Northern Kentucky Area Development District

Personnel Policies

Revised and Approved by NKADD Board of Directors October 22, 2026.

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Welcome

Whether you are a new employee to the Northern Kentucky Area Development District (NKADD) or have been with us for a while, we know that our employees are at the heart of all the services that we provide and contribute directly to our success as an organization. We hope that you take pride in what we accomplish as an agency to serve our region and find the NKADD a rewarding place to work.

The Personnel Policy Handbook outlines NKADD policies, benefits, pay plan and other related employment issues. The intention is that the policies will answer many of your questions about your employment at the NKADD. Therefore, it is important that you familiarize yourself with the Personnel Policy Handbook. If you have questions pertaining to this document, please see a member of management.

Mission Statement

The NKADD is a collaboration of local leaders and staff focused on educating and empowering communities by implementing quality services through specific areas of expertise in:

- Aging and Disability Service
- Local Government Services
- Workforce Development Services

Vision Statement

The NKADD shall be known as a collaborative leader whose impact advances the quality of life for our Northern Kentucky communities and the people who live in them.

Sincerely,



Tara Johnson-Noem
Executive Director

Definitions

Alternative Work Schedule – a schedule that remains full time on a weekly basis but deviates from the standard workday.

At-Will Employment – employment may be altered or terminated without violating an express or implied contract for a duration of employment or for fixed employment terms.

Board of Directors (Board) – The policy making body of the Northern Kentucky Area Development District.

Demotion – A change in the rank of an employee from one position to another position which has a lower minimum starting salary, and which may have less discretion and/or responsibility.

Director of IT and Facilities (IT Director) – The individual responsible for NKADD's information technology, information security, and facilities operations.

Dismissal – The termination of employment.

Division – A work unit of the NKADD organized by functional area.

Employee – A person appointed to a position with the NKADD for which he or she is compensated on a full-time or part-time basis.

Examinations – Methods used to determine the eligibility of applicants for employment. Examinations may include, but shall not be limited to written, oral, physical or performance tests; ratings of training and experience; or any combination of these.

Executive Committee – The Executive Committee of the Board of Directors.

Executive Director – The Chief Executive Officer of the NKADD who reports to the Executive Committee of the Board of Directors.

Exempt Employee – An employee exempt from the overtime and minimum wage provisions of the wage and hour law.

Fiscal Year – July 1 through June 30th

Flex Time – An approved adjustment to an employee's regular hours, either to offset extra hours worked for a business need or to shift daily start and end times, as described in Chapter 4, Section 5.

Full-time Employee – An employee who works, on a continuing basis, a normal 40-hour work

week.

Good Standing – To resign in good standing, an employee must provide their resignation notice in writing to their direct supervisor or to their Associate Director.

Grievance – Any dispute concerning the interpretation or application of a personnel policy governing personnel practices or working conditions, or decisions relative to any disciplinary action, dismissal, demotion, or allegation of discrimination.

Human Resources – The employee designated by the Executive Director to administer the Human Resources programs, projects, and other personnel related issues.

Layoffs – Separation from employment due to lack of work, lack of funds, abolishment of the position or for other material changes in job duties or organization of the NKADD.

Merit Increase – An increase in pay which is typically based on an employee's job performance.

Necessary Special Requirements – Those desired requirements as to education and experience that qualify an applicant to be considered for examination and appointment with the NKADD. Additional requirements may also be indicated where necessary, such as licenses, certificates and other credentials.

NKADD Ethics Officer – A member of the Board of Directors designated by the Board to receive formal complaints under Chapter 16.

Non-Exempt Employee – An employee not exempt from the minimum wage and overtime provisions of the wage and hour law.

Orientation Period – a period during which a new employee receives training, mentoring, and instruction, and is evaluated on a basis more frequently than other employees. Satisfactory completion of the orientation period does not alter an employee's status as at will; nor does this entitle an employee to continued employment through the end of the orientation period. See Chapter 3, Section 6.

Overtime – Time worked more than 40 hours in a normal work week as defined by this policy manual.

Part-time Employee – An employee who works, on a continuing basis, but does not work a full or normal work period.

Performance Evaluation – A method of evaluating each employee on a periodic basis as to his/her performance on the job.

Position – An office or post in a Division of the NKADD involving duties requiring the services of

one person. It can be part-time, full-time, provisional, or regular, occupied, or vacant.

Promotion – A change in the rank of an employee from one position to another position having a higher minimum salary and carrying a greater scope of discretion and responsibility.

Promotional Review Period – The first 90 days after an employee is promoted, at the end of which the employee typically receives a written evaluation (see Chapter 9, Section 4).

Provisional Appointment (Employees) – Provisional appointments may be made to fill positions when the work of the NKADD requires the services of one or more employees on a seasonal or intermittent basis, or in cases of emergency. Provisional appointments will not exceed seven weeks; however, the Executive Director may grant extensions.

Regular Employee – An employee who has been hired into a regular full-time or part-time position.

Relative – A spouse or significant other, parent/stepparent, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter).

Resignation – The termination of employment at the employee's request.

Senior Staff – The Executive Director, Director of IT and Facilities, Director of Finance and Administration, and Associate Directors.

Suspension – An enforced leave of absence for either disciplinary purposes or pending investigation of an employee.

Transfer – The movement of any employee from one position to another having the same salary range and a similar level of responsibility.

Vacancy – A position duly created and still existent but not occupied by an employee.

CHAPTER 1: OBJECTIVE AND SCOPE

Section 1 - Purpose

These policies and procedures are adopted to provide for the recruitment, development, and retention of employees for each position of employment with the Northern Kentucky Area Development District (NKADD). The Personnel Policy Handbook has been developed to serve as a guide for the employer/employee relationship.

Section 2 - Positions Covered

These policies and procedures apply to all regular and provisional positions, unless otherwise indicated.

Section 3 - Interpretation

This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. All employees are at will. Neither the employees nor the NKADD are bound to continue the employment relationship if either chooses at its will to end the relationship at any time. The policies are intended to cover many personnel issues and actions which arise. Those not specifically covered may be interpreted by the Executive Director.

Section 4 - Responsibility and Authority

The responsibility and authority for the implementation and enforcement of these policies are vested in the Executive Committee and the Executive Director.

Section 5 - Delegation

The Executive Director is the Personnel Administrator. The Executive Director may delegate such duties and functions as he or she deems appropriate.

Section 6 - Equal Opportunity Employer

As an equal opportunity employer, the NKADD prohibits all forms of illegal discrimination. NKADD will implement its policies and practices in accordance with laws and regulations that prohibit discrimination based on or because of age, race, color, religion, national origin, disability, HIV or AIDS, sex, sexual orientation, genetic information, pregnancy, childbirth or related medical conditions, voting, political affiliation, veteran or military status, gender identity, gender-non-conformity, or any other legally protected classification. The NKADD also prohibits retaliation against an employee for opposing or complaining about discrimination, participating in discrimination legal proceedings, and/or for participating in discrimination investigations. The

NKADD will not retaliate against an employee for exercising a right related to their employment, for refusing to violate the law, or for exercising a constitutional or statutory right. Any concerns about discrimination or retaliation must be reported immediately to a member of management, Human Resources, or the Executive Director so that the NKADD may review the matter and take appropriate remedial action. The NKADD prohibits retaliation for a good faith report made under this policy. Refer to Appendix A for the policy.

Section 7 - Americans with Disabilities Act and Other Accommodations Statement

The NKADD complies with the Americans with Disabilities Act ("ADA"). The NKADD does not discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability, perceived disability, or record of disability so long as the employee can perform the essential functions of the job, with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the NKADD will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the NKADD aware of his or her disability, provided that such accommodation does not impose an undue hardship on the NKADD.

In addition, the NKADD complies with legal requirements related to pregnancy or childbirth accommodations. NKADD will reasonably accommodate limitations related to pregnancy, childbirth, or related medical conditions, provided that such accommodation does not impose an undue hardship upon NKADD. Employees who require accommodation must contact Human Resources. Refer to Appendix B for the ADA/ADAAA Policy.

Section 8 - Disclaimer

Information included in these personnel policies is not a contract of employment for a duration or on other specific terms and therefore may be changed by the Board of Directors. Specifically, neither these policies nor any other NKADD document confers any contractual right, either express or implied, to any employee to remain employed by the NKADD. Employment is not for any specific time and may be terminated at any time following the procedures set forth in these policies.

Section 9 - Severability Clause

If sections of these personnel policies are held invalid, the remaining sections shall not be affected and shall remain in effect.

Section 10 - Repealer

These personnel policies replace all prior versions of the NKADD Personnel Policies. Personnel

memoranda and written directives issued before the effective date of this revision remain in effect only to the extent they are consistent with these policies. This section does not repeal or amend the NKADD Administrative Regulations, the Information Security Policy, the Code of Ethics, or any other policy or plan separately adopted by the Board of Directors. All oral statements, past, present, and future, in conflict with these policies are invalid.

When the personnel policies are updated, staff will be informed through email. The staff is responsible for educating themselves on the new policy and providing a signed statement informing Human Resources that they have read the revised personnel policy. A copy of the signed statement will be maintained in the employee's personnel file.

Section 11 - Relationship to the Information Security Policy and Administrative Regulations

Where these personnel policies and the NKADD Information Security Policy address the same matter, both shall be followed. These personnel policies govern employment and personnel matters, including disciplinary procedures and appeal rights; the Information Security Policy governs information security requirements for the use of NKADD technology resources, systems, and data. Where the two cannot be reconciled, the Executive Director shall determine which requirement applies until the Board of Directors resolves the conflict.

Where these personnel policies and the NKADD Administrative Regulations address the same matter, both shall be followed. These personnel policies govern employment and personnel matters; the Administrative Regulations govern financial authority, approval thresholds, purchasing, and other administrative procedures. Where the two cannot be reconciled, the Executive Director shall determine which requirement applies until the Board of Directors resolves the conflict.

CHAPTER 2: JOB DESCRIPTIONS

Section 1 - Definitions

The NKADD will develop job descriptions for each employee. Employees will be provided with a copy of the applicable job description at the time of employment or will be directed to the electronic file regarding such. Along with specific position functions, each job description provides employees with some general agency expectations as well.

Section 2 - Responsibility for Administration

Human Resources, with approval from the Executive Director, maintains and updates job descriptions. Directors and Associate Directors will work with Human Resources in the creation or modification of all job descriptions with feedback from Program Managers as needed.

Section 3 - Interpretation of Job Descriptions

Job descriptions are not restrictive. The duties, qualifications, and other factors detailed in the job descriptions are not to be considered all-inclusive.

CHAPTER 3: APPOINTMENTS

Section 1 - Types of Appointments

When a person is employed by the NKADD, one of the following types of initial appointments will be made:

- Regular - Any appointment to a regular position in NKADD's service.
- Provisional - See definition section.

Note: Appointments may be on a full- or part-time basis.

Section 2 - Appointing Authority

The Executive Director shall be the appointing authority for all positions.

Section 3 - Personnel Policies Received

Upon appointment, all new hires will be made aware of the location of the electronic version of the personnel policies and the NKADD Information Security Policy. At the time of employment each new hire will sign a statement verifying awareness of these policies and the responsibility of reading and complying with said policies. A copy of the signed statement will be maintained in the employee's personnel file.

Section 4 - Employment Relationship

Employee turnover can increase costs and make the NKADD operate less efficiently. In most cases, the NKADD would not have hired an employee unless it hoped the relationship would be a "good fit" in the long term. However, all employees may terminate their employment anytime for any reason or no reason, just as the NKADD may do the same. This at-will employment (which means that employment may be altered or terminated without violating an express or implied contract for a duration of employment or for fixed employment terms) applies during regular, provisional, or any other appointment. At-will employment may only be altered in a written agreement signed by the Executive Director and authorized by the Board of Directors.

Section 5 - Employment of Relatives

Employment of relatives will not be prohibited as long as neither of the related parties is employed in a supervisory role in which they might have either a direct or indirect effect on the other party's progress, performance, or welfare as an employee of the NKADD. Refer to Appendix C for this policy.

Section 6 - Orientation Period

The orientation period is an introductory period for new employees wherein they receive training, mentoring, and additional support by management in their new position. They are also subject to increased review and monitoring for progress to secure the most effective adjustment of the employee to the new position and to remove any employee who does not meet the position requirements or the expectations of management.

An employee who is serving in an orientation period is considered “at will” and may be dismissed with or without cause and/or prior notice for failure to satisfactorily complete the orientation period.

The duration of the orientation period is ninety (90) days but may be adjusted by the Executive Director or his/her designee. No extension shall be allowed which would make the total orientation period longer than twelve (12) months.

Section 7 - Photo, Video, and Voice Release

NKADD may use photographs, video, and voice recordings of employees in publications, promotional materials, social media, and program activities. Employees are given a consent form for this use during onboarding. Signing the form is voluntary. NKADD will not use an employee's photograph, video, or voice in publications or promotional materials unless the employee has signed the consent form. An employee may withdraw consent for future use by notifying Human Resources in writing; withdrawal does not require NKADD to remove materials already published.

CHAPTER 4: ATTENDANCE AND LEAVE

Section 1 - Attendance Policy

Each employee is expected to be at work on time on each day of scheduled work, for overtime, or if otherwise called into work. If an employee is absent from work without reporting the absence in advance, they may be disciplined, up to and including termination. Disciplinary actions are explained in detail in Chapter 11 of this policy. The only exception to this rule will be if it is impossible for an employee to report their absence in advance. All absences must be reported to the employee's direct supervisor. An employee must explain the reasons for the absence in detail, and the anticipated duration of the absence. If the direct supervisor is not available, this information should be reported to their division Associate Director or to Human Resources. If the previously mentioned managers are not available, an employee should report the absence to a member of Senior Staff. An employee must report their absence in advance of their starting time, or as soon as possible.

If an employee does not present a sufficient excuse for missing work (e.g., illness, emergency, etc.), discipline, up to and including termination, may occur. Partial days of absence count as absence under this policy.

The NKADD may require medical certification in the form of a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of the immediate family who was ill. The NKADD may require medical certification to justify any period of absence or as otherwise permitted by the FMLA if an absence is FMLA-qualifying.

Except as restricted by the FMLA, an employee may be required to undergo an independent medical examination or a fitness to return to duty evaluation to be conducted by a physician chosen by the NKADD or as otherwise required by the NKADD. The NKADD may require a fitness-for-duty certificate if an employee misses 3 or more days of work, whether consecutive or otherwise, because of the same or a related condition.

Section 2 - Employee Location Status

To provide effective organizational communication, it is required that all employees inform their direct supervisor of the following:

- Late arrival.
- Absence for the day due to official business meetings.
- Leaving for official business meetings, personal business, or illness.
- Returning from official business meetings, personal business, or illness.
- Leaving before the regularly scheduled departure time and not expected to return.
- Repeated violations OR falsification of the records can result in discipline, up to and including discharge.

Section 3 - Hours of Work

NKADD offices will be open from 8:00 a.m. to 4:30 p.m., Monday through Friday for regular office hours, with staff working either a regular work week schedule or an alternative work schedule. All staff members will be in attendance during these times each working day unless prior arrangements have been approved. Employees must have successfully completed their 90-day orientation period to be eligible to request an alternative work schedule or a discretionary remote work option. Employees will be given the opportunity to reevaluate the schedule chosen once per quarter. Refer to Appendix D for the Alternative Work Schedule Policy.

Employees are entitled to up to one hour for lunch. As a matter of general practice, lunch periods should be taken anytime between the hours of 11:00 a.m. and 2:00 p.m. All staff members have an obligation to inform their direct supervisor of their whereabouts and anticipated time of return when out of the office. Exceptions to this policy may be approved by Associate Directors, Directors, and/or the Executive Director. Office hours may be temporarily modified due to conferences, training, evening meetings and other similar functions or when other circumstances require such modification. Approval by an employee's direct supervisor is required for such modifications, including use of flex time under Section 5.

Non-exempt employees are limited to 40 hours per workweek unless overtime is approved in advance by their supervisor under Chapter 5, Section 10. Adjustments for extra hours worked for a business need are handled as flex time under Section 5.

Exempt personnel are required to work as required by specific projects and workload.

Section 4 - Working Remotely

NKADD employees may apply to their supervisors for periodic remote work opportunities not to exceed two days per week, except in situations of extreme weather or natural disaster. Rarely, positions may be created at NKADD with full remote work, in which case, those opportunities will be posted in the job description. In general, it is the intention of NKADD leadership to foster a positive and collaborative working environment that includes in-office interactions and dialogue. To qualify to request discretionary remote work, an NKADD employee must receive permission from their immediate supervisor as well as their division's Associate Director and meet the following provisions:

- Work a position at NKADD that allows for remote work not requiring physical presence.
- Have worked for NKADD more than 90 days.
- Be in good standing with no disciplinary action in the last year.
- Receive positive performance evaluation.
- Be in continual communication with supervisor regarding responsibilities and work deliverables.
- Demonstrate an ability to work effectively with limited supervision.

Employees working remotely must follow the remote work requirements in Section 9 of the

NKADD Information Security Policy. NKADD may provide limited equipment for approved remote work, as described in that section. The IT Director may restrict, suspend, or revoke remote access at any time to protect NKADD systems and data. If remote access is restricted, the employee will report to the office or work as otherwise directed by their supervisor until access is restored.

In the case of inclement weather, an employee should refer to Subsection 11.10 Inclement Weather / Emergency Policy.

Section 5 - Flex Time

NKADD expects employees to get their work done and trusts employees and supervisors to manage working hours with good judgment. Some days run long because of an evening meeting, a deadline, or a problem that has to be fixed. Other days, the work is done early. Flex time lets employees balance those days without a formal request each time.

Flex time works when three things are true:

- **The work is done.** Deadlines, client commitments, and meetings come first.
- **The office is covered.** Each division must remain staffed during regular office hours (8:00 a.m. to 4:30 p.m.), as arranged by the supervisor.
- **The supervisor knows.** A quick heads-up by conversation, email, Teams, or text is enough, before the adjustment when possible. No form is required. Employees must also keep their location status current under Section 2.

Flex time is for occasional adjustments. It may not be used to set a standing schedule, such as leaving at noon every Friday; recurring schedule changes go through the Alternative Work Schedule Policy (Appendix D). Flex time is not a leave balance. It does not accrue, carry over, or pay out at separation, and it cannot be exchanged for vacation or sick leave.

Exempt Employees. Exempt employees are paid to get their job done, not by the hour. An exempt employee who works a long day may come in later or leave earlier on another day, and an exempt employee whose work is done may leave a little early, without tracking the time hour for hour. These adjustments do not need to be tracked as flex time. Exempt employees continue to complete time sheets under Chapter 5, Section 11 so their time is charged to the correct programs. Planned absences of four hours or more are recorded as vacation or sick leave unless the supervisor agrees to treat the time as flex time. Exempt employees remain responsible for responding to urgent matters as their position requires.

Non-Exempt Employees. Non-exempt employees have the same flexibility, within limits set by federal and state wage-and-hour law:

- Adjustments stay within the same workweek (Saturday through Friday). Extra hours worked in one week cannot be made up the next week.
- Hours over 40 in a workweek are overtime, require prior supervisor approval, and are paid under Chapter 5, Section 10.
- The time sheet must show the hours actually worked each day, in 15-minute increments. This is a legal requirement.
- Work done outside scheduled hours, including email, calls, and messages, counts as hours worked and must be recorded.

For example, a non-exempt employee who stays until 6:00 p.m. on Tuesday to finish a project may leave 1½ hours early on Thursday, with both days shown on the time sheet. Whether travel time counts as hours worked is governed by wage-and-hour law; Human Resources can advise. Travel authorization follows Section 8 of the Administrative Regulations.

Keeping It Fair. Flex time is extended in good faith and is not guaranteed. A supervisor may require advance notice or approval, or may limit or suspend flex time for an employee or a team, when coverage, workload, attendance, or performance requires it. Limiting flex time is not, by itself, disciplinary action. Supervisors should apply flex time consistently among employees in similar positions. Misuse of flex time, including not telling the supervisor, not getting approval when required, recording inaccurate hours, abusing the privilege, or otherwise not following this section, may result in disciplinary action under Chapter 11.

This section replaces the Non-Exempt Flex Time Memo (09/02/2014).

Section 6 - Work Breaks

All employees are entitled to one fifteen-minute break during each continuous four-hour period worked. Employees need to communicate their location status as appropriate for use of break times.

Section 7 - Holidays

The following holidays are designated as official holidays for all employees:

- January 1 - New Year's Day
- Third Monday in January - Martin Luther King Day
- Third Monday in February - President's Day
- March/April - Good Friday
- Last Monday in May - Memorial Day

- June 19 - Juneteenth
- July 4 - Independence Day
- First Monday in September - Labor Day
- Second Monday in October - Columbus Day
- November 11 - Veteran's Day
- Fourth Thursday in November - Thanksgiving Day
- Friday after Thanksgiving - Day after Thanksgiving Day
- December 24 - Christmas Eve
- December 25 - Christmas Day

An employee who is required to work on a designated holiday will receive a day off later and at a time approved by his or her direct supervisor.

When any holiday listed above falls on Saturday, the preceding business day is considered the holiday. When any holiday listed above falls on Sunday, the following business day is considered a holiday. Exceptions to this policy may be approved by the Executive Director.

Proration of holidays for part-time regular employees will occur.

Section 8 - Floating Holidays

In addition to the above holidays, each full-time regular employee is entitled to two floating holidays dependent on the date of hire.

Hire date:
Prior to 7/1: receive 2 days.
7/1 to 9/30: receive 1 day.
10/1-11/30: receive half day.
Hired 12/1-12/31: not eligible.

Use of floating holidays must be approved in advance by the employee's direct supervisor and may not be carried forward.

Section 9 - Vacation Leave

Vacations are for the purpose of rejuvenating both physical and mental faculties and all employees are urged to avail themselves of vacation periods. No employee will receive pay in lieu of vacation with the exception upon separation as noted in this Chapter in Subsection 9.6.

Subsection 9.1 - Eligibility

All regular full-time and part-time employees in NKADD's service are entitled to vacation leave.

- Regular part-time employees are entitled to leave in proportion to the number of hours worked.
- Provisional employees are not eligible for vacation leave.

Subsection 9.2 - Leave Accumulation

- Regular full-time and part-time employees begin to accumulate vacation leave immediately upon employment. Leave accrues in equal amounts over the year.
- Regular part-time employees accrue a prorated amount based on hours worked. For example, a part-time employee working 24 hours a week accrues 60% of the full-time amount for the same years of service. Provisional employees and employees working less than 24 hours a week do not accrue vacation leave.
- Regular full-time employees accrue vacation leave as follows:

Years of Service	Days per Year	Hours per Year	Maximum Balance
Less than 1	10	80	720 hours
1 – 4	12	96	720 hours
5 – 9	15	120	720 hours
10 – 14	18	144	720 hours
15+	21	168	720 hours

Subsection 9.3 - Use For Other Leave

Refer to Section 11 for use during other leave.

Subsection 9.4 - Request for Leave

A request for vacation leave is to be submitted in writing and/or electronically to the direct supervisor. Vacation time can only be taken in whole hour or half hour increments. Leave may be taken only with approval by the direct supervisor, so that, as far as practicable, the NKADD can function without hiring additional provisional help. Under usual circumstances, approval must be granted prior to taking vacation leave.

Subsection 9.5 - Maximum Allowable Accumulation

Employees may accumulate vacation leave; however, an employee may not take more than 45 days' (or 360 hours) vacation leave during any given NKADD fiscal year, and no more than 15 workdays in any one consecutive period, except when due to FMLA-related leave or as approved by the Executive Director. It is the intent of these rules to have employees take their vacation leave yearly.

Subsection 9.6 - Upon Separation Pay for Unused Vacation Leave

An employee who has completed the orientation period and resigns in good standing (see Chapter 12, Section 1) may be paid for unused vacation leave at separation. The payout is limited to one year's vacation accrual for the employee's years of service, as shown in the 'Hours per Year' column in Subsection 9.2 (prorated for part-time employees). For example, an employee with six years of service who leaves with 200 hours of unused vacation is paid for 120 hours; the remaining 80 hours are not paid. Employees who do not meet these conditions are not paid for unused vacation leave.

Subsection 9.7 - Working During Vacation Leave

An employee shall not work and receive payment for vacation leave concurrently.

Subsection 9.8 - Record

The vacation leave record for each employee shall be kept by the Finance Division and is considered official. The Finance Division, upon request, will inform the employees of vacation leave days accumulated.

Section 10 - Sick Leave

Sick leave will be allowed to an eligible employee: (1) in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours, and (2) when the employee is required to care for a sick or injured spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter), or persons living in the employee's household.

Subsection 10.1 - Eligibility

Regular full-time and part-time employees in the NKADD's service begin to accumulate sick leave immediately upon employment. Leave accrues in equal amounts over the year; regular part-time employees accrue a prorated amount based on hours worked. For example, a part-time employee working 24 hours a week would be eligible for a proration of 60% of the leave time granted to a full-time 40-hour week employee with the same years of service. Employees working less than 24 hours a week are not eligible for sick leave accrual.

Subsection 10.2 - Requests for Leave and Reporting Requirements

Generally, an employee must report all instances of illness requiring absence from work, prior to his or her scheduled work time, for each day of absence. When a request for sick leave is foreseeable or planned, the employee shall give at least fifteen (15) days written notice prior to

commencement of the leave, or as much notice as practicable. When requesting sick leave, employees must report the reason for the absence, including a description of any illness at issue and the anticipated duration. If an employee does not provide proper notice or reason for missing work, discipline may occur.

All absences must be reported to the employee's direct supervisor. An employee must explain the reasons for the absence in detail, and the anticipated duration of the absence. If the direct supervisor is not available, this information should be reported to their division's Associate Director or to Human Resources. If the previously mentioned managers are not available, an employee should report the absence to a member of Senior Staff. Sick leave can only be taken in whole hour or half hour increments. Management may determine their own method for employees to request sick time per division based on the need of the program. Employees may be required to use a specific mode of communication (i.e., e-mail only, e-mail and phone call, etc.) based on the needs of the division.

Subsection 10.3 - Leave Accumulation

Regular full-time and part-time employees in the NKADD's service begin to accumulate sick leave immediately upon employment. Leave accrues in equal amounts over the year; regular part-time employees accrue a prorated amount based on hours worked. For example, a part-time employee working 24 hours a week would be eligible for a proration of 60% of the leave time granted to a full-time 40-hour week employee with the same years of service. Provisional employees and employees working less than 24 hours a week are not eligible for sick leave accrual. Employees are not eligible for accrual during periods in which they are in an unpaid status.

Regular full-time employees in NKADD's service accumulate sick leave at the following rate:

Years of Service	Days per Year	Hours per Year	Maximum Balance	Maximum Conversion per Fiscal Year
Less than 1	10	80	720 hours	64 hours
1 – 4	12	96	720 hours	64 hours
5 – 9	15	120	720 hours	128 hours
10 – 14	18	144	720 hours	128 hours
15+	21	168	720 hours	128 hours

Subsection 10.4 - Certification by Physician

A medical certificate signed by a licensed physician may be required by the Executive Director, Director, or Associate Director to substantiate a request for sick leave for the following reasons:

- To justify any period of absence.
- To support a request for sick leave during a period when the employee is on vacation leave.
- To justify any duration if absence from duty occurs frequently or habitually.
- Failure to provide the certification may result in the absence being unexcused and subject the employee to discipline. The NKADD may require, at its expense, that the employee obtain other opinions from health care providers selected by the NKADD.

Subsection 10.5 - Maximum Allowable Accumulation

Sick leave may not be accumulated in excess of 90 days (or 720 hours).

Subsection 10.6 - Upon Separation, Forfeiture of Sick Leave

An employee who separates from service with the NKADD does not receive pay for unused sick leave.

Subsection 10.7 - Sick Pool

Employees can choose to participate in a sick pool. Sick leave time cannot be transferred directly from employee to employee. Sick time in the amount of 24 hours is required to be given to the pool to participate. Employees must have 24 hours of sick leave remaining after the initial contribution of 24 hours is made, and employees must have approval from their direct supervisor to participate. Upon an absence of 5 consecutive days, if all other paid leave time is exhausted, an employee may access the sick pool for additional days' absence, not including the first five days. Up to 6 weeks of full-time pay and then 6 weeks of part-time pay may be available to the eligible employee. Approval by the Executive Director is required for sick pool use in all cases and use of the sick pool can be denied. Once 12 weeks of sick pool leave is exhausted, sick pool eligibility is invalid for duration of employment.

Subsection 10.8 - When Sick Leave is Exhausted

An employee may not possess a negative accumulation in their sick leave account balance unless specifically authorized by the Executive Director. Vacation leave is to be used when an employee has exhausted his or her sick leave accumulations.

Subsection 10.9 - Forms

A return-to-work form or other medical approval may be required of the employee prior to returning to work and shall be submitted with payroll. An eligibility to return to work form may be requested to assure the employee is medically released to return to work.

Subsection 10.10 - Record

The sick leave record is kept by the Finance Division and is considered official. The Finance Division will, upon request, inform the employees of accumulated sick leave.

Subsection 10.11 - Conversion

Employees may convert accumulated sick leave to vacation leave at the rate of 32 sick hours for 8 vacation hours. Time can only be converted in full increments of 32 to 8. Employees with 1-4 years of service, a maximum of 64 sick hours may be converted in any one fiscal year, or 16 vacation hours. Employees with 5+ years of service, a maximum of 128 sick hours may be converted in any one fiscal year, or for a total of 32 vacation hours. To be eligible, an employee must, after the transfer, have a total accumulation of sick days equal to the amount they are eligible to accumulate on an annual basis.

- Conversion of sick leave to vacation leave may not be made once an employee is within 60 days of separation of employment.

Section 11 - Other Types of Leave

Subsection 11.1 - Parental Leave

Parental leave is offered to employees to assist and support new parents with balancing work and family matters. This leave includes maternity, paternity, and adoption/foster leave. A parent is defined as a birth mother, spouse or new adoptive parent who is the primary caregiver. An individual who adopts a spouse's child is not eligible for this benefit. Employees taking parental leave may use any accrued sick leave, then accrued annual leave, and the remaining time off will be leave without pay, for a period not to exceed thirty (30) working days unless extenuating circumstances as approved by the Executive Director.

Subsection 11.2 - Maternity Leave

Employees may be granted a leave of absence for temporary disability due to pregnancy, childbirth, or any impairment thereof or miscarriage for a period not to exceed 12 weeks in accordance with FMLA requirements. An additional period may be granted if required by a medical doctor and approved by the Executive Director. Employees taking maternity leave will be required to use all eligible sick and vacation leave during this period. During the FMLA portion of leave, benefits will be managed according to the FMLA policy.

Subsection 11.3 - Military Leave

NKADD will grant military leaves and reemployment in accordance with all federal and state laws, including but not limited to the Uniformed Service Employment and Reemployment Act of 1994 and KRS 61.371-61.379, 61.394.

Subsection 11.4 - Civil Leave

An employee will be given time off without loss of pay when performing jury duty or when required by proper authority to be a witness in legal proceedings, provided such a call of duty is reported in advance to the Executive Director or designee. Pay will be given by the NKADD for time served on jury duty. A copy of the summons will be given to Human Resources for placement in the personnel file. Additional documentation may be required upon completion of duty. The Employee will be required to communicate regularly with his or her immediate supervisor regarding the need for continuing civil leave.

Subsection 11.5 - Funeral Leave/Bereavement Leave

In the event of death in an employee's immediate family, he or she shall be granted paid funeral leave/bereavement leave of up to 3 workdays that will not be charged to an employee's accumulated leave balance. The employee will receive his or her normal pay for any scheduled workday that occurs during the period. Immediate family is defined as spouse/domestic partner, child, foster-child or stepchild, daughter-in-law, son-in-law, father, mother, father-in-law, mother-in-law, brother, sister, stepmother, stepfather, brother-in-law, sister-in-law, grandparents, grandchildren, or any person domiciled in the employee's household. An additional 3 days of leave may be granted and charged to sick time. Up to 3 days may be granted and charged to sick time for the death of other persons connected through family with the employee. Additional consideration for funeral leave may be made by the Executive Director or Associate Director. The employee may be required to provide documentation of the event of death.

Subsection 11.6 - Leave of Absence Without Pay

The Executive Director may grant a regular employee a leave of absence without pay for a period not to exceed 6 months, which runs concurrently with FMLA leave if FMLA leave applies. The following will apply:

- An employee desiring a leave of absence without pay must submit a written request to the Executive Director detailing the reasons for and expected duration of the requested leave.
- Leave without pay will be granted only when it will not adversely affect the NKADD's work effectiveness, to be determined at the discretion of the NKADD.
- Failure of an employee to return to work at the expiration of approved leave will be considered as absence without leave and grounds for disciplinary action up to and including termination.
- An employee granted a leave of absence without pay, and who wishes to return before the leave period has expired, may be required to give the NKADD at least two weeks'

notice. Upon receipt of such written notice, the employee may be permitted to return to work at the discretion of the Executive Director.

- No sick leave or paid annual leave will be accumulated by an employee for the time during which the employee is on leave without pay. An employee will not receive a holiday unless they have worked either the workday before or the workday after the holiday.
- An employee will return from leave without pay to the same pay rate as at the time of the commencement of leave.
- Employees on unpaid leave who are interested in other employment with another employer (or self-employment) must make a request to the Executive Director. Falsification or failure to communicate other employment can result in discipline.

Subsection 11.7 - Absence Without Leave

An absence of an employee from duty, including any absence for a single day or a part of a day, that is not authorized by a specific grant of leave of absence under these policies, is deemed to be an absence without leave. Any such absence may result in disciplinary action, up to and including termination.

Subsection 11.8 - Voting Leave

An employee will be given ample and reasonable time off in compliance with state and federal laws, without loss of pay, to vote in primary or general elections. However, such leave will be granted only if requested by the employee and approval for such leave is granted by the direct supervisor prior to Election Day. The Executive Director reserves the right to specify the hours during which an employee may absent themselves.

Subsection 11.9 - Family and Medical Leave Act

- Basic Leave Entitlement - The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave for eligible employees for the following reasons:
    - For incapacity due to pregnancy, prenatal medical care, or childbirth;
    - To care for the employee's child after birth, or placement for adoption or foster care;
    - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
    - For a serious health condition that makes the employee unable to perform the employee's job.

- Military Family Leave Entitlements - Eligible employees whose spouse, son, daughter, or parent is on covered active duty or called to covered active-duty status may use their 12-

week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness*.

** The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".*

- Benefits and Protections - During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

- Eligibility Requirements - Employees are eligible:
  - if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and
  - if at least 50 employees are employed by the employer within 75 miles.

- Definition of Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

- Use of Leave - For some forms of leave, an employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

  The NKADD will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

- Substitution of Paid Leave for Unpaid Leave - The NKADD requires the use of accumulated paid leave while taking FMLA leave. To use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

- Failure To Return from FMLA Leave - An employee who fails to return to work following the conclusion of approved FMLA leave may be considered to have voluntarily resigned. NKADD may require the employee to repay health insurance premiums NKADD paid during the leave, to the extent permitted by the FMLA.

- Employee Responsibilities - Employees must provide 30 days' advance notice of the need to take FMLA leave, when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees should discuss all FMLA needs with NKADD Human Resources.

  Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

The NKADD may also require that an employee present a certification of fitness to return to work in accordance with the NKADD's policies when an absence is caused by the employee's own serious health condition.

Employees are responsible to notify their supervisor if they plan to alter their return-to-work date including resignation from the organization.

- Employer Responsibilities - Employees requesting leave will be informed whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, a reason for the ineligibility will be provided to the employee. NKADD will inform employees whether leave will be designated as FMLA-protected and, if so, the amount of leave counted against the employee's leave entitlement. If it is determined that the leave is not FMLA-protected, the employee will be notified.

  FMLA makes it unlawful for any employer to:

  - Interfere with, restrain, or deny the exercise of any right provided under FMLA.
  - Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

  It is the intent of the NKADD to resolve disputes internally and amicably. However, if we cannot resolve an FMLA dispute, you may file a complaint with the U.S. Department of Labor or bring a private lawsuit. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law which provides greater family or medical leave rights. For more information regarding FMLA please visit the U.S. Department of Labor.

Subsection 11.10 - Inclement Weather / Emergency Policy

- Leaving Office During Work Hours - If the employee feels it is necessary to leave early due to safety concerns, supervisors may grant vacation leave.
- Arrival Time - An employee may arrive as late as two hours after their regular starting time, if snowfall of any depth or dangerous ice prevents them from arriving on time.
  - Employees must communicate with their supervisor regarding their inability to arrive on time during periods of inclement weather. For example, if due to snowfall an employee has trouble getting into the office and cannot arrive at their

regular start time, they must notify their supervisor before their normal start time with that information and give an anticipated arrival time due to weather conditions.

- Please see "Vacation Time Charged" below for further information about how time off due to inclement weather will be addressed.

- Working Remotely – Remote working related to inclement weather is at the discretion of the supervisor and an employee will be informed through email. If inclement weather is predicted, an employee should take precautions for the potential of remote working. If a supervisor determines an employee can work remotely but that employee is unable to work (i.e., no NKADD intranet or SharePoint access), then that employee is expected to follow the inclement weather/emergency policy and report to the office.

- Office Closure - If the office is officially closed due to an emergency, time-off will not be charged to vacation time.

- Vacation Time Charged - If an employee arrives after the two-hour extended arrival time for inclement weather, the entire length of the employee's absence will be charged to vacation. In other words, to not have the two-hour time charged to vacation, an employee must arrive within that period. If an employee is unable to come into the office and requests to take a vacation day, vacation equal to the employee's scheduled hours for that day will be charged (8 hours on a regular schedule; see Appendix D, Section 5 for alternative work schedules).

CHAPTER 5: PAY

Section 1 - Composition

The NKADD works with the Board of Directors to determine pay rates based on funding availability, employee level of responsibility, and tenure.

Section 2 - Pay Rate Adjustments

The Executive Director may annually make or cause to be made comparative studies of factors affecting salary levels to make salary recommendations to the Executive Committee. These recommendations may include adjustments of the pay schedule in accordance with cost-of-living increases or such other adjustments to employee pay as deemed appropriate.

Section 3 - Pay Plan in Effect

The pay plan may be adopted by the Executive Committee and, if so, will remain in effect until modified.

Section 4 - New Employees

A new employee may be paid the minimum rate of pay for his or her grade.

- The minimum rate for each grade is based upon the assumption that a new employee meets the minimum qualifications stated in the job descriptions.
- If a new employee more than meets the minimum qualifications for a position, he/she may be appointed at a higher step.

Section 5 - Promotions

Promotions will be approved by the Executive Director based on the recommendation of the supervisor and/or Human Resources for the position. When the District promotes an employee, the employee's salary will typically be increased to the minimum rate for the higher position.

Section 6 - Demotions

When the District demotes an employee, the employee will usually be paid at a rate which is within the approved range for the position, as set by the Executive Director in concert with the Executive Committee as described in Section 2. Demotions and subsequent pay rates will take into consideration the circumstances and reasons for the demotion.

Section 7 - Transfers

When an employee is transferred from one position to another position in an equivalent pay range, the transfer may or may not affect his/her rate of pay.

Section 8 - Pay Increases

The Northern Kentucky Area Development District rewards job performance. Pay increases are determined as follows:

- Annual increases are intended to compensate for the effect of inflation on the NKADD's salary structure and reward performance. Accordingly, the Executive Director will typically review the pay plan annually and submit recommendations for adjustments to the Board of Directors for approval. Employees must have been employed a minimum of 90 days to receive an annual increase. If an employee has received a promotion or additional raise within 90 days of the effective date of annual increases, employees are not eligible for an increase.

- At least once each fiscal year the Executive Director, in cooperation with the directors, associate directors and supervisors, will review the performance of each employee and use this information in making individual merit salary adjustments. Such adjustments shall be subject to approval by the Executive Committee.

- Step increases other than those outlined above shall be given only upon the approval of the Executive Director.

Section 9 - Provisional Employment

The Associate Director, Supervisor and/or Human Resources establishes compensation with the Executive Director approving final compensation for provisional full or part-time employees.

Section 10 - Overtime

Overtime will be paid to those employees classified as nonexempt according to wage and hour laws at a rate of time and one-half for time worked beyond 40 hours per the normal work week. Non-exempt employees may not work over 40 hours per normal work week without prior approval of their supervisor. The normal work week is the seven-day period starting on Saturday and ending on Friday.

Section 11 - Time Sheets

All NKADD employees, regardless of exempt or nonexempt status, are required to keep a record

of working hours during each payroll period. This is done by completing a timesheet. Timesheets allow NKADD to track grant dollars, so accuracy and punctuality are critical to ensure both program compliance and employee paychecks being issued on time. Each employee is responsible for the following:

- Assignment of correct work element order (WEO)
- Accuracy in earning items
- Accuracy in addition
- Signature on timesheet as required
- Submission of timesheet to the immediate supervisor or person designated by the Executive Director at a time deemed appropriate.

Timesheets will be completed for full pay periods, normally a bi-weekly (two-week) period. Work weeks run from Saturday to Friday for timesheet purposes.

CHAPTER 6: PROFESSIONAL DEVELOPMENT

Section 1 - Policy

Employees should make professional development an integral part of their work experience. Each employee of the NKADD may be eligible to participate in career training and continuing education opportunities relating to the assigned duties of that employee.

Section 2 - Eligible Activities

Professional development can be obtained through attendance at seminars, educational courses and degree programs that once acquired will enhance the employee's ability to perform his or her essential job functions and increase the employee's contribution to the NKADD.

Other professional development expenses that are eligible under this policy may include membership fees to professional organizations, professional certification exams, workshops and seminars, fees and subscriptions for scholarly journals, books, and computer-based resources.

Section 3 - Approval of Professional Development Activities

Employees must request approval from their Director/Associate Director for professional development related expenses. The Executive Director, Director and Associate Directors may also periodically advise employees of professional development opportunities.

The Director/Associate Directors will review requests for external training and memberships, determine priorities, and approve or disapprove requests based on the departmental budget for these programs. The Executive Director reserves the right to determine which professional development activities are in the NKADD's best interest, its future planning, and direction. Professional development expenses are also subject to the NKADD's purchasing and travel policies, when applicable.

Section 4 - Professional Certification

Professional certifications should be treated in the same manner as other professional development activities. Renewal of Professional certifications will be approved based on the requirements of the current position and the certification being required or needed.

Section 5 - Professional Certification Reimbursement

If an employee separates from the NKADD within 1 year of payment for professional certification, repayment of the cost of the professional certification will be required for the employee to be deemed "in good standing" per separation procedure Chapter 12 Section 9.

Section 6 - Tuition Reimbursement

Tuition reimbursement for formal education, either at the undergraduate or graduate level at an accredited college or university, may be available to employees. Tuition reimbursement is subject to the following conditions:

- An employee requesting tuition reimbursement must be a permanent, regular employee and must have completed at least 6 months of service with the NKADD. The 6-month waiting period must be completed on or before the last eligible day that fees are due for enrollment in the applicable grading period for which the employee wishes to receive tuition reimbursement.

- To qualify for reimbursement, the employee must achieve a grade of "C" or better in each course for which reimbursement is sought. No reimbursement will be granted in courses for which the employee can receive a grade of only "PASS" or "FAIL" unless no other grade option is available for the course.

- Courses must be associated with obtaining a degree, completing a program of study, improving technical skills required in performing current job duties, or acquiring skills and knowledge for improved performance and advancement within the NKADD. The NKADD will determine, in its sole discretion, whether a degree program or course is job related.

- Approval for tuition reimbursement must be sought in writing from the Director/Associate Director of the employees' department. Preliminary approval shall be subject to the Director/Associate Director's discretion and dependent on budget and priorities with the Executive Director reserving the right for final approval.

- Tuition reimbursement for full-time employees will be no more than 50% of each term's tuition and shall not exceed $500 per grading period per employee. There is also a $1000 per year maximum per employee. Tuition reimbursement for part-time employees shall be pro-rated based on the period of employment.

- Grants, scholarships, or other funds which the employee does not have to repay must be disclosed when applying for tuition reimbursement. The funds provided to eligible employees under this benefit are available only for the reimbursement of tuition costs. Institutional fees, textbooks, supplies, and other costs are not reimbursable under this benefit.

- Proper documentation, including a copy of the itemized invoice or receipt and the grades received, will be necessary for reimbursement.

Section 7 - Tuition Reimbursement Repayment

If an employee separates from the NKADD within 1 year of payment for coursework, repayment of the tuition will be required by the employee to be deemed “in good standing” per separation procedure Chapter 12 Section 9.

Section 8 - Required Training

Some training is required as a condition of employment or of access to NKADD systems, rather than as elective professional development. Required training includes:

- Security awareness training, as required by Section 15 of the NKADD Information Security Policy
- HIPAA training for employees who handle protected health information, when required for their position
- Ethics training, as required by the NKADD Code of Ethics (Appendix G)
- Harassment prevention training, as described in Appendix A
- Other training required by law, grant, or contract, or assigned by the Executive Director or the employee's Director or Associate Director

Required training is assigned by the department responsible and does not need approval under Section 3. Required training is considered work time and should be completed during scheduled work hours. Failure to complete required training may be addressed under Chapter 11.

CHAPTER 7: EMPLOYER PROVIDED BENEFITS

Section 1 - Cafeteria Plan

Regular full-time and part-time employees may be eligible for a cafeteria plan, under which NKADD provides a set dollar amount that employees can apply toward benefits such as medical, dental, and supplemental insurance, dependent care, and other available options. The Board of Directors sets the amount available to each employee. When the plan is offered, Human Resources can provide complete details.

Section 2 - Retirement plan

The NKADD participates in the County Employees Retirement System (CERS) retirement plan. Retirement benefits under CERS are governed by KY State Law. Visit KPPA's website for more information regarding the pension authority.

Employees hired before January 1, 1991, may select his or her own IRA to participate in with the NKADD providing said plan is approved by the Internal Revenue Service. Any part-time employee not eligible for CERS may select his or her own IRA to participate in with the NKADD providing said plan is approved by the Internal Revenue Service.

An employee is required to contribute a set percentage of income based on CERS required contributions. When an employee terminates employment with the NKADD, the retirement plan becomes subject only to the discretion of that employee and the regulations of Kentucky and CERS.

Section 3 - Health Care Insurance

The NKADD makes health insurance available for full and part-time regular employees. The terms and conditions for receipt of health insurance benefits are governed by the NKADD policies and the detailed health insurance plan documents. More information can be found on the NKADD intranet or from Human Resources. The NKADD also participates in COBRA. Part-time employees working 24 hours a week or more average proportionate to the number of hours paid over each month may also be eligible for coverage.

Section 4 - FSA Plan Overview

The NKADD may establish in accordance with federal regulations a (Section 125), Flexible Spending Account (FSA) to increase the amount of dollars employees receive in their take-home pay. The government under Section 125 allows the NKADD to sponsor this plan so employees can pay eligible expenses without being taxed on those dollars. The NKADD has a detailed description of its Section 125 Plan on the intranet and information is available from Human Resources.

Section 5 - Worker's Compensation Act

The NKADD will provide workers' compensation insurance for all employees at no cost to the employees. An employee must report all accidents promptly. If an employee has an accident while at work, no matter how minor the injury may be, it must be reported promptly to Human Resources or if unavailable to a Senior Staff member. An employee will then be sent to a doctor or may go to one of his or her preference provided that said visit is necessary. As soon as possible after such an accident, a report of the injury must be made as required by Kentucky workers' compensation law. Human Resources or Senior Staff members will assist in preparing this report.

Section 6 - Dental Insurance

The NKADD may provide dental insurance to all regular employees. The terms and conditions for receipt of dental insurance benefits will be governed by NKADD's detailed dental insurance plan.

Section 7 - Life Insurance

The NKADD may provide life insurance for all regular full-time employees, including those in the orientation period, and eligible part-time employees. The terms and conditions for receipt of life insurance benefits are governed by the NKADD's detailed life insurance plan.

Section 8 - Vision Reimbursement

Employees may be reimbursed for a predetermined amount per year for costs related to vision screenings, glasses or contacts, and other vision-related expenses. Employees enrolled in NKADD's optional vision insurance are not eligible for this reimbursement for any plan year in which they are enrolled. Details can be found on the NKADD intranet or from Human Resources.

CHAPTER 8: CONDUCT AND APPEARANCE

Section 1 - Personal Conduct and Appearance

Images presented and statements made by all employees of the NKADD can affect the entire organization; therefore, employees are expected to be friendly, courteous, well-groomed, and always dressed appropriately in accordance with the NKADD Dress Code/Grooming Policy. NKADD may exercise discretion to determine appropriateness in appearance. Refer to Appendix F for the policy.

Section 2 - Personal Telephone Calls and Mail

Personal calls on NKADD phones, whether incoming or outgoing, should be kept to a minimum in number and duration and must not create additional cost for NKADD. Personal cell phone use may occur for the following:

- To make business-related calls.
- To check important business-related messages.
- To make brief personal calls away from the working space of colleagues.

Under no circumstances should an employee use the postage meter for personal mail. Employees shall not use the district address for receipt of personal mail.

Section 3 - Personnel Records

To keep necessary records up to date, it is extremely important that employees notify Human Resources of any changes in:

- Name and/or marital status
- Address and/or telephone number
- Number of qualified dependents for insurance purposes
- Qualifying events for insurance needs within required time frames
- Tax deduction information
- Person to contact in case of emergency

Section 4 - Non-Fraternization

NKADD's managerial and supervisory employees are not permitted to date, or become romantically involved with, and/or engage in any similar fraternization or conduct, attempted or otherwise, with any NKADD employee with whom they have a supervisor/superior-subordinate relationship. The NKADD reserves the right to prohibit other fraternizations where it has a negative impact on the workplace, in the NKADD's judgment. Prohibited fraternization may result in disciplinary action, up to and including termination of employment.

Section 5 - Cooperation with Investigations and Searches

NKADD requires all employees to cooperate fully and, when requested, to participate in any NKADD investigations, including information security investigations and audits conducted under the NKADD Information Security Policy. This includes but is not limited to being completely honest and forthright when responding to NKADD inquiries, as well as completing documents and statements requested by the NKADD. The NKADD may also conduct searches and surveillance of the workplace and employees, including but not limited to searches of persons, property, and/or personal containers. Any NKADD workplace search will be in accordance with the law. When legally required, searches will be based on reasonable suspicion of a violation of an NKADD policy or directive.

NKADD technology resources, including computers, phones, email, and other systems, and the data stored on them, are NKADD property. Employees should have no expectation of privacy when using NKADD technology resources. NKADD may monitor, access, and review their use as described in Sections 5.2 and 12 of the Information Security Policy.

Section 6 - Government Investigations

The NKADD has established guidelines on how and when to respond to government investigations. Any information that an employee discloses without authorization jeopardizes the rights of clients and puts the agency at risk. The Executive Director will be responsible for coordinating NKADD's response to a government inquiry or investigation.

Every employee who receives a subpoena, inquiry, or other legal document regarding NKADD's business, whether at home or in the workplace, should immediately notify the Executive Director, who in turn will notify the Board Chairperson and the NKADD attorney.

In addition, as applicable, the employee should: 1. Obtain the name and affiliation of the person asking for the information before supplying it; 2. Maintain a written record of each and every document to which they are given access; and 3. Keep a detailed record of all telephone and electronic contact made and any information requested, and responses given.

Section 7 - Social Media Conduct

This section applies to employees' use of social media, including personal accounts used on personal time, when the activity involves NKADD, its employees, clients, or partner organizations. Requirements for protecting confidential information, photographs, and personal information on social media are in Section 5.7 of the NKADD Information Security Policy.

Employees must not use social media to:

- Harass, threaten, intimidate, or discriminate against coworkers, supervisors, clients, or partners, including any conduct that would violate Chapter 18 (Unlawful Harassment) or Appendix A if it occurred in the workplace
- Post slurs, obscene material, or personal attacks directed at coworkers, supervisors, clients, or partners
- Post statements about NKADD, its employees, clients, or partners that the employee knows to be false or makes with reckless disregard for whether they are true
- Retaliate against anyone for making a complaint or taking part in an investigation
- State or imply that they are speaking for NKADD, unless authorized to post on NKADD's behalf (see Section 5.7 of the Information Security Policy)

NKADD is a politically non-partisan organization. Employees may not state or imply that NKADD supports or opposes any political candidate, party, or ballot measure, and may not use NKADD accounts, logos, or their NKADD job title in personal political posts. Personal political activity on an employee's own time is governed by Chapter 14.

Nothing in this section restricts employees from speaking as private citizens on matters of public concern or from discussing wages, hours, or other terms and conditions of employment. Violations may result in disciplinary action under Chapter 11.

CHAPTER 9: PROMOTIONS, TRANSFERS, DEMOTIONS

Section 1 - Policy

Vacancies in higher positions in the NKADD's staff may be filled by promotion. To accomplish this purpose an internal selection process may be held when the Executive Director / Directors / Associate Directors determines that there are sufficiently qualified candidates within the existing staff.

Section 2 - Notification

Notice of positions to be filled through an internal selection process will be given to the NKADD employees by posting at an appropriate location.

Section 3 - Political or Partisan Endorsement Prohibited

No consideration will be given to political or partisan endorsement for promotions to positions in the NKADD.

Section 4 - Promotional Review Period

Upon a promotion, a regular employee serves a 90-day promotional review period and will typically receive a written evaluation by the end of it.

Section 5 - Promotional Appointments

Promotional appointments will be open to all employees who meet the desirable requirements included in the job description, or who have an equivalent combination of experience and training which provides the desired knowledge, skills, and abilities.

Section 6 - Demotions

The Executive Director may demote an employee provided the employee possesses the qualifications of the position to which he or she is demoted.

Section 7 - Transfers

Employees may request a transfer from one position to another provided the position to which the employee is transferred is one to which he or she possesses the minimum qualifications and provided the position applied for is vacant. In the event an individual is laterally transferred, the transfer may or may not affect a change in pay. The Executive Director approves all transfers, in consultation with the supervisors involved. Human Resources should be notified of changes.

Section 8 - Notice of Position Changes

When an employee is promoted, demoted, or transferred, or when an employee's job duties change in a way that affects the systems or information they need, the supervisor or Human Resources will notify IT of the change and its effective date, before the change takes effect when possible. IT will adjust the employee's system access, as required by the NKADD Information Security Policy.

CHAPTER 10: PERFORMANCE EVALUATION

Section 1 - Objective

The Executive Director, in concert with the Executive Committee, will prepare or cause to be prepared a job-related system for evaluating the work performance of all employees in the NKADD's service. The purpose of the employee performance evaluation will be primarily to inform employees regarding how well they are performing their work and how they can improve their work performance. The performance evaluation will also be used in determining salary changes, as a factor in determining order of lay-off, if necessary, as a basis for training, promotion, demotion, transfer, or dismissal, and for such other purposes as set forth in these policies.

Section 2 - Period of Evaluation

All employees will typically be evaluated in writing at the end of the 90-day orientation period (new hires) or promotional review period (promotions), and annually thereafter. Evaluations may also be conducted prior to salary adjustments.

Section 3 - Evaluation

Evaluations are to be prepared by the immediate supervisor of each employee and reviewed by the Executive Director or Designee. Evaluations will be on a standardized form and submitted to each employee for his or her review and comment. Employees should sign the form upon completion of their review. Each evaluation will be confidential and placed in the personnel file, available for review only by the employee, his or her supervisors, the Executive Director, Human Resources, and the Executive Committee. An employee in a supervisory position who is leaving the position may be required to submit performance evaluation forms on all employees under his/her supervision.

Section 4 - Review with Employees

The evaluator will discuss each performance evaluation with the employee being evaluated. If an employee disagrees with any statement in an evaluation, the employee may submit, within five days following the conference with his or her supervisor, a written statement to be attached to the evaluation form.

Section 5 - Changes in Evaluation

If for any reason a supervisor requests an alteration of the performance evaluation form of an employee after it has been submitted to the Executive Director, such a request shall be in writing and shall set forth fully the reasons for the request.

CHAPTER 11: DISCIPLINARY ACTION

Section 1 - Intent

Effective supervision and employee relations can avoid many matters which could result in disciplinary action. These rules should help secure cooperation in the workplace.

Section 2 - Types of Disciplinary Action

In addition to verbal warnings, the NKADD may use one or more of the alternatives below for formal disciplinary action. The NKADD will determine the level of discipline to be used. Discipline will not necessarily be "progressive" through these alternatives. Human Resources should be consulted before formal disciplinary action is taken and maintains disciplinary documentation in the personnel file.

- Verbal Warning –The Executive Director, Associate Director, or Supervisor may submit a verbal warning to an employee. A verbal warning must be documented in the employee's personnel file. Statements by the employee may be placed in his or her personnel file.

- Written Reprimand - The Executive Director, Associate Director, or Supervisor may submit a written reprimand to an employee. An employee shall acknowledge receipt of the written reprimand in writing. A copy of the written reprimand is typically placed in the employee's personnel file. The original copy may be reviewed by the employee's Supervisor and the Executive Director and given to the employee. Statements by the employee may be placed in his or her personnel file.

- Suspension - The Executive Director may suspend an employee with or without pay. In some instances (e.g., suspension for endangering the safety of others), an employee will not be immediately presented with a document memorializing his or her suspension. All suspensions, however, will typically be memorialized in writing. If the employee returns to work after his or her suspension, the Executive Director may submit the suspension memorandum to the employee. The employee shall acknowledge receipt of the memorandum in writing. Such memoranda are typically placed in the employee's personnel file. The original copy may be reviewed by the employee's Supervisor and the Executive Director and given to the employee. Statements by the employee may be placed in his or her personnel file.

- Demotion or Reduction in Salary - The Executive Director may demote or reduce the salary of an employee. The demotion or reduction in salary will typically be memorialized in writing. The Executive Director may submit the demotion or reduction in salary memorandum to the employee. The employee shall acknowledge receipt of the memorandum in writing. Such memoranda are typically placed in the employee's personnel file. Statements by the employee may be placed in his or her personnel file.

- Dismissal - The Executive Director may decide to dismiss an employee. The Executive Director will typically prepare or cause to be prepared a memorandum reporting the reasons for the dismissal. If the memorandum is presented to the employee, he or she will be asked to acknowledge receipt of the memorandum in writing. Such memoranda are typically placed in the employee's personnel file. The original copy may be reviewed by the employee's Supervisor and the Executive Director and given to the employee. Statements by the employee may be placed in his or her personnel file.

Restricting, suspending, or removing an employee's access to NKADD technology resources under the Information Security Policy to protect NKADD systems or data is not, by itself, disciplinary action. Any disciplinary action arising from the same circumstances follows this chapter.

Section 3 - Reasons for Disciplinary Action

Listed below are some reasons which may result in disciplinary action. Disciplinary action is not limited to the offenses listed.

- Being convicted of a felony or a crime which involves dishonesty or violence.
- Absenteeism.
- Being absent without leave.
- Tardiness or abuse of sick leave.
- Inefficiency or ineffectiveness.
- Abuse of NKADD property, including but not limited to unauthorized removal or intentional or careless damage to property.
- Dishonesty of any kind, including but not limited to failing to respond completely to NKADD inquiries and/or dishonestly concealing job-related information.
- Violation of the NKADD Administrative Regulations, Information Security Policy, these personnel policies, or other NKADD or division policies and procedures.
- Unauthorized access to, use of, or disclosure of confidential information, including client, health, and personnel information.
- Conduct on or off the job unbecoming to an NKADD employee or which may bring damage to or may be detrimental to the NKADD.
- Insubordination or unreasonable conduct, including but not limited to refusal to comply with the instructions or directive of a superior and/or being disrespectful to a superior.
- Refusal to work with someone because of the existence of a disability.
- Possession or attempted possession of a weapon or firearm on NKADD premises and/or while on duty.
- Indecent, abusive, disrespectful, or threatening language or behavior.
- Horseplay, including inappropriate physical or verbal conduct which may be detrimental to NKADD.
- Fraud.
- Conducting personal profit-making business at work.

- Harassment.
- Falsification of documents.

Section 4 - Appeal Rights

Any employee who has received disciplinary action has the right to pursue a grievance as set forth in Chapter 16 of these policies.

CHAPTER 12: SEPARATIONS

Any employee may be separated from the service of NKADD by any one of the methods described below.

Section 1 - Resignation

To resign in good standing, an employee must provide their resignation notice in writing to their direct supervisor or to their Associate Director. Holidays will not count towards the calendar days' notice period prior to separation.

Notice Period – The notice period begins on the first full calendar day after notice is received in writing.

- A non-supervisory employee must give a minimum of fourteen calendar days' notice to resign in good standing.
- A supervisory employee must give a minimum of 30 calendar days' notice to resign in good standing, unless otherwise approved by the Executive Director. An Associate Director or Director must give the Executive Director a minimum of 60 calendar days' notice to resign in good standing, unless otherwise approved by the Executive Director.

Leave - No vacation leave or floating holiday leave will be granted during the last 14 calendar days of employment. Limited leave outside of the last 14 calendar days of employment may be approved during the last 30 to 60 calendar days of employment for management level employees.

- If an employee requests to use sick leave due to personal or family illness in compliance with policy, a note from a healthcare provider will be required for the absence to be excused. If sick leave is requested and taken, and a note from a healthcare provider is not furnished by the employee, the employee will forfeit the status of "good standing".
- An employee will not be eligible for holiday pay if their separation date falls on a holiday or during the week after a holiday. To be eligible for holiday pay during the resignation period, an employee must be authorized to work through the end of the following week that falls after the holiday.
- As per Chapter 4, neither sick leave nor floating holidays are paid out upon separation.
- Requests for conversion of sick leave to vacation leave must be made at least 60 days prior to the employee's last date of employment.

Failure to comply with any of the above will be entered on the personnel record of the employee and may result in denial of reemployment in the NKADD service. Exceptions to this rule may be granted by the Executive Director. In such cases a written explanation of such an exception will be placed in the personnel record of the employee involved.

Section 2 - Processing

The employee's final payout will be processed during the payroll immediately following their separation date. Amounts owed to the NKADD, such as tuition or certification repayment, will be deducted from the final payout only as authorized in writing by the employee or as otherwise permitted by law.

Section 3 - Compulsory Resignation

An employee who, without valid reason, fails to report to work for one or more days without authorized leave may be separated from the payroll and reported as a compulsory resignation. Such action will be entered on the service record of the employee and will result in denial of re-employment with the NKADD.

Section 4 - Layoffs

When, for any reason, it becomes appropriate to reduce the working force of the NKADD, employees will be laid off on the following factors:

- best interests of the NKADD.
- performance.
- length of service in current position and
- length of service with NKADD.

Regular employees to be laid off will be notified in writing by the Executive Director at least 30 calendar days prior to the effective date of the lay-off. Employees anticipated to be laid off may be eligible for outplacement assistance.

Section 5 - Loss of Job Requirements

Any employee who is unable to perform their job adequately because of loss of a necessary license or other requirements, or for any other reason, may be separated.

Section 6 - Dismissal

Provided for in Chapter 11 of these policies.

Section 7 - Retirement

Any employee who is planning to retire in a position at NKADD must notify his or her supervisor in writing at least 30 calendar days prior to retirement, or as soon as the employee is aware of the retirement, whichever comes first. NKADD must have appropriate time to make retirement calculations for payroll and CERS reporting purposes.

Section 8 - Rehires

If an employee is rehired with prior service to the NKADD the following will apply:

- Rehired employees may be given consideration in maintaining seniority as of the date of separation, only for the purposes of vacation and sick leave accrual.
- Rehires will have a zero balance of vacation and sick leave upon rehire. However, rehired employees may be eligible for the full accrual of floating holidays according to Chapter 4, Section 8, based on the date of rehire.

Section 9 - Separation Procedures

At the time of employee separation, for whatever reason, the following should occur on or before the employee's last day of work:

- The employee will verify their current mailing address (and physical address if different) with Human Resources to ensure the proper address is recorded to receive W-2 forms and any other pertinent information needed to file a current income tax return as well as other documents that may be needed for other personnel issues such as COBRA.

- Keys, key fob, ID badge, and other NKADD property must be returned to Human Resources or the immediate supervisor. NKADD-issued technology, including laptops, phones, monitors, and accessories, must be returned to IT, or to Human Resources or the supervisor, who will forward it to IT. Returned items are checked against the employee's equipment issuance form.

- All NKADD records and data, paper or electronic, remain NKADD property and must be left with NKADD. Departing employees must not delete, remove, copy, or forward NKADD records or data to personal email, personal cloud storage, or personal devices.

- Employees who use a personal device to access NKADD email, Teams, or other NKADD systems must remove NKADD accounts and data from the device by their last day of work or allow IT to remove them.

- Any amounts owed to the NKADD, including outstanding benefit deductions or tuition or certification repayment, will be settled at separation, including by deduction from the final payout as provided in Section 2.

Supervisor’s Responsibilities - The employee's supervisor or Human Resources must notify IT of the employee's last day of work as soon as it is known. Access to NKADD systems ends at the close of the employee’s last day of work, or immediately for an involuntary separation. For an involuntary separation, IT should be notified before, or at the time, the employee is informed.

CHAPTER 13: INFORMATION SECURITY

Section 1 - Information Security Policy

Employee use of NKADD technology resources, systems, and data is governed by the NKADD Information Security Policy, adopted by the Board of Directors. The Information Security Policy covers acceptable use, monitoring, account and password security, data protection, remote work security, electronic signatures, and the reporting of security incidents. All employees are required to read and follow the Information Security Policy, which is available on the NKADD intranet. Procedures for protecting protected health information (PHI) in the workplace are in Appendix E. Violations may result in disciplinary action under Chapter 11.

CHAPTER 14: POLITICAL ACTIVITY

Section 1 - Purpose and Objective

Because the NKADD by its formation is required to work closely with governmental bodies and its elected officials, NKADD employees are required to avoid and are protected from political involvement which may compromise their independence. Employment by the NKADD is also funded in part through grants and other programs of the United States or federal agencies, and some employees are subject to the federal Hatch Act (5 U.S.C. 1501 et seq.). As a matter of NKADD policy, all NKADD employees are prohibited from:

- Using official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.
- Attempting, directly or indirectly, to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- Becoming a candidate for partisan elective office.

Employees will have the right as a citizen privately to express an opinion and to cast a vote.

CHAPTER 15: CONFLICT OF INTEREST AND ETHICS

Section 1 - Acceptance of Gifts and Gratuities

An employee may not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships on business with NKADD. These limitations are not intended to prohibit employees from accepting articles of negligible value which are widely distributed to the public nor from accepting social courtesies which promote good public relations. No individual may accept more than a cumulative annual amount of $500 of gifts which result from their service to the District, no matter what their source.

It is particularly important that the NKADD employees guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. The securing of a loan by an employee from a financial institution doing business with NKADD does not necessarily constitute a conflict of interest. Violations of this policy will result in disciplinary action up to and including termination.

Section 2 - Contracting with NKADD Employees

The NKADD will not contract with, or purchase services from, NKADD employees outside the terms of the normal conditions of employment.

Section 3 - Profit on Knowledge Based on NKADD Employment

An employee may not use the confidential knowledge gained while on official duty for NKADD for his/her own profit. Violation of this policy will result in disciplinary action up to and including termination.

Section 4 - Ethics

The NKADD adopted a Code of Ethics on May 24, 2010, which may be amended from time to time. All employees are required to read, review, understand and follow the Code of Ethics. All employees are required to report all suspected violations in accordance with the Code. The Code of Ethics can be found on NKADD's Intranet. Refer to Appendix G for the policy. The Code of Ethics is expressly incorporated into these personnel policies and all employees must abide by it. Violation of the Code of Ethics may lead to disciplinary action, as well as action by the Ethics Committee.

CHAPTER 16: CONFLICT RESOLUTION

Section 1 - Steps in the Conflict Resolution

NKADD and employees should endeavor to resolve employee concerns informally. Most ordinary disagreements or day-to-day differences in approach or philosophy will not result in formal dispute resolution. However, NKADD wants to provide more formalized dispute resolution procedures for employees with unresolved differences or concerns so that additional review can occur, up to and including review by the NKADD Ethics Officer, the Executive Committee, and the Board of Directors. This formal conflict resolution policy is in addition to the other dispute resolution or complaint mechanisms in these policies (i.e., unlawful harassment and equal employment opportunity, including disability discrimination complaints) such that an employee may use this policy or other policies or a combination of policies to resolve employee concerns.

- The first step in resolving any formal grievance is informal review by the employee's division Associate Director and/or immediate supervisor. Such a grievance must be presented in writing to the immediate supervisor. It must be presented within 30 days of the occurrence. The supervisor will meet informally with the employee to resolve the issue. A decision will typically be made within 10 working days of receipt of the grievance. The employee, Human Resources, and the Executive Director will be notified of the decision. If the employee's division Associate Director or immediate supervisor is the subject of the grievance, then the employee may bypass this step and move directly to the second step by presenting the grievance to the Executive Director or Designee within 30 days of the occurrence.

- If the decision of the Associate Director and/or immediate supervisor is not favorable to the employee, or if the Associate Director and/or immediate supervisor fails or refuses to act, the grievance may be presented to the Executive Director or Designee for review. The employee must present the grievance in writing to the Executive Director within seven working days of receiving the decision from the Associate Director and/or immediate supervisor. The Executive Director will notify the immediate supervisor that the grievance has been filed. The Executive Director will meet with the immediate supervisor and the employee to resolve the issue. The Executive Director's decision will typically be presented in writing to the employee and the immediate supervisor within thirty calendar days of the Executive Director’s receipt of the grievance.

- If upon review the decision of the Executive Director is not favorable to the employee, and the grievance involves alleged violations of law or these Personnel Policies, a complaint may be filed with the NKADD Ethics Officer. Such a formal complaint must be filed within 30 days of the Executive Director’s grievance decision. To file such a complaint, the employee must notify the NKADD Ethics Officer in writing via the contact information provided on the NKADD website, detailing the nature of the dispute, designating the complaint as a formal complaint.

If the complaint involves an immediate supervisor, the Executive Director will notify the immediate supervisor in writing within seven calendar days of the receipt of the complaint. The immediate supervisor must respond to the Executive Director, in writing, within seven calendar days of receipt of the Executive Director's notification. The Executive Committee of the District will typically meet within forty calendar days of receipt of the complaint. The employee will be notified in writing of the day, time, and place of the Executive Committee meeting.

The Executive Committee will recommend a decision on the complaint to the full Board of NKADD. The final decision will be mailed by registered mail to the employee so that usually it is received within 30 days of the Board's decision. Written notification will also be provided to the individual, if any, about whom the complaint was made. If a grievance of a legal nature has been asserted, NKADD reserves the right to permit this type of grievance to be managed through the legal system rather than this process.

Section 2 - Waiver of Time Requirements

The time requirements above may be waived, partially or totally, upon mutual written agreement of the Executive Director and the employee involved.

Section 3 - Employee Protection Policy

It is the intent of NKADD to adhere to all laws and regulations that apply to the organization, and the purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. Employees are encouraged to bring concerns about unlawful activity, policies, or practices to NKADD's attention so they can be investigated and corrected. Employees are not required to notify NKADD before reporting to an outside agency, and doing so is not a condition of the protections below.

NKADD will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of NKADD, or of another individual or entity with whom NKADD has a business relationship, based on a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

NKADD will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy, or practice of NKADD that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

CHAPTER 17: OUTSIDE EMPLOYMENT

Section 1 - Rules

Outside employment is any paid employment performed by an employee in addition to his or her employment with NKADD including work performed for income supplementary to his or her primary job. The following criteria will apply to outside employment:

- Such employment will not interfere with the efficient performance of the employee's duties for NKADD.
- Such employment will not involve a conflict of interest for the NKADD nor conflict with the employee's duties or the mission or services of the NKADD.
- Such employment will not involve duties which cause embarrassment or harm to the reputation of the NKADD, or any of the local governments which it serves.
- Such employment will not involve the performance of duties which the employee should perform as part of his or her employment with the NKADD.
- Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on vacation leave, approved flex time, or leave without pay.
- No employee granted permission to engage in outside employment will work at said outside employment for a longer period than stated in his or her request for permission to engage in such employment.
- Any employee accepting outside employment under the terms of this rule will make arrangements with the outside employer to be relieved from his or her outside duties if and when called for emergency service by NKADD.
- If an employee is unable to work for the NKADD due to injury or illness, a review will be made of their outside employment arrangement to determine if the employee qualifies for paid sick leave or sick pool leave while away from NKADD employment.

Section 2 - Procedure

Any employee desiring to perform outside employment will first file a request in writing with the Associate Director/Director or Supervisor to engage in outside employment. The request will state the type of employment and the hours of work, the name of the prospective employer, and the place of prospective employment.

The Associate Director/Director or Supervisor shall grant the request provided the criteria outlined in *Section 1* above are met. The approval of the Associate Director/Director or Supervisor is required prior to an employee accepting or beginning any outside employment.

CHAPTER 18: UNLAWFUL HARASSMENT

Section 1 - Policy

The NKADD recognizes an employee's right to a workplace free of unlawful harassment. The NKADD prohibits harassment on the basis of, or because of, one's age, race, color, religion, national origin, disability, HIV or AIDS, sex, sexual orientation, genetic information, pregnancy, childbirth or related medical conditions, voting, political affiliation, veteran or military status, gender identity, gender-non-conformity, or any other legally protected classification. The NKADD also prohibits harassment in retaliation for opposing or complaining about discrimination or participating in discrimination legal proceedings, exercising a right related to employment, refusing to violate the law, or for exercising a constitutional or statutory right. Disciplinary action, up to and including termination of employment, will be taken against employees who violate this policy.

The NKADD prohibits slurs, jokes, or other negative verbal or physical conduct based on, because of, or depicting the above characteristics or behaviors negatively. Such incidents may create a hostile or offensive working environment and may constitute unlawful harassment. Unwelcome conduct which may otherwise appear to be neutral (e.g., horseplay) can be illegal if motivated by the recipient’s protected characteristics or behaviors (e.g., gender, age, etc.). Sexual harassment may also occur when submission to or rejection of such conduct is used as a basis for employment decisions. The NKADD will not tolerate or condone unlawful harassment, nor does it tolerate or condone sexual pressures that utilize job status as a factor in any employment-related decision.

Any employee who believes that he or she has been subjected to any level of harassment or comments/behavior prohibited by this policy, or who has witnessed or heard about such misconduct at or related to work or the NKADD, whether committed by an employee or otherwise, must immediately report all such information to a member of management, Human Resources, or the Executive Director. Employees must report harassment by co-employees, supervisors, or any other individual (including but not limited to third parties) directed towards an employee. All reports will be promptly and thoroughly investigated and will be treated confidentially to the extent consistent with a thorough investigation. The NKADD will not authorize or permit any form of retaliation against any employee who has made a good faith report under this policy. If you have any questions about this policy, please contact the Executive Director and/or Human Resources.

CHAPTER 19: DRUG AND ALCOHOL-FREE WORKPLACE

Section 1 - Policy

In accordance with the Drug-Free Workplace Act, the NKADD is hereby notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, or an attempt to engage in such conduct, is prohibited in the NKADD's workplace or while on duty. No NKADD employee may have alcohol or illegal drugs in his or her system while at work, nor is an employee to have improperly used prescription drugs in his or her system while at work. The NKADD also prohibits the possession or use of alcohol, or an attempt to engage in such conduct, in the NKADD's workplace or while on duty. As a condition of employment, NKADD employees will abide by this policy statement and agree to notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. The Executive Director will, within ten calendar days of this notice, inform the appropriate grantor agency of the receipt of the notice. Disciplinary action, up to and including termination, will be taken within thirty calendar days of the NKADD receiving such notice. Failure to give notice will result in disciplinary action, up to and including termination. Violation of any other portion of this Chapter will also result in discipline, up to and including termination.

The moderate use of alcohol may be permitted at NKADD-sponsored social events or while attending business related social activities on behalf of the agency as a privilege. However, employees and their guests are responsible for maintaining moderate alcohol consumption and appropriate behavior at such events. Failure to act responsibly at such events may also result in disciplinary action up to and including immediate termination of employment.

Section 2 - Drug-Free Awareness Program

The Executive Director will establish a drug-free awareness program to inform NKADD employees about:

- The danger of drug abuse in the workplace.
- The NKADD's policy of maintaining a drug-free workplace.
- Any available drug counseling, rehabilitation, and employee assistance programs.
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Section 3 - Testing

The NKADD reserves the right to conduct drug and alcohol testing as a condition of hiring. The NKADD also reserves the right to conduct reasonable suspicion and post-accident or injury drug and alcohol testing. Reasonable suspicion means behavior observed or learned about which raises a reasonable suspicion of illegal drug or alcohol impairment or use while on duty. Having

such substances in your system while on duty is prohibited. Post-accident or injury means an on-the-job or on premises accident or injury which results in the likely need for medical treatment by a medical provider, likely property damage more than $250, or a near miss which could have resulted in grievous injury. The NKADD will use testing which complies with established government standards for Department of Transportation requirements, the most common, accepted, and reliable methods of testing.

CHAPTER 20: RECORDS AND REPORTS

Section 1 - Personnel Transactions

All appointments, separations, and other personnel transactions will be made on forms designated by the Executive Director. A separate personnel record will be prepared and maintained for each employee and will contain the original or a copy of all pertinent documents.

Section 2 - Public Inspection

All personnel records of employees covered under these policies and all other records and materials relating to the administration of these personnel policies will be considered confidential and the property of the NKADD. The NKADD does not produce personnel files for inspection by third parties, except by law.

The following information relative to employees and former employees is available for public inspection at reasonable times and in accordance with such procedures as the Executive Director may prescribe and according to law: name; position; title; and salary. Selection records and performance rating reports are accessible only to the Executive Director, Human Resources, the immediate supervisor, members of the Executive Committee, and the employee involved. Other personnel information may be made available for official purposes only at the discretion of the Executive Director. Kentucky Open Records Act requests for personnel documents will be responded to by the Executive Director in accordance with the law.

Section 3 - Retention of Records

Personnel files are retained and disposed of in accordance with the NKADD Records Retention Schedule, as defined in Section 16 of the Administrative Regulations.

Section 4 - Changes in Records

If for any reason a request is made to alter the personnel records of an employee, such a request shall be in writing to the Executive Director and shall set forth fully the reasons for the request.

CHAPTER 21: EMERGENCY RESPONSE PLAN

Revised October 22, 2026

Section 1 - Local Emergency Response Agency Contact Info

Boone County Emergency Management	859-334-2279
Boone County Sheriff	859-334-2175
Carrollton Fire/EMS	502-732-7041
Carrollton Police	502-732-6621
Clarke Power Services	866-945-8463
Covington Fire/EMS	859-431-0462
Covington Police	859-356-3191
Duke Power	
- Electric trouble	513-651-4182
- Gas trouble	513-651-4466
Florence Police	859-647-5420
Public Safety Communications Center	859-371-1234
Williamstown Fire/EMS	859-824-4959
Williamstown Police	859-824-3353

Section 2 - Purpose

Subsection 2.1 - General Guidelines

- The most important element in emergency action response is to remain calm.
- All employees must follow the direction of the Senior Staff members available. The Incident Commander named in Section 17, or if unavailable, the next available person in the Section 17 chain of command, directs the response and reports to emergency response officials.
- An emergency supply kit will be kept in the copier room next to the first aid kit.
- Cybersecurity incidents, such as a suspected computer compromise, lost or stolen device, or data breach, are reported to IT and handled as required by Section 13 of the Information Security Policy.

Subsection 2.2 - Documentation

- A copy of the emergency action plan shall be kept on file. A copy shall be provided to each staff person. The evacuation floor drawing shall be posted at several locations throughout the offices, including the bulletin board used for general announcements. It will also appear on the NKADD Intranet.

Section 3 - Medical Emergency Procedure

- In the event of a medical emergency, employees should call 911.
- After calling 911, employees should notify the administrative staff regarding the medical emergency and location of the staff member or visitor that needs medical attention.
- The Senior Staff person available will notify the emergency contact person on file in the medical file for the employee; or if the person is a visitor to NKADD, the individual's company or agency will be notified.
- Should it be determined that this is a possible client drug overdose, a member of staff trained to administer Naloxone should be contacted and brought on scene.

Section 4 - Workplace Violence Procedure

- From time to time someone walking into a public entrance of the NKADD or arriving for a meeting may exhibit behavior which is perceived as threatening by an employee.
- If an employee feels immediately threatened, they should keep calm, find a reason to leave the area, and seek help.
- Call 911.
- Alert a member of management staff or any other employee of the situation.
- Any employee who is able should alert the organization through the PA system using the code phrase "George is urgently needed at [location of incident]. This is urgent, George is needed."
- If the employee cannot leave the area:
- Stay calm, quietly signal for help if possible
- Maintain eye contact
- Stall for time
- Keep talking – but follow instructions from the person if they have a weapon
- Never try to grab the weapon if there is one

Section 5 - Active Shooter Procedure

- If there is gunfire, an explosion(s) or any other threat related to immediate harm, take cover immediately using any available concealment.
- If the threat is related to an active shooter, follow RUN, HIDE, FIGHT protocols to protect yourself.
- Run. Run away using cover/concealment to a secure location with as many exit routes as

possible.

- Hide. Hide and barricade yourself in as secure a location, preferably with a locking door. Remember to silence your cell phone. Turn off lights, seek protective cover, stay quiet and out of sight.
- Fight. Act decisively using any possible improvised weapon available
    i. If you are notified by any emergency communication method (verbal, EMNS [text messages, email, phone], etc.) of certain defensive actions to take, comply completely with such directions.
    ii. If it is safe to run or if instructed to do so by officials, evacuate the area.
- Trust your instincts.
- If the shooter is inside the building and the employee is safely away:
    - Call 911
    - Notify anyone you may encounter to stay out of the building.

Section 6 - Hazardous Materials Procedure

Dangerous amounts of chemicals can be released into the environment from transportation or industrial accidents, or intentionally.

- If you receive any threat about a toxic spill or release or see strange activity that you believe may involve hazardous materials, notify a Senior Staff member immediately. If the situation warrants it, call 911.
- If a hazardous materials event occurs inside the building, follow the "Evacuation" procedure, and then call 911 from an outside phone.
- If a hazardous materials event occurs nearby, not in the NKADD building, employees should stay in the building, follow the "Shelter in Place" procedure and listen for emergency instructions.
- If public safety officials instruct "Shelter in Place" then the Senior Staff person available shall turn off all air conditioners, fans, vents, and heating systems.
- The Senior Staff should wait for instruction from emergency personnel before employees or visitors leave the building.
- When emergency personnel announce the end of the emergency, the Senior Staff person shall ventilate the building, and employees and visitors shall follow the "Evacuation" procedure.

Section 7 - Shelter in Place Procedure

- Shelter in Place (SIP) is one of the basic instructions given by public safety officials during an

emergency in the community.

- Primary locations inside the building where employees can take shelter are rooms without windows.
- Visitors and others in the reception area and in the conference rooms shall be notified by the receptionist or Senior Staff when there is a need for SIP.
- All other visitors within the offices shall be directed by the remainder of staff.
- The Senior Staff person available shall be responsible for the assembly and will attempt to determine if all staff and visitors are accounted for.
- The Senior Staff person available shall turn off all air conditioners, fans, vents, and heating systems if instructed by emergency personnel to SIP due to a hazardous materials or Bioterrorism event.

Section 8 - Evacuation Procedure

- Employees shall evacuate by means of the nearest available marked exit.
- A floor drawing has been posted and distributed showing primary exit routes from various locations within the office of the agency.
- Staff should become familiar with all routes shown in the drawing.
- Visitors and others in the reception area and in the conference rooms (A, B, C and D) shall be notified by administrative staff or other members of staff when there is a need to evacuate.
- All other visitors within the offices shall be directed by the remainder of staff.
- After an emergency evacuation, employees are to gather in the parking lot at 16 Spiral Drive (currently Beckfield College). If inclement weather prohibits meeting outside, follow the direction of the Incident Commander.
- The Senior Staff person available shall be responsible for the assembly and will attempt to determine if all staff and visitors are accounted for.
- If people are determined to be missing from the assembly area, the principal response shall be to survey the outside of the building and report any missing people to emergency personnel.
- The administrative staff should grab, if safe to do so, the emergency tote bag on their way out of the building.

Section 9 - Fire Emergency Procedure

Subsection 9.1 - How Employees Are Alerted

- In the event of a fire, employees are alerted by a fire alarm.

- If the fire alarm is not sounding, if possible, the manual alarm located in the janitor's closet will be pulled.
- If the manual alarm cannot be pulled, then the Senior Staff member available will make an announcement over the intercom and/or notify staff by any means possible.

Subsection 9.2 - What Employees Should Do

- Employees must follow the "Evacuation" procedure.
- Once outside of the building notify the fire department by calling 911 from an outside phone.

Subsection 9.3 - Fire Sprinkler System

- If a fire occurs, the heat from the fire will activate the sprinkler head above the fire. Only the head(s) directly exposed to the heat of the fire will activate. Water will discharge from the head in an arcing pattern throughout the room and continue to flow until the system is shut down by the fire department.
- As soon as the water begins to flow through the system, a built-in water flow alarm is activated and sent by telephone lines to the building's private alarm monitor. The alarm is transferred to the fire department.
- The Computer Room has its own fire suppression system which does not use water. If there is a fire in the computer room, the alarm inside the computer room will sound and a non-toxic gas will be released to smother the fire. The release of this gas will be contained to this room only.

Section 10 - Severe Weather Procedure

Subsection 10.1 - How Employees Are Alerted

- NKADD is equipped with a NOAA Weather Radio located in the receptionist area in the front office.
- In the event of severe weather, a Senior Staff person will make an announcement over the intercom.
- Boone County warning sirens are activated for tornado and severe thunderstorm warnings when the area is under a tornado watch issued by the National Weather Service.
- The National Weather Service will issue a thunderstorm or tornado watch when conditions are possible for them to occur.
- The National Weather Service will issue a warning when a thunderstorm or tornado is sighted or indicated by weather radar.

- Subscribe to The Emergency Email Network to receive announcements and other emergency information from Boone County Emergency Management, delivered directly to your email box.
- Subscribe at https://www.emergencyemail.org/add.asp?src=&lc=15210

Subsection 10.2 - What Employees Should Do

Severe Thunderstorms / Lightning

- Lightning can strike from up to 5 to 10 miles away.
- Use common sense while using appliances such as phones, televisions or computers that could carry lightning current into your office.

Tornado

- Should the decision be made to shelter in place because of the threat of a tornado, the Emergency Director or Incident Commander will notify all employees via any means possible to start a shelter in place. For safety and accountability, it is best for employees to shelter in as few areas as possible so that it is easier to account for everyone should a tornado strike the NKADD building. Therefore, employees located in the front half of our building at 22 Spiral Drive should first attempt to take shelter in Conference Room C. If you feel you cannot make it to Conference Room C, shelter in any interior office without windows.
- Employees located in the back half of the building, first attempt to take shelter in the storage room, cubicle area outside the storage room and copy room. If you feel that you cannot make it to these areas, shelter in any interior office without windows.
- If possible, stay in the center of the room and get under a sturdy piece of furniture.
- All other NKADD offices are equipped with NOAA weather radios and should always be monitored. Should staff feel the need to shelter in place, they will do so in interior rooms without windows.

Section 11 - Earthquake Procedures

- During an earthquake, employees should duck to the floor, take cover under a desk or sturdy table, and hold on.
- Staff members shall instruct visitors to duck, cover, and hold as well.
- Be prepared for possible aftershocks that may cause additional damage or destroy already weakened structures.
- If possible, a Senior Staff person should listen to a portable radio for instructions.

- Do not attempt to move any injured or unconscious people unless they are in immediate danger.
- Stay off the telephone unless you must report an emergency.
- The Senior Staff members available shall turn off the gas, water, and electricity.

Section 12 - Power Outage Procedure

- If the power outage is not a result of severe weather, then call the power company to report the power outage. Turn off electrical appliances you were using when the power went out.

Section 13 - Bioterrorism Event Procedure

Bioterrorism involves the deliberate use of harmful viruses and bacteria to make people sick.

Subsection 13.1 - What to Look For

- Suspicious mail (i.e. bulky envelopes, unfamiliar or no return address, heavy or oddly sealed boxes, anything leaking powder or other substance, etc.).

Subsection 13.2 - What Employees Should Do

- Do not open, shake, or put your face or bare skin near suspicious mail.
- Put the suspicious mail down and if possible, cover it gently with a small item.
- Get yourself out of the room, and close off the room.
- Wash your hands with soap and water.
- Inform the Senior Staff person available.
- Call 911 right away if the situation warrants.
- Employees should wait in a safe place for emergency personnel to arrive.
- If a Bioterrorism event occurs nearby, not in the NKADD building, employees should stay in the building and listen for emergency instructions.
- If emergency personnel instruct “Shelter in Place” then follow the SIP procedure.
- The Senior Staff available shall turn off all air conditioners, fans, vents, and heating systems.
- The Senior Staff should wait for instructions from emergency personnel before staff members or visitors leave the building.

Section 14 - Bomb Threat Procedure

Obtain as much information as possible about the bomb and its location. Legitimate callers usually wish to avoid possible death or injury; request more information by expressing a desire

to save lives. Note the caller's voice characteristics, such as accent, background noise, and any other details about the caller. Following receipt of a bomb threat, immediately contact a Senior Staff member and/or call 911. The recommendation of local authorities will govern any action to be taken.

Section 15 - Remote Employees

The building procedures in this chapter apply to NKADD office locations. Employees working remotely are not covered by those procedures while they are away from an NKADD office. In an emergency while working remotely, call 911 if needed, and notify your supervisor as soon as it is safe to do so. Employees working at an NKADD office follow that office's procedures. Remote work arrangements are governed by Chapter 4, Section 4 – Working Remotely.

Section 16 - Career Center Procedures

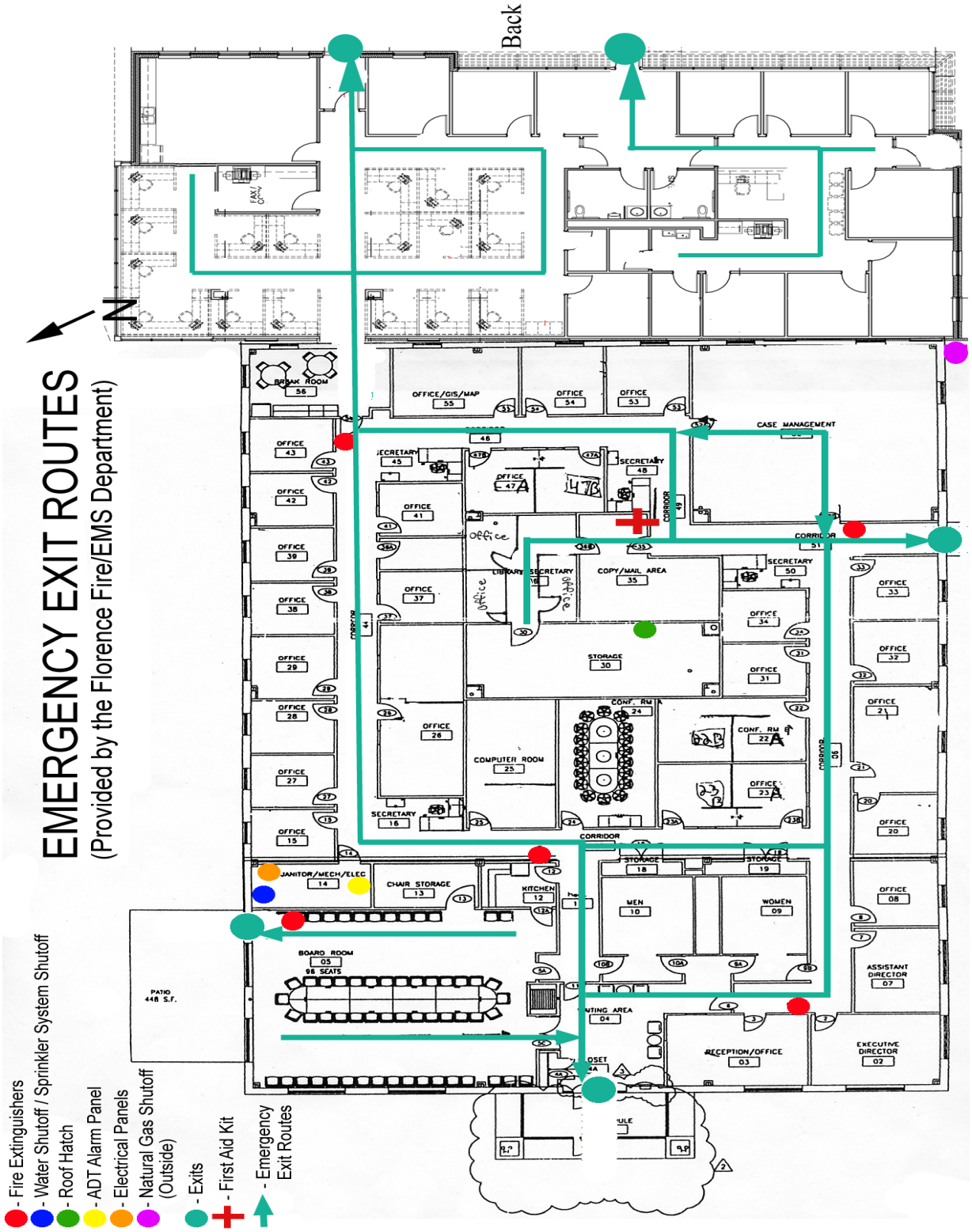
Information on emergency action procedures for each Career Center location is posted at that location and can be obtained from the Career Center Safety Committee co-chairs.

Section 17 - Authorized Personnel

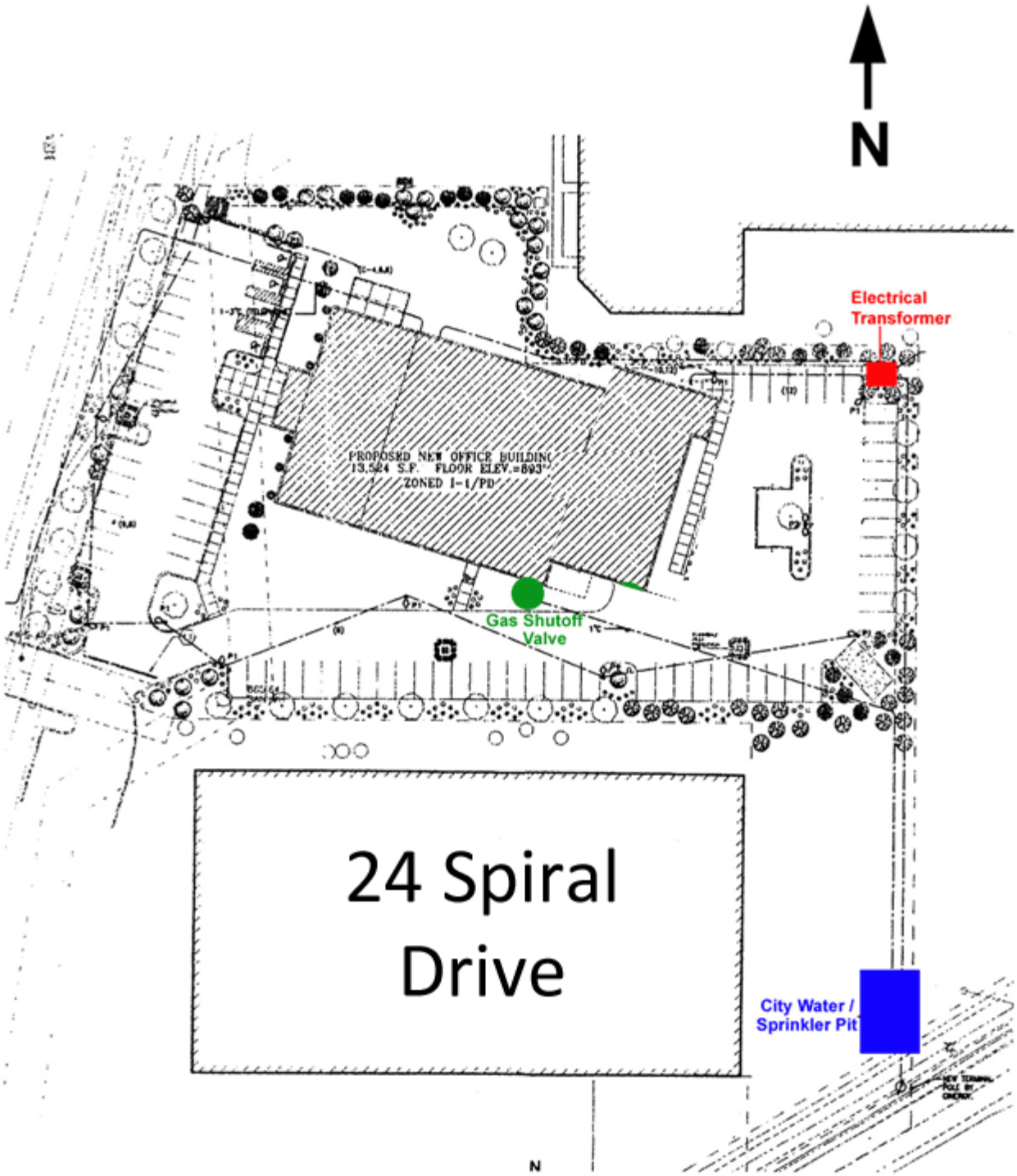
Employees shall follow the instructions of the Senior Staff members available. A question regarding the NKADD Emergency Action Plan should be addressed to a Senior Staff member. For this plan, the established chain of command is as follows:

- Tara Johnson-Noem - Executive Director (Emergency Director)
- Clay Beyer - Director of IT and Facilities (Incident Commander)
- Amanda Cooper - Director of Finance and Administration
- Correy Eimer – Associate Director, Workforce Development
- Anne Wildman – Associate Director, Aging & Disability Services
- Katie Jo Berkshire Kirkpatrick – Associate Director, Local Government Services, Community Development Planning
- Linda Kollmann – Accounting and Human Resources Manager

Section 18 - Building and Site Map



NKADD Site Map



APPROVAL AND GOVERNANCE

These Personnel Policies are maintained, reviewed, and approved in accordance with NKADD governance requirements.

Monitoring and Administration

- The Executive Director is the Personnel Administrator. Responsibility for implementing and enforcing these policies is vested in the Executive Committee and the Executive Director (Chapter 1, Sections 4 and 5).
- Human Resources administers personnel programs and related matters as designated by the Executive Director.
- Situations not specifically covered by these policies may be interpreted by the Executive Director (Chapter 1, Section 3).

Review

- These policies are reviewed by the Executive Director and Human Resources, with input from Senior Staff and other stakeholders, as appropriate.
- Reviews are conducted as needed based on operational, legal, or regulatory changes.
- Employees are notified of revisions by email and must acknowledge them as provided in Chapter 1, Section 10.

Approval

- These policies and any revisions are approved by the NKADD Board of Directors (Chapter 1, Section 8).
- The Code of Ethics (Appendix G) is adopted and amended separately by the Board of Directors, as provided in Appendix G.

Approval Record

Approved by: Robb W Adams
Robb W Adams (Nov 3, 2026 10:47:48 EST)
Title: Chair

Approved by: J.Ryan Morris
J.Ryan Morris (Oct 22, 2026 16:03:20 EDT)
Title: First Vice Chair

Board Approval Date / Resolution Reference: 10/22/2026
Effective Date: 10/22/2026
Code of Ethics (Appendix G) Amendments Approved: 10/22/2026

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge I have been informed that the NKADD's Personnel Policies can be found on the NKADD intranet. I also have the responsibility to comply with the policies and any revisions. If I have questions about policies or regulations in place, I am to direct them to Human Resources and/or the Executive Director.

Full Name (Printed): _____

Signature: _____

Date: _____

I understand that it is my responsibility to read and review the Personnel Policies including the appendices and agree to do so within the first week of my employment at the NKADD.

Full Name (Printed): _____

Signature: _____

Date: _____

I understand that it is my responsibility to read and review the Code of Ethics in Appendix G and agree to do so within the first week of my employment at the NKADD.

Full Name (Printed): _____

Signature: _____

Date: _____

I acknowledge that I have been informed that the NKADD Information Security Policy can be found on the NKADD intranet. I understand that it is my responsibility to read, review, and comply with the Information Security Policy, and I agree to read it within the first week of my employment at the NKADD.

Full Name (Printed): _____

Signature: _____

Date: _____

APPENDIX A. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Objective

The Northern Kentucky Area Development District (NKADD) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. NKADD prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. NKADD conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between NKADD and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with NKADD.

Dissemination and Implementation of Policy

Human Resources will be responsible for the dissemination of this policy. Directors, managers, and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

NKADD administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to*

race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."

- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requiring employees to report any apparent discrimination or harassment immediately to a member of management, Human Resources, or the Executive Director.
- Consulting NKADD's legal counsel as appropriate on reports of discrimination or harassment and taking other appropriate measures to resolve the situation.

Harassment

Harassment is a form of unlawful discrimination and violates NKADD policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Harassment becomes unlawful where:

- Enduring offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

NKADD encourages employees to report all incidents of harassment to a member of management, Human Resources, or the Executive Director. NKADD conducts harassment prevention training for all employees and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. NKADD investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. NKADD will promptly, thoroughly, and fairly investigate every issue that is brought to

its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

APPENDIX B. ADA/ADAAA POLICY

Purpose

The Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), prohibits employers from discriminating against qualified applicants and employees with disabilities. It also requires employers to provide reasonable accommodations, when needed, so that qualified individuals can perform the essential functions of their jobs. Medical information obtained in the accommodation process is kept confidential and maintained separately from the employee's personnel file, as required by law.

NKADD complies with all federal and state laws on the employment of individuals with disabilities and follows the regulations and guidance of the Equal Employment Opportunity Commission (EEOC). NKADD does not discriminate against qualified individuals with disabilities in application procedures, hiring, advancement, discharge, pay, training, or any other term, condition, or privilege of employment. Individuals who are currently using illegal drugs are not covered by this policy (see Chapter 19).

Requesting an Accommodation

Applicants and employees may request accommodation, or ask questions about this policy, by contacting Human Resources. Human Resources administers this policy, including decisions on reasonable accommodation, direct threat, and undue hardship.

NKADD will reasonably accommodate a qualified individual with a disability so they can perform the essential functions of the job. The exceptions are when the accommodation would create an undue hardship for NKADD, or when the individual would pose a direct threat that cannot be eliminated by reasonable accommodation. An applicant with a disability who can be reasonably accommodated receives the same consideration for employment as any other applicant.

Safety and Direct Threat

All employees must follow NKADD's safety standards. NKADD will not hire an applicant who poses a direct threat that cannot be eliminated by reasonable accommodation. A current employee who poses a direct threat may be placed on leave until NKADD makes a decision about the employee's employment.

Terms Used in This Policy

Disability – A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

Physical or Mental Impairment – Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems. Examples of body systems include neurological, musculoskeletal, sensory, respiratory, cardiovascular, reproductive,

digestive, genitourinary, immune, circulatory, blood and lymphatic, skin, and endocrine. The term also includes any mental or psychological disorder, such as an intellectual disability, organic brain syndrome, emotional or mental illness, or a specific learning disability.
Major Life Activities – Activities such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. The term also includes the operation of major bodily functions, such as immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Substantially Limits – Whether an impairment substantially limits a major life activity is decided case by case. An impairment that is episodic or in remission may be a disability if it would substantially limit a major life activity when active. Examples include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, schizophrenia, and cancer in remission.

Qualified Individual – An individual who, with or without reasonable accommodation, can perform the essential functions of the position they hold or want.

Essential Functions – The fundamental duties of a position. NKADD is not required to remove an essential function as an accommodation.

Reasonable Accommodation – A change to the job or work environment that allows a qualified individual with a disability to perform the essential functions of the job. Examples include:

- making facilities accessible
- restructuring the job
- part-time or modified schedules
- telework
- reassignment to a vacant position
- acquiring or modifying equipment
- adjusting tests, training materials, or policies
- providing qualified readers or interpreters

Undue Hardship – An action requiring significant difficulty or expense. Factors include the nature and cost of the accommodation, NKADD's size and overall financial resources, and the effect on NKADD's operations.

Direct Threat – A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.
These definitions and examples are not all-inclusive.

APPENDIX C. EMPLOYMENT OF RELATIVES POLICY

Policy

NKADD bases employment and advancement on qualifications and merit, and does not favor or disfavor the employment of relatives. Relatives working together can create real or perceived favoritism and can bring personal conflicts into the workplace, so NKADD limits the working relationships between them.

Rule

NKADD may employ relatives of current employees, provided that:

- neither works directly for or supervises the other; and
- neither holds a position in the same line of authority where they could make or take part in decisions that directly benefit the other, including hiring, retention, transfer, promotion, pay, and leave requests.

This policy applies to current employees and candidates for employment, and to hiring, promotion, and transfer decisions.

Definition

"Relative" has the meaning given in the Definitions section of these Personnel Policies.

Hiring, Promotion, and Transfer

Before an offer of employment, promotion, or transfer is made, the hiring supervisor must sign a statement certifying that the action will not create a working relationship prohibited by this policy and submit it to Human Resources. The offer will be delayed until Human Resources receives the statement. The hiring supervisor is responsible for making sure the action complies with this policy.

Relationships That Develop After Hire

Directors and Associate Directors are responsible for monitoring changes in reporting relationships after hire. Employees must immediately tell their supervisor or Human Resources if they become related to another employee (for example, through marriage), or if a change in position places them in a working relationship prohibited by this policy.

When this happens, one of the employees must request a transfer or a change in reporting relationship, subject to Executive Director approval. If the employees do not decide within 14 days of reporting the relationship, the division Associate Director and Human Resources will decide the reassignment.

Exceptions

Exceptions to this policy require the written approval of the Executive Director.

APPENDIX D. ALTERNATIVE WORK SCHEDULE POLICY

Definitions

Alternative Work Schedule - Any work schedule that varies from a M – F work week with 8 hours of work each day.

Alternative Work Schedule – four 10s - A schedule of four workdays made up of 10 work hours each. This is a compressed week of work in which the employee works 40 hours within a regular four-day period, Monday through Friday, and the fifth day is taken as an earned day off.

Alternative Work Schedule – four 9s + one 4 - A schedule of five workdays, with four of the days made up of 9 work hours each, and the fifth workday is made up of 4 hours. This is a compressed week of work in which the employee works 40 hours within a regular five-day period, Monday through Friday – the remaining part of the fifth day is taken as a partial earned day off.

Earned Day Off - The full day (10 hours) or partial half day (4 hours) of an alternative work schedule during the Monday through Friday week that an employee regularly has off time provided all 40 hours of the alternative schedule have been worked or have been approved through paid leave. For example – an employee who works four days Monday through Thursday, 10-hour days each, would have Friday as a regular earned day off, because 40 hours of work had been scheduled and completed Monday through Thursday.

Regular Work Week Schedule - A schedule of 5 workdays made up of 8 work hours each week Monday through Friday.

Standard Workweek - The standard FLSA workweek for the Northern Kentucky Area Development District begins on Saturday at 12:00 a.m. and goes through the following Friday at 11:59:59 p.m., as per policy.

Section 1 - Eligibility

An alternative work schedule is not appropriate for all positions or in all settings, or for all employees.

An alternative work schedule during the initial orientation period of being appointed to a position is not allowable due to the need to clarify job responsibilities, demonstrate an ability to establish productive work relationships, and determine suitability for continued employment.

Employees who have problems with punctuality, attendance, and/or performance issues or who require close supervision are not suitable candidates for an alternative work schedule.

Section 2 - Procedures

An alternative work schedule should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the workflow. The supervisor, in conjunction with the Associate Director/Director, should ensure that other employees in the same division understand how and why an alternative work schedule functions.

If more employees request an alternative work schedule arrangement than a division can reasonably manage, the Associate Director/Director may consider a variety of methods to determine how best to respond.

Each division reserves the right to suspend an alternative work schedule arrangement in the event of operational needs or unanticipated circumstances regarding employee performance.

An alternative work schedule arrangement shall be initiated on a trial basis and may be discontinued at any time at the discretion of the Associate Director/Director or at the request of the employee.

Changes to the schedule must begin in the pay period following approval and must be scheduled to begin on the best day of that following pay period such that the new schedule does not create an overtime situation, does not begin on a holiday, and does not fall during a holiday week.

Annual review – compliance with an approved alternative work schedule and subsequent requirements will be documented and evaluated as part of the employee's annual review.

Section 3 - Process

An employee interested in working an alternative work schedule should:

- First discuss this option with their supervisor;
- If the supervisor is agreeable, the employee shall formally request this schedule using the appropriate form and submit the request to their supervisor. This request should include the proposed Earned Day Off, as well as the proposed start times, end times, and lunch periods for each workday.
- The request will be reviewed by the Associate Director/Director taking into account a variety of considerations to include operational needs, employee performance, current list of employees approved for the alternative work week schedule, etc. If approved, the approval will include a time-specific date set for review and reconsideration of the employee's performance and suitability to work an alternative work schedule.
- The employee must:
- Note their alternative work schedule on each timesheet they submit for payroll.
- Non-exempt employees must submit a Secondary Alternative Work Schedule timesheet – which documents their hours per FLSA workweek. This secondary timesheet must be

submitted with the regular timesheet for each pay period for the timesheet to be approved for pay.

- At no time may an alternative work schedule arrangement result in overtime without the express approval of the Associate Director/Director. Should this occur, the employee may be subject to discipline.
- A review of the alternative work schedule will be documented by the supervisor and submitted to Human Resources to be placed in the employee's personnel record.

Section 4 - Earned Day Off

- The Earned Day Off should be the same day of each week. This day may be limited to a specific day of the week as per division needs.
- The Earned Day Off may be rescheduled throughout the week to accommodate the needs of the division – for example to account for timesheet days in the Waiver Program, or to account for check days in the FMA division, etc. Likewise, the Earned Day Off may shift due to specific unexpected circumstances at the discretion of the Associate Director/Director.
- Employees may not accumulate Earned Days Off – the Earned Day Off must be taken in the same work week as it was earned unless otherwise shifted as per division needs.

Section 5 - Leave Considerations

- Holidays – regular observed holidays for the Northern Kentucky Area Development District will be paid in 8-hour increments for all regular employees (or a proration thereof for part-time employees as per policy). Employees on an alternative work schedule will have to make up any additional hours of regular work time by either choosing to work the extra hour(s) throughout the standard workweek in which the Holiday occurs (Saturday through Friday), or by electing to take the extra hour(s) in vacation or floating holiday time.
    - If a holiday falls on an employee's Earned Day Off – the employee must schedule additional time off during the same standard workweek (Saturday through Friday). These arrangements must be made with the supervisor's approval.
    - If a holiday falls on an employee's regular 10 hour or 9-hour workday – the employee must either take the additional hour(s) of their work day off with other paid leave (vacation or floating holiday) or the employee must work the additional hour(s) elsewhere during the same standard workweek (Saturday through Friday). These arrangements must be made with the supervisor's approval.
- If an employee does not have available paid leave time to take off the whole of their workday, they must plan to work the extra hour(s) throughout the standard workweek (Saturday through Friday). These arrangements must be made with the supervisor's approval.

- Paid Leave – all accrued paid leave, upon approval, shall be taken in increments of the hours of work for each whole day of leave requested, while on the alternative work schedule.
- For example, if an employee is approved to work 9-hour days and one 4-hour day, and the employee is sick on a day they would normally work 9 hours, they will be taking paid leave in the amount of 9 hours for that workday off.
- Jury Duty – in the event an employee who works an alternative work schedule arrangement is scheduled for jury duty, their schedule will transition back to a regular work week schedule for the duration of their jury duty.
- Maternity Leave - in the event an employee who works an alternative work schedule takes maternity leave, their schedule while on leave will transition back to a regular work week schedule for the duration of that leave.
- Extended Leave - in the event an employee who works an alternative work schedule arrangement is out on extended leave of any kind, their schedule will transition back to a regular work week schedule for the duration of their leave.
- Notice of Separation of employment – in the event that an employee who works an alternative work schedule arrangement gives their notice of separation, their schedule will transition back to a regular work week schedule for the duration of their remaining time with the organization to best support the transition for the agency.

Section 6 - Communications

- Employees with an alternative work schedule must be diligent in communicating their schedule to both internal and external customers:
    - NKADD's phone system must be regularly set to indicate when the employee will be out of the office and when the employee will be back in;
    - A phone message should be set to indicate when the employee will be out of the office and when the employee will be back in
- Employees with an alternative work schedule must maintain very good communications with their supervisor and Associate Director regarding their schedule, their leave needs, and their ability to maintain their workload.

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

ALTERNATIVE SCHEDULE REQUEST FORM

_____

Employee Name (print name)

_____

Supervisor (print name) Division

Please mark below which schedule you are requesting:

☐ Compressed Workweek – 4 tens Schedule (4/10's)

☐ Compressed Workweek – 4 nines/1 four Schedule (9's + one 4)

This schedule request to begin on _____ and will be reviewed on: _____

- Days and hours when the employee will be normally expected to be at work are:

Monday	_____ to _____	with _____	minute lunch period
Tuesday	_____ to _____	with _____	minute lunch period
Wednesday	_____ to _____	with _____	minute lunch period
Thursday	_____ to _____	with _____	minute lunch period
Friday	_____ to _____	with _____	minute lunch period
Saturday	_____ to _____	with _____	minute lunch period
Sunday	_____ to _____	with _____	minute lunch period

Proposed Earned Day Off (Full or Partial) each week _____

- The employee understands that the workweek as defined by the Northern Kentucky Area Development District begins at 12:00 a.m. on Saturday and ends at 11:59:59 p.m. the following Friday as per policy.
- The employee agrees that any additional hours which might involve overtime or unexpectedly create overtime must be approved in advance by the Assoc. Director/Director.

- The employee agrees that all obligations, responsibilities, terms and conditions of employment with the NKADD remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.
- The employee agrees that the Assoc. Director/Director reserves the right to modify or suspend this Agreement in the event of unanticipated circumstances regarding employee performance or operational needs.
- The employee understands and agrees to the applicable Alternative Work Schedule Policy (Appendix D).

I hereby affirm by my signature that I have read the Alternative Work Schedule Policy (Appendix D) and understand and agree to all its provisions.

☐ Approved ☐ Not Approved at this time

_____

Employee Signature Date

_____

Supervisor Signature Date

_____

Assoc. Dir/ Director Signature Date

The agreement shall be maintained in the employee's personnel file, with copies to the:

1. The employee
2. The supervisor
3. The Associate Director
4. Finance

Comments: _____
_____
_____
_____

APPENDIX E. WORKPLACE PRIVACY PROCEDURES FOR PROTECTED HEALTH INFORMATION

Policy Statement

Workplace Privacy and Security Procedures will be established. All staff, student placements of any type, volunteers and others (NKADD workforce) shall use appropriate measures to protect the confidentiality of PHI.

These procedures supplement the NKADD Information Security Policy. Requirements for passwords, computers and mobile devices, encryption, email security, and disposal of electronic media are governed by the Information Security Policy.

Procedures

Approved workplace privacy and security measures include the following, although additional or alternative measures may be recommended by the Privacy Officer if necessary or appropriate.

- Computer and Work Area – All Users should:
    - Lock the computer when leaving the work area
    - Limit access to PHI at his/her workstation by such actions as tilting computer monitors away from hallway view, flipping over PHI sensitive materials and limiting, as appropriate, visitor access to workstation areas.
    - File all sensitive medical records away at night in locking file cabinets.
    - Empty recycle bins of any HIPAA sensitive material on a regular basis.
    - Protect passwords and other sign-in credentials as required by the Information Security Policy. Do not share or post passwords.
    - Pick up all printouts containing sensitive material IMMEDIATELY.
    - Do not discuss a recipient's information (i.e. claim, eligibility, or health) in front of visitors, in public areas, or with individuals who are not involved in the case.
    - DISCARD all sensitive documents (screen prints, reports, faxes), which do not need to be maintained by SHREDDING or placement in the appropriate large recycle bins available in the office.
- Oral and Written Communications
    - NKADD staff will make reasonable efforts to avoid incidental disclosures of protected health information. An example is a conversation between NKADD staff and/or clients that is overheard by others. To reduce the likelihood of this happening staff should take precautions such as those listed below.
    - Oral / written communication of PHI shall be to a person with a need to know
    - Communication must be a part of or incidental to a disclosure otherwise permitted under applicable laws and confidentiality requirements.

    - Speaker phones should not be used when discussing PHI.
    - PHI should not be left on voice mail or on answering machines.
    - Written PHI shall be protected at all times. This means that file folders will not be left in public areas of the office. They will be kept in a locked area whenever reasonable.
- Labeling and Storing Data – All users should "label" files or data containing personally identifiable Protected Health Information (PHI) as "PHI - Confidential". This label should be applied to the TAG or FOOTER OR SUBJECT HEADER of all:
    - Paper reports containing PHI
    - Letters containing PHI
    - Internal e-mails containing PHI
    - Long term storage of PHI material should be in boxes marked PHI CONFIDENTIAL

- PHI Data Routing – Any documents marked as PHI confidential should be routed in the following manner:
    - Addressed directly to the intended recipient whenever possible
    - In a sealed envelope, folder or interoffice folder and marked PHI – CONFIDENTIAL
    - PHI – Confidential documents should not be left in in-bins or mailboxes accessible to the general public.
    - All faxes of PHI – Confidential Data should be stamped or marked PHI-Confidential. Whenever possible, cover pages should be used on faxes containing PHI.
    - Users should have verified all fax numbers prior to sending PHI
    - When sending PHI by fax, sender must call recipient to notify recipient when PHI is being sent
    - DO NOT fax PHI data to public places not associated with a health care provider or state government, such as Kinko's, unless a contact is there to receive the document directly
    - DO NOT e-mail PHI data outside of your organization or to entities with which business associate agreements have not been established.
- Appropriate PHI Destruction – When paper or electronic media containing PHI no longer needs to be maintained, the following procedures should be followed:
    - Electronic media and devices that may contain PHI, such as USB drives, CDs, external hard drives, computers, and phones, must be given to IT for data removal and disposal, as required by the Information Security Policy and Section 4 of the Administrative Regulations. Do not place electronic media in the trash.
    - Users may dispose of paper PHI by using shredders or other similar means.
    - Users should check with the Privacy Officer prior to destroying large amounts of stored PHI, whether electronic or paper, to see if destruction requires special attention or if it should not be destroyed due to record retention requirements.

- Laptops – It is the responsibility of any person using laptops to ensure security of the laptop and privacy of information contained in the laptop. All users:
    - Should follow the same procedures for laptops as for office computers.
    - Staff using laptops should keep the laptop physically with them at all times. When that is not possible, the laptop must be locked in the trunk of the car or otherwise kept out of sight in a locked vehicle. Lost or stolen laptops must be reported to IT immediately.

- Visitors – All visitors must check in with the receptionist
    - DO NOT discuss any confidential (PHI) information with any visitor unless they are involved with NKADD business operations and only if necessary.
    - Cover files or folders on your desk that should not be viewed by visitors.
    - Do not discuss any PHI on the phone in the presence of visitors.
    - Do not discuss PHI with a co-worker in the presence of a visitor(s).
    - Do not leave a visitor alone in an area where PHI information is stored.

- Violations/Disciplinary Action (Sanctions)
    - Violations of HIPAA policy by NKADD staff may result in disciplinary action that could include an oral warning up to and including termination as defined in the NKADD Personnel Policies. Employees may be subject to retraining on HIPAA Policy.

APPENDIX F. DRESS CODE / GROOMING POLICY

Objective

The Northern Kentucky Area Development District (NKADD) strives to maintain a workplace environment that is professional, well-functioning, and free from unnecessary distractions and annoyances. As part of that effort, the NKADD requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Directors and Associate Directors may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas. No attire or grooming policy can cover all contingencies so employees must exert a certain amount of judgment and discretion in their choice of clothing and appearance at work. If you experience uncertainty about your appearance, or about acceptable professional business casual attire for work, please ask your supervisor or Human Resources.

Procedures

All NKADD staff members are expected to present a professional, businesslike image to clients, visitors, customers, partner agencies and the public. Acceptable personal appearance is an ongoing requirement of employment with the NKADD. While the essential functions of every employee's job may not involve direct contact with the public, being housed in a building where members of the public visit does constitute direct contact. Employees working in the office are required to be dressed and groomed in a manner that is in keeping with acceptable standards of professional office attire and personal presentation.

Supervisors should communicate any division-specific workplace attire and grooming guidelines to staff members during the new-hire orientation and evaluation periods. Any questions about the division's guidelines for attire should be discussed with the immediate supervisor.

Any staff member who does not meet the attire or grooming standards in this policy, or those set by his or her division, may be subject to corrective action and may be asked to leave the premises to change clothing or otherwise take steps to meet the attire or grooming standards. Hourly paid staff members will not be compensated for any work time missed because of a failure to comply with designated workplace attire and grooming standards.

Reasonable accommodation of religious beliefs and medical needs

The NKADD recognizes the importance of individually held religious beliefs to persons within its workforce. Likewise, the NKADD recognizes that there may be instances in which a medical condition may require an accommodation to these policies. The NKADD will reasonably accommodate a staff member's religious beliefs or medical condition in terms of workplace attire and grooming, unless the accommodation creates an undue hardship. Accommodation of religious beliefs or medical conditions in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace accommodation to this policy based on religious beliefs or medical conditions should be referred to Human Resources.

Basic Guidelines

The standard workplace attire for the NKADD is business casual unless a division policy indicates otherwise. All employees must be clean and well-groomed, and attire must be workplace appropriate. Employees should be attired in clothes and shoes that project professionalism, and clothes and shoes should be clean and in good shape.

The charts below provide examples of appropriate versus inappropriate situations; however, they are not an exhaustive list, and other situations may arise that are not outlined below.

Appropriate	Inappropriate
Slacks	
Pants; khakis; corduroys. Capris. Jeans* (on casual day, or division approved - must be clean; free of rips, tears, and fraying; may not be excessively tight or revealing; *no writing, embroidery or beading).* Tights/Leggings – ONLY when worn under a skirt, with a tunic, or with other appropriate garments that cover the legs to mid-thigh length and are not overly revealing. A person's upper thighs should not be visible when walking or sitting when wearing tights or leggings.	Cargo pants*(casual day only). Exercise wear, sweatpants, yoga pants. Shorts, low-rise or hip-hugger pants or jeans. Pajama pants or sweatpants. Sagging pants that show undergarments; frayed, stained, or patched pants.
Appropriate	Inappropriate
Shirts	
Polo, collar knit, or golf shirts. Oxford shirts. Company logo wear. Short-sleeve blouses or shirts. Turtlenecks. Blazers or sport coats. Jackets or sweaters.	Shirts with writing (other than company logo). T-shirts or sweatshirts. Beachwear. Spaghetti-straps; camisoles; halter tops. Exercise wear. Crop tops; clothing showing midriff; clothing exposing cleavage; clothing that is see-through; clothing worn that is overly exposing (unbuttoned shirts, etc.)
Shoes	
Dress shoes, and boating shoes.	Athletic shoes, slippers, sneakers*, gym shoes* (only on casual day or when otherwise

Pumps; casual heels; casual, low-heel, open-back shoes (e.g., mules, sling backs); business professional open-toed shoes. Dress casual boots (Uggs may be included in this category, as long as they are dress appropriate).	approved by the Director or Associate Director). Flip-flops; croc-like sandals; beach shoes; water shoes. Work boots; hiking boots.
Skirts/dresses	
Business casual length skirts or dresses. In general, skirts and dresses should cover the legs to mid-thigh length and should not be overly revealing. A person's upper thighs should not be visible when walking or sitting when wearing a skirt or dress.	Mini skirts; micro skirts; skirts/dresses that are excessively tight; skirts/dresses that are overly revealing; skirts/dresses that have large or long revealing slits. Sun dresses; beach dresses; spaghetti-strap dresses. Dresses exposing cleavage or other parts of the body.

Casual or dress-down days*

The NKADD may regularly designate casual or dress-down days. In general casual or dress-down days indicate that jeans, more casual pants wear, and more casual shoes may be appropriate. However, the guidelines regarding inappropriate dress wear as outlined above remain applicable to the workplace. Participation in a casual or dress-down day is a personal decision. Employees are expected to use good judgment to ensure that their attire is appropriate for all activities (including meetings and client contact) that they will be involved in that day. Those employees who participate must use the above guidelines to define appropriate casual attire.

Grooming Standards

Grooming is essential for the overall professional appearance of all employees. It is important for employees to be clean and well-kept. Co-workers, clients, partner agency representatives and others may also be affected when working with employees who have bad breath, dirty hair and/or body odor, or other grooming issues, etc. Listed below are examples of required grooming practices in the workplace:

Facial Hair – facial hair should be neat and clean, as well as well-trimmed and maintained. Excessive beard or mustache styles are not acceptable.

Glasses – glasses are appropriate except for sunglasses or mirrored glasses which should not be worn inside the workplace for any extended period unless approved for medical purposes.

Head Gear – hats, caps, etc. are not appropriate in the workplace unless approved due to religious and/or medical purposes.

Hair – should be neat, clean, and professional. If colored, hair color should be of a natural tone. Extreme trends such as mohawks or long spiked hair, etc. are not acceptable. Non-natural colors such as pink, blue, green, etc. are also not acceptable.

Jewelry, Makeup, Perfume, and Personal Decoration – accessories should be non-offensive and non-distracting, with visible body piercing limited to the ears and nose and discreet in style. Hoops are not permitted in the nose. In general, visible tattoos should be covered with clothing, makeup, or a bandage. However, depending on the location, the Director or Associate Director may use their discretion to evaluate the appropriateness and appearance of an employee's jewelry or tattoo(s) based on the position held by the employee, public contact, and division standards. Some customers, clients, partner agency representatives, employees and the public may be allergic and/or sensitive to the chemicals in perfumes, aftershave, make-up, and other fragrant products. Therefore, these substances should be used/worn in moderation and with restraint.

Footwear and accessories

Footwear and accessories should reflect a professional image. Shoes known as athletic wear, gym shoes, sneakers, hiking boots, work boots, slippers, "Crocs" (or similar plastic clog design), water shoes, beach sandals, or flip-flops (including adorned flip-flop sandals), are not considered professionally appropriate footwear for the office environment. The footwear listed above should never be worn during working hours except for gym shoes or athletic shoes on casual day (see chart above).

Addressing workplace attire and hygiene problems

Violations of the policy can range from inappropriate clothing items to offensive perfumed products and body odor. If a staff member comes to work in inappropriate dress or otherwise groomed in a way that is questionable, the staff member may be required to go home, change into conforming attire, or properly groom, and return to work.

If a staff member's poor hygiene or use of too much perfumed/cologne product is an issue, the supervisor will discuss the problem with the staff member in private to explain the specific areas to be corrected. If the problem persists, supervisors should follow the normal corrective action process. If the violation is related to a religious belief or medical concern, please see the section above entitled:

Reasonable accommodation of religious beliefs and medical needs.