

405 Employment Termination

Effective Date: 9/1/2003

Revision Date: ~~12/28/16~~ 5/28/2024

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.

Community Services of Northeast Texas, Inc. (CSNT) will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to CSNT, or return of CSNT-owned property. Suggestions, complaints, and questions can also be voiced. Employees will receive their final pay in accordance with applicable state law.

The Governing Board of Directors approves the employment termination of the Executive Director, Head Start Director, Human Resources Director, Finance Director and any other person in an equivalent position with the Agency [*Pursuant to the Office of Head Start On-Site Review Protocol 642(e)(iv)(IX)*]. The Governing Board of Directors actively participates with input and approval of the Personnel Policies and Procedures. Annually the Personnel Policies and Procedures are brought before the Governing Board for discussion and approval. Minutes of meetings support the Executive Session discussions and approvals of employment terminations of said key staff by the Governing Board of Directors.

Supervisors will make a recommendation for termination to the Executive Director. A 909 Task Plan Form will be completed for performance issues before termination unless immediate termination is necessary.

The sole and ultimate responsibility and authority for the termination of staff employment lies with the Executive Director, subject to additional approvals by the Governing Board of Directors and Policy Council for the Head Start Director, Human Resources Director, Finance Director or any other person in an equivalent position with the Agency or ratifications as prescribed by law.

Policy Council provides input and approves Personnel Policies and Procedures [*Pursuant to Head Start Performance Standard 1301.3(a)*]. Minutes of meetings support discussion, approval and training on such policies. Policy Council members annually review and approve the agency's procedures concerning employment. Policy Council additionally approves decisions to terminate employment, as the final step of the involuntary termination process, within the Head Start program [*Pursuant to Head Start Performance Standard 1301.3(c)(1)*]. Minutes of meetings support the Executive Session discussions regarding personnel matters, required approvals and training on such policies. This procedure is in compliance with respect to the inclusion of Policy Council in the policy-making process as it pertains to the involuntary employment termination of persons paid primarily with Head Start funds.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid (refer to Policy 380). Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

In the best interest of CSNT, the Executive Director reserves the right to ban any terminating employee from any and/or all properties occupied by CSNT. If the decision is made to restrict access to this terminating employee, a written notice will be delivered to said terminating employee.

522 Workplace Violence Prevention

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Community Services is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Community Services has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Community Services. ***Clients, vendors or other member of the public are also expected to treat employees with courtesy and respect at all times.***

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the proper authorities and your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, ***clients***, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported to the proper authorities and a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Community Services will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Community Services may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Community Services encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. Community Services is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

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POLICY CLARIFICATION

Policy 705 restricts employees from displaying vulgar or political tattoos or certain body art during work hours or at Community Services ' functions.

There is no prohibition of an employee having tattoos or body piercings, but in the workplace there is a limitation as to what may be visible.

Tattoos - Tattoos do not require defining at this time except to say that both permanent and temporary tattoos are covered by this policy.

Body art - Body art, with respect to body piercing, is defined as follows:

- pierced earrings are allowed
 - Guidelines:
 - + no more than two pair of earrings should be worn at the same time
 - + earrings should not dangle more than 1 and ½ inches from the piercing
- ear cuffs are not allowed
- clip-on earrings are not allowed in food-preparation areas
- ~~no other facial piercing is allowed to be visible~~ **only one stud is allowed in the nose, but no nose rings.**
- no other body piercing is allowed to be visible

Body art, with respect to jewelry, is defined as follows:

- necklaces, bracelets, rings, wristwatches, ankle bracelets are allowed
 - Guidelines:
 - + no more than two necklaces should be worn
 - + necklaces should not be long enough to create a hazard
 - + rings should be limited to a total of three , with no more than two on one hand (nestled wedding sets count as one ring)
 - + rings should be close-fitting enough as to not cause a hazardous situation
 - + kitchen staff must follow health code rules regarding rings in the kitchen
 - + bracelets should not be of the dangling kind and should be close-fitting (no charm bracelets in classrooms or during food service or preparation)
 - + wristwatches should be close-fitting enough as to not cause a hazard
 - + ankle bracelets should be close-fitting enough as to not cause a hazard
 - + bracelets which connect to rings via chain or other connection are not allowed

Scrubs - Scrubs may be worn by kitchen staff, custodian staff, or maintenance staff, but may not be worn by Lead Teachers, Teacher Assistants, or other personnel who primarily work in classrooms.

Jeans - Jeans may be worn as long as a clean marked top or nice unmarked shirt is worn with them. Slightly distressed jeans are allowed only if there are no holes where skin is visible . (On Fridays, jeans may be worn; a marked top is not required) A marked top is defined as an acceptable shirt with screen printing or embroidery that displays one of the following:

- + CSNT logo + Head Start logo + Community Action Partnership logo

Jeans may not be worn on home visits or during ARD meetings. Professional attire should be worn during meetings with the general community outside the center, but jeans and a marked top can be worn during informal meetings in certain situations, especially when such meetings are brief, occur during the work day, and do not place the employee in the position of presenting the agency's initial first impression to a new vendor, contractor, partner, or community leader.

Maintenance staff may wear jeans in the normal course of their work day. While not required, it is suggested that a marked shirt be worn with jeans. The preferred shirt is a denim or maintenance shirt with a CSNT logo and a pocket. This type of shirt provides the safest work environment.

Maintenance staff, meal delivery drivers, and any employees involved in outdoor labor such as mowing or facilities maintenance are allowed to wear a ball cap. The preferred cap is the CSNT ball cap.

Leggings/tights - Leggings/tights can only be worn with a top that is long enough to completely cover your abdomen and rear. Tops that have long backs and short front are a/so not appropriate with leggings/spandex tights.

Shirts - Shirts must cover the employee's midriff at all times. This should not require any further clarification, and there are no exceptions. Low-cut or inappropriate shirts are not allowed at any time.

Shorts - Shorts may not be worn at any time. The test for shorts is whether or not an employee's knees are visible. The employee's knees should be covered at all times. Capri pants that completely extend beyond the knee are allowed.

Shoes - Close-toed shoes are required in centers with kitchens. The logic behind this requirement is to protect the employee's feet against injury should something be dropped or spilled. Shoes with webbing or netting do not meet this requirement.

When in a kitchen, an employee must wear shoes that have closed toes and a closed heel. This is to keep the shoe from slipping off the foot. A heel strap does not meet this requirement.

Hair nets - Hair nets must be worn in kitchens and must completely envelope all hair.

Gloves - Gloves must be worn when handling food, and must be changed when moving from food preparation to food service. Also, employees must follow health codes with respect to glove usage.

After-hours wearing of marked clothing - Employees are encouraged to wear marked clothing during their off-duty hours. It is important to remember, however, that policies require all CSNT employees to maintain a positive image in the community. An employee's conduct while wearing CSNT markings is a reflection on the agency and should always be positive in nature.