status, or disability that does not impair an individual's ability to perform the essential functions of the job with or without reasonable accommodation. This policy of non-discrimination applies to decisions involving hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation and any other term or condition of employment.

Policy 2.1

Sexual Harassment

Panhandle RAC does not tolerate sexual harassment of its staff members. This means that the following behaviors are grounds for disciplinary action, including termination:

- a. • unwelcome sexual advances.
- b. • requests for sexual acts or favors.
- c. • insulting or degrading sexual remarks or conduct directed against another staff member.
- d. • threats, demands or suggestions that a staff member's work is contingent upon toleration of or acquiescence to sexual advances.
- e. • retaliation against staff members for complaining about such behaviors.
- f. • any other unwelcome statements, actions, or jokes based on sex that are sufficiently severe or pervasive as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment.

Any person who has a complaint of sexual harassment against a superior, a co-worker, a vendor or a person we serve should report the problem to the attention of the administration.

Panhandle RAC prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint. Complaints are investigated and handled as confidentially as possible consistent with the RAC's obligation to investigate alleged acts of harassment.

Complaints of sexual harassment are investigated promptly. To the extent practicable, allegations of the complaint and the identity of the persons involved shall remain confidential.

Policy 2.3

General Harassment

Panhandle RAC does not tolerate harassment of its staff members. This means that the following behaviors are grounds for disciplinary action, including termination:

- a. • insulting or degrading remarks or conduct directed against another staff member of a religious, racial, ethnic or other nature found to be offensive by a reasonable person.
- b. • threats, demands or suggestions that a staff member's work is contingent upon toleration of or acquiescence to harassing behaviors.
- c. • retaliation against staff members for complaining about such behaviors.
- d. • any other unwelcome statements, actions, or jokes based on race, ethnicity, religion, disability or other protected class that are sufficiently severe or pervasive as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment.

Any person who has a complaint of harassment against a superior, a co-worker, a vendor or a RAC member should bring the problem to the attention of the administration.

Panhandle RAC prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint. Complaints are investigated and handled as confidentially as possible consistent with the RAC's obligation to investigate alleged acts of harassment.

Complaints of harassment are investigated promptly. To the extent practicable, allegations of the complaint and the identity of the persons involved shall remain confidential.

Chapter 3:

Conditions of Employment

Policy 3.1

At - Will Employment

Unless an employee has a written employment agreement with Panhandle RAC which provides differently, all employment at Panhandle RAC is “at-will”. Employees may be terminated from employment with Panhandle RAC with or without cause, and employees are free to leave employment of the RAC with or without cause. Any representation by any RAC officer or employee contrary to this policy is not binding unless it is in writing and is signed by the Executive Director with approval by the Board.

Policy 3.2

Licenses and Certifications

Staff members whose jobs require professional license or certification must present documentation of their license or certification prior to employment. Subsequently, staff members are required to present their renewed license or certification within two weeks of the expiration of present license or certification.

- Copies of the license or certification, plus copies of all renewals or changes, must be provided by the staff member for inclusion in his or her personnel file.
- Staff members must notify their supervisors before the next scheduled workday of any changes in the status of their license or certification.

• Policy 3.3

Authorization to Work

The Immigration Reform and Control Act of 1986 requires that Panhandle RAC ensure that staff members are authorized for employment in the United States. Only individuals lawfully authorized for employment in the U.S. are employed.

About the Immigration Reform and Control Act of 1986, this agency collects information on INS Form I- 9 and reviews certain documentation concerning the employment authorization of individuals hired after November 6, 1986. This information and documentation is used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If a staff member's employment authorization changes or terminates after the start date of his or her employment, the staff member must inform his or her immediate Supervisor immediately.

Policy 3.4

Introductory Period

Whenever the term “introductory period” is used in the personnel policies manual, it means the first three months of employment by a newly hired staff member. Staff members whose service is satisfactory in the introductory period may become regular full-time or part-time staff members, subject to availability of funds, the continued existence of the position and continued satisfactory work performance in the position.

A staff member may be terminated at any time during or after the introductory period if his or her performance fails to meet acceptable standards of performance.

A current staff member who is promoted or assigned another job is subject to this introductory period policy.

Policy 3.5

Definitions of Employment Status

Employee classifications are determined by the Fair Labor Standards Act (FLSA).

They are “exempt” and “nonexempt.”

- •
“Exempt staff members” include those who are not subject to overtime provisions. Exempt positions meet specific tests established by FLSA and state law.
- • “Nonexempt staff members” are those whose positions do not meet FLSA exemption tests and are paid a multiple of their regular rate for overtime, as required by federal and state law.
- Full time employees are scheduled to work an average of ≥ 32 hours perweek
- Part time and PRN employees are scheduled to work < 32 hours perweek.
- Probation – new employees who are in the 90-day orientation period, or those placed on probation through the corrective action process.

- Temporary Employees – employees who are hired on a temporary basis during peak workload or vacation periods. These employees may work full time or part time hours.

Policy 3.5

Compensatory Time and Overtime

Nonexempt staff members who work overtime, must have the supervisor's approval, and are paid overtime in accordance with applicable wage and hour laws.

Exempt staff members may be expected to work beyond the designated work schedule if that is necessary to adequately perform their job duties. Compensatory time may be granted to exempt staff members at the discretion of the Executive Director. Compensatory time should be held to a minimum and used within 60 days of the time accrued and must be approved by the Executive Director.

Policy 3.7

Personnel Records

Personnel records will be maintained, containing information on each employee of Panhandle RAC to meet state and federal requirements and to ensure effective personnel administration. This is a description of Panhandle RAC's record-keeping system regarding staff member information. The file on each staff member is confidential information and is treated as such. The only persons with access to the file are the RAC Chair and the Executive Director.

Staff members' personnel files may contain the following items:

- Signed application and resume
- Letters of appointment and acceptance
- Signed job description
- Copies of transcripts, diplomas, certificates, and licenses
- Ongoing performance evaluations
- Any memoranda or documents relating to performance which are of current relevance
- Memoranda concerning unusual job changes or transfers
- Letters of commendation or other indications of exceptional performance
- Warning letters and records of all disciplinary actions

- Training records, including grades and notations of those who have completed or are presently taking in-house training programs
- Leave of absence information
- Signed code of ethics
- Documentation required by state, federal, or private regulatory agencies
- Payroll, benefits, and other miscellaneous Human Resources related documents
- Signed acknowledgement of receipt of current copy of Personnel Policies
- Salary authorization forms, changes affecting withholding tax, etc.
- Continuing education received.
- Medical records or documents required for administration of Panhandle RAC benefits programs, and any investigative information will be kept in a separate confidential file. Only the Chair and Executive Director may examine these records.

Changes of address, telephone numbers, and any other personal changes that may affect the employee's performance or availability must be immediately reported to the Executive Director.

Requests for information from employee files will be directed to the Executive Director.

Policy 3.8

Nepotism

Panhandle RAC avoids bringing family relationships into the workplace.

Exceptions to this policy are permitted only when expressly authorized in writing by the Executive Director, with approval by the Board of Directors, when it is determined that the interests of the RAC are materially advanced by such exception.

Policy 3.9

Salary Adjustments

Each staff member's salary is reviewed annually. All salaries are gross salaries, and are subject to mandatory and voluntary deductions.

- A. 1. Salary increases are based on merit and performance as indicated in the written evaluation. Remaining in a job for a certain period in a position does not justify a salary increase.

- A. 2. Salary adjustments are determined based upon the availability of funding, and must be approved by the Board of Directors.

1. **Policy 3.10**

Employment Status

Staff categories as established by Panhandle RAC are:

- A. A. **Regular Full-time:** An individual employed for an indefinite term to work a full basic work week of more than 30 hours.
- A.B. **Variable Hour Employee:** An individual who works on an “as needed” basis 29 hours or less per week for specific projects as delegated by the Executive Director.
- A. C. **Introductory Period:** Exempt and nonexempt staff members are Introductory-period employees during their first six months of employment.

A. **Policy 3.11**

Exit Interview

Exit interviews are conducted by the staff Executive Director in a private area during the staff member’s regular work hours on the last date of employment. If the staff member prefers, the interview is conducted by the RAC Chair, at an agreed-upon date and time.

Information shared by the staff member is maintained by the RAC, but is not included in the staff member's personnel file.

The staff member has the option of requesting or declining to discuss reasons for the separation.

In conducting an exit interview, Panhandle RAC uses an exit interview checklist to provide structure for the discussion. The following items may be included on the exit interview survey form:

- • equipment/key return
- • forwarding address (especially for departing house parents)
- • reasons for the separation
- • plans for the immediate future and contact information
- • verification of final pay and reimbursements

- • interest in re-employment
- • staff member suggestions and comments

- **Policy 3.12**

Whistleblower Protection

PURPOSE: To ensure that agency staff knows the process for reporting illegal or other improper conduct described below by any other agency employee(s), and understand they are protected from retaliation for reporting such activities.

POLICY: Agency staff shall report to the other appropriate RAC officials all evidence of activity by any agency employee that they believe is:

1. 1. A violation of a state or federal law, rule, or regulation or
2. 2. Fraud or
3. 3. Misappropriation of agency resources or
4. 4. Any fiscal or financial irregularity or
5. 5. A significant danger to staff health or safety

Employees who in good faith report such incidents shall not be retaliated against in terms and conditions of employment including discharge.

No employee will be adversely affected because the employee refused to carry out a directive which constitutes a violation of state or federal law or poses a substantial specific danger to the employee or to public health and safety. Anonymous information will be accepted and investigated in accordance with the procedures below.

PROCEDURES:

Any agency staff member who has evidence or knowledge of alleged illegal or improper activity described above shall contact the Executive Director or the RAC Chair. If the employee is not satisfied with the response, or is concerned about reprisal, the staff member shall contact the Chair Elect. Employees shall provide as much specific information as possible including names, dates, places and events that took place and the employee's understanding of why the incident(s) may be illegal or otherwise improper activities. Employees who identify themselves will receive a reply to their report. Any questions regarding this policy shall be directed to the Executive Director or the RAC Chair.

The officer receiving the allegation of improper activity has the responsibility to:

1. 1. Notify the RAC Officers.
2. 2. Investigate the matter, including the involvement of other officers as appropriate;
3. 3. Develop a course of action with the collaboration of the RAC Officers, and notification of the Board of Directors.

1. 4. 4. Provide the reporting staff member an acknowledgement of the concern.

Chapt er 4: Benefi ts

Policy 4.1 Vacation

Panhandle RAC provides paid vacation for rest and relaxation which is important for staff member's physical and mental health. Staff members may not take vacation days until after ninety days of employment. Vacation must be requested reasonably in advance of the time to be taken off. The determination of whether the request is made timely (i.e., made reasonably in advance of time off requested) is in the discretion of the Executive Director, who must approve all vacation.

Vacation leave shall accrue annually at the beginning of the fiscal year (September 1st). Regular full-time employees shall earn vacation leave of 80 hours per year. Regular full-time employees with greater than five years' employment with Panhandle RAC will earn vacation leave of 120 hours per year.

Vacation leave shall be administered per the following policies:

- 1. Only regular, full-time employees shall accrue vacation.
- 2. The maximum accrual an employee may maintain is equal to, but not greater than, two times his or her annual rate. Employees shall be encouraged to use a substantial portion of their vacation leave each year.
- 3. An employee who accrues the maximum vacation leave allowed shall not accrue additional vacation until that employee uses a portion of the accrued vacation time.
- 4. An employee's vacation leave shall be recorded as the anniversary hire date for the first year and the beginning of the fiscal year for all subsequent years for accrual.
- 5. Employees shall not be allowed to take vacation during their first 90 days of employment, unless such vacation is approved by the Executive Director. Any employee who is separated from RAC services for any reason during this period will not be compensated for accrued vacation leave.
- 6. Vacation leave shall not be advanced to employees except with special approval by the Executive Director.
- 7. Vacation time will be paid out at the employee's current rate for hours accrued at resignation/termination.
- 8. Employees may cash out vacation at any time during the year. The employee must maintain a minimum of 40 hours in their PTO bank and may not cash out more than 200 hours in a calendar year. Federal law requires that the tax rate on PTO cash out is at a higher tax rate and is pre-determined. A request PTO Cash Out form must be completed and forwarded to the Executive Director. The Executive Director must approve all PTO cashouts.

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Policy 4.2

Sick Leave

Sick leave provides time off with pay for periods of illness or incapacity resulting from injury. Sick leave may also be used by staffers for health-care appointments that cannot be scheduled at times other than during the workday.

Administration of Sick Leave

Sick leave of regular full-time staff members is accrued at the rate of 4 hours per pay period of service for a total maximum accrual of 480 hours.

Sick leave is accrued from the date of employment, but may not be used prior to satisfactory completion of the first ninety days of continuous service.

Sick Leave Use

Each staff member is responsible for directly notifying his or her supervisor prior to the start of each working day when illness prevents his or her attendance at work. When an extended length of absence due to illness is required, supervisors must be kept advised if the absence is expected to continue for a period longer than originally anticipated. A doctor's statement may be required at the discretion of the Executive Director. Failure to provide requested documentation may result in disciplinary action, up to and including termination of employment.

Staff members, at their discretion, may use sick leave to care for members of their immediate family who are ill.

Sick Leave Bank

Full-time staff members with a minimum of one year of service, who face unplanned, extended absence due to an extended sickness, injury or other unforeseen medical emergency, may participate in the sick leave bank. The sick leave bank is a voluntary program through which staff may request additional leave, donated by other staff. The maximum bank time available is the lesser of the available donated leave or 90 calendar days.

Staff members may donate to the bank voluntarily, and at their own discretion when anonymous appeals for donations are made. Staff members may donate no less than 8 hours and no more than 24 hours of sick leave in a calendar year, provided their own sick leave balance does not fall below 40 hours after donation. Staff members may donate by submitting a complete Bank Leave Donation and Receipt Form.

Staff members may request bank time by submitting a completed Application for Bank Leave to the Executive Director.

Policy 4.3 Holidays

The following holidays are official holidays for

Panhandle RAC. Holidays include:

- • New Year's Eve
- • New Year's Day
- • Memorial Day
- • Independence Day
- • Labor Day
- • Thanksgiving Day
- • Day after Thanksgiving
- • Christmas Eve
- • Christmas Day

- **Policy 4.4**
Bereavement Leave

At the discretion of the Executive Director, three days may be allowed for a death in the immediate family of a full-time staffer. Criteria for time off allowed include a variety of factors, including but not limited to, the need for out-of-town travel and responsibility for handling funeral arrangements. The term "immediate family" includes the following: husband, wife, son, stepson, daughter, stepdaughter, mother, stepmother, father, stepfather, brother, stepbrother, sister, and stepsister.

Up to three days, at the discretion of the Executive Director, may be allowed for a death of certain other family members. This includes the following: son-in-law, daughter-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandmother, grandfather, aunt, and uncle.

- **Policy 4.5**
Military Leave

If a staff member is a member of the National Guard or Reserves, and is directed to participate in periodic field training, the staff member will receive unpaid military leave for a maximum period of 15 calendar days annually. Such leave does not affect the staff member's normal vacation. A regular employee on active military reserve status may use accrued vacation time.

- **Policy 4.6**
Jury Duty

If a staff member is called to serve on jury duty, he or she should notify the Executive Director immediately. All regular staff members are paid while on jury duty. A copy of the jury summons must be turned in to the Director for the staff member to receive pay for missed work days associated with jury duty.

Upon verification from court personnel (i.e., letter from prosecutor/attorney, etc.), a victim of a crime may submit a written request for "court attendance" to his or her immediate supervisor. The request must be approved by the supervisor. Time off is charged to accrued vacation time,

or the staff member may opt for time off without pay. Staff members must provide verification of attendance from court personnel.

Total allowed time off will be two weeks; however, extensions may be granted at the discretion of the Executive Director.

Policy 4.7

Worker's Compensation

Staff members are protected under the state worker's compensation law against loss of income due to injury or death that occurs during work activities. Panhandle RAC pays the entire cost of the Worker's Compensation insurance premium. Staff members must report all job-related accidents, injuries, and illness immediately to the Executive Director.

After the staff member reports the injury, the Executive Director immediate supervisor completes an incident report documenting the accident and injury.

No staff member is discriminated against because of the filing of a claim for Worker's Compensation. Staff members who believe they have been discriminated against because of the making of a claim for Worker's Compensation should bring this matter to the attention of the Employee Liaison of the RAC Board.

Policy 4.8

Employee Assistance Program

Panhandle RAC recognizes that a variety of personal problems or situations may interfere with the ability of the individual staff member to perform satisfactorily while on the job. In responding constructively to these problems, PANHANDLE RAC provides options for the individual to get the help he or she needs.

Procedures:

- 1. Panhandle RAC supports referral and rehabilitation efforts extended to staff members affected by personal problems or situations. Consistent with business necessity, no staff member's job security or promotional opportunity is put in jeopardy by his or her seeking and conscientiously following a program of treatment.
- 2. Panhandle RAC makes available the name, address and phone number of outside agencies that offer or make referrals for treatment. Staff members who suspect they have a problem are urged seek and voluntarily comply with any prescribed treatment.

- 3. Voluntary acceptance of a treatment program is not a valid reason for continued poor job performance. When the behavior of a staff member undergoing treatment results in poor job performance, it is handled in the same manner as any other substandard performance.
- 4. Reporting to work under the influence of drugs or alcohol, or possession of drugs or alcohol on PANHANDLE RAC property, will result in immediate dismissal.

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Chapter Five:

Performance and

Discipline

Policy 5.1

Performance Evaluation

All staff members shall receive written performance evaluations, which assess his or her performance, accomplishments, and areas for improvement. These evaluations will be provided at the completion of the introductory period (90 days) and annually during August.

All staff members are given the opportunity to review their performance evaluations. Staff members are encouraged to include written comments on the review, if appropriate. Staff members who disagree with evaluations are encouraged to discuss areas of disagreement with their supervisor. Staff members must sign and date their evaluation after all comments have been noted.

Performance evaluations become a permanent part of the staff member's personnel file. This information is held in strict confidentiality, and is released to an external third party only with the prior written approval of the staff member.

Policy 5.2

Disciplinary Philosophy

In most instances, Panhandle RAC uses progressive discipline to ensure staff compliance with performance standards, ethics and conduct. Progressive discipline is not required for all offenses. Panhandle RAC reserves the right to terminate staff members for commission of serious infractions, regardless of progressive discipline guidelines or counseling.

Disciplinary actions include oral and written warnings, disciplinary probation, suspension and termination. The frequency and/or severity of misconduct determine which level of disciplinary action is utilized.

Policy 5.3

Warnings

Documentation of written warnings are signed by the Executive Director and the staff member, and kept in the staff member's personnel file. If a staff member refuses to sign, the supervisor has a witness sign that a copy was given to the staff member. The staff member's signature indicates receipt of the document, but not necessarily his or her agreement with it. This document includes identification of the date, violation, indication of necessary improvement and information concerning further disciplinary action that could result from failure to show improvement.

Policy 5.6

Disciplinary Probation

A staff member may be placed on disciplinary probation by the supervisor to allow the staff member to show improvement on the problem(s) specified at the time of probation.

The disciplinary probation period begins when the Executive Director provides the staff member with a written—and signed—document which:

- • Identifies the problem(s);
- • Indicates the necessary improvement;

- • Specifies length of probation period;
- • And, informs the staff member of further disciplinary action which could result from failure to show satisfactory improvement within the specified probation period.

- **Policy 5.5**
Suspension

The Executive Director may suspend a staff member for disciplinary reasons with pay. A staff member who is suspended is given written notice of the reasons for the action, and a copy is made a part of the staff member's personnel record.

Supervisors meet with suspended staff members upon their return to work, and specify the improvements needed for the staff member to continue in his/her employment.

Staff members can be suspended for incidents that merit termination if the staff member's participation is suspected, but unclear. Under these circumstances, the Executive Director can suspend the staff member with pay while an investigation is conducted. The RAC Executive Board and Employee Liaison must be apprised of the suspension, if not prior to, as soon as practicable after the suspension has occurred.

- **Policy 5.6**
Dismissal

While progressive discipline may be utilized to correct minor misconduct, some offenses warrant immediate dismissal. These include, but are not limited to:

- • Theft—including, but not limited to, the removal of Panhandle RAC property or the property of another staff member from RAC premises without prior authorization.
- • Violating Panhandle RAC's drug and alcohol policy.
- • Falsifying or altering Panhandle RAC's records, including provision of inaccurate documentation on employment documents or timesheets.
- • Sabotaging or willfully or recklessly damaging RAC equipment or the property of other staff members.
- • Walking off the job without supervisor permission.
- • Insubordination.
- • Fighting or provoking a fight on RAC premises.

- • Being Absent without notice to Panhandle RAC, in which case the staff member is deemed to have quit voluntarily.
- • Working for another employer while on leave of absence without written consent of the RAC.
- • Possessing and/or using an unlicensed weapon on agency premises or agency business.
- • Substantiated charge of abuse, neglect or exploitation as defined by law.
- • Failing to follow supervisory instruction (unless instruction given is illegal or unethical).

• **Policy 5.7**

Layoffs

From time to time, cutbacks or workforce reductions may be unavoidable. In some cases, a program may have to be reduced in size (or terminated entirely) if funds for its operation are no longer available. If this occurs, Panhandle RAC endeavors to reduce staff using the following steps:

- • Voluntary reductions in the work force. This includes staff members who take leave of absence, or reduction in hours.
- • Attrition.
- • Elimination of part-time positions where practicable.
- • Transferring staff members from terminated positions to other vacant positions within Panhandle RAC if the staff member can meet the qualifications of the position and has satisfactory performance.

In determining which regular staff members are laid off, Panhandle RAC considers the

following factors: Special training
 Past performance
 Job specialty and
 responsibilities Director input

Panhandle RAC provides notice to staff members affected and informs them of the beginning date of layoff. Within 30 days of layoff, the staff member is paid for unused accrued vacation as funds are available.

Policy 5.8

Resignation

Staff members who voluntarily resign from their positions must give at least two weeks notice in writing of their intent to resign. At the option of Panhandle RAC, such staff members may be given two weeks pay, in lieu of working during the two-weeks-notice period.

Policy 5.9

Final Pay

Staff members who leave the service of Panhandle RAC for any reason receive all pay which is due them, with the following qualifications:

- • Regular staff members will be paid for all unused vacation days. Staff members who leave before completing the introductory period are not entitled to any accrued benefits.
- • Regular staff members who are dismissed after committing a criminal offense against Panhandle RAC, or for other gross violations of company policies as determined by the RAC Executive Board and Employee Liaison, do not receive notice pay.
- • Regular staff members who give fewer than 10 working days notice of resignation forfeit their accrued vacation unless agreement is reached between the RAC Executive Board and the staff member.
- • Staff members who leave the agency under involuntary termination and/or resign without notice as stated above forfeit their accrued vacation.
- • Separation date for all staff members is the last day of actual work or approved leave. Final pay received by a staff member will not be construed to extend his or her employment with Panhandle RAC beyond the separation date.
- • Failure to return Panhandle RAC-issued equipment, keys, material, or other items will result in delay in payment of final pay until all RAC property is returned. If these items are damaged or missing, their value may be deducted from the staff member's final pay and/or expense check.
- The RAC Executive Board may grant severance pay to management staff under certain circumstances, at their discretion, pending availability of funds. The employee may receive severance pay equal to one week's pay for every one year's service, up to a maximum of two months' pay if the staff member executes a release and waiver of claims which is acceptable to the Executive Director and Board of Directors. (To receive severance, pay, the staff member must have completed a minimum of 12 months' service to Panhandle RAC.)

Policy 5.10

Grievance Procedures

Any staff member who has a complaint concerning disciplinary action, termination, layoff, or any other term or condition of employment has the right to file a grievance per procedures

outlined in this policy. Staff members who feel that they have been discriminated against based on a category—i.e., race, age, disability, the filing of a claim for worker's compensation, etc.—protected by federal and state laws have the right to file a grievance per procedures outlined in this policy.

No staff member will be discriminated against, harassed, intimidated, or suffer any reprisal because of the good faith filing of a grievance or participation in the investigation of a grievance. If a staff member feels that he or she is being subjected to any of the above, that staff member has the right to appeal directly to the Employee Liaison, who shall be the RAC Secretary.

Step 1: Staff members should attempt to resolve the problem informally with their supervisor as soon as possible.

Step 2: If a solution cannot be reached, the staff member may contact the Employee Liaison (RAC Administration Assistant).

Step 3: If a solution still cannot be reached, the staff member may present a formal grievance, in writing, to the RAC Board of Directors.

All complaints are handled in a timely manner. As a goal, Panhandle RAC attempts to resolve a complaint within 20 working days from the time of its initiation. If an extension of the time limit becomes necessary, all involved parties are notified.

Policy 5.11

Pay Policy

Staff members are paid every 2 weeks on the 14th and the last day of the month. Each paycheck includes earnings for all work performed through the end of the current payroll period.

Panhandle Regional Advisory Council

Personnel Policy Receipt of Employee Handbook

I, _____, have received a complete copy of the policies and procedures handbook for the Panhandle Regional Advisory Council.

I have read and understand the policies.

Signature

Date

Policy 6.1

Procurement Policy

PURPOSE

The Panhandle RAC (the RAC) Procurement Policy (the “Procurement Policy or the “Policy”) establishes policy and guidance to provide an efficient and effective way to obtain needed goods and services for the fulfillment of the Panhandle RAC’s mission

MODIFICATION OF THIS POLICY

The RAC may modify this Policy from time to time, as deemed appropriate by the Executive Director and/or Board of Directors.

All procurements made by the Panhandle Regional Advisory Council involving the expenditure of DSHS HPP Grant will be made in accordance with the following procurement standards.

Procurement transactions, regardless of method or dollar value, will maximize open and free competition consistent with the standards of 45 CFR Sections 74.41 through 74.48. The Panhandle Regional Advisory Council shall not engage in procurement practices, which may be considered arbitrary or restrictive.

Purchases will be reviewed by the Board of Directors to prevent duplication and to ensure that costs are reasonable.

A. I. METHODS FOR PROCUREMENT

Procurements shall be made using one of the following methods: (a) small purchase procedures, (b) competitive sealed bids, (c) competitive negotiations, (d) non-competitive negotiation and shall be made in accordance with procedures set forth at 24 CFR § 84.44 (a)(1) through (a)(3) at a minimum.

A. A. Small Purchases

Purchases which cost between \$500 and \$1,000 will require three over-the-telephone quotations of rate, price, etc. A memorandum will be prepared setting forth the date calls were made, parties contacted and prices obtained. For purchases of less than \$500, efforts will be made to get the lowest and best price, but written records of such efforts are not necessary.

Purchases of supplies, equipment and services which cost between \$1,000 and \$10,000 will require written estimates but no legal advertisement is required. The Panhandle Regional Advisory Council will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and filed.

A. B. Competitive Bids

The panhandle Regional Advisory Council will solicit bids for items over \$10,000. Bids will be obtained from three separate vendors that provide the same or similar services. Awards will be made based on the match of the items requested with the bidder's ability to deliver the product(s) in the timeframe agreed upon and the cost of the items being purchased.

Once bids are received, the Board of Directors will review the items for completeness and accuracy and name the bid awardee. The Executive Director will maintain all records relating to the bids and quotes for service.

A. C. Competitive Negotiations

The panhandle Regional Advisory Council will use competitive negotiations, regardless of contract amount, upon a written determination that:

1. 1. Specifications cannot be made specific enough to permit the award of a bid based on either the lowest bid or the lowest evaluated bid price (in other words, bidding is not feasible).
1. 2. The services to be procured are professional in nature.

Except for certain professional services competitive negotiations will proceed as follows:

- a. a. Proposals will be solicited through newspaper advertisement; additionally, a Request for Proposal (RFP) may be prepared and mailed to qualified vendors. The newspaper advertisement must be published at least seven (7) days and not more than twenty-one (21) days before the date for receipt of the proposals. The RFP will describe services needed and identify the factors to be considered in the evaluation of proposals and the relative weights assigned to each selection factor. The RFP will also state where further details regarding the RFP may be obtained. The RFP will call attention to the same regulations discussed in the bidding process. Requests for proposals will always include cost as a selection factor.
- a. b. Award must be made to the offeror whose proposal is determined in writing by The Panhandle Regional Advisory Council to be the most advantageous to Panhandle RAC. Evaluations must be based on the factors set forth in the Request for Proposal and a written evaluation of each response prepared. The
 - a. review committee may contact the firms regarding their proposals for clarification and record in writing the nature of the clarification. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected. New proposals may be solicited on the same or revised terms or the procurement may be abandoned.

For the procurement of certain professional services, an alternative to RFPs may be used. The panhandle Regional Advisory Council may publish a Request for Qualifications. RFQ's are handled in a similar method to RFP's with the exception that cost is not a factor in the initial evaluation. The Chair of the Board and Executive Director will evaluate the responses and rank them by comparative qualifications. The highest scoring person or firm will be contacted and the Executive Director will negotiate cost. If the Executive Director is unable to negotiate a satisfactory cost arrangement, the second highest scoring person or firm will be invited to negotiate. The Executive Director will maintain a written record of all such negotiations.

A. D. Noncompetitive Negotiations

Noncompetitive negotiations may be used for procurements more than \$10,000 when bidding or competitive negotiations are not feasible. The panhandle Regional Advisory Council may purchase goods and services through non- competitive negotiations when it is determined in writing by the Executive Director that competitive negotiation or bidding is not feasible and that:

1. 1. An emergency exists which will cause public harm because of the delay caused by following competitive purchasing procedures, or
1. 2. The product or service can be obtained only from one source, or
1. 3. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, or
1. 4. Only one satisfactory proposal is received through RFP or RFQ, or
1. 5. The state has authorized the noncompetitive negotiation (e.g., the procurement of services by an Area Development District).

Procurement by noncompetitive negotiation requires the strictest attention to the observation of impartiality toward all suppliers. The panhandle Regional Advisory Council must approve all procurements by non-competitive negotiation when only one supplier is involved or only one bid or response to an RFP/RFQ is received.

- A. **E.** Bids will be accepted only from those contractors who have a proven record of ability to successfully complete the scope of work being bid. References will be requested along with the contractor's bid proposal. Any contractors submitting a bid must produce (along with his/her bid documents) written proof of liability insurance and worker's compensation coverage. Consideration will be given to such matters as contractor
A. integrity, compliance with public policy, record of past performance and financial and technical resources in awarding contracts.
- A. **F.** HPCNTX will make the determination based on the information provided from the sub- recipient and the bids received from the contract agencies as to the acceptance of a proposal. Acceptance will be made based on a determination of items purchased, applicability to the grant standard, regional asset consideration and quality of items being purchased to ensure that they will be a long-term asset.

A. II. DOCUMENTATION

All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to individual procurement shall be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples include chronologically, by vendor, by type of procurement, etc.). Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

A. III. PROCUREMENT RECORDS

Procurement records will include the following;

- 1. Basis for contractor selection
- 2. Justification for lack of competitive bid when they are not obtained
- 3. Basis for award cost or price

A. IV. LOCALLY OWNED, MINORITY-OWNED, FEMALE-OWNED AND SMALL BUSINESSES

All necessary affirmative steps will be taken and documented to solicit participation of locally owned, minority-owned, female-owned and small businesses. Panhandle Regional Advisory Council will solicit proposals from minority- or women-owned businesses that provide the goods or services that are being sought. Where possible and feasible, delivery schedules will be established and work will be subdivided to maximize participation by small businesses or minority- or women-owned businesses. Subdivided components will be bid as a separate contract. Where feasible, evaluation criteria will include a factor with an appropriate weight for these firms. A list of locally owned, minority-owned, female-owned and small businesses and ~~also~~ minority businesses located within the trade region shall be maintained and used when issuing IFBs, RFPs and RFQs. This list shall also be consulted when making small purchases. The Panhandle Regional Advisory Council will use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the

Department of Commerce. The successful bidder will be required to use these same criteria in selection of suppliers and subcontractors whenever possible.

A. IV. CODE OF CONDUCT

A. A. Conflict of Interest

No Panhandle Regional Advisory Council member, employee, consultant, elected official, appointed official or designated agent of The Panhandle Regional Advisory Council will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent of The Panhandle Regional Advisory Council, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms.

NOTE: These rules apply to all named parties and shall be effective for the period of service and for one year after leaving said position (or office, in the case of elected officials).

Exception to these rules may be sought by requesting exemption from the U.S. Department of Housing and Urban Development (HUD). Such request for exemption must be sent in writing to HUD. To make such request, first, the full nature of the conflict must have been made public and proof of such disclosure must be submitted to HUD, AND secondly, the Panhandle Regional Advisory Council must submit to HUD a legal opinion which states that the potential conflict will not be a violation of state or local law.

A. B. Acceptance of Gratuities

No Panhandle Regional Advisory Council member, employee or designated agent of The Panhandle Regional Advisory Council shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, subcontractors or potential subcontractors.

A. C. Penalties

Any Panhandle Regional Advisory Council member, employee or designated agent of The Panhandle Regional Advisory Council who knowingly and deliberately violates the provisions of this code will be open to civil suit by The Panhandle Regional Advisory Council without the legal protection of The Panhandle Regional Advisory Council.

Furthermore, such a violation of these procurement standards is grounds for dismissal by The Panhandle Regional Advisory Council (if an employee) or such sanctions as available under the law (if an elected official).

Any contractor or potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with The Panhandle Regional Advisory Council.

Policy 6.2 Travel

Necessary and reasonable expenses for transportation, meals, lodging, and incidental expenses incurred for travel that clearly involve RAC business will be reimbursed as funding is available. Seminar tuition and registration fees will be reimbursed on a Travel & Expense Report only if member is required to pay these expenses out-of-pocket.

Travelers will strive to ensure that travel arrangements are made in the most cost effective manner available, considering all relevant circumstances.

- Travel will be approved for activities directly related to RAC business. Members are expected to provide a report of meetings/trainings back to the general membership at the next scheduled RAC meeting, information should be included agenda items and meeting minutes when possible.
- For HPP/GETAC meetings (other preparedness related meetings or conferences), the RAC will reimburse:
 - 1) Coach airfare
 - 2) Hotel lodging
 - 3) Car rental/gasoline/cab fares.
- The RAC will pay for meals and incidentals and lodging, up to the US General Services Administration (GSA) per diem rate posted for the city (see gsa.gov for rates). Travel must be for more than 12 hours per day. Per Diem requests should be adjusted for the first and last day of travel, per GSA rates, when travel time is less than 12 hours. Per Diem requests should also be adjusted when meals are provided. GSA rates are attached to the travel expense form for the destination.
- Reimbursement must be submitted on the “RAC Travel and Expense Form” All information must be included such as the dates of travel, purpose of travel, attendee, travel destination. The form must be signed by the attendee and the RAC Executive Director for reimbursement.
- Reimbursement for mileage must be submitted on the “Mileage Reimbursement Form” and the form must be signed by the individual Director. Mileage reimbursement rates will coincide with State of Texas mileage rates and document actual point to point odometer readings or point to point map mileages such as map quest. Mileage forms should be presented prior to the last day of each month for which reimbursement is requested.
- Travel expense forms and original receipts with proof of payment must be submitted within 10 days of return to be considered for reimbursement. Meal receipts are not required.

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Pay To:	PLEASE FILL OUT ALL APPLICABLE SECTIONS		
Destination:	Tobacco	HPP	EMS/RAC
Contract			
Attendee:			
Purpose: Date of trip:			
EXPENSE			
Airfare: Airfare			
Parking: Car	\$0.00	\$0.00	\$0.00
Mileage:			
Fuel:			
Sub Total			
Meals & Incidentals per diem			
PLEASE ENTER			
Day 1			
day 2			
day 3			
day 4			
day 5 Sub Total		\$0.00	\$0.00

**Policy 6.3
Financial Policy**

PANHANDLE REGIONAL ADVISORY COUNCIL, TSA-A FINANCIAL
POLICY

Table of Contents

- I. Treasurer Responsibilities
 - II. Executive Director Responsibilities
 - III. Administrative Assistant Responsibilities
 - IV. Contracted Accountant Responsibilities
 - V. Finance Committee Responsibilities
 - VI. Executive Board Responsibilities
 - VII. Expenditures
 - VIII. Accounting Procedures
 - IX. EMS-County Assistance Grant Funds Distribution
 - X. Affiliating agencies
 - XI. Internal Revenue Requirements
- I.

Policy 6.3(cont)
Financial Policy

A. I. TREASURER RESPONSIBILITIES

The Treasurer shall:

- A. A. Review all financial business conducted by the RAC
 - 1. 1. Review all expenditures, including authorization, signatures, and documentation.
 - 2. 2. Review records of income and expenses and present financial reports to the Finance Committee and Board of Directors at least quarterly for approval.
 - 3. 3. Coordinate development of annual budgets, and quarterly review and revisions as necessary.
 - 4. 4. Provide disbursement recommendations to the Finance Committee based on availability of funds and RAC objectives.
 - 5. 5. Chair the Finance Committee.
- B. B. Banking location will be selected by the Treasurer, subject to Finance Committee approval.
- C. C. Participate in all RAC audits.
- D. D. Review and approve IRS reporting.
- E. E. Perform other duties as assigned by the Chair.

A. II. EXECUTIVE DIRECTOR RESPONSIBILITIES

The Executive Director shall:

- 1. A. Be accountable for all fiscal matters by direction of the Finance Committee
 - 2. 1. Approve each expenditure, ensuring proper authorization, signatures, cost allocation, and documentation is maintained per RAC financial procedures
 - 3. 2. Maintain accurate financial records, to be available upon request for review by Finance Committee or Board members upon request, and provide for review by the Treasurer prior to scheduled meetings.
 - 4. 1. 3. Assist with development of annual budget, including research of expenditures and pricing.
 - 5. 4. Disburse funds as directed by the Finance Committee and Board of Directors.
 - 6. 5. Review and maintain accurate financial records, to be available for review by Finance Committee or Board Members upon request.
 - 7. 6. Develop a proposed annual budget for approval by the Board of Directors and the General Membership.
 - 8. 7. Supervise distribution of State funds to eligible members.
 - 9. 8. Research available grant funds and make recommendations to the Board of Directors.
- 1. B. Sign contracts for the organization as approved by the Board of Directors, originals to be filed in the RAC office.
- 2. C. Perform other duties as assigned by the Chair or Treasurer.

Policy 6.3(cont)

Financial Policy

A. III. ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

The Administrative Assistant shall:

- A. Process expenditure requests for documentation, authorization, signatures, and cost allocation per RAC financial procedures.
- B. Issue approved checks from QuickBooks.
- C. Enter direct deposit information.
- D. Reconcile bank statements.
- E. Maintain accurate records and complete files.
- F. Perform other duties as assigned by the Executive Director.

A. IV. CONTRACTED ACCOUNTANT RESPONSIBILITIES

The contracted accountant shall.

- A. Monitor RAC QuickBooks program to ensure accurate accounting per state and federal requirements.
- B. Provide training to the RAC staff in use of QuickBooks.
- C. Monitor financial reports to be maintained and provided to the Finance Committee and Board of Directors.
- D. Generate required RAC IRS reports.

A. A. V. FINANCE COMMITTEE RESPONSIBILITIES

a. A. Composition:

- b. a. To be elected by the Board of Directors from the Board of Directors membership.
- c. b. Chair to be the RAC Treasurer.
- d. c. To be composed of four members in good standing of the Board of Directors, as follows: Treasurer, one hospital representative, one EMS representatives (preferably not to be from the same quadrant of the Panhandle). RAC Chair to be non-voting member. Executive Director to be a non-voting member.
- e. d. Terms to be concurrent with Board of Directors

a. B. Functions

1. At the request of the treasurer, the committee will meet to review financial activities or make recommendations. A financial report will be provided at Board of Directors meetings for all members.

A. B. BOARD OF DIRECTORS RESPONSIBILITIES

The Board of Directors Shall

- A. A. Review financial report package and grant reports.

- B. B. Exercise final approval of the annual budget and any recommended revisions.
- C. C. Budget shall be submitted to General Membership for ratification.

A. C. EXPENDITURES

- A. A. The RAC Chair or Executive Director shall approve all RAC expenditures outside of the approved annual budget up to \$5000.00. The Finance Committee and Executive Board shall approve all RAC expenditures between \$5000.01 -\$10,000.00. The General Membership shall approve all expenditures over \$10,000.01.
 - a. a. Exception 1: Approved budgeted expenses
- B. B. All RAC requests for expenditures and/or reimbursement shall be accompanied by a completed RAC Expenditures Form and appropriate documentation, including purchase orders, invoice, or receipts as indicated.
- 1. D. Checks may be signed, authorized by: Chair, Chair Elect, or Members of Finance Committee, and Executive Director. Two signatures are required for purchases over \$10,000.00
- 2. E. Education Expenses:
 - 3. 1. RAC will pay \$50.00 for approved courses including PHTLS, PEPP, EMD, CCEMT and, TNCC, ENPC courses. ATLS is a regional course

with funds to be reimbursed dependent upon approved budget. The annual education budget will be allocated based upon the following percentages: 1/3 split between NWTHS and BSA, 1/3 regional hospitals, 1/3 EMS. Allocations unused by June 30th may be utilized for additional educational requests by any participating organization.

- 1. 2. Individual requests for reimbursement shall be accompanied by proof of successful completion of course and proof of payment.
- 2. 3. Request for reimbursement for a course by an organization shall be accompanied by a course roster.
- 3. 4. Requests for honorarium or speaker fee shall be accompanied by a completed and signed form for IRS Form 1099 reporting (see attached).
- G. Any member or RAC committee may submit regional spending proposals to the Finance Committee for consideration.

A. D. ACCOUNTING PROCEDURES

- A. A. Financial records will be maintained in accordance with accrual basis accounting principles.
- B. B. Minimum records to be maintained include:
 - a. a. Books of Original Entry including: cash disbursements journal, cash receipts journal, general journal, payroll journal, payroll expense distribution (for each employee) for each pay period to support journal entries, and general ledger (with control accounts and sub-ledgers as applicable).
 - b. b. Records including: individual employee earnings record, bank statements including cancelled checks, original vendor invoices and supporting documents such as price quotes, authorization, pos, receiving reports, executed contracts,

accounts payable detail, accounts receivable detail, payroll authorizations, W4s, job descriptions, confidentiality statements, applications, transcripts, I-9s, and related documents; employee time sheets, and journal entries including all documentation and calculations necessary for independent evaluation.

- c. c. The Executive Director and the Treasurer will bring any accounting issues or problems to the Finance Committee for review and recommendations.
- d. d. The Executive Director shall ensure timely submission of all required reports to DSHS per contract requirements.

a. E. EMS-COUNTY ASSISTANCE GRANT FUNDS DISTRIBUTION:

- B. B. A. The RAC will receive annually from DSHS a list of eligible EMS providers, and a funds distribution by county.
- C. B. The Finance Committee shall make a recommendation to the Board of Directors for distribution of intra-county funds to eligible providers.
- D. C. The Board of Directors and General Membership shall approve guideline prior to any distribution of funds.
- E. D. Funds will be equally distributed within each county based upon eligibility per the annual DSHS Eligible EMS Providers list.
- D. All EMS Services receiving funds shall account for all state funds received and submit an annual report of expenditures of state funds to the RAC office by June 30th of each year. Such expenditures will meet DSHS requirements. Failure to comply will affect future eligibility.

A. X. AFFILIATING AGENCIES

Any affiliating agency must meet the following requirements:

- A. A. The mission of the agency must be compatible with the mission of the RAC.
- B. B. Financial reports must be submitted to the Finance Committee and the RAC Accountant at least quarterly. All financial reporting and income/expenditures must comply with IRS reporting requirements to maintain the RAC's 501(c) 3 status. Supporting documentation must be submitted with financial reports to enable tracking of fund-raising, operating and trauma prevention income/expenses.
- C. C. Activity reports must be submitted to the RAC Board of Directors on at least a quarterly basis. Activities must meet the RAC mission, i.e., trauma/injury prevention, trauma education, and/or improvement of trauma treatment in the region.
- D. D. Activities must be regional (Texas Panhandle) in nature.

A. XI. INTERNAL REVENUE REQUIREMENTS

Every effort shall be made in all financial matters to comply with IRS requirements for maintaining the RAC's 501(c) 3 status. If there is any question of eligibility under 501(c) 3, the RAC Accountant shall be consulted prior to approval of the expenditure.

Policy 6.4

Extreme or Extended Circumstances Pay

PRAC recognizes that overtime is sometimes required.

From time to time, PRAC employees are involved in extreme or extended duration incidents that are time-intensive and exceed the PRAC Executive Board's expectations regarding the employee's time commitment for a typical workweek. In an effort to ensure employee retention and provide a fair and equitable work environment for all employees, the PRAC Executive Board allows the Executive Director to utilize this policy to compensate employees for additional work. Examples of extreme or extended circumstances include but are not limited to multi-day deployments on Emergency Operations missions, Regional Medical Operations Center or DDC activations, State Mission Assignments (SMA) and other time-intensive occurrences.

In general, the types of supplemental pay fall into two broad categories.

Category I – **Hours Worked** is defined as situations where the employee is working significantly increased numbers of hours but is based in Amarillo/Lubbock and is sleeping at home. Because exempt employees are deployed to a job or position within PRAC, the employee will be paid for any hours worked that exceed the employee's typical eight (8) hour workday at an overtime rate of one and a half times (1.5) their normal hourly rate. For the purposes of this policy the normal hourly rate is determined by the annual salary the employee receives for their normal position within PRAC divided by 2080. Non-exempt employees will be compensated at time and a half (1.5) for all hours worked over eight (8) in the work day (in accordance with FLSA requirements).

Category II – **24 Hour Pay** is defined as deployment of the employee, either away from their home for overnight or longer periods OR requires the employee to be essentially either on-duty or subject to recall at a moment's notice while "deployed". Employees on Category II deployment are typically having to live in austere environments, work extremely long hours and/or required to perform in excess of their normal work requirements. All employees will be reimbursed per the PRAC Travel Policy.

Because exempt employees are deployed to a job or position different than their normal position within PRAC, the employee will be paid for all hours that exceed the employee's typical forty (40) hour workweek at an overtime rate of one and a half times (1.5) their normal hourly rate. For the purposes of this policy the normal hourly rate is determined by the annual salary the employee receives for their normal position within PRAC divided by 2080. Non-exempt employees will be compensated a time and a half (1.5) for all hours worked over eight (8) in the work day (in accordance with FLSA requirements).

Non-exempt employees will not receive Per Diem but instead will be compensated at time and a half (1.5) for all hours worked over eight (8) in the work day.

Extended or Extreme Circumstances pay can only be awarded if the employee is assigned to the mission or incident by the Executive Director or his/her designee.

How employees are selected for each deployment is based on the needs of the deployment versus the number of available employees able to be deployed. Such factors include the current workload of each employee qualified for deployment, employee availability, etc. All efforts are made to ensure this policy is consistently applied to all employees.

Policy 6.5

Extreme or Extended Circumstances Contract Labor

PRAC recognizes that hiring extra contract labor is sometimes required.

From time to time, PRAC is involved in extreme or extended duration incidents that are time-intensive and exceed the PRAC Executive Board's expectations regarding what the staff at PRAC is able to do on their own. In an effort to ensure a fair and equitable work environment for all employees, the PRAC Executive Board allows the Executive Director to utilize this policy to hire contract labor for additional workloads. Examples of extreme or extended circumstances include but are not limited to multi-day deployments on Emergency Operations missions, Regional Medical Operations Center or DDC activations, State Mission Assignments (SMA) and other time-intensive occurrences.

Because contract labor can be deployed to a job or position different than normal positions within PRAC, the contract laborer can be paid for all hours at an overtime rate of one and a half times (1.5) their normal hourly rate or a rate determined by the Executive Director. For the purposes of this policy the normal hourly rate is determined by the PRAC Executive Director.

Contract Labors will not receive Per Diem but instead will be compensated at time and a half (1.5) for all hours worked in the work week.

Extended or Extreme Circumstances pay for Contract Labors can only be awarded if the employee is assigned to the mission or incident by the Executive Director or his/her designee.

How Contract Labors are selected for each deployment is based on the needs of the deployment versus the number of available employees able to be deployed. Such factors include the current workload of each employee qualified for deployment, employee availability, etc. All efforts are made to ensure this policy is consistently applied to all Contract Labor.

CERTIFICATE OF BOARD CHAIR

I, Scot Leatherwood, certify that I am the current elected and acting Chair of the Board of Directors for the benefit Corporation/Organization, and the above bylaws are the bylaws of this Corporation/Organization as adopted by the Board of Directors and General Membership, on June 10, 2021, and that they have not been amended or modified since the above.

EXECUTED on the 10th day of June 2021 in the County of Randall, in the State of Texas.



(Scot Leatherwood, Chair)

Reviewed June 2021