

Section 20.2

Such employment shall not involve the performance of duties which the employee should perform as part of his/her employment.

Section 20.3

Such employment policies shall be enforced by the Executive Director by implementing an "Outside Employment Report Form" within the Agency and enforcing a mandatory reporting policy where applicable.

Section 20.4

Such employment may not occur with any employee whose assignments include being available for evenings or weekends, or during an employee's regular or assigned working hours, unless the employee is on annual leave, leave without pay, or has prior approval by the Executive Director.

ARTICLE XXI - EMPLOYEE ORIENTATION POLICY

Section 21.1

Prior to assuming their duties, all new employees will be given orientation concerning the Agency's Personnel Policies and Procedures.

Each new employee will be given a copy of the Personnel Policies and Procedures. It will be the employee's responsibility to read and become familiar with its contents. All new employees must sign a form verifying that they received and read the Personnel Policies and Procedures.

Present employees will receive updated and current amendments.

NORTHWEST COMMUNITY ACTION, INC.
PERSONNEL POLICIES AND PROCEDURES
REVISED AND UPDATED Effective August 21, 2009

ARTICLE XXII - TRAINING AND CAREER DEVELOPMENT

Section 22.1

The Head Start program will provide its employees with an opportunity for career development and advancement. Head Start staff will be provided an opportunity for training to develop professional credentials (resources available) through:

1. Pre-Service and In-Service Training
2. Child Development Associate (CDA)
3. Credit-Based Training through Bemidji State University
4. Attendance at meetings, conferences, etc. relative to their job training will be directed at upgrading skills and competencies for delivering services to Head Start children and their families.

ARTICLE XXIII - SEXUAL ANTI-HARASSMENT POLICY

It is the policy of Northwest Community Action that all of our employees should be able to enjoy a work environment free of discrimination and harassment.

The policy refers to, but is not limited to, harassment in the following areas: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex, (7) sexual orientation, (8) marital status, (9) handicap, and (10) veteran status. Harassment includes display or circulation of written materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Harassment also refers to behavior which is personally offensive, impairs morale, and interferes with the work effectiveness of employees. Any harassment of employees by other employees will not be permitted, regardless of their working relationship. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment undermines the employment relationship by creating any intimidating, hostile, or offensive work environment and will not be tolerated.

In fulfilling their obligation to maintain a positive and productive work environment, manager and supervisors are expected to immediately halt any harassment of which they become aware by emphasizing the company policy and, when necessary, by more direct disciplinary action.

COMPLAINT PROCEDURE

Individuals who believe they have been subjected to harassment from either co-worker or a supervisor should make it clear to the offender that such behavior is offensive and unwelcomed to them and should immediately bring the matter to the attention of the appropriate manager and/or their personnel representative.