

# BUSINESS PLAN OF APPLICANT FOR MOTOR CARRIER AUTHORITY

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

A-2016-2568280

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PUC Application Docket No.

Fayette County Association for the Blind

MAY 17 2017

Legal Name of Applicant

PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

Trade Name, if any

48 Biever Lane

Uniontown PA

15401

Street Address (principal place of business)

City or Municipality

State

Zip Code

This document is a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to make application for operating authority from the Public Utility Commission, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

You are encouraged to provide as much information as possible to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

1. Identify the person providing the information by giving your name and indicate whether you are the owner, employee, officer, or attorney for the applicant.

Sandra Morris, Executive Director

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

None

3. Describe the applicant's business experience, particularly any experience relating to the operation of a transportation service. An explanation of education or training that you believe may be relevant may also be included.

Fayette County Association for the Blind has been providing local transportation for blind and vision impaired individuals within the county borders since 1972. All staff are oriented to working with blind individuals

4. Describe the physical location, to include the office area, office machines that will be used, and where vehicles will be stored. Household goods in use carriers should include a description of their storage facilities, if applicable.

Our agency is located at 48 Biever Lane Uniontown PA 15401. We have an office and two garages to store the vehicles.

5. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and continuous communication with drivers.

Customer requests will be received in accordance with our Client Transportation Policy (attached)

6. Please explain:

- a. Your hiring standards for drivers;

Drivers undergo background checks and drug testing.

- b. Your system to ensure prospective drivers will be subject to a criminal background check;

Background checks are done by our agency. Results kept in employee file on site.

- c. Your driver training program;

Driver must have a valid PA Driver's License and a clean driving history. Drivers receive orientation on assisting the blind.

- d. Your system for ensuring that your drivers are properly licensed at all times;

Copy of valid driver's License is kept in file at the agency. Copies are updated annually.

- e. Your system to ensure that all drivers will be subject to a criminal background check every two years;

Criminal Background checks are completed in compliance with agency policy.

- f. Your policies regarding alcohol and drug use by your drivers.

Policy in place for nonallowance of drug or alcohol use.

7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below. Taxicabs and limousines may not be used if the vehicle's age is greater than eight model years.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>
	Dodge	Caravan	7	2C4RDG8G0CR115237
	Chevrolet	Malibu	5	1G11B5SA3DF233352

8. Describe your vehicle safety program. Please include the following in your explanation:

- a. Your periodic vehicle maintenance plan;  
 Monthly overall vehicle check  
 Weekly tire inspection  
 Daily vehicle check by driver.
- b. Your system for ensuring your vehicles will continuously comply with Pennsylvania's inspection standards and the Commission's equipment standards;  
 Annual vehicle inspection in compliance with PA state law.
- c. If applying for Household Goods Authority, explain how it will be ensured that vehicles meet all USDOT equipment standards.

N/A

9. As proof that an effort has been made to determine that insurance is affordable, list the name and phone number of insurance agents you have contacted and the prices of premiums they have quoted.

Sproles Insurance Agency \$2750.00  
 Ritterhouse Insurance \$2055.00

10. Criminal Record. Has the applicant\* been convicted of a misdemeanor or felony for which applicant remains subject to supervision by a court or correctional institution?

YES \_\_\_\_\_ NO X

*\*If applicant is a partnership, limited partnership, limited liability partnership, limited liability company, or corporation, this question applies to all partners, members, shareholders and corporate officers. In the event that the answer is yes for one of those individuals, a separate page identifying the individual and stating relevant information should be attached.*

11. Financial Data. In addition to demonstrating your technical fitness, you must also demonstrate that you possess the financial fitness to provide the proposed transportation service. You may use the "Statement of Financial Position" which follows this page or supply a balance sheet prepared by an accountant. You need only provide the applicable information. Please feel free to also provide clarification information with your "Statement of Financial Position", which explains why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner.

**PLEASE NOTE: COMMISSION REGULATIONS REQUIRE THAT PARTNERSHIPS, LIMITED PARTNERSHIPS, LIMITED LIABILITY PARTNERSHIPS, LIMITED LIABILITY COMPANIES, AND CORPORATIONS MUST FILE A CURRENT INCOME STATEMENT.**

**Statement of Financial Position (Balance Sheet)**

As of (date) \_\_\_\_\_

ASSETS

Current Assets

Cash \_\_\_\_\_

Other Current Assets (specify) \_\_\_\_\_

Other Assets

Motor Vehicle Equipment \_\_\_\_\_

Building and Structures \_\_\_\_\_

Office Equipment \_\_\_\_\_

Investments and Funds (specify) \_\_\_\_\_

TOTAL ASSETS \_\_\_\_\_

LIABILITIES

Current Liabilities (Due within one year of date)

Long Term Liabilities (Due after one year of date)

TOTAL LIABILITIES \_\_\_\_\_

NET WORTH / OWNER'S EQUITY (Subtract total liabilities from total assets) \_\_\_\_\_

**STATEMENT OF FINANCIAL POSITION**  
**One Year Projected Income Statement**

REVENUE and GAINS

Operating Revenue	0
Net Revenue from non-carrier operations	35,100.00
Dividend and interest revenues	52,200.00
Other non-operating revenue	21,507.00
Gains	
Total Revenue and Gains	108,807.00

EXPENSES

Equipment Maintenance and Garage Expense	2128.00
Insurance Expense	7043.00
Employee Salaries	89553.00
Supervisory Salaries	0
Officer Salaries	0
Fuel Expense	3850.00
Purchased Transportation (Lease Expense)	0
Materials and Supplies Expense	1620.00
General Office Expense	4200.00
Advertising Expense	0
Telephone Expense	3000.00
Accounting Expense	6150.00
Legal Expense	6150.00
Uncollectible Revenue	0
Depreciation Expense	0
Amortization	0
Operating Taxes and Licenses	0
Rent Expense	0
Loss	
Total Operating Expenses and Losses	143,894.00

Net Income Before Taxes

Provision for Income Taxes	
<u>Net Income (Loss)</u>	(35,087.00)

**Disclaimer: Applications are public records and can be accessed on the PUC's website. DO NOT provide social security numbers, credit card numbers, bank account numbers, tax information, or any other confidential information on your application, business plan, or verified statement forms.**

## Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

Sandra Morris  
(Signature)

5/15/17  
(Date)

Sandra Morris Executive Director  
(Name and Title, printed or typed)

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SECRETARY'S BUREAU

Fayette County Association for the Blind  
Statement of Financial Position  
As of December 31, 2016

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PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

Assets:

Cash	\$	25,827.61	
Inventory		1,647.63	
Total Current Assets	\$		27,475.24
Land		5,500.00	
Building		208,542.65	
Equipment		116,756.31	
Vehicles		20,490.86	
Less: Accumulated Depreciation		(205,734.57)	
Total Fixed Assets			145,555.25
Investment Trust Fund			999,884.02
Total Assets	\$		<u>1,172,914.51</u>

Liabilities & Equity:

Liabilities:

Accounts Payable	\$	(8,157.30)	
Payroll Taxes		2,781.98	
Credit card		1,869.86	
Total Current Liabilities	\$		(3,505.46)
Note Payable - FNB			5,000.00
Total Liabilities			1,494.54

Equity:

Investment Fund - Restricted		967,221.00	
Fixed Assets Fund - Restricted		127,803.00	
Retained Earnings - Unrestricted		76,395.97	
Total Equity			<u>1,171,419.97</u>
Total Liabilities and Equity	\$		<u>1,172,914.51</u>

Fayette County Association for the Blind

Statement of Income (Loss)

January 1, 2016 - December 31, 2016

Income:

Fundraising Income	\$	3,270.30	
Program Income		26,039.89	
Low Vision Aids Income		3,498.84	
Contributions		25,408.65	
Bequests		-	
Grants		6,500.00	
Service Clubs		600.00	
Unsolicited Contributions		5,199.88	
Dividends and Interest income		73,200.00	
SPOT Screener		3,200.00	
Vending Machine Commission		-	
Total Income			\$ 146,917.56

Cost of Goods Sold			<u>57.51</u>
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Gross Profit			146,860.05
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Expenses:

Bank Fees		44.33	
Administrative		3,953.00	
Payroll and Payroll Taxes		73,460.82	
Insurance		12,715.14	
Programs Expenses		16,685.55	
Contribution Expenses		7,646.36	
Fundraising Expenses		3,299.06	
Low vision Aids		2,533.90	
Professional Services		3,501.95	
Postage		692.82	
Travel		958.77	
Office Supplies		4,478.18	
Maintenance		6,632.27	
Vehicle Expense		391.14	
Utilities		3,087.49	
Telephone and Internet		2,794.90	
Garbage		156.36	
Sewage		336.00	
Depreciation		-	
Total expenses			<u>143,368.04</u>

Net Income (loss)	\$		<u><u>3,492.01</u></u>
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# SUPPORTING STATEMENT FOR THE APPLICATION

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THAT THERE IS A NEED FOR THE APPLICANT'S SERVICES. STATEMENT SHOULD BE TYPED OR PRINTED.

Tanya Mitchell  
Name of Supporter  
177 W. MAIN ST Apt 411 Uniontown PA 15401  
Street Address City or Municipality State Zip Code  
Fayette County Association for the Blind  
Name of Applicant

- Describe the type of transportation service needed.  
Transportation to various events and programs for the visually impaired
- What will be the usual origin and destination? Please give specific locations, such as names of cities, boroughs, or townships.  
Uniontown to Hopwood. Uniontown to Pittsburgh.  
Uniontown to Conneville.  
Uniontown to Brownsville.
- How frequently is this service needed? Example: Is it on a daily, weekly, or monthly basis?  
Needed as programs are scheduled.  
Weekly & monthly
- Are there others in your area who provide this service, and if so, why do you prefer not to use them?  
NO

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- Have you supported similar applications in the past? If so, who was the applicant?  
NO

MAY 17 2017

PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

## VERIFICATION OF STATEMENT

The undersigned deposes and says that he/she is the person who signed the Statement for the above-captioned applicant/application and that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

Tanya Mitchell  
(Signature of Supporter)

5.17.2017  
(Date)

Tanya Mitchell  
(Supporter's Name, printed or typed)

## SUPPORTING STATEMENT FOR THE APPLICATION

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THAT THERE IS A NEED FOR THE APPLICANT'S SERVICES. STATEMENT SHOULD BE TYPED OR PRINTED.

Paige Shea and Rita Shea  
Name of Supporter  
280 Glade Run RD Carmichaels PA 15320  
Street Address City or Municipality State Zip Code  
Fayette County Blind Association  
Name of Applicant

- Describe the type of transportation service needed.  
Car transportation for a single passenger to attend an adult day program.
- What will be the usual origin and destination? Please give specific locations, such as names of cities, boroughs, or townships.  
Our home in Carmichaels, PA to Pittsburgh, PA
- How frequently is this service needed? Example: Is it on a daily, weekly, or monthly basis?  
1-2 times per week
- Are there others in your area who provide this service, and if so, why do you prefer not to use them?  
NO others provide this service in our area.
- Have you supported similar applications in the past? If so, who was the applicant?  
NO

**RECEIVED**

MAY 17 2017

PA PUBLIC UTILITY COMMISSION  
SECRETARY'S BUREAU

### VERIFICATION OF STATEMENT

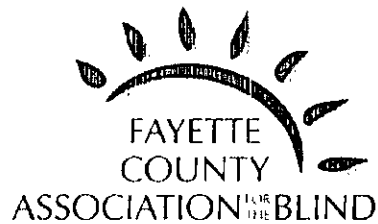
The undersigned deposes and says that he/she is the person who signed the Statement for the above-captioned applicant/application and that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

Rita Shea  
(Signature of Supporter)

3/29/17  
(Date)

Rita Shea  
(Supporter's Name, printed or typed)



## **Client Transportation Policy**

The policy for providing transportation by the Fayette County Association for the Blind is as follows:

Client must call the office during normal business hours (8:30 am- 4:00 pm) and provide the information necessary to schedule the transport

- Name of client being transported
- Address of client
- Destination address
- Time of appointment or meeting (if applicable)

All client scheduling must be called in at least one week prior to the transport.

Client will be given a pick up time when they call to schedule a transport. On the date of the transport, the client is to be ready at front door/lobby at time given by staff. We may not call to confirm the day of the transport.

## Driving and Traffic Violation Policy

We deeply value the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, [insert company name] is instituting a safety driving policy and rules. This safety policy applies to all employees who operate a motor vehicle on company business and/or company time, whether operating a company vehicle or personal vehicle.

### Safety Rules

1. Inspect vehicles prior to use to ensure that they are in safe operating condition.
  - a. If a vehicle does not pass inspection, contact Executive Director.
  - b. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle.
3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior will not be tolerated.
4. Seat belts must be worn whenever a vehicle is in motion.
5. All cell phone usage, including texting, is prohibited while driving for company purposes.
6. Use of radar detectors is forbidden in all vehicles owned or used by the company.
7. Hitchhikers and passengers other than company employees are not permitted.
8. Cargo should be secured and all doors should be locked, both when the vehicle is en route and when it is parked.
9. Respect the rights of other drivers and pedestrians.
10. Drivers may not be under the influence of drugs or alcohol while operating a vehicle for company purposes.
11. All traffic violations, whether on company or personal time, must be reported to the manager within 24 hours or by the next business day. CDL drivers will also be required to complete a violation review form.
12. Fayette County Association for the Blind will review motor vehicle reports.
13. If an employee has a change in license status, including a renewal, he or she must give a copy of his or her new license to the supervisor for the employee's file.
14. Employees are responsible for maintaining a valid driver's license.
15. No food or drink in the vehicle.
16. GPS must be kept on windshield at all time. While vehicle is in motion, GPS must be turned on.

### Safety Rules Enforcement

Employees will be subject to disciplinary action up to and including termination for violating any of the above rules.

### Accidents

Any employee who is involved in an accident while driving for company purposes will be required to complete an accident report using the company's auto accident investigation kit while at the scene of the accident. He or she must return the report to his or her supervisor on the same day to review the information to make sure it is complete. The employee must go for his or her post-accident drug and alcohol analysis at a facility designated by the Executive Director. The employee may also be required to discuss the accident with the Executive Director.

Management will review all accidents and determine whether they were preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to prevent it from occurring.

### Motor Vehicle Report (MVR) Standards

MVRs will be checked annually for all employees who may be required to drive for company purposes. The MVR will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the company.

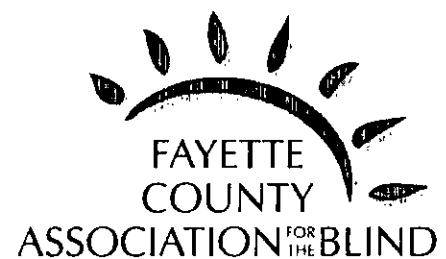
Drivers will be disqualified from driving vehicles for company purposes for any of the following reasons:

1. More than one violation for driving under the influence of alcohol or a controlled substance will result in permanent suspension of driving privileges at Fayette County Association for the Blind.
2. Any criminal conviction that involves a motor vehicle (e.g., a felony, hit and run, negligent homicide) in the previous five years
3. Any of the following violations incurred in the previous three years:
  - a. Any combination of more than two moving violations (any violation resulting in an at-fault auto accident automatically counts as two violations)
  - b. Any violation less than three years old for an alcohol- or controlled substance-related driving offense
  - c. Refusing to take a Breathalyzer test
  - d. Careless or reckless driving that results in injury to persons or property
  - e. Passing a stopped school bus
  - f. Leaving the scene of an accident without stopping to file a report
  - g. Racing
4. Any combination of more than two moving violations and/or at-fault accidents in the past 12 months

**I have read, understand and agree to the terms set forth in this Driving and Traffic Violation Policy.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# JOB DESCRIPTION

TRANSPORTATION

Driver

JOB TITLE: Driver

REPORT TO: The Driver reports to the Executive Director who determines the routes and provides direction to him.

SUPERVISES: None

## NATURE AND SCOPE OF JOB:

The Driver transports clients in a safe and efficient manner and performs all activities related to the operation of the vehicle.

## QUALIFICATION:

The Driver shall:

1. Hold and maintain a Valid Driver's License.
2. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations.
3. Have previous safe driving experience.
4. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violation.

6. Have excellent integrity and demonstrate good moral character and initiative.
7. Maintain a professional relationship with all coworkers and clients.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of U.S. citizenship or legal resident alien status.
10. Provide evidence that a criminal record history check has been conducted.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable.
12. Meet such alternatives to the above qualification at the Executive Director may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. Application
2. Required documentation outlined in the qualification above.
3. Employment interview.

#### **JOB FUNCTIONS AND REponsibilities:**

The Driver shall:

1. Transport clients between pickup points or to various events, activities, and destinations.
2. Be in full charge of the vehicle at all times.
3. Check, clean, and perform minor servicing of vehicles.
4. Maintain vehicles in good working order at all times.
5. Check vehicle for operating safety.
6. Assist disabled clients out of and into vehicles.
7. Adhere to safety rules when loading and unloading clients.
8. Keep logs of trips.
9. Conduct a pre-trip and post trip safety inspection of the vehicle prior to every trip.
10. Notify Executive Director of any mechanical malfunctions and/or safety hazards.
11. Adhere to established routes, designated stops and keep to assigned time schedule.
12. Transport only authorized clients.
13. Obey all traffic laws.
14. Maintain discipline on the vehicle and report violations to the Executive Director.

15. Display the highest ethical and professional behavior in working with clients.
16. Serve as a role model for clients and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.
18. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
19. Adhere to federal statutes and regulations.
20. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Executive Director, and not otherwise prohibited by law or regulation.
21. Report all accidents in accordance with policy.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicated effectively in English, using proper grammar and vocabulary.
6. Reach with hands and arms and used hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Occasional exposure to a variety of weather conditions.
2. Exposure to heated/air conditioned and ventilated facilities.
3. Exposure to a building in which a variety of activities occur.
4. Function in a workplace that is usually moderately quiet but that can noisy at times.

**EVALUATION**

The Executive Director shall evaluate the Driver in accordance with this job Description and such other criteria as shall be established by the Executive Director.

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Approved

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Date

Adopted 7/14



# **Fayette County Association for the Blind**

## **EMPLOYEE HANDBOOK**

Revised and adopted by the Board October 26, 2011

Revision approved January 18, 2012

Revision date October 15, 2014

Revision date July 15, 2015

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## SECTION 1

### INTRODUCTION

This Manual is designed to acquaint you with Fayette County Association for the Blind and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Fayette County Association for the Blind. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Association and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

#### **1.1 CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Association, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with the Executive Director.

#### **1.2 EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.3 EMPLOYMENT RELATIONSHIP**

All employment is on an at-will basis. Any employee has the right to resign his/her employment at any time and for any reason, upon proper notice. Likewise, the organization has the right to terminate the employment of any employee at any time and for any reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

## **SECTION 2**

### **DEFINITIONS OF EMPLOYEES STATUS**

#### **"EMPLOYEES" DEFINED**

An "employee" of Fayette County Association for the Blind is a person who regularly works for Fayette County Association for the Blind on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Association who are subject to the control and direction of Fayette County Association for the Blind in the performance of their duties.

#### **EXEMPT**

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

#### **NON-EXEMPT**

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

#### **REGULAR FULL-TIME**

Employees who are regularly scheduled to work 37.5 or more hours per week. Generally, they are eligible for the Association's benefit package, subject to the terms, conditions, and limitations of each benefit program.

#### **REGULAR PART-TIME**

Employees who have completed the 180 day probationary period and who are regularly scheduled to work less than 37.5 hours per week

## SECTION 3

### EMPLOYMENT POLICIES

#### 3.1 NON-DISCRIMINATION

The FCAB is committed to providing an inclusive and welcoming environment for all members of our community and to ensure that the provision of services and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, it is the Association's policy not to discriminate in offering access to its services, programs and activities or with respect to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status or sexual orientation. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

The FCAB shall comply with the provisions of the U.S. Civil Right Act of 1964, as amended, and with all other federal, state, and local statutes and regulations concerning non-discrimination in employment and in the provision of services.

#### Background Checks

It is the policy of the FCAB to initiate background checks for all potential employees. Background checks for volunteers may be initiated, as deemed necessary. Background checks may include the following: references from former employers; criminal history check(s); child abuse history clearance; motor vehicle record check; social security check; and adult abuse registry check. This type of information is collected as a means of promoting a safe environment for current and future customers, employees, officers, and associated agencies.

Reference checks are conducted on potential employees, regardless of the position for which they are applying. This process is conducted to verify the accuracy of the information provided by the applicant. Reference checks may include verifying past employment, education, job-related accomplishments, etc. Reference checks will be conducted in compliance with all federal and state statutes.

Investigative background checks may be conducted for employment, promotion, re-assignment or retention of an employee. All applicants and/or employees will be informed of the background check process and will sign an authorization form prior to the completion of such background checks.

All information attained from the reference and/or background checks will only be used as part of the employment process and will be kept confidential. Information obtained

is the property of the FCAB. Pursuant to the Fair Credit Reporting Act, if any adverse action is to be taken based upon the information received, a copy of the report and a summary of the consumers' right will be provided to the employee. Reference checks from former employers, supervisors, co-workers, or personal references, are confidential and are not released to the applicant or employee.

### **3.2 NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the association, and prepared for their position. New employee orientation is conducted by the Executive Director and includes an overview of the association history, an explanation of the association core values, vision, and mission; and association goals and objectives. In addition, the new employee will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The Executive Director then introduces the new hire to staff throughout the association, reviews their job description and scope of position, explains the association's evaluation procedures, and helps the new employee get started on specific functions.

### **3.3 PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for regular full-time and regular part-time employees lasts up to 180 days from date of hire. During this time, employees have the opportunity to evaluate our Association as a place to work and management has its first opportunity to evaluate the employee. During this probationary period, both the employee and the Association have the right to terminate employment without advance notice.

Upon satisfactory completion of the probationary period, a 180 day review will be given. All employees, regardless of classification or length of service, are expected to meet and maintain Association standards for job performance and behavior (See Section 4, Standards of Conduct).

### **3.4 OFFICE HOURS**

Fayette County Association for the Blind office is open for business from 8:30 a.m. to 4:00 p.m. Monday through Friday, except for Holidays (See Section 6.7, Holidays).

The standard workweek is 37.5 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to

begin on Friday (starting at 12:01 a.m.) through Thursday (ending at 12:00 a.m.), unless a supervisor makes prior other arrangement with the employee.

### **3.5 LUNCH PERIODS**

Employees are allowed a one half hour lunch break. Lunch breaks generally are taken between the hours of 12:00 noon and 12:30 p.m. Every effort will be made to ensure that lunch absences do not create a problem for co-workers or clients.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the lunch policy will be subject to disciplinary action, including termination.

### **3.6 PERSONNEL FILES**

Employee personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Fayette County Association for the Blind, and access to the information is restricted. Management personnel of Fayette County Association for the Blind who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, the employee may review his/her personnel file in Association's office and in the presence of the Executive Director.

### **3.7 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

### **3.8 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt association operations. The decision to close the office will be made by the Executive Director.

When the decision is made to close the office, employees will receive official notification from the Executive Director.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

### **3.9 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS**

The Executive Director will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after 180 days of service. From that point, regular performance reviews will be conducted on an annual basis. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the Executive Director and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and Executive Director discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and the Executive Director to make and agree on new goals, skills, and areas for improvement.

New employees will be reviewed at the end of their probationary periods. After the initial review, the employee will be reviewed according to the regular annual schedule.

### **3.10 CORRECTIVE ACTION**

Fayette County Association for the Blind holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Fayette County Association for the Blind expects the Executive Director to take corrective action.

Corrective action at Fayette County Association for the Blind is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, the Executive Director will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Fayette County Association for the Blind considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of association property, being on association property during non-business hours without prior authorization from the Executive Director, the use of association equipment and/or association vehicles without prior authorization by Executive Director untruthfulness about personal work history, skills, or training, divulging Association business practices, client medical information, and misrepresentations of Fayette County Association for the Blind to a client, a prospective client, the general public, or an employee.

### **3.11 EMPLOYMENT TERMINATION**

Termination of employment is an inevitable part of personnel activity within any organization. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by Fayette County Association for the Blind.
- **Layoff** – involuntary employment termination initiated by Fayette County Association for the Blind for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with Fayette County Association for the Blind, he/she shall give Fayette County Association for the Blind at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with Fayette County Association for the Blind is based on mutual consent, both the employee and Fayette County Association for the Blind have the right to terminate employment at will, with or without cause.

Any employee who terminates employment with Fayette County Association for the Blind shall return all files, records, keys, and any other materials that are property of Fayette County Association for the Blind. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to Fayette County Association for the Blind will also be deducted from the employee's final check.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 6, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

### **3.12 SAFETY**

Fayette County Association for the Blind provides information to employees about workplace safety and health issues through regular internal communication such as:

- Staff meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the Executive Director. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the Executive Director (See Section 3.14, Employee Requiring Medical Attention).

### **3.13 HEALTH-RELATED ISSUES**

Employees who become aware of any health-related issue, including pregnancy, should notify the Executive Director of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify the Executive Director.

### **3.14 EMPLOYEE REQUIRING MEDICAL ATTENTION**

In the event of a life threatening emergency or injury the first course of action should always be to call 911. In the event an employee requires medical attention, whether injured or becoming ill while at work. If it is necessary for the employee to be seen by a doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. Furthermore, Fayette County Association for the Blind's employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

### **3.15 BUILDING SECURITY**

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility of following the Closing check-list. Employees are not allowed on Association property after hours without prior authorization from the Executive Director.

### **3.16 INSURANCE ON PERSONAL EFFECTS**

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. Fayette County Association for the Blind assumes no risk for any loss or damage to personal property.

### **3.17 SUPPLIES; EXPENDITURES; OBLIGATING THE ASSOCIATION**

Only authorized persons may purchase supplies in the name of Fayette County Association for the Blind. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Fayette County Association for the Blind or bind Fayette County Association for the Blind by any promise or representation without written approval.

### **3.18 EXPENSE REIMBURSEMENT**

Expenses incurred by an employee must have prior approval by a supervisor. An expense request form must be filled out and turned in to the Executive Director with appropriate documentation (receipts) for reimbursement.

### **3.19 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees, visitors, and the facilities at Fayette County Association for the Blind, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

## **SECTION 4**

### **STANDARDS OF CONDUCT**

The work rules and standards of conduct for Fayette County Association for the Blind are important, and the Association regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Association's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.10, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.1, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of association-owned or client-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);

- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other association-owned equipment (See Section 4.4, Telephone Use);
- Using association equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of client medical records or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

#### **4.1 ATTENDANCE/PUNCTUALITY**

The Association expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Association.

If you are unable to report for work for any reason, notify the Executive Director before regular starting time. You are responsible for speaking directly with the Executive Director about your absence. It is not acceptable to leave a message on the Executive Director's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day. The association phone number is 724 437-2791.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify the Executive Director at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the Association. Such requests may or may not be granted.

#### **4.2 ABSENCE WITHOUT NOTICE**

When you are unable to work owing to illness or an accident, please notify the Executive Director. This will allow the Association to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Association is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform the Executive Director of the situation.

#### **4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

Fayette County Association for the Blind is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise the Executive Director who will handle the matter in a timely and confidential manner.

#### **4.4 TELEPHONE USE**

Fayette County Association for the Blind's telephones are intended for the use of serving our clients and in conducting the Association's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.10, Corrective Action).

#### **4.5 PUBLIC IMAGE**

A professional appearance is important anytime that you come in contact with clients or potential clients. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for Fayette County Association for the Blind:

- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising

- Sweat pants
- Blue jeans with holes

When meeting with a client, the dress code is more business-oriented, including attire such as:

- Slacks and dress shirt or blouse
- Dress or skirt and blouse

If management occasionally designates "casual days," appropriate guidelines will be provided to you. Consult the Executive Director if you have any questions about appropriate business attire.

#### **4.6 SUBSTANCE ABUSE**

The Association is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the Association while they are on Association premises or elsewhere on Association business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Association property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Association property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Association property: All Association owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Association's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Association business or being on Association property while under the influence of an illegal drug or alcohol, or in an impaired condition.

#### **4.7 Tobacco Products/Smoking policy**

Fayette County Association for the Blind is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. The personal health hazards related to all tobacco products, which include but are not limited to, smoking (e.g. cigarettes, pipes, cigars, cigarillos, electronic cigarettes, etc.) and/or using smokeless tobacco (e.g. snuff, snus, chew, spit, pellets, strips etc.) have been well documented. The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to second-hand smoke. We care about the health of each and every employee, and it is our intent to provide all employees with a work environment conducive to good health. This policy is designed to promote, protect, and improve the health and safety of clients, visitors, and employees of Fayette County Association for the Blind.

As an employee, volunteer, intern, or independent contractor of Fayette County Association for the Blind you are prohibited from using all tobacco products inside the facility.

Information on tobacco-cessation support programs will be provided to all employees who wish to quit the use of tobacco.

### **Definition**

1. No use of tobacco products will be allowed within the facilities of Fayette County Association for the Blind at any time. The decision to provide designated smoking areas outside the building will be at the discretion of management or other decision-making body. The designated smoking area is located outside at the back upper level stairwell entrance of the building.
  2. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.
2. No tobacco use in any company vehicle. There will be no use of any form of tobacco products in Fayette County Association for the Blind vehicles at any time.

There will be no tobacco product use in personal vehicles when transporting people on Fayette County Association for the Blind authorized business.

### **3. Breaks**

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

### **Procedure**

1. Employees will be informed of this policy through its inclusion in the updated employee handbook, and via staff meeting.
2. Signage will be placed prominently inside the facility noting the new policy.
3. The Fayette County Association for the Blind will help employees who want to quit tobacco by helping them access recommended cessation programs and materials. Employees are to contact the Executive Director for information about programs.

4. Any violations of this policy will be handled through the standard disciplinary procedure.

#### **4.8 INTERNET USE**

Fayette County Association for the Blind employees are allowed use of the Internet and e-mail when necessary to serve our clients and conduct the Association's business only.

Employees may use the Internet when appropriate to access information needed to conduct business of the Association. Employees may use e-mail when appropriate for Association business correspondence.

Use of the Internet must not disrupt operation of the association computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are the property of the Fayette County Association for the Blind. They are public and not private. Fayette County Association for the Blind reserves the right to access and monitor all files and messages on its systems.

#### **4.9 PHYSICAL OR MENTAL ABUSE AND SEXUAL ABUSE AND SEXUAL MOLESTATION PREVENTION POLICY**

**Fayette County Association for the Blind** does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct ("prohibited conduct") to occur in the workplace or at any activity sponsored by or related to it. In order to make this "zero—tolerance" policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct. Abuse or molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

##### **Reporting Procedure**

All staff members who learn of, have a reasonable suspicion of prohibited conduct must immediately report it to the executive director. If the victim is an adult, abuse or neglect will be reported by this designee to the local or state police and/or Adult Protective Services (APS) Agency. If a child is the victim of abuse or neglect the designee will report it to the local or state police and/or Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse or neglect.

##### **Investigation & Follow Up**

We take allegations of prohibited conduct seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether

there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team comprised of the executive director or board members or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited to appropriate authorities, we will endeavor to keep the identity (ies) of the target(s) and the alleged victim(s) confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target's relationship with our organization.

#### **Retaliation Prohibited**

We prohibit retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct.

Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

#### **4.10 Driving and Traffic Violation Policy**

We deeply value the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, Fayette Blind Association is instituting a safety driving policy and rules. This safety policy applies to all employees who operate a motor vehicle on company business and/or company time, whether operating a company vehicle or personal vehicle.

##### **Safety Rules**

1. Inspect vehicles prior to use to ensure that they are in safe operating condition.
  - a. If a vehicle does not pass inspection, contact Executive Director.
  - b. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle.
3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior will not be tolerated.
4. Seat belts must be worn whenever a vehicle is in motion.

5. All cell phone usage, including texting, is prohibited while driving for company purposes.
6. Use of radar detectors is forbidden in all vehicles owned or used by the company.
7. Hitchhikers and passengers other than company employees are not permitted.
8. Cargo should be secured and all doors should be locked, both when the vehicle is en route and when it is parked.
9. Respect the rights of other drivers and pedestrians.
10. Drivers may not be under the influence of drugs or alcohol while operating a vehicle for company purposes.
11. All traffic violations, whether on company or personal time, must be reported to the manager within 24 hours or by the next business day. CDL drivers will also be required to complete a violation review form.
12. Fayette County Association for the Blind will review motor vehicle reports.
13. If an employee has a change in license status, including a renewal, he or she must give a copy of his or her new license to the supervisor for the employee's file.
14. Employees are responsible for maintaining a valid driver's license.
15. No food or drink in the vehicle.
16. GPS must be kept on windshield at all time. While vehicle is in motion, GPS must be turned on.

#### **Safety Rules Enforcement**

Employees will be subject to disciplinary action up to and including termination for violating any of the above rules.

#### **Accidents**

Any employee who is involved in an accident while driving for company purposes will be required to complete an accident report using the company's auto accident investigation kit while at the scene of the accident. He or she must return the report to his or her supervisor on the same day to review the information to make sure it is complete. The employee must go for his or her post-accident drug and alcohol analysis at a facility designated by the Executive Director. The employee may also be required to discuss the accident with the Executive Director.

Management will review all accidents and determine whether they were preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to prevent it from occurring.

#### **Motor Vehicle Report (MVR) Standards**

MVRs will be checked annually for all employees who may be required to drive for company purposes. The MVR will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the company.

Drivers will be disqualified from driving vehicles for company purposes for any of the following reasons:

1. *More than one violation for driving under the influence of alcohol or a controlled substance will result in permanent suspension of driving privileges at Fayette County Association for the Blind.*
2. *Any criminal conviction that involves a motor vehicle (e.g., a felony, hit and run, negligent homicide) in the previous five years*
3. *Any of the following violations incurred in the previous three years:*
  - a. *Any combination of more than two moving violations (any violation resulting in an at-fault auto accident automatically counts as two violations)*
  - b. *Any violation less than three years old for an alcohol- or controlled substance-related driving offense*
  - c. *Refusing to take a Breathalyzer test*
  - d. *Careless or reckless driving that results in injury to persons or property*
  - e. *Passing a stopped school bus*
  - f. *Leaving the scene of an accident without stopping to file a report*
  - g. *Racing*
4. *Any combination of more than two moving violations and/or at-fault accidents in the past 12 months*

## **SECTION 5**

### **TIMEKEEPING, PAYDAY POLICIES**

#### **5.1 TIMEKEEPING**

**Time Cards** – Non-exempt employees will be issued a time card on their first day of employment. The employee will be given thorough instructions on usage and instructions on what to do should a problem occur.

#### **5.2 OVERTIME**

Fayette County Association for the Blind is open for business 37.5 hours per week. Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over [40] per week at a rate of one and one-half times the non-exempt employee's regular hourly

rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work and any hours in excess of an employee regularly scheduled hours, performed by an hourly employee (extra hours) must receive the Executive Director's prior authorization. Overtime, or extra hours, worked without prior authorization from the Executive Director may result in disciplinary action. The Executive signature on a timesheet authorizes pay for overtime or extra hours worked.

### **5.3 PAYDAYS**

All employees are paid bi-weekly on Friday. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the next day of operation.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept in the Executive Director's office file cabinet under lock through the rest of the payday. If an employee is unable to pick up his or her check on payday, he or she will need to see the Executive Director.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address.

## **SECTION 6**

### **BENEFITS AND SERVICES**

Fayette County Association for the Blind offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

#### **6.1 GROUP INSURANCE**

Fayette County Association for the Blind offers health insurance programs for regular full-time employees.

This Manual does not contain the complete terms and/or conditions of any of the Association's current insurance benefit plans. It is intended only to provide general explanations. (If there is ever any conflict between the Manual and any documents issued by one of the Association's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.)

## **6.2 COBRA BENEFITS**

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Fayette County Association for the Blind's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Fayette County Association for the Blind's group rates plus an administration fee. Fayette County Association for the Blind provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Fayette County Association for the Blind's health insurance plan. The notice contains important information about the employee's rights and obligations.

## **6.3 SOCIAL SECURITY/MEDICARE**

Fayette County Association for the Blind withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

## **6.4 VACATION**

### **Full-Time Employees:**

During the first year of employment, full-time employees are entitled to one-half working day for each month employed. After one year of continuous employment ten working days are permitted. After five years of employment three weeks are permitted.

All vacations must be completed during the calendar year (January 1-December 31) and are not cumulative. Vacation schedules must have prior approval of the Executive Director. In event of conflicting vacation between employees, seniority will apply.

**Part-Time Employees:**

Part-time employees working at least twenty (20) hours per week are eligible for paid vacation days.

During the first year of employment, part-time employees are entitled to one-half working day for each month employed. After working one year of continuous employment, vacation will be granted for two weeks that equals the regular days of work. Example: If the employee regularly works 6 days per pay period– vacation time after one year is 6 days.

All vacations must be completed during the calendar year and are not cumulative. Vacation schedules must have prior approval of the Executive Director. In event of conflicting vacation between employees, seniority will apply.

**6.5 RECORD KEEPING**

The Executive Director maintains vacation days accrued and used. Each employee is responsible for verifying his/her vacation hours.

**6.6 HOLIDAYS**

Fayette County Association for the Blind observes the following holidays per year for all non-exempt employees:

New Year's Day	Martin Luther King Jr. Day
President's Day	Good Friday
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving Day
Christmas Eve	Christmas Day

All full-time employees and non-exempt employees regularly scheduled to work 20 hours per week will be paid for the holiday.

**6.7 JURY DUTY**

Leave for jury duty is provided so that employees called to serve suffer no loss of compensation or vacation time. Such leave with pay is limited to a maximum of ten (10) days; the fees received are to be turned over to the FCAB. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

It is expected that employees will report to work as usual on any day they are not on duty or are relieved of duty by 2:00 p.m.

## **6.8 MILITARY LEAVE**

Employees will be granted time off to serve on military leave without pay. However, all regular employees both full-time or part-time will be kept on the active payroll until their civic duties have been completed.

## **6.9 SICK/BEREAVEMENT LEAVE**

Full-time employees are granted sick leave at a rate of one day per full month of employment. Employees may use sick leave as it is granted. Full-time employees may use up to two (2) days of sick leave during the fiscal year for personal business that cannot be attended to outside of work hours.

No absence may be charged to sick leave unless the employee is actually ill or receiving medical attention. A physician's statement is required after missing three (3) days due to illness. In case of extended illness, an employee may use earned vacation when granted sick leave is exhausted. At the end of this time, the employee may request leave without pay. A physician's statement indicating the probable date of return will be required. There is no pay out of sick leave granted upon resignation of employment.

Up to three days of paid leave and/or additional days of sick leave time with approval of the Executive Director may be authorized in the even to a death of a member of an employee's family. Family is defined as: Mother, Father, Sister, Brother, Wife, Husband, Son, Daughter, In-law, or any person living in the employee's house.

## **SECTION 7**

### **EMPLOYEE COMMUNICATIONS**

#### **7.1 STAFF MEETINGS**

Staff meetings will be held on an as needed basis to be determined by the Executive Director. These informative meetings allow employees to be informed on recent association activities, changes in the workplace and employee recognition.

#### **7.2 BULLETIN BOARDS**

Bulletin boards placed in the conference room will provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

### **7.3 SUGGESTION BOX**

Fayette County Association for the Blind encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in the suggestion box located in the conference room. If this is done anonymously, every care will be taken to preserve the employee's privacy. The Executive Director checks the box on a regular basis.

### **7.4 PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with the Executive Director. At this level, employees usually reach the simplest, quickest, and most satisfactory solution.

If the employee is dissatisfied with the decision of the Executive Director, he/she may request in writing, within 30 calendar days of the decision, to the Board President for a meeting to discuss the matter. The Board President may appoint an ad hoc committee to study the grievance and make recommendations. The decision of the President shall be final and binding on both the Executive Director and the employee.

The decision shall be conveyed in writing to all parties concerned and entered in appropriate records.

I have read and agree to abide by this Employee Manual.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Association Representative

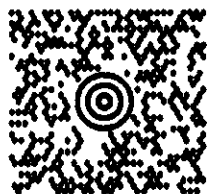
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Date

FAYETTE COUNTY ASSOC. FOR THE BLIND  
(724) 437-2781  
48 BIERER LANE  
UNIONTOWN PA 15401

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DATE: 17 MAY 2017

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SHIP ROSEMARY CHIAVETTA, SECRETARY  
TO: PA PUBLIC UTILITY COMMISSION  
KEYSTONE BUILDING  
FL 2  
400 NORTH ST  
HARRISBURG PA 17120



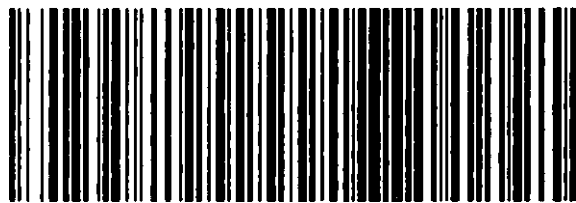
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