

# LEGAL SERVICES OF NORTH FLORIDA, INC.

## Personnel Policies and Procedures

The mission of Legal Services is to provide "An Opportunity for Justice" for eligible residents through representation conducted efficiently and comparable in quality to that of the private bar, and through other forms of legal assistance designed to provide a full range of civil legal services to those in need.

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## I. GENERAL POLICIES

### A. Practice of Law

No full-time staff attorney<sup>1</sup> may, during the tenure of his/her employment, engage in the outside practice of law, except as determined by the Executive Director in conformity with LSC Rules and Regulations and as provided below in Section I-B, Outside Employment. No former employee of Legal Services of North Florida, Inc., may represent for a one-year period after termination from Legal Services of North Florida, Inc., on a non-program compensated basis, any client of the program where the client was determined eligible by the program and his/her legal problem was one in which the program could and would provide representation.

### B. Outside Employment

Subject to the limitations in the above paragraph, and with prior written approval of the Executive Director, employees are not prohibited from outside employment, provided:

(1) Such employment shall not interfere with the efficient performance of the employee's duties or the efficient performance of other employees' duties,

(2) Such employment shall not involve a conflict of interest or conflict with the employee's duties,

(3) Such employment shall not involve the performance of duties which the employee should perform as part of his/her employment, and

(4) Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on approved leave (other than sick leave, maternity/paternity, or disability insurance leave).

### C. Employment Relationship with Legal Services Corporation

Employees are prohibited from receiving compensation or remuneration in connection with any employment relationship with the Legal Services Corporation. Employees, with the approval of the Executive Director, may accept an employment relationship with Legal Services Corporation, where the program is properly compensated, without taking leave.

### D. Political Activities

The following are prohibited political activities:

(1) Legal Services of North Florida, Inc. shall not use any political test or qualification in making any decision, taking any action, or performing any function under the Legal Services Act.

(2) Legal Services of North Florida, Inc. shall not contribute or make available Legal Services Corporation funds, or any personnel or equipment to any political party or association; to the campaign of any candidate for public or party office; or for use in advocating or opposing any ballot measure, initiative, or referendum.

(3) No employee of Legal Services of North Florida, Inc. shall intentionally identify the Legal Services Corporation or Legal Services of North Florida, Inc. with any partisan or nonpartisan political activity, or with the campaign of any candidate for public or party office.

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<sup>1</sup>"Staff Attorney" means an attorney who receives more than one-half his/her annual professional income from LSNF.

(4) No employee of Legal Services of North Florida, Inc. shall use any Legal Services Corporation funds for activities prohibited to attorneys under paragraph (6) below; nor shall an employee of Legal Services of North Florida, Inc. intentionally identify or encourage others to identify the Legal Services Corporation or a recipient of its funds with such activities.

(5) While employed under the Legal Services Act, no Legal Services of North Florida, Inc. staff attorney shall, at any time, use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office, whether partisan or nonpartisan; directly or indirectly coerce, attempt to coerce, command or advise an employee of the Legal Services Corporation or of any recipient of its funds to pay, lend or contribute anything of value to a political party or committee, organization, agency or person for political purposes; or be a candidate for partisan elective public office.

(6) While engaged during work time in legal assistance activities supported under the Legal Services Act, no attorney shall engage in any political activity; any activity to provide voters with transportation to the polls, or to provide similar assistance in connection with an election; or any voter registration activity. (This provision is not intended to apply to private and/or governmental attorneys who participate in the program's volunteer lawyer project.) Legal Services of North Florida, Inc. attorneys may, however, advise their clients regarding their rights and responsibilities in connection with matters concerning elections, and may provide legal services and representation to any eligible client or client group with respect to their legal rights in connection with any such measure or election.

(7) Any program employee who announces candidacy for a non-partisan public office or is elected or appointed to any such office shall immediately notify the Executive Director in writing of such occurrence. In the event the employee shall be the Executive Director, he/she shall immediately notify the President and Secretary of the Board in writing. Upon such notice, the Executive Director, or the President of the Board of Directors, shall immediately take action in writing to ensure that no conflicts and no appearance of conflict shall arise with respect to case acceptance or case handling due to the employee's above activities. Such action may include changes in the responsibilities and duties of the employee with respect to case acceptance and case handling and supervision of such areas, reassignment of such duties and removal of supervisory authority by such employee over those matters. A written copy of such action shall be presented to and approved by the Board of Directors or its Executive Committee at the earliest opportunity. Any such employee shall not conduct any activities in connection with seeking or holding such public office on program employment time or utilize any program resources in connection therewith. The program shall not endorse nor otherwise support any such employee's candidacy or elected/appointed activities. Any violation of this policy shall subject the employee to the full range of disciplinary action in accordance with the program's personnel policy, as deemed appropriate.

Nothing herein shall be interpreted as infringing upon any right inferred or protected by the Constitution of the United States or the State of Florida, Federal Statutes, or Federal Regulations.

#### E. Workplace Violence

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, vendors, or clients. A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations such as domestic violence or other personal issues. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, client, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not accepted or tolerated at this organization.

Every employee is responsible for reporting instances of workplace violence in accordance with this policy. Every supervisor is responsible for responding promptly and thoroughly to allegations of workplace violence in accordance with the terms of this policy. All persons at the organization should report instances of workplace violence. In true emergency situations where the threat of harm is imminent, employees should call 911 and request immediate assistance from the authorities.

In non-emergency situations, workplace violence should be reported first to an immediate supervisor. If the immediate supervisor is contributing to the risk of the workplace violence, the incident should be reported to Human Resources immediately.

Legal Services of North Florida takes potential and actual threats of workplace violence very seriously and will take immediate disciplinary action, including termination, when such threats occur. As a result, employees accepting employment with the organization accept and agree that they will be subjected to such disciplinary action if they make verbal or written threats of violence to other employees.

F. Prohibition Against Excessive Force Against Non-violent Civil Rights Demonstrators

Legal Services of North Florida prohibits the use of excessive force by law enforcement against any individuals engaged in non-violent civil rights demonstrations at any of its offices. The program will enforce applicable state and local laws against physically barring entrance to or exit from any of its facilities or events which is the subject of non-violent civil rights demonstrations.

G. Other Activities Prohibited

(1) The following activities are prohibited during work time unless permitted by law in connection with an employee's employment status: Engaging in or encouraging others to engage in (a) public demonstration, (b) picketing, or (c) boycott or strikes.

(2) No employee of Legal Services of North Florida, Inc. shall at any time engage in or encourage others to engage in any (a) rioting or civil disturbance, (b) violating an outstanding injunction of a court of competent jurisdiction, or (c) other illegal activity that is inconsistent with an employee's responsibilities under applicable law, Legal Services Corporation regulations or the Rules of Professional Responsibility.

(3) No employee of Legal Services of North Florida, Inc. shall solicit or arrange a request to testify or otherwise provide information in connection with legislation or rulemaking.

(4) Employees of Legal Services of North Florida, Inc. are prohibited from advising an individual who has not sought their advice to obtain counsel or take legal action through Legal Services of North Florida, Inc. or through another program which is a recipient of Legal Services Corporation funds (unless an attorney-client relationship has already been established).

(5) No employee shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, any member of his or her immediate family, or his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The employees of the recipient shall neither knowingly solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements. This restriction shall not apply when the financial interest is not substantial or the gift is an unsolicited item of nominal value as determined by the Executive Director. Standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

H. Organization Property and Vehicles Policy

Only authorized employees may use organization vehicles. If an organization vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately and if, for instance, the employer determines the employee was negligent or reckless, may be responsible for paying the deductible amount toward repair.

Any employee whose duties include the operation of organization vehicles who is cited for Driving Under the Influence or Driving While Intoxicated, or reckless driving involving illegal substances, or for any

other serious moving violation, will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

If an employee receives a traffic citation while operating an organization vehicle, the employee agrees that the employee will be exclusively responsible for paying any fine or penalty and that such amount may be deducted from the employee's paycheck.

I. Seat Belt Usage

Legal Services of North Florida employees are required to wear seat belts when operating program-owned, rented, or personally owned vehicles.

J. Organization Safety

It is our policy to promote safety on the job. The health and well being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition, or defective tool or equipment to your supervisor. Each employee is expected to assist the organization in maintaining safe working conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: Safety is always first.

All accidents, including those which do not involve serious injury and those involving clients, must be reported immediately to your supervisor.

K. Technology Use

To better serve our clients, increase efficiency and provide our employees with the best tools to do their jobs, Legal Services of North Florida makes available to its workforce access to computers, email, telephones, voicemail, fax machines, online services, and the internet. To ensure that all employees are responsible, the following guidelines have been established for using the computers, electronic media, and the internet. This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, email, voicemail, desk and laptop computers, cellular phones, faxes, and the internet) sent or received by employees using any agency-provided communication or computer systems. Legal Services of North Florida reserves the right to monitor, and will periodically monitor, its systems in order to ensure compliance with this policy. Employees are strictly prohibited from placing personal passwords on any agency system for the purpose of preventing such monitoring.

1. Prohibited Communications: You may not use Legal Services' computer systems in any way that may be interpreted as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of agency systems:

- (a) to convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, or sexually explicit messages, cartoons, jokes, obscene or pornographic material, or other potentially offensive material;
- (b) to send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment;
- (c) to write or send personal letters, chain letters, resumes, or other documents unrelated to agency business;
- (d) to run computer games or other personal software or copy such software; and
- (e) as a forum for gossip or personal communications.

2. Personal Use: The computers, electronic media and services provided by the program are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media such as: sending/ receiving email, surfing the web, fax machines and telephone usage for personal, non-business purposes is understandable. However, this is permissible before or after work hours or during an employee's break time. Since the computers and

all electronic-related services are for the company's business purposes, all such use should be done in a manner that does not negatively affect the speed and efficiency of these services. Employees are expected to demonstrate a sense of responsibility and not abuse this privilege. Because personal communications can be accessed without prior notice, employees should not use Legal Services' systems to transmit any messages, or to access any information, which you would not want a third party to see.

3. Access to Employee Communications: The computer, telephone and other communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these systems, they belong to Legal Services of North Florida, and the contents of all communications are accessible by management for any business purpose.

4. Software: To prevent computer viruses from being transmitted throughout the company's computer system, unauthorized downloading of any software is strictly prohibited. The following are examples of unauthorized software: any programs that end with an extension of "exe," AOL or MSN messenger, Gator (a program that keeps track of passwords), comparison pricing software, auto complete software, toolbars, weather alert software, browsers (other than Explorer and Mozilla), and "streaming" music and video software. In other words, no software of any kind should be installed to an employee's workstation without prior approval from the executive director.

The agency does not condone the use of bootleg or pirate software on its system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any bootleg or pirate software on the agency's computer system should notify management immediately.

5. Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network—for example, internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Legal Services of North Florida, Inc.

6. Violations: Any employee who abuses the privilege of their access to agency systems or fails to comply with the provisions as set forth in this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

#### L. Gratuities and Honoraria

No employee, member of the employee's immediate family, or member of the Board of Directors, may accept any fee, gift, loan, or gratuity from any person or agency receiving program services or benefits or from any person or agency who is in a position to benefit from the actions of any employees of Legal Services of North Florida, Inc.

Honoraria received as compensation for activities on behalf of the program shall remain the property of the program and may be disbursed as part of the general program revenue. Honoraria received for activities not connected with program duties may be retained by the employee, provided the terms of Section I-B, Outside Employment, are complied with.

#### M. Public Relations Guidelines

It is the policy of the program that information made available to the public be presented in a dignified manner and in conformity with the Code of Professional Responsibility. Distribution of information to the public directly or through conventional media is to be coordinated with the Executive Director or his/her representative.

Employees asked by an outside agency or organization to appear on behalf of the program or to speak about the program must have prior approval of the Executive Director before accepting the invitation.

## II. HIRING POLICIES AND PROCEDURES

### A. General Hiring Policies

It is the policy of the program to recruit and employ persons best qualified to undertake the tasks to be performed by the program, and no discrimination as to race, color, age, sex, religion, disability, national origin, or sexual orientation shall be practiced in connection with the hiring, advancement, or termination of any employee, or in connection with any other matter of employment practice or personnel policy.

It is the program's policy to effect advancement and promotion from within the program where possible and where it is in the best interest of the program.

It is the program's policy to actively recruit for program employment members of minority groups and of client communities served by the program. The Equal Opportunity Policy further defines this policy.

### B. Staff Hiring Procedures

The Executive Director shall be hired by the Board of Directors. The Executive Director will be responsible to the Board of Directors for administering the program according to the policies established by the Board.

All other staff positions shall be filled by the Executive Director. The Executive Director shall, where possible, seek the advice of other members of the staff prior to making his/her selection to fill vacant staff positions.

### C. Application Procedures

Applications will be accepted from anyone seeking employment for available position(s). With respect to all applicants, the following procedures, modified to meet individual standards, shall be followed.

- (1) A written application form and/or resume shall be submitted to the Executive Director;
- (2) The staff person in charge of personnel shall be responsible for reviewing applications and setting up interviews;
- (3) Prior employment references shall be checked;
- (4) Background information shall be checked;
- (5) Where job specifications call for a degree, educational requirements shall be verified;
- (6) Where skills such as typing, spelling, transcription, legal secretarial knowledge, etc., are necessary to perform the duties of the available position(s), applicants shall be tested.

Applicants must meet the minimum standards of the position applied for as stated in the job description unless waived by the Executive Director.

If the applicant has exceptional qualifications, or if it is difficult to recruit for a particular position, the Executive Director may approve employment of an applicant above the minimum salary for that position.

D. Nepotism

No person shall be hired while either he/she or a member of his/her immediate family serves as a voting member on the Board of Directors of Legal Services of North Florida, Inc. This provision shall not apply to client board members where immediate family is employed in a summer youth employment position.

E. Probationary Employment Period

All new employees, with the exception of the Executive Director, shall be hired on a probationary basis. The initial probationary period is the first six months of employment. The purpose of this probationary period is to allow the new employee and the permanent staff an opportunity to determine whether or not the new employee is suitable for the job and whether he/she works well with other members of the staff. The initial probationary period may be extended by the Executive Director for a period of not more than six months (see Section II-F below).

During the probationary period, either the new employee or the Executive Director may determine that the new employee's continued association with the program would not be in the employee's best interest or would not benefit the program. If such a determination is reached by either the new employee or the Executive Director, either may terminate the employment relationship upon one week's notice.

An employee, during his/her initial probationary period, shall receive partial fringe benefits; such employee will not be paid for unused annual leave if termination occurs.

F. Evaluations

Employees will be evaluated in accordance with a system to be developed by the Executive Director and staff.

New employees in their original probationary period will be evaluated at the end of three months and again at the end of six months, and, if probation is extended, at the end of the probationary period. Employees who receive a satisfactory rating at the end of their probation will be placed on permanent status.

All employees will be evaluated at least annually during their employment.

G. New Employee Information

The person in charge of personnel will furnish the new employee with a copy of his/her job description, a copy of Legal Services of North Florida's Personnel Policies and Procedures, and a copy of the program's Equal Opportunity Policy. In addition, the new employee will be informed that his/her employment is probationary and he/she can attain permanent status only in accordance with the provisions of this manual.

H. Reemployment

Former employees who meet the qualifications for a particular job classification in which an opening exists may be considered for reemployment.

When rehired, a former employee shall be processed as a new employee, except certain benefits will be reinstated if specific criteria are met with regard to the duration of the previous employment relationship with the program. The rate at which a former employee is rehired may be higher than the normal starting rate for the job classification if in the opinion of the Executive Director the former employee's capabilities and past performance merit such higher rate.

### III. COMPENSATION

A. General Policy

Starting salaries, increases, bonuses and promotions shall be consistent with budgetary regulations of Legal Services of North Florida, Inc., and shall be in accordance with comparable salaries of public and/or private sector firms and agencies.

The Executive Director shall have final approval over all starting salary levels, salary increases, bonuses and promotions and shall establish the responsibilities for employee positions; however, the Board of Directors shall establish the salary and responsibilities of the Executive Director.

B. Salary Guidelines

The Executive Director shall establish a salary schedule categorizing positions on the staff and salary grades and/or steps for each position. The salary schedule shall take into account length of service, background and training required by employees to perform the tasks in each job, proficiency, and the cost of living increase. Salary increases are at the discretion of the Executive Director. Salary ranges and job descriptions shall be made available for each position in Legal Services of North Florida, Inc. Starting salaries, unless otherwise approved by the Executive Director, shall be at the minimum salary range for that position. The Executive Director may adjust a permanent employee's salary prior to the employee's eligibility date if he/she determines that loss of the person is imminent and his/her continued presence is essential to the program. The Executive Director shall have the authority to waive educational and experience requirements in cases where the applicant has the potential to perform the duties and responsibilities of a position which he/she cannot qualify for because he/she did not have the benefit of a formal education or the required experience.

C. Employee Advancement

Step increases, bonuses and/or merit raises may be granted to an employee on the basis of his/her performance as evaluated by his/her immediate supervisor. However, an employee may not receive a step increase if his/her performance is determined to be substandard by the immediate supervisor. For such employees, the immediate supervisor will submit a written evaluation of the employee to the Executive Director two weeks prior to the eligibility date for a step increase for that employee.

All salary increases shall be subject to the availability of funds and Board appropriation. If salary increases cannot be granted, the staff shall be notified at the beginning of each funding year or as soon thereafter as possible. Employees may be eligible for bonuses for work performed which are distributed semiannually. Merit increases or bonuses are not automatic, but are granted on the basis of an employee's performance. A merit increase may or may not be annualized, based on the program's existing budget. Merit increases or bonuses will be distributed in accordance with a compensation plan established by the Executive Director.

D. Payroll Procedures

All salaried employees shall complete necessary forms and records as soon after employment as possible (IRS Form W-4, etc.). Paychecks will not be issued until these forms are completed and returned to the administrative office. Time and attendance records shall be kept on each employee and shall be verified by the employee's supervisor and approved by the Executive Director. These time records must be signed by the employee, supervisor, and Executive Director. Paychecks will not be issued until time records are verified by the administrative office for that pay period. The payroll is done monthly with the paychecks being distributed on the last working day of each month.

All leave slips must be completed and reported to the administrative office in Tallahassee by 5 p.m. on the 23rd. All payroll forms must be completed and turned in to the administrative office in Tallahassee by 5 p.m. on the 23rd. Any pay adjustments occurring after the 23rd will be attended to in the following month.

Federal taxes, insurance and other authorized withholding, where applicable, shall be withheld through payroll deductions.

#### IV. REIMBURSEMENT FOR BUSINESS EXPENSES

##### A. General Travel Authorization

All travel must be authorized and approved by the Executive Director (except the President of the Board will authorize and approve the expenditures of program funds for Board member-related business expenses). (The provisions contained herein will be used as guidelines for the President to follow.) Travel expenses shall be limited to those expenses necessarily incurred in the performance of official program business. The Executive Director may also approve travel and lodging expenses for candidates for staff positions.

Reimbursement to officers or authorized persons who are called upon to contribute time and services as consultants or advisors may be authorized by the Executive Director.

Travel reimbursement shall be made only upon receipt of travel vouchers approved by the Executive Director.

The Executive Director shall designate an official headquarters for each employee.

##### B. Authorized Regular Travel

Employees shall be reimbursed for authorized regular travel on a cost basis for public transportation or at the rate listed in paragraph G below for use of personal automobile for work related assignments. Tourist air fare shall be used as the standard public transportation cost basis. It will be required that the automobile owner carry a minimum of practical and safe public liability and property damage insurance.

Employees will not be reimbursed for the cost of tickets issued because of parking and/or other traffic violations.

##### C. Conference Travel

Employees shall be reimbursed for travel to conferences, conventions, and staff policy meetings which occur outside the official headquarters or its immediate vicinity. Transportation should be purchased in advance at the least expensive rates available.

##### D. Advance Travel Allowance

An advance travel allowance shall be paid only upon approval of the Executive Director, and shall not exceed \$150.00. In emergency situations where advance approval was not obtained, the Executive Director may grant travel allowance not to exceed \$100.00.

##### E. Meal Allowance

Anytime an employee travels outside his/her official headquarters wherein the destination is more than 20 miles each way, he or she will be reimbursed by the program for the actual cost of meals including reasonable tips, upon a proper showing of receipts, under the following restrictions:

##### TIME AWAY

Departs before 6 a.m. and  
travel extends beyond 10 a.m.

##### MEAL REIMBURSED

Breakfast

Departs before 11:30 a.m.  
and travel extends beyond  
2:30 p.m.

Lunch

Departs before 5 p.m. and  
travel extends beyond 8 p.m.

Dinner

Under reasonable circumstances, the Executive Director may waive the receipt requirement for reimbursement. The Executive Director will, prior to approval of reimbursements, ensure that the employee used the least expensive accommodations.

F. Incidental Expenses

All receipts substantiating travel must be attached to the travel voucher.

Taxi and limousine fares that do not exceed \$4.00 and ferry fares, bridges, road and tunnel tolls, storage or parking fees and telephone and telegraph expenses that do not exceed \$1.50 do not require receipts, but should be obtained if feasible and attached to the voucher.

G. Mileage

Reimbursement is authorized for travel on official business only by the usual traveled route. If a person travels by an indirect route for his/her convenience, any extra cost must be borne by the traveler. Reimbursement for expenses will be based only on such charges as would have been incurred had the usually traveled route been used.

An employee who is required to use his/her own automobile for authorized travel will be reimbursed at the federally approved rate unless the Executive Director establishes a lower rate based on budgetary considerations. The Executive Director, in limited situations, may set a different rate of reimbursement. The Executive Director may set a gas allowance for certain employees in lieu of the mileage rate.

H. Lodging

Reimbursement for any overnight lodging requires approval by the employee's supervisor and the Executive Director.

## V. EMPLOYMENT STANDARDS

A. General Policy

All employees must exercise the utmost discretion with regard to all matters of official business. Employees shall refrain from any action and avoid any public announcement which might reflect adversely upon the program. An employee shall not communicate to any person information known to him/her which has not been made public except in the course of his/her regular duties or by authorization of the Executive Director. All conversations between clients and staff members on case matters are confidential. Written documents are to be held in confidence unless otherwise specified by the attorney handling the case. All employees must assume the highest degree of confidentiality and integrity and shall strictly adhere to all policies which serve to protect the interest of the program and its clients. Employees shall at all times comply with the Code of Professional Responsibility.

B. Compliance with Rules and Regulations

Legal Services of North Florida, Inc., expects employees to comply with the program's policies and practices, and particularly with requirements and restrictions contained in 45 CFR, Part 1600. Any employee

may be disciplined or terminated by the Executive Director pursuant to Section VI, CORRECTIVE AND DISCIPLINARY ACTION.

C. Preparation of Evaluations

Fifteen days prior to the date an evaluation is due as outlined in Section II-F, Evaluations, a written evaluation must be prepared on the form provided, which will require the evaluator to assess the employee in relation to his/her job responsibilities and to comment on his/her dependability, resourcefulness and cooperativeness. Such written evaluation should also include comments about the employee regarding any problems, need for improvement, overall performance, etc. The evaluation shall be determined as follows:

(1) Evaluations of supervisors shall be conducted by the Executive Director or designee of the Executive Director.

(2) Evaluations for all other personnel shall be conducted by the immediate supervisor, subject to review by the Executive Director.

New employees having problems with performance shall be placed on notice that if improvement is not shown, termination will follow. Permanent employees having problems with performance shall be placed on notice that if improvement is not shown within a reasonable length of time, disciplinary action will follow.

The employee shall be given the opportunity to read and discuss the evaluation and to present a statement to his/her evaluator covering points with which he/she disagrees. Both the evaluator and the employee shall sign the performance evaluation. All evaluation statements shall be made a part of the permanent record in the employee's personnel file. The information will be carefully protected against review or use by unauthorized personnel.

VI. CORRECTIVE AND DISCIPLINARY ACTION

A. Basic Expectations

Employees may be counseled, corrected, disciplined, and terminated for violating LSNF policy. Such violations may include, but are not limited to, the following:

Absenteeism and Tardiness - It is difficult for us to properly serve our clients when an employee does not report to work as scheduled. It also creates an unnecessary burden on fellow employees. Therefore, we cannot tolerate absenteeism or tardiness.

Breach of Client Confidentiality - All conversations between clients and staff members, and all written communications and documentation related to a client's file, must receive the highest degree of confidentiality and integrity. All employees of Legal Services of North Florida shall strictly adhere to all policies which serve to protect the interest of the program and its clients.

Conflict of Interest - It is our policy to forbid employees to deal in any other business which competes with our program. If you think that there is a possibility that you may have a conflict in this regard, it is your responsibility to notify your supervisor.

Courtesy - Courtesy is the responsibility of every employee. Everyone is expected to be courteous, polite and friendly both to our clients and to their fellow employees. No one should be disrespectful to a client, use profanity, or engage in any other activity which injures the image or reputation of our program or morale of our staff.

Damage to Property - We have made a tremendous investment in our facilities and equipment in order to better serve our clients and to make your job easier. Deliberate or careless damage to the program's property will not be tolerated.

Failure to Comply with Policies - All employees are expected to be familiar with and comply with all Legal Services of North Florida policies and procedures.

Fighting, Threats, and Weapons - We cannot allow fighting or threatening words or conduct, nor can we allow the possession of weapons of any kind on Legal Services of North Florida premises.

Fraud, Dishonesty and False Statements - Falsification of any application, medical history record, invoice, paperwork, time record, or any other document is strictly prohibited. If you observe any such violation, please report it to your supervisor or the executive director immediately.

Gifts and Gratuities - Employees may not request or accept any gift or gratuity of any kind from a client or supplier without the express authorization of the executive director.

Harassment - This organization strictly prohibits all forms of harassment. Please review the No Harassment policy in Legal Services of North Florida's Equal Opportunity Policy.

Insubordination - We expect every employee to follow the instructions of supervisors and other management officials. Failure to do so constitutes insubordination.

Misuse of Property - Our policy prohibits the misuse or use without authorization of the equipment, vehicles or other property of clients, vendors, or other employees of the program, or of excessive use of facilities for personal and/or outside business.

Poor Performance - Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

Safety - We are committed to providing a safe place for you to work, and we have established a safety program to ensure that everyone understands the importance of safety. This program requires each of us to exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries and therefore are not permitted. Accidents and injuries must be reported to the administration in the central/home office immediately.

Sleeping and Inattention - We expect every employee to be fully alert while on the job to ensure the safety of all employees and to properly serve our clients. Therefore, we cannot tolerate sleeping or inattention on the job.

Solicitation/Distribution - Solicitation by an employee of another employee during the working time of either employee is discouraged. Notices of availability of fund raising efforts may be posted on the bulletin board. Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times. Solicitation and distribution by non-employees is prohibited on Legal Services of North Florida premises at all times. This does not prevent introduction of candidates for non-partisan office approved in advance by the Executive Director.

Substance Abuse - Substance abuse is not tolerated at this organization. Our Drug Free Workplace policy explains our position and our policy regarding drug use.

Theft - We do not tolerate theft in any form. In order to protect you, your coworkers, our clients and the organization, we reserve the right to inspect all desks, purses, briefcases, packages, vehicles and any other personal property which is brought onto Legal Services of North Florida's property. If you wish to remove any program property – including scrap – from the premises, you must obtain written permission in advance from your supervisor.

Unlawful Activity - No employee may engage in any unlawful activity either on or off the job, as this can adversely affect the program's reputation.

Violation of any of these rules may lead to discipline, up to and including immediate discharge. This list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about these basics, or what we expect of you as one of our employees, please discuss them with your supervisor.

B. Suspension Procedure

Only the Executive Director is authorized to suspend an employee, with or without pay. The Executive Director shall determine the length of suspension. Such suspension shall be effective immediately, or on the date specified by the Executive Director. The Executive Director may require that the suspended employee physically remove himself/herself from the premises wherein he/she is employed. A suspended employee shall be on leave with or without pay and shall not be allowed to use any program leave during the period of suspension. The Executive Director shall give written notification to the employee concerned of the suspension, its cause, its effective date, and its duration. A copy of a suspension without pay notice will go to fiscal for implementation.

## VII. TERMINATION OF EMPLOYMENT

A. Voluntary Termination

All employees are expected to give adequate notice of intention to resign. Such notice must be in writing and received by his/her supervisor and the Human Resources department (by separate copy) within the following time limits: In the case of an attorney or a person with administrative duties, there should not be less than one month's notice, and in the case of non-attorney or non-administrative personnel, not less than two weeks' notice, of intention to resign.

An employee who resigns or who is separated from employment will be entitled to salary for unused annual leave accruing in the current year of employment, except an employee who has not completed the required initial probationary period. No financial payment shall be made to an employee for unused annual leave accumulated in years other than the employment year in which it is to be taken. If an employee fails to give the required notice, or gives the required notice but his/her performance is substantially below the program's expectation during the notice period, the Executive Director may refuse to pay him/her for unused annual leave. During the notice period, the employee shall not abuse any of the program's leave provisions, shall continue to perform his/her duties in a manner satisfactory to his/her immediate supervisor, and shall be consistent in reporting to work on time and remain at his/her work station until the close of the work day. The failure to comply with the foregoing are additional factors the Executive Director may use to refuse to pay him/her for unused annual leave.

B. Involuntary Termination

The Executive Director is authorized to terminate any employee. Attorneys and administrative personnel who are terminated who have attained permanent employee status shall be given two weeks' notice or pay in lieu thereof.

C. Layoffs

A layoff is defined as termination of employment necessitated by reduction in funds, or structural change in the duties or organization of the corporation.

The Executive Director will determine the number of persons to be affected and job classification to be affected by the layoff. In making those determinations, he/she should consider but is not limited to the following factors:

1. The fiscal need to eliminate the job classification(s) (or restructure the program) and the fiscal implications to the program of removing the job classification(s) (or restructuring the program).
2. The effect the elimination of the job classification(s) (or the restructuring of the program) will have on the program's delivery system and service to the clients.
3. The leave and attendance records of the person being considered for layoff.
4. The performance evaluations of the persons being considered for layoff.
5. The disciplinary record of the persons being considered for layoff.

Once the Executive Director has identified the affected job classifications and the persons, he/she should advise the Human Resources department in writing at least 45 days prior to the effective date of the persons' termination from the program. The Human Resources department will give the affected persons a written notice 30 calendar days prior to the effective date of layoff.

When a vacancy occurs, or a new position is established in the same position from which employees were laid off, the employees who were laid off (for a period of one year following layoff) will be offered employment based on the factors considered in the layoffs. Reinstatement of such employees may be with permanent status at the discretion of the Executive Director and the Executive Director may establish in his/her discretion the number and level of benefits to be afforded the employee if permanent status is granted. An employee who refuses such offer of reemployment shall forfeit any rights of subsequent placement offers with the program.

All unused annual leave for an employee who is laid off shall be paid in lump sum at the time of layoff. All and any lump sum payments shall be repaid in the full amount for employees who are reemployed within twelve calendar months following layoff in addition to any severance pay the Executive Director may establish.

## VIII. EMPLOYEE BENEFITS

### A. Classification

Employee classifications on eligibility for benefits are determined as follows:

- (1) Full-time Employee: An employee on an annual salary, based on a 35-hour workweek.
- (2) Permanent Part-time Employee: Employee who works less than 35 hours per week and whose pay is based on an annual basis. The Executive Director may designate one or more part-time positions as permanent part-time employees and those so designated are entitled to prorated sick and annual leave, holidays, and other benefits.
- (3) Temporary Full-time Employee: Employee who works under contract with the program for 35 (or more) hours per week. The Executive Director may engage the program in a contractual arrangement with temporary full-time employees which allows for certain benefits (such as paid leave, holidays, and, if funded, group insurance benefits).

### B. Leave of Absence With/Without Pay

An employee who is on an approved leave of absence will be eligible to retain group insurance benefits for a period not to exceed 60 days during such leave coverage for the period of time the employee is on such leave, without being required to reimburse those expenses, provided the employee submits to the Executive Director documentation signed by a medical professional supporting the necessity for such leave.

However, if an approved unpaid leave of absence for more than 15 days is not supported by documentation from a medical professional, the employee requesting the leave will be required to advance the pro-rated costs of group insurance benefits by the end of the month preceding the month in which the unpaid leave will be taken. If group insurance benefits are canceled on an employee during an approved leave of absence under this policy, the employee will be treated as a new employee upon his/her return to work with regard to insurance benefits (see Section IX-Q, Insurance Benefits).

Benefits will remain in force for an employee on an approved leave of absence with pay, except that sick and annual leave will not continue accruing for an employee during the time such employee is on sick leave for more than a 30-day period.

An employee on unpaid leave ceases to accrue any leave once the amount of unpaid leave covers a majority of the leave period.

C. Holidays

The following holidays will be recognized:

New Year's Day  
Martin Luther King, Jr. Day  
Washington-Lincoln Day ("Presidents' Day")  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Christmas

Christmas consists of two days only when Christmas Eve and Christmas Day fall on work days; otherwise Christmas consists of one day to be designated by the Human Resources department.

An employee may substitute one sectarian religious holiday of his/her faith (including Kwanzaa, Hanukkah, or other recognized winter religious holiday) that falls nearest to the above list of official holidays.

Holidays falling on Sunday will be observed on the following Monday. The specific days the official holidays are to be observed will be issued in January of each year.

D. Holidays During Sick or Annual Leave

In the event that an employee is on paid leave during a day on which a holiday occurs, that day will not be charged against the employee's accrued leave time. Employees will not be paid for holidays occurring during a leave of absence without pay.

E. Sick Leave

Sick leave shall be available only when an employee or his/her spouse, child, father, mother, sister, brother, dependent, or member of his/her household is ill and shall not be used for vacation or other purposes. Sick leave with pay shall accrue at the rate of seven hours per month and may be used until an employee receives benefits under the disability insurance for his/her illness or disability. Accumulated sick time may be accrued from employment year to employment year. Sick leave will not accrue during the period of time an employee is suspended without pay or is on sick leave for more than a 30-day period.

New employees who begin work the 24th of one month through the 10th of the next month accrue seven hours of sick leave during the leave period in which they began. New employees who begin work

between the morning of the 11th and 5 p.m. on the 23rd of the month accrue no sick leave during the leave period in which they began.

Employees who end employment the 24th of one month through the 10th of the next month accrue no sick leave during the leave period in which they terminated employment. Employees who end employment between the morning of the 11th and 5 p.m. of the 23rd of the month accrue seven hours of sick leave during the leave period in which they terminated employment.

An employee will not receive the benefit of sick leave for illness or disability while he/she is receiving benefits under the disability insurance, although the Executive Director may authorize the payment of the difference between the monthly payout provided by the disability insurance and an employee's current salary for a period not to exceed 45 days, provided that the value of the differential is charged against an appropriate portion of the employee's unused accumulated sick leave.

In the event of extended illness, the Executive Director may terminate an employee. If an employee is terminated because of illness, that employee will receive priority consideration for future openings in the position last held with the program.

At the discretion of the Executive Director, an advance of up to 84 hours of sick leave may be granted. An employee may be required to submit a certificate or report from a physician in cases of prolonged or frequent absence because of illness or disability. An employee whose employment terminates before all or part of the sick leave advanced under this section has been earned back or accrued shall reimburse the program for the amount of salary representing the unearned advanced leave taken; such amount will be deducted from the employee's final paycheck.

Employees will not be paid for accumulated sick leave at the time of termination.

Notification of absence due to illness must be given the employee's supervisor as soon as possible on the day of absence. The supervisor is responsible for reporting such absence to the personnel office.

#### F. Annual Leave

Annual leave will accrue for full-time employees at the rate of seven hours per month, or 84 hours per year, in the first two years of employment. An employee in a nonprofessional position who has completed two years of continuous service shall accrue annual leave at the rate of 11.67 hours per month, or a total of 140 hours per year. Each month's annual leave is accrued as of the 24th day of the month. (Annual leave will not accrue during the period of time an employee is suspended without pay.)

An employee who has completed two years of continuous full-time employment in a professional position will be eligible for 175 hours of advanced annual leave on a calendar year. Advanced leave must be approved by the immediate supervisor, subject to the discretion of the Executive Director.

Use of annual leave may be authorized at any time during the year; however, an employee must give his/her supervisor sufficient advance notice of annual leave time. Annual leave must be approved by the employee's supervisor.

Employees terminating employment will be paid for unused accumulated annual leave earned during the calendar year of termination. The Executive Director has the discretion to not pay an employee for such accumulated annual leave in situations where an employee does not give the prescribed number of days' notice of termination. If a professional employee terminates prior to having worked enough of the year to cover any Advanced Annual Leave taken by the employee above the amount earned as of the date of termination, he/she shall reimburse the program for the difference between the leave taken and leave earned.

Employees accruing annual leave may carry up to seventeen and one-half hours of annual leave over from one calendar year to the next. Such leave will be carried over on December 31. However, the provision of carryover of annual leave from one year to the next is not applicable to Advanced Annual Leave.

Annual leave carried over from a prior year will not be compensated for upon termination. However, an employee may take his/her carried over hours as paid time off if such leave is approved by his/her supervisor.

G. Method of Earning Annual Leave

All full-time employees and permanent part-time employees (permanent part-time employees receive pro rata leave) shall earn annual leave as shown in the following table:

EMPLOYMENT STATUS	LEAVE EARNED DURING LEAVE PERIOD
All Staff - First 2 Yrs. of Employment .....	Seven Hours
Nonprofessional Staff - After 2 Years .....	11.67 Hours
Professional Staff - After 2 Years .....	14.58 Hours

New employees who begin work the 24th of one month through the 10th of the next month accrue seven hours of annual leave during the leave period in which they began. New employees who begin work between the morning of the 11th and 5 p.m. on the 23rd of the month accrue no annual leave during the leave period in which they began.

Employees who end employment the 24th of one month through the 10th of the next month accrue no annual leave during the leave period in which they terminated employment. Employees who end employment between the morning of the 11th and 5 p.m. of the 23rd of the month accrue seven hours of annual leave during the leave period in which they terminated employment.

An employee will begin earning 11.67 or 14.58 hours, whichever is applicable, of annual leave as shown in the above table during the leave calendar period in which he/she begins the third year of employment. This leave is accrued as of the end of the last day of the leave calendar period, and therefore is not available for use until the first day of the following leave calendar period. (Leave periods are from the 24th of one month through the 23rd of the next month.)

An employee who uses annual leave in an amount of time which is less than a full hour shall be charged with such leave to the closest quarter of an hour.

H. Maternity/Paternity Leave

An employee must be employed one year full-time prior to being eligible for maternity or paternity leave. The mother or father of an expected or newborn child may combine sick leave and earned annual leave up to a maximum of 420 hours. If an employee does not have sufficient sick or earned annual leave, leave without pay will be granted for the remainder of the twelve-week period. The Executive Director may permit use of all or some of the employee's advanced annual leave (if any has been advanced) in combination with the above. No leave will be advanced immediately before or immediately after maternity or paternity leave.

The employee requesting to take maternity or paternity leave must state that he/she will be the primary child rearer for that period of time for which leave will be taken in order to be eligible under this policy. Furthermore, a male who wishes to be granted paternity leave must file written acknowledgment of paternity with Legal Services of North Florida, Inc.

After the 420 hours of maternity or paternity leave, a four-week phase-in period will be allowed for an employee who has worked for the program for at least two years, during which time the employee can work any chosen number of hours from half-time to full-time and will be paid for the time worked.

I. Administrative Leave

Up to one day at any one time of administrative leave with pay may be granted by the employee's immediate supervisor subject to discretion and approval by the Executive Director.

J. Compensatory Leave

An employee may be granted compensatory leave for hours of actual work required to be performed by the employee in excess of 35 hours of actual work during the established workweek. Executive employees, administrative employees, and professional employees are exempt from this provision.

Compensatory leave shall be approved by the employee's immediate supervisor and/or Executive Director. The number of hours worked in excess of 35 hours but not over 40 shall be multiplied by a factor of one. The number of hours worked in excess of 40 hours shall be multiplied by a factor of one and one-half. The employee must use the compensatory time within the pay period in which the overtime occurred. The employee's immediate supervisor shall insure that the employee is given leave equivalent to the compensatory leave time during the pay period in which it is incurred. Compensatory leave time credit for overtime worked in one pay period is not to be carried over into a subsequent pay period. The employee is not to take compensatory leave time until it is approved by his/her immediate supervisor.

It is essential that the employee maintain accurate records of time worked in excess of 35 hours a week and that those time records be specifically approved by the immediate supervisor, and that those records are forwarded immediately to the Human Resources department. The Human Resources department will include those records in the file of the affected employee.

If an employee terminates who has compensatory leave time he/she will not be paid for such time at the time of termination. However, the immediate supervisor and the Executive Director will take all steps appropriate to insure that unused compensatory leave credits are used prior to the effective date of termination.

K. Leave Policy for Terminating Employees

All leave must be specifically approved by the immediate supervisor and such leave must have prior approval. If an employee has not obtained prior approval from his/her supervisor to take annual leave, he/she must phone in and talk with his/her supervisor. All pertinent facts surrounding the leave request and/or termination must be disclosed to the immediate supervisor. It is also the responsibility of the immediate supervisor to make sure that all pertinent facts are disclosed. If all facts have not been disclosed to the immediate supervisor, leave requests approved by the immediate supervisor must be rescinded by the immediate supervisor and/or leave taken will be docked from the employee's last paycheck.

The Executive Director has the discretion to disapprove approved leave.

L. Family Death Leave

In the event of death in an employee's immediate family or the death of a member of the employee's household, an employee will be given three days off with full pay per calendar year. Additional time must be approved by the employee's supervisor and must be deducted from accrued annual leave.

The definition of immediate family shall be: employee's child, father, mother, husband, wife, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild, legal dependent, and stepchild.

M. Voting Leave

An employee is entitled to one and one-half hours to enable him/her to vote at the polls in accordance with his/her immediate supervisor's work schedule.

N. Jury and Witness Duty

An employee who is summoned to perform jury duty or to serve as a witness must conform with the following procedures:

(1) A copy of the summons is to be submitted to the staff person in charge of personnel upon receipt;

(2) If a deferment is required, a request for an appropriate letter must be made to the Executive Director or his/her designee;

(3) If it is decided that the employee will serve jury duty, the employee will be eligible to receive time off with pay for this purpose for a maximum of two weeks. Excluding expenses (e.g., meals, transportation), all jury fees received by the employee must be surrendered to Legal Services of North Florida, Inc., unless the employee was taking the time off as approved leave;

(4) For an employee subpoenaed as a witness other than a party witness, in any proceeding, appropriate leave may be granted by the Executive Director, which leave shall not be charged to annual leave.

O. Military Leave

An employee who is required to perform military duties on behalf of the armed forces of the United States will be granted a maximum of two workweeks of leave, with pay, in any one calendar year. If such military leave exceeds two workweeks, the affected employee may take his/her personal leave (i.e., Annual or Compensatory Leave), or leave without pay may be granted by the Executive Director.

P. Flexibility in Disaster Situations

In the event of a disaster or emergency, the Executive Director in consultation with the office of human resources shall have discretion to relax or waive personnel rule requirements to ensure the safety of staff and their families and to allow flexibility of staff to work from remote locations, if necessary. Likewise, the Executive Director and other supervisors may require staff under their supervision to postpone scheduled vacations or plans for personal leave, or to return early from vacations or personal leave, when necessary to ensure clients' needs are addressed following a disaster or emergency. The Executive Director, or in her absence the chief financial/human resources officer, also has discretion to pay each staff member up to \$100 for restocking refrigerator items lost during power failures.

Q. Insurance Benefits

All full-time permanent employees, after six months of employment, will be covered (along with their dependent children, if so elected) by a hospitalization/major medical plan. Also after six months of employment, full-time permanent employees are provided disability insurance coverage. The basic elements of coverage are set forth in a brief outline provided at the time of enrollment in each plan.

R. COBRA Notice to Employees

Your rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA) are as follows: On April 7, 1986, a federal law (Public Law 99-272, Title X) was enacted requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan

would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you are an employee covered by Legal Services of North Florida's group medical insurance plan, you have the absolute right to choose and pay for continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment unless your termination is for gross neglect or misconduct. Your covered dependents may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the Plan would otherwise end. If you have any questions concerning your rights under COBRA, please contact Human Resources staff for details.

By signing the acknowledgment of receipt of these personnel policies and procedures, you agree that you will provide your dependents with a copy of this policy for review, agree to assume all responsibility to inform such dependents of this policy, and wholly release Legal Services of North Florida from all such responsibility.

S. Workers' Compensation and Unemployment Insurance

Employees are covered under the State of Florida Unemployment and Workers' Compensation Acts and are subject to all rules and regulations which pertain thereto.

T. Retirement Plan

After one year of employment, employees will be eligible to join at the next enrollment period the program's 401(k) Plan. The basic elements of the plan are set forth in a plan summary provided to all eligible employees.

## IX. OFFICE PROCEDURES

A. Regular Workweek

The regular workweek for Legal Services of North Florida consists of at least 35 hours per week. The Executive Director may vary the work hours or work days of the program or an individual employee.

B. Lunch Period

The Executive Director may alter the length of time for lunch. Employees may have a half-hour for lunch, which shall be taken at a time mutually agreed upon between the employee and the immediate supervisor. Lunch periods shall be staggered so that the office is adequately staffed during each hour of the work day.

C. Keys

Keys for new employees will be issued by the supervisor. Each person is responsible for the key(s) assigned to him/her. Upon termination of employment, an employee must return the key(s) issued to him/her to the supervisor.

D. Purchases

All requests for purchases of office equipment and supplies must be submitted to the fiscal office.

E. Suggestion System

Any employee who has suggestions for improvement of current policies and procedures may submit them in writing to the Executive Director. The following points may be included in the suggestion:

- (1) Present procedure or policy;
- (2) Improvement suggested;
- (3) Advantages and/or estimated savings; and
- (4) Employee's name.

Suggestions may be discussed at management staff meetings. As soon as a suggestion has been fully considered and a final disposition made, the employee will be advised in writing by the Executive Director.

F. Station Set-Up and Equipment

All employees are responsible for care and location of their office equipment and set-up. Upon termination of employment, an employee must account for all office equipment. If an employee cannot account for the equipment and set-up, that employee may be required to reimburse the program for the cost of replacement.

G. Tardiness or Absenteeism

Any absence (unless approved in advance by the immediate supervisor) from work during all or part of a regular work day, or tardiness, must be reported to the immediate supervisor or the personnel office no later than within 30 minutes of the beginning of the employee's official work day. Failure to notify the office may result in disciplinary action.

Absence due to personal illness, illness of spouse or children, or other emergency situations may be charged to an employee's sick leave. Situations which require a prolonged absence (such as serious illness or accident) may be resolved through a leave arrangement in accordance with the provisions of this manual.

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