

IMPORTANT: Each Head Start Agency must take necessary steps to assure the confidentiality of this form.

**NORTHWEST COMMUNITY ACTION, INC.
STATEMENT OF CONFIDENTIALITY**

The success of Northwest Community Action, Inc. depends to a substantial extent upon the degree of confidentiality. For some, coming to an agency such as Northwest Community Action, Inc. can be a very frightening experience, especially when clients may be concerned that friends or neighbors may find out they are seeking assistance. It is essential that every one affiliated with Northwest Community Action, Inc. (employees, board members, and volunteers) have a commitment to confidentiality. This involves respecting the clients right to privacy and creating a level of trust so clients may receive effective services through open discussions and dialogue. The policy on confidentiality, as set forth below, will be adhered to:

1. **DO NOT** disclose to anyone, the name or identity of clients unless it is necessary for the purposes of providing services. Take particular caution of disclosure to family, friends, or other agencies.
2. **DO NOT** discuss a client's situation with non-staff persons. This includes telephone calls or messages from clients; be especially careful about discussing a client or their situation openly in front of others.
3. **DO NOT** leave telephone messages or notes regarding client phone calls lying around in an open area. All messages should be processed and held in strict confidence.
4. **DO NOT** release client information to outside inquirers without appropriate verification of callers.
5. **DO** be aware of your surroundings when discussing a client or using client's name. Keep all client records and/or documentation secured to the extent possible.
6. **DO** handle inquiries from outsiders regarding clients or co-workers in the appropriate manner, i.e., refer inquiries to the Executive Director or supervisory level staff. This includes verification of employment of past and current co-workers/ employees, as well as verification of services to clients.

I understand and hereby agree to hold all information obtained in the course of employment with Northwest Community Action, Inc. in the strictest confidence. My signature implies that I respect the privacy of clients, the Agency, & its employees, and will not inappropriately discuss or disclose any information regarding client cases to which I have been assigned, and/or have access to. I will also abide by the confidentiality requirements set forth herein. I agree to deliver promptly to Northwest Community Action, Inc. at the termination of my employment, or any other time at Northwest Community Action's request, without retaining any copies, all documents and other material in my possession relating, directly, and indirectly, to any confidential information.

Employee Signature

Date

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

ATTACHMENT 1

Exempt Employees Guidelines from the Fair Labor Standards Act (FLSA) #230

230 Executive Employees

An employee who meets *either* the "long test" or the "short test" for executives specified in 29 C.F.R. 541.1 and 541.101 is exempt.

231 Long Test for Executive Employees

An executive employee must meet all of the following requirements in order to be exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions:

- (1) *Duties*: Primarily management of the agency, department, or subdivision.
- (2) *Supervision*: Customarily and regularly directs 2 or more employees.
- (3) *Authority*: Possesses the power to hire and fire employees, or whose suggestions are given substantial weight in such decisions, including promotions.
- (4) *Discretion*: Customarily and regularly exercises discretionary power.
- (5) *Work Responsibility*: Does not devote more than 20 percent of his or her hours in a workweek to the performance of activities not closely related to items (1) thru (4).
- (6) *Compensation*: Is paid not less than \$155 per week exclusive of board, lodging, or other facilities (490).

232 Short Test for Executive Employees

An executive employee must meet all of the following requirements to be exempt:

- (1) *Compensation*: Is paid not less than \$250 per week exclusive of board, lodging, or other facilities (490).
- (2) *Duties*: Primarily management of the agency, department, or subdivision.
- (3) *Supervision*: Customarily and regularly directs 2 or more other employees.