

**Edmonton Kurdish Centre**

**EKC**

**Human Resources Policies**

**Approved by Executive Board**

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## Section 1: Introduction

### 1.1 Purpose

Human Resources Policies are for the purpose of maintaining positive relations between Edmonton Kurdish Centre and it's Staff, as well as it's members and visitors within the premises of the organization. This policy is an integral part of Edmonton Kurdish Centre's Employment Contract.

### 1.2 Definitions

- EKC or The Society: Refers to Edmonton Kurdish Centre.
- Executive Board: Are the signatories on the registration of EKC
- Board of Directors: This board sets overall policies for the general direction of the society. All policies of this board are written and available to any employee, as well as members.
- Personnel Committee: A committee of The Board responsible there to.
- Permanent Employee: An employee whose terms of employment names no termination date, and who is employed on a continuing basis.
- Contract Employee: An employee whose terms of employment names a termination date.
- Employer: The employer is Edmonton Kurdish Centre (EKC)
- Grievance Committee: An ad-hoc committee of either Executive Board or

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EKC hires external consultants and instructors from time to time who bring specific expertise to a particular project. External consultants and instructors are independent contractors and have a business relationship with EKC as defined by Canada Revenue Agency; they are not considered to be EKC staff.

Board of Directors, consisting of two members and one outside mutually agreed upon 3rd party.

- Immediate Family: A member of the employee's family, or their spouse

or

common-law partner's family, who is a brother, sister, mother or father, child or grandparent.

### 1.3 Authority

Personnel policies are ultimately the responsibility of The Executive Board of EKC and must be approved by majority vote at a board meeting. The Board will take into account the sustainability of the organization, general labour standards, and community standards within the non-profit sector when approving the policies.

### 1.4 Philosophy

EKC recognizes that fair and just labour policies are important components in the building of healthy communities. As an employer, it is therefore committed not only to meet its legal requirements, but to have a labour policy that is in keeping with the organization's general philosophy and guiding principles.

### 1.5 Amendments

The Executive Board (or its designate) shall review and amend the policies from time to time to reflect labour standard changes to ensure that EKC is operating within the laws of Alberta and Canada, and to reflect any changes of community standards as is seen fit by the board. Amendments

may also be suggested to reflect changes in workloads, funding criteria and the general financial health of EKC. The Board shall approve amendments.

## Section 2: Employment

### 2.1 Human Rights and Employment Standards

#### 2.1.1 Alberta Human Rights Legislation

I. EKC abides by Alberta Human Rights Act. EKC is an equal opportunity employer. EKC does not discriminate on the basis of race, colour, age, gender, marital status, ancestry, place of origin, family status, source of income, sexual orientation, religion, mental or physical disability. EKC will evaluate the best candidates within the pool of applicants and, after hiring, will charge them with the suitable task.

II. Employer is responsible for:

- Ensuring no discrimination occurs in the workplace.
- Building an inclusive workplace by removing barriers that are based on protected grounds
- Considering requests for accommodation for needs based on a protected grounds.

III. Employees have the right to:

- Work in a respectful, inclusive work environment free of discrimination
- Be accommodated based on their needs related to the protected grounds in the Alberta Human Rights Act.
- Make a complaint to the Alberta Human Rights Commission if they

believe discrimination occurred based on a protected ground under the Alberta Human Rights Act.

IV. Employees are responsible for:

- carrying out the duties of their position.
- Complying with workplace rules, regulations, policies, and legislation
- Informing the supervisor or manager of any discriminatory behaviour
- Treating clients, coworkers, and the public with respect and dignity
- Ensuring that they do not participate in discriminatory conduct based on a protected ground
- Informing the employer of their needs for accommodation based on the protected grounds under the Alberta Human Rights Act
- Dressing in an appropriate professional manner

2.1.2. Alberta Employment Standards

I. EKC abides by Alberta Employment Standards Code. Alberta

Employment Standards are minimum standards of employment for employers and employees in the workplace. Through these laws, minimum standards of employment have been established for:

- Payment of earnings
- Minimum wage
- Hours of work, rest periods and days of rest
- Overtime and overtime pay
- Vacation and vacation pay
- General holidays and general holiday pay

- Maternity and parental leave
- Termination of employment
- Employees under age 18
- Reservist leave

## 2.2. Recruitment and Selection

### 2.2.1 Hiring

I. The Executive Board shall be responsible for hiring, evaluating, and termination of the Executive Director from within the Executive Board Members, for the period of two years, after which another member is selected by the Board through voting. The Executive Director may re-elect him/herself for another cycle, but no more than two cycles. All other staff hiring and termination shall be the responsibility of the Executive Director. Hiring for a new position will be based on education, skill and experience.

#### II. Guidelines:

- Internal applicants who apply in writing for vacancies will receive an interview.
- Recruitment activities may be conducted externally
- Employment interviews will be conducted before making an offer of employment.
- All candidates participating in an interview will be notified of the results.
- A minimum of two reference checks will be conducted before making



an offer of employment.

- Employment tests may be conducted before making an employment offer.

- A copy of the job description will be provided to new employees.

#### 2.2.2. Employment Offers:

- I. Offers of employment will be written and include all terms of employment including job title, start date, rate of pay, pay period information and eligibility for benefits. Information about hours of work and overtime compensation will be included for eligible employees.
- II. No member of the immediate family of staff or Board(s) members shall be employed within the same department at EKC.

#### 2.2.3 Probationary Period

- I. All employees of EKC who are newly hired promoted are subject to a minimum three months period of probationary employment. The probationary period is an opportunity to determine if the individual's knowledge, skills and abilities are an appropriate match to the job requirement.
- II. The official appointment to a position is contingent upon the satisfactory completion of the probationary period. Probationary employment concludes successfully with the completion of a written evaluation that indicates a satisfactory or better performance appraisal. Both the employee and the executive director (or designate) will sign the evaluation. When completed, a copy is

provided to the employee, and a copy kept in the employee's personnel file.

- III. Grounds for termination during a probationary period include unacceptable performance of tasks outlined in the job description and unprofessional behaviour.

#### 2.2.4. Orientation

- I. EKC will provide all new employees with an orientation session during the first week of employment.
- II. The manager or supervisor will conduct the orientation which will include:
  - Briefing the new employee on the role, purpose, history and organization of EKC
  - Reviewing relevant policy and procedure manuals along with pertinent details of the work area (i.e. washrooms, parking, etc) for the program area with the new employee.
  - Reviewing the human resource policy manual with the new employee
  - Informing the new employee of expected responsibilities
  - Reviewing the job description
  - Introducing new employees to their colleagues.
  - Informing the new employees of the Performance Evaluation.
  - Conducting orientation of administrative and financial procedures as related to their position.
  - Answering questions as required

#### 2.2.5. Job Description

- I. EKC will maintain up to date job descriptions for all employees.

Subject to changing programs and agency needs, EKC may change job descriptions when required. The employer shall not make arbitrary changes to job description in order to deprive an existing employee of employment.

- II. Each job description will include the following:

- Job title
- accountability or reporting relationships
- Duties and responsibilities
- Hours to be worked
- Salary or wage range
- Qualifications and skills required
- Date of preparation of job description

- III. The job description for the executive director will be prepared by the Executive Board. All other job descriptions will be prepared by the executive director (or designate) or the Human Resources manager.

- IV. A copy of current job descriptions will be filed by the executive director or human resource manager in EKC's personnel files, and a signed copy will be given to the relevant employee. Job descriptions will be reviewed and updated regularly by the executive director or the human resources manager.

#### 2.2.6. Performance Review

- I. Each employee shall have a written performance evaluation at the end of the probationary period.
- II. The performance of each employee will be reviewed formally and in writing on at least an annual basis. Additional appraisals may be conducted in developmental stages or when performance is not meeting standards. The evaluation must be signed by both the employee and supervisor.
- III. Performance review of the executive director will be completed by the Executive Board.
- IV. Objectives:
  - To measure and evaluate an employee's job related attributes, behaviours and results.
  - To ensure the employee and the organization are both clearly aware of the goals, performance measures, and the results.
  - To ensure that goals are realistic and attainable.
  - To determine what training and development are required.
  - To continually monitor employees' progress and to communicate any ongoing issues in order to assist the employee in reaching goals and aligning expected performance levels with corporate goals and objectives.
  - To provide a basis for recommendation on salary or wage increment
- V. General guidelines:

- The performance appraisal should be conducted in a formal and private setting with the supervisor or manager.
- The employee should be given advanced notice of the appraisal (including a copy of the appraisal form) in order to prepare a self-assessment of their performance.
- The employee's strengths should always be acknowledged and good performance reinforced.
- Weaknesses should be discussed and an action plan for development agreed upon.
- If the employee has a conflict or concern with the review, this should be documented during the review.
- Both the employee and supervisor's comments should be recorded on the appraisal form.

#### 2.2.7. Personal Files:

- I. Employee records are maintained to:
  - Ensure that legal, regulatory, and procedural requirements have been met.
  - Provide a basis for making personal decisions (i.e. benefits, salary, termination)
  - Assist with human resources management.
  - Collect information for human resources statistical reports for the Executive Board.
- II. The contents of the employee personnel file will include, but not

necessarily limited to:

- A copy of the current job description.
- Letter of hire
- Performance reviews
- Copies of any certificates of professional development undertaken during the period of employment at the employer's expense.
- Copy of the employee's resume, or application.
- Payroll information for Canadian customs and revenue.
- Letters of commendation.
- Letters of disciplinary action.
- Copies of emergency numbers, next of kin...etc.

III. The information contained in employee files is strictly confidential.

Only the employee, the supervisor, or the human resources manager and the executive director will have full access to an employee's file.

Access to specific information (for purposes of payroll, etc.) will be limited and obtained through the executive director. In the case of a grievance, the personnel committee may access the personnel files of the employees involved. The members of the committee should be made aware of their authority and of their responsibility to maintain confidentiality to the extent possible. Files and records will be consistently managed in a manner reflecting secure management of information and respect for confidential information.

IV. Employees are responsible for communicating any changes in

personal information such as benefit status, name, address, or phone number to the executive director.

2.3. Compensation:

2.3.1. Payroll

Payroll is administered monthly by direct deposit.

2.3.2 Salary and wage scales:

- I. A salary and wage scale will be assigned to each job category. Each salary and wage scale shall consist of a range of incremental steps including a probationary step, a base step, and four subsequent steps
- II. The Executive Director is responsible for:
  - Assigning, with the approval of the board, a salary or wage scale to each job category.
  - Recommending to the board each salary or wage increment based on job performance by the employee and available funding, at the end of the probationary period and at regular intervals thereafter.
  - Reviewing salaries and wages annually with the Board and making recommendations. Considerations may include the cost of living, market rates, the budget, etc.
- III. A new employee shall be appointed at a salary or wage deemed appropriate by the executive director, taking the following into consideration:
  - The applicant meets the level of qualifications and experience required for the given salary or wage as established by the appropriate salary

scale.

- The budget of EKC permits the payment of the salary or wage.

IV. The Executive Director's wage or wage increments will be set by the Board on the recommendation of the personnel committee.

#### 2.3.3. Salary or wage increases

I. Upon completion of each twelve consecutive months of continuous employment, each member of the permanent staff whose work has proven satisfactory shall be entitled to receive an increment until the maximum salary for the position held has been reached. No other increase of salary shall be granted to any member of the staff, except by special resolution of the Board.

II. When an employee assumes increased responsibility or specialized duties, he or she shall receive commensurate compensation as determined by a revised job description.

#### 2.3.4 Hours of work, overtime and compensation time

I. Regular work hours will be assigned when hiring a new employee. Changes shall be agreed upon by the Executive Director.

II. As per the Alberta Employment Standards Code, employees must

take

a minimum 30 minutes unpaid break during any work period greater than 5 hours in length.

III. All employees will be required to sign an overtime agreement when hired (See appendix I)



- IV. It is recognized that an employee may be required to work extra hours. Overtime will be recognized only after employees have worked beyond their regular work week or work day hours and extra hours have been approved by the Executive Director.
- V. Overtime for all employees must be requested in advance and in writing and approved by the Executive Director. Overtime of the Executive Director will be monitored and approved by the Board Chair or a designate of the Board Chair.
- VI. Time off with pay shall be equivalent to the number of actual overtime hours worked; 1 hour of overtime equals to 1 hour off with pay at the employee's regular wage pay.
- VII. No employee will accumulate more than 3 normal working days as banked time off in lieu of overtime except in exceptional circumstances as approved by the Executive Director. Banked time off equivalent to the number of actual hours worked, in lieu of overtime pay, will be taken within 3 months of the end of pay period when it was earned.
- VIII. For all employees, a written request for overtime leave must be approved by the Executive Director prior to taking the requested leave.
- IX. Banked time off will be taken at a time and date mutually agreed to by the employee and employer, subject to the operational requirements of the organization, and at a time when the employee could have been scheduled to work non-overtime hours. If a mutually acceptable time can not be determined, the employer may assign a date provided the

employee is given 14 days notice of the date.

- X. If an employee voluntarily ceases to be employed with the organization and has accrued overtime, the employee shall be requested to take an equivalent time off with pay before the employee's last official day of employment.

2.3.5. Benefits:

- I. Employees will receive a choice of benefit options. These options may be reviewed annually within the budget set by the board. Part time employees will receive benefits on a pro-rated basis.

2.4. Disciplinary Action:

- I. All EKC employees are expected to conduct themselves in the performance of their duties in a professional manner and in a way which reflects well on the organization.
- II. The following is considered to be unacceptable conduct on the part of employees:
  - Being rude to community members, volunteers, their supervisor, or other employees.
  - Being absent without leave.
  - Unauthorized use of EKC property to his/her own benefit.
  - Breach of confidentiality and trust.
  - Disloyalty to the organization.
  - Contravention of EKC Board Bylaws and HR policy.
- III. The Executive Director shall ensure that the unacceptable nature of

such conduct is immediately brought to the attention of any employee found responsible, and shall demand that the offending conduct not be repeated.

- IV. For serious or repeated infractions or unacceptable conduct, the Executive Director shall draft a written agreement, to be signed by the employee, outlining means for improvement within a specific time frame.
- V. In the event that the measures outlined in paragraphs III and IV fail to resolve the problem, the Executive Director shall consider taking steps toward dismissal of the employee.

2.5. Termination:

2.5.1. Layoffs:

- I. Employees shall be made aware that layoffs may occur in the event of funding shortfall. Employees will be informed of the ongoing financial picture of the organization and the status of funding for their positions.

2.5.2. Termination notice by employee or employer:

- I. All notice periods will meet minimum standards outlined in the Alberta Employment Standards Code.

2.5.3. Just Cause:

- I. The employer has the right to terminate an employee for just cause. Notice and termination will be consistent with the Alberta Employment Standards Code. The employer shall act at all times in accordance with the law and in the best interest of EKC.

#### 2.5.4. Exit Interview:

- I. Upon terminating employment with EKC, all employees are entitled to an exit interview.

### Section 3: Employee Leave

#### 3.1. Leave of Absence

- I. EKC shall give consideration to requests from employees for unpaid leave of absence after an employee has worked with EKC for at least six months and at the Executive Director's discretion. This form of leave is available to employees to attend to personal, family, educational, and other issues and interests. EKC will balance these requests with organizational needs and operational feasibility.
- II. The Executive Director shall receive and respond in writing to the request. The Executive Director may grant leave without pay for periods of up to thirty consecutive days. While on unpaid leave, accumulation of sick days and holidays is suspended.

#### 3.2. Sick Leave:

- I. All full time employees who regularly work a minimum of 35 hours per week are eligible for sick leave at the rate of 0.5 days per month, commencing after the probation period, to a maximum of 6 days per year. Sick leave may be carried forward to the next year up to a maximum of 6 days provided funding is available.
- II. All part time employees who regularly work a minimum of 20 hours per week are eligible for a pr-rated number of sick leave days

commencing after the probation period. For example, someone working regularly 4 hours per day would accrue for 2 hours sick leave per month. Sick leave may be carried forward to the next year on a pro-rated basis provided funding is available.

- III. Sick leave is intended solely for use when the employee is too ill to work or for medical treatment that can not be scheduled outside of working hours. Abuse of this policy may be considered grounds for disciplinary action.
- IV. After three consecutive days of sick leave, an employee shall provide a physician's report specifying when the employee will return to work.
- V. In the event of ongoing illness, employees are eligible for benefits from Canada Employment Insurance (E.I) and EKC's benefit's package.

### 3.3. Vacation:

- I. Employees, both permanent and contract, will accumulate vacation time at the rate of 10 days per year for full time employees (equivalent to 4% per month vacation pay) from the start of their employment, or the pro-rated equivalent for part time employees.
- II. After 1 year of continuous employment, full time employees, both permanent and contract, will accumulate vacation time at the rate of 15 days per year (equivalent to 6% per month vacation pay) , or the pro-rated equivalent for permanent employees working part time.

- III. Employees are entitled to an increase of 1 day vacation per year for every consecutive year worked for EKC to a maximum of 25 days.
- IV. Probationary employees released at the end of, or before their probationary period expires, will be paid 4% vacation pay.
- V. Vacation shall be taken within one year after it is earned.
- VI. Employees on contract must take all leave within the current contract or funding period.
- VII. All requests for vacation leave must be made in writing and approved by the Executive Director (or designate). If no request for leave is made by the employee within the timeframe that the vacation leave must be take, the Executive Director (or designate) may assign a specific time for the employee to take the vacation leave.

#### 3.4 Bereavement:

- I. Bereavement leave is available to the employee in the event of the death of the employee's, or their spouse or common-law's immediate family.
- II. Leave with pay may be granted up to four working days per year. additional leave without pay may be granted in circumstances involving significant travel. The Executive Director (or designate) shall consider such requests.
- III. Bereavement days may not be carried over from year to year.

#### 3.5. Maternity and Parental leave:

- I. Maternity and parental leave is provided according to Alberta Labour

Standards Code.

- II. An employee on return from maternity or parental leave shall return to that position held prior to the commencement of the leave.
- III. An employee on parental leave who elects not to return to employment is requested to provide a minimum of 4 weeks written notice in advance of the previously anticipated return to work date.

Section 4: Personnel Relations

4.1 Grievance

- I. Employees are strongly encouraged to attempt to resolve a dispute or the perception of unfair or inconsistent treatment without resorting to the grievance procedure. This requires that all parties be open to discussion and communication in a professional working environment. An employee may approach the Executive Director for assistance in resolving a problem. If the problem involves the Executive Director, an employee may approach the Board Chair instead.
- II. A grievance shall be considered filed with EKC when submitted in writing to the Executive Director (or designate) within 14 days of the alleged occurrence and should contain the following information:
  - A description of how a specific policy, term of employment, or law has been violated, misapplied or misinterpreted.
  - A description of what steps the griever has taken to resolve the dispute prior to lodging a formal grievance, or describe why informal actions have not been taken.

- A description indicating, in specific terms, the grievor's desired conclusion.

III. The grievance will go to the personnel committee. If the personnel committee is unable to reach a decision, an ad hoc grievance committee will be struck made up of two members of the board and one outside mutually agreed upon 3rd party to investigate the grievance and make recommendations.

IV. There shall be no further appeal within EKC.

#### 4.2 Professional Development:

I. EKC encourages the professional development of employees and volunteers. EKC may, given its budget, provide the employee with up to 3 days paid time per year for training, with the approval of the Executive Director.

II. The Executive Director will make requests for his/her professional development to the Board.

#### 4.3. Harassment or Violence:

I. EKC shall not tolerate or condone any degree of harassment in the form of discrimination, intimidation, or violence by it's employees, volunteers, or members. In all cases, EKC will abide by the Occupational Health and Safety Code of Alberta.

II. harassment is defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates, insults, or degrades that individual.



- III. The basis for harassment includes, but not limited to, race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital or family status, source of income, and physical and mental disability, or any other areas protected under the Alberta Human Rights Act.
- IV. Sexual harassment includes any unwelcome attention due to actions of sexual nature when:
- The conduct creates an intimidating, hostile, or offensive work environment.
  - The conduct reasonably interferes with an employee's job performance.
  - Submission / rejection of such conduct is used as a basis of employment decisions.
  - Submission to such conduct is made a term or condition of employment.
  - The recipient decides the behaviour is unwelcome.
- V. Sexual Harassment is not:
- A normal interaction between individuals that is socially and culturally acceptable.
  - Consensual sexual behaviour between two people who are attracted to one another.
  - A hug between friends.
  - Flirting, a genuine expression of affection between consenting adults where no intimidation or power is intended or involved.
- VI. Any person who believes that they are, or have been, subject to

harassment should:

- Make the person aware that the behaviour, or language, is unwelcome.
- Ask the person to stop in the presence of a witness, and report the incident to the immediate supervisor, or in the case that the perpetrator is the immediate supervisor, report the incident to the Executive Director. If the situation involves the Executive Director directly, the employee may report the incident directly to the Board Chair.
- Make a written record of the incident, including:
  1. The name of the person involved.
  2. The place, date and time of the incident.
  3. The name(s) of any witnesses.
  4. A description of the nature of the harassment.
  5. Any circumstances that may be pertinent to the incident.

4.4. General Holiays:

I. The following holidays will be paid by EKC:

- New Year's Day.
- Alberta Family Day.
- Good friday.
- Victoria Day.
- Canada Day.
- Labour Day.
- Thanksgiving Day.
- Remembrance Day.

- Christmas day.
- Boxing Day.
- Easter Monday.
- Civic Holiday (August).

- II. Where the named holiday falls on a Saturday or Sunday an alternate (the Friday or Monday that falls closest to the holiday) may be taken.
- III. An alternative faith related day may be named in lieu of Good Friday, if requested by the employee. This request should be submitted at the time of hire, or at least 30 days in advance of the holiday, and noted in the personnel file of the employee.
- IV. Employees will receive pay in advance with Alberta Labour Standards Code.

4.5. Code of Conduct:

- I. All employees will represent EKC in a professional manner in the community. Conduct that puts EKC at risk of damage to reputation, libel or financial mismanagement could result in disciplinary action.

Section 5: Information Management

5.1. External Releases:

- I. Personnel information may be released on mandated government bodies such as Canadian Customs and Canada revenue Agency, or in a legally mandated case such as garnishee order or audit.
- II. Personnel information about an individual can only be collected, used or disclosed with the consent of that individual.

5.2. Records:

- I. Personnel records of EKC will be kept for a minimum of seven years.

Section 6: Health and Safety

6.1. Smoking:

- I. The office of Edmonton Kurdish Centre is a no smoking area. Smoking is permitted outside in compliance with city bylaws.

6.2. Alcohol and Drugs:

- I. The consumption of alcohol is prohibited during working hours unless permitted by management during specified staff functions or social gatherings.
- II. Illicit drug use is prohibited on the premises at any time, or at EKC events.
- III. An employee may not enter or remain upon the premises of the workplace while his/her ability to work is impaired by alcohol, drugs or another substance that would endanger the health or safety of that employee or others.
- IV. Employees consuming liquor during the day shall not return to work that day if impaired. As is required by law, no person shall drive while in an impaired condition and EKC supports the policy of “do not drink and drive”.
- V. Inability to perform normal work-related tasks competently due to

impairment of alcohol or illicit drugs may be considered as grounds for dismissal.

6.3. Preventing and Controlling Risk:

- I. EKC believes that it is the responsibility of both the employer and the employee to maintain a safe and healthy workplace. Employees are encouraged to report unsafe working conditions to their employer.
- II. EKC encourages all employees to give consideration to risk avoidance in conducting their responsibilities in the community. Risk avoidance may include, but not limited to:
  - Dressing in a professional manner.
  - Parking in a supervised or well lighted area.
  - Minimizing or eliminating after dark in-home visits and interviews.

6.4. Insurance:

- I. Employees must not use personal vehicles for transporting community members to and from work related events.

Section 7. Employee Internet and E-Mail Use:

- I. E-Mail and internet are tools provided to employees to assist in the fulfillment of their work duties.
- II. E-Mail and internet use is restricted to business activities during working hours. Employees may use library computers' e-mail and internet for personal reasons only during breaks and after working hours.
- III. Employees should not write or send any e-mail that they would not be

willing to show to other employees or other personnel at EKC.

- IV. Mis-use or improper use of e-mail and/ or internet could result in disciplinary action.