

Foster Care Review Board

Work Rules Manual

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I. Work Rule Number **10-001**

II. Brief Description of Subject

Code of Conduct for FCRB Employees

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

All employees

II. Purpose and Description of Work Rule

Foster Care Review Board employees will implement all roles, relationships, and responsibilities of employment in a professional manner. All persons are entitled to expect FCRB employees to be honest, trustworthy and respectful, and to take responsibility for upholding these standards of behavior. FCRB employees measure their actions using these standards:

- FCRB employees work to achieve and maintain proficiency at assigned duties.
- FCRB employees ensure that personal relationships do not influence professional decisions, and avoid even the appearance of impropriety, bias, or conflict of interest.
- FCRB employees immediately report to supervisors any situation where a conflict of interest could be perceived.
- FCRB employees abide by state and federal laws and by the rules and regulations that cover their employment. Employees convicted of a felony offense, shall report the conviction to their immediate supervisor within 48 hours.

FCRB employees understand that all work products developed on work time belong to the State of Nebraska and will not accept any outside financial gain or benefit.

I. Work Rule Number **10-002**

II. Brief Description of Subject:

Rules on State of Nebraska Personnel Matters as Promulgated by the Department of Administrative Services

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Instances requiring a personnel rules decision not covered by the Foster Care Review Board Work Rule Manual will be referenced to the Department of Administrative Services Classified System Personnel Rules and Regulations manual or the NAPE/AFSCME Labor Contract. Current copies of these manuals will be kept in the Foster Care Review Board Lincoln and Omaha offices.

I. Work Rule Number **10-003**

II. Brief Description of Subject

Child Abuse Registry Check

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

A CPS/APS Central Register check may be completed on all new employees prior to the start of their employment and annually thereafter. Any person whose name appears on the Central Register cannot be employed by the Foster Care Review Board. An employee who has been informed that their name will be placed on the Central Register must immediately report that information to their Supervisor, Program Coordinator or the Director.

I. Work Rule Number **10-004**

II. Brief Description of Subject

Proper response to potential emergency situations.

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

In order to assure the health and safety of agency personnel, the following emergency procedures will be followed unless individual circumstances clearly dictate that another course of action is necessary.

Posting Emergency Telephone Numbers. Emergency telephone numbers should be posted on or near the telephone in your work area.

Tornado Warnings. In the event that a tornado warning is issued and/or tornado warning sirens sound for your immediate vicinity seek immediate shelter. If in a building, follow the building's security plan, which typically involves going to the lowest level of the building in an area away from windows. If in an automobile seek the nearest more secure shelter. Do not resume normal activities until an "all-clear" is issued/sounded.

Bomb Threats. Bomb threats are usually received by telephone, however, one can also be received verbally, by mail or by written means.

- For written messages (a) leave message where found, (b) remain calm - do not panic, (c) do not handle any paper objects, (d) report immediately to supervisor, (e) notify State Security if in a state building or law enforcement in other locations.
- For an oral message: (a) comply as much as possible with individual demands, (b) remain calm -- do not panic, (c) do not joke or antagonize, (d) get a good mental picture of the individual, (e) if some are able to leave without being noticed, they should do so and contact state security or law enforcement.
- For a telephone message: (a) remain calm -- do not panic, (b) listen carefully, take notes, (c) if possible ask the person making the threat when the bomb will go off, where the bomb is located, and what it looks like, (d) get a good mental picture of the individual, (e) contact state security or law enforcement. If you discover a bomb - do not touch the bomb, remain calm, evacuate the area, and contact state security or law enforcement.

I. Work Rule Number **10-005**

II. Brief Description of Subject

Confidentiality

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All records and information regarding foster children, their parents or relatives and their foster care situation shall be deemed confidential. Unauthorized disclosure of such confidential records and information or any violation of confidentiality is a Class III misdemeanor.

Information found in published annual reports of agency is deemed non-confidential.

I. Work Rule Number **10-006**

II. Brief Description of Subject

Conflict of Interest

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All employees shall avoid all interests and activities involving a professional conflict of interest. This would include any volunteer positions with an agency that serves foster children and/or their immediate families. No employee of the Foster Care Review Board may care for foster children except by express consent of the Director.

I. Work Rule Number **10-007**

II. Brief Description of Subject

Off-Duty Employment

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Employees may engage in off duty employment, provided that:

1. Written approval is obtained in advance from the Foster Care Review Board,
2. The employment does not conflict with the employee's work schedule, duties, performance, and responsibilities, and
3. The employment does not create a conflict of interest or incompatibility with employment with the Foster Care Review Board.

I. Work Rule Number **10-008**

II. Brief Description of Subject

Civil Rights Work Rule

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All applicants and employees are given fair and equal opportunities for employment and advancement without regard to race, color, religion, national origin, age, sex, marital status, or disability.

I. Work Rule Number **10-009**

II. Brief Description of Subject

Workplace Harassment Work Rule

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Unlawful harassment of employees, including sexual harassment, is prohibited. Harassment includes verbal, written, visual, or physical acts that are offensive, intimidating, or unwelcome. Any employee who has been subjected to harassment by any employee of the Foster Care Review Board should promptly report the incident to Management of the Foster Care Review Board. Appropriate measures will be taken to investigate and, if necessary, to correct the situation in an expeditious manner.

I. Work Rule Number **10-010**

II. Brief Description of Subject

Employee Benefits

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

It is the employee's responsibility to complete in a timely manner all necessary paperwork regarding employee benefits. Information regarding employee benefits is available from the Personnel Coordinator.

Life Insurance

Full time employees will receive a paid \$20,000 term life insurance policy. Employees who work at least one-half time and are less than full-time may enroll in the Basic life plan (\$20,000), but are required to pay a portion of the State's contribution. Optional insurance for employees and dependents is available at the employee's expense. The choice of coverage must be made within the first 30 days of employment. Coverage becomes effective the first day of the month following the first 30 days of employment.

Health Insurance

All employees, other than temporary employees, who work one-half time or more, are eligible for medical and hospitalization coverage under a group program. Employees who work less than full-time are required to pay a portion of the State contribution. Employees have many plans to choose from and the costs differ according to the coverage selected.

Long-Term Disability Insurance

All employees, other than temporary employees, who work one-half time or more, are eligible to enroll in a voluntary long-term disability plan under a group program. There is no State contribution for this insurance.

Dental Insurance

All employees, other than temporary employees, who work one-half time or more and live or work in areas where there are contracting dentists, are eligible to enroll in a voluntary dental plan under a group program. There is no State contribution for dental insurance. Once enrolled, employees must stay on the plan for one year. When employment is terminated, dental coverage through COBRA will be continued for up to 18 months if the employee continues to pay the total premium.

Vision Insurance

All employees, other than temporary employees, who work one-half time or more and who live or work in areas where there are contracting doctors, are eligible to enroll in a voluntary vision service plan under a group program. There is no State contribution for the Vision Service Plan (VSP) insurance. Once enrolled employees must stay on the plan for one year unless you have a qualifying event under Section 125 of the Internal Revenue Code. When employment is terminated, vision insurance through COBRA will be continued for up to 18 months if the employee continues to pay the total premium.

Retirement

Effective January 1, 2007, retirement plan membership is mandatory for all permanent employees who work one-half or more of the regularly scheduled hours during each pay period. Participation is voluntary for permanent, part-time employees who are age 20 or older. For both mandatory and voluntary membership, once you become a member, you are subject to all provisions of the Plan and cannot withdraw or cancel participation until you cease employment.

An employee may retire after age 55 with five years of State service or any time after age 65. Explanations of retirement benefits are available from the Retirement System's Office (SEE www.npers.ne.gov or 1-800-245-5712), and from the Agency Personnel Coordinator.

Contributions to State retirement will be at the rate of 4.8%. The State contributes one hundred and fifty-six percent (156%) of the employee contribution. Retirement laws permit a member some choices regarding investment options.

An employee becomes vested 100% in the plan after the first three years of employment or after two years of plan participation. An employee can become vested in less than three years if they; attain the age of 55 before terminating employment, die before terminating employment, or qualify for disability benefits.

Employees terminating employment prior to vesting in the plan are entitled to a cash refund of the employee contributions plus accumulated interest, or a deferred

annuity purchased by the accumulated value of the employee contributions. The state's contributions are forfeited.

Deferred Compensation

Employees are eligible to participate in a deferred compensation plan. Under this tax-saving plan, the employee may request that the State defer the payment of a portion of their salary to a later date-usually at retirement. By participating in this program, an employee also defers paying taxes on this portion of the salary until a later date.

The Deferred Compensation Plan is administered by the Public Employees Retirement Board. Further information may be obtained from that office.

Flexible Spending Program

Employees are eligible to participate in the Flexible Spending Program. This program allows employees to open reimbursement accounts to pay out-of-pocket medical expenses and qualifying dependent care expenses with pre-tax dollars. This plan also provides a significant tax advantage since contributions are not subject to income or social security taxation. These are optional accounts that must be set up when an employee begins work or during the annual open enrollment period.

I. Work Rule Number **10-011**

II. Brief Description of Subject

Work Related Injury and Worker's Compensation

III. Effective Date

October 1, 2000
Revised March 25, 2005

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All employees who are disabled as a result of a job-related injury or disease may be granted injury leave not to exceed five of the employee's normal working days for any particular injury. Disabled shall mean unable to perform the essential functions usually encountered in one's employment.

Eligibility for Worker's Compensation benefits is determined on the basis of an accurate report of the incident. An employee who receives job related injury or disease shall report this to their supervisor as soon as possible. The Foster Care Review Board will provide subsequent notification to the Office of Risk Management.

No employee's salary (workers' compensation plus regular pay) shall be in excess of his or her normal wage.

Health insurance will be paid entirely by the employee during an employee's absence under workers' compensation after all accrued leave and compensatory time has been depleted.

Information about Employment-Related Injury Leave and Workers' Compensation may be obtained from the Personnel Coordinator.

I. Work Rule Number **10-012**

II. Brief Description of Subject

Holiday Leave

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

The following holidays are paid holidays for employees.

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving Day
Christmas Day	December 25

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

Employees working part-time schedules shall receive paid time off for holidays on a pro-rated basis. Holiday hours will be considered time worked for purposes of calculating overtime. If an employee is pre-approved by the Foster Care Review Board to work on a holiday, the employee will be compensated for both the holiday hours and 1.5 times the hours worked at the employee's regular rate of pay. Any hours worked in excess of their normally scheduled work day shall be compensated at two times the employee's normal hourly rate.

I. Work Rule Number **10-013**

II. Brief Description of Subject

Vacation Leave

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Earning of vacation leave begins immediately upon employment. Full-time employees earn vacation leave according to the following schedule:

1 st year through 5 th year	96 hours	12 days
6 th year	120 hours	15 days
7 th year	128 hours	16 days
8 th year	136 hours	17days
9 th year	144 hours	18 days
10 th year	152 hours	19 days
11 th year	160 hours	20 days
12 th year	168 hours	21 days
13 th year	176 hours	22 days
14 th year	184 hours	23 days
15 th year	192 hours	24 days
16 th year and more	200 hours	25 days

An employee should apply for vacation leave in advance. When requesting leave, a **Leave/Overtime Request Form** should be submitted to the employee's supervisor for approval. Vacation leave may be used only when approved. Vacation leave will not be unreasonably denied.

On December 31st of each calendar year, an employee may carry forward up to 35 days (280 hours) of vacation time to the next calendar year. Any excess vacation time shall be forfeited.

An employee who leaves employment shall be paid for any unused accumulated vacation leave, based upon the employee's base hourly rate at the time of termination. Pay for the unused accumulated vacation leave shall be in a lump sum addition to the employee's last paycheck. Vacation leave of an employee who transfers to another State agency shall transfer to the new agency unless the Director of the agency negotiates a different arrangement.

I. Work Rule Number **10-014**

II. Brief Description of Subject

Sick Leave

III. Effective Date **October 1, 2000**
2005 **Reissued - March 25,**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Earning of sick leave begins immediately upon employment. Full-time employees earn sick leave according to the following schedule:

1 st year through 5 th year	96 hours	12 days
6 th year through 15 th year	112 hours	14 days
16 th year and more	144 hours	18 days

Sick leave shall be requested in advance when possible. An employee shall submit a Request for Leave Form to their supervisor. In the case of illness, injury, emergency, or any other absence not approved in advance, the employee should inform the supervisor as soon as possible.

Substantiating evidence may be required if the sick leave absence exceeds three consecutive workdays.

The following conditions are circumstances when sick leave may be used:

- a. When an employee is unable to perform employment duties because of sickness, disability or injury, or when an employee's presence at work jeopardizes the health of others by exposing them to a contagious disease. Sick leave may be used for situations relating to pregnancy. Pregnancy, post-natal recovery, and miscarriage, shall be treated as a temporary medical condition. An employee may use up to six weeks of sick leave for the birth of a child. Upon doctor's orders and with the approval of the Director post-pregnancy disability may be extended.
- b. When the illness, disability, or injury of an immediate family member demands the employee's presence. Immediate family includes spouse, children, parents, others bearing the same relationship to the employee's spouse, and

any other individual for whom the employee is the legal guardian. Employees should use vacation leave for care of family members when the employees' presence would be helpful, but not essential.

- c. When an employee pre-schedules medical, surgical, dental, or optical examinations or treatment, or when the employee must seek emergency medical treatment.

All sick leave shall be forfeited upon separation from employment. An employee of retirement age or at death shall be paid for one quarter of accumulated sick leave. Employees eligible for retirement who are laid off shall have the option to defer payment of one-quarter of their sick leave account for up to 12 months.

Sick leave may be advanced to employees in an amount not to exceed a total of two weeks (pro-rated for part-time employees). Advancements of leave must be approved by the Director. Employees shall reimburse the State for all used unearned sick leave upon separation or transfer.

Employees returning to work on or after July 1, 2001 after a break in service of less than five calendar years shall have their accumulated unpaid sick leave balance reinstated.

III. Work Rule Number **10-015**

IV. Brief Description of Subject

Maternity Leave

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Any employee giving birth to a child shall be entitled to six weeks of maternity leave. Sick leave may be used during this time. Maternity leave shall be requested in advance when possible. Upon doctor's orders and approval by the Director, additional sick leave may be utilized. Medical documentation from the employee's physician must state that the employee is unable to return to work after six weeks.

Vacation time may be used to extend the employees maternity leave only at the approval of the employee's supervisor. The employee may also elect the Family Leave Act (see below).

I. Work Rule Number **10-016**

II. Brief Description of Subject

Family Leave

III. Effective Date **October 1, 2000**
Reissued – March 25, 2005

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

An employee may take no more that 12 weeks unpaid leave under the Family & Medical Leave Act of 1993 (FMLA) within a 12 month period, (see 29 U.S.C. 2601 et. seq.). FMLA leave may be taken for the following reasons:

- Because of the birth, adoption, or placement of a foster child with the employee, and in order to care for such child.
- In order to care for a serious health condition of an employee’s child, parent, or spouse.
- Because of a serious health condition that makes the employee unable to perform the functions of the employee’s position.

When requesting Family Leave for a serious health condition, en employee must provide certification from a health care provider which includes:

- The date on which the serious health condition commenced;
- The probable duration of the condition;
- Any appropriate medical facts;
- A statement containing specific information why the employee is needed to care for the child, spouse, or parent, or; a statement containing specific information why the employee is unable to perform functions of the job;
- If the leave is to be intermittent, a statement containing specific information concerning planned medical treatments, the expected dates and duration of treatment.

Family Leave is unpaid time off from work. An employee can use paid vacation leave or sick leave as part of their 12 weeks of Family Medical Leave if the employee should so choose. Employer health insurance contributions shall continue during an employee’s unpaid leave under the FMLA, provided the employee makes the required contributions. Employer contributions will be based upon the employee’s regular schedule.

- I. Work Rule Number** **10-017**
- II. Brief Description of Subject**
- Leave of Absence
- III. Effective Date** **October 1, 2000**
- IV. Scope (Affected Personnel or Areas)**
- All staff
- V. Purpose and Description of Work Rule**

The Foster Care Review Board may grant employees an unpaid leave of absence, not to exceed one year (except for military service, family leave and some worker's compensation cases), when such absences will not interfere with the best interest of the Foster Care Review Board.

Medical leaves of absence shall not exceed six weeks, unless approved by a physician. The leave of absence when granted, will be in writing and detail the employment conditions that will be in effect at the end of the absence.

No leave benefits will accrue during an unpaid leave of absence.

Sick leave and vacation leave earned but unused prior to a leave of absence will be carried forward upon the employee's return.

Both the State and employee portions of the health and life insurance premiums will be paid by the employee when on leave of absence.

I. Work Rule Number **10-018**

II. Brief Description of Subject

Funeral Leave

III. Effective Date **October 1, 2000**
2005 **Reissued - March 25,**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Up to five days of funeral leave may be granted to employees, upon request, for death in their immediate family. The request should be made in advance when possible by submitting a Request For Leave Form to the employee's immediate supervisor. For purposes of this section, immediate family shall mean spouse, parent, grandparent, sister, brother, child, grandchild, spouse of any of these, someone bearing the same relationship to the spouse of the employee or any other individual for whom the employee is the legal guardian. Step-persons, bearing these relationships are included. At the Director's discretion, the definition of immediate family may be expanded to include other individuals with a similar personal relationship to the employee as that of an immediate family member.

I. Work Rule Number **10-019**

II. Brief Description of Subject

Military Leave

III. Effective Date **October 1, 2000**
2005 **Reissued - March 25,**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Military leave will be granted in accordance with the applicable Federal and State laws. Employees should notify the Foster Care Review Board as soon as possible about military training schedules. Military leave is limited to 120 hours a year with no accumulation of unused Military Leave carried over to the following calendar year. Military leave may be taken in hourly increments.

I. Work Rule Number **10-020**

II. Brief Description of Subject

Civil Leave

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All employees will be eligible for paid civil leave under the following conditions:

- a. **Jury Duty:** An employee called to serve as a juror will be entitled to paid civil leave. Employees will return to work when not actually serving as a juror on a daily basis. When compensated under civil leave for the same day of jury duty service, the employee must assign any jury duty compensation to the Foster Care Review Board.
- b. **Election Board Duty:** An employee appointed as a clerk or judge on an election or counting board, will be entitled to paid civil leave. When compensation under civil leave for the same day of election board duty service, the employee must assign any election board duty compensation to the Foster Care Review Board.
- c. **Court Appearances:** Employment-related appearances in court will be compensated. All witness fees and reimbursements received as a result of these court appearances shall be returned to the State.

I. Work Rule Number **10-021**

II. Brief Description of Subject

Leave for Part-Time Employees

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All types of leave are granted in proportional amounts for permanent part-time employees.

For illness - A part-time employee may take up to eight hours of sick leave per day if they become ill after their supervisor has approved their weekly work schedule. For example, if a part-time employee has scheduled themselves to work an eight hour day and they become ill in the morning, the employee may take up to eight hours of sick leave for that day.

Instead of taking a full day of sick leave, part-time employees have the option of flexing their work hours to later in the week. All schedule changes, however, must be approved by the employee's supervisor.

For pre-scheduled sick leave – A part-time employee may only take sick leave up to their part-time pro-rated hours when they have an already scheduled medical appointment. Pro-rated hours are determined in the following manner:

$FTE \times 8 = \text{prorated hours}$

For example, a $2/3$ employee may only take up to 5.36 hours of sick leave per day for a prearranged medical appointment. If a $2/3$ employee works 4.0 hours, then attends a medical appointment for 2.0 hours, they can only use 1.36 hours of sick leave.

I. Work Rule Number **10-022**

II. Brief Description of Subject

Employee Assistance Program

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

The Employee Assistance Program (EAP) is a short-term counseling service provided to help employees and their families through personal problems such as marital conflict, stress, chemical dependency, emotional difficulties, etc. The employee or family member may discuss the problem confidentially with a professionally trained counselor.

In some cases, the EAP counselor will help the employee get in touch with a community resource agency for additional assistance. All services at the EAP office are free of charge. However, expenses associated with the referral agency are the responsibility of the employee.

EAP counselors are available for appointments Monday through Saturday at 1-800-666-8606.

I. Work Rule Number **10-023**

II. Brief Description of Subject

Emergency Weather

III. Effective Date **March 11, 1999**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

The State of Nebraska Emergency Weather Policy is as follows:

1. The State of Nebraska has a statutory responsibility to have state offices open from 8:00 a.m. to 5:00 p.m. therefore; all state facilities will remain open and available to the public during those hours.
2. Employees will determine for themselves their ability to drive, their vehicle condition and the immediate road conditions. If they make a personal decision not to travel, employees may use accrued vacation or earned comp time to cover absences from work or make up missed work time within the workweek.
3. If an employee determines they cannot report to work they should notify their supervisor as soon as possible.
4. The Director may authorize employees to work from other locations.

I. Work Rule Number **10-024**

II. Brief Description of Subject

Dress Code

III. Effective Date **July 23, 2003**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Employees are expected to maintain standard of dress, which reflects the professionalism of the job.

Supervisors and Review Specialists are expected to wear suits, pant suits, dresses, or a skirt or pants with blouse and coordinating jacket when working outside their home office, to include reviewing agency records, facilitating board meetings, attending court hearings and representing the Foster Care Review Board. Men are expected to wear a suit or a sports coat.

Support staff who work in the Lincoln office of the Foster Care Review Board are expected to wear business casual attire.

Casual attire may be worn on occasion with the permission of the employee's supervisor or Director. When wearing casual attire, jeans and tennis shoes are appropriate if they are clean and in good condition. Casual attire does not include sport T-shirts, sweatshirts, or shorts.

Modesty Clause - Clothing that is fashionable in other settings may not be appropriate in a professional office setting. Clothing that is considered too revealing for the professional office setting includes: undershirts, halter tops, tube tops, clothing where undergarments or midriffs are showing, strapless, backless or spaghetti straps on tops or dresses. This also includes attire that exposes cleavage and excessively short or tight garments.

- I. Work Rule Number** **10-025**
- II. Brief Description of Subject:**
- Rules Regarding Reimbursements by the State of Nebraska as Promulgated by the Department of Administrative Services
- III. Effective Date** **March 25, 2005**
- IV. Scope (Affected Personnel or Areas)**
- All staff.
- V. Purpose and Description of Work Rule**
- Instances requiring a reimbursement rules decision not covered by the Foster Care Review Board Work Rule Manual will be referenced to the Department of Administrative Services Nebraska Accounting Department. Current copies of these manuals are on the DAS Website www.das.state.ne.us.

I. Work Rule Number **10-026**

II. Brief Description of Subject

Expense Reimbursements

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Employees who are required to travel are entitled to reimbursement for lodging and meals.

Meals – Overnight Travel

Pursuant to Section 81-1174, employees traveling on State business shall claim only actual amounts paid for meals. Employees should not submit claims based on any per diem amount. (The Federal maximum per diem standard rates are only a guideline and should not be claimed.) No reimbursement may be made for alcoholic beverages.

- Breakfast – when an employee leaves for overnight travel at or before 0630, breakfast may be reimbursed.
- Lunch – When an employee leaves for overnight travel at or before 1100 or returns from overnight travel at or after 1400, the noon meal may be reimbursed.
- Supper – When an employee returns from overnight travel at or after 1900, the evening meal may be reimbursed.

Note - Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located, are not reimbursable.

All reimbursements must be accompanied by proper documentation, such as a meal log or a receipt. The meal log must state the date, the place, the city, what the meal was, and the related cost. If an employee must travel out of the State, that employee should contact the Administrative Coordinator for the reimbursement rate of that city.

Actual receipts may be required where claims are questionable or excessive.

Hotel/Motel

If overnight travel status is required, exact lodging costs will be reimbursed. When reasonable and appropriate, the cost for lodging should be kept within the DAS guidelines. For rate guidelines consult the DAS website at www.das.state.ne.us. If lodging cost is more than the DAS guideline, this must be explained on the employee's expense reimbursement request.

Lodging should be arranged ahead of time and directly billed to the agency, if possible. If claimed on an expense reimbursement, receipts for lodging are required to be filed with the claim.

Personal Vehicle

An employee will be reimbursed for travel approved by the Foster Care Review Board when using a vehicle that is not owned by the State. The employee will be reimbursed at the DAS guideline rate. The exact rate can be found at the DAS website www.das.state.ne.us. Mileage will be reimbursed when an employee must travel from their primary work location to a secondary work location, from the employee's home to a secondary work location, and from a secondary work location to the employee's home.

Example: A review specialist will be reimbursed from their home office (primary work location) to their board meeting site (secondary work location). An employee whose primary work location is the Lincoln or Omaha Office will not be reimbursed for traveling between the office and their residence. Detailed information including; the date of travel, the exact start and stop times of travel, actual miles traveled, destination to and from, and reason for travel **must** be included on the Expense Reimbursement Document.

Under Nebraska State Statutes, an employee seeking reimbursement for state-approved travel must use the most direct route. If the employee is unable to travel on the most-direct route due to road construction, weather problems, etc., the employee must give a detailed explanation on the Expense Reimbursement Document in order to be reimbursed for the additional mileage.

Air Travel

Air travel will only be authorized when it is more economical than surface transportation or will result in a substantial saving of productive time. Reimbursement for commercial air travel will be limited to "coach" fare.

Miscellaneous

Miscellaneous reimbursements for items such as: parking, postage, faxes, or express mail must be accompanied by a receipt.

Reimbursement is available for the cost of food and beverages provided for volunteer board member training and agency workshops. A copy of the

training/workshop agenda with the signatures of all people present must accompany an employee's request for reimbursement.

Office Supplies

All office equipment must be ordered through the Lincoln Office. Office supplies should be obtained from the Lincoln and Omaha Offices whenever possible.

Reimbursable Tax

The Review Board will reimburse tax incurred by staff purchasing work related goods. Tax should be pro-rated if a purchase includes personal items. Examples of reimbursable tax are when staff is in overnight status and pays tax on lodging and/or food, and/or when tax is applied to supplies. These charges or prorated charges must be included on expense reimbursements so that tax incurred by staff can be properly be reimbursed.

Photocopy Services

Photocopy services provided by the State of Nebraska must be utilized whenever possible. If an employee uses a private photocopying vendor, the employee must state the reason the copies were made (i.e. IVA Board Packets) on the receipt. Rural employees will be issued a photocopier.

Postage

Postage is available through the Lincoln Office. If an employee chooses to purchase postage on their own, they will be reimbursed with a detailed receipt. A postage log detailing the date, what was sent, whom it was sent to and the amount of the postage, must be filled out by the employee and submitted to accounting within five working days of the month's end.

The employee claiming reimbursement of expenses must provide an original signature on the expense document.

Monthly Submission of Expense Reimbursement Documents

Expense Reimbursement vouchers should be submitted to the employee's supervisor at the end of each month in which the expense occurred. Each expense reimbursement voucher must only include expenses from one month. If the employee's primary work location is their home, the statement "works at home" must be included in the box titled "Headquarter City."

- I. Work Rule Number** **10-027**
- II. Brief Description of Subject**
Pay Information
- III. Effective Date** **October 1, 2000**
- IV. Scope (Affected Personnel or Areas)**
All staff
- V. Purpose and Description of Work Rule**
- All employees will be paid on a monthly basis. Employees may have earnings directly deposited electronically into an account with the financial institution of the employee's choice, unless the financial institution is incapable of receiving such a transfer. Deductions for employees paid monthly are made once a month. Employees are responsible to note that the correct deductions and leave balances and accrual is reflected on their check.

I. Work Rule Number **10-028**

II. Brief Description of Subject

Smoking

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Smoking of tobacco products is prohibited in offices of the Foster Care Review Board. Employee smoking is permitted during breaks and lunch periods in designated smoking areas.

I. Work Rule Number **10-029**

II. Brief Description of Subject

Use of State Phones and Phone Cards

III. Effective Date **March 25, 2005**
Revised January 1, 2007

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

The facilities of the State's telecommunications systems (including telephones, facsimiles, Internet connections, and Profs) are provided in order to conduct State business. In addition, the State's telecommunications systems may be used by State employees and officials for local and long distance telephone calls to children at home, teachers, doctors, day care centers and baby sitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. Sending and receiving personal faxes or e-mail is strongly discouraged.

The use of the State's telecommunications systems for essential personal business shall be kept to a minimum, and shall not interfere with the conduct of State business. Essential personal long distance calls shall be either collect, charged to a third party, non-State number, or charged to a personal credit card. If for some reason, charging the cost to party other than the State does not occur; **the cost of the use shall be reimbursed.** Personal long distance telecommunications charges should be reported to the Administrative Coordinator, and the employee will reimburse the Foster Care Review Board for the charges once they have been established. However, the use of State telecommunications systems for personal long distance communications is discouraged.

Some Foster Care Review Board staff are provided State long distance telephone cards. These cards are not to be used for personal calls. However, if the employee is required to be in overnight status, they may use their state issued calling card or state issued cellular phone to make one five minute phone call to their home to inform family of their arrival.

Foster Care Review Board staff may also be issued a cellular telephone. These phones are provided in order to conduct State business. State issued cellular phones may also be used by Foster Care Review Board employees for essential personal business. Essential personal business includes calls to or from children,

teachers, doctors, daycare centers, baby sitters, and family members to inform them of unexpected schedule changes. An employee shall reimburse the Foster Care Review Board for all personal calls for which the Foster Care Review Board is charged outside of the employee's cellular phone plan. Periodic review of cellular telephone usage and costs shall be conducted to ensure that this technology is being used in a cost-effective manner.

Personal Cellular Expenses – An employee will be reimbursed for work related calls made from their personal cellular phones if:

- The employee provides their cellular company detail billing for the calls they wish to be reimbursed for. Detailed billing must show the date, time, length of call, number called, and the cost of the call for each call submitted for reimbursement.
- The call(s) are billed on a per minute basis, above and beyond the monthly fee charged for the service the employee has elected as their base plan. The Foster Care Review Board will reimburse State work related calls regardless of when in the month the state work related calls are made if the employee exceeds the base minutes.

Audit or Monitoring Criteria

Employees will be required to reimburse the agency for all personal calls for which the agency incurs a charge.

I. Work Rule Number **10-030**

II. Brief Description of Subject

Use of State Vehicles

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

The use of State vehicles to travel to a distant work site is optional. Employees may use personal vehicles and receive reimbursements at the statutory rate. (See Expense Reimbursements).

The use of all State-owned vehicles will be strictly limited to conducting official business of the State. Personal use of State-owned vehicles is prohibited. Any private use of a State-owned vehicle, shall be cause for disciplinary action in accordance with Neb. Rev. Stat. §81-1024 (1994).

Use of radar detection device is prohibited. The driver may not wear any type of headphones while driving. The driver and passengers must wear seat belts when the vehicle is moving. All traffic violations are the personal responsibility of the operator, except those resulting from equipment failure reasonably out of the control of the driver.

I. Work Rule Number **10-031**

II. Brief Description of Subject

Motor Vehicle Used for State Business

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All employees who drive motor vehicles while conducting State business must have a current valid motor vehicle operator's license. Upon hiring and annually, all employees will submit evidence to the Administrative Coordinator verifying they possess a valid driver's license. The Foster Care Review Board will obtain a motor vehicle record from the Department of Motor Vehicles for all employees who drive a vehicle, even their own, on State business.

An employee is accountable for a poor driving record and shall report to the agency any restriction placed upon their motor vehicle operator's license.

Reasonable accommodations for employees who cannot drive safely due to injury, illness, seizures disorders, or medication will be made by the agency. Documentation of any condition, which limits employee's ability to drive, must be submitted to the agency.

If a State employee uses his or her own personal vehicle on State business and an accident occurs, the employee's personal insurance is primary coverage and the State's policy is excess. If any vehicle used on State business (including an employee's personal vehicle) is involved in an accident, the accident shall be reported to the Administrative Coordinator. A Motor Vehicle Accident Report Form should be filed with The Division of Risk Management (DRM) within 24 hours of the accident. The employee must also file the required accident report with the Accident Records Bureau, Department of Roads.

If an employee is injured in a motor vehicle accident while conducting State business, the injury should be immediately reported to the State's insurance carrier, Sedgwick CMS.

I. Work Rule Number **10-032**

II. Brief Description of Subject

Work Hours

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Lincoln and Omaha offices shall remain open during these hours.

Each full-time employee shall establish a five day forty hour weekly work schedule. Each part-time employee shall also establish a weekly work schedule.

Lunch periods shall be an unpaid part of the employee's workday and are to be scheduled for at least 30 minutes and no more than one-hour if working six or more hours in a day. Requests by an employee to work through their lunch period for a day may be approved in advance by their supervisor.

Two paid 15-minute breaks are allowed. Each break shall be scheduled at approximately the middle of each one-half shift. Unless prior approval is given, breaks shall not be taken before one hour after the employee arrives at work, or one hour before the employee leaves work. Breaks are not cumulative.

With prior approval of their supervisor, an employee's work hours may be modified on single occasions to avoid using leave, such as scheduling medical appointments.

I. Work Rule Number **10-033**

III. Brief Description of Subject

Work Schedules

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

Review Specialists and Supervisors

V. Purpose and Description of Work Rule

Full time Review Specialists and Supervisors shall establish a five-day forty-hour weekly work schedule. Each part-time Review Specialist shall also establish a weekly work schedule. Weekly work schedules are to be submitted in writing to the employee's supervisor by the end of the preceding week.

Work hours shall be scheduled between the hours of 7:00 a.m. and 6:00 p.m. unless an employee is attending a scheduled board meeting or staff meeting or if special permission is given by the employee's supervisor. Review Specialists who must attend a board meeting or staff meeting in the evening or on a weekend will be allowed to modify their work hours for that day/week.

Written schedules must include the exact hours the employee plans to work including any scheduled paid and unpaid breaks. Additionally, an employee's schedule should state a detailed description of what the employee plans to do during scheduled work time.

If a review specialist must deviate from the time they have scheduled themselves to work, they must inform their supervisor. The review specialist should notify their supervisor in advance of any planned schedule changes. In the case of an emergency, the review specialist should contact their supervisor as soon as possible.

An employee should contact their supervisor when leaving their office if their schedule does not reflect that they will be out of their office during that time. If their supervisor is not available, the employee should contact the Lincoln or Omaha Office.

I. Work Rule Number **10-034**

IV. Brief Description of Subject

Timesheets

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

Review Specialists and Review Specialist Supervisors

V. Purpose and Description of Work Rule

Timesheets must be filled out on a daily basis. Each timesheet includes a one-week period. Review Specialists must submit a weekly timesheet to their immediate supervisor by the subsequent Monday. Once the timesheet has been signed and submitted by the employee and processed through payroll, retroactive corrections will be made only in the case of clerical errors.

Review Specialists and Supervisors must record the time they start and stop working each day, as well as any unpaid breaks on their timesheet.

Under the Explanation Section of the timesheet you should record in detail what you were working on during the day.

The review specialists should explain what type of leave was taken and provide further information if necessary under the Comment Section.

All personal long distance and cellular phone calls made using a State issued phone, cellular phone or calling card must be recorded on the backside of the timesheet. An employee must reimburse the agency for all personal calls in which the agency incurred a charge.

The original timesheets should be sent to the employee's supervisor. The employee should retain a copy of their timesheets for their own records. A sample time sheet is attached.

I. Work Rule Number **10-035**

VI. Brief Description of Subject

Timesheets

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

Lincoln and Omaha Office Staff

V. Purpose and Description of Work Rule

Office Staff must complete a weekly timesheet that details the time the employee started and stopped working each day, as well as any sick leave, vacation leave or compensation time used. Unpaid lunch breaks should not be included as time worked. Under the "Highlights" section, employees must summarize what they have worked on each day. This should include the details such as the local board number, etc. A sample time sheet is attached.

Weekly timesheets should be submitted by the 5th day of the following month. Once the timesheet has been signed and submitted by the employee and processed through payroll, retroactive corrections will be made only in the case of clerical errors.

I. Work Rule Number **10-036**

II. Brief Description of Subject

Flex Time

III. Effective Date **October 1, 2000**
Revised - November 1, 2006

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Foster Care Review Board employees will be allowed to work variable hours, when practicable, upon prior approval of their supervisor. Flextime shall not interfere with the Foster Care Review Board's ability to carry out its mandate.

With prior approval of their supervisor, an employee's work hours may be modified on single occasions to avoid using leave, such as scheduling medical appointments.

For full-time employees: Time off to make up any flex time is to be taken on an hour for hour basis during the same week it is accrued. For example, if you work a total of 10 hours on the day of your board meeting, you should take 2 hours off no later than Friday of the same week. Under no circumstances are you to work longer than 40 hours in one week without pre-approval.

For part-time employees: It is possible for part time employees to work more than 26.8 hours in one week (but no more than 40 hours) if that time is flexed off elsewhere during the month. Flextime should balance out at zero at the end of the month. Part-time employees may not accrue overtime/comp. time without pre-approval by their supervisor or the Director.

Employees not covered by the NAPE/State of Nebraska contract, but covered by the State of Nebraska Classified System Personnel Rules and Regulations (Program Coordinator, Administrative Coordinator, Review Specialist Supervisors, Special Projects Coordinator, etc.) may utilize flex-time within a given pay period. A management employee, who works in excess of 40 hours in a given week, can apply those hours (hour for hour) to subsequent weeks within the same monthly pay period. The agency acknowledges that there are times that management employees are required to work in excess of 40 hours a week. This policy allows those employees to take time off in a subsequent week within the same pay period, using the extra hours, without having to utilize vacation or sick

leave. If an employee is unable to utilize these flex hours, the hours will be forfeited at the end of the pay period.

I. Work Rule Number **10-037**

II. Brief Description of Subject

Overtime

III. Effective Date **March 25, 2005**

IV. Scope (Affected Personnel or Areas)

All non-management employees

V. Purpose and Description of Work Rule

Employees who function in an executive or management capacity are ineligible to earn overtime compensation, including Managers, Supervisors, Administrative Coordinator, Program Coordinator and Director.

Employees who qualify will not receive overtime compensation without prior approval by the Foster Care Review Board to work more than 40 hours in a seven-day pay period. Holidays shall be considered work time for overtime purposes. Leave time (vacation, sick, etc.) is excluded in calculating whether an employee has worked more than 40 hours.

An employee, who works more than 40 hours in one week, should specify on their timesheet or on an overtime approval form whether they wish to take overtime in the form as either pay or compensatory time off. The Foster Care Review Board maintains the ability to choose to pay cash at any time for overtime compensation obligations. No employee may carry more than 240 hours of compensatory time.

I. Work Rule Number **10-038**

III. Brief Description of Subject

Hiring

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Hiring decisions for professional and support staff will be based on objective evaluation of personnel needs, while ensuring that potential employees possess the appropriate abilities to perform competently, and that new employees be adequately informed of Foster Care Review Board's office policies and procedures. The Foster Care Review Board, in conjunction with the budget process, will assess the personnel needs for staff by considering, among other things, personnel turnover, staff advancement, staff workload, and upcoming retirements.

I. Work Rule Number **10-039**

II. Brief Description of Subject

Probationary Period

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

III. Purpose and Description of Work Rule

All employees are required to serve a probationary period of 6 months from the date of hire, except that employees who are rehired in the same position with the Foster Care Review Board's office may not, at the discretion of the Foster Care Review Board, be required to serve a second probationary period. The probationary period is a part of the employee selection process. It is used by the employee to adapt to the needs of the Foster Care Review Board and by management to observe the employee's ability to satisfactorily perform assigned duties and responsibilities. An employee shall become permanent on the day following the original probationary period, unless notified of an extension of the probationary period or of employment termination by the Foster Care Review Board.

I. Work Rule Number **10-040**

II. Brief Description of Subject

Salary Administration

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Advancement decisions and salary adjustments for employees covered by the Classified System Rules and Regulations will be based upon individual performance. Employees covered by the NAPE/AFSCME contract will receive raises in accordance with the Labor Contract.

Employees will be evaluated by their immediate supervisor at the end of their probationary period and annually thereafter. The evaluations will include job performance and training needs.

I. Work Rule Number **10-041**

II. Brief Description of Subject

Disciplinary Action

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Employees covered by the Classified System Rules and Regulations will be disciplined in accordance with the Classified System Rules and Regulations. Employees covered by the NAPE/AFSCME contract will be disciplined in accordance with the Labor Contract.

I. Work Rule Number **10-042**

II. Brief Description of Subject

Notice of Employment Termination

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

An employee terminating employment is requested to give the Foster Care Review Board two weeks notice prior to separation. After giving notice of termination of employment, an employee may use sick and vacation leave only as approved by the Foster Care Review Board. Permission will be granted for reasons stated in the Sick Leave section above.

I. Work Rule Number **10-043**

III. Brief Description of Subject

Accessibility of Records

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

To the extent State and Federal law require, personnel records are public and open to public inspection during regular hours of the Foster Care Review Board. All personnel data maintained in computer form, microfilm files and personnel folders shall be secured in strict conformance with State and Federal laws governing the confidentiality of information.

The information concerning an employee or former employee's name, position, gross salary, date of hire, date of separation and agency where employed shall be considered public information. Information in the file, which is not a public record, will only be released to the employee, and to Management. Information in the file, which is not a public record, may be released to any requesting party only when the employee has signed a release authorization, or when a legal document is presented requiring the release of such information.

I. Work Rule Number **10-044**

II. Brief Description of Subject

Maintenance of Records

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

The following personnel records shall be maintained in the Main Office:

- a. Individual vacation and sick leave records. Leave adjustments are maintained in the employee's personnel file. Timesheets and NEIS leave records maintained for two years.
- b. Copies of all personnel transaction forms pertaining to individual employees such as hire letters, the employee's state application, I-9 form, etc.,
- c. Copies of documents initiated by the employee that affect pay (W-4's, authorized deductions, changes in salary due to promotions, notice of employment status change such as full time to part time, etc.)
- d. Former employee's personnel files may be destroyed five years after the employee's separation date.
- e. Copies of the employee's current year performance evaluations, and the prior year's summaries of performance evaluations.

I. Work Rule Number **10-045**

II. Brief Description of Subject

Drug-Free Workplace Work Rule

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

Employees under the care of a doctor and using prescribed controlled substances under their doctor's direction may be requested to provide a statement from the doctor authorizing the use of the drug and describing possible side effects resulting from the use of the drug if the use of the drug or controlled substance could reasonably be expected to affect the employee's job performance.

If, in the opinion of the employee's supervisor, an employee's action and/ or behavior is considered unsafe as a result of using the prescribed medication, the employee may be sent home or placed on leave.

Employees shall not drink alcohol or alcoholic beverages or use intoxicants during scheduled working hours, nor shall they report for work while under the influence of drugs, alcohol or intoxicants to any degree whatsoever, nor shall they have any odor of alcoholic beverages, drugs or any other intoxicants on their breath.

Employees shall not bring or store any alcoholic beverages on any agency property.

If an employee violates the drug free workplace Work Rule, disciplinary action may be imposed according to established rules and regulations of the State Department of Personnel or applicable labor agreements.

If an employee is convicted of violating any criminal drug statute while at the workplace, he or she will be subject to discipline up to and including termination. The Foster Care Review Board may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution. The matter may also be referred to an appropriate law enforcement agency for the purpose of a criminal investigation.

Each employee is required to inform the Executive Director or Executive Director's Office with five (5) days after he or she is convicted for violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

I. Work Rule Number **10-046**

II. Brief Description of Subject

Electronic Mail/Internet

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

All communication sent via electronic mail functions or the Internet are considered state property and may be retrieved and viewed by authorized administrators at any time for any reason connected with official state business.

Many communications are public records under the Public Record Act and are subject to being produced for public inspection upon receipt of proper request. When the state is in litigation, relevant email or Internet communications must be produced upon request for records and documents. Being aware of these facts, staff shall govern themselves and their communications accordingly.

Electronic mail and use of the Internet are only to be used for the conduct of state business and are not for personal use. Disciplinary action may be imposed for the violation of this Work Rule.

I. Work Rule Number **10-047**

III. Brief Description of Subject

Miscellaneous

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

IV. Purpose and Description of Work Rule

Personal business shall be conducted in the employee's own time.

Staff shall not ask other employees to use state resources or state time to do work of a personal nature.

Persons from outside the agency are prohibited from using this agency's resources without prior approval of the Director.

I. Work Rule Number **10-048**

V. Brief Description of Subject

Use of Personal Phone for State Business

III. Effective Date **February 12, 2001**

IV. Scope (Affected Personnel or Areas)

Staff working in a home-office

VI. Purpose and Description of Work Rule

As a condition of their employment, all employees who work out of their home offices must provide a telephone line in which state business may be conducted. During the hours an employee is scheduled to be working in their home office, the employee should be the only person to answer telephone calls. All telephone calls should be answered in a professional manner which includes a simple greeting and the name of the agency or the person answering the telephone. Suggested greetings include:

“Good Morning (Afternoon), this is Susan.”

“Foster Care Review Board, Susan speaking.”

“Hello, this is Susan.”

“Foster Care Review Board, may I help you.”

I. Work Rule Number **10-049**

II. Brief Description of Subject

Rule on Assigning Temporary Work Locations

III. Effective Date **October 1, 2000**

IV. Scope (Affected Personnel or Areas)

All staff

V. Purpose and Description of Work Rule

The Program Coordinator and Director may assign temporary work locations for staff to facilitate the work of the agency. Staff shall make written requests for consideration. Staff will be notified in writing of the Director and Program Coordinator's decision.