

Cooperative Educational Services

Employee Handbook

A compilation of administrative regulations,
operational procedures and rules for CES
employees

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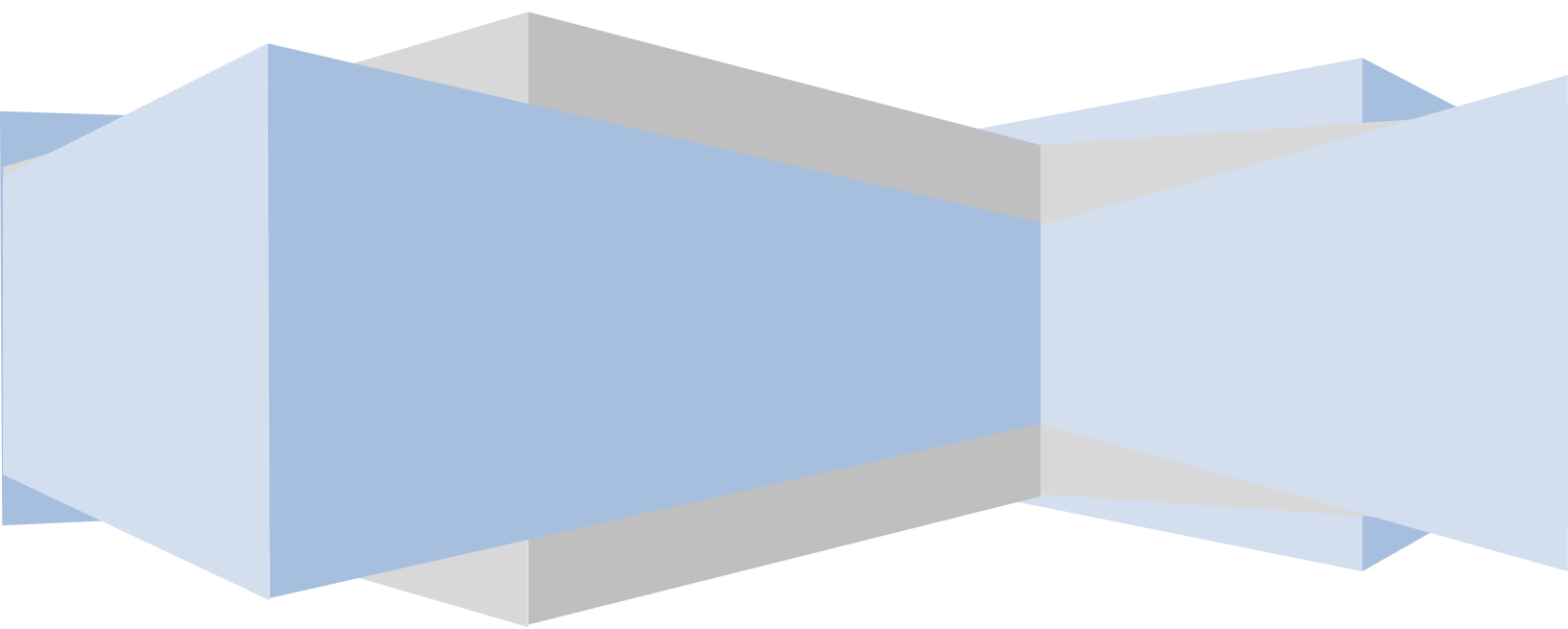


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Welcome from the Executive Director

Dear CES Employee,

Welcome to CES! By joining the team at Cooperative Educational Services (CES), you have become an important part of an exciting and challenging purchasing cooperative. CES' success in carrying out its mission is, in large part, dependent on the success of each of its employees. Your skill, pride, and commitment to your work help ensure the continued success of CES.

It is important to note that while all employees at CES bring unique skills and talents to the job, none of us are capable of fulfilling our true potential without the cooperation and support of our fellow colleagues here at CES. Your willingness to work cooperatively with all CES staff members is a hallmark of a truly engaged and committed employee. Your willingness to accept the daily challenges, to strive for success, and to learn and grow in your job is what is necessary for CES to meet the ever growing needs of our many constituencies.

As you may know, CES is owned by the eighty-nine public school districts in New Mexico. The work you do every day at CES directly or indirectly benefits the children of New Mexico. CES takes its mission statement very seriously, and CES has made good on its mission statement over the years primarily because of its employees. So, once again, welcome to CES. I am pleased to welcome you to CES where you will have the opportunity to work with the rest of the CES family to make CES an even better place.

Please take the time to read this handbook carefully; it is your personal copy. The full text of the handbook can also be found on the CES HR website. If you have any questions regarding its contents, please visit with your immediate supervisor or the Director of Human Resources.

Sincerely,

David Chavez

CES Administrative Regulations

Introduction

These administrative regulations (AR's) have been compiled for the purpose of ensuring CES employees are aware of the day-to-day operational procedures at CES. AR's are the rules by which we operate and function at CES on a daily basis. AR's, when applicable, are derived and developed from CES Board Policy. AR's also serve as the mechanism by which CES Board Policy is implemented. As CES Board Policy is amended or as operational procedures change, it may be necessary to amend administrative regulations, as well.

While this compilation is intended to be entirely informative, some AR's are more informational while others are more directive in nature. Nonetheless, it is important to understand that compliance with AR's is a condition of employment at CES. It is expected that employees read and become familiar with the contents of this handbook. Employees are also encouraged to seek clarification from supervisors when any provisions contained in this handbook are unclear. The degree to which an employee complies with the provisions of this handbook will manifest itself in his/her evaluations and may very well be a determinant in continued employment. Blatant and/or regular disregard for AR's may result in disciplinary action up to, and including, discharge.

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Waiver

If any provision contained within these administrative regulations is, or becomes, illegal, invalid or unenforceable due to applicable law, rule or regulation, it shall not affect the validity or enforceability of any other provision of this document.

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CES' 2014-2017 Strategic Goals

1. Market Expansion and Service Excellence

Expand the utilization of CES products, services and programs to educational and governmental entities through improved customer service and targeted marketing strategies that reach out to existing and potential customers.

Outcomes:

1. Increase the utilization of CES services by educational and governmental partners by 5% annually as measured by revenue and volume of services used, while maintaining quality service
2. Provide needs driven training in areas requested by members
3. Expand procurement services and products out-of-state to generate \$5 million in new revenue each year
4. Improve customer satisfaction with transactions related to quality of services

2. Operational Excellence

Develop more effective work processes/business operations that result in improved efficiencies, cost-savings, and a high quality customer and staff experience.

Outcomes:

1. Decrease the solicitation process time from an average of 16 weeks to 14 weeks for the 2014-2015 fiscal year
2. Improve efficiencies of operations and automate processes to make information available on the web portal
3. Improve efficiencies in business systems and the connectivity between functions by achieving progress in the following areas:
 - a. Reduce the time to process invoice and purchase orders from 5 to 3 days on average
 - b. Increase the utilization of Business Office Software
 - c. Decrease the duplication of data entry related to business processes – AP, PO/Invoicing, Payroll, Statements, and Receipts
4. Ensure that CES is collecting all administrative fees to which it is entitled from direct purchases (develop baseline measure)
5. 100% accurate billing and payroll for Ancillary services
6. Improve cycle time for Ancillary staff access to materials and supplies (as measured by staff satisfaction on staff survey related to improved inventory access)
7. Improve employee perception of quality of work experience as measured in the bi-annual staff survey

CES Administrative Regulations

SECTION 1: GENERAL WORKPLACE RULES

1.1 Open Communication

Communication is the lifeblood of any organization. At CES the importance of clear and effective communication is no less important. However, more important than simply communicating is having access to the individuals with whom you need to communicate. CES senior management maintains an “open door” policy, and all members of the management team are encouraged to do the same. For a variety of reasons, we all find ourselves unavailable to others at times. In situations like that, and if appropriate, you may avail yourself of the “chain of command” by addressing your concern to another member of the management team. Additionally, you may utilize technology resources such as e-mail and cell phones, depending on the degree of urgency of your concern.

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SECTION 1: GENERAL WORKPLACE RULES

1.2 Customer Relations

CES' customers are as varied as the goods and services it provides. Vendors, business managers, principals, superintendents, and sales people are but a sampling of the variety of clientele CES staff may engage on any given day. It is vital to the success of CES that any, and all, of these customers know their needs are important to us. Remember, without our customers, there is no CES.

Providing exceptional customer service requires more than effort. It requires a willingness and desire to ensure that everything within your ability has been done to satisfy or exceed the expectations of each and every CES customer. Exceeding our customers' expectations must be the goal of everyone at CES.

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SECTION 1: GENERAL WORKPLACE RULES

1.3 Equal Employment Opportunity

CES is an Equal Employment Opportunity/Affirmative Action employer. As such, CES complies with all laws prohibiting job discrimination based on race, color, gender, national origin, religion, age, sexual orientation, marital status, equal pay, disability, handicap, or genetic information.

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SECTION 1: GENERAL WORKPLACE RULES

1.4 Outside Employment

Employees may engage in employment outside of CES. However, any outside employment must occur at times that do not conflict with established CES work schedules, does not interfere with an employee's performance and regular duties, does not constitute a conflict of interest with CES, and does not in any way violate CES' policies. (CES Board Policy V.B.11)

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SECTION 1: GENERAL WORKPLACE RULES

1.5 Harassment and Discrimination

CES senior management is committed to ensuring a safe and secure work environment for all employees. To perform at their best, employees should feel that the work environment is safe, and that they are also free from the threat of harassment (sexual or otherwise), discriminatory acts, intimidation, and bullying. It is a violation of CES policy for any employee or officer of CES to participate in any activity that constitutes harassment or discrimination as defined by policy. Employees are encouraged to report any behavior they believe violates CES' policy on harassment and discrimination to the Executive Director, Director of Human Resources, or their immediate supervisor.

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SECTION 1: GENERAL WORKPLACE RULES

1.6 Disability Accommodations

An employee who believes that an employer-provided accommodation is necessary to perform the essential functions of his/her job due to a disability must inform his/her immediate supervisor, or the Director of Human Resources. It may be necessary for CES to obtain medical verification of the extent of the employee's disability so that an appropriate and reasonable accommodation can be made.

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SECTION 1: GENERAL WORKPLACE RULES

1.7 Participation in Political Activities

Employees of CES may hold public office. However, an employee who is appointed to public office, runs for public office, campaigns for public office, or is elected to public office must ensure that these political activities do not negatively impact or interfere with his/her employment with CES. Any leave requests for the purpose of participating in political activities require approval of the Executive Director, and are without pay unless the employee utilizes available PTO.

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SECTION 1: GENERAL WORKPLACE RULES

1.8 Smoking

Use of tobacco or tobacco products on CES property is limited to designated smoking areas only or areas off the CES premises. The designated smoking area is limited to the “hash” markings in the parking lot on the south side of the CES building immediately adjacent to the ancillary employee entrance. Please use appropriate receptacles for disposal of cigarettes and other trash.

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SECTION 1: GENERAL WORKPLACE RULES

1.9 Drug Free Workplace

CES' Board of Directors has adopted a Drug Free Workplace Policy. This means that the unlawful possession, dispensing, distribution, manufacture, sale, or use of controlled substances and alcohol in the workplace by a CES employee is prohibited under this policy. If there is reasonable suspicion that an employee is under the influence of a controlled substance in violation of CES' Drug Free Workplace Policy, the employee may be required to submit to a drug test. Violation of this policy will result in disciplinary action, up to and including discharge, and/or referral to law enforcement. (CES Board Policy 6.B.6.a)

CES' Drug Free Workplace Policy does not include legally prescribed medications and medicinal marijuana. However, an employee taking a prescribed drug that adversely affects an employee's ability to perform required work in a safe and secure manner may require the employee to be removed from the work place. It is the employee's responsibility to inform his/her supervisor if he/she is taking a prescribed drug that may impair performance. (CES Board Policy V.B.6.g.)

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SECTION 1: GENERAL WORKPLACE RULES

1.10 Violence in the Workplace

CES prohibits violence in the workplace. Acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect CES or its employees or which occur on CES property will not be tolerated. This applies to all persons involved in CES' operation, including CES personnel, contract and temporary employees, vendors, or anyone doing business with CES. Any act or threat of violence on the part of a CES employee will result in disciplinary action, up to and including discharge, and referral to law enforcement.

Examples of workplace violence include, but are not limited to:

- a. All threats or acts of violence occurring on CES property, regardless of the relationship between CES and the parties involved.
- b. All threats or acts of violence occurring off CES property involving someone who is acting as a representative of CES.
- c. Grabbing, hitting, or shoving an individual.
- d. Threatening an individual or his/her family, friends, associates or property with harm.
- e. Intentional destruction of, or threats to destroy, CES property.
- f. Making harassing or threatening phone calls.
- g. Harassing surveillance or stalking.
- h. Unauthorized possession or inappropriate use of firearms or weapons.

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SECTION 1: GENERAL WORKPLACE RULES

1.11 Weapons

While on CES property, employees are prohibited from carrying a handgun, firearm, knife (blade longer than 3”), or other weapon of any kind regardless of whether an employee is licensed to do so. CES also prohibits all employees from having a handgun, firearm, knife (blade longer than 3”), or other weapon of any kind in a vehicle that has been furnished by CES (rental or company car) for CES business.

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SECTION 1: GENERAL WORKPLACE RULES

1.12 Cell Phones

Use of cell phones for personal calls, texting, messaging, or Internet access during on-duty time is strongly discouraged. Employees who are regularly non-compliant with this regulation may be asked to leave cell phones in their car. Cell phones may be used during lunch breaks, or any other off-duty time. Management staff may be required to use cell phones to conduct CES business during the course of the business day.

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SECTION 1: GENERAL WORKPLACE RULES

1.13 Gifts

Under normal circumstances, employees shall not, except for meals, receive gifts of service or tangible personal property in a value greater than \$50 annually from a single individual or company having any current or anticipated fiduciary relationship with CES. An exception may occur if there is an agency benefit and such gift is approved in writing by the Executive Director.

(Reference CES Board Policy V.B.5.b)

CES employees involved in the administration or processing of E-Rate accounts have more restrictive thresholds when receiving gifts of service or tangible property (including meals, charitable donations, conferences, seminars, and training sessions) from an E-Rate provider. Because the Executive Director, Deputy Executive Director, the procurement and business office staff are directly involved or have influence in the administration of the E-Rate program, they are limited to no more than \$20 per person per incident, with an annual maximum of \$50 per person. If you are in doubt about a vendor being an E-Rate provider, you may exercise any of the following options: (1) check with the procurement office to determine if the vendor is an E-Rate provider, (2) confirm that your gift or tangible property is valued at less than \$20, or (3) don't accept any gifts from vendors.

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SECTION 1: GENERAL WORKPLACE RULES

1.14 Dress Code and Personal Appearance

All CES employees are expected to be suitably attired and groomed during working hours and when representing CES. Professional staff should be cognizant that they are representatives of CES, not the schools they serve, and should attire themselves in a manner consistent with professional expectations.

If your supervisor determines that your attire and/or grooming are inappropriate, you may be asked to leave the workplace until you are properly attired and/or groomed. An employee who has been asked to leave the workplace due to inappropriate attire or grooming is on unpaid leave, unless the employee chooses to utilize available PTO. Employees who repeatedly violate dress code standards may be subject to disciplinary action, up to, and including discharge.

Examples of inappropriate attire include, but are not limited to:

- Flip-flops
- Spaghetti strapped tops
- Tube tops
- Tank tops
- Workout clothing
- Tennis shoes (permitted on declared casual days)
- T-shirts (permitted on declared casual days)
- Worn out or raggedy clothing
- Excessively tight or exposing clothing
- Muscle shirts

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SECTION 1: GENERAL WORKPLACE RULES

1.15 Solicitations and Distributions

Solicitation shall be defined as requesting money or services. Solicitations may only be made on behalf of CES or for support of CES-sponsored educational events.

Solicitations by employees for non-CES purposes may only occur when the employees involved are off duty and must not be disruptive to other employees. No active solicitation (including e-mails) is authorized. Notices, including sign-up sheets etc. shall be limited to the staff lounge (kitchen area).

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SECTION 1: GENERAL WORKPLACE RULES

1.16 Staffing and Job Posting

When vacancies occur at CES, it is standard practice to advertise the position on the CES website, local newspapers, and/or other media. All employees who meet the requirements of any advertised job are encouraged to apply. All applicants will be given fair consideration based on the job requirements and qualifications.

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SECTION 1: GENERAL WORKPLACE RULES

1.17 Breaks and lunch periods

Employees are not typically provided breaks during the course of the workday. However, employees may, at their discretion, avail themselves of restroom breaks and beverage refills during the day.

Lunch breaks are normally one hour in length. Employees are free to leave the premises if they so desire, or use the CES facilities to enjoy their lunch. If a portion of the lunch hour is being used for make-up time purposes, it must be noted that no more than one-half of the lunch hour may be used for this purpose. When using CES facilities for lunch, employees are required to bus their own dishes and leave the area clean for future use.

Non-exempt employees must remember to clock-out and clock-in appropriately to avoid problems with time sheets. Any problems you encountered with the time clock should be reported to your immediate supervisor as soon as possible.

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SECTION 1: GENERAL WORKPLACE RULES

1.18 Illness/Communicable diseases

There are times during the year when illness is more prevalent. Colds and flu tend to be annual occurrences for many people. In consideration for your fellow employees, you are encouraged to avoid coming to work sick. Additionally, employees are encouraged to clean their work area regularly to avoid transmission of illnesses to other staff. An employee(s) exhibiting symptoms due to illness which, in the opinion of senior management or designee, negatively affect the performance of required job duties may result in the employee(s) being sent home. Additionally, an employee, or employees, exhibiting illness symptoms that negatively impact other employees may be sent home.

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SECTION 1: GENERAL WORKPLACE RULES

1.19 Medical appointments

Everyone, at one time or another, must take time off from work for medical appointments. It can sometimes be very difficult to make appointments at times that don't interfere with work.

Nevertheless, to the degree possible, employees are encouraged to make appointments at times that do not conflict with your work schedule. If that is not possible, it is important to inform your immediate supervisor of the appointment as soon as possible and seek leave approval to avoid any conflict with other planned, work-related activities. PTO shall be used for any time off taken for medical appointments unless other arrangements have been made.

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SECTION 2: STANDARDS OF CONDUCT

2.1 Employee Standards of Conduct

As a CES employee, you are a representative of CES. Your conduct in all your work activities reflects on CES in either positive or negative ways. The credibility of CES' mission, vision, and values statements is dependent on how our customers perceive us, based on the manner in which we conduct ourselves. For CES to be progressive in building positive relationships with customers, and effective in providing goods and services to its customers, every employee is expected to comply with certain minimum standards of conduct. These minimum standards of conduct are the fundamental basis for all of the guidelines, rules, and regulations set forth in this handbook. They include honesty, treating others with dignity and respect, accepting responsibility for personal behavior, and deference to authority.

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SECTION 2: STANDARDS OF CONDUCT

2.2 Employee Collaboration

It is the responsibility of each employee to work cooperatively with colleagues to advance the mission and goals of CES. Each person is responsible for creating a positive work environment. Mutual respect is a critical component of an effective and positive work environment. The work of CES many times requires collaboration amongst departments, teams, and individuals. A willingness to work with others, and for others, is a hallmark of a conscientious employee.

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SECTION 2: STANDARDS OF CONDUCT

2.3 Pledge to Colleagues

As part of CES senior management's commitment to creating and maintaining a safe and wholesome work environment, the [Pledge to My Colleagues](#) identifies elements that are important in making that happen. The *Pledge to My Peers* places responsibility on each of us at CES to conduct ourselves in a manner that is reflective of the respect we have for our fellow employees and colleagues.

Each year, at contract renewal time, each employee will be asked to sign and commit to the provisions of the *Pledge to My Peers* as part of the re-employment process.

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SECTION 2: STANDARDS OF CONDUCT

2.4 Employee Misconduct - Unacceptable Activities

CES expects each employee to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor, or the Director for Human Resources. The following list of activities is not intended to be all inclusive, but simply to provide a sampling of behaviors considered unacceptable for CES employees. It is important to understand, however, that unacceptable conduct on the part of any employee can result in disciplinary action, up to and including discharge. Nothing in this list alters the nature of employment for at-will employees.

1. Violation of any CES policy or administrative regulations.
2. Violation of security or safety rules or failure to observe safety rules or CES safety practices; failure to wear required safety equipment (if required); tampering with CES equipment or safety equipment.
3. Negligence or any careless action which may endanger the health, safety, or well being of another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession or sale of a controlled substance in any quantity while on CES property, except medications prescribed by a physician which do not impair work performance.
5. Possession of firearms, weapons, or explosives on CES property or while on CES business in a CES provided vehicle.
6. Engaging in criminal conduct, acts of violence, or making threats of violence toward anyone on CES property or when representing CES; fighting, or provoking a fight on CES property, or negligent damage to property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment, refusing to cooperate in investigations, or supporting the mission of CES.
8. Bullying, threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose (see also Section 6.3).
9. Engaging in an act of sabotage; negligently causing the destruction or damage of CES property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of CES property or the property of fellow employees; unauthorized possession or removal of any CES property, including documents, from the premises without prior permission from management; unauthorized use of CES equipment or property for personal reasons; or using CES equipment for personal profit.

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11. Dishonesty; untruthfulness; falsification or misrepresentation on your application for employment or other work records; falsifying reason for a leave of absence or other data requested by CES; unauthorized alteration of CES records or other documents.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on CES property.
14. Conducting a lottery or gambling on CES property.
15. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
16. Any act of harassment including but not limited to sexual, racial, and religious; telling sexist or racist jokes; making racial or ethnic slurs.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
18. Sleeping or loitering during working hours.
19. Excessive use of CES telephones for personal calls, text messaging, and cell phone use.
20. Smoking on CES property in areas not designated for that purpose.
21. Creating or contributing to unsanitary conditions at your work station, or elsewhere in the facility.
22. Unauthorized or excessive absences or lateness.
23. Obscene or abusive language toward any supervisor, employee, or CES client; indifference or rudeness; any disorderly/antagonistic conduct on CES property.
24. Failure to immediately report damage to, or an accident involving, CES equipment.
25. Unauthorized soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others during business hours, or at a time or place that interferes with the work of another employee. (See 1.15 page 24 for conditions under which solicitations are permissible)
26. Failure to submit required timesheets, alteration of your own timesheet or records or attendance documents; punching, entering, submitting, or altering another employee's timesheet or records; or causing someone to alter your timesheet or records (see p. 56, 5.2 regarding changes to time sheets).
27. Any other act or omission which impairs or restricts the ability of the CES to provide a safe and healthy environment for employees and clients.

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28. Sharing or disseminating personal, sensitive, or confidential information about an employee. Employees may not disclose confidential information unless legal requirements demand such information be revealed, or disclosure is necessary to prevent serious and foreseeable harm.
29. Negligence or any careless action which allows others access to personal or confidential information about employees. Willfully providing someone access to personal or confidential information about employees.
30. Violation of federal, state, or local laws.

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SECTION 2: STANDARDS OF CONDUCT

2.5 Conflict of Interest

Employees are prohibited from requesting, receiving or accepting a gift or loan for themselves or another that tends to influence them, or appears to influence them, in the discharge of their duties as employees.

Furthermore, employees are prohibited from knowingly and willingly participating in any activity, investment, employment, service, position (appointed or elected) that would result in a conflict of interest with CES or a violation of CES policy. (CES Board Policy V.B.5.d)

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SECTION 2: STANDARDS OF CONDUCT

2.6 Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment. CES is committed to providing a safe and secure work environment that is free of sexual harassment. Aside from being a legal requirement, it is the goal of CES that the dignity of every individual be respected. Key to this goal are efforts to foster and nurture an environment of civility and mutual respect by preventing sexual harassment. To this end, CES requires and provides individualized training of all its employees to educate them on the issues surrounding sexual harassment. The culmination of the training will be individual certification of satisfactory completion of the training and demonstration by assessment, that the employee is aware of the legal requirements and implications regarding sexual harassment.

Any employee who believes he/she is a victim of sexual harassment is encouraged to report the incident(s) to the Executive Director immediately. Under CES policy, if the Executive Director is the alleged harasser, the employee may report the incident(s) directly to the President of the Board.

As a part of your orientation when you were hired, you were informed of the need to take online sexual harassment training. If you have not already taken the training, it is important that you make arrangements with the Director of Human Resources to do so. Upon completion of your online training, you must print the results and provide them to your immediate supervisor, or the Director of Human Resources.

(Reference CES Board Policy V.B.12)

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SECTION 2: STANDARDS OF CONDUCT

2.7 Progressive Discipline Process

The purpose of progressive discipline is to provide employees a predictable and structured system of employee discipline based on providing employees early identification of problems so they may be addressed before they become more serious. Progressive discipline also provides a transparent process for both employee and supervisor with regard to the steps involved should escalation of the process need to be invoked. However, while progressive discipline provides employees a structured, methodical process for addressing performance issues, management may, in cases of egregious behavior escalate to any stage in the progressive discipline process. If management chooses to exercise its option to apply progressive discipline, it in no way diminishes, nor shall it be interpreted as a waiver of, the “at-will” employment relationship.

Stages:

1. Verbal Stage

The supervisor talks to the employee about the concern when it becomes evident. Eighty percent of performance problems are resolved in this way. The verbal stage may be used on more than one occasion depending on the severity or frequency of the problem. There is no formal documentation at this stage. However, the supervisor may make some notation as to the date, time, and circumstances that merited a verbal reprimand.

2. Written Stage

If the employee has not been responsive in correcting the problem identified in the verbal stage, the supervisor meets with the employee and presents him/her with a memorandum documenting the problem, and the steps necessary to correct the problem. The written stage may be used on more than one occasion if necessary. Copies of any written communiqués to the employee must be signed by the employee indicating receipt, and the supervisor will place a copy in the employee’s personnel file.

3. Disciplinary Stage

If the employee has not been responsive in correcting the problem identified in the written stage, the supervisor meets with the employee and presents him/her with a memorandum documenting the problem and the steps taken thus far to correct the problem. Furthermore, the memorandum includes what punitive action, short of termination, will be exercised by the supervisor, i.e. suspension, growth plan, loss of privileges, etc. Copies of any written communiqués to the employee must be signed by the employee indicating receipt, and the supervisor will place a copy in the employee’s personnel file.

4. Termination/Discharge Stage

When the employee has not been responsive to the above stages and interventions, the supervisor meets with the employee and presents him/her with a written notice of termination or discharge. The notice will outline,

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with dates, steps and interventions taken thus far to remediate the problem, and evidence of the employee's unresponsiveness. Additionally, the notice will include the effective date of termination/discharge and any appeal process that the employee may exercise if applicable. Copies of any written communiqués to the employee must be signed by the employee indicating receipt, and a copy placed in the employee's personnel file.

If the discharge is immediate, the supervisor will permit the employee to gather personal belongings, surrender any CES property, and escort the employee out of the building and see him/her off the premises.

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SECTION 2: STANDARDS OF CONDUCT

2.8 Administrative Leave

Under certain circumstances, it may be necessary to place an employee on administrative leave. Administrative leave is not punitive, nor is it part of a disciplinary process. Administrative leave is paid leave, and does not deplete an employee's PTO. There is no minimum or maximum period that an employee may be on administrative leave, but CES senior management, given the particular circumstances necessitating the leave, will endeavor to make it as brief as possible.

When it is determined that administrative leave is necessary, due to the unpredictable length of time the employee will be on leave, the employee may be required to:

- Surrender all keys to the facility, if any
- Surrender all property belonging to CES, if any
- Provide any and all passwords to secured computer files
- Refrain from contact and communication with CES personnel or CES clientele during the term of the administrative leave, with the exception of the administrator in charge or anyone authorized by the administrator in charge
- Refrain from entering CES property unless authorized by the administrator in charge

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SECTION 3: EMPLOYEE MATTERS

3.1 Employee Background Check

Prior to providing service to CES members a background check is required of all ancillary personnel and any CES employee with unrestricted access to students. CES will assume the cost of the background check. If you have had a background check within the last year, and have the results available, check with human resources to determine if the background check requirement can be waived. Any anomalies in the background report will be addressed individually with the employee by the Director of Human Resources.

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SECTION 3: EMPLOYEE MATTERS

3.2 Immigration Law Compliance

All CES employees must be legally eligible to work in the United States. Legal eligibility is determined at the time of employment. Any employer requirements for regular or systematic confirmation of immigration law compliance will be observed by CES.

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SECTION 3: EMPLOYEE MATTERS

3.3 Use of Personal Vehicles

With the exception of most ancillary personnel, directors, and managers, employees are not routinely required to use their vehicles in the performance of their job. However, on those occasions when you do use your personal vehicle in the performance of your duties, you will be compensated for mileage based on CES' current mileage reimbursement rate. Under New Mexico's Mileage and Per Diem Act, mileage reimbursement is designed to compensate you for wear and tear on your vehicle, maintenance costs, fuel, and insurance coverage while using your vehicle in the course of your duties at CES.

To receive reimbursement for mileage, you must complete an expense report, available in the business office, indicating the date of trip(s), miles traveled, and the purpose of the trip. A separate check compensating you for mileage will be generated within two weeks of submittal of your expense report.

Employees who do not carry the legally required levels of liability insurance may not use their personal vehicle in the performance of their duties. At the time of employment, employees will be required to certify in writing that they are in possession of a current and valid driver's license and that required levels of liability insurance will be maintained on any vehicle used in the performance of their duties. Employees are required to inform the Director of Human Resources in the event of license expiration or revocation and/or a lapse of liability insurance on their vehicle. Employees may be required to show proof of insurance and registration at any time prior to using their vehicle for business purposes.

In the event of any collision, damage, casualty, or other loss or liability of any kind arising from the use of a personal vehicle while on CES business, CES' insurance coverage, both for defense and indemnification of claims, shall be secondary to that of the employee's insurer.

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SECTION 3: EMPLOYEE MATTERS

3.4 Auto Safety and Maintenance

CES' employees are its most important asset. As such, the safety of its employees is of primary concern to CES management. All staff travel by vehicle to their work site, while some travel significant distances to provide services to customers. It is each employee's responsibility to maintain his/her vehicle in a manner that, firstly, insures its safety and reliability to minimize hazards and inconvenience to the employee, and, secondly, to ensure delivery of service to customers. Additionally, employees are legally required to maintain adequate liability insurance, and to exercise sound driving practices consistent with New Mexico laws, rules, and regulations.

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SECTION 3: EMPLOYEE MATTERS

3.5 Per Diem

Employees who travel outside of Albuquerque requiring overnight, or multiple-day accommodations will be reimbursed for expenses based on the statutory per diem rates for New Mexico. Employees have a couple of options available for how they wish to be reimbursed. An employee may opt for a fixed amount per day, or choose to be reimbursed for actual allowable expenses if costs exceed the permitted fixed amount per day. Arrangements for which option you choose should be discussed with the Director of Human Resources prior to your trip.

Upon your return to CES, you must complete an expense report to receive your per diem reimbursement. A separate check compensating you for per diem will be generated within two weeks of submittal of your expense report.

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SECTION 3: EMPLOYEE MATTERS

3.6 Your Personnel File

At the time you were employed at CES, a personnel file was created for you. Your personnel file is likely to contain your employment application, I-9, social security information, benefits information, confidential references, background check information, and any other documents required by law, statute, and/or regulation. In addition, there may be other miscellaneous information that is not required for employment. Over time, your employee contracts and evaluations will be included, and any other documentation reflecting personnel file maintenance, and/or employee generated changes to employment status or benefits.

It is CES' responsibility to safeguard the information contained within employee personnel files from unauthorized access. Information in personnel files may be accessed by any member of CES' management, Executive Board, or legal counsel with a legitimate interest in reviewing its contents. Disclosure to any other entity shall occur only when CES is served with a duly executed subpoena/warrant, or is otherwise required by law.

Your personnel file is available for inspection and review by active employees of CES under the following guidelines:

1. You must submit a written request to the Executive Director requesting a review of your personnel file at least 5 days prior to the review.
2. You may not review pre-employment documents of a confidential nature such as references.
3. You may request copies of documents in your file that are not confidential pre-employment documents.

(Reference CES Board Policy V.B.15.a. & V.B.17)

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SECTION 3: EMPLOYEE MATTERS

3.7 Your Medical Records File

Your medical records file, if one exists, is maintained apart from your personnel file. Contained within your medical records file may be information related, but not limited, to reported injuries and treatments, medical confirmation of conditions that may require accommodation, or medical releases permitting you to resume employment after a period of rehabilitation. CES complies with any local, state, or federal requirements for ensuring that your medical records are safe, secure, and confidential. Information in your medical records file may be accessed by any member of CES' management, Executive Board, or legal counsel with a legitimate interest in reviewing its contents. Disclosure to any other entity shall occur only when CES is served with a duly executed subpoena/warrant, or is otherwise required by law.

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SECTION 3: EMPLOYEE MATTERS

3.8 Technology - Acceptable Use

CES' technology resources are tools made available to employees for the enhancement of job-related functions. Employees may have limited access to these resources for personal use, if they comply with CES' acceptable use policies. Violations of this policy may result in disciplinary action, up to, and including, discharge, civil litigation, and/or criminal prosecution for misuse of these resources.

CES, through this administrative regulation, does not attempt to articulate all possible violations of this regulation. In general, users are expected to use computers and computer networks in a responsible, polite, and professional manner. Additionally, employees should have no expectation of privacy with regard to the use of CES' technology resources. E-mails, under certain guidelines and circumstances, and Internet history may be considered public records, and thereby accessible under the provisions of Public Records Act.

Employees with access to any of CES' technology resources are required to read and sign receipt and acknowledgement of the acceptable use policy on an annual basis. For the complete text of CES' acceptable use regulation, go to the appendix of this document, or [click here](#).

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SECTION 3: EMPLOYEE MATTERS

3.9 Social Networking

“Social networking” includes all types of postings on the internet, including, but not limited to, sites such as Facebook, MySpace or LinkedIn; blogs and other online journals and diaries; bulletin boards and chat rooms; micro blogging, such as Twitter; and the posting of video on YouTube and similar media. Employees need to be mindful of their internet website postings even if done off duty and off CES property. Social networking is not permitted during the duty day. Do not disclose personal or contact information, or post photographs of employees, their families, or CES clients without their permission. Do not use CES’ email addresses to register on social networks, blogs or other online tools utilized for personal use.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated, and may subject you to disciplinary action, up to, and including termination.

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SECTION 3: EMPLOYEE MATTERS

3.10 FERPA (Family Educational Rights and Privacy Act)

CES personnel providing service to students in schools must comply with the provisions of the Family Educational Rights and Privacy Act (FERPA). CES personnel are prohibited from improper disclosure of personally identifiable information derived from students' education records. However, information obtained through personal knowledge, personal observation, or heard orally from others is not protected under FERPA.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials, including teachers, with legitimate educational interest;
- A contractor to whom the school has outsourced institutional services;
- Other schools to which a student is transferring;
- State and local education officials for audit or evaluation purposes;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

When in doubt, CES personnel should consult with school administrative personnel prior to release of personally identifiable information derived from student records.

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SECTION 4: EMPLOYMENT CLASSIFICATIONS

4.1 Non-exempt Employees and Exempt Employees

Under the guidelines of the Fair Labor Standards Act (FLSA), employees are classified as either non-exempt or exempt based on a set of criteria established by the Act. Employees may also be salaried or hourly based on FLSA guidelines and the responsibilities of the employee's position.

Non-exempt employees typically are compensated on an hourly basis and are eligible for overtime based on FLSA regulations.

Exempt employees are typically salaried, and are not eligible for overtime compensation for hours worked in excess of overtime thresholds.

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SECTION 4: EMPLOYMENT CLASSIFICATIONS

4.2 Full-time Employees

Full-time exempt and non-exempt employees work a 0.8 FTE (Full-time equivalency) or greater for an annual salary or on time cards.

(Reference CES Board Policy V.A.1.a.)

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CES Administrative Regulations

SECTION 4: EMPLOYMENT CLASSIFICATIONS

4.3 Part-time Employees

Part-Time exempt and non-exempt employees work less than 0.8 FTE for an annual salary or on time cards.

(Reference CES Board Policy V.A.1.b.)

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CES Administrative Regulations

SECTION 4: EMPLOYMENT CLASSIFICATIONS

4.4 Ancillary Contract Staff

Ancillary Contract Staff are employees for whom Public Education Department licensure or other professional license is required, and work at an hourly rate or on a fixed amount for the school year.

(Reference CES Board Policy V.A.1.c.)

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CES Administrative Regulations

SECTION 4: EMPLOYMENT CLASSIFICATIONS

4.5 Office Staff

Office Staff are non-exempt support employees who work at an hourly rate, assigned to functions not requiring Public Education Department licensure.

(Reference CES Board Policy V.A.1.d.)

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SECTION 4: EMPLOYMENT CLASSIFICATIONS

4.6 Occasional Staff

Occasional staff is hired for a temporary or short duration task, is paid hourly or per task, and shall not be extended employment for a period exceeding 90 days.

(Reference CES Board Policy V.A.1.e.)

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SECTION 4: EMPLOYMENT CLASSIFICATIONS

4.7 Professional Services Staff (Formerly Cadre Staff)

The Professional Services staff is comprised of persons with a variety expertise that are available to assist CES members and participating entities. Professional Services staff are employees of CES whose compensation is 85% of the fee charged to members and participating entities for services provided. The percentage of compensation (85%) is established by the Executive Director and will be applied consistently to all Professional Services staff.

(Reference CES Board Policy V.A.1.f.)

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CES Administrative Regulations

SECTION 5: WORK SCHEDULE

5.1 Business Hours

With the exception of observed holidays and weekends, CES is open for business Monday through Friday 8:00 a.m. – 5:00 p.m. The normal workday is eight hours long and the normal work week is forty hours. Staff is allocated one hour for lunch. During the summer, the Executive Director may implement a schedule that will result in earlier and/or later business hours. The workweek for staff assigned to the CES office shall commence at 12:01 a.m. on Saturday and conclude at 12:00 p.m. on Friday.

(Reference CES Board Policy V.B.20.a.)

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SECTION 5: WORK SCHEDULE

5.2 Time Clock

All hourly employees, excluding ancillary staff, are required to use the time clock when arriving for duty, leaving for lunch, leaving for any scheduled or unscheduled personal appointments, or at the end of the workday. If you should encounter any problems with the time clock, or forget to clock in or out, report the problem to your immediate supervisor as soon as possible. There will be no time clock adjustments without supervisor approval. If your immediate supervisor is not available, report the problem to the Executive Director or designee.

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SECTION 5: WORK SCHEDULE

5.3 Absence from Work

You are expected to report to work every day, consistent with your work schedule, unless prior arrangements for leave have been made, or you are ill. If you are taking time off from work, you are required to use your available PTO unless other arrangements have been made with the approval of your supervisor and/or the Executive Director. If your available PTO and comp time has been exhausted, any subsequent need for time off will be without pay until such time that PTO has once again been accrued.

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CES Administrative Regulations

SECTION 5: WORK SCHEDULE

5.4 Tardiness

Everyone, at one time or another, is delayed for some unforeseeable reason. Notwithstanding the infrequent unforeseen event, employees are required to report to work on time. An employee who is tardy with regularity, or has established a consistent pattern of lateness may be subject to disciplinary action including the possibility of termination or discharge. Tardiness is defined as reporting for work at any time after your required reporting time.

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SECTION 5: WORK SCHEDULE

5.5 Severe Weather & Emergency Conditions

On days when inclement weather creates potentially unsafe road conditions, the Executive Director will notify CES' main office employees, beginning at 5:00 a.m. using School Reach, of any changes in reporting time, or if the CES office will be closed altogether. It is your responsibility to check your phone messages to get up-to-the-minute information regarding any changes to CES' office hours. Even though CES management will exercise its best judgment to determine reporting time during periods of inclement weather, employees are, nonetheless, charged with using their best judgment in determining whether weather and/or road conditions are safe enough to report to work or to leave early from work. Ancillary staff are to follow the inclement weather policies of the schools or districts to which they provide service.

When an abbreviated or altered schedule has been implemented, the Executive Director will communicate the delayed reporting time through School Reach. Employees who exceed the applicable delay period, may choose to make up the time rather than be charged PTO or have earnings docked. If you personally determine that weather or road conditions are such that they preclude you from reporting to work altogether, a full day's PTO will be assessed, or you may opt to be docked for the day.

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SECTION 5: WORK SCHEDULE

5.6 Building Access

Access to the CES facility is available during regular business hours. When reporting for work, CES building staff should enter the facility through the front doors. Ancillary personnel may access the ancillary area in the rear of the building by using their assigned door access code. If you should require access to the facility during off-business hours, you will need to make arrangements with, and get approval from, your supervisor and/or the Executive Director.

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CES Administrative Regulations

SECTION 5: WORK SCHEDULE

5.7 Attendance at Off-site Functions

Employees may be required to attend functions on behalf of CES. Assistance at these functions may be for a portion of the workday, all of the workday, or beyond the workday. Unless otherwise informed, employees are free to exercise their option to leave for meals and will not be compensated for the meal periods. If employees are required to attend a luncheon or social function, they will be considered on duty during that time and will be compensated for their work. If the additional hours worked result in overtime, the employee's *Overtime Option* form will determine the manner in which the employee's overtime will be compensated.

Employees are encouraged to attend meetings of CES' Executive Committee once a year for the purpose of gaining insight to how CES is governed by its members and to become more informed about the issues affecting CES. Attendance at these meetings is entirely voluntary on the part of employees. However, employees who attend Executive Committee meetings which take place beyond the work day will be granted an early release or late arrival equivalent to the length of the business meeting as recorded in the minutes (minus time for meals). The time shall be calculated to the nearest half-hour, and must be taken within a week of the meeting.

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SECTION 6: HEALTH AND SAFETY

6.1 General Employee Safety

CES senior management is committed to the safety and health of all employees and recognizes the importance of compliance with any local, state, and/or federal regulations governing employee injury, accident prevention, and employee safety. Maintaining a safe work environment, however, requires the cooperation of all employees. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately to your immediate supervisor or the Director of Human Resources.

If senior management determines that an unsafe condition exists which poses an immediate or eminent hazard to employees, at his/her discretion, the staff may be required to evacuate the building and/or be released from duty for the day.

(Reference CES Board Policy V.B.13. & V.B.13.b.)

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SECTION 6: HEALTH AND SAFETY

6.2 Critical Incident Management Protocols

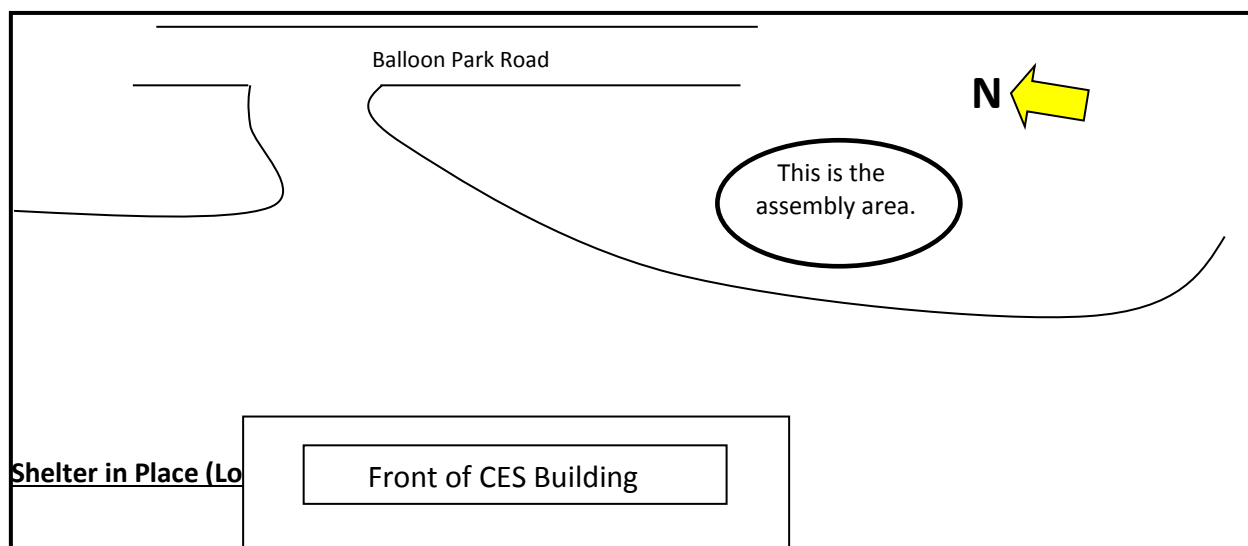
A critical incident is any event that occurs, or may occur, within the CES facility or surrounding vicinity that affects the life or safety of employees and visitors, and results in the disruption of some or all business operations. Not all critical incidents are covered here, rather, only those that represent the most common occurrences. When a critical incident occurs, call 911, alert others, and move to an area of safety. Sometimes, you must alert others, move to an area of safety, and then call 911. Typically, critical incidents will involve one of two courses of action: evacuation or shelter in place.

Evacuation

The purpose of an evacuation protocol is to maximize, to the greatest degree possible, the safety of all CES employees and guests during times of emergency or crisis. Some situations may involve one or a few employees, while others may involve the entire staff and guests. It is impossible to anticipate the myriad possibilities that might constitute an emergency or crisis situation. The evacuation protocol is designed firstly, to communicate the state of emergency, and secondly, if necessary, to provide for a safe evacuation of all employees and guests.

When it becomes necessary to evacuate the building, it is critically important for all employees and guests to evacuate as quickly and safely as possible, and for there to be an accounting of all persons. To do this, it is vital that all employees and guests assemble outside in the designated area at a safe distance from the building and away from areas emergency personnel may need to access. The area in which to assemble is located immediately south of the street entrance to CES in the parkway [To your right as you exit the building from the main entrance (see diagram)].

Because of the importance of communicating the emergency or crisis to appropriate emergency responders, if it is necessary to evacuate the building, it would be safer to contact 911 by cell phone after the evacuation has occurred.



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In some circumstances, it may be necessary to shelter in place. When this occurs, it may require that all staff and guests be concentrated in one room within the CES facility. It may also be necessary to lock doors (interior and exterior) as well as seal the building in the event of a nearby hazardous chemical spill.

Examples of Emergencies That May Require Evacuation	Examples of Emergencies That May Require Sheltering in Place or No Evacuation
Biological, chemical or hazardous materials exposure	Biological, chemical or hazardous materials exposure
Infrastructure outage (power, water, etc.)	Person of concern
Fire	Severe weather
Workplace violence	Active shooter
Person of concern	
Bomb threat	

Planning

While it may not be possible to plan for every contingency, it is possible to develop a sense of acute awareness to your surroundings. Many situations that would otherwise become critical can often be averted by simply alerting someone to abnormal changes in your daily work environment. An example to illustrate this might be elevated room temperatures in one part of the building that indicates a problem with the air-conditioning system. When the problem is communicated early, the problem can be investigated and the source of the problem diagnosed and repaired. On the other hand, if the problem is ignored, the seriousness of the problem can escalate from a simple repair of the air-conditioning system to major failure that may result in a roof fire that threatens the entire facility and staff. The important thing to remember is that everyone should be aware of their surroundings, and everyone should be prepared to alert appropriate CES or emergency personnel, if necessary, when situations deviate from the norm.

Critical Incident Protocols

Active Shooter

When an individual sees or believes that they have observed or heard gun shots being fired on or near the CES facility, he/she should treat the threat as real until it can be determined to be otherwise. Move to a safe location that is securable and offers protection from potential gun shots.

- Call 911 to report what you have observed or heard.
- What to report:
 - Your specific location – building name
 - Number of people at your location
 - Injuries – number of injuries and types of injuries
 - Assailant's location, number of suspects, race/gender, clothing description, physical features, type of weapon (rifle, pistol), shooters identity if known

Securing immediate area:

- Lock and/or barricade doors and windows if possible

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- Turn off lights
- Close blinds
- Block windows if possible
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection, i.e., hide behind concrete walls or thick desks (cover may protect you from bullets/flying objects)
- Silence all cellular phones
- Place signs in exterior windows to identify the location of injured persons
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering persons inside a secured area
- Consider safety of the masses vs. safety of the few
- If doubt exists for the safety of the individuals inside the room, the area should remain secured

Bomb Threat

An individual who receives a bomb threat should attempt to gather as much information as possible from the caller. Ask the notifying person:

- When will the bomb explode?
- Where is the bomb right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why did you place the bomb?
- What is your address?
- What is your name?

Write down any noises or sounds from the phone call and any answers to the above questions. Tape the phone call if possible. Contact 911 immediately or have someone else do so while the caller is on the phone. Notify your supervisor as quickly as possible and follow the CES evacuation protocol.

- What to report
 - Your specific location – building name
 - Time of bomb threat
 - Age, gender, and ethnicity of caller if discernable
 - The information gathered from the questions asked of the caller
 - Descriptions of any suspicious people who have been in the area that day

Infrastructure Outage

Infrastructure outages can include electricity, gas, computer network, water, telephone or interruption of deliveries. For most non life-threatening outages it may be possible to continue or resume normal work activities. In the event of a gas leak, however, it is imperative that the building be evacuated as soon as possible. In the process of evacuation, do not turn on or turn off any lighting. Do not use office phones or cell phones while in the building when a gas leak is present, i.e. do not do anything that might generate a spark. Call 911 when clear of the building.

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Important numbers:

Albuquerque Water Authority – (505) 857-8250 or (505) 842-9287
New Mexico Gas Company – (888) 664-2726 – Gas leaks and emergencies
PNM – (888) 342-5766 – Power outages and downed power lines
J & J – (505) 896-2969 – Technology and telephone

In the event of a life-threatening situation, however, call 911.

Workplace Violence

If a violent incident has occurred or the potential for a violent incident exists, call 911 immediately. Remain calm. Follow the directions of the 911 operator regarding evacuation or sheltering in place.

- What to report:
 - Your specific location – building name and address
 - What is happening?
 - What is the location?
 - Who is involved (staff/third party)?
 - What type of weapon or equipment is being used, if any?
 - What is your name, location and phone number?
 - What is the nature and/or extent of known injuries or fatalities?

Person of Concern

Occasionally, a staff member, a guest, or someone outside the building may behave in a manner that makes you or others feel intimidated or results in a feeling of emotional distress, whether intended or not. While this type of behavior may be shrugged off as a one-time incident, it should not be tolerated. If at any time a CES employee feels threatened or intimidated from a one-time incident, or notes escalation in the frequency or severity of several incidents, it should be reported to the Executive Director immediately. In some instances the warning signs may also be noted in other areas, and through proactive reporting, we may better address a concern in a positive manner for all parties involved, versus letting it escalate to something much more severe.

Some of the potential warning signs may be:

- Behaviors that interfere with the functioning of routine operations
- Behaviors that cause others to feel fear, intimidation or a sense of “walking on egg shells,” such as inappropriate e-mails, or calling others derogatory names
- Breaking objects with deliberation
- Throwing objects
- Slamming hands on tables, walls or doors
- Aggressive impatience

Fire

If you are first to notice smoke or a fire, make an all-call announcement to alert the staff and visitors. Evacuate the building immediately. Call 911 as soon as it is safe to do so.

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Remember:

- Avoid taking chances—life safety is the first priority
- Stay low (stoop or crouch) and proceed to the nearest exit
- Close doors behind you if possible to contain heat, fire and smoke as you exit
- Evacuate to the designated assembly area that is more than 50 feet away from the building in question or to other safe area as designated by CES administration
- Notify emergency responders about any individuals possibly still inside the building
- Follow guidance from local authorities

CES staff who are appropriately trained may try to extinguish the fire with fire extinguishers if they feel comfortable doing so (when in doubt, however, evacuate). Do not take chances with the fire if you are not trained; life safety is priority.

Severe Weather

Occasionally, severe storms affect the Albuquerque area in all seasons of the year. While they happen infrequently, it is every individual's responsibility to be aware of the possibility that an unexpected severe weather system may affect the city and surrounding area at any time. Severe weather includes but is not limited to tornadoes, lightning, hail, snow, ice, earthquakes and heavy rain. In the event of severe weather, CES may invoke its severe weather protocol. Venturing out into severe weather, whether traveling to work or from work to home, is a personal decision that should be weighed carefully with an emphasis on safety.

Biological, Chemical, or Hazardous Materials Exposure

Any incident involving chemical, biological or other hazardous agents or materials must be treated as critical until determined otherwise. Call 911 to report any life-threatening incident, spill or explosion. Follow direction of 911 operator to evacuate or shelter in place.

- What to report:
 - Your specific location – building name
 - Number of people at your location
 - Injuries – number of injuries and types of injuries
 - The type of hazardous chemical, biological, or hazardous agent exposure
 - How many people have been exposed
 - Is the agent contained?

For explosions:

- Evacuate the building as quickly as possible. Pull the fire alarm if necessary. If you cannot evacuate the building, seek shelter under a sturdy table or desk.
- If a fire results from an explosion, try to evacuate immediately while staying low to the floor.
- If you are trapped, tap on pipes or make noises if possible, so rescuers can find you.
- If the explosion is contained and there is no fire, try to help others exit the building.
- Do not re-enter the building once you have evacuated.

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SECTION 6: HEALTH AND SAFETY

6.3 Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor or the Director of Human Resources. Federal law requires that CES keep records of all illnesses and accidents that occur during the workday or are work related. The New Mexico State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report a work related illness or injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

Non-Life-Threatening Injuries

Submit completed [New Mexico Worker's Compensation Administration Notice of Accident Form \(NOA\)](#) to the Director of Human Resources as soon as possible, but no later than fifteen (15) days following the accident or injury. Even if an injury does not require medical attention, a *NOA Form* must still be completed in case medical treatment is required later, and to ensure that any safety hazards are corrected.

Life-Threatening Emergencies

In situations involving a threat to human life, yours or others, it may be necessary for you to alert others and seek safe haven from the danger before calling 911.

In the event of fire, it is important to alert everyone in the building by using the "all call" function on your phone and announcing on which side of the building the evacuation should occur. CES' evacuation protocol should be followed to determine if everyone has evacuated the building. Fire extinguishers are positioned throughout the CES office building to assist employees in the evacuation process, not to encourage employees to fight the fire.

In the event of serious injury or medical emergency, call 911 immediately then provide comfort and assistance to the person in need.

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SECTION 6: HEALTH AND SAFETY

6.4 Bullying

Bullying is generally defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, extortion which may occur in a physical, digital, or cyber environment . It is aggressive behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved.

There is a zero-tolerance policy regarding bullying at CES. Disciplinary action up to, and including, discharge may be utilized to resolve bullying behavior by any CES employee.

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6.5 Fragrance Free Workplace

Part of maintaining a safe workplace is ensuring that no one is offended, put off, or inconvenienced in any way by fragrances applied and worn by employees in the workplace. One person's fragrance is another person's odor. It can be awfully distressing to be trapped in the workplace all day with someone wearing a fragrance you find offensive or even sickening. Consequently, CES, by policy, advocates maintenance of a fragrance free workplace.

(Reference CES Board Policy V.B.5.c.(4.))

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SECTION 6: HEALTH AND SAFETY

6.6 Conflict Management or Resolution

CES employees are expected to maintain positive and professional interpersonal relationships with management, peers, and other staff. If conflict should arise between employees that negatively impacts employee performance, morale, and/or the business climate of CES, the affected employees should report the matter to their immediate supervisor(s). In an effort to manage or resolve the conflict, the supervisor(s) involved, at his/her/their discretion, may opt to implement any number of strategies designed to help the employees involved to minimize or resolve the conflict.

Management involvement in assisting employees with conflict management in no way minimizes the responsibility employees have to treat each other professionally and with mutual respect. Furthermore, the willingness of management to work with employees to manage or resolve conflict is in no way a validation of the issues that generated the conflict. Management always maintains the prerogative of addressing the conflict through administrative directive.

Any conflict with CES vendors or external customers should be reported to your immediate supervisor as soon as possible. Your supervisor may enlist the assistance of other management personnel to address and resolve the conflict.

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SECTION 6: HEALTH AND SAFETY

6.7 Parking Areas

There are no individually assigned parking spaces for CES employees; however, employees are not to use parking spaces immediately in front of the CES office. These spaces are reserved for CES' customers and guests. Also, areas identified with hash marks (diagonal lines) and the area immediately surrounding the dumpster are no parking zones.

Employees requiring temporary or long term consideration or accommodation in parking must get approval from the Executive Director for consideration, or request the accommodation through the Director of Human Resources.

Remember to lock your car every day and park within the specified areas. CES is not responsible for any loss, theft, or damage to your private vehicle or any personal property. Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees.

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SECTION 7: COMPENSATION

7.1 Paycheck

CES employees, except for management, ancillary, and professional services staff, are paid twice per month – on the fifteenth and on the last workday of the month. If the fifteenth falls on a weekend, payday will be on the Friday preceding the weekend. Management, ancillary, and professional services staff are paid once per month on the last workday of the month.

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SECTION 7: COMPENSATION

7.2 Direct Payroll Deposit

At the time of employment, you will make arrangements for direct payroll deposit to your financial institution.

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SECTION 7: COMPENSATION

7.3 Mandatory Deductions from Paycheck

CES is required by law to make certain deductions from your paycheck. Among these are your federal, state and local income taxes and your contribution to Social Security and Medicare. These deductions are itemized on your check stub. The amount of the deduction depends upon your earnings and the information you furnished on your W-4 form. Other mandatory deductions that may be made from your paycheck, such as court ordered garnishments, will be explained whenever CES is ordered to make such deductions.

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SECTION 7: COMPENSATION

7.4 Overpayment of Earnings

If you have been overpaid in your paycheck, you must inform your supervisor immediately. Any overpayment must be returned to CES in full upon request.

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SECTION 7: COMPENSATION

7.5 Overtime & Compensatory Time Off

Working overtime should occur only when authorized by your immediate supervisor, the Executive Director, or designee. Failure to monitor your time log in a manner to avoid overtime accrual, unless authorized, may result in disciplinary action, including the possibility of termination or discharge.

Annually, non-exempt employees will be afforded the opportunity to choose to be compensated financially for overtime, or to receive compensation time in lieu of payment by completing the [Compensatory Time in Lieu of Payment Form](#). Employees may change options at any time during the year by submitting the request in writing to the Director of Human Resources. However, any changes made to *Compensatory Time in Lieu of Payment Form* takes effect on the day of the change and are not retroactive or applicable to any comp time previously earned.

Compensatory time earned must be used prior to or in conjunction with any PTO requests. Additionally, compensatory time should be used prior to the end of each fiscal year. Any employee having a balance of compensatory time at the end of a fiscal year will be compensated monetarily for the balance remaining.

(Reference CES Board Policy V.B.20.b. & V.B.20.d.)

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SECTION 7: COMPENSATION

7.6 Make-up Time

Make-up time is available to non-exempt employees under certain circumstances. It is available when circumstances result in late arrival, early departure, or absence within the workday. Make-up time is not an entitlement and employees are encouraged to use it judiciously and sparingly under the guidelines identified below. Employees who avail themselves of make-up time on more than an infrequent basis may have their access to make-up time denied.

1. Make-up time may not be used more than once per week.
2. Make-up time is minute for minute. Example: If you miss 35 minutes of work, your make-up time is 35 minutes.
3. Employees absent from work for no more than three (3) hours, but no less than ten minutes, excluding the lunch hour, may request to make up the time during the week in which the employee was absent from work.
4. Make-up time is requested by submitting a [Make Up & Comp Time Used Report](#) to your immediate supervisor for approval before the time is made up. Failure to request make-up time will be considered PTO.
5. To ensure that employees have an opportunity to eat lunch, only one-half of the lunch period may be used for make-up time.
6. If an employee fails to make up the time, as approved, then the time not made up will be considered PTO. If the employee does not have accrued PTO available, the time taken off will be without pay.
7. In addition to the one-half hour during lunch, time can be made up by arranging to arrive early, or depart later than the usual work schedule.

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SECTION 7: COMPENSATION

7.7 Benefits

CES makes available to its employees a broad array of employer-provided and employee-purchased benefits. Included among them are a Section 125 Cafeteria Plan, health insurance, employer provided life insurance, contributory life, retirement plan, dental, vision, and education reimbursement. Other benefits and coverage may be available. Refer to Section 9 for additional benefit details. Consult with the Director of Human Resources for up-to-date information regarding benefits availability and eligibility.

(Reference CES Board Policy V.B.3.b.)

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SECTION 8: PERFORMANCE REVIEWS

8.1 Annual Evaluations

CES employees will be evaluated on an annual basis by their respective immediate supervisors. Evaluations are designed to be a collaborative exercise between supervisor and employee for the purpose of performance improvement. The collaborative nature of the evaluation is intended to assist both supervisor and employee in the identification of the employee's strengths and growth areas. The evaluation process includes identification of performance goals that will ideally align with CES' organizational goals or strategic plan. As a part of the evaluation process, your supervisor may prescribe additional activities, training, and/or interventions that will assist you in attainment of your goals. Employees and supervisors are encouraged to meet on a regular basis throughout the year to monitor goal compliance and attainment.

(Reference CES Board Policy V.B.23.)

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SECTION 8: PERFORMANCE REVIEWS

8.2 Growth Plans

An employee who is experiencing difficulty in meeting job performance expectations may be placed on a growth plan by his/her supervisor. A growth plan is much narrower in scope than the annual evaluation, and may be utilized by a supervisor anytime an employee's performance is less than satisfactory. A growth plan is more directive in nature with compressed timelines for performance improvement. Failure to meet the performance objectives established by the supervisor may result in disciplinary action up to, and including, termination. Placement of an employee on a growth plan does not in any way alter or compromise the "at-will" employment relationship for the employer or the employee.

(Reference CES Board Policy V.B.1.)

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SECTION 9: BENEFITS

9.1 Eligibility

Eligibility for the benefits listed herein is dependent on a variety of factors. FTE, full or part-time employment, and job classification are all considerations in determining eligibility for benefits. Additionally, employees must meet the New Mexico Public Schools Insurance Authority (NMPSIA) eligibility requirements for employer provided medical insurance coverage for self and eligible family members.

If you are unsure regarding your eligibility for any of the benefits listed, please contact the Director of Human Resources. He/she can provide you with the information necessary to make informed decisions. The chart below will assist you in determining which benefits may be available to you:

EMPLOYMENT BENEFITS	FT	PT	ANC	OCC	Professional Services
FICA, Medicare, Worker's Compensation	Yes	Yes	Yes	Yes	Yes
Unemployment State and Federal	Yes	Yes	Yes	Yes	Yes
Cafeteria Plan (IRS Sec. 125)	Yes	C	C	No	No
Health Insurance	Yes	C	C	No	No
Dental & Vision Insurance	Yes	C	C	No	No
Retirement (Employer Contribution)**	Yes	No	No	No	No
Retirement (Employee Contribution)	Yes	Yes	Yes	No	No
Paid Holidays	Yes	PRB	No	No	No
Paid Time Off (PTO)	*Yes	No	No	No	No

- Legend: FT = Full-time Staff
 PT = Part-time Staff
 ANC = Ancillary Staff
 OCC = Occasional Staff
 PRB = Prorated Basis
 C = Available, but must meet criteria of plan
 * = Based on the PRB of the individuals FTE basis
 ** = Employer match is 1.56962 of the employee's contribution applied to a maximum of 7.9% of gross income

(Reference CES Board Policy V.B.3.b.)

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SECTION 9: BENEFITS

9.2 Initial Enrollment

Eligible employees who wish to enroll in any CES cafeteria plan benefit must do so within thirty days of the date of employment. Failure to do so may alter and/or reduce the extent of coverage available.

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SECTION 9: BENEFITS

9.3 Non-Contributory Life Insurance

Eligible CES employees are covered by NMPSIA with a \$50,000 group term-life insurance policy. This policy is not transferable, and is in effect only during the period of employment with CES.

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SECTION 9: BENEFITS

9.4 Contributory Life Insurance

Eligible CES employees may purchase additional group term-life insurance coverage. The amount of coverage available to each employee varies according to salary. Consequently, to determine the exact amount of coverage available to you, you should contact the Director of Human Resources for more information. Contributory group term-life insurance is in effect only during the period of employment with CES.

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SECTION 9: BENEFITS

9.5 Group Health Insurance

Employees that meet NMPSIA criteria will be offered health insurance for self and eligible family members.

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SECTION 9: BENEFITS

9.6 Cafeteria Plan (Sec. 125)

An IRS Section 125 plan, otherwise known as a Cafeteria Plan, permits employees to pay premiums for certain types of benefits on a pre-tax basis. The premium amount is not subject to federal and state withholding, social security and Medicare taxes.

Employees who meet eligibility requirements may participate in the Cafeteria Plan. All eligible employees must elect to participate, or not, by completing either an enrollment form or a waiver of benefits form within thirty (30) days of the date of employment. Continued participation in the CES Cafeteria Plan, or opting out of the plan, must be declared annually by each employee by completing either an enrollment form or a waiver of benefits form. Open enrollment occurs in October of each year, with the “plan” year running November 1st through October 31st of each year.

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9.7 Dental/Vision

Employees that meet NMPSIA criteria will be offered dental and vision insurance for self and eligible family members. Employees who opt for vision insurance coverage must participate in the plan for at least two years.

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SECTION 9: BENEFITS

9.8 Coverage during Extended Leave

Employees on extended leave who wish to continue their medical, dental, vision and/or contributory life insurance coverage must make payment in the amount of the full monthly premium to the Director of Human Resources by the first of each month. Failure to do so may result in cancellation of coverage.

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9.9 Disenrollment in Medical, Dental, Vision, and Life Insurance

Employees who no longer wish to participate in their medical, dental, vision, and/or life insurance plans must complete an *Employee Status Change Form*. Certain coverages, like vision, may require a minimum enrollment period. The *Employee Status Change Form*, as well as information pertaining to disenrollment, may be obtained from the Director of Human Resources.

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SECTION 9: BENEFITS

9.10 Switch Enrollment

Employees wishing to switch insurance carriers and/or alter coverage must make arrangements to do so during open enrollment which occurs during the month of October. Any changes made during the open enrollment period will take effect on January 1st of the following year.

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SECTION 9: BENEFITS

9.11 Supplemental Benefits

CES offers a number of supplemental benefits to eligible employees. Among these benefits are included accident, cancer, short-term disability, critical care, and others. If you are interested in the full array of supplemental benefits, please consult with the Director of Human Resources for details of coverage and enrollment.

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SECTION 9: BENEFITS

9.12 Retirement Savings

Full-time, part-time, and ancillary employees may participate in a 403(b) retirement program or a 457(b) deferred compensation plan under the terms and conditions as sponsored by CES. The amount of employer matching contribution varies by employee classification. For more information you may refer to the benefits chart in Section 9.1, or contact the Director of Human Resources.

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SECTION 9: BENEFITS

9.13 Education Reimbursement

CES may provide limited reimbursement for approved education expenses. The amount budgeted for reimbursement will be determined annually. Classes must be taken from an accredited institution, and classes must offer degree or certification credit. Employees shall schedule classes during non-working hours unless otherwise authorized by the Executive Director. Generally speaking, only courses that are directly related to an employee's job, or enhance an employee's skill or knowledge for the purpose of providing greater value to CES, are considered for reimbursement. Applications for education reimbursement are available from the Director of Human Resources.

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SECTION 10: HOLIDAYS

10.1 Staff Holidays

CES observes the following paid holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Eve Day, and Christmas Day.

(Reference CES Board Policy V.B.21.g.)

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SECTION 10: HOLIDAYS

10.2 Winter Holiday

During the period between December 15th and January 15th of each year, full-time office employees with at least one year of continuous employment shall be provided an additional three (3) days off with pay. Part-time office employees with at least one year of continuous employment will receive that portion of the three (3) days that is commensurate with their FTE. Office employees may take these days at any time during the above time period as approved by the Executive Director and/or supervisor. These three days, or any portion thereof, do not accrue as PTO, nor are they convertible to any other type of leave.

(Reference CES Board Policy V.B.21.i (2.))

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SECTION 11: LEAVES

11.1 General Provisions

There are a number of leaves available to CES employees; however, with the exception of PTO, voting leave, jury duty leave, and bereavement leave no other leaves are available to new employees for the first ninety days of employment. Management may, at its discretion, require verification or certification of the need for some leaves. Misuse or abuse of leave is grounds for disciplinary action, up to and including termination.

Employees who are on extended leaves without pay and wish to continue insurance benefits must submit payment by check to the Director of Human Resources no later than the first working day of each month. Failure to make timely payment may result in suspension or termination of benefits.

(Reference CES Board Policy V.B.21.a. (2.))

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SECTION 11: LEAVES

11.2 Bereavement (Funeral) Leave

CES employees are granted upon request, bereavement leave with full pay for up to three (3) days for each occurrence of the death of the employee's immediate family. Immediate family is defined as the employee's spouse, mother, father, son, daughter, sister, brother, grandmother, grandfather, aunt, and uncle. An employee's step kin and in-laws are also included for the purpose of bereavement leave. For part-time employees, bereavement leave will be paid for leave occurring during the employee's regularly scheduled work hours or days. If the death is of a spouse, parent or child, the employee will be allowed an additional two days for a total of five (5) days of paid leave.

(Reference CES Board Policy V.B.21.b.)

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SECTION 11: LEAVES

11.3 Jury Duty

Jury duty leave with pay will be provided to employees called to jury duty based on their established work schedule. If the employee takes Jury duty leave and is reimbursed by the Court for anything other than mileage/per diem, the employee will surrender that payment to CES.

(Reference CES Board Policy V.B21.f.)

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SECTION 11: LEAVES

11.4 Paid Time Off (PTO)

PTO (Paid Time Off) begins to accrue immediately upon employment. PTO is to be used for reasons determined by the employee. However, for absences other than personal illness, illness of a family member, emergency, or court ordered appointment, employees must submit a [Request for Leave Form](#) to their supervisor for approval and signature. Only in the event of unforeseen absences are *Request for Leave* forms completed after the leave has been taken.

PTO is accrued at the end of the month on a prorated basis for full-time employees (0.8 FTE or greater). The maximum PTO accrual for all employees is 320 hours. Based on longevity, CES employees are eligible to earn a larger number of PTO days per year as indicated below. The longevity increases occur on the employee's anniversary date.

Years 1-5: 176 hours per year

Years 6-10: 192 hours per year

Years 11+: 208 hours per year

Employees may elect on an annual basis to place an amount not to exceed 100 hours of their current PTO accrual balance in a tax sheltered account approved by the Executive Director, or they may elect to contribute this amount toward their CES retirement account. Upon resignation or termination, an employee is entitled to be paid for a maximum of 120 hours of their current PTO accrual balance.

(Reference CES Board Policy V.B.21.a.)

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11.5 Sick Leave

While CES does not provide sick leave as a benefit for employees, employees may use available PTO for absences due to illness.

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SECTION 11: LEAVES

11.6 Voting Leave

Voting leave will be granted for up to two hours off (depending on work schedule and at the discretion of the supervisor) during the regular work day for voting on an official election day. This time should be reported as time worked and is not charged against PTO, compensatory time or salary. The employee shall provide a leave request form, to be maintained with your monthly leave records for the applicable month.

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SECTION 11: LEAVES

11.7 Family and Medical Leave (FMLA)

To be eligible for leave under the Act, an employee must have worked for CES for at least 12 months, and must have worked at least 1,250 hours during the 12-month period immediately preceding the start of family or medical leave. Eligible employees are permitted up to twelve weeks of unpaid leave per year during any twelve month period for the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job

An employee who is granted FMLA leave for his/her own serious health condition is required to submit a *Certification of Fitness for Duty* form, completed by the employee's health care provider, which certifies that the employee is fit for duty (with or without restrictions) prior to returning to work.

Qualifying Exigency Leave (FMLA)

FMLA may be taken for any qualifying exigency arising out of the fact that a **covered** military member is on active duty or call to active duty status. Qualifying Exigency Leave permits eligible employees who are family members of a covered military member to take FMLA leave to address the most common issues that arise when a covered military member is deployed. Examples of a qualifying exigency include:

- Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs, and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absence;

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- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member; and
- Any other event that the employee and employer agree is a qualifying exigency.

Military Caregiver Leave (FMLA)

Eligible employees are permitted up to twenty-six workweeks of unpaid leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

An employee seeking FMLA leave for a foreseeable reason, such as the birth or placement of a child, or for planned medical treatment, shall provide CES with at least 30 days advance notice of the leave. If the reason for seeking leave was unforeseeable, the employee shall give such notice as is practicable.

Eligible employees wishing to take FMLA leave may obtain an [FMLA Request for Leave](#) form (see page 118) from their immediate supervisor or the Director of Human Resources. Once completed, the form should be returned to the Director of Human Resources. For more information regarding FMLA go to <http://www.dol.gov/whd/fmla/>.

(Reference CES Board Policy V.B.21.e.)

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SECTION 11: LEAVES

11.8 Military Training Leave

Full-time employees with military training obligations shall be granted leave without pay, not to exceed thirty working days in any calendar year, for the discharge of such obligations. Employees must provide at least a thirty-day advance notice to the Executive Director

(Reference CES Board Policy V.B.21.c.)

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SECTION 11: LEAVES

11.9 Military Leave

Full-time employees will be entitled to a military leave of absence without pay for service with the armed services of the United States. If, and when, an employee formerly on Military Leave is eligible to return to active employment, seniority and benefits will be reinstated as if no leave had occurred. In order to exercise the above rights an employee must apply to the CES Executive Committee for re-employment within 90 days following an honorable discharge or release from duty.

(Reference CES Board Policy V.B.21.d.)

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SECTION 11: LEAVES

11.10 Community Service Leave

CES supports its office staff employees who wish to devote time to charitable organizations, or for the benefit of the public or its institutions. To that end, CES will provide compensated release time from work for this purpose not to exceed four hours per month per employee for an aggregated total not to exceed forty (40) hours per fiscal year. Compensation is only for time actually absent from work, and may not be taken in increments of less than one hour. Any unused hours may not be accumulated. Compensation for this type of leave may not be used towards an employee's forty (40) hour weekly base to establish entitlement to overtime.

A request for community service leave must be submitted to the Executive Director and immediate supervisor for approval at least one week prior to the employee's absence. Approval of the leave will be dependent on:

1. The employee being caught up on work and responsibilities,
2. The employee's absence not imposing a hardship on CES or employee's department,
3. The employee providing a completed [Community Service Leave Request Form](#), and
4. Submission of a [Community Service Confirmation Form](#) upon conclusion of the leave.

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SECTION 12: SEPARATION OF EMPLOYMENT

12.1 Voluntary Termination

If you are non-exempt staff, you are employed as an at-will employee. As an at-will employee, you may terminate your employment at anytime without notice. However, if you wish to leave CES as an employee in good standing, it is recommended that you provide at least two weeks' notice of your resignation.

If you are an exempt employee, the terms of voluntary termination are dictated by your individual contract and board policy.

(Reference CES Board Policy V.B.19.a.)

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SECTION 12: SEPARATION OF EMPLOYMENT

12.2 Involuntary Termination

If you are non-exempt staff, you are employed as an at-will employee. As an at-will employee, you may be involuntarily terminated for any reason deemed sufficient, or no reason. An employee who is involuntarily terminated is provided two weeks advance notice, or two weeks salary in lieu of notice.

If you are an exempt employee, involuntary termination may occur only for cause during the term of your employment contract, or by non-renewal of your employment contract.

(Reference CES Board Policy V.B.19.c.)

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SECTION 12: SEPARATION OF EMPLOYMENT

12.3 Non-Reemployment

Neither exempt nor non-exempt employees have any expectation of reemployment from year-to-year. Reemployment is dependent on a variety of factors including, but not limited to, employee performance; budgetary needs; implementation; restructuring; or elimination of programs.

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12.4 Post Employment Inquiries

Information provided to prospective employers regarding your work history at CES will be limited to job title, years worked, and salary at the time of separation. Any other information will be provided only as required by law, rule, regulation, or as authorized by the employee by completion and submission of the [Employee Inquiry Authorization](#) form.

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12.5 Return of CES Property

At the time of separation from employment, all CES property must be returned. This includes, but is not limited to keys, equipment, computer hardware or software, and assessment materials. Additionally, employees must make available all usernames and passwords for computer files as well as any storage devices which contain CES proprietary information.

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12.6 Employee Recommendations

Employees wishing employee recommendations in response to inquiries from prospective employers must provide written authorization for CES management to provide them. Written authorization for recommendations can be provided by completing the [Employee Inquiry Authorization](#) form and submitting it to the Director of Human Resources.

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12.7 Unemployment Compensation

Among the benefits provided by CES to its employees is unemployment compensation insurance. Unemployment compensation is designed to reduce the negative financial impact experienced when an employee's employment is terminated through no fault of their own. Not everyone under every circumstance is eligible to collect unemployment compensation. To determine eligibility, you may contact the New Mexico Department of Workforce Solutions.

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12.8 COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (or COBRA) is a law passed by the U.S. Congress that mandates an insurance program giving some employees the ability to continue health insurance coverage after leaving employment. To determine if you are eligible for COBRA insurance coverage upon separation from employment with CES, check with the Director of Human Resources.

Upon separation from employment with CES, the NMPSIA (New Mexico Public School Insurance Authority) will provide you with the forms necessary to avail yourself of benefits under COBRA. For more information about COBRA, go to <http://www.dol.gov/dol/topic/health-plans/cobra.htm>.

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12.9 HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was adopted to ensure health insurance coverage after leaving an employer and also to provide standards for facilitating health-care related electronic transactions. Advances in electronic technology can compromise or erode the privacy of health information. Consequently, Congress incorporated into HIPAA provisions that mandated adoption of federal privacy protections for certain individually identifiable health information.

Upon separation from employment with CES, the NMPSIA (New Mexico Public School Insurance Authority) will provide you with the forms necessary to avail yourself of your rights under HIPAA. For more information about HIPAA, go to <http://www.hhs.gov/ocr/privacy/>.

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Request for Leave

EMPLOYEE: _____

REQUEST FOR LEAVE *

Beginning Date _____ Time _____

Ending Date _____ Time _____

HOURS REQUESTED

TYPE OF LEAVE

PTO (____ sick leave)

Other(____)

Please specify

Annual 5-Day Leave

PTO INCREMENTS

0:01 minute to 0:15 minutes = 0.15 min
0:16 minutes to 0:30 minutes = 0.5 hr
0:31 minutes to 0:45 minutes = 0.45 min
0:46 minutes to 0:60 minutes = 1.0 hr

Employee Signature

Date

Supervisor Approval

Date

Entered into calendar

Date

Entered into leave database / Approved

Date

Entered into payroll

Date

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Employee Inquiry Authorization Form

Employee Inquiry Authorization Form

Employee Name:

By my signature below, I authorize CES management to provide to any prospective employer any information requested which is related to my employment at CES. This information may include, but is not necessarily limited to; references, recommendations, salary history, job title, job duties, years of employment, and/or performance assessments. This information may not include the dissemination of any information limited, regulated, or prohibited by law, rule, or regulation. Furthermore, I release CES and its employees, current and former, from any liability from any harm to me resulting from the release of such authorized information. I also understand that CES and its employees have no control over how prospective employers will use any information provided.

Employee Signature

Date

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Pledge to My Colleagues

Pledge to My Colleagues

Everyone's efforts, in concert, are important in helping CES accomplish its mission. When everyone at CES is willing to commit to a common understanding and acceptance of fundamental elements of character and behavior, it not only makes CES a great place to work; it also makes CES a place where people feel truly valued for the contribution they make to CES' success.



With my signature below, I pledge to embrace and model the character elements listed below in my daily interaction and relationships with my colleagues at CES.

Trustworthiness
Be honest ∞ Don't deceive, cheat, or steal ∞ Be reliable – do what you say you'll do ∞ Have the courage to do the right thing ∞ Build a good reputation ∞ Be loyal – stand by your family, friends, employer and country

Respect
Treat others with respect – follow the Golden Rule ∞ Be tolerant and accepting of differences ∞ Use good manners, not bad language ∞ Be considerate of the feelings of others ∞ Don't threaten, hit or hurt anyone ∞ Deal peacefully with anger, insults, and disagreements


Responsibility
Do what you were hired to do ∞ Plan ahead ∞ Always do your best ∞ Exhibit self-control ∞ Be self-disciplined ∞ Think before you act – consider the consequences ∞ Be accountable for your words, actions, and attributes ∞ Set a good example for others

Fairness
Be open minded – listen to others ∞ Try to be objective about issues ∞ Don't take advantage of others ∞ Don't blame others carelessly ∞ Treat all people fairly

Caring
Be kind ∞ Be compassionate and show others you care ∞ Express gratitude ∞ Forgive others ∞ Help people in need

Citizenship
Do your share to make where you live and work better ∞ Be cooperative ∞ Get involved in community affairs ∞ Stay informed; vote ∞ Be a good neighbor ∞ Obey laws and rules ∞ Respect authority ∞ Protect the environment ∞ Volunteer

Name _____
Date



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Make Up & Comp Time Used Report

MAKE UP & COMP TIME USED REPORT	
MAY USE ONE OR BOTH IN A WORK WEEK	
EMPLOYEE: _____	
TIME TO BE MADE UP:	ONLY 1 MAKE UP PERIOD OF 3 HRS OR LESS ALLOWED PER WEEK, & MUST BE PREAPPROVED BY SUPERVISOR.
DATE: _____	TIME: BEGINNING: _____ ENDING: _____
TOTAL TIME TO BE MADE UP: _____	
Total of "Make Up Time" and "Comp Time Used" must equal "Total Time To Be Made Up"	

<input type="checkbox"/> MAKE UP TIME	
DATES OF MAKE UP:	DESCRIPTION & TIMES OF MAKE UP:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	TOTAL OF MAKEUP TIME: _____

<input type="checkbox"/> COMP TIME USED	ALL COMP TIME MUST BE USED BY JUNE 30TH
DATE OF COMP TIME USED:	AMOUNT OF TIME USED:
_____	_____
_____	_____
_____	_____
	TOTAL OF COMP TIME: _____
_____ Employee Signature	_____ Supervisor Signature
_____ Date	_____ Date
rev. 7.8.08	I:\FY 2005-06\99 Administration\Forms\Make-up, iComp Time Sheet.xls

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Compensatory Time in Lieu of Payment

COMPENSATORY TIME IN LIEU OF PAYMENT
FOR OVERTIME WORKED
Fiscal Year 2011 – 2012

I, the undersigned of my own free will, agree to accrue compensatory time in lieu of receiving payment for any overtime that I work. I also understand that compensatory time is calculated in accordance with the Fair Labor Standards Act.

This agreement will remain in effect until I terminate it.

I understand that I may terminate this agreement at any time, with written notice, to my supervisor, for compensatory time in lieu of payment for overtime worked. Any compensatory time accrued prior to the written termination notice will still remain as compensatory time and is not subject to payment. All compensatory time must be used by June 25th of each fiscal year.

I also understand that any accrued compensatory time must be exhausted prior to using PTO.

Employee's Signature

Date

Employee's Printed Name

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Weekly Expense Report



WEEKLY EXPENSE REPORT		
EMPLOYEE NAME		EMPLOYEE NO.
WEEK ENDING	DATE ENTERED	SOCIAL SECURITY NO.
TERRITORY	DEPT.	

EXPENSE ITEMS	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
BREAKFAST	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
LUNCH	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
DINNER	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
TIPS	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
*MISC.	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
*OTHER	/ /	/ /	/ /	/ /	/ /	/ /	/ /	
TOTALS								\$

* Please identify below See instructions on back regarding these claims

LODGING								
TAXI/LIMO								
OTHER								
TIPS								
PARKING								
TELEPHONE								
AIR TRANSPORTATION								
OTHER TRANSPORTATION								
TOTALS								\$

DAILY MILEAGE								TOTAL MILEAGE
TRAVEL FROM								BASE RATE A
TRAVEL TO								BASE RATE B
PURPOSE								TOTAL MILEAGE EXP. \$

PLACE								BE SURE TO ATTACH ALL RECEIPTS
BUSINESS AFFILIATION								
# PERSONS								
AMOUNT							\$	

SUPPORT EXPENSE CLAIMS ABOVE WITH THE FOLLOWING EXPLANATION		GRAND TOTAL
		\$
		LESS ADVANCE
		\$
		DUPLICATE COMPANY
		\$
		DUPLICATE EMPLOYEE
		\$

EMPLOYEE SIGNATURE	APPROVAL	APPROVAL	APPROVAL
--------------------	----------	----------	----------

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Employers' First Report of Injury or Illness

NEW MEXICO WORKERS' COMPENSATION ADMINISTRATION

EMPLOYERS' FIRST REPORT OF INJURY OR ILLNESS

2410 CENTRE AVE. SE + PO BOX 27198
ALBUQUERQUE, NM 87125-7198

OFFICIAL USE ONLY

PLEASE PRINT IN BLACK INK OR TYPE.

G E N E R A L	EMPLOYER (NAME & ADDRESS INCL ZIP)		CARRIER / ADMINISTRATOR CLAIM #	OSHA LOG NUMBER	REPORT PURPOSE CODE	
	PHONE NUMBER		EMPLOYER FEIN	JURISDICTION	JURISDICTION CLAIM NUMBER	
	INSURED REPORT NUMBER		EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)		LOCATION #	
C A R R I E R	CARRIER (NAME, ADDRESS & PHONE NO)		POLICY PERIOD TO	CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO)		
	NMPSIA 410 Old Taos Hwy. Santa Fe, NM 87501			CCMSI (Cannon Cochran Management Services Inc.) P.O. Box 30870 Albuquerque, NM 87190 505-837-8700 / 800-635-0679		
	CARRIER FEIN 850365637	POLICY / SELF-INSURED NUMBER	CHECK IF APPROPRIATE <input checked="" type="checkbox"/> SELF INSURANCE		ADMINISTRATOR FEIN 841094892	
E M P L O Y E	NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH	SOCIAL SECURITY NUMBER	DATE HIRED	
	ADDRESS (INCL ZIP)		PHONE NUMBER	# OF DEPENDENTS	STATE OF HIRE	
	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN		MARRIAGE STATUS <input type="checkbox"/> UNMARRIED <input type="checkbox"/> SINGLE/DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNKNOWN		OCCUPATION/JOB TITLE OR (SOC) CODE	
W O R K E R	RATE	PER	<input type="checkbox"/> DAY <input type="checkbox"/> WEEK	<input type="checkbox"/> MONTH <input type="checkbox"/> OTHER	# DAYS WORKED/WEEK	
	FULL PAY FOR DAY OF INJURY?		DID SALARY CONTINUE?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
D E T A I L S	TIME EMPLOYEE BEGAN WORK	<input type="checkbox"/> AM <input type="checkbox"/> PM	DATE OF INJURY/ILLNESS OCCURRENCE	TIME OF OCCURRENCE	<input type="checkbox"/> AM <input type="checkbox"/> PM	
	CONTACT NAME / PHONE NUMBER		TYPE OF INJURY/ILLNESS		PART OF BODY AFFECTED	
	DID INJURY/ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES?		TYPE OF INJURY / ILLNESS CODE		PART OF BODY AFFECTED CODE	
	DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED		ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			
	SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED		WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			
	HOW INJURY OR ILLNESS / ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL.					CAUSE OF INJURY CODE
	DATE RETURNED TO WORK		IF FATAL, GIVE DATE OF DEATH	WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?		WERE THEY USED?
T R E A T M E N T	PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)		HOSPITAL (NAME & ADDRESS)		INITIAL TREATMENT	
	WITNESSES (NAME & PHONE #)		DATE ADMINISTRATOR NOTIFIED		DATE PREPARED	
O T H E R	DATE ADMINISTRATOR NOTIFIED		DATE PREPARED	PREPARER'S NAME & TITLE		
	INITIAL TREATMENT <input type="checkbox"/> NO MEDICAL TREATMENT <input type="checkbox"/> MINOR BY EMPLOYER <input type="checkbox"/> MINOR OUT/HOSPITAL <input type="checkbox"/> EMERGENCY CARE <input type="checkbox"/> HOSPITALIZED - 24 HRS <input type="checkbox"/> FUTURE MAJOR MEDICAL/ LOST TIME ANTICIPATED					

NM WCA FORM E1.2

EQUIVALENT TO OSHA'S FORM 301

FORM IA-1 (7/02) © IAIABC 2002

Completion of this form is not an admission that the claim is compensable under the Workers' Compensation Act.

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FMLA Leave Request Form (Cover page only – Request complete form from Human Resources)

Physician Certification for Family Medical Leave

Cooperative Educational Services

Please Print
This form contains medical-related information and must be maintained in files separate from employee personnel files, in locked cabinets with only designated persons having access.
To be Completed by Employee
Name _____ SS# _____ Date _____
Employment Status: <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary
I am requesting leave under the provisions of the Family and Medical Leave Act from my employer, Cooperative Educational Services, for: <input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Parent <input type="radio"/> Child <input type="radio"/> Other _____
Physician or health care provider _____
I am requesting: <input type="radio"/> Continuous leave <input type="radio"/> Intermittent leave <input type="radio"/> Reduced work schedule
If leave is continuous, please list the beginning and ending date of leave: _____ until _____
If leave is intermittent, please list the dates and times on which leave is requested: _____


If leave involves a reduced work schedule, please explain the schedule that you are requesting: _____

Note to Employee: The remainder of this form is to be completed by an authorized health care provider in order to verify eligibility for FMLA leave as requested. Under the FMLA, an authorized health care provider is: <ul style="list-style-type: none">• any health care provider recognized by the employer or the employer's group health plan, or• a doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which he or she practices, or• a podiatrist, dentist, clinical psychologist, optometrist or chiropractor (limited to manual manipulation of the spine to correct a subluxation found by X-ray to exist, or• a nurse practitioner, nurse-midwife or clinical social worker authorized to practice, and perform within the scope of their practice, as defined under state law, or• a Christian Science practitioner listed with the First Church of Christ Scientist in Boston, MA. Important: If the request for FMLA leave is for the employee's own serious medical condition, it will be necessary, at the conclusion of the leave, to submit a Certification of Fitness for Duty form, completed by your health care provider, before being permitted to return to work. In the case of intermittent leave or reduced work schedule, the Certification of Fitness for Duty form may be required as often as every 30 days.
To the health care provider completing this form: The information sought on this form relates only to the condition for which the employee is taking FMLA leave. Please read the six categories on page three before completing this form. After receiving this completed form, the employer is not permitted to contact the health care provider for additional information. A health care provider representing the employer may contact the health care provider for clarification of information contained on this form. If the leave is for the employee's own serious medical condition (see employee's selection above), complete items 1 – 11 below. If the leave is for a family member's serious medical condition (see employee's selection above), complete items 1 – 5, and 12 – 14 below.
To be Completed by Physician or Health Care Provider
1. Page 3 describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition qualify under any of the categories described? If so, please check the applicable category. <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> None of the categories
2. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of a serious health condition: _____

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Fitness for Duty Form

 Cooperative Educational Services	
Cooperative Educational Services Certification of Fitness for Duty	
Employee Information	
The completion of this form is required to determine your suitability to return to work following medical leave. Please complete your portion of the form, and have your health care provider complete the remainder of the form. The form must be faxed or mailed to CES by the health care provider.	
Employee name _____	Job title _____
Duration of leave _____	Reason for leave _____
Employer contact _____	Job title _____
Provider Information	
The employee named above has been referred to you for an evaluation and confirmation for fitness for duty following medical leave. A copy of the employee's job description, which includes the essential functions of the job, has been attached to assist in the evaluation. Please note that the employee, assuming fitness for duty, will not be permitted to return to work until this completed form is received by Cooperative Educational Services.	
Provider name _____	Date of examination _____
Address _____	Phone # _____
Medical specialization _____	Degree _____ Date licensed _____ State _____
<input type="radio"/> The employee is fit for duty and may return to work without restrictions.	
<input type="radio"/> The employee is fit for duty and may return to work with the following restrictions/accommodations: _____	
The employee may return to work on (date) _____	
<input type="radio"/> The employee is not capable of performing the essential functions of the job, with or without accommodation, and is not fit for duty.	
Additional comments: _____ _____ _____	
I certify that this employee evaluation accurately reflects my informed professional opinion regarding this individual/s ability to return to work and perform job tasks as indicated.	
_____ Provider signature	_____ Date
Please fax or mail this completed form to: Cooperative Educational Services, Human Resources Director	
Cooperative Educational Services ∞ 4216 Balloon Park Rd. N.E. ∞ Albuquerque, NM 87109 Phone 505-344-5470 ∞ Fax 505-344-9343 ∞ www.ces.org	

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Technology – Acceptable Use

CES' Technology Acceptable Use Regulation

Purpose of Regulation

This acceptable use regulation is intended to provide CES employees the guidelines necessary to utilize CES' technology systems, hardware, and software in a manner that does not compromise the integrity of the network, nor does it in anyway jeopardize the security of any component of the network. The purpose of CES' entire technology network is to provide employees the tools necessary to effectively and efficiently conduct their duties during the work day. To that end, it is the responsibility of every employee to utilize all hardware, systems and network within the established parameters established by this regulation. The guidelines included in this regulation are not exhaustive or all inclusive. Items may be added or removed as deemed necessary to maintain the integrity of CES' networks and technology systems.

Network Access

1. Computers are for the sole use of our employees to engage in company business. Do not allow non-employees to have access to CES computers under any circumstances. Do not leave open laptops, keyboards, mice or other input devices where non-employees can access them without your knowledge.
2. As an employee, CES will provide you with a distinct *username* and password. These are for your use only. Do not share your username or password with any other person -- including other employees. Do not give fellow employees access to a computer when it is logged in under your name.
3. Under no circumstances shall a personal computer or laptop be used to access, or attempt to access, the network without prior approval of the Director of Technology.

E-mail:

1. CES will provide you with an e-mail address [*yourname@ces.org*]. This is for official use only. Do not use this address to send or receive e-mail that does not pertain directly to CES business.
2. Do not use CES' computers and company email to send or receive personal e-mail. All e-mail messages sent or received through CES computers are subject to review by management. All messages are retained for 7 years and subject to requests for information.
3. All e-mails sent from CES computers and/or using a CES e-mail address shall utilize appropriate e-mail etiquette. Profanity, ethnic slurs, name-calling, sexual harassment or antagonistic/unprofessional communication of any kind will not be tolerated.

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4. Employees should be aware that, whenever you send or receive an e-mail message, some sort of record exists -- despite efforts to delete such information.
5. Hackers routinely use e-mail and e-mail attachments to distribute destructive programs throughout the Internet and to commit identity theft by tricking e-mail recipients into divulging personal information. This can have consequences for you, personally, as well as for CES. Therefore, do not open any e-mail attachment unless you are certain of the sender's identity; it is an attachment you specifically requested the sender mail to you; and you are familiar with the file format and know that it cannot possibly contain any destructive programming (example: Adobe Acrobat PDF files).
6. Be aware that Microsoft Word (*.doc) and Excel (*.xls) files can contain harmful programs called *macros*. Even if such documents appear to come from a legitimate source, be aware that they could have been mailed without the sender's knowledge. Again, do not open any Microsoft Office documents unless they are ones you specifically asked the sender to forward to you.
7. *Under no circumstances* should employees open files with the extension *.vb, *.bat, *.zip (unless you requested a zip file) or *.exe. These are almost always viruses.
8. Do not forward or send e-mail from your home computer—or any other PC—to a CES e-mail address if it contains attachments or pictures. We understand you may have come across something you think is important to share with co-workers. What you are really sending, however, may be a message with a virus or other harmful programming attached. *Don't do it.*
9. Be suspicious of any e-mail that appears to be from a bank or credit company asking you to go on line to confirm personal account information -- no matter how authentic it looks. These counterfeit messages are employing a tactic known as *phishing*, and are designed to trick you into divulging credit card and Social Security numbers, user names, passwords, etc., in order to commit identity theft. Legitimate companies do not ask for this information via e-mail.

Internet

The Internet provides access to a wealth of information. The Internet can also present the user with access to data that may be harmful to CES' network. Websites that appear entirely legitimate can be the source of viruses, Trojan horses, worms, and other threats that can quickly and irrevocably compromise CES' technology systems. New threats are being developed every day, so it is imperative that employees remain cognizant and vigilant to the potential hazards that CES' network may be subjected to by indiscriminate use of the Internet.

1. The Internet should be used for legitimate work-related tasks.
2. Once your task is complete, log-off the Internet by closing your browser.
3. It is not permissible to conduct personal business on the Internet with the use of CES' equipment.

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4. Downloads of videos, music or other non work-related media, content and files are not permitted and may result in disciplinary action. However, a small portion of CES' bandwidth has been allocated for the streaming of Internet radio. The use of Internet radio is permitted for quiet enjoyment throughout the work day. Employees are advised to exercise good judgment on song and station selection. Any music, from the Internet or otherwise, needs to be unobtrusive and inoffensive to co-workers and customers of CES. Supervisory discretion will be exercised in cases where music selection has been called into question.

Since the entire network's systems, hardware, and software are the property of CES or leased by CES, all work product which includes, but is not limited to, documents, e-mails, downloads, purchased applications and software, and voicemails generated by employees directly, or as a result of activities during the execution of their duties are also the property of CES. As such, the management of CES reserves the right to inspect, review, copy, and reproduce any employee generated documents, e-mail, Internet use, phone conversations, and CCT (closed circuit television) recordings. Employees should understand that while using CES' systems hardware and network, there can be no expectation of privacy on the part of employees. Misuse of CES' technology systems may be grounds for disciplinary action, including the possibility of termination.

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Community Service Leave Request Form

CES Community Service Leave Request Form

Request submitted by: _____

Today's Date Name of Public Institution or Charitable Organization

Leave Dates Requested

Hours

Date From (a.m. – p.m.) - To (a.m. – p.m.)

Date From (a.m. – p.m.) - To (a.m. – p.m.)

Date From (a.m. – p.m.) - To (a.m. – p.m.)

Date From (a.m. – p.m.) - To (a.m. – p.m.)

Date From (a.m. – p.m.) - To (a.m. – p.m.)

Total Hours Requested _____
Employee's Signature



Check One

Immediate Supervisor Approved () Denied () _____
Date

Executive Director Approved () Denied () _____
Date

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Community Service Leave Confirmation Form

CES Community Service Leave Confirmation Form

By signature below, I certify that _____ has provided
CES Employee Name
uncompensated service to _____ on the following
Name of Public Institution or Charitable Organization
dates and times.

Dates Service Provided

Hours

_____ Date _____ From (a.m. – p.m.) - To (a.m. – p.m.)

_____ Date _____ From (a.m. – p.m.) - To (a.m. – p.m.)

_____ Date _____ From (a.m. – p.m.) - To (a.m. – p.m.)

_____ Date _____ From (a.m. – p.m.) - To (a.m. – p.m.)

_____ Date _____ From (a.m. – p.m.) - To (a.m. – p.m.)

Total of Service Hours

.....

Name of Organization Representative – Please Print

Signature

Title

Phone #

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AR Acknowledgement and Receipt Form

CES Administrative Regulations

Acknowledgment and Receipt

I have received a copy of CES' Administrative Regulations (AR's). In addition to my copy, I am aware that an up-to-date copy of CES' AR's is available on the CES website (www.ces.org). CES' AR's describe important information about CES, its procedures, and policies. I understand that I should consult with my manager or Human Resources regarding any questions I may have regarding the AR's.

This compilation of AR's supersedes any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with CES. I understand that, except for employment-at-will status, any AR's may be changed at any time by CES. Any policies referenced in the AR's may also be changed by action of the CES Board of Directors. All such changes will be communicated through official channels such as staff meetings, written memos, and/or e-mail. I understand that any revised AR's may supersede, modify or eliminate existing practices or procedures.

I understand and agree that nothing in the AR's creates, or is intended to create, a promise or representation of continued employment and that employment at CES is employment at-will, which may be terminated at the will of either CES or myself. Furthermore, I acknowledge that this compilation is neither a contract of employment nor a legal document. I understand and agree that employment may be terminated with or without cause and with or without notice at any time by CES or myself.

By signature below, I confirm that I have received a copy of CES' Administrative Regulations, and I understand that it is my responsibility to read and comply with the rules and regulations contained in this compilation and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

ORIGINAL PLACED IN EMPLOYEE'S PERSONNEL FILE

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