

# ASCOG EMPLOYEE HANDBOOK AND POLICIES AND PROCEDURES

## TABLE OF CONTENTS

### Employee Handbook

I. [Introduction](#)

II. [Employment Practices](#)

[Hiring](#)

[Promotions and Transfers](#)

[Layoff and Recall](#)

[Attendance](#)

[Nepotism](#)

[Conflicts of Interest](#)

III. [Compensation](#)

[Classifications](#)

[Overtime Payment](#)

[Salary Increases](#)

[Performance Appraisals](#)

IV. [Benefits](#)

[Insurance](#)

[Retirement](#)

[Workers' Compensation](#)

[Holidays](#)

Vacations

V. Approved Absences

Sick Leave

Death in Immediate Family

Jury Duty Leave

Voting

Military Leave

Reserve Leave

Active Military Leave

Enforced Leave

Voluntary Leave Without Pay

VI. Educational Opportunities

Continuing Education

Reimbursement

VII. Standards of Conduct

Voluntary Termination

Personal Conduct

Corrective Action

Verbal Discussion

Written Warning

Final Warning, Demotion or Suspension

Termination

Personnel Committee

VIII. [General Policies](#)

[Political Activity](#)

[Gifts](#)

[Honorarium](#)

[Travel](#)

[Solicitations](#)

[Personnel Records](#)

[Confidentiality](#)

[Equal Employment Opportunity](#)

[Sexual Harassment](#)

[Drug Free Workplace](#)

[Smoke Free Environment](#)

[ASCOG's Property](#)

[Alcohol and Drug Statement](#)

[State and Federal Law](#)

IX. [Code of Ethics](#)

X. [Drug-Free Workplace Policy](#)

XI. [Family And Medical Leave Act Of 1993](#)

XII. [Sexual and Employee Harassment Policy](#)

[Policies and Procedures](#)

[Background](#)

[Mission Statements](#)

[Executive Director](#)

Divisions

- I. Employment Practices
- II. Job Openings
- III. Check List for Personnel File
- IV. Auto Insurance Verification and Driver's License
- V. Pay and Benefits
- VI. Time Sheets
- VII. Direct Deposit
- VIII. Annual / Sick Leave Forms
- IX. Voluntary Leave Transfer
- X. Salary Advance
- XI. Communications
- XII. General Communications Policies
- XIII. Telephone and Voice Mail
- XIV. Mail, Express Mail, and Faxes
- XV. Internet and Electronic Mail
- XVI. ASCOG Communication Goal
- XVII. Open Door Policy
- XVIII. Personal Conduct
- XIX. Hours of Work
- XX. Director's Activities
- XXI. Inclement Weather
- XXII. Attire

- XXIII. [Solicitations](#)
- XXIV. [Weapons](#)
- XXV. [Travel](#)
- XXVI. [Reimbursement](#)
- XXVII. [Conference / Seminar](#)
- XXVIII. [Office Procedures](#)
- XXVIX. [Meetings](#)
- XXX. [Attorney](#)
- XXXI. [Florist Service](#)
- XXXII. [Coffee and Vending Machine](#)
- XXXIII. [Conference Room / Public Rental](#)
- XXXIV. [Custodial / Maintenance](#)
- XXXV. [Security](#)
- XXXVI. [After Hours](#)
- XXXVII. [Parking](#)
- XXXVIII. [Advertising](#)
- XXXVIX. [Files, Information, Maps](#)
- XXXX. [Contracts](#)
- XXXXI. [Reproduction](#)
- XXXXII. [Emergencies](#)
- XXXXIII. [Purchasing](#)
- XXXXIV. [Supplies](#)

I. INTRODUCTION

Welcome to the Association of South Central Oklahoma Governments (ASCOG), a Trust Authority. As a Trust Authority, we consider our employees to be our greatest asset, and make every effort to provide a professional environment for your personal growth.

This handbook provides an overview of the policies and benefits of ASCOG. It is important to familiarize yourself with ASCOG's programs included in this handbook. Should you have any questions about the handbook or about your job, consult with your supervisor.

**No handbook can be so all-inclusive as to cover every circumstance that may arise. This handbook represents general policies and internal guidelines only. The handbook does not constitute a contract of employment and is subject to change at any time. Any oral or written statements to the contrary to the provisions of this handbook are hereby expressly disavowed and should not be relied upon by any prospective or current employee of ASCOG.**

## II. EMPLOYMENT PRACTICES

It is the policy of ASCOG, as an equal opportunity employer, to select new employees and to treat all matters affecting employees objectively. There shall be no discrimination with regard to familial, race, color, religion, sex, age, national origin,

handicap, veteran status, female-headed households, or political affiliation in selecting applicants for employment or in any matter affecting the status of an employee. ASCOG recognizes an obligation to provide a working environment free of harassment of any kind. All appointments and promotions will be made solely on the basis of merit and fitness.

#### 2.1 Hiring:

The Board of Trustees of ASCOG has retained the services of an Executive Director and has empowered the Executive Director with final authority over all personnel matters, including the hiring of all new employees. ASCOG will normally try to fill job openings above the entry level by promoting or transferring from within, if qualified applicants are available internally (see Promotions and Transfers, 2.2). When qualified candidates are not available internally, candidates from outside ASCOG will be considered for a job opening. All decisions concerning the hiring of a new employee will be based on the merit and fitness of the candidates who submit a written application for a particular opening.

ASCOG is committed to full compliance with the Immigration Reform and Control Act of 1986. All employees hired by ASCOG after November 6, 1986 shall be required to provide ASCOG with documentation of both their identity and employment eligibility. All offers of employment are conditioned upon an applicant supplying the necessary documents.

#### 2.2 Promotions And Transfers:

Any employee may be transferred from one position to another by the Executive Director. It is the policy of ASCOG to fill jobs with qualified employees and

to provide employees the opportunity for advancement as demonstrated by their achievement and potential for advancement. With this in mind, ASCOG has developed a promotion and transfer policy to help each employee take advantage of promotional opportunities as they occur. All promotions and transfers will be based on merit and fitness.

Transfers from one position to another within ASCOG are permitted, providing the employee qualifies for the open position. When a vacancy occurs, the job and skills requirements will be posted on the bulletin board in the main office. An employee desiring a transfer should forward a written request to the office of the Executive Director. The Executive Director will review the qualifications of all employees who express an interest in a particular opening. Whenever possible, ASCOG will fill open positions from within before a new employee is sought.

An employee's basic eligibility for a promotion or transfer will be determined by the requirements of the new position. In addition, the employee must have a satisfactory performance record and no adverse disciplinary actions.

### 2.3 Layoff and Recall:

It is the policy of ASCOG to attempt to provide continuous employment for its employees. However, it may become necessary for ASCOG to reduce the number of employees because of a decrease in funding or adverse economic or legislative conditions. Layoffs and recalls will be conducted, whenever possible, in accordance with the procedures set forth below. ASCOG reserves the right to alter these procedures as it



deems necessary in the best interest of its programs.

1. Within each affected program, part-time and intern employees will be laid-off first whenever possible.
  
- B. When full-time positions are consolidated or eliminated, efforts will be made to place an affected employee in another equal or comparable position with ASCOG. This will not always be possible. When this is not possible, the retention of employees will be based upon the remaining functions and duties to be performed by ASCOG and each employee's demonstrated qualifications and abilities based on past and current performance.
  
2. All recommendations for lay off will be reviewed by the Executive Director, who will evaluate all available facts relevant to the lay off. The Executive Director may conduct personal interviews, if deemed desirable, but is not required to do so, prior to making a final decision as to personnel to be laid off.
  
- D. Employees selected for lay off will be given as much advance notice as is reasonable and as circumstances allow. ASCOG will make an effort to provide affected employees with a minimum of

two weeks notice prior to the effective date of the lay off. If ASCOG is unable to give an affected employee two weeks prior notice of a lay off, the employee will be entitled to receive pay in lieu of notice for each working day of notice not given, up to a maximum of ten (10) working days.

3. Unless informed otherwise at the time of the lay off, employees will remain on a recall list for a period of six (6) months following a lay off.

An employee should inform the office of the Executive Director if he or she becomes unavailable for recall during this period. An employee who fails to keep a current address on record with ASCOG will lose this right to recall. Employees will be recalled according to need, classification and ability to do the job. After six (6) months, the employee will no longer be eligible for recall consideration, but may submit a new application for employment.

#### 2.4 Attendance:

Normal working hours will be set by the Executive Committee.

Regular attendance and punctuality are essential requirements for continued employment and are considered in any recommendation for job advancement. It is important that employees be at work on time. If any employee is going to be late, that employee has the obligation to notify his or her immediate supervisor of the reason for being late and an approximate time when the employee expects to arrive, if possible.

Arrangements with the immediate supervisor should be made in advance for all absences which can be foreseen. If an individual is absent without excuse or without notifying ASCOG for three or more days, the employee will be deemed to have abandoned his or her position with ASCOG, and the position will be filled.

#### 2.5 Nepotism:

To promote morale and efficiency, to avoid potential conflicts of interest and to comply with applicable Federal laws, the following persons are not eligible for employment at ASCOG:

4. Any person who serves as a voting member of ASCOG;
- B. Any person related to the second degree by marriage or within the third degree by blood to a voting member of ASCOG or the Executive Director.
5. No person in a capacity to hire or discipline shall allow anyone to work in that department who is related to the second degree by marriage or the third degree by blood.

#### 2.6 Conflicts Of Interest:

It is the policy of ASCOG that no officer, member or employee may engage in any activity, practice or act or have any interest, direct or indirect, in any entity or venture which conflicts with, or appears to conflict with, the goals and objectives of ASCOG or which would interfere with the full and complete execution by ASCOG of the terms of any agreement entered into by ASCOG with any federal or state agency. Exceptions to this rule will be allowed in conformance to state statute 60 O.S. 1991, Sec. 178.8.

ASCOG recognizes that sometimes a financial need arises which can be

met by obtaining a second job. While ASCOG does not oppose employees engaging in outside employment, it does consider the job with ASCOG to be the primary job. To avoid possible conflicts of interest, any second job must be approved by the Executive Director, and such approval will be re-evaluated with any position change. It is your responsibility to ensure that the second job does not interfere with your performance at ASCOG.

### III. COMPENSATION

ASCOG's goal is to provide a competitive salary structure that will enable it to attract and keep high caliber employees. To assure that your compensation is proper and in accordance with your responsibilities and performance, ASCOG has a salary administration program that establishes position classifications and a pay plan. Actual compensation for employees is based upon performance and service within position classifications.

#### 3.1 Classifications:

For the purposes of compensation, and in compliance with the Fair Labor Standards Act ("FLSA"), ASCOG has adopted the following classifications of employees:

A. Non-exempt Employees:

Employees covered by the rules established by FLSA, which require overtime compensation for hours for forty (40) hours in one week.

6. Exempt Employees:

Employees holding positions which are not subject to rules defined by FLSA covering overtime compensation.

7. Full-time Employees:

Employees compensated for a standard forty (40) hour work week.

D. Part-time Employees:

Employees working less than forty (40) hours per week for an unspecified period of time.

8. Interns:

Non-exempt persons, who are in a training status or position, hired for a specific purpose, and who may work less than full-time.

For the purposes of calculating compensation, the work week is from one minute after office hours on Friday through the end of office hours on the following Friday. Employees are paid every two (2) weeks. Payday is every other Wednesday. Should a payday fall on a holiday, you will be paid on the preceding workday.

Your salary is paid by direct deposit. Your deposit represents gross earnings for the particular pay period minus various deductions required by law or as authorized by you in writing. Deductions required by law include federal and state income taxes and social security tax.

ASCOG is required by law to inform the government of the annual earnings of each employee. A copy of your annual earning statement, including the amounts withheld for social security tax, is supplied to you for use in preparing income tax returns.

3.2 Overtime Payment:

Overtime payments are limited to regular, full-time, non-exempt employees. When the workload requires the scheduling of overtime, your supervisor will advise you as to the approved overtime to be worked. All overtime must have the prior

approval of your supervisor. All hours worked up to forty (40) hours per week will be paid on straight time. Premium pay of one and one-half times your base pay will be paid for hours in excess of forty (40) hours per work week.

If an observed holiday falls within your normal work week, you will be paid your regular rate for hours normally scheduled on that day. If you are required to work an observed holiday, you will be paid at the overtime rate for all hours worked plus the regular holiday pay to which you are entitled.

When you voluntarily terminate your employment with ASCOG, your pay will be processed with the next regular payroll and will be mailed to the most current address on file. All keys, badges and other property of ASCOG must be returned before your final paycheck will be issued.

Great effort is taken to ensure confidentiality of each employee's salary. We urge you not to discuss your salary with your co-workers to help maintain that confidentiality.

### 3.3 Salary Increases:

There are two (2) types of salary increases provided by ASCOG: (1) **progression**, and (2) **promotion**. A **progression** salary increase is one granted to an employee for merit and job performance within that employee's classification. It is a horizontal movement. A **promotion** salary increase may be granted when an employee moves vertically from one position to another. Progression and/or promotion salary increases must be approved by the Executive Director.

### 3.4 Performance Appraisals:

The job performance of each employee is evaluated every six months by

the employee's supervisor. Information derived from the performance appraisal may be considered when making decisions affecting a particular employee including, but not limited to, decisions concerning training needs and opportunities, progression salary increases, promotions, transfers and continuing employment.

Performance appraisals are completed as follows:

- A. January through June, due July 31.
- B. July 1 through December 31, due January 31.

After the employee and supervisor have drafted their responses to the appraisal, they

should share and discuss with each other their responses. The supervisor prepares the final form,

obtains appropriate signatures, provides the employee a copy, and ensures that the original is

placed in the employee's personnel file.

Nothing in this policy should be construed as preventing or discouraging a supervisor from discussing an employee's job performance with the employee on an informal basis whenever the need to do so arises.

Great effort is taken to ensure the confidentiality of each employee's performance appraisal. You are urged not to discuss your performance appraisal with your co-workers in order to maintain that confidentiality.

#### **IV. BENEFITS**

The benefits listed under insurance, retirement, vacations, sick leave, death in family, military leave, enforced leave and educational opportunities are not available to part-time employees working less than **twenty (20)** hours per week. Part-time employees working **twenty (20)** or more hours per week will be afforded these

benefits on a pro-rata basis, except for insurance purposes. When there is a holiday, part-time employees working less than **twenty (20)** hours per week will be granted leave without pay. The benefits listed below are not available to employees classified as interns.

4.1 Insurance:

ASCOG participates in the Oklahoma Employees Group Insurance Program for life, health and disability insurance. ASCOG pays one hundred percent (100%) of the premium for employee coverage for all full-time employees and part-time employees working **twenty (20)** or more hours per week. An employee becomes eligible for coverage on the first of the month following the month of employment. Each employee should receive a booklet outlining the details of the coverage.

4.2 Retirement:

ASCOG participates in the Oklahoma Public Employee's Retirement System. A full-time employee will be enrolled on the first day of the month following employment. Further details concerning this benefit will be provided to all employees.

4.3 Workers' Compensation:

If a job-related accident occurs which results in your injury, coverage is provided through workers' compensation. Your injury, however minor, should be reported immediately to your supervisor. Prompt reporting will enable ASCOG to provide necessary medical care.

4.4 Holidays:



ASCOG's office is closed on the following specific days: New Years Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (2) and Christmas. In addition, the Executive Director may select two (2) additional days per year on which the office will be closed. If a holiday falls on a Saturday or Sunday, it will be observed in accordance with the policy of the majority of member local governments.

4.5 Vacation:

All employees working **twenty (20)** or more hours per week are eligible for vacation leave. Your length of service determines the number of days to which you are entitled.

Vacation leave accrues **each two week pay period according to the schedule listed below**. If an employee leaves ASCOG and has successfully completed the first six months of employment, that employee will be paid for the accumulated vacation leave time.

Vacation leave accrues as follows:

Years of Service Completed	Paid Vacation Earned <b>Each Two (2) Weeks</b>
0 - 5 years	3.75 Hours
6 - 10	4.75 Hours
11 - 19	5.75 Hours

20 and Over

6.50 Hours

ASCOG encourages its employees to take their allotted vacation leave each year. ASCOG believes that an employee will do a better job if that employee takes vacation leave. An employee should schedule vacation leave in consultation with his or her immediate supervisor. Vacation leave will be granted by the supervisor based on seniority and the workload of the individual employee. **Division of Resource Management supervisors are required to take at least five (5) consecutive days leave each year.**

If a holiday occurs during your vacation, it will not be counted against your vacation time. Should you leave ASCOG, you will receive pay for vacation time which you have earned, but have not taken, provided reasonable notice is given, up to a maximum of **two hundred (200)** hours. You may carry over not more than 200 hours vacation leave to the next fiscal year.

#### V. APPROVED ABSENCES

ASCOG realizes that there may be reasons an employee needs to be absent from work from time to time. In order that you may continue to receive pay for a specific amount of lost time, ASCOG has established a series of policies for its employees. The following is a summary of those policies.

##### 5.1 Sick Leave:

Sick leave will accrue as follows: full time Employees - 3.75 hours each

two weeks; part-time employees working twenty (20) to thirty (30) hours a week - two (2) hours each two weeks; part-time employees working thirty-one (31) to thirty-nine (39) hours a week - three (3) hours each two weeks.

If an employee requires more than three (3) consecutive days of sick leave, the supervisor may require a doctor's certificate of the illness. Sick leave may be used for doctor and dentist appointments. If an employee needs to take sick leave, that employee should notify the immediate supervisor as soon as possible, but no later than 10:00 a.m. on the same day. The employee should notify the supervisor of any work that needs to be done that day, or any meetings which might need to be attended by other employees.

Compensation during authorized leaves will not be granted prospectively before hours of paid absence have been accrued. However, an authorized absence without pay may be permitted by the Executive Director in appropriate circumstances and will not jeopardize an employee's employment status.

An employee will not be compensated during periods of unauthorized absence. Such absences will not be tolerated and will be considered grounds for disciplinary action, up to and including termination. Furthermore, an employee is prohibited from falsifying the reason for an absence, and any falsification will be grounds for disciplinary action, up to and including termination.

Maternity and disability leaves will be covered under this section. In addition, the federal policy of transferring leave from one employee to another will be allowed. A complete explanation of the federal transfer of leave policy may be obtained from the office of the Executive Director.

## 5.2 Death in Immediate Family:

In case of death in your immediate family, you may require time off from work to attend the funeral or handle affairs immediately associated with the death.

ASCOG will grant a leave of absence not to exceed three (3) consecutive work days.

Members of your immediate

family include your spouse, parent, current parent-in-law, child, brother, sister,

grandparent, sister-in-law, brother-in-law or grandchild. Any exceptions to this policy

will require review and approval of the Executive Director. The leave of absence will not be charged to any other type of leave or vacation time.

## 5.3 Jury Duty Leave:

Should you be summoned to serve on a federal, state or local jury,

ASCOG will pay your normal earnings for the time spent away from the job. In order for your absence to be excused, the Summons to Appear must be presented to your

supervisor as soon as you receive it. During working hours you will be required to return

to work when not obligated to be in court. Upon completion of your jury duty obligation,

you must present documentation to your supervisor to ensure that you are paid for the day or days of work missed.

## 5.4 Voting:

Up to two (2) hours of paid leave may be taken, if needed, to vote in state, county or federal elections.

## 5.5 Military Leave:

### 9. Reserve Leave:

Two week **(10 work days)** military reserve leaves of absence will

be granted annually to employees who are required to attend active duty military training camps. In order for your absence to be approved, you should notify your immediate supervisor upon being informed of your training camp dates, and also must supply your supervisor with a copy of your orders. ASCOG will continue to pay the employee's salary during the reserve military training leave up to a period of two weeks per year. The fulfilling of this obligation does not affect your vacation leave and you will not be penalized for required military reserve or national guard training. You are expected to return to work on the next scheduled work day after the military reserve obligation has been met. Eligible employees can accrue ten (10) days of military leave (or a reduced amount for part-time employees) each fiscal year. Military leave which is unused at the end of the fiscal year will be carried forward for use at the beginning of the new fiscal year. This could give a full-time employee the potential of twenty (20) days military leave during a fiscal year.

Twenty (20) days is the maximum amount of military leave that can be used in any fiscal year due to carryover.

Military leave will be credited in full at the beginning of each fiscal year.

B. Active Military Leave:

Military service is governed by state and federal regulations. Currently, long-term active duty is voluntary. However, should you be

activated for military service during an emergency for a period lasting thirty (30) days or longer, you will be placed on an approved, unpaid military leave of absence. You will be reinstated to your previous position or to a position of like status and pay in accordance with the Veterans Reemployment Rights established by law. You must return to work within ninety (90) calendar days of your discharge from active military duty.

#### 5.6 Enforced Leave:

A full-time employee of ASCOG may apply for enforced leave with pay when a member of the employee's immediate family or household requires the employee's care because of a disabling illness or injury or in the case of other extenuating circumstances. Said leave will be charged against the employee's sick leave and may not be granted in excess of accumulated sick leave. For purposes of enforced leave, immediate family or household includes spouse, children, parents or parents-in-law, step-parents, step-children, brother or brother-in-law, sister or sister-in-law, son-in-law, daughter-in-law, grandparents, grandchildren or anyone residing as a member of the employee's immediate household.

#### 5.7 Voluntary Leave Without Pay:

An employee may make a written application for leave without pay. All such requests are to be submitted to the Executive Director, through your supervisor. The Executive Director has the sole discretion as to whether such leave should be granted. An initial request for leave without pay shall not be granted for more than six (6) months and one extension may be granted for a period of time no greater than an additional six

months. Leave without pay may be canceled at any time by the Executive Director. An employee will be given written notice of cancellation of the leave without pay and allowed seven (7) calendar days to return to work.

## VI. EDUCATIONAL OPPORTUNITIES

Since your continued growth and development are of vital interest to ASCOG, opportunities are provided for you to increase your knowledge and further develop your skills.

### 6.1 Continuing Education:

An employee may be requested to attend professional conferences, meetings or seminars as ASCOG's representative. ASCOG will pay the expense of such meetings. ASCOG may pay an employee's membership in professional organizations if, in the determination of the Executive Director, membership in such organization will be of material benefit to the employee's performance of his or her duties for ASCOG.

### 6.2 Reimbursement:

ASCOG, upon prior approval by the Executive Director, may reimburse an employee for tuition and book costs for courses which relate to the employee's position with ASCOG. An application for reimbursement must be completed and submitted to the Executive Director prior to enrollment in the course. The application must demonstrate that the course is job-related and must be taken through an accredited vocational technical school, junior college, college or university and must be taken outside of working hours unless approved by the Executive Director. An employee will be reimbursed after receipts are received. Failure to provide evidence of passing or

certificate of completion will result in your being required to repay ASCOG. If you receive other funds (G.I. bill, grants, scholarships, etc.), ASCOG's reimbursement will be secondary.

## VII. STANDARDS OF CONDUCT

ASCOG desires to place as few restraints and restrictions on personal conduct as possible. However, when a number of people work together, some guidelines are needed to help everyone work efficiently, to further the goals and objectives of ASCOG and to ensure the personal safety of all employees. The guidelines for personal conducts are set forth below. The guidelines are not intended to cover every possible situation. These examples should serve as guides to you, but they are mere examples. Your own good judgment should tell you the standards of conduct which are necessary to have a safe, successful and pleasant place to work. If you have any questions about what constitutes acceptable behavior, please discuss this with your supervisor.

### 7.1 Voluntary Termination:

All employees should give two weeks written notice before leaving a position. Such notice should be directed through your supervisor to the attention of the Executive Director. The notice allows ASCOG time to effect an orderly transfer of work. If there are extenuating circumstances, the employee may give less notice, subject to the approval of the Executive Director. Any employee voluntarily resigning his or her position is expected to cooperate in ensuring an orderly transfer of duties and responsibilities.

### 7.2 Personal Conduct:

ASCOG hopes that it will never be necessary to take corrective action



with any employee for unacceptable conduct. You are asked to comply with these guidelines and with any other guidelines or rules that may be established in the future. Since breaking of any of the guidelines may result in serious loss to ASCOG or injury to other employees in many ways, ASCOG reserves the right to discipline or discharge any employee for the following reasons:

1. Failing to perform satisfactory work.
2. Failing or refusing to follow instructions of supervisor or improper conduct toward supervisor.
3. Excessive absenteeism or tardiness.
4. Leaving the work place during work hours without permission.
5. Damaging or defacing ASCOG's property or the property of another employee.
6. Theft, possession of or unauthorized use of property belonging to ASCOG or another employee.
7. Falsifying of company records.
8. Using or being in possession of intoxicants or illegal narcotics on the job or reporting to work under the influence of intoxicants or a drug containing an illegal narcotic while on ASCOG property.
9. Sleeping while on duty.
10. Possession of firearms, explosives or any other dangerous weapons on ASCOG property.
11. Raffling, operating punchboards or any type gambling on ASCOG property.
12. Direct or indirect sale of any item of ASCOG.
13. Fighting or any act of violence or disorderly conduct, including conduct that violates common decency or other conduct tending to reflect unfavorably on ASCOG.

14. Failing to deal with others in an ethical or legal manner while acting in your capacity as an employee of ASCOG.

As in the case of all other provisions of this Handbook, this list is not intended to cover every possible offense. These examples should serve as broad guides to you, but they are mere examples and are not intended to be exclusive or all-inclusive. All policies and guidelines may be changed unilaterally at any time. Nothing contained herein should be interpreted as a limitation on the right to discharge an employee for good cause shown. You further understand that no employee of ASCOG has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

### 7.3 Corrective Action:

When an employee's performance declines or standards of conduct are not being followed, corrective action will be taken. The following procedure, as appropriate, will be followed. However, when warranted, discharge from employment may occur at any state.

### 10. Verbal Discussion:

A supervisor should discuss the problem with the employee to determine the cause and the appropriate action. A memorandum of the discussion should be made and retained in the employee's personnel file for one (1) year, following review and approval by the Executive Director.

### B. Written Warning:

Should the problem continue, or should a new problem arise, the supervisor will prepare a memorandum detailing the problem, the desired

result,  
and the time frame in which the improvement is to be achieved. The supervisor will provide the employee an opportunity to read and discuss the memorandum. The employee may also respond to the memorandum in writing. Both memorandums will be retained in the personnel file of the employee for one (1) year, following review and approval of the Executive Director.

K. Final Warning, Demotion or Suspension:

If the problem continues, or if new problems develop, the supervisor, with the concurrence of the Executive Director, will issue the employee a final warning, will demote the employee or will suspend the employee as appropriate. The employee will have the opportunity to read and discuss the memorandum before it is put in his or her personnel file. The memorandum will be retained in employee's personnel file for one (1) year, following review and approval of the Executive Director.

D. Termination:

When curative measures are not successful, or when such action is deemed necessary by the Executive Director, the employee may be discharged. The action will include the implementation of the procedures set forth in 7.4.

4. Personnel Committee:

There may be occasions when an employee disagrees with the discipline recommended by a supervisor. ASCOG has created a Personnel Committee composed of three (3) supervisors selected by the Executive Director on an annual basis. Whenever a supervisor makes a recommendation to the Executive Director for a final warning, demotion or suspension (step 3) or for termination (step 4) of an employee, the employee will be informed in writing that a recommendation for discipline has been made, the nature of the recommended discipline, and the grounds or reasons for the recommendation. If the employee disagrees with the recommendation, he or she has the option of requesting that the recommendation

be reviewed by

the Personnel Committee. Any request for a hearing must be submitted in writing within five (5) days of receipt of the notice of the recommendation for discipline. The request for a hearing is to be submitted to the Director of Administration of ASCOG who will log in the date and time of receipt of the notice and notify the Executive Director that a request for a hearing has been filed. The Director of Administration of ASCOG shall render assistance, as requested, to an employee in preparing a request for a hearing and shall be available to answer questions concerning the procedures to be utilized in the review process. If a written request for a hearing is not received within five (5) days, the recommendation for discipline will become effective following review and approval by the Executive Director.

Upon receipt of a request for a hearing from an employee, other than a Division Director, the Executive Director will notify the members of the Personnel Committee of the request. In the event that the recommendation for discipline to be reviewed was made by a member of the Personnel Committee, that member shall be disqualified and the Executive Director will appoint a substitute supervisor for the purpose of reviewing that specific recommendation for discipline. The Personnel Committee will notify the employee and supervisor of the date, time and place of the hearing to review the recommendation, which hearing shall occur no later than ten (10) days after receipt by the employee of the recommendation for discipline. The employee and supervisor are to be advised that they may bring to the hearing any witnesses, documents or items they deem relevant to the circumstances giving rise to the recommendation for discipline. In the event that either the supervisor or employee

wishes to present witnesses at the hearing, he or she will provide the chairman of the Personnel Committee with a list of the proposed witnesses and a brief explanation of their anticipated testimony. The chairman will provide a copy of each list to the other party at least one day prior to the hearing. Following the hearing, the Personnel Committee will report its findings and recommendations to the Executive Director within five (5) days of completion of the hearing. The report of the Personnel Committee shall be advisory only and is not binding upon the Executive Director. The Executive Director will issue final determination on the proposed discipline within twenty-four (24) hours of receipt of the report from the Personnel Committee. The final decision will be hand delivered or mailed by certified mail, return receipt requested, to the employee with a copy sent to the supervisor who made the initial recommendation for discipline.

In the event that the recommendation for discipline concerns a staff director, that person may submit a request for review to the Executive Director. The Executive Director and the staff director will meet within three (3) days of receipt of the notice to select three (3) other staff directors to conduct the meeting on the request for review. The Executive Director will select one of the members of the committee, the staff director will select one member and the two members selected will select the third member. The three (3) members will select one of them to serve as chairman. As soon as all three (3) members are selected, the procedure for the meeting proceeds in the same manner as set forth above.

The Executive Director reserves the right to discipline any employee at any time in accordance with the provisions of this handbook. Furthermore, the Executive Director, at his sole option, may elect to suspend any employee with pay pending a

review by the Personnel Committee of a recommendation for discipline covered by this provision if the Executive Director determines that suspension with pay is in the best interest of ASCOG.

## VIII. GENERAL POLICIES

### 8.1 Political Activity:

Due to the fact that funding is received from federal sources, ASCOG complies with the federal Hatch Act. A copy of the Act is available on file in the resource management office for review, and each employee is responsible for becoming familiar with its provisions. No employee of ASCOG may use an official position to influence another employee's opinion or vote. The Hatch Act provides that an employee may express a private opinion and vote. An employee may not use his or her position at ASCOG to make a public political statement or endorsement.

### 8.2 Gifts:

Employees of ASCOG are paid for their services and an employee may not take any other compensation in any form. Individuals who are offered items of nominal value such as calendars, ballpoint pens and the like, may make exceptions to this policy. An employee is expected to use good judgment in these circumstances.

### 8.3 Honorarium:

If an employee is requested to make a presentation in his or her capacity as an employee of ASCOG during working hours, the employee will be paid for his or her time by

ASCOG. Since the employee is being paid for the time by ASCOG, any honorarium received should be turned into ASCOG. ASCOG will defray the employee's reasonable expenses associated with the presentation.

#### 8.4 Travel:

It may be necessary for an employee to use his or her own vehicle for ASCOG business. ASCOG requires all employees to wear seat belts when traveling on ASCOG's business. Every employee who is required to drive a vehicle on ASCOG's business must possess a valid driver's license and maintain at least the minimum amount of insurance required by law. ASCOG requires proof of insurance coverage. Each employee is responsible for any fines or penalties incurred as a result of driving or parking violations. In addition, no employee is authorized to operate a vehicle on ASCOG business when any physical or mental impairment causes the employee to be unable to drive safely. All employees must report immediately to a supervisor all accidents, no matter how minor, occurring while engaged in ASCOG's business. A travel reimbursement policy is on file in the office of the Resource Management Division for your review.

#### 8.5 Solicitations:

No employee will be allowed to engage in solicitation for any reason during working hours or during another employee's working hours. Distribution of printed material which is not work related is also prohibited during working hours, and at all times in working areas of ASCOG.

#### 8.6 Personnel Records:

Individual personnel files are maintained for each employee of ASCOG. These files contain information about your job, your compensation, your performance and other personal data. You may examine your personnel file during regular working hours in the presence of a representative of the Executive Director. Information may not be removed, but you may take notes or add supplemental statements, if you so desire.

Certain portions of personnel files are protected by confidentiality. In accordance with the Oklahoma Open Record Act, however, information not specifically exempt by the Act is available for public inspection, including an employment application, gross receipts of public funds, dates of employment, title or position and final disciplinary action resulting in loss of pay, suspension, demotion of position or termination.

#### 8.7 Confidentiality:

ASCOG seeks to encourage the integrity and ethical behavior of all of its employees. In order to maintain this standard, work should be treated in a confidential manner. No information or knowledge concerning your job should be revealed to unauthorized persons. This includes information about your job duties as well as information concerning fellow employees. Should you be asked to disclose any confidential material, refer the question to the office of the Executive Director. These are general guidelines and are not intended to list every possible situation. If you have a question about a specific situation or inquiry, ask your supervisor.

#### 8.8 Equal Employment Opportunity:

It is the policy of ASCOG to grant equal employment opportunities to all



qualified persons in a manner which will not discriminate against any employee or applicant because of race, color, religion, sex, marital status, national origin, age, female headed households, or the presence of a physical or mental handicap. It is the intent and desire of ASCOG that equal opportunities be provided in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. An Equal Employment Opportunity and Section 3 Affirmative Action Plan is on file in the office of the Executive Director for your review.

8.9 Sexual Harassment:

It is the policy that ASCOG will not tolerate verbal or physical conduct by any employee which harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. It is also a violation of law. All employees must be allowed to work in an environment free from sexual overtures. Complaints of sexual harassment must be reported immediately in writing to your supervisor or to the Executive Director. Such complaints will be investigated in a full and fair manner. The employment status of the complainant shall not be jeopardized based upon the fact that he or she has made a complaint. When complaints of sexual harassment are found to be valid, corrective action will be taken.

8.10 Drug Free Workplace:

It is the policy of ASCOG to comply with the Drug-Free Workplace Act of 1988. A complete copy of ASCOG's policy, which follows the State of Oklahoma's

policy, is attached and each employee is required to become familiar with the provisions of the policy. The policy, in general, prohibits the illegal manufacture, distribution, dispensation, possession or use of any controlled substance in the work place and outlines the consequences for violations of this policy.

8.11 Smoke Free Environment:

Smoking is prohibited in ASCOG facilities.

8.12 ASCOG's Property:

In order to insure that it is able to achieve its goals and objectives, ASCOG must have free access to all pertinent documents and records located at any of its offices. ASCOG deems all areas of any of its offices, including desks, computer data bases and software, file cabinets, storage areas and credenzas to be its property. These areas may be opened and the contents reviewed as deemed necessary by the Executive Director. ASCOG may remove any of its property or other items which are in violation of rules and policies wherever found. It is the responsibility of each employee to exercise reasonable care to safeguard personal items brought to work.

ASCOG owns any invention or technical invention defined as any new thing, material, discovery or information, or any new improvement of any existing thing, material, method, discovery or information, including any computer program, article of manufacture, apparatus, tool, machine, chemical, composition of matter or material, or any process or method of making, using or designing any computer program, article of manufacture, apparatus, tool, machine, chemical, composition of matter or material to produce a desired result arising in the connection of the work of the employees of

ASCOG, whether performed at the work place or at home. The employee of ASCOG agrees to reveal and assign any such invention as described above so that ASCOG will have complete rights in and to the inventions and technical inventions as described more specifically in this paragraph. By the execution of the receipt of this handbook, the ASCOG employee acknowledges that he is aware of the policy and waives any rights he might have pursuant to the inventions and creative ideas as described in this paragraph.

8.13 Alcohol and Drug Statement:

Alcohol and drug abuse can be grounds for termination if ASCOG elects. However in cases that ASCOG deems beneficial, a rehabilitation program will be attempted prior to any disciplinary action.

8.14 State and Federal Law:

It is the policy of ASCOG to comply with all applicable state and federal laws governing the employer-employee relationship. Copies of the pertinent documents and regulations are available in the Office of the Executive Director for your review. Furthermore, as a recipient of state and federal funds, ASCOG adheres to the provisions of the Oklahoma Open Records Act, 51 O.S. 1991 24A.1, et seq., and the Oklahoma Open Meeting Act, 25 O.S. 1991 301, et seq.

## ACKNOWLEDGMENT

The undersigned hereby acknowledges that I have received and have read a copy of the ASCOG Employee Handbook. I further acknowledge that any oral or written statements contrary to the provisions of the Handbook are hereby expressly disavowed and should not be relied upon by me.

I acknowledge that this Employee Handbook is the property of ASCOG and is to be returned to ASCOG when it is no longer required or, in any event, upon the termination of my employment with ASCOG. I understand that the Handbook, or any

portion thereof, may not be given to any third party.

## **ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS, A TRUST AUTHORITY**

### **IX. CODE OF ETHICS**

Employment with ASCOG is a trust requiring diligent effort and personal commitment. The following Code of Ethics is set forth as a guide to the ethical conduct required of the Association's staff and to establish standards of behavior in the performance of professional responsibilities.

#### **Responsibilities to the Council of Governments and to the Local Governments**

15. Staff members shall demonstrate the highest standards of personal integrity, truthfulness, honesty and responsibility in all their duties, assignments and tasks in order to inspire public confidence and trust in the Association and local government and shall seek to improve the quality and image of the Association and local public services.
16. Staff members hold positions of trust and shall approach work with dedication and shall strive to understand the purposes, roles and responsibilities of the Association and the functions and responsibilities of their individual jobs.
17. While respecting fully the laws and regulations relating to the public's right to know and public access to matters of public policy, public business and public record, staff members shall respect and protect privileged information to which in the course of their official duties they may have access or be exposed to, and staff members shall never use privileged information acquired in the course of their official duties to further their personal interests.
18. Staff members shall be dedicated to the concepts of effective and democratic local government by responsible elected officials and shall accept and support the decisions of these local officials concerning the objectives and nature of the professional services to be performed, unless the course of action to be pursued involves conduct which is illegal or violates regulations.
19. Staff members shall avoid any interest or activity which is in conflict with the conduct of official duties and should avoid the appearance of conflict of interest, seeking or accepting to favor, benefit, personal aggrandizement or profit, individually or for family members or friends, secured by privileged information

or by misuse of position, time or resources.

20. Staff members shall not directly or indirectly solicit any payments or accept or receive any payments or gifts of material value - whether it be in the form of objects, money, services, loans, travel, entertainment, hospitality, or favors - that may be intended, perceived, inferred, expected or construed to influence them in the performance of their official duties or reward any official action on their part.
21. Staff members shall not engage in, solicit, negotiate for or promise to accept private employment nor should they render services for private interests or conduct a private business, when such employment, service or business creates a conflict with, impairs or detracts from the proper and faithful discharge of their duties or has the potential for a conflict with their duties or responsibilities.
22. Staff members should never conduct themselves in a manner that gives the impression that they can be improperly influenced in the performance of their professional duties and responsibilities; and staff members in the proper and faithful exercise of those duties and responsibilities shall maintain complete impartiality between clients, between member governments, between service providers, between contractors, and between consultants, giving no preferential treatment and showing no favoritism in any manner in conduct of work, performance of services, actions, or attitudes.
23. Staff members shall familiarize themselves with and are responsible for understanding and complying with the laws and regulations under which the Association and the local governments operate.

### **Responsibilities to the Public**

24. Staff members shall serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.
25. Staff members shall never permit, tolerate or countenance intentional or unintentional misconduct, illegal activities, malfeasance, fraud, or abuse of public or association funds.

### **Responsibilities to the Profession and to Colleagues**

26. Staff members shall strive for personal professional excellence and encourage the professional development of other Association staff members and the employees of local governments.
27. Staff members shall accept as a personal and professional duty the responsibility to keep up to date on all matters relating to both job and profession and to carry

out duties with professional competence, fairness, impartiality, efficiency and effectiveness.

28. Staff members shall also be guided and bound by the Code of Ethics and Professional conduct established by the profession to which the respective individuals belong or to which their job responsibilities relate.

**Adopted by the Board of Directors of the Association of South Central Oklahoma Governments, this 15<sup>th</sup> day of March, 1990.**

## **X. DRUG-FREE WORKPLACE POLICY**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and results in damage to agency property. Therefore, it is the policy of the Association of South Central Oklahoma Governments that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the agency workplace or any other worksite to which an employee may be assigned is prohibited. Any employee violating this policy will be subject to disciplinary action which can include termination. The specifics of this policy are as follows:

29. This agency does not differentiate between users and drug pushers or sellers. Any employee who uses or gives or in any way transfers a controlled substance while on the job or the agency premises or any other worksite to which he or she may be assigned will be subject to disciplinary action which can include termination.
30. The term “controlled substance” means any drug listed in Schedules I-V of 21 U.S.C. 812 and the federal regulations relevant thereto. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP and “Crack”. They also include “legal drugs” which are not prescribed by a licensed physician.
31. Each employee is required by law to inform the agency within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency premises. 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.
32. The ASCOG must notify the U.S. government agency with which a federal grant contract is made within ten (10) days after receiving notice from the employee of such a conviction.
33. The ASCOG will use the positive confidential alternative to discipline allowed through the Employees Assistance Program (EAP) to the broadest extent possible, prudent and reasonable. Mandatory drug counseling will be a disciplinary

measure available if ASCOG elects. Confidential assistance and referral are available by contacting the chairman of the ASCOG personnel committee.

34. Notwithstanding, conviction of a drug-related offense in the workplace will result in discipline up to and including termination and/or mandatory drug rehabilitation.
35. As a condition of further employment in connection with any federal government contract, the law requires all employees to participate in the program and abide by this policy.

**Adopted by the Board of Trustees of the Association of South Central Oklahoma Governments, a Trust Authority, this 17<sup>th</sup> day of September, 1998.**

## **XI. FAMILY AND MEDICAL LEAVE**

When the number of ASCOG employees reaches 50 or more for each working day during each of 20 or more calendar weeks in the current or preceding calendar year, the following policy will be in effect. If ASCOG does not meet the minimum requirements of employees under the Family and Medical Leave Act of 1993, then the following policy will not be in effect.

Employees must have been employed by ASCOG for more than 12 months and have worked at least 1,250 hours in the preceding 12 months to be eligible for the Family and Medical Leave described in this policy. ASCOG provides up to a total of 12 weeks of leave in any "rolling" 12-month period measured backward from the date an employee uses any FMLA Leave in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). Upon submission and approval of a leave of absence request, eligible employees are entitled to leaves of absence (FMLA leave) for the following purposes:

1. Birth/Adoption/Foster Care Leave. An employee may take leave in connection with the birth of the employee's natural child or the placement of a child with the employee for adoption or foster care. An employee's entitlement to leave for birth or placement of a child expires 12 months after the birth or placement.
2. Family Leave. An employee may take leave to care for his or her child, spouse or parent with a serious health condition.
3. Medical Leave. An employee may take leave in connection with his or her own serious health condition which renders the associate unable to perform his or her job duties.

ASCOG will require a health care provider's certification of either the employee's or the family member's serious health condition, whichever is applicable. When it is foreseeable for the birth or placement of a child or for planned medical treatment, an

employee who wishes to take leave under this policy must give reasonable, advance notice and must submit a written leave of absence request for approval prior to the commencement of the leave. In most circumstances, a "reasonable, advance notice" means 30 days. When it is not possible to give advance notice -- for example, an unforeseeable medical emergency -- the employee must notify their Division Director as soon as practicable, ordinarily within one or two business days of when the employee learns of the need for leave. The form to be used for requesting Family and Medical Leave is available by contacting the Resource Management Division. ASCOG also has the right to designate an absence as Family and Medical Leave on its own volition, consistent with applicable laws and regulations even if the employee does not request it. The form of notice you will receive if an absence is designated by the Company as FMLA leave is also available by contacting the Resource Management Division.

If an employee has accrued paid leave which he or she has not yet taken, that paid leave will be utilized to cover any leave under this policy; when the paid leave is used up, the balance of any FMLA leave will be unpaid.

When a husband and wife are both employed by ASCOG, they are limited to a combined total of 12 workweeks during any 12-month period if leave is taken for birth or placement for adoption or foster care.

An employee taking leave for birth or because of placement of a child for adoption or for foster care is permitted to take leave intermittently or by working a reduced workweek only with the approval of the Executive Director. However, leave to care for a seriously ill family member or because of the employee's own serious health condition may be taken whenever medically necessary, when supported by certification from the medical provider.

Employee's on FMLA Leave will continue to be covered under ASCOG's benefits program. If the employee has coverage through ASCOG's health plan, the employee must continue to pay his or her portion of the premium to keep their coverage in effect, just as if he or she was working -- this includes dependent coverage. ASCOG will continue to pay its portion of the premium for the employee (and dependents, if the employee had dependent coverage) as if the employee were working. If the employee does not return to work at the end of the leave, ASCOG will charge the employee for the cost of the health coverage during the leave. However, the employee will not be charged if he or she does not return due to:

1. The continuation, recurrence or onset of a serious health condition which would entitle the employee to Family and Medical Leave; or
2. Other circumstances beyond the employee's control.

Retirement contributions will continue during the FMLA period only for paid leave time. No retirement contributions will be made for unpaid leave.



On return to work from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

ASCOG retains the right to deny reinstatement to "Key Employees" upon its determination that substantial and grievous economic injury will result. The employee will be given notice that the employee is considered a "Key Employee" as soon as practicable after receipt of a request or designation by ASCOG of an absence as FMLA Leave. If a determination is made of substantial and grievous economic injury, the employee will be notified in writing, with such notice being served in person or by certified mail.

An employee on FMLA leave may not engage in work for another employer during ASCOG's normal business hours, whether full or part-time. Any violation of this provision may jeopardize the employees' right to return to work. ASCOG will also require both periodic reports during the course of the leave of an employee's status and his or her projected date of return to work and a written release from his or her physician to return to work.

As used in this policy and under the federal FMLA regulations, the following terms are defined below:

#### "Continuing Treatment"

A serious health condition involving continuing treatment by a health care provider includes any one or more of the following: a period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom) of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves: (a) treatment two or more times by a health care provider, by a nurse or physicians assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider; (ii) any period of incapacity due to pregnancy, or for prenatal care; (iii) any period of incapacity or treatment for such incapacity due to chronic serious health conditions; (iv) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continued supervision of a health care provider (e.g., Alzheimer, severe stroke, etc.); (v) any period of absence to receive multiple treatments (or to recover from same) conducted or ordered by a health care provider for a condition which, if untreated, would result in a serious health condition.

### "Equivalent Position"

An equivalent position must have the same pay, benefits and working conditions, including privileges, perquisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility and authority.

### "Health Care Provider"

A health care provider is (i) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or (ii) any other person determined by the Secretary of Labor to be capable of providing health care services. These include podiatrists, dentists, clinical psychologists, clinical social workers, optometrists, chiropractors, nurse practitioners and nurse-midwives who are authorized to practice by the State. Christian Science practitioners listed with the First Church of Christ Scientists in Boston, Massachusetts are also included.

### "Key Employee"

A key employee is a salaried employee who is among the highest paid 10 percent of all the employees employed by ASCOG within 75 miles of the employee's worksite.

### "Parent"

Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. The term does not include parents "in-law".

### "Serious Health Condition"

A serious health condition is an illness, injury, impairment or physical or mental condition that involves: (1) inpatient care and any corresponding period of incapacity or subsequent treatment, or (2) continuing treatment by a health care provider.

### "Child "

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability".

### "Spouse"

Spouse means a husband or wife as defined or recognized under state law for purposes of marriage, including common law marriage in states where it is recognized.

## **XII. SEXUAL AND EMPLOYEE HARASSMENT POLICY**

### **POLICY**

ASCOG will not tolerate sexual harassment, or any other type of harassment because of some characteristic of another, such as his or her race, nationality, disability, religion, etc.

### **WHO IS COVERED**

Anybody you encounter as you perform your job at ASCOG is covered by this policy. This includes all applicants and employees regardless of position, title, grade, seniority or function, as well as customers, temporary employees, visitors, independent contractors, vendors, and clients.

### **WHAT IS SEXUAL HARASSMENT**

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either made explicitly or implicitly a term or condition of employment
2. Submission to or rejection of such conduct is used as the basis for employment decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment.

Sexual harassment can be subtle or direct. It usually involves different genders, but may be committed by someone of the same gender. Sexually harassing behavior may include intentional physical conduct that is sexual in nature, sexual jokes and innuendo (innuendos include suggestive sexual comments), sexual advances or requests for sexual favors, propositions, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, touching, sexually based obscene comments or gestures, display of sexually suggestive objects or pictures and any other type of physical, verbal or visual conduct of a sexual nature.

Sexual harassment may occur through various methods including personal contact, in writing, over the telephone, through e-mail, and on the intranet or internet. "Faxing" sexually explicit or suggestive materials (to include cartoons) can constitute sexual harassment if the one who receives it is offended, or if someone whom you do not intend to see it does see it, and is offended.

### **WHAT IS OTHER PROHIBITED HARASSMENT**

Harassment occurs when one person does something for the purpose of annoying someone else. For example, if one employee engages in conduct intended to get a "rise" out of someone else, or makes inappropriate comments about the persons race, sex, age, disability, nationality, accent, speech impediment, or the like, that constitutes harassment, and violates this policy.

### OBLIGATIONS OF ALL EMPLOYEES

It is an essential responsibility for every employee to report any incidents of actual or perceived sexual harassment or other harassment. This includes harassment directly involving the employee, or where the employee is only a witness. Every employee must consider the obligation to report harassment as an essential function of their job.

### HOW TO REPORT SEXUAL AND OTHER HARASSMENT

ASCOG encourages all reports to be made in writing in order to have a clear and complete account of your perception of the situation. The most beneficial written reports will include at least:

1. The dates and times of all incidents of harassment;
2. The names of all harassers and victims;
3. A detailed factual description of the harassment; and
4. The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

You should also remember that a good first step in resolving a problem of harassment is to directly confront the harasser, clearly communicating what behavior you deem unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of the conduct. If you do not feel that such a step is appropriate, however, you may report the problem elsewhere, as discussed below.

### WHERE TO REPORT

ASCOG has the benefit of a full time Administrative Assistant trained to deal with sexual harassment issues. We ask that any reports of sexual harassment be made first to the Administrative Assistant. If you would prefer to make your report elsewhere, you may notify the Division Director, or your immediate supervisor. If that, too, is uncomfortable for you, a third option is to report to the Executive Director.

### WHEN TO REPORT

To help ensure that an appropriate resolution is reached, all reports of violation of this

policy should be made immediately.

Untimely reporting significantly increases the difficulty in conducting an investigation because the precision with which events and statements are less likely to be remembered.

### INVESTIGATIONS

In most cases, a prompt investigation will immediately follow the reporting of behavior believed to constitute harassment which violates this policy. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews of the persons directly involved, witnesses, and review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical, but in keeping with ASCOG's desire to conduct a thorough review of all facts and events.

### DETERMINATIONS

In instances where sufficient information is available, ASCOG will promptly make factual and disciplinary determinations about the challenged conduct. However, you should keep in mind that some inappropriate behavior might not be reflected in documents or witnessed by other people. In those situations, individual credibility determinations will have to be made. These credibility issues should not discourage you from reporting sexual harassment or other types of harassment, but should illustrate the importance of having documents, witnesses and other information available to assist ASCOG in reaching its determination. All determinations will be based upon a totality of the circumstances then known to ASCOG.

### DISCIPLINE

Any employee engaged in sexual harassment or other types of harassment will be subject to discipline, up to and including discharge. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis.

### RETALIATION

Any act of retaliation against an employee who reports, participates in an investigation of sexual or other harassment or is otherwise involved in such an inquiry is strictly forbidden. Any employee found to have retaliated against another person will be subject to the discipline, up to and including discharge.

### CONSENSUAL ROMANTIC RELATIONSHIPS

Consensual relationships involving two employees one of whom reports to the other is strongly discouraged. Such relationships, at a minimum, will require that the

reporting relationship be discontinued, and could result in one of the two, or both, losing his or her job.

### FALSE CLAIMS

Any person found to have intentionally falsified a claim of harassment, or who lodges a claim for malicious or improper reasons, is subject to immediate discipline, up to and including discharge.

### KNOWLEDGE OF THIS POLICY

If at any time you do not believe you are sufficiently aware of what is acceptable behavior or do not understand this subject well enough, please contact the Director of Administration for additional training.

# ASCOG POLICY AND PROCEDURES

**“Every expenditure of funds must be . . .**

**Reasonable,**

**Necessary,**

**Allowable,**

**Allocable**

**&**

**Documented  
For 3 years.”**

**“Use Your Good Judgment in Every Situation”**

### **BACKGROUND**

ASCOG’s main work is to assist local governments and area citizens; consequently we work very closely with LOCAL elected officials.

ASCOG has 39 Trustees (all volunteers) who have two main functions. . . they are responsible for setting ASCOG policy, and they comprise the ASCOG Resource

Conservation & Development (RC&D) Council. Trustees are appointed for a one-year term with the Board reconstituted each year at our June meeting. All trustees take an oath of office administered by a local judge.

There is a county commissioner, a conservation district director, a mayoral representative, and a citizen-at-large representative from each of our eight counties (Caddo, Comanche, Cotton, Grady, Jefferson, McClain, Stephens and Tillman); four trustees representing minorities, two trustees representing Indian tribal groups; and the Mayor of Lawton. Over two-thirds of our Trustees are elected officials.

There are six state senators and twelve state representatives whose districts are either in all or part of the ASCOG area. Our staff has built a good reputation of being responsive to area legislators' inquiries made on behalf of their constituents. Our legislators are always accessible, listen or read the information we pass to them, and are supportive of our mission. And, equally important, they are forthright in their discussions and provide valuable feedback. Their counsel and support enable us to do a better job.

### ASCOG MISSION STATEMENTS

Mission statements are the beginning of organizational leadership. They provide direction and clarify purpose and meaning. As you read the following mission statements, keep in mind that as a representative of ASCOG, we all must internalize the meaning of these mission statements so that we may choose behavior that best exemplifies our values.

The **BOARD OF TRUSTEES** developed the following mission statement to help guide ASCOG as a whole:

“To improve the efficiency of local government by promoting sharing of governmental services, expressing common positions on issues of public policy, and providing members with planning, development, management and research services.”

In addition to the Board of Trustees, the six ASCOG staff mission statements were

compiled by joining goals, purposes, and beliefs. They are as follows:

**ADMINISTRATION:** "To create a professional environment enabling the ASCOG staff to efficiently perform their duties with honesty and integrity."

**COMMUNITY AND ECONOMIC DEVELOPMENT:** "To promote efficient and prosperous local governments and to encourage creative economic practices."

**ENVIRONMENTAL SERVICES:** "To provide guidance and leadership on environmental services."

**PUBLIC SAFETY AND ANALYSIS:** "To improve life safety services and lower insurance costs through assistance and advocacy."

**RESOURCE, CONSERVATION & DEVELOPMENT:** "To work with people to help themselves to improve the general level of economic activity and enhance their environment and standard of living."

**RESOURCE MANAGEMENT:** "To manage resources to ensure fiscal integrity, facilitate program services and provide reliable information."

**SUPPORTIVE SERVICES:** "To promote independence, quality of life and community improvement through education, support and advocacy."

**WORKFORCE DEVELOPMENT:** "To improve the workforce investment system in South Central Oklahoma."

### **THE EXECUTIVE DIRECTOR**

The Board of Trustees is responsible for hiring the executive director, who is the chief executive and administrative officer of the organization. The executive director works under the broad supervision of the Board of Trustees and directly under the organization's Executive Committee, conducting the day-to-day business of the



Association and acting as spokesman in dealing with other agencies and individuals.

## **DIVISIONS**

The staff is currently organized into seven divisions: administration, community & economic development, environmental services, public safety and analysis, resource management, supportive services and workforce development. Each is directed by a division director who reports to the executive director. Division directors are responsible by delegation from the executive director for the day-to-day management of ASCOG's programs. They are responsible to the executive director for the successful performance of the work program and the maintenance of professional standards and required discipline by their staff members.

Divisions also hold regular meetings. The purposes of such meetings are to review matters of common concern arising within that division.

### **I. EMPLOYMENT PRACTICES**

#### **II. Job Openings**

The executive director hires all employees.

When a vacancy occurs, the division director writes an ad stating the job requirements and gives it to the director of administration. The ad is posted in house for one week. Employees applying for an in-house position should submit their resume to the director of administration. The director of administration will pass all resumes to the division director.

If not filled from within, the director of administration will place the ad in a newspaper of the county in which there is a vacancy. ASCOG accepts resumes only

when there is a position vacancy. All resumes are given to the director of administration who will appoint a three-person screening committee to review resumes using individual judgment, the ad, and job description as the basis for evaluation. Points will be assigned as follows:

Superior	5
Excellent	4
Very Good	3
Good	2
Average	1
Poor	0

After the director of administration tallies the points, the three to five applicants receiving the highest number of points are recommended to the division director for interviews.

The division director is responsible for notification to applicants not selected for an interview. The executive director will sign all notification letters prior to selection. The division director will personally notify applicants interviewed but not selected. Resumes are not retained.

**III. New Employee Check List For Personnel Files**

Prepared by: \_\_\_\_\_ Date:

Employee Number:

Name : \_\_\_\_\_ Hire Date:

APPLICATION

RESUME

W-4

I-9

NEW HIRE FORM

COPY OF SOCIAL SECURITY NUMBER

COPY OF DRIVER'S LICENSE

COPY OF INSURANCE VERIFICATION

EMPLOYEE HANDBOOK STATEMENT

JOB DESCRIPTION

ASCOG STATEMENT

GROUP INSURANCE CERTIFICATION

TELEPHONE CARD

OPERS (Retirement) APPLICATION

RETIREMENT OPTION (A, B, C)

HEALTH INSURANCE APPLICATION

NOTICE OF RIGHT TO CONTINUE COVERAGE

DIRECT DEPOSIT AUTHORIZATION FORM

FLEXCHOICE - # OF PAY PERIODS LEFT

COMMENTS:

**IV. Auto Insurance Verification and Driver's License**

It is against the law to drive in Oklahoma without a valid driver's license and

without insurance. ASCOG requires all employees to provide copies of current valid Oklahoma driver's license and insurance verification. These documents are kept in the office of the director of administration.

Travel will only be authorized for those individuals who have these documents on record. Violation of this policy can lead to redefinition of duties and potential termination.

## **V. PAY AND BENEFITS**

### **VI. Time Sheets**

Completed time sheets are due by noon every other Friday in the office of the director of administration. If a holiday falls on Friday, time sheets are due by noon Thursday. The division director or his designee is responsible for their division's time sheets. Any employee whose time sheet is not received on time will be paid the following pay period, unless personally approved by the executive director

### **VII. Direct Deposits**

All ASCOG employees are paid through direct deposit. A direct deposit information sheet is collected when a new employee is hired. This information is verified by the employee's bank.

If bank account information changes, the employee must notify resource management division immediately.

### **VIII. Annual / Sick Leave Forms**

Completed Annual Leave and Sick Leave Forms are to be approved by the employee's supervisor and attached to time sheets. When practical, leave should be requested with as much advance notice as possible.

## **IX. Voluntary Leave Transfer**

Employees who have exhausted all available leave may request leave donations from other employees in the event of a medical emergency.

Medical emergency is defined as a medical condition of an employee or an employee's family member that requires an employee's absence from duty for a prolonged period of time and will result in a substantial loss of income to the employee because of the unavailability of paid leave.

The employee must provide a brief description and anticipated duration of the medical emergency. The request will be routed through the employee's division director to the executive director.

If the request is approved, solicitations of leave will be accepted from all employees on a voluntary basis.

## **X. Salary Advance**

A salary advance may be made for medical, legal or other emergencies that leave the employee with no other resources.

The staff member must request the advance in writing through the division supervisory chain and forward to the executive director. The advance will be for a maximum of one month's salary and will be repaid by regular payroll deductions beginning the next pay period and completed in 26 or fewer pay periods.

## **XI. COMMUNICATIONS**

### **XII. General Communications Policies**

ASCOG has a multitude of communications and information mediums available to staff and selected other agencies. These communication tools are provided to staff to

allow ASCOG to be as efficient and effective as possible. Use of any communications tool in the conduct of any ASCOG business or within the confines of ASCOG office space should always promote a positive, professional image of you and the organization. Communications devices or modes are primarily intended for the conduct of official ASCOG business; however, ASCOG realizes that there are times when these devices will be used for personal matters. These times and the duration of each occurrence should be limited to the minimum extent possible. Any financial charges billed to ASCOG as a result of a staff member's personal business will be paid by that staff member.

### **XIII. Telephone and Voice Mail**

Each member of the ASCOG staff has access to a telephone to conduct company business. When you in-processed, you were assigned a PIN for long-distance calls (area office personnel) and faxing. Protect your number. The toll free number is for ASCOG business only.

Many ASCOG staff members have voice mail. If you are out of the office on business, your voice mail should be checked daily if possible. If you are on leave or on an extended trip, route your phone to another member of your division or office. ASCOG's goal is to return all calls daily.

### **XIV. Mail, Express Mail, and Faxes**

At the ASCOG Central Office, incoming mail and faxes are delivered to the appropriate division's mail box located in the rear of 802 Main Street. Each area office should designate a person responsible for receiving and delivering mail and/or faxes to other staff members. ASCOG mailing addresses are for company business. Receipt of personal mail at an ASCOG address is discouraged.

In offices that have a postage meter, the person, division, number of pieces of mail, and amount of postage should be recorded on the form posted by the meter. For offices that use stamps, a form should be completed providing the same information previously mentioned. Access to postage meters and stamps should be controlled.

At the ASCOG Central Office, a staff member designated by the director of administration distributes mail to the appropriate division mail box. Each division should designate a person responsible for mail. These individuals should be knowledgeable of local post office requirements and bulk mail procedures. Area offices should become familiar with local post office procedures.

**XV. Internet and Electronic Mail**

The Internet is an excellent source of information on a wide variety of topics and issues. ASCOG staff has access to the Internet. With the Internet comes E-mail. This electronic system of information and messaging is state of the art technology and staff is encouraged to learn and utilize technology. Like the phone and other communications systems, personal use should be limited.

**XVI. ASCOG Communication Goal**

Remember, ASCOG wants to promote and maintain a positive, professional image throughout the area and state. Communications and information materials provide a lasting record of the staff and the organization. The public determines what is appropriate; not our personal values.

**XVII. Open Door Policy**

Suggestions, concerns, problems, and grievances should be discussed frankly and candidly with your supervisor. If you are not satisfied with the response, you may

discuss the matter with the executive director at any time.

## **RULES OF CONDUCT**

### **XVIII. Personal Conduct**

Each staff member has an important public relations role in representing ASCOG. Courteous behavior is the expected norm. Off color language and loud boisterous conversation should be avoided.

Work areas, offices and conference rooms are to be kept neat, clean and uncluttered at all times.

Be nice and considerate.

### **XIX. Hours of Work**

ASCOG's office hours are 8 a m to 5 p m Monday through Friday with one hour for lunch. Morning and afternoon breaks are 20 minutes.

ASCOG is a public agency and attendance and punctuality are of critical importance. If unable to work, the employee's supervisor or division director should be contacted. Persistent tardiness or absence will result in reprimand and, if continued, termination of employment.

Unless you have director status, all personnel are expected to be in the office during office hours except for confirmed appointments, meetings, conference/seminars, sick or annual leave. Your supervisor must be able to get in touch with you during office hours.

All personnel are expected to use appropriate leave for hours not worked.

### **XX. Directors' Activities**

Division directors often conduct official business outside the office during times



other than regular office hours and generally work more than 40 hours a week.

Division directors determine when and where they need to be to do their job; however, it is their responsibility to assure their division operates efficiently during their absence. Division directors should use their calendar to indicate activities that require their absence from the office. A division staff member should know their whereabouts, a phone number where they can be reached and when they expect to return. (Division directors should be accessible via their cellular phone when possible).

#### **XXI. Inclement Weather**

The decision to close for inclement weather will be made by the executive director, or in his absence, the director of administration or division directors.

When any of the ASCOG offices close for inclement weather, personnel will receive full pay. You will be required to take annual leave unless the office is officially closed for inclement weather and you leave prior to the end of the work day.

#### **XXII. Attire**

The attire required of staff will vary depending upon the responsibilities and nature of duties of the individual staff member.

In general, staff should wear customary business attire (i.e. suits, sports coats, ties, pant suits, skirts, or dresses) if they attend or are likely to attend public meetings or represent the Association at functions where such attire would normally be expected in order to present a professional image of the Association.

Casual attire, or clothing customarily worn by those being assisted or served, is usually deemed appropriate. Casual attire is also appropriate if there are duties outside the office where customary business attire would be neither practical nor expected.

Appropriate clothing is permitted if a staff member is exposed to paint, ink, or copying supplies or involved in cleaning or moving activities. Casual attire may also be worn during periods of extreme heat or cold, when personal safety, comfort and well-being must be given foremost consideration. Clothing, including shoes, should always look neat and be well maintained. Certain casual attire not deemed appropriate includes sweatshirts, sweat pants, t-shirts, shirts with no collar, tank or halter tops, stretch pants, short-shorts or clothing that has a “sloppy” appearance.

If further clarification on attire is required, the staff member’s supervisor should be consulted.

**XXIII. Solicitations**

Solicitations for non-business related materials or for-profit endeavors are not allowed in the ASCOG offices. Children of employees are welcome in the office to personally sell items for school-related projects. All other solicitation, by e-mail or in person are prohibited.

Non-profit money raising endeavors will be allowed as approved by the Executive Director.

**XXIV. Weapons**

Weapons are not allowed at any ASCOG facility.

**XXV. TRAVEL**

**XXVI. Reimbursement**

Reimbursement policies are consistent with the State of Oklahoma policies as determined by the director of resource management. New guidelines are provided ASCOG employees each time there is a change. The current policies may be reviewed in

the office of the director of resource management.

**XXVII. Conferences / Seminars**

All out-of-state overnight travel for directors is to be approved in writing in advance by the executive director. All out-of-state overnight travel for staff members is to be approved in writing in advance by the division director.

After attending any conference or meeting requiring an overnight stay, an after-action report is to be written and attached to the travel voucher. Travel expense will be paid only after this report and agenda are attached to the travel voucher.

A travel advance may be requested in writing through channels to the executive director. If approved, the advance will be based on the expected reimbursement and subtracted from the travel claim.

The director of administration makes all reservations for air travel.

**XXVIII. OFFICE PROCEDURES**

**XXVIX. Meetings**

When you are sponsoring an in-town meeting, advise phone operators who, what, when and where so people who arrive at the ASCOG office can be directed to the meeting place.

**XXX. Attorney**

The executive director and division directors are authorized to contact the ASCOG attorney on ASCOG business. Any other person must have prior approval of the executive director.

**XXXI. Florist Service**

Flowers paid with ASCOG funds will be ordered by the director administration or

designated alternate.

**XXXII. Coffee and Vending Machine**

Any coffee and supplies used for meetings are to be charged to each division. Indicate usage to the director of resource management.

Coffee and soft drinks are available in the work area for staff members. Soft drinks and snacks are in a vending machine. Coffee is available at the posted price.

State and federal grants of ASCOG preclude providing refreshments for employees.

**XXXIII. Conference Room / Public Rental**

The conference room is to be reserved through the director of administration. Reservations may be made in advance; however, any use may be pre-empted by the executive director or director of administration.

Requests for reserving public facilities for a fee must be approved in advance by the director of the division sponsoring the program.

**XXXIV. Custodial / Maintenance**

The director of administration authorizes all service calls for maintenance.

Custodial work, under the supervision of the director of administration, is by contract with hours worked on a flexible schedule. Each division is responsible for their area. Notes to replace light bulbs, etc. should be placed in the maintenance mailbox.

**XXXV. Security**

ASCOG tries to provide a secure work environment for its employees, visitors and their property.

The public entrances to the central office are at 802 or 804 Main Street. These

doors are unlocked during normal duty hours on workdays when staff is present. They should be kept locked at all other times.

The side and back doors are for employees' use. Building keys have been issued to all employees. These doors should be kept locked at all times.

Division of resource management retains a copy of all keys including desks and file cabinets. Management retains its right to enter any locked offices, desks, drawers, or cabinets as necessary for the conduct of its business or to assure the safety and well-being of its employees.

Due to the sensitive nature of information and files maintained in the division of resource management, doors are locked when DRM personnel are not present. The director of resource management, necessary staff people, and the custodian have keys.

#### **XXXVI. After Hours**

ASCOG office doors are locked at the end of the business day. Although designated staff members are responsible for turning off the coffee pot, copy machines, postage machine, lights, etc., it is everyone's responsibility to make sure this is done, especially if you are working late and using any of the above equipment.

The City of Duncan's Fire Code requires closing the rear area fire doors between 802 and 804 Main at night.

#### **XXXVII. Parking**

ASCOG is a member of the Duncan business community and, as such, provides a parking lot for staff members.

On-street parking is designed for customers/clients conducting affairs with downtown businesses, including ASCOG. Accordingly, employees should not park in lots

provided by other businesses unless it is for a fee. The parking fee is the employee's responsibility.

The City of Duncan guidelines concerning on-street parking should be strictly followed. Parking in a private lot is the employee's option.

ASCOG employees in the area offices are expected to observe all local parking rules and regulations in their respective communities and to use the ASCOG parking lot when conducting business at the central office.

### **XXXVIII. Advertising**

The director of administration approves all ads.

When you need to place an ad, complete all information on the advertising form. Give the completed form and ad copy to the director of administration who will attach letters for each newspaper. The individual division will send their ads to the newspaper.

Requests for ASCOG to pay for advertising are to be referred to the director of administration.

### **XXXIX. Files / Information / Maps**

Any business / official information in the office is the property of ASCOG and must be readily accessible - unless specifically restricted by the executive director - to the executive director, division directors, or any representative thereof.

Restricted information includes all:

- Resource Management Files
- Personnel Files
- Ombudsman Files
- Eldercare Client Files

- Workforce Development Customer Files
- Workforce Development Monitor's Reports
- Community and Economic Development / Client Files

**XXXX. Contracts**

Any contract pertaining to any division is to be reviewed and concurred with by the division director, director of resource management, and forwarded to the executive director for signature. The only exception to the above is workforce development classroom and on-the-job training contracts and supportive services for program participants, which are reviewed and concurred with by the director of workforce development and director of resource management, and signed by director of Workforce Development.

**NOTE:** Information on all contracts will be entered into the appropriate automated information system prior to final signature.

**XXXI. Reproduction**

All reproduction work is under the supervision of the director of administration. Submit printing requests on the attached form with camera-ready copy attached. All out-of-house printing requests are to be approved by the director of administration.

**XXXXII. Emergencies**

Emergency situations include such events as fires, explosions or bomb threats, civil disturbances, severe injuries or illnesses, or robberies. If an emergency arises, the primary concern should be the protection of life and the prevention of injury. The protection of personal or ASCOG property should be considered only after everything possible has been done to protect the well-being of staff members.

Each division has their emergency evacuation plan and the instructions must be followed. Elevators are not considered safe for emergencies and should not be used for evacuating the second floor. No one should return to the building until word has been received that it is safe.

On-the-job accidents should be reported to the division of resource management as soon as possible but not later than the day following the accident so necessary claim form(s) may be processed.

#### **XXXXIV. Purchasing**

Furniture or equipment exceeding \$300 must be requested in advance with detailed description, sent to the director of resource management who determines if funds are available, and forwarded to the executive director for approval.

Upon approval, bids will be solicited and the purchase made.

All purchases with ASCOG funds must follow established procurement guidelines. If purchases or obligations are made, the individual making or authorizing the purchase is responsible for ensuring proper procurement procedures are followed and documentation is maintained.

#### **XXXXIV. Supplies**

All requisitions for supplies should be submitted to the supportive services secretary on the last day of each month. Supply requests should be totaled for each division (Example: Total cases of toner rather than number of cases needed at each area office).