

Kenosha Area Family and Aging Services, Inc.

Promoting Independence for All Generations



Employee Handbook

Revised January, 2012

FORWARD

This manual, approved by the Board of Directors of Kenosha Area Family and Aging Services, Inc. is designed as a guide for staff in implementing the personnel policies and benefits of the agency. The Executive Director is delegated the responsibility and authority by the Board for disseminating information and carrying out the policies described herein. A copy of the manual will be given to each employee at the time of hire. These policies and benefits, applied solely at the discretion of the agency, may be amended or revised as necessary.

INDEX

SECTION I - POLICIES

A. Civil Rights Compliance	6
B. Personnel Recruitment & Selection Process	6
C. Employment Status Definition	7
D. Orientation	8
E. Training	8
F. Hours of Employment	8
G. Payroll & Time Sheets	8
H. Overtime & Compensatory Time	9
I. Position Classification & Wage Increase	9
J. Outside Employment	9
K. Employee Safety & Physical Exams	9
L. Political Activities	10
M. Conflict of Interest & Gifts	10
N. Performance Evaluations	10
O. Personal Appearance	10
P. Drug & Alcohol Free Workplace	10
Q. Smoking Restrictions	11
R. Sexual Harassment	11
S. Parking & Tickets	12
T. Discipline Procedure	12
U. Grievance Procedure	12
V. Resignation/Dismissal	13

INDEX

SECTION II - BENEFITS

A. Vacation	16
B. Holidays	17
C. Personal Days	17
D. Sick Leave	18
E. Death in Family	18
F. Leave of Absence	18
G. Jury Duty	19
H. Liability Insurance	19
I. Workmen's Compensation	20
J. Health Insurance	20
K. Life Insurance	20
L. Education	20
M. Tax Deferred Annuity	20
N. Employee Travel	21
O. Pregnancy Leave	21
P. Family & Medical Leave Act (FMLA)	21

Section I – Policies

A. CIVIL RIGHTS COMPLIANCE

EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

Kenosha Area Family and Aging Services, Inc., in accordance with the requirements set forth by the:

Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Health Service Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and the Americans with Disabilities Act (ADA) of 1990,

declares to all present employees, prospective applicants for employment, current and prospective recipients of services, and the community, the adoption of the following:

Kenosha Area Family and Aging Services, Inc. is a non-profit, independent social service agency dedicated to non-discriminatory practices. No employee, applicant for employment, or client shall be discriminated against in any manner with regard to race, religion, color, national origin, sex, age, physical handicap, political affiliation, or belief, except where a characteristic constitutes a bonafide occupational qualification necessary to efficient and/or proper job functioning.

The agency has adopted an Affirmative Action Plan with special attention to recruiting, interviewing, testing, screening, selection, placement, classification, benefits, layoff and termination.

It is agency policy that all employees are provided with assistance in achieving job potential, and for those performing job tasks effectively, will allow for upward mobility without regard to those mentioned in paragraph two.

Any employee who has reason to believe that he/she has been mistreated, denied services, or discriminated against in any aspect, may file a grievance according to the procedures outlined later in this manual under "Grievance Procedure." The person designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, The Older American Act of 1965, and the Civil Rights Act of 1965 as amended, is the agency's Executive Director, who can be reached at (262) 658-3508.

B. PERSONNEL RECRUITMENT AND SELECTION

As staff vacancies occur within the agency, a job vacancy announcement including the position title, organization, description, duties and responsibilities, closing date and contact person will be posted for all departments within the agency. A job notice may also be sent to the local Job Service, community organizations which may have contact with qualified applicants and advertised in local and surrounding area newspapers as deemed necessary.

B. PERSONNEL RECRUITMENT AND SELECTION, Continued

Prior to employment with the agency, applicants must complete a job application and/or submit a resume. Applicants most qualified will receive a personal interview with the Program Coordinator and/or Executive Director.

The Administrative Services Committee of the Board of Directors will conduct recruitment and interviews for the position of Executive Director. A majority of the full Board of Directors will choose the Director from the candidates submitted by the Administrative Services Committee.

Whenever possible, applicants who apply for any position at Kenosha Area Family and Aging Services, Inc. shall be notified in writing of the status of their application.

Upon employment, all staff will be given a copy of the Employee Handbook and a written statement of their wage and fringe benefits.

C. EMPLOYMENT STATUS DEFINITIONS

EMPLOYEE: The term "employee" applies to all persons who receive salaries or wages for full or part-time work.

FULL-TIME EMPLOYEE: The term "full-time employee" applies to any employee who works 30 or more hours per week on a regular basis.

PART-TIME EMPLOYEE: The term "part-time employee" applies to any employee who works less than 30 hours per week on a regular basis.

PROBATIONARY EMPLOYEE: All employees upon employment shall be subject to a six (6) month probationary period. The employee's immediate supervisor will evaluate performance at the end of the *six* months of probation. Continued employment depends on the outcome of these evaluations. The probationary period of employment may be extended upon recommendation of the supervisor and approval of the Executive Director for up to three months if a longer evaluation period is felt to be needed.

LIMITED TERM EMPLOYEE: The term "limited term employee" applies to any person hired under agreement or contract for a position of specified limited duration of 90 days or less. Limited term employees shall not receive paid leave or fringe benefits.

PERMANENT EMPLOYEE: The term "permanent employee" applies to any employee who has successfully completed his/her probationary period and is not employed in a position considered temporary and whose term of employment is at will.

EXEMPT EMPLOYEE: The term exempt employee refers to salaried persons whose primary duty consists of administrative, executive or professional work as defined in Chapter Index 74 of the Wisconsin Administrative Code.

D. ORIENTATION

Prior to beginning work, every employee shall be oriented to the agency and job for which he/she is hired including:

- policies, objectives, and philosophy of the agency
- specific job duties
- how various personnel relate to each other in the provisions of services
- information about other community agencies
- ethical standards of organization and confidentiality of client information and clients rights
- other policies and procedures specific to the department in which he/she is working.

E. TRAINING

Employees are to be trained for the jobs they are to perform as agreed upon prior to employment. Provisions for training shall be made by the employer. All employees are expected to participate in a program of continuing training which will be provided relevant to the employee's responsibilities. Educational reimbursement may be provided as described under "Employee Benefits."

F. HOURS OF EMPLOYMENT

Full-time office employees are expected to work their regularly scheduled hours, Monday through Friday with starting times between 8:00 a.m. to 8:30 a.m. Any exceptions must be approved in writing by the employee's supervisor. If an employee is unable to report to work due to illness or emergency he/she is to contact his/her immediate supervisor by 9:00 a.m.

All full-time employees are to take a one hour unpaid lunch break between the hours of 11:00 a.m. to 2:00 p.m. Exceptions for unusual circumstances may be granted by the Executive Director.

All full-time employees are entitled to two fifteen minute breaks each day. Part-time employees are entitled to one fifteen minute break each day.

G. PAYROLL AND TIMESHEETS

Pay Periods are defined as follows – First through the fifteenth of every month and the sixteenth through the end of the month. A separate time sheet is completed for each pay period. Each employee should update a time sheet daily. The employee's supervisor must approve all time sheets before being submitted to the Fiscal Office. Time sheets are due in the Fiscal Office no later than the second business day after which the period ends.

All employees are encouraged to have a direct deposit of payroll.

H. OVERTIME and COMPENSATORY TIME

All overtime is discouraged except under special circumstances. Prior approval for overtime must be received from the employee's immediate supervisor. Approved overtime will be compensated as required by law. Exempt employees are not eligible for overtime pay or accrual of compensatory time except as approved by the Executive Director for special circumstances. Compensatory time is not mandatory but shows flexibility in time worked. Compensatory time is not to be accumulated for some future time but to be used preferably in the current pay period but no later than the next pay period.

I. POSITION CLASSIFICATION & WAGE INCREASES

Salaried positions are classified and salary ranges established are based on job descriptions, including responsibilities for the positions. Position classifications and salary ranges are approved by the Board of Directors upon recommendation of the Executive Director. Positions may be re-classified by the Board upon evidence of significant increase or decrease of responsibilities or qualifications for the positions.

Probationary employees may be entitled to a probationary increase upon successful completion of their probationary period. All permanent employees may be eligible for an annual cost of living increase effective January 1.

Annual and probationary increases, subject to performance evaluations, will be granted at the discretion of the Board of Directors within budgetary restrictions.

J. OUTSIDE EMPLOYMENT

Full-time employees are discouraged from outside employment, but are permitted such employment during non-working hours provided such employment does not interfere with or affect either the employee's ability to do his/her job or performance of same, and does not constitute nor give the appearance of any conflict of interest. An employee must report outside employment to his/her supervisor.

K. EMPLOYEE SAFETY/PHYSICAL EXAMINATION

ACCIDENTS: All accidents or injuries incurred by an employee sustained during working hours or on a work connected assignment must be reported immediately to the employees' immediate supervisor,

PHYSICAL EXAMS: The agency encourages all employees to have regular physical exams and tuberculosis tests prior to beginning employment. Employees may be required to have a physical exam or tuberculosis test upon request of the Executive Director.

L. POLITICAL ACTIVITIES

The right of personnel to take a public stand on political issues is respected, but persons shall take responsibility for making it clear when so doing that they act as Individuals and not as representatives of the agency.

Employees are restricted from participating in any political activities during working hours.

M. CONFLICT OF INTEREST & GIFTS

Acceptance of ANY gifts from clients is discouraged and must be reported to the supervisor. Under no circumstances shall employees accept *ANY MONEY OR GIFTS OF OVER \$5.00 VALUE*. Sale or trade transactions between clients and employees must be approved by the Executive Director.

N. PERFORMANCE EVALUATIONS

The probationary employee's immediate supervisor will evaluate his/her performance after six months of employment. All permanent employees will be evaluated annually by their immediate supervisor. The agency's Performance Evaluation Form will be completed at the time of the evaluation, reviewed with the employee, signed by the supervisor and employee, and submitted to the Executive Director who will discuss each employee's evaluation with the supervisor.

O. PERSONAL APPEARANCE

Employees are expected to dress in a manner appropriate to the jobs they are performing and consistent with a professional and caring image. Jeans or other overstitched pants, sweatshirts, T-shirts, tank tops and gym shoes are not allowed. The agency reserves the right to request that employees inappropriately dressed for their jobs return home to change on their own time.

P. DRUG & ALCOHOL - FREE WORKPLACE

KAFASI employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace which includes the homes of clients being visited while on duty as a KAFASI employee.

Any employee convicted of violating a criminal drug statute while in the workplace must notify KAFASI in writing of the conviction no later than five calendar days after such conviction. Within thirty calendar days of receiving the written notice, KAFASI will:

- 1) Take appropriate personnel action against such employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 , as amended; or

P. DRUG & ALCOHOL - FREE WORKPLACE, Continued

- 2) Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

KAFASI will provide an on-going drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, KAFASI's Drug-Free Workplace Policy, any available drug abuse assistance or rehabilitation programs and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Employees are not permitted to go on duty or remain on duty if they possess or are using any of the following:

- any controlled substance or illegal drug or any derivative thereof
- any other substance that could impair their ability to perform a job safely and competently.

This rule governs employees from the time they report to work until they leave our premises at the end of the working day. The rule reflects current laws and government regulations that strictly prohibit the use or possession of any illicit substances by those who operate a vehicle, as well as those in other specified jobs.

Q. SMOKING RESTRICTIONS

Employees are not permitted to smoke inside any workspace owned or rented by the agency or that is donated to the agency. Smoking is permitted outside of the main office building at 7730 Sheridan Road and outside of other buildings utilized by employees that do not restrict outside smoking on their property.

R. SEXUAL HARASSMENT

Sexual harassment in the workplace will result in disciplinary action up to and including dismissal and may subject the offender to personal legal and financial liability.

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are considered to be sexual harassment when any of the following conditions occurs:

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

R. SEXUAL HARASSMENT, Continued

Employees who believe they are being harassed should request that the conduct cease. They should take any complaint to their supervisor/manager.

Managers and supervisors are responsible for maintaining an environment free of sexual harassment. That responsibility includes reporting incidents of sexual harassment to the appropriate management persons following the complaint procedure defined in Section I – Paragraph S.

S. PARKING/TICKETS

Employees are responsible for their own parking and traffic violations and office parking.

T. DISCIPLINE PROCEDURE

Employee disciplinary problems shall be handled as follows:

1) Verbal Warning - The employee will be notified by his/her supervisor that there is a problem, generally not serious in nature, but in need of corrective action. The supervisor will explain what corrective action is necessary, and if appropriate, by what date.

2) Written Warning - If the employee commits an infraction of a serious nature, but not warranting dismissal, his/her supervisor will issue a written warning. A written warning may also be issued if an employee had previously been verbally warned, but failed to take corrective action. The written warning should specify what the infraction is, corrective action that must be taken, and if appropriate, by what date. The employee and supervisor are expected to discuss the warning.

U. GRIEVANCE PROCEDURE

Employee grievances should first be discussed informally between the employee and supervisor.

If the grievance is not resolved to the employee's satisfaction, the grievance should be made in writing to the Executive Director, containing the employees' name and address, describing as factually as possible the action about which the employee is complaining.

Grievances must be filed within 10 days after the employee becomes aware of the situation about which he or she is complaining.

The Executive Director will notify the employee in writing of the date and the time of a meeting to be held to discuss the grievance. The Executive Director or designee may conduct such investigation of a complaint as is necessary to determine its validity.

U. GRIEVANCE PROCEDURE, Continued

All interested persons shall have an opportunity to submit evidence relevant to a grievance. After a meeting is held with the complainant the Executive Director will notify the employee within two weeks of his/her decision and to whom the employee may appeal.

If the employee is dissatisfied with the decision, he/she may appeal the decision by submitting a letter within two weeks of receipt of the decision to the Chairperson of the Administrative Services Committee requesting a meeting with that committee.

The Administrative Services Committee will schedule a meeting within two weeks from the receipt of the employee's letter. The employee will receive written notice of the time and date that the meeting is to be held. Written notice of the decision of that meeting will be sent to the employee within two weeks thereafter.

If the grievance is unresolved, the complainant will be advised in writing, if appropriate, of the right to file the grievance with appropriate local, state and federal civil rights offices.

V. RESIGNATION/DISMISSAL

RESIGNATION: Employees are to submit a letter of resignation upon leaving the agency. The Executive Director is required to give at least thirty (30) days notice and all other employees at least two (2) weeks notice.

DISMISSAL: The Executive Director will be given thirty (30) days and the other permanent employees will be given two (2) weeks notice respectively or equivalent severance pay in case of dismissal.

An employee may be dismissed for failure to take corrective action after being given a written warning.

If the employee commits an infraction of a very serious nature, the agency reserves the right to dismiss the employee without prior verbal or written warning and without notice or severance pay. Serious infractions include but are not limited to:

- offensive and indecent conduct or morality, which reflects upon the quality and nature of services provided by the agency
- falsification of employment application or written records or reports
- conviction of a felony while employed
- conduct dangerous to the welfare of a client, fellow employee, or the agency
- theft of property belonging to a client, fellow employee or the agency

V. RESIGNATION/DISMISSAL, *Continued*

Employees who are terminated for a serious infraction or failure to take corrective action after written warning will forfeit payment of accrued leave.

OTHER: Separation or reduction of hours may occur because of economic conditions of the agency. Under such circumstances the agency will give two weeks notice of such action.

Section II – Benefits

A. VACATIONS

FULL-TIME EMPLOYEES

Vacations are accrued based on years of service and credited to employees on their anniversary date. Vacation days are accrued annually but are credited to the employee on their anniversary date following which they are accrued. Vacation days may not be taken before they are credited. All vacation days must be used within one year of being credited or they will be forfeited.

Vacation scheduling is subject to the request and approval of the Executive Director or the Program Supervisor. Vacation days may be taken in full days, half days, or quarter days.

The vacations days are credited as follows on the employee's anniversary date:

6 month anniversary	5 days
12 month anniversary	5 days
2 years – 4 years	10 days
5 years – 9 years	15 days
10 years and above	20 days

If an employee changes from part-time to full-time status during the year, vacation days will be pro-rated. Vacations days will continue to be credited on the employee's anniversary date and the employee's date of hire or the years of service will not change.

If an employee changes employment status from full-time to part-time during the year, vacation days will be pro-rated as well.

After the first year of continuous employment, employees will receive, if they terminate mid-cycle, vacation day benefits on a prorated basis of the above schedule provided appropriate notice is given and any earned vacation days from the prior year that were unused. Notice time cannot be used for vacation unless authorized by the Executive Director.

Kenosha Area Family and Aging Services, Inc. reserve the right to withhold payment of accrued vacation days to employees who fail to give two weeks notice of termination.

PART-TIME EMPLOYEES

Part-time employees are entitled to pro-rated vacation pay up to a maximum of ten days per year based on a pro-rated 12-month cycle. Part-time vacation days will be paid out to the employee by April 30th of each year to eligible part-time employees. Part-time employees who have less than 12 months of services on April 30th will be paid their vacation leave on their anniversary date. Any exceptions to the prior limitations are subject to the approval of the Executive Director.

B. HOLIDAYS

FULL TIME EMPLOYEES

Full-time employees are eligible for ten (10) paid holidays based on regular work hours (last two pay periods prior to holiday) as follows:

New Years Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday will be taken on the following Monday.

PART TIME EMPLOYEES

Part time employees are eligible for ten (10) paid holidays. The following will be paid holidays:

New Years Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Holiday pay rates will be calculated on the average hours worked per day during the two most recently completed payrolls prior to the holiday. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday will be taken on the following Monday.

C. PERSONAL DAYS

The agency shall provide up to three (3) personal days per calendar year to permanent full-time employees. The personal days may be used as paid leave time for any purpose the employee so chooses. One (1) personal day is earned on the following dates each calendar year and may not be used until after those dates: January 1, May 1, and September 1.

The employee must obtain the prior approval of their supervisor before using a personal day. Personal days must be used within the same calendar year and they shall not be carried over to the next calendar year. Any unused personal days at the end of a calendar year shall be forfeited by the employee. Personal days can be used in increments of full-days, half-days, quarter days.

Probationary employees shall not be eligible for or earn personal days until they have completed their six (6) month probationary period.

D. SICK LEAVE

The agency provides protection for its permanent full-time employees against loss of income because of illness. Employees are encouraged to save as much sick leave as possible to meet serious illnesses. It is a self insurance program provided by the agency and earned by the employee. It is not intended for one (1) day vacation and cannot be used to extend vacation periods or holidays.

Full-time employees earn one (1) sick day for each month worked after the first month of employment up to a maximum of 120 days. Sick days will be credited to the employee on the first day of each month.

Procedures:

- Sick leave will only be granted in case of illness which prevents the employee from reporting to work at normally scheduled work times.
- Sick leave may be granted for care of immediate family members (parents, children, parent surrogates, and spouses) in case of critical illness.
- Sick leave can be used for medical appointments upon pre-approval by and at the discretion of the Executive Director or the Program Supervisor.
- Eligibility for sick leave requires the employee to notify his/her supervisor prior to the start of his/her normal workday.
- An employee who is absent for three or more days or who has a history of excessive absenteeism may be required to submit a physicians statement verifying illness.
- Sick days may only be taken as full days, half-days, or quarter days.

Full-time employees who have given proper written notice, upon separation from the agency who have accumulated at least twenty-four (24) days may elect to be reimbursed for 1/3 of accumulated sick days in excess of twelve (12). For example, if an employee has accrued 36 sick days upon separation; the employee will be compensated for eight sick days. (36 days less 12 days X .3333)

Part-time and temporary employees are not eligible for sick leave.

E. DEATH IN FAMILY

In the case of death in an employee's immediate family (including but not limited to spouse, sibling, children, parents or parent surrogates), the employee may elect to use his/her accrued sick leave time up to a maximum of five (5) days off.

F. LEAVE OF ABSENCE

Leaves of absence without pay may be granted for medical and/or family reasons to both part-time and full-time permanent employees after they have used any accrued paid leave (vacation, sick, personal days). The request for a leave of absence must be submitted to the Executive Director documenting the reason for the leave and the

F. LEAVE OF ABSENCE, Continued

anticipated duration of the leave. When possible, all requests for personal leave must be submitted at least thirty days in advance. Employees may be required to provide certification from a physician verifying a personal medical problem limiting their abilities to perform their duties before a leave can be approved.

There are two categories of unpaid leave:

Regular Leave – 12 weeks or less of unpaid leave during a *12 month period*.

Extended Leave – More than 12 weeks of unpaid leave during a 12 month period.

Employees receiving a Regular Leave of Absence will be reinstated to the same or a comparable position when they return to work. Employees receiving an Extended Leave of Absence will be reinstated to the same or a comparable position whenever possible. **However, funding cuts or other considerations may prevent reinstatement after an extended leave.** When employees are ready to return to work from an unpaid leave of absence for personal medical reasons, they may be required to provide certification from a physician that they are able to resume their duties.

While on a Regular or Extended Leave of Absence, employees will not earn any vacation, sick or personal leave time. Employees enrolled in the agency's group health insurance plan may remain on the plan but they must pay the full cost of the monthly premium while they are on unpaid leave. The maximum Extended Leave of Absence that may be granted during a one year period is 26 weeks.

G. JURY DUTY

The agency will allow time off with pay, less the amount received in per diem fees to employees called for Jury Duty.

H. LIABILITY INSURANCE

AUTOMOBILE - The agency has liability insurance coverage for employees driving automobiles on agency business and assignments. All such employees are required to have their own automobile liability insurance at a minimum of \$25,000 and a valid driver's license. At the time of hire, employees must show proof of coverage and proof of renewal on an annual basis.

PROPERTY DAMAGE LIABILITY - The agency has liability insurance which covers the employee if the client's property is damaged by the agency worker in the client's home on a regular job assignment.

BREAKAGE - On the first occurrence of such an incident, the agency will cover the cost of replacement or repair of the agency's or client's property which is accidentally broken by an employee during the performance of his or her work. If further such accidents

H. LIABILITY INSURANCE, Continued

occur with the same employee, that employee will be responsible for whatever cost is not covered by the agency's insurance.

BODILY INJURY - Agency's liability insurance covers injury to a client by employee during regular assigned working hours.

I. WORKMAN'S COMPENSATION

All agency employees are covered by Workman's Compensation against any injury sustained during and rising out of their employment. All accidents or injuries must be reported immediately to the employee's supervisor.

J. HEALTH INSURANCE

The agency will offer health insurance to full-time employees under an approved agency group plan. The agency will pay 50% of the monthly premium for family coverage and 80% for single coverage. The balance will be deducted from participating employee's payroll and coverage starts on the first day of the month after enrollment.

K. LIFE INSURANCE

The agency will provide a basic life insurance policy for full-time employees.

L. EDUCATION

Subject to budgetary constraints the agency may reimburse employee costs for work related courses up to \$200.00 per year. (Does not include costs reimbursed by other funding sources) To be eligible, employees must receive written approval from the Executive Director prior to the start of the course. Reimbursement will be given after the employee submits a copy of his/her grade. All courses must be completed and passed with a grade of "C" or better for reimbursement.

Reimbursement costs may, within budget limits, include tuition, books, and registration fees.

Upon approval of the Executive Director, employees may be granted time off from work to attend classes which will improve their job skills.

M. TAX DEFERRED ANNUITY

Employees who have completed two years employment with the agency, who are 21 years of age or over, and who regularly work 20 or more hours per week are eligible for participation in a Tax Deferred Annuity Plan. Agency contributions will begin the first month after the month during which the employee completes his/her second year of employment and the employee enrolls in the plan. The agency reserves the right to

M. TAX DEFERRED ANNUITY, Continued

restrict the number of times that the employee can change the amount of his/her voluntary contribution. The agency reserves the right to amend or terminate this plan at the discretion of the Board of Directors.

N. EMPLOYEE TRAVEL

Out of county travel must be given prior approval. Employees are expected to provide their immediate supervisor with the details of the purpose of any out of county or overnight travel. If the employee wishes to attend any workshop or conference, an agenda and any registration fee information should be furnished for review and prior approval by their supervisor.

Reimbursement for any costs incurred shall be made upon submission of a Travel Reimbursement form with appropriate receipts.

The following schedule is the maximum meal reimbursement allowed:

Breakfast: \$5.00 Luncheon: \$10.00 Evening: \$15.00

Compensatory time or overtime will not be granted for over night stays or out of town travel which results in more than 7 1/2 hours per day.

Local travel in personal vehicles for the delivery of services will be reimbursed at the mileage rate established by the Board of Directors. Requests for local mileage reimbursement may be submitted at the end of each month.

O. PREGNANCY LEAVE

Employees will, upon written request, be granted six weeks leave without pay or may use up to six weeks of accrued sick or vacation days upon birth of a child. Any request for leave beyond six weeks may, for special circumstances, be granted by the Executive Director at the convenience of the agency.

Employees who are pregnant and whose positions require heavy lifting may be required to submit a doctor's authorization to continue working.

P. FAMILY & MEDICAL LEAVE ACT (FMLA)

Under the Wisconsin Family & Medical Leave Act, KAFASI does allow employees family and medical leave as provided by the law. For full FMLA rules and regulations please refer to the web-site www.dwd.state.wi.us.