**TO: ALL STAFF**

**FROM: Claudia Stevens, HR Director**

**Date: Dec. 12, 2014**

**Re: Personnel Policy changes**

The Personnel Policy committee was composed of Jana Butler, Finance Director; Adult Services Directors Bonnie Stumph, Marilyn Core and Yvonne Bustos; Case Management Director Bryana Marsicano; HR Director Claudia Stevens; Denver Director Coleen Abeyta; Chaffee Director Bill Davis; and Children’s Services Director Diane Trujillo.

**The committee met regularly for several months to review and update Starpoint’s Personnel Policies. These policy changes were approved by the Starpoint board of directors on Dec. 4, 2014 and will be effective Jan. 1, 2015.**

Following is a synopsis of changes… changes are noted in **BOLD type**:

* Changed “Managing Director” to **“Chief Administrative Officer**” throughout.
* Changed internally advertising of position openings from 7 days to 3 days.
* Under “Promotions”, added the following: **“If an employee transfers from a position of higher authority to one of less authority, that employee’s salary may be reduced based on their new position. Years of service and annual increases may be taken into consideration when determining the new salary rate.”**
* Under Reimbursement of Expenses, staff will be paid the current **GSA rate** for incidentals for each overnight stay. *It was previously $5 in policy.*
* Under Reimbursement of Expenses, deleted the sentence: **“Starpoint will pay no more than 50% of the employee’s education cost with a limit of $500 per fiscal year.”** *This amount can be more, depending on budget and program area.*
* Under Pay Days, Time Sheets, the following was changed: “Employees who are on leave and who are not receiving a paycheck from Starpoint may be required to pay their own voluntary insurance premiums and/or other voluntary deductions while they are on leave. If an employee does not pay those voluntary premiums or other voluntary deductions within 30 days, they **will** be cancelled. Employees will be notified by the Accounting or HR Department of **amounts owed and due dates.”**
* Added under Leave and other benefits: An employee who is off work for an extended period and who is receiving income replacement benefits, such as workers’ compensation benefits, will not be eligible for an annual leave bank. If such employee returns to work during the year, their leave bank will be pro-rated down based on the date they actively return to work, dependent on the number of hours they are working. **If an employee is on inactive status and subsequently returns to work, additional leave bank hours will not be granted until the employee has reached their next anniversary date.**
* How Personal Leave Can Be Taken. Personal leave can be used for any reason the employee desires, including vacations and illnesses of the employee or their family. Personal leave is given in the form of a "bank account" each year. The employee can use leave from their account every year. At the end of the year the account is cleared and starts over again. **Personal leave for new employees will be pro-rated down based on their date of employment.**

**New employees will not be eligible to use their personal leave until they have completed 90 days of employment with the company. If a new employee becomes ill during the first 90 days of employment, they will be granted one paid day per month for such illness. Subsequent days will be unpaid leave until the employee returns to work.**

* Deleted: “Employees are eligible to take available leave at any time after their hire date, contingent upon coverage and supervisory approval.”
* Changed “How Scheduled”: **From 3 days to 2 days**: Any leaves over **2** days for reasons other than the employee being ill will require advance scheduling with supervisory staff. Any employee whose position requires coverage will be required to schedule their leave in advance, based on supervisory approval. Schedules will be approved based on the needs of the program, availability of coverage for that time, and on a first come basis. Leaves of over **2** days for illness will require a doctor's release upon return.
* Deleted Work Schedule I-A, Work Schedule I-B; there are no employees in these categories.
* Changed **“may be given the option, in some cases” to may be “assigned**” Forced Leave. Employees who work in Starpoint Adult Supports and Services programs that close over various holidays and other periods may be required to schedule part of their leave during those periods. Employees in the Adult Supports and Services programs will need to budget their leave to be able to use it during these periods. Employees in Adult Supports and Services programs may be **assigned** to work in other program areas dependent on need. If program closures occur during the first six months of employment this section will also apply. Employees who work in other program areas should refer to individual Work Schedules to determine program closure procedures and paid time off schedules.
* Under Absences; sickness, process, excessive added:

**Absences will be considered excessive if:**

* **An employee has exhausted all personal leave and exceeds two incidents in one month. An incident is any one of the following: late arrival, leaving early, absence for anything other than FMLA/military/jury duty, no call-no show.**
* Deleted: “Starpoint may require an employee to submit a medical certification to verify a claimed sickness or injury.” (Addressed above)
* Under Funeral Leave, added: It is the policy of Starpoint to grant paid funeral/bereavement leave to eligible employees. Full-time employees may take up to 3 paid days off with management approval for the death of spouse, previously designated domestic partner, parents, siblings, children, grandparents, grandchildren, foster parents and children, step-parents and children, **son/daughter-in-law, mother/father-in-law**.
* Under Unpaid Leave, deleted the portion in bold: Starpoint reserves the right to deny unpaid leave requests to employees. Those taking unpaid leave without following company policy will be subject to corrective, disciplinary action or termination. All requests for unpaid leave must first be submitted to an employee's supervisor and then forwarded to the Chief Executive Officer, Chief Administrative Office, or delegee who will make the final decision concerning such requests. All unpaid leave requests will be reviewed on an individual basis. **Unpaid leave will not be approved for vacations if an individual has exhausted all of their personal leave.**
* Deleted the section on “Catastrophic Leave Bank.”
* Added, under Health and Life Insurance: “Short-term disability will also be provided to eligible full-time and part-time employees.”
* Under “Gifts and Gratuities”, added: **Employees cannot engage in any transactions with consumers that involve the employee’s or consumer’s personal funds or belongings.**
* Under Personal Belongings, changed “should” to “must”: Personal medications and other belongings **must** also be secured against the accidental or intentional misuse by others.
* Under Tobacco Use, added: The use of tobacco products, including, but not limited to cigarettes, cigars, **electronic/vapor cigarettes**, pipes and smokeless tobacco, is prohibited inside any of Starpoint’s facilities or vehicles.
* ADDED the following policy:
* **The company takes numerous steps to ensure the security and confidentiality of electronic data, utilizing firewalls, passwords, and other measures. In order to ensure the security of electronic data, it is the policy of the company to prohibit the use of personal electronic devices and personal storage devices within company buildings, without the express approval of the employee’s supervisor and/or the IT Director.**
* **For purposes of this policy:**
* **The term “personal electronic device” includes laptop computers, PDAs, or similar devices.**
* **The term “personal storage device” includes disks, USB storage drives, and other devices which could be used to download or store confidential company information.**
* **Unless otherwise specified within your specific workplace, personal electronic devices may be carried into buildings to keep them secure, but must be turned off at all times while indoors. You are allowed to use these devices in outdoor areas during regular break periods.**
* **Employees in violation of this policy will be subject to disciplinary action, up to and including termination.**
* Under “Safe Transportation of Individuals”, added: **Employees who are driving company vehicles or who are representing Starpoint in their personal vehicles are prohibited from engaging in any type of aggressive behavior.**
* Under “Behavior of Employees”, added:

**ANTI-VIOLENCE STATEMENT**

**Starpoint believes employees should work in an environment without intimidation, threats or violence. Any action that, in the opinion of management, is inappropriate in the workplace will not be tolerated. Such behaviors may include, but are not limited to, physical, verbal or technology-based intimidation, threatening or violent conduct, fighting, vandalism, sabotage, arson, use of weapons and/or carrying weapons on company property or whenever an employee is conducting work activities.**

**Employees should immediately report any such occurrences to a supervisor or director immediately. Complaints will be promptly investigated. When employees are found to have engaged in the above conduct, Starpoint will take action it believes is appropriate, up to and including termination of employment and notifying law enforcement.**

* Under “Drug-Free Workplace, deleted the following paragraph: **“Employees must report their use of over-the-counter or prescribed medications to the Human Resources Department if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.”**
* Under Drug-Free Workplace, added the following:

**It is the policy of the company to provide a safe and productive workplace. To help accomplish this goal, the company requests that any employee who is on medication which could affect his or her performance, particularly in terms of personal safety and overall ability to perform the essential functions of his or her job, should report this fact to their supervisor.**

**If you are taking medication which may affect your ability to safely perform your job duties (whether advised of this fact by a physician, by warning labels on the medication, or by your own observation of the effects), you should report those limitations to your immediate supervisor or to Director.**

**You do not normally need to report the type of medication, nor reveal the reason that the medication is needed, except in unusual circumstances. This type of personal medical information will be kept confidential. The company’s concern is to provide a safe working environment. For example, some medications may carry a warning such as “do not drive or operate machinery while taking this medication.” You are asked only to reveal the fact that you are taking a medication which carries such a warning, and only in cases where the warning could affect the performance of assigned job duties.**

**Once the company has been notified of potential job limitations, the company will make reasonable efforts to accommodate the limitation, to the extent required by law.**

**If you are taking prescription medication, the company may require you to provide a doctor’s release to work while taking the medication.**