

***LABETTE CENTER  
for  
MENTAL HEALTH***

***PERSONNEL POLICIES AND  
PROCEDURES***

01/02/2007

*Parsons, Kansas*

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## **II. INTRODUCTION**

This booklet will introduce you to the Labette Center for Mental Health Services, Inc. Services, Inc. (the Center). It will acquaint you with policies, rules and benefits which apply to all employees at Labette Center for Mental Health Services, Inc. Services, Inc. It is your responsibility to read and be familiar with the contents of this booklet.

The information contained in this booklet applies to all employees of Labette Center for Mental Health Services, Inc. Services, Inc. It is presented as a matter of information only and its contents should not be interpreted as a contract between Labette Center for Mental Health Services, Inc. Services, Inc. and any of its employees.

**THIS BOOKLET IS NOT INTENDED TO AND DOES NOT CONSTITUTE ANY SORT OF CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED.**

Labette Center for Mental Health Services, Inc. expressly reserves the right to change any of our policies without prior notice, including those covered here, at any time. We will notify you of these changes by appropriate means. Amendments or new policies will be effective on dates determined by the Board of Directors, and you may not rely on policies that have been amended or deleted.

**ONLY THE BOARD OF DIRECTORS OF LABETTE CENTER FOR MENTAL HEALTH SERVICES, INC. HAS THE AUTHORITY TO CHANGE ANY POLICY.**

The Administrator has the authority and responsibility to implement the policies and procedures adopted by the Board of Directors. If you are uncertain about any policy or procedure, please check with the Administrator or your supervisor.

This employee booklet supersedes all previous policy and procedure manuals, if any, and management memos which may have been issued on subjects covered herein.

### **EMPLOYMENT RELATIONSHIP**

Employees of Labette Center for Mental Health Services, Inc. are "employees-at-will." Either Labette Center for Mental Health Services, Inc. or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice.

**NO REPRESENTATIVE NOR EMPLOYEE OF THE LABETTE CENTER FOR MENTAL HEALTH SERVICES, INC. HAS ANY AUTHORITY TO ENTER INTO ANY ORAL OR VERBAL CONTRACT OR AGREEMENT WITH YOU CONCERNING YOUR EMPLOYMENT. NO REPRESENTATIVE NOR EMPLOYEE OF THE LABETTE CENTER FOR MENTAL HEALTH SERVICES, INC. HAS ANY AUTHORITY TO ENTER INTO ANY WRITTEN CONTRACT OR AGREEMENT WITH YOU CONCERNING YOUR EMPLOYMENT EXCEPT THE ADMINISTRATOR.**

### **III. EMPLOYMENT POLICIES**

#### **EQUAL EMPLOYMENT**

Labette Center for Mental Health Services, Inc. maintains a policy of nondiscrimination with employees and applicants for employment. Employment with this agency shall be based wholly on the individual's qualifications for a particular position. No aspect of employment with us will be influenced in any manner by race, color, religion, sex, age, national origin, disability or any other basis prohibited by law.

A prior history of personal experience with problems related to a psychiatric diagnosis, including alcohol and/or drug use and abuse, is not to be a factor in selection for employment as long as the previously diagnosed condition is not a current or active condition.

Nothing in the previous paragraph is meant to limit or expand the Center's obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals.

#### **UNITED STATES CITIZENSHIP**

Labette Center for Mental Health Services, Inc. intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can begin work and receive his/her paycheck.

#### **STAFF RECRUITMENT**

In recruiting staff for positions with the Center, the following may be used:

1. Job Service Centers
2. Newspaper advertisements and advertisements in professional journals and newspapers, at the discretion of the Administrator.
3. Appropriate schools and departments of universities within the State's Board of Regents system will be notified of vacancies and asked to post the job vacancy information for all to see.
4. All advertisements will include the phrase "Equal Opportunity Employer".
5. The basic job requirements will be identified in all advertisements.

## **APPLICATION FOR EMPLOYMENT**

The Administrator is responsible for supervising the processing of employment applications.

Applicant's employment application, vitae (if any) and references will be reviewed by the Administrator. Those deemed most qualified in the discretion of the Administrator for the specific position being filled will be scheduled for an interview. Interviews will be conducted by the Administrator and his or her designated representatives.

## **TRAVEL EXPENSES**

The Center may pay up to one-half ( $\frac{1}{2}$ ) of the normal and reasonable travel expense incurred in order to interview a prospective employee. If the applicant subsequently accepts the position and is employed, the Center may pay the other one-half ( $\frac{1}{2}$ ) of the expenses incurred.

## **MOVING EXPENSES**

The Center may pay the normal and reasonable moving expenses of a new employee at the level of QMHP or higher if that new employee must change residence in order to meet the employment requirements of the Center.

## **PHYSICAL EXAMINATIONS**

Subject to federal and state law, you may be required to submit to a medical exam, at Labette Center for Mental Health Services, Inc.'s expense and Labette Center for Mental Health Services, Inc.'s selection of physician, to determine if you are capable of performing the essential functions of the job you perform or will perform, with or without reasonable accommodation.

## **HIRING OF PERSONNEL**

Appointment of the Administrator shall be made by the Board of Directors. Appointment of all other Center personnel shall be made by the Administrator, with the advice of the Personnel Committee of the Board of Directors.

## **PROMOTION**

All qualified personnel will be given equal consideration for promotion as opportunities arise within the Center. All staff will be notified of promotional opportunities. The procedures for employees seeking promotion are the same as those seeking original employment with the Center.

## **PERSONNEL FILES**

Important events in each employee's history with the Center will be recorded and kept in the employee's personnel file. Employment applications, regular performance reviews, change of status records, commendations, corrective action warnings, and educational attainment records are examples of records maintained. Separate files will be kept for the employee's payroll records and medical records.

You are responsible for notifying your supervisor of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. This up-to-date information will enable the Center to keep accurate personnel records. This responsibility includes employees on leaves of absence.

An employee has the right to view his or her personnel file on the premises of the Center. The Administrator is responsible for processing all employment forms and for maintaining the personnel files.

## **EVALUATION**

It is the goal of the Center that there be at least annually a review and written evaluation of the employee's performance and a determination of continued employment. This evaluation shall be discussed with the employee and signed by the employee and evaluator. The employee will be given a copy of the signed evaluation. These evaluations shall be made by the Administrator with input from immediate supervisors and, in the case of clinical staff, the Medical/Clinical Director(s). The Board of Directors will evaluate the Administrator. Employee evaluations shall be completed before the regularly scheduled June meeting of the Board of Directors.

## **SALARY INCREASES**

Merit salary increments to salaried, hourly or contracted employees will be considered by the Administrator in consultation with the Personnel Committee. These increments are to be based on service performance, employee potential, and length of service and would become effective upon approval by the Board of Directors. Merit salary increases may also be considered by the full Board of Directors. Specific benefits may be paid by the Center in lieu of an annual salary increase if requested by the employee and approved by the Board of Directors.

Annual salary increment percentages will be determined by the Board of Directors. Salary increments over and above annual percentages as determined above must be submitted by the Administrator to the Board of Directors for approval.

## **SUPERVISORY STRUCTURE**

Supervisory positions and appointments will be approved by the Board of Directors upon the recommendation of the Administrator. Supervision shall be considered active, and staff shall disclose and discuss any treatment concerns, problems, and additional treatment needs with their immediate supervisor and/or the Administrator. Reporting of any concerns, problems, or service needs shall be timely.

## **CATEGORIES OF EMPLOYMENT**

Employees shall be categorized as exempt/salaried employees or non-exempt/hourly employees. The Center may also from time to time contract with individuals or entities on an independent contractor basis.

### **Exempt/Salaried Employees**

Exempt/salaried employees are expected to perform the requirements of their job, and failure to do so may result in termination of employment. Exempt/salaried employees are not eligible for overtime pay. Deductions may be made from an exempt/salaried employee's salary for the following:

1. Absence from work for personal reasons for one day or longer (this does not include absences cause by the employer or operating requirements of the Center);
2. Absence from work for sickness or disability lasting one or more days, in accordance with the Center's sick leave policy.
3. Disciplinary action for infractions of safety rules of major significance. "Major significance" shall mean rules for the prevention of serious dangers to the facilities of the Center, its employees and consumers.
4. Deductions in pay for entire weeks during which no work is performed at all.

### **Non-exempt/Hourly Employees**

Non-exempt/hourly employees will be entitled to receive overtime pay for all hours over 40 worked in any designated work week. It is contrary to the policy of the Center to grant compensatory time for overtime worked.

1. Overtime will not normally be required or approved. The employee must have the approval of his or her supervisor prior to working overtime.
2. Overtime will be paid at the rate of 1 and ½ times the normal rate of pay.
3. If an employee's employment is terminated, all unpaid overtime will be paid in accordance with state law.
5. If you leave work early for any reason, notify your supervisor. If you are unable to be present in the Center during your regularly scheduled work hours, you must notify your supervisor as soon as possible. Failure to do so may result in disciplinary action.

### **Attendant Care Workers**

There shall be two categories of Attendant Care Workers. Level I Attendant Care Workers shall be entitled to non-wage benefits as other non-exempt/hourly employees



working over 32 hours per week. Level II Attendant Care Workers shall only be entitled to payment for hours actually worked and any benefits required by law.

### **JOB DESCRIPTIONS**

It will be the Administrator's responsibility to ensure that job descriptions for each position are maintained and reviewed annually.

### **NO SMOKING**

Labette Center for Mental Health Services, Inc. is designated as a no smoking facility. No smoking is allowed anywhere inside Center buildings at anytime. Employees, visitors and customers who wish to smoke must go outside Center buildings and smoke in areas designated by the management. Employees who smoke outside should make an effort to keep the area free of smoking debris.

### **DRUG FREE WORKPLACE POLICY**

Labette Center for Mental Health Services, Inc. has adopted a Workplace Substance Abuse and Testing Policy and an Employee Assistance Policy (EAP), which are incorporated by reference as if fully set out herein.

### **NON-HARASSMENT POLICY**

Labette Center for Mental Health Services, Inc. will not tolerate the harassment of one employee by another. The following employment practices are a part of our non-harassment policy:

It is our policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be promptly reported to your supervisor or the Administrator of the Center for investigation and resolution.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color, disability, age, or national origin. Any employee who violates this policy will be subject to having job action taken against them.

The Labette Center for Mental Health Services, Inc. will not tolerate sexual harassment in any form. No supervisor or employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to having job action taken against them.



No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances;
2. Abusive, vulgar language of a sexual nature;
3. Suggestive jokes or comments about an employee's body or wearing apparel;  
and
4. Display of sexually suggestive cartoons, pictures, or photographs.

Any employee who believes the actions or comments of another employee constitute unwelcome harassment shall report the situation to any supervisor or the Administrator of the Center. In its efforts to prevent discrimination or harassment of any kind, the Center will maintain an open-door policy. All complaints will be promptly and confidentially investigated. The complaining employee will be advised of the result of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination toward another employee will be the subject of disciplinary action. Disciplinary action taken is wholly in the discretion of Labette Center for Mental Health Services, Inc. Nothing in these guidelines should be taken in any way as a limitation on the powers of the Center to decide what disciplinary action is appropriate under given circumstances.

### **STANDARDS OF CONDUCT AND CORRECTIVE ACTION**

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the Center and to co-workers.

We strive to take a constructive approach to disciplinary matters to insure that actions which would interfere with operations or an employee's job are not continued.

Violations of our standards will result in one of the following forms of corrective action: Discharge, suspension, oral warning, or written warning. In arriving at a decision for proper action, the following will be considered:

1. The seriousness of the infraction;
2. The past record of the employee;
3. The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in corrective action:

1. Falsifying an employment application, timecard, or personnel or other Center document or record;
2. Breach of confidentiality;
3. Unauthorized possession of firm or employee property, carrying weapons or explosives, or violating criminal laws on firm premises;
4. Disorderly conduct which may endanger any employee, visitor, client or property on the Center's premises or while on Center business;
5. Engaging in acts of dishonesty, fraud, theft, or sabotage;
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees;
7. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned;
8. Tardiness and/or absenteeism;
9. Failure to notify the supervisor that the employee will not report for duty at the assigned time.
10. Unauthorized use of Center material, time, equipment, or property;
11. Damaging or destroying Center property due to careless or willful acts;
12. Conduct which the Center feels reflects adversely on the employee or Center;
13. Performance which, in the Center's opinion, does not meet the requirements of the position;
14. Engaging in such other practices as the Center determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Center, its employees, or clients;
15. Negligence in observing fire prevention and safety rules;
16. Violation of the Center's policy on alcohol and drugs;

17. Failure to obtain or maintain a current license or certificate or other authorization required to practice a trade, conduct a business, practice a profession, or otherwise perform the duties of the job;
18. Other circumstances for which the Center believes corrective action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and Labette Center for Mental Health Services, Inc.

### **TERMINATION OF EMPLOYMENT**

Employees of Labette Center for Mental Health Services, Inc. are "employees-at-will." Either Labette Center for Mental Health Services, Inc. or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice.

Upon termination, an employee may be given severance pay, at management discretion. However, Labette Center for Mental Health Services, Inc. is not obligated to pay any employee severance pay.

Termination of employment with the Center, regardless of cause, does not relieve the employee of professional responsibilities regarding completion of records, charting, therapy notes, or evaluation reports, or of other communications required for a client or by the Center regarding a client. Further, the terminating employee must continue to honor personal and professional responsibilities regarding clients' rights to respect and confidentiality.

### **COMMUNICATIONS POLICY**

The Center believes that open communications are the basis of a good working relationship. Any employee who has a comment or question regarding Center policies, procedures or decisions are encouraged to communicate them to their supervisor, or, if that is not practicable, with the Administrator.

### **INJURY**

Any injury, however slight, occurring on the job must promptly reported to your supervisor. This is for your own protection under Kansas Worker's Compensation regulations and is a requirement under Occupational Safety and Health Act Regulations.

## **APPEARANCE**

All employee's dress and appearance should reflect the nature of the business of the Labette Center for Mental Health Services, Inc.

## **IV. EMPLOYEE BENEFITS**

### **HOLIDAYS**

The Center normally designates the following as paid holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Eve  
Christmas Day

Additional paid holidays may be set from time to time at the discretion of the Board of Directors. A non-exempt/hourly employee shall be entitled to holiday pay if the employee regularly works a minimum of 32 hours per week. When an established holiday falls on a weekend, the preceding or following day will be designated the paid holiday.

### **PAID VACATIONS**

1. Non-exempt/hourly employees with less than five (5) years of employment and regularly working a minimum of 32 hours per week shall earn vacation time at the rate of one (1) vacation day per complete calendar month worked, beginning the first month of employment, and may accumulate up to eighteen (18) vacation days.
2. Non-exempt/hourly employees with five (5) years of employment and regularly working a minimum of 32 hours per week shall earn vacation time at the rate of one and one-fourth (1-1/4) vacation days per complete calendar month worked, up to a maximum of twenty (20) vacation days.
3. Non-exempt/hourly employees with ten (10) years of employment and regularly working a minimum of 32 hours per week shall earn vacation time at the rate of one and one-half (1-1/2) vacation days per complete calendar month worked, up to a maximum of twenty (20) vacation days.
4. Non-exempt/hourly employees regularly working less than 32 hours per week shall earn vacation time at the rate of one (1) hour for each twenty-two (22) hours worked, up to a maximum of eighty (80) hours or ten (10) vacation days per year.