

**Austin Travis County Sobriety Center
Personnel Policy and Procedure Manual**

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1.1. Personnel Policy Manual

Policy: The personnel policies and procedures in this manual are not meant to be all inclusive or totally comprehensive but to serve only as a guideline for administering the personnel function. The Personnel Policy Manual is not a contract between Austin Travis County Sobriety Center and any employee but only a tool to be used to ensure efficient and effective operation of the personnel function.

1.2. Definitions of Employment Status

Policy: Austin Travis County Sobriety Center will classify its positions according to the definitions of exempt and non-exempt to comply with the provisions of the Fair Labor Standards Act (FLSA).

Exempt – Management, supervisory, professional, and administrative employees whose positions meet specific tests established by the FLSA and are exempt from overtime pay requirements.

Non-Exempt – Employees whose positions do not meet the exemption tests and who are paid time and one-half for hours worked in excess of 40 hours in one week. Employees who are classified as non-exempt generally occupy non-supervisory secretarial, receptionist, and clerical positions.

Austin Travis County Sobriety Center will maintain standard definitions of employment status and will classify employees for the purpose of personnel administration and related payroll transactions in accordance with the following definition.

Exempt regular full-time employees: Exempt regular full-time employees are those employees who are not in introductory status, are regularly scheduled to work 30 or more hours per week and are excluded from the overtime requirements of applicable federal and state wage and hour laws.

Non-exempt regular full-time employees: Non-exempt full-time regular employees are those employees who are not in introductory status, are regularly scheduled to work 30 or more hours per week and are subject to overtime provisions of applicable federal and state wage and hour laws.

Exempt regular part-time employees: Exempt regular part-time employees are those employees who are not in introductory status, are regularly scheduled to work less than 30 hours a week and are excluded from the overtime provisions of applicable federal and state wage and hour laws.

Non-exempt regular part-time employees: Non-exempt regular part-time employees are those employees who are not in introductory status, are regularly scheduled to work less than 30 hours a week and are subject to the overtime provisions of applicable federal and state wage and hour laws.

Temporary employees: Temporary employees are employees who are hired for a limited tenure of employment, specifically outlined upon hiring. Temporary employees will be classified as exempt or non-exempt depending on job responsibilities. Temporary employees will be paid under the payroll system. Nonexempt temporary employees are subject to overtime provisions of applicable federal and state wage and hour laws.

Introductory Employees: All employees will be considered introductory during the first 90 days of employment. The exempt/non-exempt classification will be determined at the time of hire. Non-exempt introductory employees will be eligible for overtime compensation in accordance with Austin Travis County Sobriety Center policy and applicable federal and state wage and hour laws.

1.3. Recruitment and Selection

Policy: Individuals hired by Austin Travis County Sobriety Center will be hired on the basis of individual merit, education, and job experience as it relates to the specific position for which the applicant has applied. Vacant or newly authorized positions will be filled in the most effective and efficient manner consistent with federal and state law.

1.4. Employment Interviewing and Selection Process

Policy: Employment interviewing, whether of protective applicants for employment or internal employee candidates for vacant positions, shall be conducted in a job-related fashion and consistent with Austin Travis County Sobriety Center commitment to equal employment opportunity. This policy shall insure that all qualified candidates achieve an equal opportunity for employment, to insure that applicants are properly placed in positions meeting their qualifications and experience and to insure compliance with applicable state and federal employment laws.

1.5. Equal Employment Opportunity and Affirmative Action

Policy: Austin Travis County Sobriety Center does not discriminate against race, color, religion, gender, gender identification, sexual orientation, national origin, disability, or age, as defined under Title VII, the ADA, and the ADEA, in any aspect of employment, including:

- hiring and firing;
- compensation, assignment, or classification of employees;
- transfer, promotion, layoff, or recall;
- job advertisements;
- recruitment;
- testing;
- use of company facilities;
- training and apprenticeship programs;
- fringe benefits;
- pay, retirement plans, and disability leave; or

- other terms and conditions of employment.

Discriminatory practices under these laws, which are expressly prohibited at Austin Travis County Sobriety Center, also include, but are not limited to:

- harassment on the basis of race, color, religion, gender, gender identification, sexual orientation, national origin, disability, or age;
 - retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
 - employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain gender, gender identification, sexual orientation, race, age, religion, or ethnic group, or individuals with disabilities; and
 - denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability.
- Title VII also prohibits discrimination because of participation in schools or places of worship associated with a particular racial, ethnic, or religious group.

Austin Travis County Sobriety Center posts notices to all employees advising them of their rights under the laws EEOC enforces and their right to be free from retaliation. Such notices shall be accessible, as needed, to persons with visual or other disabilities that affect reading.

1.6. Drug-Free Workplace

Policy: Austin Travis County Sobriety Center prohibits use of any alcohol and or drugs on the premises of any agency-sponsored program. No employee shall endanger customer or fellow employee health, safety, or welfare by the use of alcohol and or drugs on or off the premises of Austin Travis County Sobriety Center. Austin Travis County Sobriety Center reserves the right to take all legal measures to ensure that this policy is strictly upheld including reasonable searches and random drug testing. Employee refusal to submit to a search or test may lead to immediate discharge. All employees shall provide written acknowledgment of this policy and consent to searches and testing prior to official employment with Austin Travis County Sobriety Center.

1.7. HIV/AIDS Workplace Guideline

Policy: The purpose of these guidelines is to provide information concerning employees affected by the human immunodeficiency virus (HIV) and acquired immunodeficiency syndrome (AIDS). As a condition of certain state funding, these guidelines are required to be implemented by Austin Travis County Sobriety Center in accordance with state requirements and are consistent with the HIV/AIDS Workplace Guidelines of the Texas Department of State Health Services.

1.8. Immigration and Employment

Policy: Austin Travis County Sobriety Center will employ only individuals entitled to work in the United States. In complying with the Immigration Reform and Control Act of 1986, it is against Austin Travis County Sobriety Center policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen.

1.9. Employment of Relatives

Policy: This hiring of related persons at Austin Travis County Sobriety Center is the discretion of the Executive Director. Employment of related persons of the Executive Director or board members must be approved by the Board of Directors.

1.10. New Employee Introductory Period

Policy: New employees will serve an introductory period of 90 days from the date of hire. During the introductory period, employee performance appraisals will be conducted if Austin Travis County Sobriety Center determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, introductory employees will be immediately discharged.

1.11. Performance Appraisals

Policy: All employees shall have an annual performance evaluation conducted by their supervising manager. An employee performance appraisal process to be utilized to provide employees with full and accurate information concerning his/her performance. This process is ongoing, and is not limited to a formal, written form once a year. Informal, regular discussions should be conducted throughout the year with progress summarized in the formal written performance appraisal.

1.12. Voluntary and Involuntary Termination

Policy: An employee may resign his or her position at any time. In addition, Austin Travis County Sobriety Center may terminate an employee with or without cause at any time. It is not Austin Travis County Sobriety Center policy to give employees a written document explaining the reason(s) for the termination. Any letter or memo given the employee in conjunction with the termination must be reviewed by the Executive Director or designee prior to any document being shown/given to the terminating employee.

1.13. Exit Interviews

Policy: Prior to leaving Austin Travis County Sobriety Center, terminating employees, whether voluntary or involuntary, will be offered an exit interview with the Executive Director or designee if deemed appropriate.

1.14. Disciplinary Actions

Policy: Austin Travis County Sobriety Center seeks to establish and maintain standards of employee conduct and supervisory practices which will promote effective operations of Austin Travis County Sobriety Center and further the interests of Austin Travis County Sobriety Center and its employees. These practices include the administration of fair, consistent, and constructive employee discipline.

Supervisors are responsible for taking disciplinary action if an employee's job performance is unsatisfactory or if an employee violates Austin Travis County Sobriety Center policies and procedures and/or fail to follow a reasonable order of a supervisor.

1.15. Grievance

Policy: Austin Travis County Sobriety Center has established a grievance policy to allow employees to bring employee related disputes to the attention of the Executive Director or designee. Austin Travis County Sobriety Center presents an employee relations environment which encourages individual recognition, growth and opportunity, effective employee communications and an environment free from the disruptive interference of third parties.

1.16. Personnel Files

Policy: Austin Travis County Sobriety Center ensures that staff are qualified, trained and supervised to perform assigned duties. Austin Travis County Sobriety Center maintains current personnel documentation on each employee which includes all applicable and required documentation.

1.17. Criminal Background Checks

Policy: Austin Travis County Sobriety Center complies with all applicable laws regarding background checks and the disclosure of employee information. No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed below or a felony violation of the Texas Controlled Substance Act within prescribed pre-determined time limits following the conviction of the crime shall be allowed direct customer contact. Additionally, no staff with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any crimes against a person shall be allowed direct customer contact.

1.18. Verification of Credentials

Policy: All licensed or credentialed professionals will present verification of licensure during pre-employment interviews, at the time of employment and annually thereafter. The personnel department will contact the licensing agency to determine the candidate's current status. This will be documented and in the applicants file.

1.19. Employee Drug Testing

Policy: It is the responsibility of Austin Travis County Sobriety Center to conduct drug testing on perspective and current employees.

Pre-Employment Testing

As part of the recruitment and hiring process Austin Travis County Sobriety Center requires an applicant to pass a drug test before hiring. If a prospective applicant tests positive for an illegal drug permitted to be tested, Austin Travis County Sobriety Center has the right not to hire the applicant. Note the difference when testing current employees.

Random Employee Testing

Because drug abuse can occur at any time, Austin Travis County Sobriety Center instituted a random drug testing policy. All employees, regardless of any other factor, are tested over time. This type of testing can be very effective in discouraging drug abuse among current workers since a drug test can be required at any time.

1.20. Volunteers and Students

Policy: Austin Travis County Sobriety Center may use volunteers (which includes students) to augment services and shall carefully screen, train, and supervise all volunteers as outlined in corresponding policies and procedures to ensure customer health, safety and welfare.

1.21. Salary Administration

Policy: Austin Travis County Sobriety Center will establish salary ranges and determine individual salaries competitive with similar types of business in Austin and Texas, while giving recognition to the individual effort and contribution to Austin Travis County Sobriety Center. Determination of salaries is the responsibility of the Executive Director and requires the approval of the Board of Directors.

1.22. Pay Days

Policy: Austin Travis County Sobriety Center Executive Director shall designate specific pay periods and pay days, which will be distributed to employees at the beginning of each fiscal year.

1.23. Severance Pay

Policy: Austin Travis County Sobriety Center does offer severance pay. The Board of Director must approve all severance pay agreements.

1.24. Overtime: Non-Exempt Employees

Policy: Overtime pay will be paid only to employees who meet the non-exempt status as established by the Fair Labor Standards Act and must be approved in advance by the managing supervisor.

1.25. Compensation Time Off: Exempt Employees (Comp Time)

Policy: Austin Travis County Sobriety Center does not offer compensation time off for exempt employees who have worked beyond a 40-hour workweek. Exempt employees may adjust their schedule within the workweek (flextime) with advanced approval from their immediate supervisor.

1.26. Shift Differential Pay

Policy: Austin Travis County Sobriety Center does offer shift differential pay for non-exempt shift employees. The Board of Directors as part of the annual budget and pay scale approval will determine the shift differential rate.

1.27. Hours of Work

Policy: Austin Travis County Sobriety Center hours of operation are 24 hours a day, 7 days a week. The Austin Travis County Sobriety Center work week begins at 12:00 a.m. on Wednesday and ends on Tuesday at 11:59 p.m.

1.28. Absenteeism and Tardiness

Policy: Every employee has the responsibility to maintain a good attendance record and to be on time. Employees are expected to be conscientious in their utilization of leave and in their reporting to work and in performing their job responsibilities. The Executive Director or designee exercises the primary management-level responsibility for control of employee attendance. Excessive employee absence and/or tardiness are undesirable performance factors and will be managed by the managing supervisor in accordance with the procedures listed below.

Absence is defined as being absence from work during scheduled working hours (including scheduled work activities outside the basic work hours), excluding absence for vacation, personal leave, jury duty, or death in the family.

Tardiness is defined as being late for work, including scheduled work activities outside of basic work hours. Regular or frequent tardiness is not an acceptable level of attendance.

Leaving Early is defined as either leaving early during scheduled work hours, including a scheduled work activity outside basic working hours, or stopping work prior to the end of the work period.

1.29. Paid Time Off

Policy: It is the policy of Austin Travis County Sobriety Center to offer regular full-time employees paid time off (PTO). Paid time off includes vacation or personal leave. The amount of annual PTO allotment is proposed by the Executive Director and reviewed and approved by the Board of Directors annually as part of the budget process.

1.30. Sick Leave

Policy: It is the policy of Austin Travis County Sobriety Center to offer regular full-time employees sick leave. Full-time employees who work for Austin Travis County Sobriety Center will receive 8 hours of sick leave per month.

1.31. Holidays

Policy: All full-time employees of Austin Travis County Sobriety Center are eligible for holidays with pay if their regular scheduled working hours and days include the holiday. The Board of Directors will approve the annual holiday schedule at the beginning of the fiscal year. This schedule will be distributed to all employees during the month of October.

1.32. Medical Leave of Absence

Policy: Leaves of absence for medical reasons with or without pay may be granted to regular employees in order to maintain continuity of service in instances where medical circumstances require prolonged absence. The length of the approved absence is at the discretion of the Executive Director and based on staffing needs.

1.33. Parental Leave of Absence

Policy: Leaves of absence for parental reasons, including maternity and paternity leave, may be granted to regular fulltime employees. The Executive Director has the authority to make a determination as to if the leave is paid or unpaid based on the financial position of the agency.

1.34. Leave without Pay

Policy: In extenuating circumstances, the Supervising Manager may grant an employee unpaid leave of absence from work. Leave without pay may be approved for up to ten working days.

1.35. Health and Disability Insurance

Policy: Austin Travis County Sobriety Center provides health and disability insurance benefits for eligible employees. The type of benefits and company cost sharing is proposed by the Executive Director and reviewed and approved by the Board of Directors annually as part of the budget process. Employee are notified in writing of the Board approved plans prior to open enrollment.

1.36. Computer and E-Mail Usage

Policy: Computers, computer files, the e-mail system, and software furnished to employees are Austin Travis County Sobriety Center property intended for business use.

1.37. Internet Usage

Policy: Internet access to global electronic information resources on the World Wide Web is provided by Austin Travis County Sobriety Center to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is intended for job-related activities, personal use is not permitted.

1.38. Social Media

Policy: Internet access to global electronic information resources on the World Wide Web is provided by Austin Travis County Sobriety Center to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is intended for job-related activities, personal use is not permitted.

1.39. Conflict of Interest

Policy: No employee of Austin Travis County Sobriety Center shall use his/her position for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others with whom they have family, business or other personal and private ties.

1.40. Inclement Weather

Policy: In case of inclement weather (severe ice, snow, flooding, natural disasters, etc.) the Executive Director or designee will determine whether the offices will be open.

1.41. Tobacco Use

Policy: Employees, visitors, and customers are not allowed to use tobacco products on the property of Austin Travis County Sobriety Center or in any vehicle owned by Austin Travis County Sobriety Center.

1.42. Solicitation

Policy: To avoid disruption of health care operations or disturbance of customers, rules have been established to regulate solicitation and the distribution of literature or materials.

1.43. Harassment

Policy: Austin Travis County Sobriety Center strictly prohibits all forms of harassment. Harassment includes verbal, physical or visual conduct that impairs the employee's ability to perform his/her job. Harassment based on gender, sex, gender expression, sexual orientation, age, race, national origin, religion, marital status or membership in protected groups is prohibited. Harassment by supervisors, other employees, and customers is prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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

1.44. Professional Relationships with Staff

Policy: Austin Travis County Sobriety Center strives to maintain a positive work environment where employees treat each other with respect and courtesy. Employees are expected to maintain a professional relationship with other employees of Austin Travis County Sobriety Center.

1.45. Professional Relationships with Customers

Policy: Employees are expected to maintain a therapeutic and professional relationship with customers and their family members.

1.46. Safety

Policy: All employees have a responsibility to ensure compliance with our high standards of safety, so that each of us returns home in the same condition that we reported to work. Therefore, we expect strict adherence to safety procedures by all employees to minimize the possibility of an accident.

1.47. Telephone and Personal Business

Policy: All employees are expected to appear professional and business-like at all times and such it is the policy that cell phones and other personal mobile devices are not allowed in the sobering center work area.

1.48. Dress Code

Policy: All employees are expected to appear professional and business-like at all times.

1.49. Media Relations

Policy: Austin Travis County Sobriety Center Executive Director is the primary spokesperson for the agency to the media. Other employees, as approved by the Executive Director, may be authorized to represent the agency on a topic-by-topic basis.

1.50. Staff Growth and Development

Policy: Austin Travis County Sobriety Center staff will be well trained. Staff will receive all training as required by federal and state regulation. Austin Travis County Sobriety Center staff will maintain accurate records on all staff training. Austin Travis County Sobriety Center shall ensure that staff is adequately trained and competent to perform job duties.

1.51. Outside Training

Policy: Based upon needs identified by self or supervisor, each staff person shall be encouraged to attend training sessions sponsored by organizations other than Austin Travis County Sobriety Center.

1.52. Supervision

Policy: Austin Travis County Sobriety Center shall ensure that all direct service personnel are provided with appropriate supervision and consultation.