

FREQUENTLY ASKED QUESTIONS

What paid holidays does the agency observe?

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day (Head Start takes their day during the Christmas Shutdown)
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Can I send a friend or co-worker to pick up my paycheck?

Only with written authorization by the employee

What is the agency's mission statement?

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

How much paid time off am I allowed for the death of a family member?

Full time employees only can receive up to 5 days for an immediate family member and up to 2 days for an extended family member.

What is an immediate family member and what is an extended family member?

Immediate family member is:

Employee's spouse, child, parent, grandparent, grandchild, brother, sister, in laws, domestic partner, and any other member of the employee's household. Immediate family member is defined as a relationship by reason of birth, marriage, adoption, or domestic partnership.

Extended family member is:

An extended family member is defined as the employee's aunt, uncle, niece, and nephew.

How would I submit a work related suggestion?

Suggestions may be sent anonymously via the agency's web site, under staff resources.

If I have a question or concern that cannot be resolved by my immediate supervisor, what course of action can I take?

Follow the Complaint Resolution Procedure under Section 1401 in the Employee Handbook

(continued on following page)

What should I do if I receive a notice to report for jury duty?

An employee must immediately notify the employee's supervisor of jury duty service and provide a copy of the court summons.

Compensation for Regular Full-Time Employees – A regular full-time employee is paid the employee's regular base pay rate for up to 5 days of jury duty service.

Compensation for Part-Time Employees – A part-time employee who is required to report for jury duty on a day the employee is scheduled to work is paid a maximum of \$40 per day by the Agency, for the first three days of jury duty. Thereafter, a part-time employee is paid by the court.

What happens to my earned vacation hours if/when I get laid off?

Layoff - In the event of a lay-off, Agency employees will be paid for earned, unused vacation time up to the length of the layoff.

Vacation Use during Program Shutdown – Employees will be required to use earned, unused vacation time during designated program shutdown periods, up to the length of the shutdown period. Employees will be notified in advance of which days during the shutdown will be designated vacation days. Partial day balances will be allowed to be carried forward.

Can I access the Employee Assistance Program for my teenager?

Full-time/part-time employees, their spouses, and dependents are eligible to participate in the EAP.

Under what conditions will I be paid for a snow day?

Payment for an emergency closing is designated by the Executive Director.

Can I be paid if I leave work to donate blood?

Blood Donation - An employee will be granted an unpaid leave of absence of up to three hours each calendar year to donate blood at an off-site location of the employee's choosing. An employee may elect to use credited, unused vacation leave; otherwise the time off is without pay for non-exempt employees. Exempt employees who have no paid time off benefits available will not be docked for any partial-day absences.