

TRANSFORM MILWAUKEE JOBS HOST WORKSITE HANDBOOK



UMOS
Milwaukee Urban League
Northcott Neighborhood House
Silver Spring Neighborhood Center

UMOS
Building Better Futures

2701 S. Chase Avenue, Milwaukee, Wisconsin 53207
(414) 389-6000
www.umos.org



TRANSFORM MILWAUKEE JOBS (TMJ) - HOST WORKSITE HANDBOOK
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I. INTRODUCTION TO UMS TRANSFORM MILWAUKEE JOBS (TMJ) PROGRAM

Welcome! Thank you for agreeing to partner with the UMS Transform Milwaukee Jobs (TMJ) Program. The goal of the program is prepare people to succeed at real jobs. This partnership will provide Subsidized Workers (SW) with important tools for success. Several elements for success include:

- 1) Providing immediate income
- 2) Diagnosing work readiness
- 3) Creating a positive work history
- 4) Encouraging longer-term career preparation

This handbook contains information needed to participate as a worksite in TMJ, including worksite responsibilities, rules, health and safety expectations, and other pertinent information. **Read this information carefully, and keep it accessible at all times.** If you have questions about any information contained in this handbook, or TMJ, ask a program staff member for assistance. [Note: the terms 'Host' and 'worksite' are often used interchangeably throughout this document]

II. GENERAL PROGRAM OVERVIEW

TMJ provides Subsidized Jobs (SJ) to unemployed adults, ages 18-64, who are ineligible for unemployment compensation and Wisconsin Works (W-2) benefits. The program is funded by the Wisconsin Department of Children and Families (DCF), and program operation is bound by contract and associated agreements, including the Transform Milwaukee Jobs Host Worksite Agreement.

A. Goal and Objectives

The goal of TMJ is to prepare people to succeed at real jobs. As a worksite you will:

- 1) Provide individuals with meaningful employment experiences
- 2) Provide training to increase their employability
- 3) Promote and develop the individual's work ethics, responsibility, dependability, and punctuality
- 4) Increase their knowledge of the world of work
- 5) Guide SWs toward viable career paths

B. Host Worksite Requirements

You are required to have a copy of this TMJ Host Worksite Handbook. The TMJ Host Worksite Agreement, along with a copy of this handbook, must be accessible at all times to UMS program staff throughout the duration of the program. The SW's time-keeping records must also be accessible and available at all times to the TMJ Case Manager and Worksite Coordinator.

C. The Worksite Supervisor

The success of the program depends a great deal on you, the Host/worksite, especially the Worksite Supervisor. Many SWs are seeking positive work experiences. With your help and positive approach this can be a start. Your approach can make a difference. How you greet each person, the manner in which you present job-related instructions, and the



extent to which policies are implemented will have a definite impact on their attitude towards you and employment in general.

Interaction between the Worksite Supervisor and SW provides the basic ingredient for a positive working environment. Take charge of the working situation. Offer each person the experience of success at a job and learning the value of positive work behaviors.

Getting the Best out of Subsidized Workers

The following may be helpful in orienting your new SWs:

- ❖ Welcome them! Let them know and feel that you are interested in helping them during their TMJ assignment.
- ❖ Give them a comprehensive orientation to the rules of your worksite, and review what is expected of them in accordance with your Agreement and the TMJ SW Handbook.
- ❖ Explain and demonstrate the need for safe work habits. Discuss the safety rules of your agency/company.
- ❖ Give the SW a tour of the facilities and introduce them to other employees.
- ❖ Be patient. SWs often lack work experience. They will likely require more detailed explanations.
- ❖ Encourage SWs to ask questions.

To assist the SWs in developing good on-the-job performance skills, the following may be helpful:

1. Check a SWs' work frequently and pleasantly. Taper off close supervision as SWs gain skills.
2. Give frequent feedback on how you view their performance. For example, provide compliments such as a "job well done." Praise usually works better than criticism in getting a job done.
3. Cross-train SWs in other job duties when possible, allowing them to gain broader experience and increased understanding of how his/her job fits into the total operation. Individuals who are not performing well in one task may do an excellent job in another situation.
4. Let the SW know that you want him/her to be successful.
5. Get the SW to help each other; get the other employees to help the SW.
6. Whenever possible, involve the SW in planning his/her work.
7. Encourage the SWs to talk about their family background. Sometimes a family problem may exist of which you should be aware.
8. When teaching a particular skills:
 - ❖ Explain the job (people remember about 20% of what they hear).
 - ❖ Show the job (people remember about 30% of what they hear and see).
 - ❖ Lead a "do-it-yourself" session with the SW (people remember about 90% of what they learn by doing).
 - ❖ Encourage questions.
9. When SWs perform a task:
 - ❖ Be available for guidance. More direction may be needed.
 - ❖ After a SW begins to function more independently, be sure he/she knows where to go for assistance.

III. VERIFICATION OF SUBSIDIZED WORKERS

You are responsible for checking the TMJ Worksite Assignment form of each SW that shows up at your worksite immediately upon arrival. Occasionally, unassigned individuals may report to your worksite with a friend, relative or in the place of someone they know. **UMOS will not assume any financial obligation for unassigned individuals. If you**



allow an unassigned individual to work, you or your agency may be responsible for paying them for any and all hours worked.

To identify assigned SWs, ask for the TMJ Worksite Assignment form with their name and identification number. You may also contact the SW's Case Manager for confirmation on any assigned individual, or call _____. **UNASSIGNED INDIVIDUALS SHOULD NOT BE ALLOWED TO WORK UNDER TMJ AT ANY TIME.**

IV. SUBSIDIZED WORKERS WAGES

SWs will be paid a gross wage of \$7.25 per hour or minimum wage as prescribed by law, for up to 40 hours per week of work and should be inclusive of training/education activities. If a SW has any questions regarding his/her paycheck, advise him/her to contact the TMJ Case Manager or the Worksite Coordinator. **SWs will not be paid for lunch time.** SWs will be paid only for the actual time they work and their participation in assigned education/training activity.

V. HOLIDAY-VACATION-SICK PAY & INCLEMENT WEATHER

SWs are **NOT ELIGIBLE** for holiday, vacation (PTO), or sick pay. A SW may work during an observed holiday if the worksite is otherwise operating during the normal course of business. Any hours worked during a holiday will be paid at regular pay, i.e., not paid at Overtime or incentive pay since a SW is not eligible to work more than 40 hours weekly.

Any training/educational hours should be included as part of the 40 hour work week.

SWs are **NOT ELIGIBLE** for pay if a business or operation is **closed due to inclement weather**.

A SW may work additional hours during the work week in order to reach the 40 hour weekly maximum. **The WORK WEEK starts on midnight Sunday and runs through midnight Saturday.**

In any event, no work means no pay.

VI. TIME KEEPING/REPORTING REQUIREMENTS

SWs must enter and submit their hours worked online, no later than 12:00 p.m. Fridays (bi-weekly). Late time submissions will result in SWs NOT being paid on time. SWs will be paid every two weeks on Fridays while employed by UMOS through TMJ. A schedule of payroll and time reporting due dates will be provided by UMOS.

Worksite Supervisors must track all hours worked by SWs, and take the following steps to ensure SWs are paid accurately and on time:

1. Maintain a record of hours worked by each SW assigned to the worksite
2. Send an email to the TMJ email box, TMJ@umos.org listing all SWs' assigned to that site, and the hours worked for the two-week pay period by 12:00 p.m. (noon) typically on Fridays. Worksite Supervisors must use the standard email subject line: **Company Name – Pay Period Ending ##/##/##**
3. Submit any changes to SW time sheets via email to TMJ@umos.org no later than 9:00 a.m. typically on the following Monday using the standard email subject line: **Company Name – Time Sheet Change**

If you do not have access to email, please let a TMJ staff member know immediately so that alternative arrangements can be made.



Also, due to holidays, there are some pay periods when Worksite Supervisors will have to submit SWs' time earlier in the week than a Friday. Please refer to the *Important UMOs Timesheet & Payroll Dates* document. Those exception dates are bolded and highlighted in gray.

VII. ROLES AND RESPONSIBILITIES

A. Worksite Supervisor Responsibilities

All worksites must have SW job descriptions, a copy of this handbook, and a copy of the TMJ Host Worksite Agreement accessible at all times for the duration of the program.

Worksite Supervisors are charged with the direct supervision of SWs. They should plan ahead to ensure they have a clear idea of what needs to be accomplished during the time SWs are "on the job." Often, what a Supervisor teaches will influence the individual's work habits thereafter. With the importance of this responsibility in mind, listed below are guidelines that **must** be followed by the Worksite Supervisors.

- 1) Worksite Supervisors and back-up Supervisors must attend an orientation session provided by TMJ staff or a designated representative. Supervisors must be regular, paid employees of the Host (non-volunteers). In general, one Supervisor should supervise no more than five SWs. A back-up Supervisor must be available and knowledgeable of all worksite activities when the regular Supervisor is absent. Supervisors should ensure that all individuals know the back-up Supervisor's name and contact information.
- 2) Worksite Supervisors must plan ahead to structure worksite activities well in advance, have a clear idea of what is to be accomplished, and enough work to occupy the SW with beneficial work experiences to fill scheduled work hours.
- 3) A worksite orientation should be conducted by each Worksite Supervisor to assist the SW in becoming acquainted with the back-up Supervisor, co-workers, dress codes, expectations of each SW as well as rules of the worksite (including safety procedures.)
- 4) Supervisors must have the time and energy to dedicate to SWs assigned to the worksite, promote positive motivation and attitudes, and encourage self-sufficiency.
- 5) Supervisors must track hours worked by SWs, and send an email to the TMJ email box, TMJ@UMOS.org listing all SWs' assigned to that site, and the hours worked for the two-week pay period by 12:00 p.m. (noon) on Fridays in accordance with payroll instructions provided by UMOs. Any changes to time sheets must be submitted no later than 9:00 a.m. on the following Monday. Refer to the *Important Timesheet & Payroll Dates* document provided by UMOs as there are some exceptions due to holidays.
- 6) When an injury/illness occurs, the SW must notify his/her immediate Supervisor. The Supervisor must assist the SW in calling his/her TMJ Case Manager to report the injury/illness within 24 hours of the incident. If the SW is unable to make the call, the Supervisor must make the required call or send an email. Refer to UMOs' procedures for reporting injuries/accidents in **Section XVI** of this handbook.
- 7) Supervisors must assure SWs are provided with sufficient equipment and/or material to complete expected work assignments.
- 8) Supervisors must assure cooperation between the worksite and UMOs, or designated contractor, in the sharing of needed information.



9) Supervisors must assure the worksite is in compliance with the TMJ guidelines and procedures according to the TMJ Host Worksite Agreement.

B. TMJ Case Manager Responsibilities

TMJ Case Managers will provide the following support to Worksite Supervisors:

- 1) Consult with the Worksite Supervisor as requested to discuss SW's job progress.
- 2) Review worksite payroll emails containing hours worked by SWs and comparing it to the time entered by each SW on a bi-weekly basis. (Paychecks will be generated bi-weekly)
- 3) Report, within one business day, information on any changes regarding the SW's schedule or status to the appropriate TMJ Case Manager.
- 4) Provide support and information to SWs on procedures to follow in the event of an injury or medical emergency.
- 5) Respond to external information requests. All questions from outside entities relating to SWs must be directed to UMOS.

C. Subsidized Worker (SW) Responsibilities

SWs may lack previous or extensive work experience. One of the goals of the program is to increase their understanding of the world of work. Supervisors should take time to help SWs understand their responsibilities, and the expectations placed on typical workers by the labor market.

1.) **Conduct/Attitude:** SWs are expected to conduct themselves in a responsible manner at all times. Appropriate dress, attitude and cooperation are expected of all employees. If you experience problems with SWs who are disruptive and uncooperative, you should instruct them that such behavior will not be tolerated and report the incident to their TMJ Case Manager. The TMJ Case Manager will also talk to the SW.

Should conduct become a reoccurring problem, disciplinary action, which may include suspension or termination, may be initiated by the Worksite Supervisor and conveyed immediately in writing to the TMJ Case Manager.

Under no circumstances will the SW be allowed to bring drugs, alcohol, and/or any type of weapons to the worksite. In addition, any type of gambling will not be tolerated. The following list provides examples of weapons (e.g., hand guns, knives, knuckle braces, etc.). Any such violations will lead to immediate termination and/or possible prosecution as applicable by law. Any SW reporting to work under the influence of drugs and/or alcohol should not be allowed to work and the TMJ Case Manager must be notified immediately.

Worksites should have a written protocol and/or policy addressing smoking in the workplace. This protocol and/or policy should describe location where smoking is permissible, if applicable.

2.) **Dress Code:** SWs are expected to dress neatly and appropriately depending upon their work environment. Worksite Supervisors should discuss dress expectations with SWs and agree on specific dress codes for the worksite on the first day of the program. Supervisors should apply the worksite's dress code. If a SW reports for work dressed inappropriately, the Supervisor may send him/her home for the day without pay. The appropriate TMJ Case Manager should be notified immediately of this action.



3.) **Attendance/Excessive Absenteeism:** Each SW is expected to attend all scheduled workdays and to arrive on time. Consistent absences and/or tardiness on the job should be brought to the immediate attention of the appropriate TMJ Case Manager.

Worksite Supervisors should inform SWs to contact them when absence or tardiness is anticipated. There are no provisions for sick leave, vacation time or holiday pay for SWs. More than three absences, and/or three tardiness may be considered cause for dismissal from TMJ.

4.) **Work Schedule:** SWs may work no more than 40 hours/week combined with education/training activities. Worksites must adhere to the number of hours assigned to the worksite as indicated on the Worksite Assignment form.

5.) The **WORK WEEK** starts on midnight Sunday and runs through midnight Saturday.

UMOS will not pay overtime to SWs. Should you choose to assign a SW overtime hours, it is the Host's/worksite's responsibility to pay the SW time-and- a-half for any overtime worked, as prescribed by law. In the instance where a Host Worksite is interested in paying overtime on a regular basis, a signed agreement must be on file. This is for the benefit of the Host Worksite as well as for UMOS.

Worksites must inform SWs of their scheduled **LUNCH PERIOD**, which should not deviate from the worksite's regular employees' lunch periods. SWs will not be paid for their lunch period. The Worksite Supervisor will determine when SWs may take **BREAKS**. Typically, breaks are given in the morning and afternoon, not to exceed 15 minutes each. SWs who continually fail to return on time from lunch and breaks may be suspended or terminated, but the worksite should also discuss this with the TMJ Case Manager or Work Site Coordinator when the worksite begins to see this as a problem.

VIII. TRANSFERRING SUBSIDIZED WORKERS

There may be instances where the need to consider a transfer of a SW from one Host to another is warranted which would benefit all parties involved. UMOS Employment & TMJ Manager must approve all requests for transfer. Transfers will be determined on a case-by-case basis.

IX. SUBSIDIZED WORKER DISCIPLINE

It is expected that the Worksite Supervisor address disciplinary problems occurring at the worksite, and the Supervisor apply the Host's/worksite's disciplinary procedures. Disciplinary problems occurring at the worksite may also be grounds for termination at the site.

SWs may be terminated with the approval of the TMJ Case Manager, or Employment & TMJ Manager for any of the following reasons:

Drugs: The possession, sale or use of illegal drugs or alcohol on the job. This includes being under the influence of drugs or alcohol at any time while on the job or worksite premises constitutes **IMMEDIATE TERMINATION**.

Excessive absenteeism: Failure to report to work for three (3) consecutive work days without proper notification to supervisor and/or approval constitutes abandonment of employment and termination.



Disruptive behavior: Fighting, poor attitude, physical or verbal assaults or any act that endangers the well-being of co-workers.

Theft: Anyone who steals property from the worksite/education/training site, worksite employees or other employees will be terminated, immediately.

Falsifying documents: Anyone caught falsifying his/her time records or those of other employees, signing another person's timesheet, or attempting to pick up another person's pay check will be terminated, in addition to possible legal action.

Insubordination: Refusal to adhere to rules and regulations of the TMJ program or those of the worksite, poor work habits and lack of concern for rules of conduct may cause immediate termination.

ONCE TERMINATED, RE-ENTRY INTO TMJ MAY BE ALLOWED PENDING REVIEW BY TMJ STAFF.

X. SUBSIDIZED WORKER-RELATED PROBLEMS

Should problems involving a SW occur, discuss the problem with the SW first. Then contact the appropriate TMJ Case Manager or Worksite Coordinator, who will further assist you and the SW to resolve any conflict.

All SWs must be treated equally under the law, and should not be discriminated against on the basis of race, religion, color, handicap, sex, physical condition, developmental ability, sexual orientation, or national origin. It is important for you to inform the appropriate TMJ Case Manager whenever problems arise on the job, even if they are being resolved between you and the SW.

XI. COMPLAINT AND GRIEVANCE PROCEDURES

All hosts/worksites are required to comply with UMOS' complaint and grievance procedures.

A. Complaint Procedures

Employee Complaints: It is the goal of UMOS to make the work environment as productive, positive and friendly as possible. If a SW has specific concerns, issues or complaints about your work environment, UMOS provides the following process for them to air these concerns:

1. When SWs have a concern regarding the work environment, work condition or any other topic contained in the SW Handbook, they should notify their Worksite Supervisor or TMJ Case Manager in writing and forward a copy to the UMOS' Human Resources Department.
2. The Worksite Supervisor, TMJ Case Manager and UMOS' Human Resources Department will review, evaluate, and discuss the contents of the document. Based on the SW Handbook, Host Worksite Handbook and past UMOS practice, a decision will be reached as to whether the established guidelines and protocols have been followed.
3. Following the review by the Worksite Supervisor, TMJ Case Manager and UMOS' Human Resources Department, the SW will be informed of the decision reached and, if appropriate, any changes that will occur.
4. All decisions regarding complaints will be final.

B. Grievance Procedures



When a SW/employee believes that any Personnel Policy contained in the Personnel Policies Manual has been breached, the SW may file an Employee Grievance. The grievance procedure shall be limited to the contents and subject matter set forth in the Manual. The Human Resource Department shall have the right to determine, at its sole discretion, whether any issue is appropriate for grievance.

- a. All SW/employee grievances must be in writing and submitted directly to the Human Resources Department within twenty-one (21) calendar days of taking knowledge of the occurrence or omission of the aggrieved event. The grievance must specifically state what occurred and/or failed to occur, the details surrounding the event and the desired remedy of the employee filing the grievance.
- b. The Human Resources Department will evaluate the grievance and determine if the grievance is a matter addressed in the Manual. The Human Resources Department will make a recommendation to the President/CEO for resolution. A resolution will be determined and a written decision will be provided to the employee within fourteen (14) calendar days.
- c. Should the SW/employee be dissatisfied with the decision of the President/CEO, the SW/employee may seek a second level review with the Personnel Committee of the UMOs Board of Directors. The request for a second level review must be made to the Human Resources Department within seven (7) calendar days of receiving the written decision of the President/CEO.
- d. The Personnel Committee may, in its sole discretion, determine whether it will review the case. If the Personnel Committee determines that a review is unnecessary, it shall, within fourteen (14) calendar days, issue a written response to the SW/employee stating that the decision of the President/CEO will not be modified.
- e. The Personnel Committee may, in its sole discretion, grant the SW/employee a hearing within fourteen (14) calendar days. A written decision to the grievance will be provided to the SW/employee with seven (7) calendar days following the hearing.
- f. All decisions of the Personnel Committee shall be final.
- g. Nothing in this Section shall be construed to mean that UMOs or its Personnel Committee is the sole arbiter of statutory rights such as worker's compensation, discriminatory protection, Family Medical Leave Act, etc. SWs/Employees have the right to file complaints with appropriate enforcement agencies as permitted by law. UMOs will not retaliate against any employee who files a complaint with enforcement agency instead of following the UMOs grievance procedure.
- h. UMOs and SW/employee may waive the time requirements for this policy by mutual agreement.

XII. WORKSITE COORDINATOR RESPONSIBILITIES

All worksites will be monitored for compliance based on local, state, and federal guidelines. TMJ Worksite Coordinators conduct initial orientation sessions with each Host/worksite, and will visit your worksite periodically to review SW's time record, your accessible TMJ Host Worksite Agreement and Handbook, conditions of the worksite and general worksite operations. The Worksite Coordinator will work with the Host/worksite contact person to facilitate interviews with Worksite Supervisors and potential SWs.

TMJ Worksite Coordinators will check to ensure:



- ❖ Assignment of adequate work activities for SWs
- ❖ Proper time keeping records
- ❖ Compliance with SW job descriptions
- ❖ Sufficient worksite supervision at all times
- ❖ Safe worksite conditions
- ❖ Approved SWs are assigned and present at the worksite
- ❖ Appropriate availability of tools/equipment for the SW to perform his/her job

A random sample of SWs will also be asked to participate in program/worksite satisfaction surveys or interviews. If during the monitoring process it is determined that there are issues/concerns related to a worksite, these issues/concerns will be investigated and addressed as deemed appropriate. The Worksite Coordinator will meet with the Worksite Supervisor to first mediate identified issues during the monitoring process. Worksite Supervisors must cooperate fully in providing UMOs with the necessary worksite information. Immediate removal of participants may occur when it is determined that there are probable violations of health or safety regulations.

XIII. WORKSITE MONITORING

UMOS works with Hosts that provide opportunities for learning and growth while maintaining an environment that is safe. Should a Host not adhere to these standards, termination of a Host (or individual worksite) from TMJ may result. The following are examples of possible reasons for terminating a host worksite:

- ❖ Lack of proper supervision of SWs
- ❖ Lack of cooperation with the UMOs or other TMJ program staff
- ❖ Placing SWs in a dangerous or hazardous work environment
- ❖ Transferring SWs to other Hosts without prior approval from the Employment & TMJ Manager
- ❖ Placing SWs in work situations not consistent with the SW job description
- ❖ Not observing safety in the workplace
- ❖ Non-compliance with the Agreement or other TMJ policies and procedures

When Hosts are found to be in violation of regulations and/or the terms of the TMJ Host Worksite Agreement, a Corrective Action Report is completed by the Worksite Coordinator. All corrective Action Reports are reviewed and within 48 hours by the Employment & TMJ Manager. The EO Officer, TMJ Case Manager and/or the Employment & TMJ Manager may visit the worksite to determine whether the deficiency was satisfactorily corrected. **SERIOUS OR CONTINUOUS VIOLATIONS WILL REQUIRE TERMINATION OF THE WORKSITE AND REMOVAL OF SWS FROM THAT HOST/WORKSITE.**

XIV. SUBSIDIZED WORKER EVALUATIONS

Worksite Supervisors are expected to evaluate SWs' performance. This is done at the midpoint, and upon completion of a SWs assignment at the worksite. SW evaluations must include status of the following and be kept in the SW's file at the worksite: Attendance and punctuality, job skills development, interest in the job, work habits, responsibility, cooperation, and how the SW relates to Supervisors and co-workers.

Please schedule evaluations in advance and inform the SW of the intended date and time, at least two days prior. UMOs will provide an evaluation form for your use.



XV. PROHIBITED ACTIVITIES

UMOS prohibits the following:

- ❖ **Kickbacks** – No officer, employee, SW or agent may solicit or accept gratuities, favors, or anything of monetary value for participation in the program.
- ❖ **Charging of fees** – No officer or employee of the worksite may charge a fee for placement or referral of an individual to TMJ.
- ❖ **Political patronage** – No SW may be selected based on his or her political affiliation or belief.
- ❖ **Political activities** – No SW may engage in partisan or nonpartisan activities during hours for which they are paid by TMJ funds.
- ❖ **Lobbying** – No SW may engage in activities to attempt to influence in any manner a state or local legislator to favor or oppose any legislation or appropriations.
- ❖ **Unionization and anti-unionization activities** – No participant may be assigned to a position, which is affected by labor disputes.

XVI. WORKSITE INJURIES/ACCIDENTS AND WORKER'S COMPENSATION

When an injury or accident occurs involving a SW, Worksite Supervisors must ensure that the SW receive medical attention first, and then immediately contact UMOs. You must adhere to the following procedures within one business day of the incident. Do not send an injured SW home without having medical attention!

Worker's Compensation Insurance coverage is being provided by UMOs at no cost to you or the SWs.

IN THE EVENT AN ACCIDENT OCCURS ON THE JOB, ALL OF THE FOLLOWING STEPS MUST BE COMPLETED WITHIN ONE BUSINESS DAY OF THE INCIDENT.

Step 1: Seek necessary medical and other physical assistance IMMEDIATELY for the injured Subsidized Worker (SW).

Step 2:

- a) Report the incident immediately - After the injured worker has received medical attention, you must email Claudia Wilson, Claudia.Wilson@umos.org **AND** the SW's TMJ Case Manager at ustep@umos.org. *[If you do not have access to email, call Claudia Wilson at (414) 389-6018 to report the incident.]* As a TMJ Host Worksite, you are required to work with the injured SW to report within 24 hours any incident involving an accident/injury.

You must report the accident/injury when:



- ❖ Physical injury occurs on the job whether or not medical attention is involved
- ❖ Incident may/could result in future pain, physical complications, or the need for medical attention
- ❖ Even if an SW reports to the immediate Supervisor that he/she is okay

- b) After any emergency situation has passed, deal with the potential Worker's Compensation claim by completing required Worker's Compensation Reports #1 - #4.

[NOTE: UMOS will provide Host Worksites with an electronic copy and two hard copies of UMOS Worker's Compensation Claims Reporting and Processing Packet, which includes Reports #1 - #4. If you need additional hard copy packets, please contact a TMJ Case Manager. This packet contains all reports (forms) necessary for reporting an incident, and for assisting an affected SW with initiating a Worker's Compensation claim.]

Step 3: Complete required reports (UMOS' Worker's Compensation Claims Reporting and Processing Packet).

The Worksite Supervisor and the affected SW are required to complete Reports #1 - #4. REPORTS MUST BE COMPLETED IN ENGLISH. **ALL** reports are to be completed accurately and in their entirety.

- ❖ Report #1 WKC-12 Employer's First Report of Injury
 - The affected SW and Worksite Supervisor must complete the Employer's First Report of Injury or Disease Form (WKC-12).
- ❖ Report #2 UMOS Incident Report
 - The affected SW and Worksite Supervisor must fill out the UMOS Incident Report Form immediately after the incident (within one business day).
- ❖ Report #3 United Heartland Voluntary Consent Form (Medical Authorization Letter)
 - This form must be signed and dated by the SW and submitted with the WKC-12 and Incident Report.
- ❖ Report #4 Recommendation For Physical Activity
 - If medical treatment is necessary, the SW shall provide a copy of this form to the medical facility or provider to complete. In lieu of this form, the medical provider or treatment facility may provide a similar form that indicates when the SW can return to work and whether a modification of work duties and or limitations are needed that is signed and dated by the provider or medical facility.

Step 4: Submit ALL completed reports within one business day of the incident by email (preferred) to the following:

- A. **Claudia Wilson**, at Claudia.Wilson@umos.org. *[If you are unable to scan and email the reports, you must call Ms. Wilson at (414) 389-6018 to report the incident and fax all forms to (414) 389-6035 within one business day of the incident.]* You must also inform Ms. Wilson of which medical facility was used for treatment of the injury.

- AND -

- B. The **SW's TMJ Case Manager** (refer to email address/phone number on Worksite Assignment Form)
- C. A copy of Report #4 will provided to the SW's Worksite Supervisor and TMJ Case Manager prior to returning to work.

NOTE: If the situation prevents the SW from filling out the necessary paperwork due to the nature of the accident:



- ❖ The Host Worksite Supervisor completes a UMOS reports (Report #1 - #4) of the accident and emails this report to Claudia Wilson within one business day of the incident.
- ❖ An updated UMOS Incident Report is due immediately, either from the Worksite Supervisor or SW, following treatment or when the SW can meet with his/her Worksite Supervisor to fully complete the forms.

Prior to Subsidized Worker Returning to Work

- ❖ SW must discuss work accommodations including work limitations, work timetable and any other accommodations with his/her Worksite Supervisor, UMOS HR and Claudia Wilson **prior to returning to work**. The work modifications are as noted on the Recommendation for Physical Activity form signed by the medical doctor or provider.
- ❖ TMJ Case Manager with input from the Employment & TMJ Manager, UMOS HR and UMOS' insurance company representative is responsible to finalize the return to work/modified work duties and or limitations for the involved SW.
- ❖ Regular communication between Worksite Supervisor, TMJ Case Manager and the SW regarding changes or expiration of work limitations must be discussed and implemented in a timely manner.
- ❖ Before a SW can resume his/her regular job duties and responsibilities, an updated Recommendation for Physical Activity Form or equivalent provider's form that authorizes the SW's return to full work status is required. Upon receipt, SW will resume his/her regular duties and responsibilities. The form is to be forwarded to HR and Claudia Wilson.

XVII. UMOS PERSONNEL POLICIES MANUAL (10/1/07)

1.1 Employment At-Will

- A. Policy: It is the policy of UMOS that employment is on an at-will basis. This means that the employment relationship may be terminated at any time with or without cause or without notice, by either the employee or UMOS for any reason not prohibited by law. Nothing in this manual or in any UMOS document shall negate the employment at-will relationship.
- B. Purpose: The employment relationship is voluntarily entered into and either the employee or UMOS can terminate the relationship at-will, at any time for any reason not expressly prohibited by law.
- C. Scope: This policy applies to all employees of UMOS.
- D. Employment Agreement: No employee of UMOS has the authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than employment at-will. Only the President/CEO or designee may make such an agreement when authorized by the Board of Directors or these personnel policies. Any such agreement must be in writing and comply with all applicable laws.
- E. Procedure:
 - 1. Each employee shall be provided with a Manual.
 - 2. Each employee is required to read and sign an acknowledgment of receipt of the Manual.



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3. The signed acknowledgment of receipt of the Manual will be maintained in the employee's personnel file.

1.2 This Manual Supersedes Any and All Previous Versions

This Manual supersedes and rescinds all previous personnel policies and procedure statements, policies and manuals of UMOs.

1.3 Interpretation of this Manual

Conflicting interpretations or questions regarding interpretation of these policies and procedures shall be referred to the Office of the President through proper channels for an opinion. The opinion rendered by the Office of the President shall be final.

Any reference made to State law in this Manual will refer to the laws of the particular state in which that UMOs office conducts business.

1.4 Amendments

Amendments to this Manual may be made by either the Board of Directors upon recommendations of the Personnel Committee or by the President with ratification by the Board of Directors.

2.1 Equal Employment Opportunity Policy

It is the policy of UMOs to comply with all applicable equal protection laws. UMOs is an equal opportunity employer. UMOs does not discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental ability, sexual orientation, or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, transfer to lower rated position, transfer, lay-off, termination, compensation and selection for training including apprenticeship.

2.2 Anti-Harassment Policy: Sexual Harassment

- A. Sexual Harassment constitutes unlawful sex discrimination for which legal remedies are available under Title VII of the Civil Rights Act as amended, State Statutes and other relevant funding source regulations. Sexual harassment is defined as unwelcome behavior on the part of supervisors or co-workers which relates to sexual activity or characteristics and:
 1. Submission to sexual harassment is either an explicit or implied condition or term of employment;
 2. Submission to or rejection of sexual harassment is used as the basis for employment decisions affecting the person who submitted to or rejected such conduct;
 3. The conduct has the purpose or effect of substantially interfering with the individual's job performance or creating an intimidating, hostile or offensive work environment;
- B. An employee who believes he or she has been the subject of sexual harassment should report the matter, either orally or in writing, as soon as possible to the President/CEO or designee (a written report is preferable but not necessary). Persons (non-employees) who feel they have been subjected to sexual



harassment in applying for a position within UMOs shall file their complaint directly with the President/CEO or designee.

- C. All employees of UMOs are required to be familiar with and comply with UMOs' policies prohibiting sexual harassment. Each supervisor has a responsibility to maintain the workplace free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading or exploitive sexual treatment.
- D. All employees, male or female, are prohibited from sexually harassing another employee. Prohibited harassment includes the following:
 - 1. Unwelcome sexual advances or requests for sexual favors.
 - 2. Verbal or physical conduct of a sexual nature.
 - 3. Making submission to or rejection of such conduct a factor in employment decisions for that employee.
 - 4. Permitting such conduct to interfere with an employee's work performance or to create a hostile, intimidating or offensive work environment.
 - 5. Conduct such as that described above made by non-UMOs employees that takes place in the workplace (UMOs).
- E. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that ultimately interferes with our effectiveness on the job. It includes any comment, statement or joke which has sexual content that an employee finds offensive, even if not directed to the employee.
- F. An investigation will be conducted by the CEO/Designee when appropriate. The investigation will include but may not be limited to interviews with the employee reporting the harassment, with the employee accused of harassment, a review of circumstances surrounding the allegation and interviews with any witnesses. All attempts will be made to complete the investigation within a reasonable time. A reasonable time not to exceed fourteen (14) working days.
- G. After appropriate investigation, any supervisor or other employee found to have sexually harassed another employee will be subject to appropriate sanctions including termination from employment. The President/CEO may impose restrictions on the interaction between the accused and affected employee to prevent further problems.
- H. UMOs recognizes that the question of whether a particular action or incident is purely personal or a social matter without a discriminatory intent or effect, or is an act of sexual harassment requires a determination based on the facts. UMOs also recognizes that false accusations can have adverse effects. UMOs expects all employees to act honestly and responsibly in complying with and enforcing the policy. It is UMOs' policy to provide a working environment for all employees, free of harassment.
- I. Employees are encouraged to raise any questions they may have regarding this policy or any suspect discrimination in the workplace with his or her supervisor or with the Human Resources Department.

2.3 Anti-Harassment Policy: Non-Sexual Illegal Harassment



- A. UMOs will comply with all State and Federal Fair Employment Laws with respect to illegal harassment.
- B. It is the policy of UMOs to maintain a working environment free of illegal harassment. Illegal harassment includes any verbal or physical conduct by a supervisor or co-worker relating to an individual's membership in a protected class that has the purpose or effect of creating an intimidating, hostile or offensive working environment or interferes with the individual's work performance.
- C. Protected class includes an individual's race, sex, creed, marital status, color, age, handicap, ancestry, sexual orientation, arrest or conviction record or membership in the military reserve.
- D. An employee, covered under this Section, who believes he or she has been the subject of any form of illegal harassment, should report the matter as soon as possible to the Human Resource Department either orally or in writing. The Human Resource Department shall commence an investigation including but not limited to interviews with the affected staff member, the alleged harasser, and witnesses. This investigation shall be initiated as soon as notification is received and all attempts will be made to complete the investigation within ten (10) working days.
- E. If, based on facts and findings during the investigation, it appears that the employee has been subjected to illegal harassment; the Human Resource Department will recommend appropriate disciplinary action including termination if warranted. If the Human Resource Department determines that illegal harassment cannot be determined based on the facts, UMOs may still take action to help prevent possible future problems by restricting or prohibiting interaction between the parties involved.

3.1 Employment Categories

The Fair Labor Standards Act (FLSA) defines positions as Exempt or Non Exempt. The Human Resource Department shall be responsible for categorizing all positions. Exempt and Non Exempt employees have different rights under the FLSA in regards to hours worked and methods and rates of compensation. Employees shall be notified upon hiring of the classification of their position.

A. Exempt Employees

Certain employees are exempt from coverage under the overtime provisions of the Fair Labor Standards Act. These employees are Executive, Administrative and Professionals, as categorized by the Human Resource Department in accordance with the definitions set forth in the Fair Labor Standards Act. These employees are considered salaried employees and are not compensated on an hourly basis; therefore, exempt employees may be required to work as many hours as may be necessary to perform the functions of the job description. Time and attendance reports must be submitted in accordance with the policies of the Accounting Department.

B. Non Exempt Employees

Non Exempt Employees are covered by the provisions of the Fair Labor Standards Act. These employees are compensated on an hourly basis and are expected to work a standard forty (40) hour work week. Hours worked in excess of the standard forty (40) hour work week must be authorized in writing by the President/CEO or Designee. Non Exempt Employees should be paid time and one-half for all overtime hours worked. Overtime is not defined as the number of hours worked in any one day. The standard for defining overtime shall be the



number of hours worked in any one week. Time and attendance reports must reflect the number of hours worked per day.

3.2 Overtime Compensation and Compensatory Time

- A. Employees covered under the overtime provisions of the Fair Labor Standards Act as amended in 1974, shall be paid time and one-half for overtime worked.
- B. Overtime is defined as the number of hours worked over 40 in any one week. Holidays and PTO taken during the week may affect overtime pay calculations.
- C. Overtime must be authorized, in writing, by the President or Designee.
- D. The number of hours worked over eight in any one day is not considered overtime.
- E. All authorized overtime must be recorded on the employee's time and attendance sheet.
- F. Exemptions: Certain employees are exempt from coverage under the overtime provisions of the Fair Labor Standards Act. These employees are Executive, Administrative and Professionals, and are limited to those so defined by Administration in accordance with the exemptions provisions of the Fair Standards Act. These employees are considered salaried employees and shall paid wages according to the rules of the FLSA.
- G. Staff may be required to work irregular hours or on weekends when deemed necessary by the immediate supervisor or higher level supervisor in order to meet required deadlines, or when work has fallen behind, or in cases where services to participants are concerned. Supervisors shall make every effort to anticipate the need for staff to work additional hours. Irregular hours for employees covered by the Fair Labor Standards Act are also governed by the policies on overtime, and these employees cannot exceed 40 hours per work week unless authorized.

4.1 Grievance Procedures

See: XI. COMPLAINT AND GRIEVANCE PROCEDURES

5.1 COBRA Insurance Coverage

COBRA is an acronym for the Federal Consolidated Omnibus Budget Reconciliation Act of 1985. COBRA gives employees enrolled under the UMOS health insurance plan the opportunity to purchase continued health benefits for a limited period of time when coverage terminates as a result of a qualifying event. Qualifying events may include, but are not limited to:

- work termination for reasons other than gross misconduct
- a reduction in work hours/leave of absence
- divorce or legal separation of a spouse
- death of the employee
- dependent ineligibility
- Medicare becoming the primary insurance



Employees who accept COBRA coverage will be responsible for the entire cost of the policy, not just the employee's share as if s/he were still employed.

UMOS shall provide a specific COBRA notice to the employee and/or dependents of the employee's of loss of coverage within fourteen (14) days of its receiving notification of a qualifying event. This may include work termination for reasons other than gross misconduct, reduction in hours, leave of absence, death of an employee, etc. An employee is responsible for notifying UMOS of the occurrence of any COBRA qualifying event such as divorce, legal separation, dependent ineligibility, or Medicare becoming the primary insurance.

An employee or employee's dependents have sixty (60) days from the date of notice, or the last day of coverage to elect to continue coverage.

Section 5.1 is not intended to be a full and complete description of the rights and responsibilities of both UMOS and its employees. Employees and supervisors have the responsibility to notify the Human Resource Department of a qualifying event to ensure that all COBRA requirements are implemented.

6.1 Statutory Benefits

A. Social Security

Payroll deductions for social security are paid to the federal government to fund the social security benefit program.

B. Worker's Compensation Insurance

All UMOS employees are covered by worker's compensation. Worker's Compensation is a form of insurance which covers employees injured on the job. If an employee is injured on the job, he/she must report such injury to his/her immediate supervisor within 24 hours of the occurrence, or as soon as the employee is knowledgeable or aware of the injury. Supervisors are to notify the Human Resource and Accounting Departments immediately so that a claim can be promptly filed. UMOS shall post Workman's Compensation Policies in the workplace. Furthermore, employees will be provided assistance and guidance with respect to all aspects of the Worker's Compensation Policy.

C. Unemployment Compensation

UMOS employees may be eligible to receive unemployment insurance benefits in accordance with state regulations.

7.1 Americans with Disabilities Act

A. Introduction

In 1990, the Americans with Disabilities Act (ADA) became law. This law provides specific and separate protection for people with disabilities as it relates to equal employment opportunity, nondiscrimination on the basis of disability in state and local government services, and nondiscrimination on the basis of disability by public accommodations and in commercial facilities.

As an employer, UMOS will comply with the intent of the Americans with Disabilities Act.



1. Definition of Disability

According to the ADA, a disability with respect to an individual is defined as:

- a. A physical or mental impairment that substantially limits one or more of the major life activities of such an individual;
- b. A record of such impairment; or
- c. Being regarded as having such impairment.

An individual must satisfy at least one of these three parts. Individuals who currently use drugs illegally are not individuals with disabilities protected under the Act if UMOS takes action because of their continued use of drugs. This includes individuals who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally or who are in the process of completing a rehabilitation program may be protected by the ADA.

2. Definition of Qualified Applicant

An individual with a disability who, with or without reasonable accommodation can perform the essential functions of the employment position in question.

3. Reasonable Accommodation

Reasonable accommodation may include the following:

- a. Making facilities readily accessible or usable.
- b. Job restructuring.
- c. Part-time or modified work schedule.
- d. Reassignment to vacant positions.
- e. Acquisition or modification of equipment or devices.
- f. Adjustment or modification of examinations.

4. Policy Statement

It shall be the policy of UMOS not to discriminate against any employee or qualified applicant for employment, including hiring, transfers, promotions and recalls from lay-off, on the basis of disability as defined above. UMOS shall provide reasonable accommodations unless such accommodations constitute undue hardship or is otherwise exempt from the Act. Factors to be considered include:

- a. The nature and net cost, considering deductions and outside funding.
- b. The overall financial resources involved in the provision of the reasonable accommodation.
- c. The overall financial resources of UMOS, the overall size of the business with respect to the number of its employees and the number, type and locations of its facilities.
- d. The type of operation, including composition, structure and functions of the work force and the geographical separateness of administrative or fiscal relationship of the facility in question to UMOS.
- e. The impact of accommodation on the operation of UMOS to conduct business.
- f. Other factors which would make accommodation an undue hardship, would be unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the business.



5. It is the policy of UMOs to comply with the Rehabilitation Act of 1973.

8.1 Family and Medical Leave Act

The Family and Medical Leave Act provides an employee with the opportunity to take unpaid time off from work for the purpose of addressing the employee's own serious health condition, including the birth of a child. An employee may utilize this leave to also care for a spouse; care for a child or parent with a serious health condition; or the adoption or placement of a child in foster care. Family and medical leave shall be unpaid leave. This policy is applicable to all regular UMOs employees who have been employed by UMOs for at least fifty-two (52) weeks and have worked at least one thousand (1,000) hours during the most recent fifty-two (52) week period. This leave is in addition to other leave that an employee may be eligible to utilize.

- A. Length of Leave - The length of leave will vary depending on the reason for leave. A maximum of twelve (12) weeks of unpaid leave will be given to an employee who experiences a serious health condition. Similarly, a maximum of twelve (12) weeks of unpaid maternity/paternity leave will be allowed for the birth of a child, or the care of a seriously ill child, spouse or parent of the employee. In addition, a maximum of twelve (12) weeks shall be allowed for an employee's adoption or foster care of a child. The length of leave will be based upon the recommendations and reports of the patient's physician. The total leave allowed in combination shall not exceed twelve (12) weeks in any consecutive twelve month period.
- B. Approval - Authorization to use family and medical leave must be approved in advance by the President/CEO or designee. With respect to birth of a child or for care of a child, spouse or parent or for the employee him/herself, a physician's statement attesting to the need for and length of such care must be submitted with the request. The Department of Labor Certification of Illness form shall be utilized.
- C. UMOs may, at its own expense, request a second medical opinion. UMOs reserves the right to choose the health care provider, but the provider cannot be employed by UMOs on a regular basis. Should the first and second opinion conflict, UMOs may require a third opinion, at its expense, of a health care provider agreed upon by both UMOs and the employee. That opinion shall be binding.
- D. Partial Leave - UMOs will approve partial leave or reduced work schedule for the birth of a child or placement of a child for adoption or foster care. An employee may take partial leave of absence or reduced work schedule in connection with the employee's own serious health condition, or that of the employee's child, spouse or parent, when medically necessary. Such medical condition must be verified in writing by the patient's physician. UMOs may transfer the employee to a different position with the same pay and benefit level that better accommodates recurring periods of leave when such action would not disrupt UMOs business interests. Any such transfer must be approved by the Human Resource Department.
- E. Notice to UMOs - UMOs requests as much notice as possible with respect to leave for family or medical leave, realizing that circumstances do not always allow for such notice to be provided. Where possible, UMOs requests 30 days advance notice. When an employee requests partial absence leave in connection with childbirth or adoption, the employee is encouraged to provide at least two weeks' notice. For medical leave or leave associated with the care of an ill family member, employees must notify UMOs as soon as possible after the employee learns of the necessity for such leave.



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- F. Maintenance of Benefits During Leave - UMOs will maintain group health insurance benefits at the same level and under the same conditions that applied prior to the leave. UMOs reserves the right to recover payments of health insurance if an employee fails to return to work unless the reason for failure to return is due to circumstance beyond the employee's control or due to the continuation, reoccurrence or onset of serious health condition that would entitle the employee to additional family or medical leave.
 - G. Notice of Status During Leave - UMOs recognizes that situations and circumstances can change. An employee who goes on leave may have every intention of returning to work, but during the course of leave, the employee may change his/her mind and not want to return to work or may not be able to return to work. For leaves with a planned duration of thirty days or more, UMOs will require that employees advise their immediate supervisor at least two weeks before leave expires if they do not plan to return to work. Similarly, should an employee's provider's certification change requiring leave to be extended within stated limitations, employees are to send such certification to the immediate supervisor upon receipt of same.
 - H. Prohibited Acts - As an employer, UMOs is prohibited from interfering with, denying or restraining any employee from exercising any statutory right. An employer is prohibited from discharging or otherwise discriminating against an employee for proposing a practice made unlawful under the statute, or for participating in any inquiry or proceeding relating to rights established under the statute. Employees cannot waive their rights.
 - I. Posting Requirement - All UMOs offices shall have notices posted about the Family and Medical Leave Act and how to file a complaint.

9.1 Military Service

A regular, full-time employee will be granted a military leave of absence without pay if he/she leaves UMOs to join the military services of the United States during a time of war or other national emergency. Military leave is for ninety (90) days after he/she is relieved from such service obligation. Upon return from leave, an employee will be restored to his/her original position or equivalent position with equivalent pay and benefits and without loss of seniority or benefits accrued and not taken while serving in the position he/she occupied at the time the leave was granted. Failure of an employee to notify UMOs within this time period of his/her intention to return to work shall be considered as a termination of his/her employment.

9.2 Military Leave

Military leave will be granted to employees who are military reservists for a period of not more than 15 working days per program year.

- A. Notice to Supervisor: An employee is expected to give his/her immediate supervisor as much advance notice as possible for time required as military leave. This notice is to be in writing and specify the dates the employee will be absent and when he/she will return to work.
- B. Compensation: UMOs will make up the difference between the employee's regular salary and the compensation for military service if the military pay is less than the normal rate of pay for the days absent from work. If the military pay is more than the employee's regular UMOs salary, no payment will be made



by UMOs. The immediate supervisor is responsible for making necessary salary arrangements with the Accounting Department, and must forward a copy of the employee's notice to the Accounting Department and the Human Services Departments employee's personnel file.

10.1 Religious Accommodation

It is the policy of UMOs to reasonably accommodate an employee's religious beliefs and practices unless doing so would impose an undo hardship on UMOs' legitimate business interests.

10.2 Political and Sectarian Activities

Employment with UMOs shall not be offered in consideration or reward for political or sectarian affiliation.

No person, as an employee, may engage in conduct of sectarian activities, nor authorize the use of any facilities of UMOs for sectarian instruction or as a place of religious worship.

No employee is precluded from engaging in political activity provided that such activity does not interfere with work performance and is not conducted during working hours and does not involve the use of agency equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose.

Under provisions of the Hatch Act, restrictions are placed on political activities of government contractors. The following list contains examples of both permissible as well as prohibited activities for employees covered by the Hatch Act amendments. The lists are not designed to be all inclusive, but serve as a guideline for employees.

- A. Examples of Permissible Political Activities (in one's individual capacity, not affiliated with UMOs or on UMOs time):
- May be a candidate for public office in a nonpartisan election.
 - May register and vote as they choose.
 - May assist in voter registration drives.
 - May contribute money to political organizations or attend political fundraising functions, rallies and meetings.
 - May join and be an active member of a political club or party.
 - May campaign for or against referendum questions, constitutional amendments, municipal ordinances, candidates and make campaign speeches for candidates' unpartisan elections.
- B. Examples of Prohibited Political Activities:
- May not use official authority to influence or interfere with an election.
 - May not knowingly solicit or discourage political activity of any person who has business before the agency.
 - May not directly or indirectly coerce contributions from subordinates in support of a partisan political candidate.
 - May not be a candidate for public office partisan elections.



It shall be the responsibility of the employee to be familiar with the Hatch Act in general and/or seek legal advice concerning an activity in question prior to its execution. Any questions regarding political activities should be directed to the employee's immediate supervisor or the Human Resources Department.

11.1 Age Discrimination

It is the policy of UMOs to comply with the Age Discrimination in Employment Act of 1967.

12.1 Affirmative Action

UMOS is an Affirmative Action/Equal Opportunity employer.

13.1 Employee Protection Policy

If any employee reasonably believes that some policy, practice, or activity of UMOs is in violation of law, a written complaint must be filed by that employee with the President/CEO Corporate Attorney. It is the intent of UMOs, Inc. to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of UMOs and provides UMOs with a reasonable opportunity to investigate and correct the alleged unlawful activity.

UMOS will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of UMOs, or of another individual or entity whom UMOs has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy. UMOs will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of UMOs that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.