Mission Statement:
The Oklahoma Parents Center is dedicated to the equality of children and adults with disabilities. **Our mission** is to train and inform, educate and support parents, families, professionals and consumers in building partnerships that meet the needs of children and youth with the full range of disabilities ages birth through twenty six.

AGENDA

Board of Directors Meeting
Zoom Meeting – Online Only
Monday, July 27, 2020
6:00PM

A. Call Meeting to Order
B. Board Chair Report - Discussion and Vote
C. Review of Minutes for last meeting (4/9/20) - Discussion and Vote
D. Report on Finance - Discussion and Vote
   1. PTI Statement ’19 – ’20 (10/1/19 to 6/30/20)
   2. OSDE Statement –FINAL ’19 – ’20 (7/1/19 to 6/30/20)
   3. SPDG Statement ’19 – ’20 (10/1/19 to 6/30/20)
E. Budget Approvals - Discussion and Vote
   1. OSDE Budget ’20 - ‘21 (07/1/20 – 06/30/21)
F. Executive Director Report - Discussion and Vote
   1. Approve OPC Employee Handbook 2020
G. New Business - Discussion and Vote
H. Adjournment - Motion and Vote
A. **Meeting Call to Order**: Jacqueline Devereaux called the meeting to order at 7:02 p.m. Members present were Susan Featherston, Braylen Glancy, Glynis Coleman, Kristi Prince, Jill Grady, Andrea Kunkel, Rachel Vance, Emma Sherry, and Jacqueline Devereaux. Staff present were Sharon Coppedge Long, Ellen Kimbrell, and Latisha Coats.

B. **Board Chair Report**: Jacque discussed we were doing things differently with a Zoom meeting during the COVID-19 pandemic and that everyone should have received their Board Packet via email already. She asked if anyone had worked on the things listed in the last minutes – hashtag, donation button, etc. Latisha commented that a Donation Button had been created on our Facebook page not long after the September meeting and so far, there have been zero donations. Additionally, Latisha created a relationship with AmazonSmile years ago and the total donations received have been zero this year – the total must be over $5 or they do not donate that quarter. Jacque asked if we were still collecting donations at our trainings – she was answered no, this was not effective and the OPC staff were instructed to stop. Zero donations were accepted from this method. Jacque asked if we could or did have a slide in each of our PowerPoint trainings that mentioned that we accepted donations and that we are a non-profit – she was answered it was on some of the trainings, but not all, but this was an easy fix. We all talked about fundraisers being mentioned more than once over the years, however, there have not been any good ideas yet. Jill asked if it would be easier to go in-person to businesses and people to ask. Until the COVID-19 pandemic is over, we would not be able to move forward. It was discussed that a packet with relevant information about the OPC would need to be created. It would need to include things such as who are we, why are we fundraising, how do we make an impact, and what their donation would help us achieve. Ellen stated that this information would be easy to create that Latisha had created something similar for the staff – Latisha put that on the screen and it was included in the Board Packet as well. It was discussed that we need to set a goal for the amount of money that we would like to raise. It was also discussed that the packets would need to be created and distributed to the Board by the main office. Andrea mentioned that it was nearing the OPC’s 20th Anniversary and that it might be a great time to incorporate donations into this to gain momentum. Possibly change the logo, Facebook, Website, etc. to include a mention of our 20th Anniversary. This could also help with the grant application and being a strong, established candidate. No vote needed.

C. **Review of Minutes from the meetings on 9/30/19**: Latisha put the minutes on the screen. Discussion was made about the minutes. Jill moved to accept the minutes as presented and Kristi 2nd. Motion passed.

D. **Report on Finance**: Latisha included these in the packets and put them on the screen Statement of Expenditures PTI ’19-20; OSDE ’19-20; SPDG ’19-20. Latisha answered questions. Susan made a motion to accept the Financials as presented and Glynis 2nd. Motion passed.

E. **Board Officers 2019-2020**: Andrea made a motion to elect the following Board Officer and Kristi 2nd. Motion passed.

Facing page

F. **Executive Director Report**: Sharon discussed that we have no idea when the RFP will come out or if it will come out. All guidance from OSEP says to follow every deadline that was before, but that nothing has been decided yet. The OSDE has done great things with us during the pandemic. There is a Joint Statement from the OSDE, the OPC, ODSS, and the Part B Advisory Panel – Latisha put it on the screen and will email it out to everyone. Additionally, there was a Parent Meeting facilitated by Ellen in
conjunction with the OSDE, parents, and schools to discuss what parents and schools are facing right now. Sharon asked Latisha to discuss the Statewide Conference. Latisha mentioned that unless the Governor or Midwest City Mayor extended the current ban of number of people allowed in one place, that we would be responsible for a significant cancellation fee from the hotel. Latisha has been working with them and the only option they are providing is to be able to use any cancellation fees towards a conference that was rescheduled before December 31, 2020. However, we are in unsure times and are concerned that this may not happen either. Our best hope for not paying the cancellation fee is that the current restrictions continue until May 31st. Sharon asked Ellen to talk about the work the trainers are doing. Ellen said how proud that she is of the trainers! They have stepped up, been creative, developed new and innovative ways to communicate with parents and schools as well as each other, and their ability to adapt and overcome has been remarkable. Sharon asked Latisha to talk about the changes in Leave for Employees. Latisha briefly discussed the new laws that have been passed and how they affect the OPC. With stating that any monies paid to someone who took leave during this time due to COVID-19 would not adversely affect the OPC due to the new Payroll Tax Credits that are available. No vote needed.

G. **New Business:** No new business.

H. **Adjournment:** Kristi made a motion to end the meeting and Braylen 2nd. Motion passed. Meeting ended at 8:00 p.m.
# Oklahoma Parents Center, Inc
## Statement of Expenditures
### PTI '19 - '20
#### 10/1/19 to 9/30/20

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget as of 6/30/20</th>
<th>Total Spent as of 6/30/20</th>
<th>Balance as of 6/30/20</th>
<th>% left</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td>$154,904.00</td>
<td>$126,511.61</td>
<td>$28,392.39</td>
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</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
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<td>$14,455.53</td>
<td>$1,034.47</td>
<td>6.68%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>$12,000.00</td>
<td>$2,960.41</td>
<td>$9,039.59</td>
<td>75.33%</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$22,500.00</td>
<td>$6,948.08</td>
<td>$15,551.92</td>
<td>69.12%</td>
</tr>
<tr>
<td><strong>In State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Mileage</td>
<td>$</td>
<td>$5,175.52</td>
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<td></td>
</tr>
<tr>
<td>*Meals/Etc.</td>
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<td>$802.27</td>
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<tr>
<td>*Tolls/Parking/Etc.</td>
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<tr>
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<tr>
<td>*Registration Fees</td>
<td>$</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Other: Board expense</td>
<td>$</td>
<td>$246.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Mileage</td>
<td>$</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Meals/Etc.</td>
<td>$</td>
<td></td>
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<tr>
<td>*Tolls/Parking/Etc.</td>
<td>$</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Hotels</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Airfare/Baggage/Etc</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rental Car Fee</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Registration Fees</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contract Services</strong></td>
<td>$9,700.00</td>
<td>$3,980.92</td>
<td>$5,719.08</td>
<td>58.96%</td>
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<tr>
<td><strong>Other</strong></td>
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<td>$12,031.24</td>
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<td>$76.00</td>
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<tr>
<td>*Postage/Mailing</td>
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<td></td>
</tr>
<tr>
<td>*Printing, Copying</td>
<td>$</td>
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<tr>
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<td>*Meeting/Workshop Expense</td>
<td>$</td>
<td>$202.93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Conference/Institutes</td>
<td>$</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rental Fac./Supplies/Utilities</td>
<td>$</td>
<td>$2,916.89</td>
<td></td>
<td></td>
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<tr>
<td>*Insurance/Dues/Other</td>
<td>$</td>
<td>$1,183.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$236,936.00</td>
<td>$166,887.79</td>
<td>$70,048.21</td>
<td>29.56%</td>
</tr>
</tbody>
</table>

**Budget vs. Actual**

- **Budget for period:** $177,702.00
- **Actual:** $166,887.79
  - **Budget vs. Actual:** $(10,814.21)

**Average Budget:** $19,744.67

**Months:** 9

**Average Months:**

---

**Oklahoma Parents Center, Inc**

**Statement of Expenditures**

**PTI '19 - '20**

**10/1/19 to 9/30/20**
# Oklahoma Parents Center, Inc
## Statement of Expenditures
### OSDE ’19 - ’20
#### 7/1/19 to 6/30/20

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Total Spent as of 6/30/20</th>
<th>Balance</th>
<th>% left</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
<td>$163,500.00</td>
<td>$163,804.20</td>
<td>$(304.20)</td>
<td>-0.19%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$16,500.00</td>
<td>$15,223.84</td>
<td>$1,276.16</td>
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<tr>
<td>Supplies</td>
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<td>$18,058.01</td>
<td>$(8,058.01)</td>
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</tr>
<tr>
<td>Travel</td>
<td>$22,500.00</td>
<td>$13,021.94</td>
<td>$9,478.06</td>
<td>42.12%</td>
</tr>
</tbody>
</table>

  **In State**
  - Mileage                      | $5,012.89      |
  - Meals/Etc.                   | $2,866.50      |
  - Tolls/Parking/Etc.           | $105.90        |
  - Hotels                       | $3,047.19      |
  - Rental Car Fee               | $-             |
  - Other: Board                 | $613.15        |

  **Out of State**
  - Mileage                      | $1,376.31      |
  - Meals/Etc.                   | $1,376.31      |
  - Tolls/Parking/Etc.           | $-             |
  - Hotels                       | $-             |
  - Airfare/Baggage/Etc          | $-             |
  - Rental Car Fee               | $-             |
  - Registration Fees            | $-             |

**Equipment**                      | $-             |

**Construction**                   | $-             |

**Other**                          | $77,500.00     | $30,878.62  | $46,621.38 | 60.16%  |

  *Books/Subscriptions*           | $-             |
  *Contract Services*             | $5,305.27      |
  *Postage/Mailing*               | $634.91        |
  *Printing, Copying*             | $448.70        |
  *Telephone*                     | $7,652.67      |
  *Meeting/Workshop Expense       | $523.70        |
  *Conference*                    | $8,150.00      |
  *Rental Fac./Supplies/Utilities | $6,047.63      |
  *Insurance/Dues/Other           | $2,115.74      |

**Total**                          | $290,000.00    | $240,986.61 | $49,013.39 | 16.90%  |

**Average**                        | $24,166.67     |
**Months**                         | 12             |
**Budget for period**              | $290,000.00    |

**Actual**                         | $240,986.61    |

**Budget vs. Actual**              | $(49,013.39)   |
Oklahoma Parents Center, Inc  
Statement of Expenditures  
SPDG '19-20  
10/1/19 to 9/30/20  

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Total Spent as of 6/30/20</th>
<th>Balance</th>
<th>% left</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$27,750.00</td>
<td>$11,960.85</td>
<td>$15,789.15</td>
<td>56.90%</td>
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<tr>
<td>Fringe Benefits</td>
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<td>$1,516.85</td>
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<tr>
<td>Supplies</td>
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<td>Travel</td>
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<td>$10,695.81</td>
<td>72.51%</td>
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<td><strong>In State</strong></td>
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<td>$2,617.72</td>
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<td>*Mileage</td>
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<td>*Meals/Etc.</td>
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<td>$1,039.48</td>
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<tr>
<td>*Tolls/Parking/Etc.</td>
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<td>$21.60</td>
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<tr>
<td>*Hotels</td>
<td>$</td>
<td>$456.20</td>
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<tr>
<td>*Registration Fees</td>
<td>$</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Other: Board</td>
<td>$</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Out of State</strong></td>
<td>$1,436.47</td>
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<tr>
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<td></td>
</tr>
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<tr>
<td>*Hotels</td>
<td>$831.06</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>*Airfare/Baggage/Etc</td>
<td>$</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rental Car Fee</td>
<td>$</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Registration Fees</td>
<td>$</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Construction</td>
<td>$30,725.00</td>
<td>$23,495.13</td>
<td>$7,229.87</td>
<td>23.53%</td>
</tr>
<tr>
<td>*Books/Subscriptions</td>
<td>$</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>*Contract Services</td>
<td>$17,415.61</td>
<td>$16,156.24</td>
<td>$1,259.37</td>
<td>7.29%</td>
</tr>
<tr>
<td>*Postage/Mailing</td>
<td>$</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>*Printing, Copying</td>
<td>$1,558.00</td>
<td>$1,558.00</td>
<td>$0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>*Telephone</td>
<td>$1,154.24</td>
<td>$1,154.24</td>
<td>$0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>*Meeting/Workshop Expense</td>
<td>$</td>
<td>-</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>*Conference</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>*Rental Fac./Supplies/Utilities</td>
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<td>$972.91</td>
<td>$0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>*Insurance/Dues/Other</td>
<td>$394.37</td>
<td>$394.37</td>
<td>$0.00</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td>$41,435.19</td>
<td>$38,564.81</td>
<td>48.21%</td>
</tr>
</tbody>
</table>

Average  $6,666.67  
Months  9  
Budget for period  $60,000.00  

Actual  $41,435.19  

Budget vs. Actual  $(18,564.81)  
under budget
# Oklahoma Parents Center, Inc

## Budget

**OSDE '19 to '20**

*From 7/1/19 to 6/30/20*

<table>
<thead>
<tr>
<th>Budget</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$171,800.00</td>
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<tr>
<td>Fringe Benefits</td>
<td>$17,200.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$10,500.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$23,750.00</td>
</tr>
</tbody>
</table>

### In State

- Mileage
- Meals/Etc.
- Tolls/Parking/Etc.
- Hotels
- Rental Car Fee
- Other

### Out of State

- Mileage
- Meals/Etc.
- Tolls/Parking/Etc.
- Hotels
- Airfare/Baggage/Etc.
- Registration Fees
- Other

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Construction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>-</td>
</tr>
</tbody>
</table>

### Other

- Contract Services
- Lending Library/Books/Subscriptions
- Postage/Mailing
- Printing, Copying
- Telephone
- Meeting/Workshop Expense
- Conference/Institutes
- Rental Facilities
- Insurance/Dues/Checks/Bank

<table>
<thead>
<tr>
<th>Total</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$304,750.00</td>
</tr>
</tbody>
</table>
Mission Statement

The Oklahoma Parents Center is dedicated to the inclusion and equality of children and adults with disabilities. Our mission is to train, inform, educate, and support parents, families, professionals and consumers in building partnerships that meet the needs of children and youth with the full range of disabilities ages birth through twenty-six.
Table of Contents

Welcome

Section 1000  Introduction
   Mission Statement
   General Policy
   Board of Directors

Section 2000  General Management Policies
   Confidentiality
   Conflict of Interest Policy
   Donor No-Contact Policy
   Drug Free Workplace
   Employment-at-Will
   Equal Employment Opportunity Policy
   Involvement in Community/Political Activities
   Open Door/Grievance Policy
   Outside Employment (Moonlighting)
   Policy Against Sexual and Other Unlawful Harassment
   Use of the Oklahoma Parents Center’s Name

Section 3000  General Employment Practices
   Employee Classification
   Work Schedule
   Recruitment and Selection
   New Employee Orientation
   Personnel Files and Records
   Termination Procedures

Section 4000  Compensation and Benefits
   Paychecks and Timesheets
   Honorariums/Fees
   Mileage/Travel Reimbursements
   Salary Increases
   Employee Benefits
      Holidays
      Vacations
      Sick Leave Procedures
      Special Leaves
      Insurance

Section 5000  Employee Performance Policies
   Evaluation of Work Performance
   Disciplinary Action

Rev. 2020  Oklahoma Parents Center, Inc. Employee Handbook 1
Section 6000  Additional Documents
   Travel Policy
   Whistleblower Policy
   Ethical Communications Policy

Section 7000  Employee Forms for Signature
   Acknowledgement Form
   Code of Conduct Form
   Conflict of Interest Form
   Equipment Agreement and Receipt Form
   Use of Electronic Devices Policy
Welcome to the Oklahoma Parents Center (OPC)!!!

We are delighted that you have chosen to join a team of hardworking individuals who are among the best at their occupation. We at the Oklahoma Parents Center feel that you are joining an exceptional team and we feel confident that your employment with us will be most rewarding. We strive to maintain a spirit of collaboration to build relationships with employees, children with disabilities and their families and the school systems that serve them.

By joining our staff, you are accepting the responsibility of working with other staff members to ensure the efficiency of our operations and of maintaining our standards of excellence. We are confident that this high standard will be maintained by employing quality personnel such as you.

We sincerely hope that your association with the Oklahoma Parents Center will be a long and rewarding one!

Respectfully,

Sharon Coppedge Long
Executive Director
Section 1000    Introduction

Mission Statement

The Oklahoma Parents Center is dedicated to the equality of children and adults with disabilities. Our mission is to train, inform, educate and support parents, families, professionals and consumers in building partnerships that meet the needs of children and youth with the full range of disabilities ages birth through twenty-six.

General Policy

This manual contains policies and practices for the Oklahoma Parents Center, Inc. Its purpose is to establish procedures that are standard throughout the organization. This manual will serve as one basic document for use by all staff members. All staff members will sign an acknowledgement form to document that they will become familiar with the policies and will adhere to the provisions.

These personnel policies are part of the OKLAHOMA PARENTS CENTER’S (OPC) ongoing effort to communicate with employees about working at the OPC. They are presented for informational purposes only and are not intended to be a contract of employment or to change the at-will employment relationship between the OPC and its employees. The OPC retains the right to terminate the employment relationship at any time and for any reason, with or without cause. No one other than the Executive Director has the authority to enter into any agreement to the contrary, and for the Executive Director to do so, the agreement must be in writing and signed by them.

Our business environment changes frequently and quickly. Therefore, many of these policies will change periodically. While we try to inform employees of changes as soon as possible, policy changes may be made before this manual is updated. The policies contained can be altered, modified, and/or removed at any time. Amendments to these policies will be provided to staff members following approval by the Board of Directors. All staff members will be provided an amended copy and a new acknowledgement form to document that they are aware of new policies and the effective date of the implementation.

While these policies are intended to address most of the issues of interest regarding employment at the OPC, they are not necessarily all-inclusive. Employees are encouraged to speak with their supervisors or the Executive Director of the OPC if they have questions about their employment that are not addressed in these policies.

The OPC has procedures for everyday employee tasks. These procedures are updated on a regular and on-going basis. Each employee is provided a copy of any and all procedures to assist them with their job duties.
Board of Directors

The ultimate authority to administer the OPC is vested in the Board of Directors. The Board is concerned with the setting of goals and objectives and establishing policy. The Board does not enter into the operational phase of the agency, but has delegated authority to the Executive Director for all day-to-day management of the OPC.

Section 2000 General Management Policies

Confidentiality

Our organization’s business information should not be communicated outside the OPC except as necessary in the ordinary course of business or as required by law. Confidential information should only be shared within the organization and only with those employees who have legitimate business related needs. The inappropriate release of confidential information, either internally or externally will result in corrective action, including possible termination and/or legal action. All information discussed and all paperwork gathered from client is confidential. It may not be copied or shared verbally or in writing with anyone unless written permission is received from the client who is regarded as the owner of the information.

Conflict of Interest Policy

A conflict of interest arises when there is a transaction between OPC and one of its employees, or a member of an employee’s family; or an entity in which an employee, or a member of an employee’s family, has a material financial interest or to which such person owes a fiduciary obligation. For purposes of this policy, an employee’s spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, are considered members of the employee’s family. In the event that it is unclear whether a conflict of interest exists, staff with a potential conflict shall disclose the circumstances to the Executive Director, who shall determine whether there exists a conflict that is subject to this policy. Each new staff member shall be required to review and sign a copy of this policy.

Staff members must disclose all conflicts of interest to the appropriate decision makers. Staff members with a conflict of interest are prohibited from approving the conflicting transaction. Prior to any board action on a transaction involving a conflict of interest, a person having a conflict of interest shall disclose to the board all material facts related to the conflict. Such disclosure shall be reflected in the board minutes. A person having a conflict of interest shall not participate in the board’s discussion of the matter, except to disclose material facts and to respond to questions relating to the matter. A person having a conflict of interest shall not attempt to exert his or her personal influence with respect to the matter, either at or outside any board meeting. At the discretion of the Board President, such person may be required to leave the board meeting during any discussion of and/or vote on the matter.
Donor No-Contact Policy

It is the OPC policy to discontinue contacting any person upon that person’s oral or written request directed to the charity, its professional fundraiser, or other agent. It is also the OPC policy to maintain a written record of all such requests by persons who indicate they do not wish to be contacted by the Organization.

Drug Free Workplace

The OPC complies with the Drug Free Workplace Act of 1988. It is the policy of the OPC that the unlawful manufacture, distribution, dispensing, possession and/or use of a controlled substance is prohibited in the workplace and that action will be taken against employees for violation of such prohibitions.

The OPC drug-free awareness program consists of informing employees through a discussion of the personnel policies and includes information about the danger of drug abuse in the workplace; the OPC’S policy to maintain a drug-free workplace; and if drug abuse violations occur in the workplace, the penalties will be discussed.

A. All employees engaged in federal grants will, as a condition of employment under the grant:

1. Abide by the terms of this Policy; and
2. Notify the OPC of any criminal drug statute convictions for a violation occurring in the workplace no later than five (5) days from such conviction.

B. The OPC will notify the Department of Education within ten (10) days after receiving notice from an employee or otherwise receiving notice of such conviction.

C. The OPC will take appropriate action against such employee, up to and including termination. The OPC will require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

D. The OPC shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of the above requirements.

Employment-At-Will

We are concerned about our employees and hope the employee/employer relationship will be long and beneficial. However, it is the OPC policy that all employees are employed, for undefined periods, at the will of the OPC. Employment is entered into voluntarily, and employees may resign for any reason at any time. Similarly, the OPC may also terminate any employee at any
time, without cause or prior notice. Company materials and statements do not guarantee any fixed terms or conditions of employment. No representative of the OPC except the Board of Directors and the Executive Director may enter into individual written employment contracts with applicants or employees or is authorized to change the employment-at-will policy.

**Equal Employment Opportunity Policy**

The OKLAHOMA PARENTS CENTER, INC. is committed to providing equal employment opportunities to all individuals. The OPC employment decisions and practices will not be influenced or affected by race, color, creed, religion, national origin, sex, marital status, disability, age, sexual orientation, or any other characteristic protected by law. The OPC will make reasonable accommodations for qualified individuals with known disabilities to the extent required by law. An employee who has a disability for which reasonable accommodation is needed should contact his or her supervisor to discuss the need for accommodation.

Employees with concerns about any type of discrimination in the workplace are encouraged to bring their concerns to the attention of the Executive Director. Employees can raise questions and concerns about their employment without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or reprisal will be subject to disciplinary action, up to and including immediate termination.

**Involvement in Community/Political Activities**

Employees are encouraged to become involved in charitable organizations, community affairs, and political activities. Such involvement benefits the community and provides opportunities to create goodwill. However, employees are responsible to ensure such activity does not interfere with job responsibilities, present a conflict of interest, and give the impression that the OPC supports or sponsors such activities, or places the OPC in a controversial or unprofessional light. Unless acting as an authorized OPC representative, employees should make clear at all times that they are acting on a private, personal basis, not as part of the OPC. An employee who violates this policy may be required to withdraw from community or political activities and may also be subject to corrective action. No such involvement will be conducted on OPC time.

**Open Door/Grievance Policy**

When people work closely together it is only natural that problems, questions or conflicts may sometimes arise. It is in the interest of the OPC and all employees that these issues be resolved as quickly and fairly as possible.

The OPC supports an “open-door policy” to facilitate the process of addressing any questions or concerns that employees might have about their employment. If employees have a work-related or personal problem that they think the organization can help them resolve, they must follow the Ethical Communications Policy. If they are not able to resolve the issue through discussing it with their supervisor, employees should then discuss the issue with the Executive
Director. If circumstances make it impossible to speak with the Executive Director about the issue, employees may speak with the Board President about the issue. Employees who bypass established complaint procedures through direct appeal to the Board of Directors will be required to return to the appropriate steps of the complaint procedure policy. The complaint procedure should be followed by all employees to resolve work related problems. Failure to do so may be grounds for disciplinary action.

This open-door policy assures that employee concerns will be heard and considered. Problems arise in all work places and this process is designed to identify and correct those problems and issues in a fair, equitable and timely manner.

**Outside Employment (Moonlighting)**

Employees may hold outside jobs or be involved in outside business activities as long as they continue to meet established performance standards. However, if outside activities contribute to any work related problems, such involvement must be ended to continue employment. An employee’s position at the OPC is considered to be of primary importance. Employees are expected to devote full-time attention and energy to the OPC.

Employees considering outside employment should inform their Supervisor if they believe that the activities may require significant time commitments or may conflict or appear to conflict with current employment. Violation of these policies may subject the employee to corrective action, up to and including termination.

**Policy Against Sexual and Other Unlawful Harassment**

The OPC is committed to providing a working environment that is free of sexual and other unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, disability, or other legally protected characteristic will not be tolerated. The OPC expects the full cooperation of everyone in making this policy effective. Anyone who violates this policy will be subject to appropriate disciplinary action, up to and including termination.

Sexual harassment is one form of harassment specifically prohibited by this policy. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if: 1) Submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment; 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual (for example, wage increases, promotions, or evaluations); or 3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he/she is the victim of sexual or other unlawful harassment has the right to inform the person who is engaging in the harassing conduct that such conduct is offensive and must cease. If the employee is not comfortable communicating directly with the offender about the problem, or if the employee’s request that the conduct cease is unsuccessful,
the employee should notify his/her immediate supervisor. If it is not possible to discuss the issue with the immediate supervisor, the employee should discuss the issue with the Executive Director. If circumstances make it impossible to speak with the Executive Director about the issue, the employee may speak with the Board President about the issue.

The OPC will promptly and thoroughly investigate all allegations of unlawful harassment. Confidentiality will be maintained to the maximum extent possible, consistent with the need to investigate thoroughly. If the investigation reveals that unlawful harassment has occurred, the OPC will take prompt and appropriate corrective action. Such corrective action could range from a verbal warning to immediate discharge.

No form of retaliation will be taken by anyone against any employee who has in good faith made a complaint of unlawful harassment. Anyone engaging in retaliation against any employee who in good faith made a complaint of unlawful harassment will be subject to discipline, up to and including discharge.

Use of the Oklahoma Parents Center’s Name

The Oklahoma Parents Center, Inc. - Board of Directors’ Policy on Use of the OPC'S Name for Workshops, in-service sessions and materials are as follows:

A. Workshops: The OPC workshops are those that have been planned, developed, presented and evaluated by the OPC staff and approved by the Executive Director. Workshops should not be labeled or publicized as an OPC workshop if they do not meet the above criteria.

B. In-Service Training Sessions or Presentations: In-service training sessions or presentations given for professionals, parents or others are the OPC sessions if they are planned, developed, presented and evaluated by the OPC staff and approved by the Executive Director.

C. Materials: The OPC workshop kits and materials are offered through the OPC and cannot be duplicated or used by other people without written authorization from the Executive Director.

D. Other Activities:

1. The OPC name may not be used by others for any activity unless written authorization is received from the OPC Executive Director.

2. Because the OPC is a project which has federal funds, it is obligated to meet certain specific objectives:
   a. The OPC is required to develop evaluation procedures for all of its activities, including workshops, in-service sessions, etc.
   b. The OPC must give specific information to parents concerning state and federal laws during its workshops in order to meet the requirements of its grants; and
   c. Although the OPC encourages others to present workshops for parents in OKLAHOMA and in other states, these workshops cannot be called OPC
workshops when they are presented by other agencies, organizations or schools.

Section 3000  General Employment Practices

Employee Classifications

A. Definition of Terms:

1. Full-Time Employment: 12 months of the year, forty (40) hours per week.
2. Part-Time Employment: less than full-time.

All the OPC staff receives either a salary or an hourly pay rate. All salaried full-time staff who receives a salary will not be paid for overtime and are expected to arrange their time so that the responsibilities of their position are met.

Work Schedule

A. Employees of the OPC will be expected to work the hours designated for the position in which they were hired. The Executive Director or designee will designate the work schedules which best represent the organized effort of the OPC to provide needed services to the organization.

B. The OPC will be open Monday through Friday except for designated holidays. Definite scheduling of hours will be arranged by the Executive Director or designee.

All employees are expected to report to work on time and to be regular in attendance. Failure to do so may be grounds for disciplinary action. All employees have a responsibility to report to their supervisor if they will be late to work or unable to get to work as scheduled. Unless a sufficient and acceptable reason for being late or absent can be provided, the employee may be required to take leave without pay. Continued violation of the work schedule will lead to disciplinary action or discharge. All unauthorized absences by any employee will be thoroughly investigated by the Immediate Supervisor and documented. Any Supervisor can request reasonable documentation of the employee’s whereabouts during duty hours.

Supervisors are responsible for ensuring that appropriate controls are established to prevent unauthorized overtime. The following rules apply: 1) Prior approval from a Supervisor is required before any nonexempt employee may work overtime; 2) Time records with overtime hours logged must be signed by the Supervisor and Executive Director in order to be processed; 3) Overtime worked without prior authorization may result in corrective action, up to and including termination. However, an employee who works overtime must be paid overtime, even if it was not authorized; 4) Supervisors will attempt to provide employees with reasonable notice when the need for overtime work arises. However, advance notice may not always be possible. When possible, consideration will be given to employees who prefer not to work overtime.
Recruitment and Selection

The OPC shall make certain that recruiting procedures afford adequate opportunity for the hiring and advancement of qualified persons who can perform the required duties with competence and integrity.

The following procedures shall be observed in the recruitment and selection of employees:

- All vacant and new positions shall be advertised through any of the following: the OPC website, external sources, such as the Oklahoma State Employment Service, classified newspaper, and online job markets, etc. All advertisements will include the statement “The Oklahoma Parents Center is an Equal Opportunity Employer”.
- The Executive Director or his/her designee shall screen all job applicants and determine which are qualified. All positions shall be filled from a pool of qualified applicants by the Executive Director or his/her designee.
- Prior to employment, individuals will be interviewed and paperwork processed. Personal and employment references will be checked.
- All persons selected for employment shall be contacted by the Executive Director or his/her designee. Those applicants not selected will be sent a written notice of non-selection.
- The OPC Board of Directors has sole authority for hiring and firing the Executive Director.

No person shall hold a job over which a member of his/her immediate family exercises direct supervisory authority. Additionally, no person shall be hired or continue to hold a job while either he/she or a member of his/her immediate family serves on the Board of Directors. If a member of the Board of Directors of the OPC should accept a position on the staff of the project, he/she will resign from the Board of Directors. However, a Board member taking a temporary position on the staff can request that the Executive Committee grant her/him a Leave of Absence from the Board.

New Employee Orientation

All new employees will receive an orientation to the organization and its programs. The Executive Director or his/her designee is responsible for assuring that the new employee receives the appropriate orientation.

All new employees will be on a Six (6) Month probationary period during which each new employee’s capability to perform the duties of his/her job with the OPC are tested with monthly informal evaluations, if needed. This is also an opportunity for the employee to determine whether he/she is suited for the type of work assigned. In cases of authorized leave without pay during this period, the completion date for the probationary period will be extended. Unauthorized leave during this period may result in termination. During the probationary period, the employee's conduct and performance will be monitored closely. A probationary employee
may be separated from the OPC without showing any detailed cause. If it is determined that the probationary employee is not a suitable match for the position, the employee will be given a two-week notice of separation. If it is determined that the probationary employee is a suitable match, the change in status from probationary to permanent employee shall be announced to the employee in writing and a copy of this notice will be placed in the personnel file of the employee. The change in status will become effective as of the completion of the six-month probationary period, unless otherwise stated; all rights and privileges of a permanent employee shall be vested in the employee.

**Personnel Files and Records**

Records and information regarding each applicant, employee, and former employee will be kept to ensure compliance with government requirements and to support employment actions. We recognize the need to protect each employee’s right to privacy, while ensuring that appropriate information is available to meet business needs. The following policies have been developed to address both of these goals.

Personnel files should include information which is required by law as well as documentation regarding all aspects of employment with the OPC. This information generally includes, but is not limited to, the following:

A. Hiring Documents. An application for employment and all references, official transcripts, licenses, certifications, test results, resume, and other documents related to hiring.
B. Contract for Employment and any Addendums.
C. Job Description.
D. Payroll Information. A statement of wages/salaries and a record of promotions and rate increases.
E. Performance Evaluations.
F. Corrective Actions. Warnings, counseling forms, and corrective action decisions should be included.
G. Signed and Current W-4 Form. Changes in marital status or number of dependents, which decrease the number of exemptions, must be reported immediately.
H. Emergency Contact Form.
I. Equipment Possession Form.
J. Records of Approved Leaves of Absence.
K. Records of Status Changes. Promotions, demotions, transfers, and other employee change forms.
L. Insurance Enrollment Forms. Signed authorizations for payroll deductions and beneficiary designation forms.
M. Records of Termination. Letters of resignation, employee counseling or exiting interviews forms.

**Termination Procedures**
A. Voluntary Termination/Resignation

An employee may voluntarily terminate/resign at any time. To remain in good standing with the OPC, the employee should notify Immediate Supervisor, in writing, of intent to resign at least two weeks prior to effective date. In emergency situations, the employee will need to notify the Immediate Supervisor as soon as possible. Upon approval, the employee may be in good standing status and the personnel file will reflect accordingly.

An employee terminated in good standing is entitled to any pay, plus unused vacation leave. No other severance pay will be provided. At the discretion of the Executive Director, pay for unused leave may be denied an employee terminating without reasonable notice.

B. Involuntary Termination

As an at-will employer, the OPC may terminate any employee at any time, with or without notice. An employee may be terminated for any serious violation of the rules, regulations or policies of the OPC or for failure to perform satisfactorily.

When conducting an involuntary termination, Supervisors should observe the following recommendations:

1) Involuntary terminations should be dealt with privately and professionally.
2) At least two members of management, if available, should be present when the employee is notified.
3) The meeting should be brief (5 -10) minutes and should be controlled so that no opportunity to argue about the termination exists.
4) The basic reasons for termination (the same as those documented in the employee file) should be explained. No vague, unsupported statements or opinions should be made.
5) As appropriate, information regarding benefits (such as COBRA) and other applicable OPC policies may be provided.
6) A record of all that was said during the termination meeting should be completed and filed.

An employee involuntarily terminated is entitled to any pay, plus unused vacation leave. At the Executive Director’s discretion, severance pay may be provided to terminating employees and a release of legal claims may be obtained.

C. Disability or Death

An individual with a disability will not be refused employment based on the results of a medical exam or inquiry unless the reason for the rejection is job-related (i.e., the essential functions of the job cannot be performed), justified by business necessity, and no reasonable accommodation exists. Employees requiring accommodations should request them from their Immediate Supervisor or from the Executive Director.
Management, with the employee’s assistance, will explore and implement reasonable accommodations to the employee’s medical condition that do not create an undue business hardship, are consistent with business needs, established OPC policy, and applicable federal, state and local laws. The OPC will reasonably accommodate qualified individuals with known disabilities (physical or mental) unless the accommodation would impose an undue hardship on the OPC. An employee may be separated for disability when he/she cannot perform the required duties, with or without reasonable accommodations, because of physical or mental impairment. All cases must be supported by medical evidence. The OPC may require an examination, at its expense, performed by a physician of its choice. The physician will make a determination based on the standards required for the position. Separation due to mental or physical disability shall be effective after the exhaustion of all accrued sick and/or vacation time.

In the case of a death of an employee all compensation and accrued vacation time, as of the date of death, shall be paid to the estate of the employee, except for sums as by law may be paid directly to the surviving spouse.

D. Reduction-In-Force

A Reduction-In-Force is defined as the need to reduce the work force as a result of the termination or reduction of a grant or contract, reduction in monies funded, or changes in the agency. When a Reduction-In-Force becomes necessary, the following steps will be taken:

1. The Executive Director will recommend to the Board of Directors the agency structure that will be necessary to carry out the mission of the OPC.
2. The Board of Directors will provide the Executive Director with an approved organizational structure.
3. The Executive Director will determine positions to be eliminated or combined and will prepare job descriptions for newly created positions.
4. The Executive Director will fill the newly created position with staff members affected by the reduction who are qualified for the positions to the maximum extent possible. Recruiting outside the OPC will be considered if present staff is not qualified for the new positions.
5. The reduction by type of appointment will be in the following order: 1. Temporary; 2. Probationary; 3. Permanent Part-time; and 4. Permanent Full-time.
6. The reduction of hourly employees will be in the following order: 1. Length of service; 2. Current and past performance; and 3. Ability to perform available work.
7. The reduction of Salaried employees will be in the following order: 1. Current and past performance; 2. Transferability of skills to other positions within the OPC; and 3. Length of service with the OPC.

Specific notice to an employee that he/she is to be transferred, demoted, or terminated due to a Reduction-In-Force will be given to the affected employee, in writing, delivered by certified mail, at least seven (7) calendar days prior to the effective date of the action.
Any permanent full-time or permanent part-time employee who is laid off through a Reduction-In-Force and rehired within one year at the same position shall regain their status without serving a probationary period.

Section 4000 Compensation and Benefits

Paychecks and Timesheets

Salaries and reimbursements are paid bi-weekly every other Thursday. Checks will be mailed to the employee’s last known home address, unless otherwise directed, in writing, by the employee.

Timesheets are due by noon on the Monday prior to payday. Any timesheets not received on time will be processed the next payday, upon approval of the Executive Director.

Honorariums/Fees

A. Any fees received by the OPC staff members from agencies, organizations or persons in Oklahoma or other states for consultations, presentations, or other services rendered, shall be considered payment to the OPC.
B. The OPC office and individual staff members will retain records of honorariums submitted to the OPC. The forms should be given to the Executive Director for a signature along with the check.

Mileage/Travel Reimbursement

A. When staff members use their own car on approved agency business, reimbursement may be made at the rate approved by the Board of Directors and printed on expense forms for all travel, providing they have first filed with the OPC a copy of the first page of their automobile insurance policy that covers the driver. This information must stay current. Other reasonable and necessary travel expenses, as pre-approved by their Immediate Supervisor or Executive Director, will be paid to employees on agency business. See Travel Policy.
B. The OPC does not reimburse staff members for auto repairs, parts, damages, traffic violations or other unusual expenses incurred on a trip. Mileage reimbursement to staff members is designed to compensate for overall maintenance of a car. See Travel Policy.

Salary Increases

Salary increases for all staff are considered annually at a minimum. Consideration for pay increases for staff will be made by the Executive Director. The Board considers salary increases
for the Executive Director. Factors considered with regard to pay increases include the employee’s work performance and the OPC’s financial situation.

Holidays

A. A total of nine (9) paid holidays for all employees of which the office will be closed - will be observed. They are as follows:

   New Year’s Day --------------------------- January 1st
   Martin Luther King, Jr. Day-------------- 3rd Monday in January
   Washington’s Day ------------------------ 3rd Monday in February
   Memorial Day ----------------------------- Last Monday in May
   Independence Day ------------------------ July 4th
   Labor Day ------------------------------- 1st Monday in September
   Thanksgiving Day ------------------------ 4th Thursday in November
   Day after Thanksgiving-------------------- 4th Friday in November
   Christmas Week -------------------------- December 24-January 2nd

B. Should any of these holidays fall on a Saturday, the previous Friday will be observed. Should any occur on Sunday, the following Monday will be observed.

Vacations

Employees shall earn annual vacation leave with pay on the following basis or at the discretion of the Executive Director:

1. Full-Time Staff members accrue eight (8) hours of vacation (1 day) each month employed or twelve (12) vacation days per year.
2. Part-Time Staff members are not eligible for vacation leave with pay.
3. Temporary Staff members are not eligible for vacation leave with pay.
4. After five (5) years of employment, Full-Time Staff will be eligible to accrue sixteen (16) days of vacation or 1 1/3 days (10.67 hours) each month.
5. After ten (10) years of employment, Full-Time Staff will be eligible to accrue twenty (20) days of vacation or 1 2/3 days (13.3 hours) each month.

General Vacation Policies:

1. Vacation time must be arranged in advance with the Immediate Supervisor and the Executive Director through completion of proper vacation request forms, i.e. Time-Off Request Form. Once approved, the form must be sent to the main office staff.
2. New full-time employees accrue vacation during their first six (6) months based on the percent of time employed. The accrued vacation hours cannot be used until the staff member has been at the OPC for six (6) months. If the employee leaves before
working the full six (6) months, they do not receive any vacation.

3. Terminating employees earn vacation during their last month of employment on a prorated basis, based on the percent of time employed.

4. Upon resignation, if advance notice of at least two weeks is given, the employee will be paid for vacation earned but not taken. Employees terminated involuntarily and employees who resign but do not give advance notice of at least two weeks are not entitled to pay for unused vacation upon their departure.

5. The vacation year for all staff begins October 1 and ends September 30 annually. Vacation time must be taken annually and cannot be carried over to the following vacation year unless approved in writing by their Immediate Supervisor and the Executive Director. Written requests must include reason for carry over and dates that vacation will be used.

**Sick Leave Procedure**

A. Full-time Staff accrue eight (8) hours of sick leave per month, with pay, for each full calendar month of employment. Employees working less than 40 hours/week, but 20 hours/week or more, earn sick time on a prorated basis. For twenty (20) hour employees, it is four (4) hours a month. For thirty (30) hours a week employment it is six (6) hours every month. Sick leave may be accumulated up to sixty (60) working days, the equivalent of 480 hours.

B. New full-time employees accrue sick during their first six (6) months based on the percent of time employed. The accrued sick hours cannot be used until the staff member has been at the OPC for six (6) months. If the employee leaves before working the full six (6) months, they do not receive any sick leave pay.

C. All employees are cautioned that sick leave is a privilege granted by the OPC. Employees who abuse the sick leave privilege may be terminated. In order to prevent abuse, persons taking more than three (3) consecutive days of sick leave may be required to submit a physician’s statement. If a Supervisor has justifiable reason to believe that an employee is abusing the privilege of sick leave, he/she may take appropriate disciplinary action up to and including termination.

D. Sick leave is to be used for illness, accident or other disability resulting in medical inability to work. Sick leave may also be used in connection with illness in the employee’s spouse or children as well as a death in the immediate family. Sick leave cannot be used for vacation or for purposes other than stated above.

E. Pregnancy, birth of a child or adoption is regarded as a valid basis for the utilization of accumulated sick leave, with pay, subject to the same conditions as are applicable to illness or other disability.

F. Upon termination of employment, whether for voluntary or involuntary reasons, all accumulated sick leave is regarded as forfeited and no terminated employee is
considered to be eligible for any compensation for such accumulated sick leave.

G. For anticipated absences to be used as sick leave (for example, doctor’s appointment), employees must fill out a Time-off Request Form and obtain approval from their supervisor before the absence.

H. Any employee that has been employed with the OPC for more than three (3) months may be eligible for qualified leave sharing. The Executive Director and/or his/her delegate have the responsibility to notify staff of the eligibility of the person in need of leave sharing. Time donated will be limited to a maximum of ten (10) days, unless otherwise approved by the Executive Director.

Special Leaves

Special leave may be authorized, without pay, subject to the sole discretion and approval of the Executive Director.

A. Family and Medical Leave

1. The Leave Policy: Employees who have worked for the OPC for at least 12 months and have worked at least 1,250 hours for the OPC during the previous 12 months are eligible to take up to 12 weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon their return from leave. A "rolling" 12-month period measured backwards from the date the employee takes leave will be used for computing the period within which the 12 weeks of leave may be taken.

2. Reasons for Leave: Employees may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter or parent ("covered relation") with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform an essential function of the employee’s position.

3. Notice of Leave: Employees must notify the OPC of their need for leave by completing a Time-Off Request Form, available from any supervisor or manager. Employees should give 30 days’ prior written notice, or as much advanced written notice as possible, prior to their requested leave. Persons taking more than three (3) consecutive days of leave may be required to submit a physician’s statement with their Time-Off Request Form.

4. Reporting While On Leave: If employees take leave because of their own serious health condition or to care for a covered relation, they must contact their Immediate Supervisor at least once every two weeks regarding their status and their intention to return to work. In addition, employees must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change, are extended or initially were unknown.
5. Intermittent and Reduced Scheduled Leave: Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked each workday) if medically necessary. If leave is unpaid, the OPC will reduce salary based on the amount of time actually worked. In addition, while employees are on an intermittent or reduced schedule leave, the OPC may temporarily transfer them to an available alternative position which better accommodates their recurring leave and which has equivalent pay and benefits.

6. Leave is Unpaid: Family/medical leave is unpaid leave, although employees may be eligible for other paid time off during a family/medical leave. Other policies providing for paid time off are generally described elsewhere in these personnel policies. If employees request leave, they must notify the OPC if they wish to use any accrued paid time off as part of their family/medical leave including, paid vacation, personal leave, and sick leave. For more information regarding use of the employee’s accrued paid time off, or eligibility for disability and/or workers’ compensation insurance payments, employees should talk with their supervisor.

7. Returning from Leave: When an employee is able to return to work following a leave because of the employee’s own serious health condition, the employee should give the OPC at least one week’s notice by mailing to his/her supervisor medical certification stating that the employee is able to resume work.

8. Non-compliance, whether by action or inaction, of any of the above requirements will be considered as a resignation of employment with the OPC.

B. Jury Duty/Witness: Employees summoned for jury duty or to be a witness in any municipal, county, state, or federal court or before an administrative tribunal will be granted time off for the time needed to fulfill their service obligations. Employees will be paid the difference between their pay as a juror and their regular pay at the OPC. Time devoted to jury service need not be taken as vacation time. Documentation from the County in which jury duty/witnessing is being served must be turned in with the Timesheet accordingly.

D. Time Off to Vote: Employees whose work schedules do not allow them opportunity to vote in elections may receive time off to vote. Voting time must be scheduled at the beginning or end of the employee’s work day and requires Management authorization. Employees should request time off to vote at least one day prior to Election Day to minimize disruption of operations.

E. Military Leave: A military leave of absence will be granted in accordance with applicable law if a full or part-time employee enters any branch of the Armed Forces, Reserves, National Guard, or is called to duty or for training for a period (generally) not to exceed five years. Employees returning from military service possess reinstatement, seniority, compensation, benefits, and other rights as are required by the Uniformed Services Employment & Reemployment Rights Act (USERRA) and other applicable law. Applicants and employees will not be discriminated against in any area of employment because of past or prospective military service. The actual law should be reviewed for more specific information.
Insurance

All permanent employees working a minimum of 32 hours per week are entitled to join the group health insurance plan, BlueCross/Blue Shield of Oklahoma. New employees may enroll in the group health insurance plan sixty (60) days after hire date. Specific enrollment policies can be obtained from the plan administrator.

The OPC pays a minimum of 50% of the individual health insurance premium. It is the responsibility of the employee to pay the remaining premium via payroll deductions from their payroll. In the event of a termination, benefits will end immediately.

Section 5000 Employee Performance Policies

Evaluation of Work Performance

Employee work performance is monitored and evaluated informally on an on-going basis with supervisors giving informal feedback to employees as necessary and appropriate. In addition to this ongoing, informal evaluation process, employees will be evaluated more formally and in writing approximately once every year, except for new employees, who generally will receive written performance evaluations on a more frequent basis during their first year of employment.

Disciplinary Action

The OPC endeavors to deal constructively with employee performance problems and to correct those problems when possible. The process used to deal with performance problems will be determined on a case-by-case basis in light of the facts and circumstances of each particular case. Each situation will be considered in light of a variety of facts including, but not limited to, the seriousness of the situation, the employee’s past conduct and length of service, and the nature of the employee’s previous performance or incidents involving the employee. All employees are required to meet conduct and performance standards.

Unacceptable employee performance or behavior will be immediately addressed and corrected. Disciplinary steps may include, among other things:

1. Warnings, either verbal or written;
2. Probation;
3. Suspension without pay;
4. Demotion; or
5. Immediate discharge/termination.

The OPC may, at any time, institute any form of corrective action it solely deems appropriate (including immediate termination); as employment is terminable at will by both the employee and
This policy does not alter the at-will nature of the employment relationship between the OPC and its employees, which means that the OPC reserves the right to dismiss any employee at any time, with or without advance notice and without cause under any circumstances that it deems appropriate.

Section 6000  Additional Documents

The following documents are for all employees' reference:

1. Travel Policy
2. Whistleblower Policy
3. Ethical Communications Policy
TRAVEL POLICY

Travel Advances (Out of State travel)

A travel advance may be requested for out-of-state hotel, mileage, parking, per diem (do not include meals provided by conference) and incidentals etc.

Please complete a Travel Advance form and have it signed by your Supervisor. The Business Office must receive the completed form:

- prior to the expected date of departure;
- in enough time to process it during a regular weekly check run; and
- in enough time to hand the check to the employee or mail the check in regular mail.

A Travel Expense Report must be completed within fourteen days following the travel. The employee must return any unused advance with that report. Advances will remain a receivable from the employee until the Travel Expense Report is turned in and the advance is accounted for on the right hand side of the form. The original hotel receipt and any other receipts (except for food when asking for per diem) must be attached. If possible, please attach an agenda of the meeting. All Expense Reports must be accompanied by an Activity/Event Report. No additional reimbursements or travel advances can be processed if there are outstanding travel advances from a previous trip.

Travel Expense/Reimbursement Request

A Travel Expense Report must be completed within fourteen days following the travel. The original hotel receipt and any other receipts (except for food when asking for per diem) must be attached. If possible, attach an agenda of the meeting. All Expense Reports must be accompanied by an Activity/Event Report.

Meals

For trips that go out-of-state a full day or more, we allow the use of per diem and do not require receipts for meals.

For daily travel that includes one or two meals the employee is expected to turn in receipts for meals and will be reimbursed for the amount you paid up to but not more than allowed per diem rate per GSA.

2020 Rate is

OKC area $14 breakfast, $16 lunch, $26 dinner ---
all other areas of Oklahoma $13 breakfast, $14 lunch, $23 dinner
The OPC will reimburse actual cost meals for partial days of work related travel when your duties do not require overnight travel. Reimbursements at GSA rates for meals are for the following situations:

- **Breakfast**  If you depart your office/home prior to 7:00 am
- **Lunch**  If you depart your office/home prior to noon or return to your office/home after 2:00 pm
- **Dinner**  If you depart your office/home prior to 5:00 pm or return to your office/home after 8:00 pm

**Lodging Costs**

Contact the Main Office for arrangements with your hotel at least a week in advance of your travel dates, if possible. Hotel receipts showing the base room rate and applicable taxes must always be submitted with your travel expense reimbursement request even when it has been prepaid by the OPC. The OPC will cover lodging costs for all employees when requested in advance.

**Conference Registration Fees**

The OPC may reimburse for registration fees if the employee has obtained pre-approval and submitted a valid receipt or invoice. If conference registration includes the price of meals, the employee may not claim reimbursement of meals or per diem in addition to the reimbursement of the conference registration fee. A valid receipt/invoice contains:

- name of the organization hosting the conference;
- name/title of conference;
- name of the person attending the conference and making payment;
- amount paid and date of payment; and
- signature of the person accepting payment for the conference

If the employee must pay a registration fee in advance, include a properly executed conference registration form and a copy of the receipt or check with the reimbursement request.

**Economical Transportation**

It is expected that all employees required to travel for work will evaluate and choose the most economical transportation: Personal Vehicle, Rental Vehicle and Public Transportation. Due to the lack of rental car facilities in rural Oklahoma, most transportation will be by Personal Vehicle.

**Personal Vehicle:** Mileage for employee travel on the OPC business will be reimbursed at the federal mileage rate listed on the IRS website.

*2020 rate is $0.575 per mile*
However, this may be negotiated to a lower rate if the choice to use a personal auto is not the most economical. Actual mileage is reimbursed and measured from point of departure (such as your home) to your destination and return utilizing Google Maps. The OPC will not reimburse for travel from your home to your office. However, if the OPC requires you to work from anywhere other than your primary office, mileage will be paid even if this is to the main office. Parking fees and tolls are reimbursed when receipts are submitted.

**Rental Vehicle:** The OPC compares the difference between rental car costs and personal vehicle mileage reimbursement. The OPC reserves the right to reimburse at a lower mileage rate if the employee chooses to use a personal car for any reason when the mileage would be greater than the price of a rental and gas.

**Public Transportation:** For longer trips (out of state) it is expected that an employee would use the most economical mode of transportation including airfare and shuttle services. If an employee chooses to drive (personal car or rental) they must consider all costs including parking (at hotel or airport) gas, extra travel time, etc., before deciding which mode of transportation to use. The employee may be reimbursed at the lower of the cost regardless of your choice of transportation; the Business Office staff can assist with this analysis.
Whistleblower Policy

General
Our Code of Ethics and Conduct ("Code") requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility
It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation
No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations
The Code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or comfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer directly.

Compliance Officer
The Organization’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization’s Compliance Officer is the Board Chair.

Accounting and Auditing Matters
The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.
**Acting in Good Faith**
Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**
The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
Ethical Communications Policy

All Oklahoma Parents Center (OPC) employees must abide by a code of wholly ethical communications with peers, supervisors, employees, vendors, and membership (this includes our volunteers). Ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect to self and for others. As such, the following rules should be expressly followed to avoid violating such code:

A. Communicate any and all concerns, except those regarding harassment or discrimination, regarding another’s behavior directly with the individual. Sharing such concerns with others that do not have a legitimate reason to know such concerns may quickly amount to gossip—one of the most damaging practices in any workplace.

B. Avoid argumentative tones and comments. Employees should state their position clearly and factually in a normal tone, allowing the other individual an opportunity to share her or his position, and inviting open discussion regarding both such positions.

C. Honesty is always the best procedure. It is critical that employees never engage in deceit, exaggeration, or express dishonesty when dealing with other individuals. While some communication may be extremely difficult to have, employees are always expected to provide them in a candid, but respectful, manner.

D. Respect issues of confidentiality. Employees of the OPC will be faced with topics of great confidentiality at times and, as such, must avoid sharing any such information with anyone not intended to be part of such confidentiality. This procedure speaks only to issues of confidentiality related exclusively to the OPC’s purpose and mission and should not be interpreted to include gossip, personal information, and other topics not related to the Oklahoma Parents Center itself.

Any employee found violating any portion of this procedure may be subject to disciplinary action, up to and including termination.
Section 7000  Employee Forms for Signature

The following forms are for all employees to sign and return to the OPC Main Office at P.O. Box 512, Holdenville, OK 74848:

1. Acknowledgement Form
2. Conflict of Interest Statement
3. Code of Conduct
4. Equipment Agreement and Receipt Form
5. Use of Electronic Devices Policy
Acknowledgement Form

This is to acknowledge that I have received a copy of the OPC Employee Handbook. Furthermore, I acknowledge that I have read and understand the contents of the Handbook. I understand that policies are not a contract of employment with the OPC and that the OPC has the right to interpret, revise, revoke, or choose not to apply any of these policies in any individual case. I understand that employment with the OPC is not for a specified term and that either the OPC or I can terminate the employment relationship at any time and for any reason, with or without cause. I understand that these policies supersede any and all prior handbooks, manuals, policies, procedures or practices regarding the issues addressed in the policies.

______________________________  ________________________________
Date                                      Employee Signature

______________________________
Employee Name (Please Print)
Code of Conduct

All Oklahoma Parents Center, Inc. employees shall:

1. Dress and act in a manner that creates a positive impression.

2. Treat all parents, professionals, and the public with courtesy and respect.

3. Adhere to the philosophy of parent empowerment:
   a. Inform parent of their rights, their options, and the advantages and disadvantages as you understand them without judgment or bias.
   b. Allow and encourage parents to make their own informed choices and decisions.
   c. Limit your participation to “with” a parent, not “for” a parent. Do not speak for a parent nor act on a parent’s behalf.

4. Interact with parents as a teacher, coach, guide, and friend. Allow parents to move at their own pace of learning and development.

5. Adhere to the philosophy of partnership and cooperation:
   a. Promote conflict resolution on the lowest level possible.
   b. Utilize open communication, problem solving activities, and negotiation strategies for resolving conflicts and differences of opinion.
   c. If a parent is unsuccessful with a partnership approach and wishes or needs to pursue legal due process action, inform the parent that your participation will be limited to providing support and resources, and that you cannot act as a formal or informal representative in any legal proceedings, such as a due process hearing.
   d. If a parent who has engaged the services of an attorney and requests assistance from you, communicate with the OPC staff person to whom you report before any further activity.

6. Respect the privacy and right to confidentiality of every person with whom you speak or meet. Obtain permission before discussing his/her situation with anyone or before disclosing identifiable information to any source.

7. If you should disagree with a parent, feel that in your opinion they are not acting in the best interest of the child, or become frustrated with a parent, inform the parent that you do not feel that you are the best person to continue working with him/her and that you will refer him/her to someone else who may be able to help.

_________________________________________  _______________________________________
Date                                           Employee Signature

_________________________________________
Employee Name (Please Print)
Conflict of Interest Statement

I acknowledge that I have read and understand the Conflict of Interest section that is included. This conflict of interest policy is designed to help employees of the OPC identify situations that present conflicts of interest and to provide the OPC with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though an employee has or may have a conflict of interest with regard to the transaction. By signing, I understand this Policy and agree to adhere to its guidelines. I understand that these policies supersede any and all prior handbooks, manuals, policies, procedures or practices regarding the issues addressed in the policies.

I have read and understand this conflict of interest policy.

____________________________  ______________________________
Date                        Employee Signature

____________________________
Employee Name (Please Print)
Equipment Agreement and Receipt Form

I acknowledge receipt of the following equipment, which is in working order and in new/like new condition.

I understand that all equipment provided to me is the sole property of the Oklahoma Parents Center, Inc. (OPC) and is to be used only for OPC business purposes. I agree that while this equipment is in my possession, I will not in any way alter the software that was installed by the OPC, unless specifically instructed to do so by the OPC staff. I agree not to install any software on this equipment that is not supplied by the OPC. Additionally, upon request by the OPC administration, I will return all equipment immediately to the appropriate person as designated by the Executive Director. I understand that failure to return project-related equipment will result in legal action, payroll deductions or disciplinary action.

Furthermore, I understand that I am fully and legally responsible for taking reasonable and appropriate steps to safeguard this equipment against damage, loss, or theft. In the event that the equipment becomes damaged, lost, or stolen I will notify the OPC administration immediately. In the event of theft, I will cooperate with police investigators.

This agreement is binding and shall supersede all other agreements whether in writing or verbal. As certified by my signature below, I hereby affirm that I have read, understood, and agree to the above terms and conditions.

Inventory List:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date

Employee Signature

Employee Name (Please Print)
Use of Electronic Devices Policy

The Oklahoma Parents Center, Inc. employees will have access to the Company’s computer system, including electronic mail and the Internet. All employee use of Company-provided computer resources and other electronic devices, including, without limitation, telephones, mobile telephones, BlackBerry® devices, and/or pagers, must be appropriate, for job-related purposes, and in accordance with this policy and other policies of the Company. Inappropriate use, as defined in this policy and as may be further defined from time to time at the discretion of the Company, may subject you to discipline up to and including termination of employment. Any message or file created, stored, and/or sent using the Company’s computer or communications equipment is the property of the Company. Therefore, employees should have no expectation of privacy in any message stored or sent using Company equipment or computer systems.

Examples of inappropriate use of the Company's computers and other electronic devices include:

- Use of electronic or computer systems in violation of any Company policy or procedure, including those contained in this Handbook;
- Use of electronic or computer systems to create, send, or receive messages, pictures, or computer files that are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory, or harassing;
- Use of electronic or computer systems to create, send, or receive messages, pictures, or computer files that contain confidential Company information and/or trade secrets;
- Use of the resources to conduct illegal activities;
- Downloading software that has not been approved in advance by the Company;
- Making illegal copies of licensed software;
- Using software that is designed to destroy data, provide unauthorized access to the Company’s computer or communication equipment, or disrupt Company’s computer or communication equipment in anyway;
- Using the Internet, e-mail, or telephones for the purposes of gambling; and
- Using Company’s e-mail and voicemail systems for personal use beyond what is reasonable, as determined by the Company, including, without limitation, posting blogs or other Internet messages not related to work or accessing social networking sites such as Facebook, Twitter, and Myspace for any non-business purposes.

Inappropriate use shall not include any use of Company computer systems that is required for
employees to carry out their business duties.

The above list is not all-inclusive. Rather, it is only a partial list of conduct that could result in discipline up to and including termination of employment.

**Hand Held Device Usage**

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Employees shall not use any hand held device for business purposes or while conducting any OPC related activities while driving. This shall include but not be limited to cell phones, GPS devices, iPods, etc. Should an employee need to make a business call while driving, s/he should locate a lawfully designated area to park and make the call. Employees who use a hand held device in violation of this policy or any other policy in this Handbook will be subject to disciplinary action up to and including termination of employment.

**Restricted Access**

Access to Company’s computer network and its components will be restricted to employees as needed and as is required to perform duties assigned to employees by the Company. Unauthorized use of Company’s equipment or intrusion into restricted information is strictly prohibited. To prevent unauthorized access, all users must log off the network when they are away from their workstations for an extended period of time. Employees should not log onto the Company’s computers using another employee’s user ID or password, nor should they allow any individual who does not have authorization to access Company’s computer systems to log onto or use Company’s computer systems, including electronic mail and the Internet.

**Access By Company**

The Company will treat all files contained on any of Company’s computer systems as the property of the Company. These files are not your personal files. **Accordingly, employees should have no expectation of privacy in any files stored on Company’s computers.** The Company will have access to these files (they are not confidential), and the Company reserves the right to delete the files. It is expected that the use of Company’s systems will be business related. In the event that the Company believes that an employee is acting in a manner which is contrary to this policy or Company interests, the Company may, without notice to the employee, decide to investigate such activities, including a review of any documents, data, or software.

**Electronic Mail**

Electronic mail systems are the property of the Company and are to be used only for Company business. The Company has access to individual “mail boxes” on its electronic mail system and reserves the right to monitor the electronic mail system to prevent abuses. Specifically, the Company reserves the right to retrieve and read any messages composed, sent, or received. Employees should have no expectation of privacy in any electronic message stored or sent using
the Company’s electronic mail system. Even when a message has been deleted, it can still be recreated; privacy is not guaranteed.

The Company encourages the appropriate use of email as a tool to increase the Company’s efficiency. However, it is very easy to disseminate information via email. For confidentiality reasons and to maximize efficiency, distribution lists should be construed and used carefully. Keep distribution lists current and updated regularly to reflect changes in responsibility or employment status.

Email messages may not contain content that could be disruptive, offensive to others, or harmful to morale. Email must not be used to solicit commercial ventures, religious or political causes, outside organizations, or other solicitations that are not related to your employment with the Company. Email must not be used in any way that would be inappropriate under any Company policy or practice in this Handbook, including, without limitation, the Policy against Unlawful Harassment and the Confidential Information policy. Improper use of email may result in disciplinary action up to and including the termination of employment. Therefore, if you have any questions regarding when or how it is appropriate to use email, please ask your immediate supervisor.

**Internet Use**

The Internet is an increasingly important and powerful tool for Company personnel, and it is intended to aid Company employees to become more productive and efficient. Access to the Internet is restricted to use for business purposes of the Company. Employees should have no expectation of privacy in any use of Internet services provided by the Company. Employees with access to the Company’s Internet service are expected to act in a professional business manner. Access to and utilization of the Internet network (including the Company’s computers, networks, and information) for non-business purposes, such as entertainment, shopping, to support a private business, or for personal e-mail via websites such as Yahoo or Gmail, are expressly forbidden. Employees who use the Internet in violation of this policy or any other policy in this Handbook, including viewing materials that are sexual in nature and posting confidential Company information, will be subject to disciplinary action up to and including termination of employment.

The Company prohibits inappropriate Internet postings that may violate any Company policies or practices, including, without limitation, postings on blogs; postings on social networking sites such as Facebook, Twitter, or Myspace; postings on message boards; participation in Internet “chat rooms”; postings of inappropriate pictures and videos on Internet websites, including blogs and social networking sites; communications sent on a BlackBerry®, smartphone, or mobile phone with a camera; or communications sent, received or stored on a laptop computer. Unless specifically authorized to do so by the Company, no employee may create or maintain any personal Internet posting during work hours. The use of Company computers (or other Company-provided devices) to create or maintain Internet postings is strictly prohibited. An employee may not make any Internet posting on behalf of the Company unless specifically instructed by the Company. Personal Internet postings unrelated to the employee’s job duties should clearly state that the opinions expressed in the posting are the employee’s personal
A good way to determine if Internet use is appropriate is to ask:
1. "Is my Internet use work related?"
2. "Would I be doing, or continue to do this same activity with my Supervisor watching?"

The following are a few pertinent observations.

Don't do anything with the OPC Internet access that would otherwise be considered illegal or inappropriate. Downloading erotica, playing games, using chat rooms, and sending non-OPC business mailings, are obvious examples.

Don't waste the OPC's time. There are plenty of fascinating sites to explore but time should be spent conducting business.

________________________________________________________________________

I have read the foregoing Use of Electronic Devices Policy and agree to abide by the terms therein. I further understand that if found in violation of any portion of these policies, I will be personally liable for any consequences resulting from misuse and will be subject to disciplinary action, including possible termination from employment.

________________________________________  ________________________________
Date                                      Employee Signature

________________________________________________________________________

Employee Name (Please Print)