TITLE V

SENIOR EMPLOYMENT PROGRAM

Sponsored By

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

POLICY AND PROCEDURE MANUAL

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State of Alabama Department of Senior Services

SCSEP Participant Handbook

INTRODUCTION

The Senior Community Service Employment Program (SCSEP) is locally sponsored by the Southeast Alabama Regional Planning and Development Commission (SEARP&DC). Funding comes from Alabama Department of Senior Services, headquartered in Montgomery, Alabama. ADSS administers the SCSEP on behalf of the U.S. Department of Labor.

The Executive Director and Project Director and staff of SEARP&DC are available to answer questions and be of assistance.

The Project office is located at 462 North Oates Street, Dothan, Alabama, telephone number (334) 794-4093 or 1-800-489-7606.

MISSION AND PURPOSE OF THE SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

The Senior Community Service Employment Program (SCSEP) serves low-income unemployed persons who are 55 years of age and older, by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment.

Our purposes are to foster individual economic self-sufficiency and promote useful opportunities in community service assignments for unemployed low-income persons who are 55 years of age or older, and to increase the number of older persons who may enjoy the benefits of unsubsidized employment in the private and public sectors.

The purpose of this manual is to inform participants of the requirements and working conditions within the SCSEP.

DISCRIMINATION PROHIBITED

SEARP&DC will not subject any person to discrimination in employment, services or activities on the grounds of race, color, religion, gender, national origin, political affiliations or beliefs, disability, or age, or participation in other government programs, except where age is a consideration for eligibility or where participation in other programs may affect income eligibility.

SEARP&DC is an Equal Opportunity Employer, and shall use its best efforts to ensure a safe and healthful working environment, free of substance abuse (drugs and alcohol), harassment and hazardous conditions. The SEARP&DC Drug-Free Workplace Policy is attached.

ELIGIBILITY

A. CRITERIA

Applicants meeting the following criteria shall be considered for enrollment.

- **Age** - Must be at least 55 years of age; there is no upper age limit for SCSEP.
- **Income** - Annual household income must be equal to or less than 125% of the federal poverty level (determined annually by the U.S. Department of Health and Human Services.) Income definitions for determining eligibility are published by the U.S. Department of Labor.
- **Residence** - At the time of enrollment applicants must be a resident of the county or counties authorized to be served by SEARP&DC.
- **Must be unemployed** - At the time of application and while enrolled on SCSEP participants must be unemployed.
- **Durational Limit** - Cannot have been previously on SCSEP for four years/48 months.

B. DOCUMENTATION

Proof of the above eligibility criteria is required at the time of eligibility determination and during recertification. Examples of acceptable documentation include but are not limited to the following:

- **Age** - birth certificate, driver's license, or passport
- **Income** - (of all family members in household): social security administration benefit letters, earning statements from employers, or bank statements showing interest
- **Family Size** - income tax return for prior year, a lease, landlord statement, or a marriage certificate
- **Residence** - a utility bill, a voter registration card, or a driver's license
- **Veteran Status** - Form DD-214, issued by the Defense Department

Participants are required to complete and sign an Employment Eligibility Verification Form (I-9) to document U.S. citizenship or permission to work in the United States.

C. RECERTIFICATION OF ELIGIBILITY REQUIRED

Income eligibility of every participant will be reviewed each year by the Project Director, even participants on an approved break. The recertification schedule is determined by Alabama Department of Senior Services and must be completed prior to June 30 of each year. **It is the responsibility of each participant to notify the Project Director of any significant changes in income or family size that may affect eligibility.** If, at any time, the Project Director suspects that a participant may be over income, they may be asked to provide information for the necessary documentation.

If a participant is determined to be over-income on the recertification date or at any other point during SCSEP participation, they will be provided a thirty (30) day written notice of termination that includes the reason for termination and a copy of the appeal procedures. The participant can continue to work until their exit date. See Grievance Procedures for appeal rights. The Project staff will refer the participant to other employment and training services for assistance.

COMMUNITY SERVICE ASSIGNMENT

Once enrolled in the SCSEP Project, the Participant will be given a community service assignment at a 501(c) (3) not-for-profit or government agency. This agency will be known as the "Host Agency."

RULES OF CONDUCT

Participants in a SCSEP Project are expected to observe certain standards of conduct and make every effort to fulfill the objectives of the Program. All participants will be expected to:

1) Register with the State Employment Services (Department of Labor or One-Stop Career Center) within ten (10) days of enrollment and/or other appropriate employment referral services.

2) Actively seek and work to fulfill the goals in his or her Individual Employment Plan (IEP).

3) Perform assignment duties accurately, neatly, promptly and efficiently.

4) Work regular assigned hours; arrive to work on time; notify supervisor when late or out due to illness; notify the Project Director and Host Agency Supervisor in advance when requesting time off. **Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. Participants who do not report to their assignment, and do not notify the Project Director and Host Agency Supervisor will be**

subject to discipline, up to and including termination, in accordance with the disciplinary/termination procedures outlined on page 15-16.

5) Wear appropriate clothing and maintain good personal grooming habits on the assignment.
6) Work cooperatively with the Host Agency Supervisor and other staff members, as well as any other SCSEP participants assigned at the Host Agency.
7) Ask questions of the supervisor or Project Director if unsure what is expected.
8) Work cooperatively with the Project Director to secure an unsubsidized job if that is agreed upon as an IEP goal.
9) Report injuries or unsafe working conditions immediately to the host agency supervisor and Project Director.

Criminal Background Check
Participants placed in assignments which could involve direct contact with children, or assignments where money is handled on a frequent basis may be required to have a background check. Background checks will include fingerprinting and other federal or state requirements. Payment of charges for background checks and related tests will be provided by the host agency or project sponsor.

Pre-Assignment/Random Drug Screening
Participants scheduled for placement with host agencies requiring pre-employment drug screening may be required to undergo mandatory drug screening before assignments can begin. Note: Random drug screens may also be conducted by some host agencies in accordance with their policies. Payment of costs for these drug screens will be provided by the host agency or project sponsor.

NONFEDERAL (EMPLOYMENT) STATUS OF SENIOR TRAINEES
Senior Trainees enrolled under the SCSEP are not considered Federal, State or SEARP&DC employees. Rather, they are enrollees of a federally funded work training program sponsored by this agency under Title V of the Older Americans Act.

ASSESSMENT AND INDIVIDUAL EMPLOYMENT PLAN
After a participant has been determined eligible to participate in SCSEP, they will be interviewed to determine job interests, current skills and past work and volunteer experience. Based on this information they will be assigned to a community service assignment. Shortly after they have spent some time in a community service assignment, the Project staff will meet with them to design an Individual Employment Plan (IEP). The IEP process is the most important for successful participation in SCSEP. Together the participant and the Project staff will establish goals such as: training needed for viable

unsubsidized employment, conducting and submitting documentation of employment searches, maintaining registration with State Employment Services, and supportive services to address barriers that may get in the way of obtaining IEP goals. When included in the Participant IEP, employment search reports will be submitted to the project office by the last business day of each month. The Project staff will complete two assessments for each participant in a 12 month period; all subsequent assessments are re-assessments.

WRITTEN COMMUNITY SERVICE ASSIGNMENT DESCRIPTION

Participants will be given a written Community Service Assignment Description with pertinent information on assignment title, duties, number of hours, host agency, location, supervision, etc., and a copy will be made for the personnel files. The participant and the host agency staff will adhere to the written assignment description in all aspects. Any changes in hours, duties or other factors must be approved by the Project Director. The written community service assignment description will be used in revising and updating the participant's Assessment and IEP. Participants are not permitted, nor will they be required to perform an assignment in buildings or surroundings under conditions that are unsanitary or potentially hazardous.

HOST AGENCY SAFETY AND OTHER MONITORING

At least once per year, project staff will visit each participant on site at the host agency to meet with him/her and the host agency supervisor as well as to conduct a host agency safety check to ensure that each Participant is familiar with the host agency's emergency procedures.

HOURS

SCSEP participant training assignments are a maximum of 19.75 hours per week, as scheduled in the assignment description unless limited funding requires SEARP&DC to be able to only offer less than 19.75 hours per week. Once the schedule is set, any changes must be approved in advance by the Project Director.
SCSEP participants should not exceed working 19.75 hours per week at their assignment. Unauthorized additional hours are not allowed. Participants who exceed their authorized hours may be subject to progressive disciplinary action.

SCSEP participants will not be paid for extended break time (a lunch break, for example). If the work schedule includes such a break, time should be made up accordingly.

PARTICIPANT MEETINGS

Attendance at periodic meetings of all participants for the purpose of providing training and information is required. Meetings are held at least twice each year, but may be held more frequently. SCSEP participant meetings are training sessions and provide opportunities for participants to gain information and engage in skill training. An opportunity to ask questions and receive answers is provided.

Attendance at regular SCSEP participant meetings is mandatory. Hours spent at a participant meeting or a recertification meeting shall be compensated at the regular rate of pay.
If unable to attend, participants are to speak with the Project Director prior to the meeting. Since these meetings are mandatory, if absent, participants will be docked the appropriate number of hours.

SCSEP Participants will be reimbursed up to the current allowable agency rate per mile on approved travel to and from their home to Senior Trainee meeting locations. A completed travel statement with beginning and ending odometer readings must be submitted within **two pay periods** after the meeting date to the project office along with a copy of **current** driver's license and proof of auto insurance before reimbursement can be made. **Exception: travel statements and required documentation for meetings held during the month of June, must be received in the project office by June 30.** In the event of damage to the Senior Trainee's personal automobile, neither SCSEP, SEARP&DC, nor the host agency shall have responsibility for costs of damage or loss.

TRAINING

Training for job skills is an important part of the SCSEP Program. Training and other opportunities should be offered at each Host Agency. Limited training funds are available for skills or classroom training; however the project office will work with participants to identify resources in the local area. Participants should always bring to the attention of the Project Staff any training of which they are aware. The staff will review if it is feasible. Participants may also be paid for time spent in appropriate training, as determined by their Assessment and Individual Employment Plan, provided resources are available.

UNSUBSIDIZED JOBS

A key purpose of SCSEP is to enable older workers to achieve gainful employment and personal development through community service and training. Therefore, participants are required to seek unsubsidized employment per their first IEP and cooperate with the Project Director's efforts. Further, Participants are expected to register with the Department of Labor's State Employment Services, or One-Stop Career Center.

At the orientation session and throughout SCSEP enrollment, the Project Director will encourage participants to search and apply for unsubsidized jobs. The Project staff of SEARP&DC will assist participants in their efforts towards unsubsidized placement.

UNSUBSIDIZIED PLACEMENT FOLLOW UPS

When a participant exits SCSEP for an unsubsidized job, SEARP&DC is required to conduct follow ups for the next sixteen months. Several contacts with the participant and their employer are required during this time and will include gathering information about new wages, benefits, etc. This is done to indicate to DOL the value of how the SCSEP may have benefited participants. A Release Form must be signed by the participant to allow for SEARP&DC to conduct the follow ups.

PARTICIPANT PERFORMANCE EVALUATIONS

Host agency supervisors may make an evaluation of the participant's performance at least once a year. The evaluation lets the participant know how their performance is regarded. It identifies areas of accomplishment, areas where improvement may be needed, and areas in which additional training or experience may improve the likelihood of unsubsidized employment. The supervisor completing the evaluation must discuss its content with the participant. The evaluation will be used in continuing the IEP. Participants will have the opportunity to sign it and receive a copy of the evaluation as well as have an opportunity to comment upon or respond to the evaluation in writing.

CHANGING COMMUNITY SERVICE ASSIGNMENTS

Changing community service assignments is intended to:

- Increase the chances of obtaining unsubsidized employment;
- Provide opportunities to increase responsibilities and learn or improve skills in new assignments;
- Prevent a host agency from using any participant to perform tasks which otherwise would be performed by regular staff members; and
- Encourage the development of new host agency training assignments.

To that end, the length of time that Participants may remain in a community service assignment is determined by each participant's IEP. Sponsors must document in each participant's IEP the appropriate assignment length. However, a project director may choose to move a participant to a new community service assignment, either within the existing host agency or to a new host agency, when the participant has mastered existing opportunities and or when the project director determines that a change in assignment would be in the best interest of the participant in progressing towards his/her IEP goals.

NOTE: Participants who are exercising the Right of Return - for example, following a failed unsubsidized placement - are not allowed to return to the previously held community service assignment.

FOUR YEAR/48 MONTH LIFETIME LIMIT ON SCSEP PARTICIPATION

The Older Americans Act, the authorizing legislation for SCSEP, requires that eligible participants may participate in SCSEP for a maximum period of 48 months or 4 years. In most cases participants rarely participate for 48 months as they leave for unsubsidized placements or other personal reasons.

Each participant's time enrolled is tracked by the SEARP&DC by preparing enrollment forms and documenting breaks of service entered into SPARQ. Each participant must be exited when he/she reaches their individual four year durational limit date.

TRANSITION ASSESSMENT AND IEP

The Transition Assessment and Individual Employment Plan (IEP) are for participants who are approaching their four-year time limit on participation, who are not eligible to waive their limit and who are still not job ready. The Transition Assessment and IEP are intended to help develop a post-SCSEP survival plan by the time the participant must be terminated from the program.

Participants have the option to decline the Transition Assessment and IEP process. If they decline, project staff must document this decision thoroughly in detailed case notes as well as on the *Transition Assessment and IEP Form*.

If a participant concludes that they do NOT have sufficient financial resources, program staff should help them identify and put in place community resources that will help to close the gap between the finances they have and the amount they may need. The goal of such plans is to increase financial stability by giving them the steps to take, which may include them contacting various agencies and programs (with the assistance of program staff and other professionals as appropriate).

A participant's health status may be assessed when applicable, especially if it would identify a disability for which they would be eligible for disability benefits.

The IEP portion of the Transition Assessment and IEP should include the following as appropriate:

- Up-to-date information on transferrable skills, interests, unsubsidized placement goal, if applicable, and specific action steps, such as updating the participant's resume, job interviewing and job search skills, additional needed training, employers to target and an outreach strategy

- Up-to-date information on supportive needs and goals along with specific action steps, such as developing a personal budget without SCSEP wages, or getting permission to contact social support systems to ensure safety net services throughout the transition;
- Up-to-date information on continuing community service goals or other plans post-exit and specific action steps, such as identifying other stipend/volunteer programs

Participants will minimally receive notification letters that they are approaching the end of their four years/48 months on SCSEP from project staff 90 days before the time limit is reached and 30 calendar day termination notice before the four year time limit is reached.

INJURY ON TRAINING ASSIGNMENT

In case of injury on the community service assignment, a participant in cooperation with the Host Agency Supervisor must immediately file a First Report of Injury, with a copy to the Project Director. Even if a minor incident occurs, reporting protects the participant's Worker's Compensation rights. Workers' Compensation information is posted in the Project Office.

NEPOTISM PROHIBITED AT HOST AGENCIES

No participant shall be assigned to a host agency where a member of the immediate family of the participant is in a supervisory or administrative capacity involving oversight of the participant.

PARTICIPANT RECORDS

Participant records are kept confidential and placed in a secure place at the Project Office. Participants may at a mutually convenient time, have the right to examine the contents of their file and may be allowed to supplement to the employment record. No information in a personnel file will be disclosed to anyone outside the SEARP&DC without a signed consent from the Participant specifically authorizing the release of the information. Participants wishing to view or copy information in their files should submit a written request to the Project Director.

PAYROLL DISTRIBUTION

WAGES

- SCSEP participants will receive no less than the federal minimum wage as the pay rate, which is specified in the community service assignment description.

TIME SHEETS

Time sheets are the basis for payroll calculations. It is extremely important that time sheets are completed accurately and submitted on the date they are due to the SEARP&DC Project office by-fax, e-mail or in person. If timesheets are faxed, the original must be mailed to the project office in a timely manner. **Time sheets are legal documents and should be completed in blue ink (pencil is not acceptable)**. Time sheets are due in the SEARP&DC office on Monday morning following the end of the pay period. Timesheets must reflect the actual hours worked by the participant during the pay period.

PAY SCHEDULE

SCSEP participants will be paid using a bi-weekly pay schedule. Deposits are made on the Friday following the end of the pay period. SEARP&DC pay dates will be every other Friday. SCSEP participants and supervisors should refer to the annual payroll calendar provided by the Sponsor agency identifying when timesheets are due and for scheduled payroll dates.

DISTRIBUTION METHODS

- DIRECT DEPOSIT - All SCSEP participants are required to participate in SEARP&DC's direct deposit program by providing appropriate documentation and maintaining a valid account while enrolled in the SCSEP. In order to participate in this convenient and secure means of payroll deposit, participants should complete and sign a direct deposit authorization agreement, attach a voided blank check or savings account deposit slip to the completed agreement and submit the information to the Payroll Department.

After direct deposit information has been entered into the SEARP&DC direct deposit payroll system, deposits will be made into the designated checking or savings account. Participants will not be allowed to begin assignments until direct deposit documents have been provided to the SEARP&DC office and thereafter must ensure a valid account is maintained while employed.

Participants should notify the Fiscal Department if he or she plans to close their account and wants their pay sent to a different account; or Trainee's bank is acquired by another financial institution. When these events occur, participants should complete a new authorization form and submit new deposit information to the project office at least five (5) days prior to the next payroll date.

A schedule of payroll dates will be given to each participant at orientation, and is on file at the Host Agency and SEARP&DC Project office. A payroll statement that includes total hours paid, payroll amount, federal and state taxes withheld and other related information will be mailed to each participant.

FRINGE BENEFITS

- F.I.C.A. - SEARP&DC contributes to the Social Security System for all participants in accordance with payroll tax provisions. Federal and State income taxes may also be withheld.

- UNEMPLOYMENT INSURANCE - Unemployment insurance is not required by the State of Alabama for SCSEP Participants; therefore Participants are not eligible to receive benefits after exiting the SCSEP Program.

- PHYSICAL EXAMINATIONS - After enrollment in the SCSEP Program, participants will be offered at no cost, the opportunity to have a limited physical examination provided by the program. Maximum reimbursement is $50. If the physical costs less than $50, then the participant will only be reimbursed the actual cost. The Project staff will assist participants in obtaining a physical examination from a local resource if needed. Once enrolled, physical examinations are offered on an annual basis. The physical examination is for the participant's information only and a copy is not needed in the Project Office. If required by applicable health laws certain community service training assignments may require participants to have physical examinations. Under these circumstances if the participant objects to take the physical examination or share the results, the project director may limit or exclude the participant from a particular community service assignment.

- WORKERS COMPENSATION
  - All employees are protected by Workers Compensation which covers injuries received at work. All injuries related to the community service assignment must be reported **immediately** to the Project Director.
  - If a participant becomes involved in an accident or sustains an injury while working, they must report the situation as required by state law. (See Injuries, Accidents and Emergencies)

- Workers Compensation information is posted in the Project Office.
- If a participant has an active Workers' Compensation claim with SEARP&DC they will be put on an approved break in service, and cannot be terminated from SCSEP while the claim is active.

LEAVE TIME

Certain "lost" time (such as snow closings, etc.) may be made up providing, the time can be made up in the same or subsequent pay period, does not exceed the maximum hours for the pay period in question, and is approved in advance by the Project Director. Participants are required to notify the Project Director and host agency supervisor in all instances when they will not be reporting to their community service training assignment as scheduled.

Federal Holidays - SCSEP participants can only be paid for hours worked/spent in training. Participants will make-up hours if they are scheduled to work on a day their host agency is closed for a federal holiday. The approved Federal Holidays are: New Year's Day; Birthday of Dr. Martin Luther King, Jr.; Washington's Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; and Christmas Day.

Sick leave - If sick for less than three (3) consecutive days, participants may make-up hours missed in the same or subsequent pay period with prior approval of the project director.

Required Physician Excuse/Release - Senior Trainees absent from their assignment for periods exceeding three (3) days due to emergency treatment by a physician must obtain and submit to the project office a signed excuse or release by the physician. The excuse or release must give the date the Senior Trainee may safely return to his or her assignment. A copy of the release must be provided to the host agency supervisor and the project office upon return to the assignment to verify the Senior Trainee is able to return to work at his/her assignment. Repeated failure to notify supervisors and/or project staff and provide documentation regarding absences will result in disciplinary action including termination.

Inclement Weather and Disaster closings - If the Host Agency is closed due to snow, weather, power, or other factors, these are not paid days. With prior approval of the project director and if the Host Agency can accommodate, a participant can make up the time in the same period or subsequent pay period.

Leave Without Pay - Senior Trainees may submit a leave of absence request to take up to thirty (30) calendar days leave without pay from

work for medical, family health, or personal reasons. Any Senior Trainee on leave without pay for more than 30 days may be subject to termination from the Title V SCSEP Program but may apply for re-enrollment. The participant's re-enrollment will be subject to the SCSEP enrollment priorities, availability of assignments, funding and at the project director's discretion.

Participants may apply to the Project Director for leave without pay for leave exceeding three (3) consecutive days. The participant must mutually agree on the extent or time frame of leave with the Project Director and host agency supervisor. Participants absent for more than three (3) days must notify the project office and submit a request for authorized absence request form. Submission of requests for approved break will prevent requested days from being deducted from the maximum durational limit for the SCSEP program.

Jury duty - Consistent with SEARP&DC policy, Participants will not be paid while serving on jury duty but may make up hours in the same or subsequent pay period subject to approval by the project director.

Alternative Assignment - Participants may request an alternate community service assignment if the Host Agency is to be closed for an extended period of time.

Military Leave - Eligible Senior Trainees with a spouse, son, daughter, or parent on active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Senior Trainees may contact the project director for more information.

TRANSPORTATION REIMBURSEMENT

1) Participants will not be reimbursed by SEARP&DC for personal use of vehicles or commuting to assignments.

2) If authorized to use personal vehicles for Host Agency business, the participant may be reimbursed by the Host Agency. A copy of the current auto insurance policy and current driver's license must be provided for personnel files.

3) Drivers of Host Agency-owned vehicles will be covered under the Host Agency's insurance policy. Also, the Host Agency should pay for a public service license if needed.

SUPPORTIVE SERVICES - Participants will have several supportive services available. The types of supportive services include but are not limited to:

- Training as described previously;
- Job Search Assistance (creating resume, interview skills, etc.
- Counseling and Referrals;
- Employee Assistance, including for drug or alcohol related problems;
- Incidentals such as uniforms, safety glasses; and/or
- Reasonable training-related transportation costs.

Participants are to consult with the Project Director if they need these types of services. The Project Director will assess the project's ability to assist.

LIMITS TO ACTIVITIES

Various limitations on certain types of activities apply to SCSEP participants, as follows:

A. POLITICAL

- Participants are free to engage in political activities on their own time, however, the following instructions apply:
- Participants may not engage in political activities while in their community service assignment.
- Participants may not represent themselves as a spokesperson for the SEARP&DC SCSEP Program as part of any political activity at any time.
- Some participants assigned to Host Agencies which are federally funded, whether at Federal, State or Local government agencies, may have additional restrictions.

B. VOLUNTEERING

Participants may not volunteer at the Host Agency to which they are assigned.

C. LABOR PRACTICES - MAINTENANCE OF EFFORT

- SCSEP participants may not be assigned at any agency at which is involved in a Labor/management dispute, including, but not limited to strikes, picketing or lock-outs.

- SCSEP participants may not displace a worker, or replace a worker who was laid-off.

- SCSEP participants may not be assigned to do the same duties at a Host Agency where he/she was previously employed. This is maintenance of effort.

- The Project Director shall assign SCSEP participants in accordance with fair labor Practices.

EXITING SCSEP

VOLUNTARY EXITS

If a participant decides to voluntarily exit the SCSEP program, one week's notice should be given with the reason for exit stated. If the participant has obtained an unsubsidized job, they may be released the next day if that is in the best interest to secure the job. Project staff will ask the participant to submit copies of acceptable documentation to verify their reason for exiting SCSEP.

Disciplinary/Termination Process

The termination procedure will typically include the following disciplinary steps. SEARP&DC staff or the Project Director may skip Steps One and Two and go straight to Step Three (outlined below) and terminate a participant immediately for serious violations such as fraud, theft, destruction of property, violence, or threats to health and safety of the participant or others.

Step One: Documented Verbal Warning

Project staff will verbally warn the participant, complete a detailed documentation of the warning for the file, and include this documentation in the participant's file.

Step Two: Written Warning

Project staff will draft a written warning letter to the participant and discuss the written warning with the participant in person or via the telephone. The written warning letter will be sent to the participant and a copy will be put in the participant's file.

During both Steps One and Two, project staff must inform the participant and document the corrective action and time period in which the corrective action must be taken.

Step Three: Termination

Written notices of termination must be given to participants who project staff are terminating. Participants have the right to appeal any termination decision. In no case may a participant be terminated before 30 calendar days after project staff provide him/her with their written notice.

TERMINATION POLICY

Termination Policies Must Be Reviewed at Enrollment

Every participant must receive a written copy of the Participant Handbook at the time of initial enrollment. The Participant Handbook must include all the policies for termination, and those policies must be verbally reviewed with each participant during orientation. No participant will be terminated solely on the basis of their age as there is no upper age limit on SCSEP participation.

Participants must sign a form acknowledging they have received the handbook and this form must be placed in each participant's file. Before initiating a termination, project directors should review ADSS policies and contact the SCSEP State Coordinator if there are any questions.

Participants may only be terminated for the termination reasons (d-j) below, and all termination policies will be applied fairly and consistently. Project staff will seek to avoid termination whenever possible and will use progressive discipline and corrective action, as described below, except in cases of serious violations, such as fraud, theft, violence, or threats to health or safety.

C. Types of Terminations

SCSEP participants may be terminated only for any one of the following seven (7) types of termination:

1. **Termination for Cause**
2. **Termination for Individual Employment Plan Violation**
3. **Termination for Violation of Leave without Pay (the project may call this Approved Break in Service or Leave of Absence)**
4. **Termination for Income Ineligibility**
5. **Termination for Reaching Durational Limit**
6. **Termination Due to Program Ineligibility**

7. Termination Due to Becoming Employed While on SCSEP

1. **Termination for Cause -** Project directors must follow the proper procedures and policies governing terminations.

Project directors must give participants terminated for cause written notice. The termination letter must explain the reasons for termination, state the participant is on leave without pay for 30 calendar days before the exit date, and appeals procedures, including deadlines and the name of the individual to whom the appeal should be made. Participants have the right to appeal any termination decision (for example, the appropriate timeframes and names of the individuals to whom to appeal).

Participants may not be terminated until 30 calendar days after project staff have provided the participant with a written notice. (during which time they are on leave without pay). The project director may, but does not have to, refer participants terminated for cause to other sources of assistance or to the One-Stop delivery system.

Reasons for terminations for cause include the following:

- Refusal to cooperate in establishing eligibility;
- Refusal and/or unwillingness to perform assigned duties without good cause;
- Three or more unauthorized absences from the host agency/training site without good cause or proper notice or a pattern of unexcused tardiness;
- Falsification of timesheets, eligibility or other official records
- Insubordination, that is, intentionally refusing to carry out the direction or instructions of a host agency supervisor or project staff staff without good cause;
- Obscene, abusive, harassing, or threatening language or behavior;
- Causing an imminent threat to health or safety;
- Theft, meaning illegally taking or withholding the property of another without permission;
- Intentional loss, damage, destruction or disclosure of unauthorized use of property, records or information;
- Workplace harassment or discrimination on the basis of sex, race, color, religion, national origin, age, marital status, or disability;
- Conviction of a felony or any criminal drug statue for a violation occurring in the workplace while on or off duty, or while on duty away from the workplace;

- Consuming, selling, purchasing, manufacturing, distributing, possessing or using any illegal or non-prescribed drug or from being under the influence of alcohol and/or other drugs while performing his/her host agency assignment or while carrying out objectives required by the IEP. Legally prescribed medications are excluded if they do not affect the participant's ability to perform his or her duties or protect the safety of the participant or others;
- Being found to have unsubsidized employment while on SCSEP;
- Exceeding the ADSS approved break/leave without pay policy by failing to return from an approved break by the required date without due notice or good cause;
- A pattern of consistent and conscious failure to follow the steps mutually agreed upon and outlined in the IEP without good cause, including:
    - Refusing to search for a job;
    - Sabotaging a job interview, for example, a participant tells the interviewer that he or she is not interested in the job or tells the interviewer that he or she is not qualified;
    - Refusal of a reasonable number (3) of job offers and/or referrals to job openings;
    - Refusing to accept or transfer to a different community service assignment;
    - Refusal to accept IEP-related training opportunities;
    - Refusal to register and follow-up with the One-Stop Career Center related to unsubsidized employment;
    - Refusing to accept or follow-through on obtaining support services that will enhance the participant's ability to participant in a community service assignment consistent with the IEP without good cause
    - Refusing to cooperate with the assessment or IEP process such as refusing to participate in the completion of the assessment, reassessment, the IEP and/or updates
    - Refusing to cooperate with other IEP-related referrals

Behaviors that may lead to any termination for cause will be documented thoroughly and included in the participant's records.

2.Termination for Individual Employment Plan (IEP) Violation

The IEP serves to reflect the goals of the participant while on SCSEP and it is created in collaboration the participant and the host agency supervisor. An initial IEP must contain an appropriate employment goal but subsequent IEPs need not have an employment goal if one is not feasible for the participant. In those cases, the IEP should reflect other appropriate goals for self-sufficiency, including supportive services to address barriers, additional training and/or transition to other programs or services. Repeated refusal by the participant to perform specific actions as agreed to in the IEP, such as attending a job interview or accepting an alternative community service assignment or attending GED class, may result in termination for cause.

Participants may be terminated for refusal to accept a reasonable number (3) of job offers or referrals to unsubsidized employment appropriately related to their Individual Employment Plan (IEP), if the participants have no extenuating circumstances that would prevent them from moving to such employment.

Before issuing a termination notice, project directors will give the participant a verbal warning that also is documented, and subsequent written notices. The notices must cite a specific incident in which the participant did not fulfill an IEP responsibility, the provision violated in the jointly signed agreement, and inform the participant of the corrective action and time period in which the corrective action must be taken.

If the participant does not take appropriate corrective action by the stipulated deadline, project staff must give the participant a written termination notice that includes the reasons for IEP termination (stated in their personnel policies and procedures and their participant orientation sessions). The termination letter must also explain that the participant is on leave without pay for 30 calendar days before the exit date; and should include appeals procedures, with deadlines and the name of the individual to whom the appeal should be made. Participants have the right to appeal any termination decision (for example, the appropriate timeframes and names of the individuals to whom to appeal. The project staff may, but does not have to, refer them to other sources of assistance or to the One-Stop delivery system.

Such participants may not be terminated until 30 calendar days after project staff have provided them with the written termination notice, during which time they are on leave without pay.

3. Termination for Violation of Approved Break in Service or Leave of Absence Policy

Participants may be terminated if they reach the time limit or if the participant does not comply with the ADSS approved policy, as outlined in the project staff's participant handbook. If a participant desires to return to SCSEP following a break of more than 30 days, the participant's re-enrollment will be subject to the SCSEP enrollment priorities, availability of assignments, funding and at the project director's discretion. Participants may not be terminated for a break in service until 30 calendar days after project staff have provided the participants with the written notice (during which time they are on leave without pay). Project staff may, but do not have to refer them to other sources of assistance or to the One-Stop delivery system.

The termination letter must explain the reasons for termination, state the participant is on leave without pay for 30 calendar days before the exit date, and appeals procedures, including deadlines and the name of the individual to whom the appeal should be made. Participants have the right to appeal any termination decision (for example, the appropriate timeframes and names of the individuals to whom to appeal)

4. Termination for Income Ineligibility - If, at any time, a project staff determines that a participant no longer is eligible for continued enrollment because he or she has attained additional includable income during the preceding six or 12 months or because of a change in family status, the participant must be terminated. Project staff must inform participants who are income ineligible of the reason for termination and provide the participant with a 30-calendar-day written notice. The participant is allowed to continue working at their Community Service Assignment, with pay, until exited. The termination letter must explain the reasons for termination, appeals procedures, including deadlines and the name of the individual to whom to the appeal should be made.

Such participants may not be terminated until 30 calendar days after project staff have provided the participants with written notice. The termination letter must explain the reasons for termination, appeals procedures, including deadlines and the name of the individual to whom the appeal should be made. Participants have the right to appeal any termination decision (for example, the appropriate timeframes and names of the individuals to whom to appeal). Project staff must refer them to other sources of assistance or to the One-Stop delivery system. Participant Forms and SCSEP Exit Forms documenting the participant's ineligibility must be completed and placed in the participant file.

Determinations of ineligibility cannot be based on anticipated changes in income or family size; they must be based on actual data. As a best practice, during orientation, project staff should inform participants

of their responsibility to report increases in income and changes in family status.

5. Termination for Reaching Durational Limit - The maximum eligibility period for SCSEP participation for people enrolled on or after July 1, 2007, is a total of 48 months. Project staff must develop a Transition Assessment and Individual Employment Plan (IEP) for the participant with a goal of self-sufficiency after termination from SCSEP.

Participants who reach their durational limit must be terminated on the date when they reach their four year limit. Written notices of termination including the reason for the action and appeal procedures must be given to participants who the project staff expects to terminate 30 calendar days prior to their four year durational limit date/exit date. Participants have the right to appeal any decision.

6. Termination Due to Program Ineligibility - If a project staff determines a participant is ineligible (or no longer eligible) during the eligibility verification process, it must give written notice explaining the reasons for termination and applicable procedures to appeal. Such people must be referred to other sources of assistance, including the One-Stop delivery system.

If a project staff discovers after the eligibility or recertification process is finished that staff incorrectly determined a person to be eligible through no fault of the person, the sponsor must give immediate written 30 calendar day notice explaining the reasons for termination and applicable procedures to appeal as well as referrals to other sources of assistance, including the One-Stop delivery system. Participants are allowed to continue working at their Community Service Assignment until exited.

The types of reasons that may come to light after the eligibility process has been finished, which could make a participant ineligible are, for example, new and more accurate information about age, or income.

Participants may not be terminated until 30 days after project staff have provided the participants with written notice. The termination letter must explain the reasons for termination and the appeals procedures.

7. Termination Due to Becoming Employed While Enrolled in SCSEP

To qualify for enrollment in SCSEP, a participant has to be unemployed. If, at any time, project staff determines that a participant entered

unsubsidized employment while enrolled on SCSEP, the participant will be placed on leave without pay and will be given an immediate written 30 day calendar notice explaining the reasons for termination and applicable procedures to appeal.

Such participants may not be terminated until 30 calendar days after project staff have provided them with the termination notice, during which time they are on leave without pay.

The termination letter must explain the reasons for termination, state the participant is on leave without pay for 30 calendar days before the exit date, and appeals procedures, including deadlines and the name of the individual to whom the appeal should be made. Participants have the right to appeal any termination decision (for example, the appropriate timeframes and the names of the individuals to whom to appeal)

Documentation for Termination - Project staff must retain in the participant's file copies of all termination-related documentation including, but not limited to, termination letters, corrective action correspondence, detailed case notes from project staff, detailed information from the host agency supervisor, and copies of the Orientation Checklist that affirm the participant received and reviewed the Participant Handbook, including its termination and grievance policies.

PARTICIPANT COMPLAINT RESOLUTION

In cases where an adverse action is contemplated against a participant or an applicant for enrollment wishes to dispute an unfavorable determination of eligibility, grantee grievance procedures must be used to resolve complaints.

During participant orientation, intake staff must discuss grievance procedures and give each participant a copy of the procedures. Participants with complaints alleging discrimination on the basis of race, color, religion, sex, national origin, handicap or age must be notified of their right to appeal to the Civil Rights Center for investigation and possible resolution. Participants must also be informed of their right to appeal to the U. S. Department of Labor if it is alleged that federal law has been broken. Documentation of all adverse actions and steps to resolve complaints must be maintained in programmatic records.

GRIEVANCE/COMPLAINT PROCEDURE

Written notices of termination including the reason for the action and appeal procedures must be given to participants who the project sponsor expects to terminate. Participants have the right to appeal any termination decision. Participants may not be terminated until 30 calendar days after they have been provided a written notice. SEARP&DC will ensure that the grievance procedure will be provided uniformly and fairly.

During orientation each participant will receive a copy of the SCSEP Participant Handbook which contains the SEARP&DC procedures for resolving a grievance. During orientation the participant must sign a form to acknowledge they have received this Handbook.

- ***Notification of Filing of Complaint required by the Project Sponsor***

  When a participant files a written complaint this invokes the project sponsor's complaint resolution procedures. The project sponsor must notify the ADSS SCSEP State Director and provide a copy of the complaint within seven (7) business days.

- ***Complaint Resolution/Grievance Procedure Steps***

  The grievance procedure applies to participants complaints over conditions which are, in whole, or in part, subject to the control of the Host Agency Supervisor and/or Project Director, involving policy administration, terms and conditions of enrollment.

  1. Upon receipt of a written complaint, the project director, the participant who filed the complaint and the host agency supervisor, if appropriate, should seek promptly to resolve the differences in an informal conference.

  2. A written statement outlining the result of the conference should be provided to all involved persons.

  3. If the participant is not satisfied with the results of the informal conference, they have the right to appeal to an established complaint resolution committee or to the chief executive officer of the SEARP&DC as provided for in this Participant Handbook

  4. SEARP&DC shall ensure the appeal is heard promptly.

  5. Participants have the right to use the assistance of others at the hearing, to call witnesses and to question those involved

in the complaint.

6. A written summary of the decisions made at the hearing must be provided promptly to all involved.

7. The time limit of the complaint resolution procedure for each project sponsor is 45 business days, including the time for filing the appeal to ADSS.

SCSEP GRIEVANCE PROCEDURE
1/31/2011

STEP ONE

The participant who has a complaint should verbally present it to his/her Project Director within five (5) calendar days after knowledge of reasons giving rise to the complaint. The Project Director shall attempt to resolve the complaint to the mutual satisfaction of both parties within five (5) calendar days after its presentation. If unsuccessful, the participant may proceed to step 2 within five (5) days of the presentation to the supervisor. If the complaint is between the participant and the Project Director, the participant should bypass step one and immediately proceed to step two.

STEP TWO

If a satisfactory resolution is not reached in step one, the participant may submit a written grievance to the project staff Executive Director, who shall review the grievance, and render a written decision within five (5) calendar days after review.

STEP THREE

If the participant does not accept the Executive Director's decision, the participant may submit a written request to the SCSEP State Director, Alabama Department of Senior Services (ADSS), to review the matter. The SCSEP State Director shall respond within fifteen (15) days of receipt of the participant's review request. The request to the SCSEP State Director must be received at ADSS within 45 days of the date of the filing of the original written grievance. The decision of ADSS is final and binding except for a complaint alleging violations of law or a complaint alleging discrimination, as noted below.

STEP FOUR

The time limits in Steps One-Three above may be extended by mutual written agreement.

DEPARTMENT OF LABOR APPEAL

A complaint alleging violations of law or unlawful discrimination may be appealed to the U.S. Department of Labor if not resolved within 60 days of the time of filing the original writing complaint. A complaint alleging violations of law and a complaint alleging discrimination are appealed to different units of the U.S. Department of Labor.

- A complaint alleging violations of law may be filed with - Chief, Division of Adult Services, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, DC, 20210.
- A complaint alleging discrimination on the basis of race, color, religion, sex, national origin, disability, or age, except where age is a valid requirement for eligibility, may be filed with - Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

U.S. Department of Labor regulations governing SCSEP (20 CFR 641) provide that, except for complaints alleging violations of law and for complaints alleging discrimination, the department shall limit its review to determining whether the appeals procedures of a project project staff and ADSS were followed.

Adverse Action against Participant

When a project sponsor takes an adverse action against a participant, the sponsor must notify the participant in writing of the reason or reasons for the action, and advise him or her of the complaint resolution procedures and of his or her right to appeal to ADSS's SCSEP National Director.

Right to Appeal to Alabama Department of Senior Services (ADSS)

Persons who are dissatisfied with a decision resulting from the project sponsor's complaint resolution procedure have the right to appeal to ADSS.

1. Participants should file a written appeal to ADSS within five (5) business days of the sponsor's decision.

2. ADSS will send a letter to the participant acknowledging receipt of the complaint and will review the results of the complaint resolution procedure. ADSS will notify SEARP&DC of receipt of the complaint. ADSS may request additional information from the participant or SEARP&DC. ADSS may decide to hold a hearing to gather additional information. In such cases where ADSS decides to hold a hearing, ADSS may request consent for additional time from all involved parties.

3. ADSS will affirm or amend the decision within 15 business days and provide the participant and SEARP&DC a written copy of the decision stating that the decision is final, except if the participant appeals to the U.S. Department of Labor.

Department of Labor Appeal

A complaint alleging violations of law may be appealed to the U.S. Department of Labor (DOL) as described below if the complaint is not resolved within 60 business days of the time of filing by the combined complaint resolution procedure of the project sponsor and the ADSS SCSEP National Director. A complaint alleging violations of law is appealed to the following DOL unit:

1. Complaints alleging violations of the law. A complaint alleging violations of law, other than a complaint alleging discrimination, which is not resolved within 60 business days as a result of the combined complaint resolution procedure of a project sponsor and ADSS may be filed with the Chief, Division of Adult Services, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Ave., N.W., Washington, D.C. 20210.

U.S. Department of Labor regulations governing SCSEP provide that, except for complaints alleging violations of the law, and for complaints alleging discrimination, the department shall limit its review to determining whether the appeals procedures of a project sponsor and ADSS were followed.

Complaints or Questions Regarding Nondiscrimination Requirements

1. Complaints or questions regarding nondiscrimination requirements, or complaints alleging a violation of the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 188 of the Workforce Investment Act of 1998 (WIA), or their implementing regulations **must be directed or mailed** to Civil Rights Center at the U.S. Department of Labor at: Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Ave., N.W., Washington, D.C. 20210.

2. Per U.S. Department of Labor regulations governing SCSEP, staff of SEARP&DC must refer complaints alleging discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, disability or age - except when age was used as a valid requirement for SCSEP eligibility as described in the ADSS Policy and Procedure Manual (Policy 203, Eligibility Requirements) - to the Civil Rights Center.

3. Per U.S. Department of Labor regulations governing SCSEP, staff of SEARP&DC are not permitted to process an allegation based on discrimination. SEARP&DC staff should advise the participant that the complaint or question must be filed with the Civil Rights Center at the U.S. Department of Labor, as noted above.

4. Pending the disposition of the allegation by the Civil Rights Center, SEARP&DC staff will continue to assist the participant to resolve any Program problems in the same manner as sponsor staff would assist any other participant regardless of the discrimination allegation.

715 SEARP&DC POLICY STATEMENT REGARDING DRUGS AND ALCOHOL IN THE WORKPLACE

The illegal use of drugs is a national problem that seriously affects every American. Drug abuse not only affects individual users and their families, but also presents new dangers for the workplace. Practical experience and research have proven even small quantities of narcotics, abused prescription drugs, or alcohol can impair judgement and reflexes. Though not readily apparent, this impairment can have serious and costly results, particularly for employees operating vehicles or potentially dangerous equipment, or for employees who are making important decisions, or handling sensitive information or valuables.

The Commission is committed to providing a safe work environment and to fostering the well being and health of its employees and the general public. That commitment is jeopardized when any employee illegally uses drugs, abuses prescription drugs, or uses alcohol on the job; comes to work under the influence; or possesses, distributes, or sells drugs in the workplace. For these reasons the Commission has decided to implement an Alabama Drug-Free Workplace Policy. Adherence with this policy is a condition of employment at the Commission, and all employees, final applicants, and independent contractors/contractor employees working on the property of the Commission will be required to execute the applicable consent form(s). An employee whose conduct violates this policy will be subject to discipline, up to and including termination. This policy is not contractual in any nature.

Elected and Appointed Officials of the Southeast Alabama Regional Planning & Development Commission, who are not otherwise classified as employees of the Commission, are not subject to this policy.

The Commission has developed its drug-free workplace policy in substantial compliance with The Alabama Drug-Free Workplace Act of 1995, Ala. Code §§ 25-5-334 et seq. with three basic objectives in mind:

1. Employees deserve a work environment that is free from the effects of drugs and the problems associated with their use
2. The Commission has a responsibility to maintain a healthy and safe workplace; and
3. Reduce risk of property damage or injury to the general public, co-workers or employees.

In compliance with the Drug-Free Workplace Act of 1988, the Commission absolutely prohibits the use, consumption, sale, purchase, transfer, possession, manufacture, distribution or dispensation of any controlled substance by any Commission employee, intern, or enrollee in a contract-funded program during working hours, while on the premises, while representing the Commission, or while at an assigned workplace, or by any contractor or subcontractor personnel while in the performance of a grant or contract funded through the Commission. Contractor or subcontractor personnel are strictly prohibited from being under the influence of alcohol or any controlled substance while in the performance of a grant or contract funded through the Commission.

All contractors and subcontractors of the Commission and all host agencies of enrollees in a contract-funded program shall be required to certify compliance with the Drug-Free Workplace Act of 1988.

Legally prescribed medications are not covered by this policy and are permitted to the extent that their use does not adversely affect the employee, intern, or enrollee's work ability, job performance, or the safety of others in the workplace. All employees who must use a prescription drug that causes adverse side effects (e.g., drowsiness or impaired reflexes or reaction time) should inform their supervisor that they are taking such medicine on the advice of a physician. Such employees are responsible for informing their supervisor of the possible effects of the drug on performance and expected duration of use. If the prescription drug use could cause production or safety problems, a supervisor may grant the employee sick leave or temporarily assign the worker different duties.

The Southeast Alabama Regional Planning and Development Commission has the right to inspect lockers, handbags, lunchboxes, other containers or other personal effects of workers at any time. This action will only be taken if a reasonable suspicion exists that the employee is in possession of an illegal substance or Commission property to which they are not entitled. This action must be requested by the employee's first line supervisor and approved by the Executive Director. If deemed necessary by management, workers themselves may be asked to submit to a search. The same standards for reasonable suspicion applied to an inspection of possessions will apply to a search of one's person. At no time will any employee be searched by or in the presence of a member of the opposite sex. An employee's refusal to cooperate with or submit to a search may be treated as serious insubordination that warrants immediate discipline.

Employees, who appear to be in an impaired condition on the job, or in the execution of their duties on behalf of the Commission, may be asked by their supervisor to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. This observation must be made by a member of management, trained in the identification of the symptoms

and behaviors associated with drug and/or alcohol use. These observations must be documented in writing and become the basis for probable cause to perform a test. The types of tests that may be used include breathalyzer tests, blood tests, and urinalysis. Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including discharge. An individual who is involuntarily relieved of duty solely because of drug testing will be paid for time away from scheduled work if the drug tests are negative.

Any sale of illegal drugs during the workday or on the Southeast Alabama Regional Planning and Development Commission's premises will be treated as gross misconduct punishable by immediate discharge for the first offense. Any employee who is convicted for selling/trafficking in drugs will be discharged.

Definitions:

a) Controlled Substances: "Controlled substances" are defined for the purposes of this policy as any substance, chemical, or drug listed in Schedules I through V of the Code of Alabama 1975, codified in Sections 20-2-22 through 20-2-31, or in those schedules as revised and republished annually by the State Board of Health pursuant to Section 20-2-32, or covered by the Drug Crimes Amendments Act of 1987 as codified in Sections 13A-12-210 through 13A-12-216, or a substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

b) Conviction: The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

c) The term "criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

Drug Testing:

Employees will be screened or tested after any work-related injury or accident where:

i) an employee is injured beyond the need for simple first aid, or
ii) property or vehicles are damaged (over $200.00 estimated), or
iii) an employee has caused or contributed to an on-the-job injury which results in
in loss of work time, or
iv) an injury that is a workers' compensation injury, or

v) if there is reasonable suspicion of drug or alcohol use.

Employee Assistance:

The Commission will, to the best of its ability, work with employees, interns, or enrollees suffering from drug or alcohol abuse or other personal or emotional problems in receiving the assistance necessary to overcome their dependence. Any assistance provided will be at no cost to the Commission.

Any employee, intern or enrollee seeking such assistance is encouraged to meet with his or her supervisor or the Executive Director to discuss the situation before the problem begins to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential by the management personnel.

The employee's decision to seek assistance will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceedings unless the request for assistance is after proceedings are initiated.

Disciplinary Action:

Employees found to be abusing drugs, or convicted of any criminal drug statute violation, will be subject to appropriate disciplinary action, including termination, even for a first offense, or be required to enter into a written agreement with the Commission to participate satisfactorily in a prescribed drug or alcohol abuse assistance or rehabilitation program approved by the Commission's Board of Directors for such purposes. The Commission is not required to pay for this rehabilitation or reimburse the employee for expenses incurred. Failure of an employee to voluntarily participate in a drug or alcohol abuse assistance or rehabilitation program, or to satisfactorily attend the program as set forth in the written agreement between the employee and the Commission, shall result in termination of the employee.

Notice by Employee Required:

Employees, interns, and enrollees must notify the Commission in writing of any criminal drug statute conviction for a violation occurring in the workplace, or while representing the Commission, no later than five (5) days after such conviction. Any employee found to be in violation of this notification requirement will be immediately terminated.

Contractor, Subcontractor and Host Agency Certification:

All contractors, subcontractors, and host agencies of contract-funded positions shall certify that they are in compliance with the Drug-Free Workplace Act of 1988. All contractors, subcontractors, and host agencies must notify the Commission in writing of any criminal drug statute conviction for a violation by any of their personnel while in the performance of a grant or contract funded through the Commission, or by any enrollee during working hours, or while assigned at the workplace, no later than five (5) days after such conviction. Any contractor, subcontractor, or host agency that knowingly violates or permits the violation of this policy or otherwise fails to ensure a workplace free of controlled substance or alcohol use shall risk the immediate loss of the contract or subcontract with the Commission or the services provided through the respective program.

Consequences

Workers' Compensation

Under Alabama Law, Section 25-5-51, et seq., of the Code of Alabama (1975), workers who are injured in the workplace or in the course of employment may be tested for drugs and alcohol and, if positive, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. Further, a positive drug test conducted and evaluated pursuant to the above provisions is evidence of willful misconduct so as to disqualify an employee from workers' compensation benefits.

Unemployment Compensation

Under Section 25-4-78, et seq., as amended, of the Code of Alabama (1975), Unemployment Compensation, provides that no unemployment compensation will be paid to an employee dismissed after testing positive for drugs or alcohol, refusing to submit to a test for drugs or alcohol, or knowingly altering or adulterating any test sample. Section 25-4-78 reads in part:

> "A confirmed positive drug test that is conducted and evaluated according to standards set forth for the conduct and evaluation of such tests by the U.S. Department of Transportation in 49 C.F.R. Part 40 or standards shown by the employer to be otherwise reliable shall be a conclusive presumption of impairment by illegal drugs. No unemployment compensation benefits shall be allowed to an employee having a confirmed positive drug test if the employee had been warned that such a positive test could result in dismissal pursuant to a reasonable drug policy... Further, no unemployment compensation benefits shall be allowed if the employee refuses to

submit to or cooperate with a blood or urine test as set forth above, or if the employee knowingly alters or adulterates the blood or urine specimen."

An individual shall be disqualified for total or partial unemployment ...if he was discharged or removed from his work for ...the use of illegal drugs after previous warning or for the refusal to submit to or cooperate with a blood or urine test after previous warning ... 'warning' shall mean that the employee has been advised in writing of the provisions of the employer's drug policy and that either testing positive pursuant to the standards referenced above or the refusal to submit to or cooperate with a blood or urine test as set out in the above referenced standards could result in termination of employment. This written notification as herein described shall constitute a 'warning' ..." Alabama Code § 25-4-78(3) (Supp. 1996).

Transportation Employees

Transportation department employees are subject to a pre-employment drug test as well as periodic random drug testing at the discretion of management or when involved in any accident as described under "Drug Testing" in this policy.

They are also subject to the terms and conditions of the drug and alcohol testing policy of the Wiregrass Transit Authority. These requirements are specifically codified in 49CFR40, 49CFR653 & 49CFR654.

Head Start Employees

In addition to the requirements defined within this policy, Head Start Employees are also liable for all restrictions and conditions established by the Policy Council and detailed in the Personnel Policies and Procedures Manual for Head Start.

Effective: This policy is effective 60 calendar days following approval by the Board of Directors. This policy was officially approved by the Board of Directors on March 9, 2000.

SOUTHEAST ALABAMA REGIONAL PLANNING & DEVELOPMENT COMMISSION
(SEARP&DC)
TITLE V SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

SAFETY PROGRAM AND POLICIES

INTRODUCTION

The most valuable resource available to the SEARP&DC is our human resource-our employees. In recognition of this, it is our policy that management at every level should be dedicated to protecting this resource, and all employees should take responsibility for themselves, the public in which they serve, and other persons who depend on them. All employees, both management and support personnel, hereby have an assigned responsibility for the safety of themselves, those they serve, and their fellow employees.

This manual is not an all-encompassing safety reference. It does not nor can it cover every work process performed by employees. Instead, it is meant to serve as a general guideline for the day-to-day functions performed in the line of duty.

As the scope of work performed by this agency changes and grows, the safety provisions needed to cover these changes and growth will also need to be modified. This manual will be reviewed periodically and revisions will be made accordingly. We encourage your on-going scrutiny and comments to maximize the utility of this manual.

520 SAFETY

The Southeast Alabama Regional Planning and Development Commission's safety and health rules and procedures are designed to ensure that each job and area of the workplace will be as free as possible from hazards. The Southeast Alabama Regional Planning and Development Commission has procedures to identify existing and potential hazards and to remove or guard against these dangers.

Senior Trainees who are aware of an unrecognized or poorly identified hazard or potential hazard in their assignment or the workplace are encouraged to report such hazards to their supervisor. Any ideas for removing or guarding against the hazard are welcome.

Each new Senior Trainee, at the time of enrollment, will receive safety and health instructional materials, which will be reviewed by the trainee's Host Agency supervisor during the assignment training and orientation process. Senior Trainees are responsible for following

established safety procedures. If a Senior Trainee moves to another assignment within the Host Agency, training for that assignment will be given, and applicable safety procedures reviewed.

Host Agency supervisors will have the primary responsibility for ensuring compliance with the safety and health rules within their agencies/departments. To help them carry out these responsibilities, supervisors will receive special safety and health training.

Penalties for Senior Trainees who violate established safety and health rules or procedures will range from written warnings to dismissal, depending on the severity and frequency of the violation.

INJURIES, ACCIDENTS AND EMERGENCIES

Senior Trainees must inform their supervisor and SEARP&DC Senior Employment staff, within 24 hours of occurrence any on-the-job injury or accident, whether or not the employee seeks medical attention or work time is lost. Host Agency supervisors will be responsible for reporting all such incidents to the SEARP&DC Senior Employment staff within 48 hours.

It is the responsibility of the Host Agency Supervisor to complete and fax to this office within 48 hours the State of Alabama Employer's First Report of Injury (WC Form 2, located in your host agency packet) providing details of the accident.

The Senior Employment Program Director will ensure that an investigation is conducted for any job-related injury or illness requiring lost work time. Recommendations for avoiding a recurrence of the accident shall be included in the investigation. Injuries that require only first aid and result in no loss of production or work time will be investigated by the Host Agency supervisor of the injured worker. Investigations will be conducted within 72 hours of the accident. Reports will not be delayed for purposes of gathering final medical prognosis but a supplementary report may be submitted if circumstances change after submission of the initial report.

Both employees and supervisors should inform the Project Director of "near misses" -- i.e., problems or mishaps that came close to or had the potential for causing an accident, injury, or lost production.

During the trainee's orientation period, supervisors should inform new workers of the Host Agency's emergency-evacuation procedures designed to vacate the building in a quick orderly, and safe fashion. In an emergency evacuation, all Senior Trainees not specifically assigned to control duties must leave the building following the instructions they have received from their supervisors. Host Agency supervisors also are

responsible for periodically reviewing evacuation procedures and routes with all their trainees. Reviews must be documented and placed in the host agency file.

All Senior Trainees must be familiar with the location of exits, fire alarm devices, and fire extinguishers.

Host Agency supervisors should adhere to evacuation drill schedules established by their sponsor agencies. Senior Trainees failing to leave the building during such drills will be subject to discipline.

Host Agency supervisors will designate an employee to serve as a "buddy" for each handicapped employee in their department. "Buddies" will be responsible for helping handicapped workers vacate the premises during an evacuation. Host Agency supervisors also will appoint alternates to help in the event a designated "buddy" is absent.

All vehicle accidents must be reported immediately, whether or not injuries occur.

HOST AGENCY SAFETY MEETINGS

Host Agency supervisors are encouraged to hold safety meetings each pay period (twice monthly) to discuss workplace safety and related safety issues. Each meeting must be documented using a sign-in sheet with the names of all attendants, the location, and date of meeting with an attached agenda. This information may be kept in a binder or folder located in the Host Agency's Administrative Office. See the attached example located in the back of this information.

WORKERS COMPENSATION INFORMATION

The posters regarding Workers Compensation must be posted on an employee bulletin board inside each host agency to increase safety awareness in the work environment. These posters are available through the Southeast Alabama Regional Planning and Development Commission Senior Employment Program Office. Senior Employment Program Staff will ensure they are readily observed when entering each facility by Senior Trainees.

1.05 ORGANIZATION AND ADMINISTRATION -

A. Executive Director

The Executive Director has the ultimate responsibility for ensuring that the Safety Program is implemented throughout the organization.

B. Department Heads

Each department head has the responsibility for ensuring that adequate and safe working conditions are maintained within his/her department. This includes promoting a work environment, which is responsive to the safety concerns of Commission employees and ensures that employees are encouraged to make suggestions and/or recommendations concerning safety in the work place.

C. Employees

Employees are expected to exercise care in the course of their work to prevent injuries to themselves, to their fellow workers, and to the general public.

Employees shall have the following safety responsibilities:

1. Report all unsafe conditions to their supervisors.

2. Keep work areas clean, orderly, and free from identifiable hazards at all times.

3. Report all accidents immediately to the supervisor.

4. Avoid engaging in "horseplay" and those situations, which would distract a worker from his task.

5. Obey all safety rules and follow work instructions and procedures.

6. Cooperate in accident investigations to determine accident causes and to prevent similar situations from occurring.

7. Employees should watch out for themselves, their fellow workers, and the general public, and communicate to the supervisor any hazardous situations or conditions which may place individuals in jeopardy.

IF ANY DOUBT EXISTS ABOUT THE SAFETY OF DOING A JOB, THE EMPLOYEE SHALL STOP WORK AND GET INSTRUCTIONS FROM HIS SUPERVISOR BEFORE CONTINUING WORK. IF THE EMPLOYEE STILL REASONABLY BELIEVES THERE EXISTS AN IMMINENT THREAT THAT HE/SHE OR ANYONE ELSE MAY BE INJURED, HE/SHE MAY REFUSE TO DO THE JOB AND ADDRESS THE ISSUE THROUGH THE PROPER CHAIN OF COMMAND.

2.01 GENERAL RULES FOR ALL EMPLOYEES

1. Safety comes first and foremost whether at work or at home.

2. If a work related duty requires an employee to operate a vehicle, he/she must comply with all applicable traffic laws.

3. If an employee has an accident while operating a motor vehicle owned by the Commission, he/she must obtain the names and addresses of all witnesses. In addition, the employee should obtain a copy of the police report.

4. The use of narcotics, intoxicants, sedatives, stimulants, or a derivative or combination of any of the above, or any illegal drug or drug paraphernalia by any employee while on duty, or the use or possession of any of these while on duty, while on Commission property, while in a vehicle conducting Commission business, or at any time that such use or possession subjects the Commission to criticism or loss of good will, is prohibited and will, subject the offender to disciplinary action, including dismissal.

5. If an employee is under the influence of a medication that affects the employee's alertness or safe performance on the job, he/she should not report to work. A supervisor may allow the employee to take sick leave or temporarily assign the worker to different duties.

6. The Commission does not expect, and will not allow, any employee to take an unnecessary chance in the performance of his/her duty.

7. The safety of fellow employees, as well as oneself, is the

responsibility of all employees of the SEARP&DC. If an employee witnesses another employee engaged in an unsafe or improper practice, it is the employee's duty to warn his coworker of the danger involved. When such an action is brought to his/her attention, he/she should not take offense, but rather accept such warnings as intended for the good of the employee.

8. If an employee suffers an off duty personal injury which may affect his/her ability to perform his/her normal duties, he/she must report to proper authority before going on duty.

9. All employees should practice good housekeeping. This practice is essential to employee safety. Employees should keep their work area clean and orderly to the greatest extent possible in order to avoid potential accidents.

10. If an employee suffers any personal injury while on duty, he/she should report immediately to his/her supervisor, the Project Director, or the Executive Director. If the employee is unable to do so, the report should be furnished by his/her immediate supervisor, the Project Director, or the Executive Director

11. The key to accident prevention is AWARENESS. If at any time an employee observes a potential hazard to the safety of himself or other employees, the employee should either correct such hazard when practicable, or if not practicable, report it to his/her supervisor.

12. When possible, all employees should perform duties in the safest manner possible. Expediency or inconvenience is not justification for failure to follow safety precautions.

13. Employees whose duties include lifting should follow proper procedures and wear designated safety equipment to avoid injury either to themselves or individuals requiring assistance.

14. The safety rules in this manual cannot be all-inclusive. If a condition arises that is not covered by the safety manual, the employee should use sound judgment. All employees should avoid practices that are unsafe and improper and are violations of the written guidelines, and must avoid violations of unwritten rules of "common sense".

3.01 MOTOR VEHICLE OPERATIONS -

Any time an employee must operate a motor vehicle while on duty, the safety and welfare of both the employee and the public is at stake. It is the policy of SEARP&DC to maximize safety and minimize hazards associated with motor vehicle operation.

1. Each department head shall be responsible for ensuring that every employee whose job requires that he/she operate a motor vehicle possesses a valid driver's license. In addition, all bus drivers must have the appropriate CDL. Drivers will carry their driver's license at all times when operating motor vehicles. Each employee who operates a motor vehicle regularly is required to immediately report to their supervisor any suspension or revocation of his or her license. Failure of an employee to report a change in license status will result in disciplinary action.

3. All employees whose jobs require they operate a motor vehicle shall operate their vehicles in compliance with all applicable federal, state, and local laws, ordinances, and regulations at all times. In addition, employees shall at all times operate their motor vehicles in a safe, courteous, and careful manner with due regard for all other conditions and traffic present.

4. Drivers shall maintain a safe distance behind other vehicles at all times.

5. Extreme caution must be observed at all intersections where vision is obstructed and at railroad crossings. Buses/vans must stop at all railroad crossings.

5. At no time shall any employee either drive or cause to be driven any motor vehicle which is in such unsafe condition that it may jeopardize the safety of the employee or the general public, or where driving the vehicle may cause further substantial mechanical damage to the vehicle. Drivers have the authority and responsibility to report any real or perceived safety hazards with their vehicles. No driver will be compelled to operate such a vehicle until the discrepancy has been certified corrected by competent authority.

6. Seat belts or occupant restraint devices shall be properly worn by all persons occupying or operating a motor vehicle while on work related business.

7. Drivers shall not exceed the speed limits permitted by law when operating a vehicle on the job. In addition, drivers should take into account all traffic, road, and weather conditions when determining a safe speed within the legal limit at which to drive.

8. If an employee must drive during a period of limited visibility (rain, fog, etc.) he/she should drive with the vehicle lights on.

9. An employee's full attention should be devoted to safe operation of the vehicle under his/her control.

10. No unauthorized persons shall be allowed to ride in, drive, or operate a vehicle while it is being used for work related purposes.

11. Drivers should take care and exercise added caution operating in residential and school zones.

12. If an employee is involved in a collision or accident involving pedestrians or other vehicles, he/she shall not leave the accident scene until a report has been filled out by the proper officials.

13. Employees should avoid parking along the edge of roadways whenever possible. However, should he/she have to do so, appropriate warning devices should be used.

14. Employees should conduct an inspection of assigned vehicles before driving away. Inspections should include, but is not limited to checking tires, fuel, oil, windshield wipers, lights, and brakes. Employees should report any problems with vehicles as soon as possible so that necessary maintenance may be scheduled.

15. Backing of vehicles should be avoided if at all possible. If backing is unavoidable, employees should visually check the area behind the vehicle before backing up.

16. All ignition systems shall be turned off and no smoking is permitted while refueling vehicles. No passengers are allowed in the vehicle during refueling operations.

17. Cleanliness of vehicles has an important impact on the safe operation of a vehicle. All loose material should be stowed before the vehicle first moves. Loose materials may become dislodged in the course of vehicle operations in such a manner that it distracts the driver or interferes with vehicle operation.

3.02 MOBILE PHONE USE IN VEHICLES -

1. When an employee has use of a mobile phone in his/her vehicle, he/she should remember that safe operation of the vehicle is the first priority. If possible, the employee should pull over to the side of the road to make calls, especially when in heavy traffic.

2. Drivers in vehicles equipped with radios should minimize talking on the radio while the vehicle is in motion. If the transmission must be made while the vehicle is in motion, the conversation should be short and attention focused on the road and traffic conditions.

3.03 USE OF PERSONAL CARS -

Employees who must use their own vehicles in the line of duty must carry an adequate liability insurance policy on their vehicle. Such employees should be cognizant of safety rules and procedures for Commission/Host Agency owned vehicles and are encouraged to follow those guidelines. In the event of an accident, employees should:

1. Notify the police immediately.
2. Notify supervisor and SEARP&DC.
3. If possible, keep the scene and all vehicles involved intact until the police arrive.

4. The employee should render aid to any injured persons, but the employee should not move them unless he/she is trained in first aid or unless it is necessary to prevent further injury.
5. The employee should secure the names and addresses of all witnesses to the accident, as well as the name, address, and license number of the other driver. A police report, which includes this information, will be sufficient.
6. No matter how trivial an accident may appear, it must be reported.

4.01 OFFICE -

Good housekeeping around the office is essential to the prevention of accidents and injury in the work environment. Employees should take every precaution to ensure that their workspace poses no potential hazard to themselves or to fellow employees.

1. Employees shall make sure there are no spilled liquids, telephone or other machine cords, trashcans, or any other objects in hallways, walkways, or between desks, which could cause danger of tripping or slipping.

2. Employees should be sure that pens, scissors, letter openers, or other sharp instruments are not left on the edge of a desk or any other place that may cause injury.

3. Employees should never attempt to move heavy equipment alone. They should ask someone to help. If possible, hand trucks or some other moving aid should be used.

4. Employees should take care when disposing of glass or sharp objects. They should be placed in special receptacles or should be wrapped so that any breakage will not cause injury.

6. Employees should avoid running electrical cables on the floor. Cables represent a trip hazard. If cables must be run along the floor, they should be taped down with heavy-duty tape (duct tape, etc.) or a rubber protective strip should be used.

5.01 STORAGE FACILITIES -

The very nature of storage facilities can often make them a hazardous element of the work environment. Objects are often stacked on top of one another or stored on shelves that may extend above the head. Paper and other objects that burn easily are stored in these facilities. By adhering to the following guidelines, the potential dangers associated with these areas can be reduced.

1. An employee should exercise caution when stacking one object on another. He/she should make sure the stacked objects are secure and are not likely to topple over. If a stack appears unbalanced, it should be re-stacked so as to avoid injury due to falling objects.

2. Stacked materials should be stored where they will not block immediate access to any storage areas in case of fire. No material shall be stored in an area blocking access to fire extinguishers or exits. All fire exits should be marked and easily accessible.

3. Any glass or heavy objects shall be stored on the lowest shelf or storage bin. They should never be placed above head level.

4. If materials are stored out of reach or on high shelves, a safe stepladder should be accessible. No employee will stand on boxes, chairs, tables, or any other unstable objects in order to reach upper storage.

5. The aisles and walkways in storage facilities should be kept clean and free of obstructions in order to avoid tripping hazards or blockage of safe access out of the facility in case of fire.

7. Smoking is prohibited in storage areas. Paper, cardboard, and other easily ignitable objects are stored there, and a fire in such an area is not easily contained.

8. Oily rags or paper towels shall be properly disposed of immediately. Temporary storage of these materials in airtight

containers until the end of the day is authorized. These materials are prone to spontaneous combustion and must be treated with the utmost care.

9. Trash shall be removed daily. Accumulation of paper, boxes and other materials for recycling may be maintained until such time as designated bins are full, at which time it must be emptied.

6.01 FIRE PROTECTION AND PREVENTION -

It is the policy of the SEARP&DC to aggressively pursue fire prevention through proper planning, good housekeeping practices, and maintenance of appropriate fire suppressing equipment.

1. A fire response and evacuation plan for the office and all Host Agencies will be developed. Host Agency Supervisors should make sure that all employees under their supervision are aware of the appropriate actions to be taken in case of fire. This plan shall include the following:

   a. Adequate warning measures for alerting all persons in the area of the existence of a fire,

   b. Instructions which will allow each employee to evacuate his/her workplace and exit the building safely, speedily, but without confusion,

   c. Procedures for containing or extinguishing the fire insofar as it is safe to do so, and

   d. Diagrams of fire exits and the location of fire suppression equipment.

   e. Each employee will receive instruction in the operation of fire suppression equipment located within the facility.

   f. In buildings in which children are housed for activities supported by the Commission, fire and tornado drills will be conducted.

2. No supplies, materials, tables, cabinets, shelves, or other office equipment shall be located so as to block easy access to fire suppression equipment. Travel distance from any location to the suppression equipment shall not exceed 50 feet, except where field operations make that impractical.

3. Fire extinguishers should be inspected annually to ensure operability and safety. Defective extinguishers shall be removed from service and be replaced.

4. All work sites shall have at least one fire extinguisher readily available for use. Employees shall be aware of the type of extinguisher available and the limitations on types of fire that it may be used for (e.g. do not use water on an electrical or fuel fire).

5. In the event a fire does occur, the first priority is to notify all personnel to evacuate, notify the fire department, and extinguish the fire, if it is easily containable. No employee shall risk either themselves or others combating a fire that is beyond their control.

6. Any spill of a combustible material must be cleaned immediately. Materials used to absorb such spills shall be disposed of in the prescribed manner.

7. Overloading of electrical circuits is a contributing factor in many fires. Employees are cautioned to avoid adding too many electrical devices to an outlet. Employees should always read and follow directions when working with flammable or hazardous materials.

EMERGENCY PROCEDURES - FIRE

If a fire is reported in the building the first priority is to notify other personnel so that they might evacuate and notify the fire department. Once notification is received of a fire in a neighboring office is received, employees should also evacuate the area. In evacuating the building, employees should move in a quiet, orderly fashion to the nearest exit. If smoke is present, employees should crawl to stay below the smoke. Employees should ensure that all persons evacuate the building. Disabled persons should be assisted by a "buddy"

during evacuation. Once outside, first aid should be administered if required. The building should not be reentered until declared safe by competent authority.

If the fire is small and the person believes that it may be contained the following guidelines shall apply:

a. Never jeopardize a life to save a piece of work or equipment.

b. Use the proper fire-extinguishing agent for the type of fire present. (1) Class A - composed of rubbish, garbage, paper, wood or other materials that leave an ash. Water is the preferred extinguishing agent. Once the fire is out care must be taken to ensure that the embers are stirred to ensure no residual hot spots remain.

(2) Class B - composed of fuel, oil or other flammable liquids. Smothering devices, such as foam, are the preferred extinguishing agents. Water should not be used on the type of fire since it will also cause the fire to spread.

(3) Class C - an electrical fire. CO2 is the preferred agent. Water should never be used against an electrical fire because of the danger of electrical shock.

c. The first step in putting out a fire is to sever electrical power from the circuit breaker. This simple step reduces the chance of electrical shock. Even when a class A fire is the danger, water used to fight the fire may come into contact with electrical equipment causing further problems. When using a fire extinguisher, the agent should be aimed at the base of the flame. Always leave an escape route when attempting to put out a fire.

d. Once a fire is out, someone should remain in the area with a fire extinguisher until the area has cooled down. Smoldering embers may re-ignite unless care is taken.

7.01 <u>INFECTIOUS DISEASE POLICY</u> -

It is the responsibility of the Commission to provide employees a place of employment, which is free from recognized hazards that may cause death or serious physical harm. Blood, vomit or other body fluids are potentially hazardous to the health of individuals coming into contact with them.

When dealing with a situation that involves bleeding, vomiting, etc., do the following:

1. Put on disposable gloves before touching bodily fluid. The location of disposable gloves and other first aid materials is to be clearly marked and communicated to employees.
2. Isolate yourself and other individuals from the bodily fluid.
3. Deal with wounds and/or lesions using standard first-aid procedures.
4. After dealing with the immediate problem, notify your supervisor who will then notify the Project Director.
5. Remove all other protective gear prior to the removal of gloves. Remove gloves without touching bare skin to the outside of the gloves. Dispose of gloves and other protective equipment into a lined wastebasket.
6. Wash hands thoroughly.

NOTE: In the event that you do not have time to put on a pair of gloves, such as in an emergency situation, place any barrier that is available (e.g. towels/paper towels/papers, etc.) between your hands and the bodily fluid. Once you are able, IMMEDIATELY wash hands thoroughly with soap and water.

Remember that any object "mouthed" by another individual is considered contaminated and must be disinfected before it comes in contact with someone else. Employees dealing with babies, toddlers and preschoolers need to conscientiously follow health guidelines. Disposable gloves are to be worn when changing diapers and dealing with all body fluids.

In the case of possible airborne infectious diseases, employees are to put on disposable gloves and facial masks.

HIV/AIDS INFECTION

Commission HIV/AIDS policy establishes that the Commission will not discriminate against persons who have HIV/AIDS, provides means for determining if individual activities must be restricted, provides for confidentiality of medical records, and establishes that any infected individuals must conduct themselves responsibly for the protection of others.

Commission employees with AIDS or HIV infection have a responsibility to be aware of information and the most recent recommendations from the Centers for Disease Control to prevent transmission of the virus to others.

Persons who know or suspect they are infected with the AIDS virus are expected to obtain and follow appropriate medical advice and are further expected to conduct themselves responsibly for the protection of others.

Preventive measures for employees should follow guidelines as set forth in this Infectious Disease Policy.

SEVERE WEATHER-

During severe thunderstorms the danger of tornado formation is heightened. The National Weather Service may issue advisories over radio or television in this situation. A "Tornado Watch" means conditions are favorable for the formation of tornadoes while a "Tornado Warning" means one has been sighted in the area. If a tornado is reported in the area all employees should move to an interior office and avoid any areas that have windows. Additionally, areas with materials that may become loose should be avoided. Senior Trainees should follow policies and procedures as established by their individual host agencies.

SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT COMMISSION

MEDICAL PROTOCOL FOR WORKERS COMPENSATION INJURIES

Updated 01/2015

I. CONTACT PERSONNEL

A. Southeast Alabama Regional Planning and Development Commission (SEARP&DC)
Mailing address: PO Box 1406, Dothan, AL 36302
Physical address: 462 North Oates Street, Dothan, AL 36303
Safety Coordinator: Amanda Reed, 334 794-4093 Ext 1415
Workman Compensation: Amanda Reed, 334 794-4093 Ext 1415

B. Millennium Risk Managers
Tom Roper or Katherine Toste
PO Box 26159, Birmingham, AL 35260
205 824-0210 or 888 736-0210

II. INITIAL TREATING PHYSICIAN

Work Location	Initial Treating Physician	Address	Phone
Abbeville	Primecare of Dothan (Any Physician)	4126 West Main St Dothan, AL 36305	(334) 836-0004
Andalusia	Covington Family Care Dr. Roger Boyington	135 Medical Park Drive Andalusia, AL 36420	334 427-2273
Dothan	Primecare of Dothan (Any Physician)	4126 West Main St Dothan, AL 36305	334 836-0004
Coffee County	Enterprise Medical Clinic Dr. Montgomery Peden, et al Contact: Connie Parrish	101 Professional Lane Enterprise, AL 36330	334 347-3404
Eufaula	Hometown Doctors	617 East Broad Street Eufaula, AL 36027	334 687-9990
Florala	Dr. S. Viswanath Contact: Judy	510 East 5th Avenue Florala, AL 36442	334 858-2050
Geneva Co	Geneva Medical Group	701 West Maple Avenue, Geneva, AL 36340	334 684-9208
Headland	Primecare of Dothan (Any Physician)	4126 West Main St Dothan, AL 36305	334 836-0004
Opp	Covington Family Care Dr. Roger Boyington	135 Medical Park Drive Andalusia, AL 36420	334 427-2273
Ozark	Primecare of Daleville	144 Virginia Avenue, Daleville, AL 36322	334 503-9900

III. REFERRAL BEYOND THE INTIAL TREATING PHYSICIAN

A. All back and/or spine injuries, i.e. any back sprains or any medical condition that could be related to the cervical, lumbar or thoracic spine,that must be referred to a specialist, must be referred by the initial treating physician to:

Work Location	All back and/or spin injuries, i.e. cervical, lumbar or thoracic spine	Address	Phone
Abbeville	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Andalusia	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Dothan	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Coffee County	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Eufaula	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Florala	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Geneva Co	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Headland	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Opp	Dr. Clark Metzger	215 Medical Park Dr. Ste 1 Andalusia, AL 36420	334 222-9100
Ozark	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663

If the initial treating physician, Dr. Clark Metzer or Southern Bone and Joint determines that a neurosurgeon is needed, the patient will be referred Dr. Nick F. Voss, 2323 West Main, Dothan, AL. The telephone number is 334 793-6573. The only exception to this will be if Dr. Julian Fields determines that a neurosurgeon is needed, he will

refer to Dr. Allen Prince, 1800 Fairview Avenue, Suite 1, Dothan, AL 36301. The telephone number for Dr. Prince is 334 793-1703.

B. Any injury related to joints or ligaments that must be referred to a specialist, must be referred by the initial treating physician to

Work Location	Joints or ligaments specialist	Address	Phone
Abbeville	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Andalusia	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Dothan	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Coffee County	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Eufaula	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Florala	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Geneva Co	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Headland	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663
Opp	Dr. Clark Metzger	215 Medical Park Dr. Ste 1 Andalusia, AL 36420	334 222-9100
Ozark	Southern Bone and Joint	1500 Ross Clark Circle Dothan, AL 36301	334 793-2663 or 800 460-2663

IV. EMERGENCY ROOM

A. All non-emergency injuries occurring on the weekends or at night should go to:

Work Location	After hours non-emergency injuries	Address	Phone
Abbeville	Southeast Alabama Medical Center (SAMC)	1108 Ross Clark Circle Dothan, AL 36301	334 793-8911
Andalusia	Andalusia Regional Hospital	849 S Three Notch Andalusia, AL	334 222-8466

		36420	
Dothan	Southeast Alabama Medical Center (SAMC)	1108 Ross Clark Circle Dothan, AL 36301	334 793-8911
Coffee County	Medical Center Enterprise	400 North Edwards Street Enterprise, AL 36330	334 347-0584
Eufaula	Barbour Medical Center	820 West Washington Street Eufaula, AL 36027	334 688-7000
Florala	Florala Memorial Hospital	PO Box 189 34273 3rd Avenue Florala, AL 36442	334 858-3287
Geneva Co	Wiregrass Hospital	1200 West Maple Avenue Geneva, AL 36340	334 684-3655
Headland	Southeast Alabama Medical Center (SAMC)	1108 Ross Clark Circle Dothan, AL 36301	334 793-8911 334 793-8111
Opp	Mizell Memorial Hospital	PO Box 1010 Opp, AL 36455	334 493-3541
Ozark	Dale Medical Center	100 Hospital Avenue Ozark, AL 36360	334 983-5443

B. The above medical facilities are the designated emergency rooms for all cases where the employee must go to the emergency room rather that the designated initial treating physician.

C. The above medical facilities Emergency Room personnel are authorized to treat emergencies in regards to the above referenced cases; however, in the event further treatment is necessary, the emergency room physician shall refer the employee back to the designated treating physician.

D. Emergency Room Referral - (non-emergency cases) In no event shall the emergency room physician authorize the employee to go to his family physician should further treatment be necessary or to any other physician except in the case of emergency.

E. The above medical facilities have the authority to issue enough prescription drugs to last until the next business day. Then, the emergency room physicians should instruct the employee to go back to the designated treating physician as indicated in the Initial Treating Physician table for any further prescriptions. The intent is to have all prescription management handled by one doctor.

V. PHYSICAL THERAPY

A. All physical therapy shall be conducted at the office of Southern Bone and Joint, Doctors Center - Flowers Hospital Location, 4300 West Main Street, Ste. 14, Dothan, AL 36301

(334) 793-2663, Fax: (334) 836-2285

VI. **CT SCAN AND MRI**

A. All CT Scans and MRI diagnostic imaging procedures shall be conducted at an office to be specified by the initial treating physician, in non-emergency cases.

VII. **PRE-CERTIFICATION PROCEDURES**

A. To pre-certify, please call (205) 824-0210.

B. The following list of services requires pre-certification:

1. All outpatient physical therapy, occupational therapy and speech therapy services, after the initial evaluation by the therapist and approval by the referring physician, at which time a full treatment plan which with all required components would be clearly specified. In some cases, the referring physician may specify a detailed treatment plan at the outset, which may then be considered for pre-certification.

2. All chiropractic services after the initial evaluation visit, at which time a full treatment plan with all required components would be clearly specified.

3. Outpatient services as listed below:

   a. Magnetic Resonance Imaging on second study
   b. CAT Scans on second study
   c. Myelograms, Discograms, Service Electromyograms on second study.

4. Referrals to specialists by the initial treating physician (not an emergency physician) for the purpose of the specialists assuming full case management responsibilities.

5. Work conditioning.