



Lenoir County Council on Aging, Inc.  
*Personnel Policies*  
(Revised November 2013)

## Table of Contents

Section 1. Statement of Intent _____	3
Section 2. Authority/Chain of Command _____	3
Section 3. Equal Opportunity _____	4
Section 4. Recruitment and Placement _____	4
Selection Procedure	
Screening of Applicants	
Executive Director, position	
Hiring	
Section 5. Orientation _____	4
Section 6. Medical Examinations _____	4
Section 7. Evaluation _____	5
Section 8. Type of Employee _____	5
Exempt	
Non-exempt	
Full-time	
Part-time	
Section 9. Compensation _____	6
Salary	
Reduction of Positions	
Overtime	
Bonuses	
Travel	
Travel Rate	
Section 10. Benefits _____	6
Health	
Paid Leave	
Holidays	
Section 11. Other Leave _____	8
Civil	
Military	
Section 12. Work Schedules _____	8
Schedule	
Inclement Weather	
Presence	
Section 13. Confidentiality _____	8
Client Records	
Personnel Records	
Section 14. Corrective Action _____	10
Unacceptable Conduct	
Disciplinary Action Procedure	
Grievances/Appeal	
Section 15. Corporate Compliance Policy _____	11
Section 16. Safety _____	11
Section 17. Dress Code _____	12
Section 18. Miscellaneous Office Policies _____	12
Professional Behavior	
Client Relationships	
Gratuities, Tips, Gifts and Favors	
Political Activity	
Soliciting	
External Correspondence and Press Releases	
Work Areas	
Honesty	
Section 19. Drug and Alcohol Policy _____	13
Verification of Receipt form _____	15

**Section 1. Statement of Intent**

All employees will be issued a copy of this agency policy and procedures manual at the beginning of employment. It is the responsibility of each employee to read all policies and to adhere to them.

A violation of any policy addressed in the manual will not be excused because the employee has failed to read the manual.

Revisions and updates will be added as appropriate and should be attached to the manual by the employee.

Should the employee lose the manual, he should immediately request a replacement from the Executive Director. However, any employee who consistently misplaces his manual is subject to reprimand.

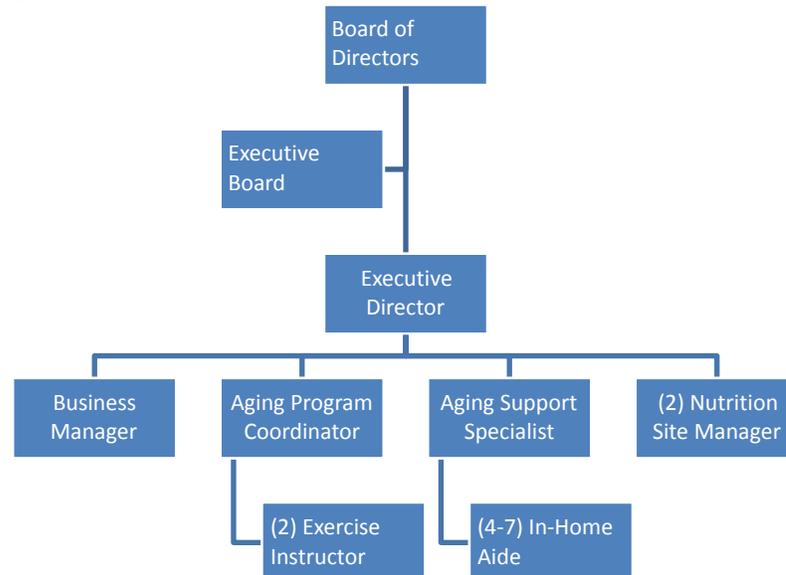
These policies apply to all employees of LCCOA, unless exceptions are noted. They do not apply to consultants, including attorneys, accountants, or board members. If any provisions of these policies or rules created to enforce the policies are held invalid, all remaining policies and rules will remain in effect.

**Section 2. Authority/Chain of Command**

The overall governing and policy-setting body of the LCCOA is the Board of Directors, as established by the bylaws. The Board appoints and empowers the Executive Director. The Executive Director is charged with the daily administration of the personnel policies and work rules, including budgeting, personnel (hiring, promotion, discipline and terminations), program planning and implementation. The Executive Director may establish and change the internal structure of the LCCOA staff, appoint program managers, and delegate responsibilities.

**Agency Organization Chart**

updated 7/1/2015



### Section 3. Equal Opportunity

LCCOA will recruit, hire, train and promote into all positions the most qualified individuals without regard to not discriminate against applicants or employees on the basis of race, color, religion, creed, national origin, sex, age, political affiliation, disability religion, ancestry, marital status, status with regard to public assistance, sexual orientation, military status, or status as a veteran. LCCOA will prohibit harassment against any applicant or employee who is a member of one of these groups. Any complaints should be reported to the Executive Committee

### Section 4. Recruitment and Placement

- A. Selection Procedure: The Executive Director, or an individual selected by the Executive Director, is responsible for recruitment and placement of LCCOA employees. The Executive Director will determine the most suitable selection procedure for each staff position. All funding agencies' guidelines will be adhered to and the most qualified person meeting those guidelines will be hired. Suggested order of consideration for filling open positions will be; 1) Promotion of existing employees who show potential, 2) Review of eligible individuals from an active file of applicants within the last 6 months, 3) Advertisements to the general public through at least 1 electronic and 1 paper mode of communication. The Executive Director may request from the Board Chair, the appointment of a selection committee to help fill any vacancy if circumstances so warrant.
- B. Screening of Applicants: All positions must submit to and pass a criminal background check (by "pass," it is meant that the person's record is free of felony convictions). In addition, all positions must submit to and pass a drug screening test (by "pass," it is meant that the person's test must be "negative," showing that they are not taking any illegal drugs).
- C. Executive Director: Should the Executive Director's position become vacant, a selection committee will be appointed by the Chair to choose from eligible applicants. This committee

will be composed of five individuals, four of whom must be members of the Council on Aging Board. Possible candidates for the fifth member include; partner agency administrators, Home and Community Care Block Grant Committee members, Area Agency on Aging Staff or County Commissioners.

- D. Hiring: At the time of hiring, the employee shall be given a written letter describing; start date, rate of pay, hours, immediate supervisor, benefits (if applicable).

## **Section 5. Orientation**

All employees are required to attend an orientation session at the beginning of employment which advises them of the services and programs provided by the Council on Aging, a brief history of the Council on Aging, the funding sources, and all personnel policies. In addition, the employee will receive complete orientation to his particular position. Re-orientations will be scheduled as deemed necessary by the Executive Director.

## **Section 6. Medical Examinations**

All employees who work directly with in-home clients or food distribution must submit a statement from the physician between May 1<sup>st</sup> and June 30<sup>th</sup> of each year. New employees must do so within 30 days of initial employment. Forms provided by the Council on Aging must be used. Each employee is responsible for payment for medical examination. Failure to submit this form or submission of information that would cause the Executive Director to feel that the health of clients could be jeopardized by the employee can result in termination of the employee.

Administrative and other staff is required to submit medical statements at the discretion of the Executive Director.

## **Section 7. Evaluation**

The evaluation system applies to all employees, except the Executive Director and temporary employees. Employees will be evaluated on a regular basis on factors directly related to their work.

The employee and the supervisor shall review and discuss the evaluation and the evaluation shall become a part of the employee's permanent personnel record. Evaluations will be used in making decisions on rate of pay and promotions as well as decisions regarding continued employment.

Newly hired employees will be evaluated after 60 days of employment. If a satisfactory rating is given, the employee will thereafter be evaluated annually, or more often at the discretion of the Executive Director. An unsatisfactory rating would reflect failure to meet performance standards to a degree that disrupts or degrades services or operation of the agency. If an unsatisfactory rating is given, the employee will be informed of the reason for the unsatisfactory rating and may be allowed an additional 30 days of employment before re-evaluation. If at that time, a satisfactory rating is not obtained, the employee will be terminated.

All regular employees will be evaluated at least annually, or as often as mandated by grant standards. More frequent evaluations may be made at the discretion of the Executive Director.

## **Section 8. Type of Employee**

- A. Exempt: Exempt employees are those who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are expected to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position. Thus, exempt employees have more flexibility in their schedules to allow satisfaction of their position responsibilities.
- B. Non-Exempt: Non-exempt employees are employees who, because of the type of duties performed, and the method of compensation, are subject to the FLSA provisions including the payment of overtime. Non-exempt employees are required to account for hours and fractional hours worked.
- C. Full time: Full time will be defined for non-exempt employees as 30 hours or more per week.
- D. Part time: Part time employees will be defined for non-exempt employees as less than 30 hours per week.

## **Section 9. Compensation**

- A. Salary: Each position has a salary range listed on the position description. Normally, a new employee will start at the lowest level or rate of the salary range. However, at the discretion of the Executive Director, a highly qualified individual may begin at a higher level. Pay raises may be given when funding permits and will be based on performance. Cost of living adjustments will be made when the Executive Board deems it so necessary and funds are available. These pay raises will normally be given effective July 1<sup>st</sup>.
- B. Schedule: Employees are paid every two weeks with salaries being computed on a 52 week basis. Time sheets are due every other Friday at 4:00 pm. Employees are to submit completed time sheets along with travel and expense reports only after work has been performed or expenses incurred. Compensation is issued on the following Wednesday by direct deposit to the employees' bank.
- C. Reduction of Positions: If due to budgetary constraints, it becomes necessary to reduce salaries of employees, the Executive Committee shall have the authority to reduce all salaries on an equal percentage basis sufficient to allow the budget to support the salaries for that fiscal year. Additionally, if deficits occur in funds for specific programs, positions related to such programs may be reduced in number of hours to be worked or may be completely abolished, based upon the decision of the Executive Director.

- D. Overtime: For non-exempt employees, more than 40 hours during a work week will be compensated at the rate of time and a half as calculated from the employee's hourly compensation, in agreement with FLSA. Hourly employees may not exceed their designated hours without written approval from the Executive Director. (Refer to section 11 for more explanation of work schedules.)
- E. Bonuses: Bonuses may be awarded at the discretion of the Executive Director and the Board of Directors.
- F. Travel: Employees will be reimbursed for travel only from the Senior Center or their home to the assigned destination and back, dependent upon which is the shortest distance. Employees who transport clients in their vehicles will be reimbursed as approved by their supervisor. All trips must be approved through the supervisor and should be consolidated as much as possible. In order to be reimbursed, the employee must list all destinations with beginning and ending odometer readings, time of departure and return, and purpose of the travel on his/her travel and expense report. All miles should be rounded off to the nearest mile.
- G. Travel Rate: The allowance for meals will be set by U.S. General Services Administration (GSA) which sets the federal approved travel rates for Continental United States. These rates are known as the CONUS rates, a per diem rate that changes October 1 of each year. The Business Manager and staff will retrieve current rates from [www.gsa.gov](http://www.gsa.gov).

## Section 10. Benefits

- A. Health Benefit: Exempt and full-time non-exempt employees will be eligible to receive a health benefit as long as the budget allows and at the discretion of the Executive Board. The health benefit shall be 10% of their base pay to be applied towards health expenses such as insurance premiums and medical care.
- Exempt example: Salary of \$35,000 x 10% = \$3,500 for health expenses
- Non-Exempt example: (30 hours per work week @ \$9 per hour) x 10% = \$27 for health expenses

Additional expenses related to health shall be the responsibilities of the employee, without exception.

- B. Paid Leave: Exempt and Full-time non-exempt employees will accumulate leave with pay after 60 days of employment. Thereafter, paid leave will accumulate according to the following schedule:

Length of employment	Paid leave awarded per month	
	30 hour/week employee	37.5 hour/week employee
Up to 1 year	12 hours	15 hours
1-3 years	13.5 hours	16.875 hours
3-5 years	15 hours	18.75 hours
5+ years	18 hours	22.5 hours

(A day is equal to the amount of paid time an employee performs on a regular work day.)

Paid leave is provided for illness, vacation, recreation and personal business. The employee shall request approval to use paid leave only after it is accrued. Requests must be submitted at least five days in advance. Written approval must be attached to the employee's time sheet in order for the employee to be paid for leave time. However, in the case of personal business needing immediate attention, it may be approved by the Executive Director with notice of the employee within the first 30 minutes of their scheduled work hours for the day.

Paid leave will accrue on the last pay day of each month. Paid leave cannot be used before it is accrued. An employee may not accrue more than 60 days of paid leave at any time.

Upon separation, an employee will be paid for any unused paid leave up to 30 working days.

Leave will not be given in lieu of any pay increases. While on paid leave under uncertain circumstances, the employee must keep the Executive Director informed, weekly, of the status of their absence and expected date of return to work. If an employee is away from his job for two consecutive workdays without notice, it shall be presumed that the employee has abandoned his job and forfeited any claims to further compensation past the last day worked or future employment.

- C. Holidays: The following holidays will be observed and all employees assigned to work on those days (regardless of status as full-time, part-time, exempt or non-exempt) will be paid for their normal working hours:

New Year's Day

Martin Luther King's Birthday

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day and the day after

Christmas and two surrounding workdays

If a holiday falls on a weekend, either Friday or Monday will be taken to observe the holiday.

## **Section 11. Other Leave**

Civil Leave: An employee called for jury duty or subpoenaed as a court witness for the federal or state government or a subdivision thereof, shall be entitled to leave with pay for such duty. If the employee is compensated by the court for his time (such as in the case of jury duty), the employee shall receive the difference between the compensation and his regular pay if the compensation is less than his regular pay. Employees called as a witness in a non job related case shall use annual leave for time spent in court.

**Military Leave:** An employee who is a member of an armed forces reserve organization or the National Guard shall be granted two calendar weeks of leave without pay per calendar year for required military training. While on military leave, vacation and sick leave will accrue as though present for work.

1. No annual leave will be accumulated after all annual leave has been exhausted and the employee is still employed but is classified as being on leave without pay.
2. Persons working less than 30 hours per week, 12 months a year shall be the only employees not to obtain leave.

## **Section 12. Work Schedules**

- A. **Schedule:** All employees will follow a schedule of hours as assigned by the Executive Director. No employee should remain at his job site more than 15 minutes after his assigned time; nor should any employee report to his job site more than 15 minutes early, without supervisor's approval. If, due to circumstances beyond his control, an employee must rearrange his work schedule, he must first have prior approval from the Executive Director or he will not be paid for time worked and will additionally be subject to dismissal from his employment at the discretion of the Executive Director. Attendance and punctuality are factors which may be considered in determining an employee's continued employment and future eligibility for merit pay or promotion.
- B. **Inclement Weather Days:** Should inclement weather be apparent, all employees should follow the Lenoir County Schools closings (or county of residence), as announced on the radio and television. If the students only are excused, the LCCOA staff should report to work. If both students and staff are excused, the LCCOA staff is excused as well. Should LCCOA staff members be excused due to inclement weather, they will be paid for their normal working hours.
- C. **Presence:** No employee is to enter the premises of LCCOA while they are closed unless prior approval has been granted by the Executive Director. To do so, without permission, will be considered as trespassing and the employee will be dealt with accordingly and will be subject to dismissal from his employment at the discretion of the Executive Director.

## **Section 13. Confidentiality**

LCCOA is required to comply with the Freedom of Information Act and the Privacy Act of 1974. These laws control the type and scope of information that may be released and to whom it may be released.

- A. **Clients:** No employee of the Lenoir County Council on Aging is to discuss any client's situation with another client or any other person outside the agency. Neither shall any employee divulge the name of clients receiving assistance. Employees must recognize the inherent rights of the individual to privacy and pledge that all information given in their capacity as an employee of LCCOA is strictly confidential and will not be released without the written permission of the individual concerned.

B. Personnel: An employee's personnel file consist of any information in any form that is gathered by the Council on Aging with respect to that employee' application, selection or non-selection, performance, promotions, demotions, transfers, suspension, and other disciplinary actions, evaluation forms, leave, salary, and termination of employment. As used in this section, "employee" includes former employees of the Council on Aging. Before releasing any information, the Executive Director shall determine in writing that the release is essential to maintaining public confidence in the administration of council services. The following information with respect to each Council on Aging employee is a matter of public record; Name, Date of original employment. *The following may be released only with written permission from the employee or at the discretion of the Executive Director*; current salary, date and amount of most recent increase or decrease in salary, date of most recent promotion, demotion, transfer, separation, suspension, or other change in classification. *Requests for such information will be filled within 3 working days.*

All information contained in a Council on Aging employee's personnel file, other than the information made public (as describe above), is confidential and shall be open to inspection only in the following instances:

- i. The employee or his duly authorized agent may examine all portions of his personnel file except letters of reference solicited prior to employment and information concerning a medical disability, mental or physical, that prudent physician would not divulge to his patient.
- ii. A licensed physician designated in writing by the employee may examine the employee's medical file.
- iii. By court order, any person may examine such portion of an employee's personnel file as may be adopted by the court.
- iv. An official of a funding source may inspect any portion of a personnel file when such inspection is deemed to be necessary to meet requirements of the funding organization; however, this will be allowed only with the recommendation of the Executive Director, with the Executive Director having the option to deny access.

The Executive Director with concurrence of the Board of Directors may inform any person of the employment or non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of an employee and the reasons for that personnel action. The written determination shall be retained in the office of the Executive Director and shall become a part of the employee's personnel file.

Even if considered part of an employee's personnel file, the following information need not be disclosed with an employee nor any other person:

- i. Testing or examination material used to determine qualification.
- ii. Investigative reports or memoranda and other information concerning the investigation of possible criminal actions of an employee, until the investigation is completed and no criminal action taken, or until the criminal action is concluded.
- iii. Information that might identify an informant.
- iv. Notes, preliminary drafts and internal communication concerning an employee.

However, in the event that such materials are used for any official personnel decision, then, the employee or his duly authorized representative shall have a right to inspect such materials.

In the event that an employee objects to the information in his file on the grounds that it is inaccurate or misleading, he may request of the Executive Committee to have a written statement relating to the material placed in his file.

Any employee having access to another employee's personnel file who releases/copies information, except that permitted as stipulated in the above paragraphs, shall be considered in violation of LCCOA Personnel Policy and appropriate action shall be taken by the Executive Director.

No recommendation/references shall be given by telephone or verbally. All references shall be given at the discretion of the Executive Director in writing.

## **Section 14. Corrective Action**

An employee of the Council on Aging shall be employed at the pleasure of the board and may be dismissed with or without cause at any time. In addition, unacceptable conduct by an employee may result in either immediate dismissal or disciplinary action.

### **A. Unacceptable Conduct: Immediate Dismissal**

Following are some actions that will result in an employee being dismissed immediately, without benefit of disciplinary action.

1. Use or consumption of alcohol, illegal drugs, or abuse of medication while on the job.
2. Gross inefficiency, insubordination or refusal to perform assigned duties.
3. Gross violation of LCCOA Personnel Policy and Procedures.
4. Dishonesty, theft or falsifications.
5. Engaging in activities which endanger funding from grant sources.
6. Engaging in a scheme with the expectation or hope of personal profit with performance of an official duty or by use of Council on Aging property.
7. Conviction of a felony.
8. Acceptance of money or loans from clients.
9. Extreme rudeness to clients.
10. Misuse of LCCOA funds.
11. Intentional damage or destruction of LCCOA equipment or property.
12. Violence in connection with employment.

### **B. Unacceptable Conduct: Disciplinary Action**

Following are some actions that will result in disciplinary action:

1. Failure to perform assigned duties.
2. Failure to meet assigned deadlines.
3. Failure to follow supervisor's instructions.
4. Repeatedly producing low quality, incorrect or incomplete work.
5. Reporting for work while under the influence of alcohol or a controlled substance.
6. Conduct on or off the job which may bring discredit to the Council on Aging.
7. Disloyalty to the Council on Aging
8. Disregard of established work rules, safety rules, policies, and regulations.

9. Misuse of time sheets, COA property or funds.
10. Being absent or late to work or meetings habitually or without prior approval.
11. Breach of confidentiality regarding clients or agency business.
- 12. Rudeness to clients.**
13. Failure to follow dress code.
14. Other actions, not listed above, that are felt to have a negative effect on the Council on Aging, as determined by the Executive Director.

C. Disciplinary Action Procedure

Depending on the severity of the violation, the following procedure may be used to take disciplinary action:

Step one: Verbal warning

Step two: Written warning, placed in employee's file. Depending upon the severity of the situation, the employee may be placed on probation for a length of time determined by the Executive Director. If the problem or any other problem of equal severity recurs during the probationary period, the employee may be immediately terminated

Step three: Suspension without pay for up to ten (10) business days.

Step four: Termination

**Any or all steps may be utilized at the discretion of the Executive Director.**

D. Grievances/Appeal

An employee may file an appeal in accordance with the Council's grievance procedure upon the imposition of disciplinary action. Any employee who disagrees with a decision of the Executive Director may present his grievance in writing within 5 working days to the Executive Director who will respond in writing within 5 working days. If the employee is still not satisfied, he may then request, in writing, a hearing with the Executive Committee of the Council on Aging. He should present his written request to the Executive Director who is required to contact the Board Chair within 5 working days and schedule a hearing with the Executive Committee. Failure to follow this procedure may result in the employee's termination.

## **Section 15. Corporate Compliance Policy**

An employee is encouraged to bring any suspected unlawful activity, policy, or practice to the attention of the Executive Director of the Lenoir County Council on Aging in writing. The Executive Director will immediately notify the Board Chairperson. The Chairperson will convene an appropriate committee(s) meeting. The finding will be released in a timely fashion to the Executive Director and employee. In the event that an employee wishes to report any suspected unlawful activity, policy, or practice performed by the Executive Director, he or she may communicate in writing directly to the Board Chairperson.

## **Section 16. Safety**

A. Safety

All employees are expected to work in a safe and responsible manner.

Employees should:

1. Observe all safety rules for equipment.
2. Observe the “No Smoking” rule in the building.
3. Review upon hiring and at least annually the emergency procedure books posted at their location of employment.

#### B. Accidents

Any accident that occurs while on the job must be reported to the Executive Director immediately. An accident report must be completed on the incident.

### Section 17. Dress Code

The following items are considered to be inappropriate dress:

Shorts	Low cut shirts, dresses or other tops
T-shirts	Extremely high-cut or mini-skirts
Any apparel with improper slogans written on it	Excessive jewelry
Sloppy blue jeans	
Halter tops	

All clothing should be clean and in good repair. The employee must be personally clean and well groomed. Neat dress jeans are allowed when suitable to the job assignment.

Exception: Shorts and T-shirts may be worn during recreational activities or when representing service related messages, at the discretion of the Executive Director.

### Section 18. Miscellaneous Office Policies

#### A. Professional Behavior

All employees are expected to display a spirit of cooperation and courtesy at all times. Discourtesy and rudeness are very detrimental to the image and effort of the Council on Aging and will not be tolerated. Repeated instances of discourteous behavior will be noted in performance evaluation and may result in disciplinary action. A Council on Aging employee shall:

1. Perform duties to the best of his ability.
2. Work well with other employees and accept additional assignments during peak workloads and emergency situations.
3. Request prior approval before leaving the worksite.
4. Refrain from engaging in activities which bring discredit to the Council on Aging or have a disruptive influence on moral or work progress.

B. Teamwork: **There must be a certain amount of distance kept between employees and clients.** Employees should not give out home phone numbers to clients or home addresses. Clients who

need to reach workers should do so through the office. The worker should not contact clients after business hours.

C. Gratuities, Tips, Gifts, and Favors

The conduct of an employee of the Council on Aging shall be free from influence arising from gifts, favors, or special privileges. An employee shall refuse personal gifts, favors, or special privileges in situations **where it is reasonable to believe** that such may be offered so as to affect the giver's interest or otherwise exert influence on the actions of the employee.

Furthermore, no employee shall seek personal or financial advantage because of his position with the organization. No employee may accept any monetary gift from a client and is obligated to advise clients that any money given must be turned in to the Council on Aging to help expand services. In situations where clients are insistent on giving small gifts of less than \$5.00 in value, workers may accept such under the condition that they report this to the Executive Director immediately.

D. Political Activity

The Council on Aging Encourages the employee to exercise his civic responsibility in support of good government at all levels by voting for the political candidates and issues of his choice. An employee may join or affiliate with political organizations, may attend political meetings, and may advocate and support political principles and policies in accordance with the constitution and laws of the state of North Carolina and the United States of America. However, an employee may not:

1. Engage in political activity while on duty.
2. Be required to contribute funds or support for political or partisan purposes as condition of employment, pay raise, promotion, or retention of employment.
3. Solicit or act as custodian of funds for partisan political parties or purposes while on duty.
4. Use council owned supplies, equipment, or facilities to prepare or display political slogans, posters, or stickers for any other political promotion or activity.
5. Shall not be a candidate for or hold a political office.
6. Exert influence as a council employee favoring or opposing any candidate for public office.

E. Soliciting: Except for the United Way and Program Income for the Home and Community Care Block Grant (Title III) services offered by the agency, no employee shall solicit pledges or contributions or promote sales for any cause during working hours. Any other solicitation program shall require the approval of the Executive Director.

F. External Correspondence and Press Releases: All announcements regarding the agency to the television, press, etc., must be cleared with the Executive Director. Any phone calls or visits to the office by the press must be directed to the Director. In addition, all external correspondence, including memorandum, letters, and faxes must be approved by the Executive Director.

G. Work Areas: All employees are expected to keep their work areas clean and neat.

- H. **Honesty:** Employees are expected to be honest and to come forth to the appropriate staff with information relevant to the operation and quality of Council on Aging services.

## **Section 19. Drug and Alcohol Policy**

Lenoir County Council on Aging (LCCOA) has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. With this objective in mind, LCCOA has established the following policy with regard to use, possessions, distribution, or sale of alcohol or drugs. This policy is applicable to all employees of LCCOA.

### Definitions

1. "Under the Influence," for the purpose of this policy, is defined as being affected by a drug or alcohol or the combination of a drug or alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test, or by a layman's opinion.
2. "Legal Drug" is defined as any of the legal drugs prescribed for the employee by an authorized prescriber and over the counter drugs which have been legally obtained being used for the purpose for which they were prescribed or manufactured and which have been taken in the prescribed or the specified dosage and frequency.
3. "Illegal Drug" is defined as any drug which is not legally obtainable or which is legally obtainable but has not been legally obtained. This term includes prescribed drugs used by a person other than the person for whom they were prescribed, prescribed drugs or over the counter drugs used in a dosage or frequency greater than specified by the prescriber or the manufacturer, and prescribed drugs not being used for the prescribed purposes.

For purposes of this policy, MARIJUANA is considered an "illegal drug."

#### **A. Pre-employment Screening**

LCCOA may use, at its discretion, pre-employment screening practices in making employment decisions.

#### **B. On-the-Job Use, Distribution, Possession, or Sale of Drugs or Alcohol**

1. **Alcohol:** Possession or consumption of alcohol by any employee in an LCCOA facility is prohibited. Being under the influence of alcohol while performing agency business or when in an agency facility is prohibited.
2. **Legal Drugs:** An employee may continue to work under the influence of a legal drug if the Executive Director has determined that the employee does not pose a threat to his/her own safety or the safety of co-workers or the public and that the employee's job performance is not significantly affected by the legal drug. It is possible for an employee's use of a legal drug to pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of a legal drug may present a safety risk are to report such drug use to their supervisors to determine job related consequences. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by the Executive Director.
3. **Illegal Drugs:** The use, possession, purchase, sale, or distribution of an illegal drug by any employee while performing LCCOA business or while in an LCCOA facility is prohibited.

**Violation of this policy can result in disciplinary action, up to and including termination, even for a first offence.**

- C. State Law:** Where any state law or regulation imposes restrictions on implementation

of this policy, management will modify this Policy in accordance with restrictions.

**D. Searches:** LCCOA may conduct unannounced searches for illegal drugs or alcohol in agency facilities. Employees are expected to cooperate in the conducting of any searches. Random searches of employee's personal property may be conducted to ensure compliance with this policy and the personal property search may also be conducted when circumstances or work place conditions justify them. An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal. Searches of agency facilities and property can be conducted at any time.

**E. Drug and Alcohol Screening:** LCCOA may require a blood test, urinalysis, or other drug/alcohol screening of any employee. An employee's consent to submit to such a test is required as a condition of employment. Such screening may take place during the pre-employment process or on a random basis at any time during an employee's tenure with the agency. The agency may also require Post Accident Testing which would take place following an accident involving company operated machinery.

LENOIR COUNTY COUNCIL ON AGING, INC.

Verification of Personnel Policy Manual Receipt

My signature indicates my receipt and understanding of the agency policy and procedures manual at the beginning of employment.

\_\_\_\_\_ I further verify that I have read the personnel policy sections (19 in all, 14 pages) and have been given an opportunity to ask questions about them.

\_\_\_\_\_ I understand that if I should misplace my copy of the manual it is my responsibility to request another copy.

\_\_\_\_\_ I understand that a violation of any policy addressed in the manual will not be excused because I have failed to read the manual.

\_\_\_\_\_ I understand that the manual is not an employment contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Lenoir County Council on Aging will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Lenoir County Council on Aging, or of another individual or entity with whom Lenoir County Council on Aging has business.