

5. Northwest Community Action, Inc. will establish a drug free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. The availability of drug counseling, rehabilitation, and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations.
6. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances.
7. Northwest Community Action, Inc. will make a good faith effort to continue a drug-free workplace through implementation of this policy.

Section 15.3 - No Smoking Policy

The Central and Head Start offices of Northwest Community Action shall be smoke free. No smoking signs are posted in each building.

ARTICLE XVI - REIMBURSEMENT FOR EMPLOYMENT AND BOARD EXPENSES

Section 16.1 - Definition

Travel costs are expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the Agency. Travel costs are allowable when they are directly attributable to specific work under an award or are incurred in the normal course of administration of the Agency. NWCA will pay travel costs to personnel for authorized purposes only.

All employees whose jobs require them to drive their personal cars on Agency business will be required to possess a valid driver's license and to demonstrate proof of automobile insurance coverage in accordance with minimum liability coverage as established by the State of Minnesota.

Section 16.2 - Reimbursement Rates

The traveler shall be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary expenses incurred with the following conditions:

A. Lodging

All lodging accommodations must be receipted. First class accommodations, such as the President's Suite, shall be considered excessive and unnecessary. Reimbursement shall be made only at the less than first class rate unless less than first class accommodations are unavailable. Expediency may then require securing the first class accommodation if other suitable lodging requirements cannot be secured.

B. Meals

Meals will be reimbursed, at the actual expense, only when the employee is away from the Agency geographical duty area during normal meal hours. Cost of meals included in a conference or participation fee will be considered to be part of the \$23 per day meal cost. Normal meal hours shall be as follows:

	Breakfast	7:00 a.m. - 9:00 a.m.
	Lunch	11:30 a.m. - 1:30
p.m.		
	Dinner	5:00 p.m. - 7:00
p.m.		

If meals exceed \$23 in a day, receipts will be required. If meals are less than \$23 in a day, no receipt is required. However, the employee is encouraged to maintain a separate log book for meal expenditures.

C. Transportation

1. Air Travel

When air travel is advantageous to the Agency, the traveler shall normally travel on a coach status. First class air travel will be considered excessive and unnecessary unless coach accommodations are not available. All air travel shall be receipted.

When an employee chooses privately owned conveyance in lieu of air travel, the employee will be reimbursed at the rate set by NWCA Board of Directors not to exceed the rate of the coach status air fare.

2. Mileage

Mileage will be paid at a rate set by NWCA Board of Directors from the designated duty station to the point of destination and return. Payments will be made from standard mileage distances as shown on state transportation maps, or as established through past experience and performance.

3. Other costs

Other costs, such as cab fare, parking, and tolls shall be reimbursed on an actual cost basis. A receipt shall be required for any cab fare exceeding \$10 per incident. A receipt shall be required for parking and tolls for each incident exceeding \$5. Employees are encouraged to maintain a log book for other costs incurred.

D. Travel Advances

Funds for out-of-area travel may be advanced when properly requested and authorized. Such advances should be made only when absolutely necessary. When exact costs are unknown, the amount advanced should be based upon prudent estimates. Travel advances are recorded in the fiscal records as accounts receivable and must be deducted from actual expenses subsequently reported on the travel voucher. Travel advances will not be issued for less than \$50.

Section 16.3 - Reporting of Travel Expenditures

A. Grantee travelers will always have their out of service area travel authorized in advance.

B. Travel vouchers must show beginning and ending dates, times, and odometer readings for each trip.

C. Travel vouchers must include details regarding the points visited and the nature of business at each point.

D. Lodging receipts must be furnished from commercial hotels or motels; receipts from private individuals are not acceptable.

E. Receipts must also be furnished for reimbursement of any other official expenses, such as air fare, tax, telephone, etc.

F. Travel vouchers must be signed by the traveler and submitted in a timely manner.

G. Incomplete or incorrect travel vouchers will be returned to the supervisors. Late travel vouchers will be held until the following pay period.

Section 16.4 - Beneficiary and Board Expenses

A. The individual incurring expenses while carrying out duties for the Agency will complete, sign, and date the travel voucher.

- B. The travel voucher will be signed by the individual in charge of the meeting.
- C. The Board of Directors will be reimbursed for Board attendance expense by filling out a Board Mileage expense form.
- D. The Board of Directors and Committee Members shall receive a \$30 meeting allowance.
- E. Head Start Policy Council will be reimbursed according to Health and Human Services policies.

Section 16.5 - Interviewing and Moving Expenses

Northwest Community Action, Inc. Makes no provision for reimbursing interviewing and moving expenses.

Section 16.6 - Reimbursement of Field Purchases

If a field purchase is to be reimbursed to employee, invoices must be submitted within 30 days of month of purchase. Invoices not submitted within 30 days of month of purchase will not be reimbursed.

The field purchase must be:

- Budgeted,
- Allowable under the grant,
- Necessary to the program,
- Less than \$200, and
- Authorized by the Program Director.

ARTICLE XVII - POLICY FOR AGENCY/HEAD START VEHICLES

No smoking in vehicles when hauling children - includes parents.

Absolutely no alcoholic beverages in vehicles and no driving or riding in vehicles when under the influence of alcohol.

Agency/Head Start vehicles are for Head Start purposes only. No driving vehicles when not on official Agency/Head Start business.

Keep vehicle log up-to-date and turn into the office at the end of each month.