

- 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.

Each employee is personally responsible for any fines and towing expenses incurred as a result of driving or parking.

The staff person with the prime responsibility for each vehicle is responsible for maintenance and upkeep.

Report any problems with the vehicles to Head Start Director immediately.

Those areas not having Agency/Head Start vehicles should plan alternative means of transportation for field trips, workshops, etc. If the van is needed, the Home Visitors/ Staff should call in two (2) weeks in advance to check on its availability.

Those staff with vehicles will not be paid mileage unless prior approval is granted from the Head Start Director.

Drivers and all passengers must be in seat belts when riding in cars used for Agency/ Head Start activities, including privately owned vehicles.

Vehicle assignments are made with regard to miles traveled/Home Visitor and geographic area.

All drivers must show proof of driver's license and insurability.

ARTICLE XVIII - DISCIPLINARY ACTIONS

Section 18.1

Discipline may be needed at times for employees. This discipline may need to be exerted for a number of reasons:

- A. Failure to adequately perform job duties,
- B. Use of poor judgment,
- C. Violation of Agency policies,
- D. Violation of funding source or Agency guidelines, or
- E. Action detrimental to the low income community or the programs of NWCA.

Section 18.2 - Types of discipline

The types of discipline available are as follows:

- A. Verbal reprimand (oral reminder),
- B. Written reprimand (written reminder),
- C. Instatement of a probationary period,
- D. Suspension with pay,