



nevada**works**

Coordinating Workforce Development for Northern Nevada

PERSONNEL POLICIES AND PROCEDURES

PURPOSE

The purpose of the Nevadaworks Personnel Policies and Procedures are:

To provide a standardized system of position identification and corresponding rate of compensation;

To provide Nevadaworks with qualified and competent employees through the use of documented and standardized evaluation and selection processes;

To provide equal employment opportunities to all applicants and employees, without discrimination because of gender, age, race, color, creed, religion, national origin, disability, sexual orientation or veteran's status, or on the basis of any other classification protected under state or federal law.

GENERAL POLICIES AND PROCEDURES

These Policies and Procedures are designed to provide an outline of the personnel policies and practices of Nevadaworks and shall be uniformly interpreted with the intention of obtaining and retaining the best-qualified personnel.

This booklet is intended to be used only as a guide. There may be occasions when Nevadaworks must change the contents of this booklet and retains the right to do so as conditions require, without notice. None of these policies or procedures can be changed in any way, however, except by the Nevadaworks Board. No member of management has the right to make any oral statements or commitments that contradict or change the contents of this booklet.

Your employment with us is not for any specific length of time. Our relationship is and will always be one of voluntary employment "at-will". You are free to resign at any time, with or without notice, for any reason or no reason. Similarly, Nevadaworks is free to conclude an employment relationship at any time it believes is in its best interest to do so with or without notice, for any reason or no reason. It is also understood that nothing in this handbook is to be construed as a contract of employment.

While Nevadaworks may establish or already have policies that deal with discipline and termination, its "at-will" policy set forth here is the policy that would prevail at all times and under all circumstances, should Nevadaworks choose to apply it.

No one in the organization, other than the Chief Executive Officer, has the authority to enter into any agreement for employment or to make any agreement contrary to the foregoing unless it is in writing, signed by the Chief Executive Officer and the individual concerned. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

If any provision contained herein should become inoperative by law or otherwise by decision of Federal, State, or local government agency, the remainder shall not be invalidated.

Copies of these Policies and Procedures will be issued to each Nevadaworks employee. Each employee shall be given a copy of subsequent modifications, or augmentation information.

The Nevadaworks Board shall approve revisions, corrections, additions, or deletions prior to implementation. A Nevadaworks manager or supervisor shall not unilaterally change or amend these policies and procedures.

The Chief Executive Officer of Nevadaworks and other designated management and supervisory staff shall be responsible for the administration and application of these policies and procedures.

Employees shall be allowed a rest period of ten minutes during each four consecutive hours of work. Thirty minutes or longer up to sixty minutes at or about mid-point of their workday for unpaid lunch period shall also be provided.

Employees shall be in attendance during his or her scheduled hours of work. Any absence from work, without prior authorization, or not provided for in these Policies and Procedures, shall be the basis for disciplinary action.

DISCRIMINATION PROHIBITED

Nevadaworks is firmly committed to the policy of non-discrimination, equal opportunity and reasonable accommodation in employment as required by law. This means there can be no discrimination in any conditions of employment including recruitment, hiring, discipline or termination, opportunities for advancement, participation in training programs, transfers, wages, salaries or benefits. Simply stated, equal opportunity means that all suitable, qualified individuals have an equal chance to compete for job opportunities within the company, regardless of race, color, religion, national origin, sex, age, veteran's status, disability or any other category protected by law.

Nevadaworks will offer reasonable accommodation that does not cause undue hardship to all suitable, qualified applicants and employees with a known disability or for an employee's religious beliefs.

Any employee who believes that this broad-based policy is in any way not being adhered to in accordance with the law should advise the Chief Executive Officer at once, either orally or in writing. Immediate action will be taken to correct any inconsistency with requirements of law.

HARASSMENT PROHIBITED

Nevadaworks is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, visitor, vendor, client or customer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, disability, veteran status, or other protected group status. We will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Any such harassment is strictly prohibited.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body. Sexual harassment can include the act of one person touching another.

All employees are responsible for helping to assure that we avoid harassment. If you believe you have witnessed or experienced harassment, you should report it promptly to your immediate supervisor. If for any reason that action seems inappropriate, report it immediately to the Chief Executive Officer or to any management representative with whom you would feel comfortable. All instances of harassment can be reported in strictest confidence and will result in prompt action by Nevadaworks.

Our policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practical, Nevadaworks will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, Nevadaworks will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate.

Any employee reporting an instance of harassment shall not be subject to any punitive action. Retaliatory action taken by any employee will result in that employee's immediate termination.

INTRODUCTORY PERIOD

All references to employee in these policies are defined as follows: Regular full-time is scheduled to work a forty-hour work week. Regular part-time is scheduled to work at least thirty hours a week but less than forty hours per week. Any casual part-time employee scheduled to work fewer than thirty hours per week is not eligible for benefits.

All employees shall serve an introductory period of at least six months but not more than twelve months from start of employment date.

Employees may be dismissed during the introductory period for any reason, at any time. The employee shall be advised in writing of the reason(s) for termination.

Upon successful completion of the designated introductory period, the introductory employee will be eligible for a merit salary increase with a satisfactory performance rating.

PERFORMANCE EVALUATIONS

All Nevadaworks staff shall receive performance evaluations for the purpose of determining job performance. The intent of performance evaluations is to enhance the efficiency and quality of Nevadaworks services.

Employees shall receive a performance evaluation at least once per year prior to an employee's anniversary date.

Employees shall be evaluated during the introductory period at the end of the third, seventh, and eleventh month of employment, as appropriate.

The performance evaluation shall be written with an oral presentation. The format will include but not be limited to an assessment of work product comprised of level of output, efficiency, timeliness, attention to detail, documentation and follow-through. Work performance comprised of interpersonal relations, professionalism, customer service, behaviors, attitude, job goals, accomplishments, and employee skills.

Each employee shall be given a copy of his/her performance evaluation and a copy shall be placed in the employee's personnel file.

JOB DESCRIPTIONS

Nevadaworks job descriptions have been established to accomplish the regular business of Nevadaworks. All job duties, responsibilities and requirements are within those descriptions.

When job descriptions no longer adequately describe the job assignments and requirements, the Chief Executive Officer will revise current or create new.

COMPENSATION

In establishing salary ranges the Chief Executive Officer shall consider prevailing rates of pay for comparable work in other public and private organizations, appropriate internal pay differences between job descriptions, changes in costs of living, Nevadaworks' financial condition, funding sources, fiscal policies, average pay for comparable positions in the Reno/Sparks labor market, and such other sources of information that the Board deems necessary. The Chief Executive Officer will inform the Nevadaworks Board of any changes made to the salary wage ranges at the next Nevadaworks Executive Committee Meeting.

The Chief Executive Officer shall authorize advancements within an established pay range. Salary advancement, or merit increase, may be authorized up to and including the maximum rate within said pay range. All salary advancements require the approval of the Chief Executive Officer.

The Chief Executive Officer may approve an incentive/bonus payment to individual employees and will determine the amount and method of payment. Incentive payments are considered one-time payments and will not be carried into normal compensation for the next year.

Salary advancements shall be considered at least once a year as deemed appropriate by the Chief Executive Officer. Salary advancement shall not be automatic. It will be based on job performance and increased service value of the employee and the ability of Nevadaworks to pay.

The Chief Executive Officer must approve any exceptions to authorized salary ranges.

Earning And Accruing Overtime: Nevadaworks shall adhere to the current requirements of the Federal Fair Labor Standards Act in determining the eligibility of employees for overtime pay and the rate at which overtime is to be compensated. Overtime work must be approved in advance by the Chief Executive Officer.

RESTRICTIONS

Employees shall not accept gifts, tips, or other special consideration because of services rendered as a Nevadaworks employee. Employees shall not use the influence or prestige of his/her position for private or personal gain.

An employee shall not own or hold a financial interest in or be substantially involved with a business that contracts with Nevadaworks to sell products or provide direct services for financial gain. Nevadaworks will not enter into a contract with an employee for any purpose other than a normal employer-employee relationship.

Employees shall not engage in any employment, activity, or enterprise, which is inconsistent, incompatible, or in conflict with duties as Nevadaworks employees.

Nevadaworks may refuse to employ two or more members of the same family in a situation where a direct supervisory relationship could exist.

Employees shall have the right to vote as he/she chooses and express political opinions on all subjects without retribution. Employees shall not solicit other Nevadaworks employees for any political purpose.

Employees shall not place or receive excessive or lengthy personal telephone calls. Employees shall not use Nevadaworks time, facilities, equipment, or supplies for private or personal gain or advantage.

Nevadaworks may determine and describe in writing additional specific activities, which will be considered to conflict with an employee's performance of duties.

BENEFITS

Benefit eligibility is dependent upon employment status and hire date.

1. **Public Employees Retirement System:** Nevadaworks pays contributions into the Nevada Public Employees Retirement System (PERS) per NVPERS Official Policies.
2. **Health and Life Insurance:** Employees, who regularly work thirty or more hours per week and upon completion of ninety days of continuous employment, receive 100% employer paid health and life insurance benefits for the employee, and if applicable, 50% employer paid health insurance benefits for eligible family members. Temporary employees and part-time employees working less than thirty hours per week are not eligible for paid health and life insurance benefits.
3. **Health Insurance Coverage For Terminated Employees:** A terminated employee and family may be entitled to temporary extend health insurance coverage under certain circumstances as defined by the COBRA Act.
4. **Employee Assistance Program:** Professional counseling services are available to all Nevadaworks employees and his or her immediate family members at no cost, within the limits of the plan. Services include counseling assistance for marriage/family, legal, depression, finances, among others.
5. **Deferred Compensation Plan:** Employees may participate in a deferred compensation program, authorizing a portion of his/her salary withheld for investment for payment at a later date.
6. **Education Assistance:** It is the policy of Nevadaworks to assist employees wishing to improve his/her job skills and knowledge in areas that will either improve the employee's ability to perform the responsibilities of his/her current position, or assist an employee in maintaining work proficiency due to technological or academic changes in his/her current area of work. Education assistance will be available, upon approval of the Chief Executive Officer. All regular employees will be given equal opportunity to access education assistance within budgetary guidelines.

HOLIDAYS

Regular full-time employees working at least forty hours per week are eligible for paid holiday leave. Regular part-time employees and casual part-time employees scheduled to work fewer than thirty hours per week are not eligible for holiday leave. An employee required to work on an official holiday shall be given equivalent time-off within the same week of the holiday.

Nevadaworks currently recognizes the following days as paid holidays:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (Third Monday in January)
- Presidents Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth Day (June 19th)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Nevada Day (Last Friday in October)
- Veteran's Day (November 11th)
- Thanksgiving Day (Fourth Thursday in November)
- Family Day (Friday Following Thanksgiving Day)
- Christmas Day (December 25th)

If any holiday falls upon a Saturday, the immediately preceding Friday shall be observed as the holiday.

If any holiday falls on a Sunday, the immediately following Monday shall be observed as the holiday.

ANNUAL LEAVE

All employees earn annual leave while in paid employment status and are encouraged to use such leave. Annual leave accrues only while an employee is in a paid status, computed on hours worked, not to exceed forty hours per week. Part-time employees, working thirty or more hours per week shall earn annual leave at a pro-rata basis of actual hours worked to forty hours per week. Part-time employees working less than thirty hours per week will not earn annual leave.

Annual leave earned in any specific calendar year, must be used prior to the end of the next calendar year. For example, if twenty-six hours of annual leave are earned in 2006, all twenty-six hours must be used no later than the end of 2007. Failure to use annual leave in this manner, will result in forfeiture of the accrued amount. An employee may request payment for annual leave hours in lieu of taking paid time off at the same rate as hours worked providing the employee maintains a balance of 120 hours of accrued annual leave after the request. Employees must request payment in lieu of paid time off in forty (40) hours increments. The requests will only be considered in the months of May and November. The request must be approved by the CEO.

Annual Leave Accruals

Years/Months of Continuous Service Completed	Years of Service Completed	Accrual Hours Per Bi-weekly Pay Period	Hours = Number of Weeks Per Year
Year One = 12 months	1	1.54	40 hours = 1 week
Years Two and Three = 13 – 36 months	2 and 3	3.08	80 hours = 2 weeks
Years Four and Five = 37 – 60 months	4 and 5	4.62	120 hours = 3 weeks
Years Six through Ten = 61 – 120 months	6 through 10	6.16	160 hours = 4 weeks
Years Eleven and Over = 121 months +	11 or more	7.70	200 hours = 5 weeks

An employee who leaves employment shall be paid a lump sum for any unused annual leave earned through the last day worked.

Approval Of Annual Leave Time Off: Annual Leave time off must be requested by an employee and approved by the employee's supervisor in advance. Annual leave shall not be granted in excess of the number of hours that will be earned by an employee for leave dates requested. For example, if an employee has twenty-six hours of earned leave, permission will not be given for forty hours of leave. All appropriate accrued annual leave must first be utilized before any leave without pay will be considered. Leave without pay must be approved in advance, if possible, by the CEO.

SICK LEAVE

Employees accrue sick leave while in paid employment status. Each employee in the continuous service of Nevadaworks will accrue sick leave at the rate of approximately one hundred-twenty hours per year, or 4.62 hours per bi-weekly pay period. Part-time employees working thirty or more hours per week shall earn sick leave on a pro-rata basis. Part-time employees working less than thirty hours per week are not eligible for sick leave. At the end of each calendar year, employees may carry over up to a maximum of one hundred-twenty hours of accrued sick leave.

Use Of Sick Leave: Sick leave shall not be considered a privilege, and may be used only in the case of sickness or injury to the employee, his/her spouse or children, or any other member of his/her immediate family. (Immediate family is defined as spouse, child, grandchild, parent, sibling, mother/father-in-law, son/daughter-in-law, sister/brother-in-law.) Sick leave may be used for medical examinations or treatments including dental and vision, childbirth including care for the child after birth, and injury, disability or a serious health condition that makes the employee unable to perform his/her essential job functions. Sick leave may also be used when a death in the employee's immediate family occurs. Paid sick leave due to death in the immediate family will be limited to three work days.

An employee requiring sick leave for scheduled medical appointments, must submit a request of sick leave authorization as soon as such appointment is known. An employee who is unexpectedly absent from work due to unforeseen medical events, shall notify his/her supervisor within thirty minutes of scheduled work starting time. The employee must then submit a request for sick leave authorization to his/her supervisor immediately upon returning to work.

Approval Of Sick Leave: A supervisor shall approve sick leave only after having ascertained that the absence was for an authorized reason. All appropriate sick pay and accrued annual leave must first be utilized before any leave without pay will be considered. Leave without pay must be approved in advance, if possible, by the CEO.

Unused accrued sick leave will not be compensated upon termination of employment.

Sick Leave When Receiving Industrial Insurance Or Occupational Disease Benefits: If an employee is eligible for both sick leave benefits and benefits under Chapter 616 or 617 of Nevada Industrial Insurance and Occupational Disease Acts (NRS), the employee shall not be required to use accrued sick leave for the period during which NRS benefits are being received. Any employee who suffers a job related injury or illness for which benefits are paid under Chapter 616 or 617 of NRS may apply for and receive accrued sick leave during such disability. The amount of sick leave benefit paid to the employee shall not exceed the difference between his/her normal salary and the amount of any benefit received, exclusive of reimbursement or payment of hospital or medical expenses.

PAYMENT OF EARNED LEAVE UPON DEATH

If an employee dies, the heirs of the employee who are given priority to succeed to his/her assets under the laws of succession in Nevada, or the executor or administrator of the employee's estate, upon submitting satisfactory proof of entitlement to the Chief Executive Officer shall be paid an amount of money equal to the accrued Annual Leave balance of the deceased employee.

OTHER LEAVE BENEFITS

If you have been employed by Nevadaworks for at least twelve months and worked at least 1,250 hours, you may be entitled under federal law (Family Medical Leave Act, FMLA) up to twelve weeks of unpaid leave of absence within any rolling twelve month period (as described below) for any of the following events:

- The current (within twelve months) birth of your son or daughter and to care for the child, or
- The current (within twelve months) placement of a child with you for adoption or foster care, or
- The care of your spouse, child or parent, if he or she has a "serious health condition", or
- Your own "serious health condition" as defined in Department of Labor regulations.

Three kinds of leave are available:

- Uninterrupted - Up to twelve consecutive weeks.
- Intermittent - Leave that is for an hour or more over a period of several weeks when medically necessary.
- Reduced schedule - Leave that reduces your usual number of work hours per workweek or per work day on a fixed, part-time schedule when medically necessary.

Determination of the amount of leave available for an eligible employee at the time leave is initiated will be made by the 'rolling' or 'backward measurement' procedure. This procedure measures the twelve month period backward from the date an employee uses any FMLA leave. It is, in effect, a snapshot of the twelve month period that changes daily. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used during the immediately preceding twelve months.

Intermittent and reduced schedule leave normally can not be taken after birth or placement of a child unless management agrees in advance. When intermittent or reduced schedule leave is taken, the company may transfer the employee temporarily to an alternate position which better accommodates recurring periods of leave. Employees requesting intermittent or reduced schedule leave must obtain a medical certification to document the medical need for this type of leave.

Although family and medical leave does not require pay, employees may elect to use accrued paid vacation during the leave period. Accumulated sick leave may also be used during the leave, but only for the employee's own serious health condition. On the other hand, the company can require that employees use accumulated vacation and sick leave as part of their family and medical leave.

However, you cannot under any circumstances use paid vacation or sick leave in conjunction with an FMLA leave while receiving workers comp time loss payments or payments from a disability insurance plan.

While an employee is on a family and medical leave of absence, group health care insurance coverage will continue in the same manner as if the employee was still actively working. If an employee normally pays a portion of the premium for coverage, such payments must continue to sustain coverage but the employer must give written notice in advance that coverage will cease in the event of non-payment or late payment. Other types of accrued benefits, such as seniority, vacation or sick leave, will not accrue during the time the employee is on leave.

An employee who requests reinstatement at the conclusion of a family and medical leave will be restored to his/her former job or an equivalent position unless he/she would not have otherwise have been employed at the time reinstatement is requested.

An employee wanting to take a family and medical leave must give at least 30 days notice to his/her supervisor when the need for the leave is foreseeable such as an expected birth or planned medical treatment. If the need for a leave is not foreseeable, an employee must give notice as soon as practicable.

Nevadaworks may require that a family leave related to a serious health condition be supported by a certification issued by the health care provider of the employee or the employee's family member as appropriate. If Nevadaworks questions the validity of the certification, it may require, at the company's expense, that the employee obtain a second opinion. If the second opinion conflicts with the original opinion, the company may require, at its expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by Nevadaworks and the employee. Subsequent recertifications may be required from time to time. If an employee fails to obtain a required medical certification within 15 days, family and medical leave may be denied and/or reinstatement rights denied.

During the period of any family and medical leave, Nevadaworks reserves the right to require that an employee make periodic reports to the company concerning his/her status and intent to return to work. As a condition of reinstating an employee whose leave was due to his/her own serious health condition, the employee may be required to undergo a job-related "fitness for duty" medical examination to certify that he/she is able to safely return to work. If an employee fails to return from a family and medical leave, he/she may be required to reimburse the company for the costs of health coverage during the leave. When an employee is unable to return to work upon expiration of a family and medical leave because of the continuation, recurrence, or onset of a serious health condition, reimbursement for health care coverage will not be sought. However, the employee may be required by the company to provide, in a timely manner, a copy of a certification from the appropriate health care provider confirming such inability.

An employee who engages in any type of gainful employment while on family and medical leave or who fraudulently obtains family and medical leave will be disciplined up to and including termination for the first such offense. Subject to terms and conditions of the law, the employer reserves the right to replace any employee who fails to report for work before or upon expiration of leave allowed under law.

Military Leave: Any employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Navy Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the Nevada National Guard shall be relieved from his/her duties to serve under orders on active or training duty without loss of his/her regular compensation for a period not to exceed fifteen days per calendar year. Any such absence shall not be deemed to be the employee's annual leave.

If an employee is called to active duty for more than fifteen days, compensation shall cease upon the sixteenth day. However, rights of continuous service with Nevadaworks shall be retained, along with other rights specified in these Policies and Procedures.

Jury Duty: An administrative leave of absence with pay will be granted to an employee who is called for jury duty.

Voting Time Off: Reasonable leave of absence with pay may be granted by Nevadaworks to allow employees time-off to vote, pursuant to NRS 293.463.

DISCIPLINARY ACTIONS

Disciplinary action is corrective action taken by management toward an employee who violates basic employment principles established by Nevadaworks. Examples of misconduct warranting disciplinary action include, but are not limited to:

- Deliberate destruction or theft of property.
- Falsification, misrepresentation, or unauthorized release of material information.
- Personal conduct, which violates or interferes with the rights of others.
- Personal conduct, which can be construed as impairing productivity and the quality of work, including but not limited to the use of intoxicants or habit-forming drugs.
- Less than satisfactory attendance, punctuality, or attentiveness to the job.
- Failure to follow reasonable instructions, insubordination, or general disregard for reasonable authority.
- Violation of common sense, safety, health, or sanitation practices.
- Unlawful discrimination, including harassment, on the basis of race, color, national origin, sex, religion, age, disability, or political affiliation or belief, directed against the public, clients, or other Nevadaworks employees.

Nevadaworks shall use the following forms of progressive disciplinary action. However, Nevadaworks reserves the right to bypass this process and issue any form of disciplinary actions depending on the severity of the action requiring the discipline:

Warning Notice: An employee shall be informed promptly and specifically of any deficiency in work performance or other aspect of employment. A formal Notice shall be issued, establishing a reasonable period of time for correction, which will be documented in memo format and will become part of an employee's personnel file.

Written Reprimand: If the seriousness of an employee's initial misconduct warrants, or progressive disciplinary action is required, a Written Reprimand will be issued to an employee. The Written Reprimand will specifically describe the conduct or deficiency warranting disciplinary action.

Disciplinary Suspension: An employee may be suspended without pay in any case where the seriousness of an employee's offense or particular conditions warrants. The Chief Executive Officer shall determine the period of time of suspension, not to exceed thirty calendar days.

Discharge: The Chief Executive Officer may discharge a regular employee if prior forms of progressive discipline have proven ineffective in correcting an employee's performance; or the seriousness of a work deficiency or inappropriate conduct raises substantial doubts about the employee's ability to continue his/her employment with Nevadaworks.

Absence: Absence from work for three consecutive scheduled work days with no notification from you or your representative may be considered a voluntary quit/job abandonment.

EMPLOYEE APPEAL OF PERSONNEL ACTIONS

It is the policy of Nevadaworks to resolve appeals, complaints, and grievances as quickly as possible and seek solutions which meet the requirements of all concerned parties. Upon receipt of proper notice of a disciplinary action, discharge from employment, or other personnel action, an employee may file an Appeal provided that the employee responds within seven calendar days, in writing and directs the communication to either the Chief Executive Officer or the Nevadaworks Board.

Review Of An Employee Appeal: The Chief Executive Officer shall review an employee response within ten calendar days of receipt. In conducting the review, a meeting shall be convened with the employee to hear the employee's views regarding the action. The review shall be completed and final affirmation, revocation, or modification of the action shall be made within fifteen calendar days of receipt of the request for review. The time requirements of the review may be modified by the mutual consent of the Chief Executive Officer and the employee.

FORMAL NEVADAWORKS GRIEVANCE/COMPLAINT PROCEDURE

The State of Nevada maintains a grievance/complaint procedure that includes procedures for review of State action by the United States Secretary of Labor. A copy of the State of Nevada Grievance/Complaint Procedures will be provided upon request.

Nevadaworks expressly prohibits discrimination on the basis of gender, age, race, color, creed, religion, national origin, disability, sexual orientation, veteran's status, or on the basis of any other classification protected under state or federal law. No person filing a grievance/complaint shall be the victim of harassment, reprisal, coercion, or any form of discrimination. Any grievance/complaint alleging discrimination must be filed within one hundred eighty days of the date of the alleged discrimination. It shall be filed directly with the United States Directorate of Civil Rights. A complainant need not exhaust

other grievance/complaint procedures before directly filing a discrimination grievance/complaint directly with the Directorate of Civil Rights.

Nevadaworks expressly prohibits discrimination on the basis of physical or mental disability. No person shall be excluded from employment or participation in Nevadaworks programs or denied benefits solely on the basis of physical or mental disability. No person filing a grievance/complaint on the basis of such disability shall be the victim of harassment, reprisal, coercion, or any form of discrimination.

Disability grievances/complaints must exhaust Nevadaworks and State grievance/complaint procedures before being filed with the Directorate of Civil Rights. A disability grievance/complaint must be filed within one hundred eighty days of the alleged discrimination. The grievance/complaint shall be handled in accordance with Formal Grievance/Complaint Procedures of these Personnel Policies, as appropriate. Upon receipt of an adverse decision from the Governor of Nevada, or if the Governor fails to act within stipulated time requirements, a complainant may file with the United States Directorate of Civil Rights. Nevadaworks will provide a complainant with assistance in completing and filing the requisite documents with the Directorate of Civil Rights, including the Grievance/Complainant Form and the Complainant's Consent Form.

Complainants shall file the requisite documents directly with the Directorate of Civil Rights by forwarding the documents to:

Directorate of Civil Rights, Department of Labor
200 Constitution Avenue, N.W., Room N4123, Washington, D.C. 20210

DRUG AND ALCOHOL ABUSE

Pursuant to Section 5153-Federal Drug-Free Workplace Act Requirements for Federal Grant Recipients it is prohibited for any Nevadaworks employee to manufacture, distribute, dispense, possess or use a controlled substance while working. Nevadaworks has an obligation to its Board, employees, and members of the public to take reasonable steps to provide an alcohol and drug free work place and to deliver services in a safe manner. Pursuant to NAC 284.650, appropriate disciplinary or corrective action will be taken as necessary and the following acts are strictly prohibited and shall constitute cause for disciplinary action up to and including termination. Discipline may be imposed regardless of whether an employee is charged with and/or convicted of any criminal act relating to any violation of this policy:

- Reporting or working under the influence of alcohol or illegal drugs;
- The use or attempted use, purchase or sale, of alcohol or drugs in any manner during working hours, including rest breaks, while working;
- Using Nevadaworks property or premises to manufacture alcohol or drugs.

Inspections To Administer And Enforce Policy: Nevadaworks expressly reserves the right to inspect Nevadaworks owned or controlled desks, vehicles, packages, containers, and other articles within a work area. If the Chief Executive Officer or a supervisor has reason to believe that alcohol or drugs are present in a work area in violation of this policy, the appropriate law enforcement agency may be contacted and asked to conduct a search of the work area.

TRAVEL

It is the responsibility of the Chief Executive Officer to assure that travel is appropriate for the purposes of training and/or the legitimate conduct of business. An employee who needs to travel for special legitimate business reasons or training purposes, other than day-to-day operations, shall comply with the following procedures:

- Obtain permission to travel.
- All requests for monetary advancements, and claims for reimbursements shall be on forms prescribed by Nevadaworks.
- Claimants for travel reimbursement shall attest to the accuracy of the expenses by signing all claims.
- Approved requests for travel advances/reimbursements shall be forwarded to the Nevadaworks Finance Manager. A check for the authorized amount will be issued, payable to the order of the employee.
- A travel advance shall be authorized for travel of more than 24 hours duration, calculated at the standard per diem rate plus expenses, when itemized.
- The amount of a travel advance is a lien in favor of Nevadaworks, upon the accrued wages of an employee.

Reimbursement For Travel Expenses: Travel expenses must be duly substantiated as provided for in these Policies and prescribed by the Chief Executive Officer. A request for reimbursement must be submitted to the Nevadaworks Finance Manager at least quarterly.

Transportation: Transportation expenses shall be incurred at the least possible cost to Nevadaworks. Use of rental cars must be expressly authorized by the Chief Executive Officer. If travel by public conveyance is not the most economical means of transportation, or is otherwise impractical, use of a private vehicle shall be permitted if approved by the Chief Executive Officer.

Reimbursement shall not be allowed for mileage from home to the point of departure by public conveyance, unless the point of departure is greater than twenty miles from the employee's principal business office or is at a greater distance than the distance from home to work. No mileage shall be allowed for commuting between home and an employee's principal business office.

When utilizing air transportation, travel shall be arranged at coach airfare, unless such service is unavailable.

Per-Diem and Lodging Rates: An employee shall be reimbursed expenses while on authorized travel status from the point of departure to the point of return, or whenever travel status is terminated, whichever occurs first. Such expenses shall be authorized at the standard rates for the State and Locality listed on the U.S. General Services Administration website.

Mileage Reimbursement: The allowance for use of a private vehicle for business convenience shall be the governmental standard mileage rate per mile as periodically adjusted.

Miscellaneous: Other travel expenses, such as convention registration fees; taxi, airporter or limousine fares from airport to hotel and return; parking or vehicle storage fees will be reimbursed with receipts. Employees shall not be reimbursed for the cost of intoxicating liquor. Per diem or lodging expenses for the individual's spouse or family are not reimbursable.