

## **Welcome to the staff of Pennyrile Area Development District**

The following policies have been developed to provide you with information concerning the philosophies and practices of PeADD in personnel matters. These policies will be effective as of July 1, 2002. There are no retroactive clauses on any of these policies, and it is expected that all employees will be equally affected in relation to their purpose and implementation. Please read through these Personnel policies and discuss any questions you may have with your supervisor.

The efforts of our past and present employees have made PeADD's record one of pride and accomplishment. We are happy to have you join our team and look forward to your contributions to our agency.

Congratulations!

Jason Vincent, Executive Director

## PeADD Personnel Policies

### Certificate of Receipt

The employee handbook describes important information about the Pennyrile Area Development District, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. Since the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information will supersede, modify, or eliminate existing policies. Only the PeADD Executive Committee has the authority to establish personnel policies.

I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. Furthermore, I understand that this handbook is neither a contract of employment nor a legal document.

I certify that I have received a copy of the Personnel Policies and Procedures and have been given the opportunity to ask questions about the policies and procedures of the PeADD.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

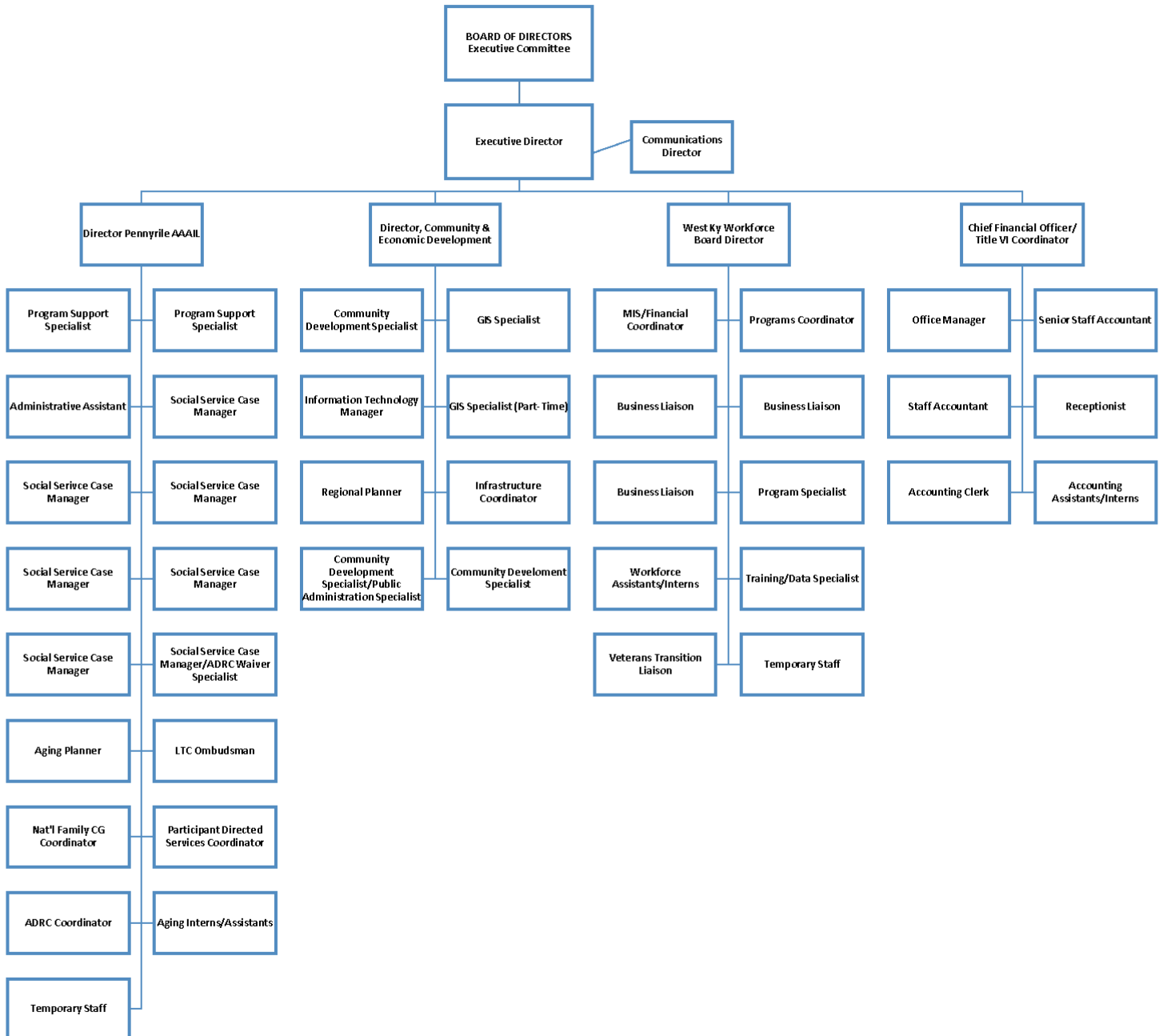
# PERSONNEL POLICIES MANUAL

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## Pennyrile Area Development District



## **SECTION 1: INTRODUCTION**

### **1.01 Statement of Purpose**

It is the aim and objective of the Pennyryle Area Development District to promote, develop, and protect the economic, health, education, and general welfare of the people of the nine-county area of Caldwell, Christian, Crittenden, Hopkins, Livingston, Lyon, Muhlenberg, Todd, and Trigg Counties in Kentucky. A Board of Directors, with membership as specified in the Bylaws, shall be responsible for establishing and maintaining policies and programs to achieve specified aims and objectives.

### **1.02 Limitations**

The adoption of Personnel Policies by the Pennyryle Area Development District shall in no way represent or be considered an "Employment Contract" between the Pennyryle Area Development District and its employees. To the Contrary, all of the employees of the Pennyryle Area Development District shall be considered "terminable at will" subject to the legal doctrine of "employment at will" with said employees serving at the pleasure of the Pennyryle Area Development District and its duly designated supervisors. At no time during the consideration or adoption of the "Personnel Policies" (or amendments thereto) was said "Personnel Policies" deemed to be an "Employment Contract"; either implied or otherwise.

Any "grievance procedure" or "progressive discipline" established in the Personnel Policies may be changed at any time, with or without notice, from the employer to the employee. Said provisions concerning discipline or grievance procedures shall be considered as a "guideline" subject to the sound discretion of the board of directors of the Pennyryle Area Development District

### **1.03 Interpretations**

Employees will familiarize themselves with the aims and objectives of PeADD and shall faithfully perform the duties of his/her assigned position and conduct himself/herself in a manner conducive to the accomplishments of those aims and objectives. An employee shall endeavor by attitude and conduct to secure and maintain the good name and reputation of PeADD, its officers, Governing Board, and fellow employees and to advance the program of PeADD.

PeADD will make every effort to adhere to personnel policies which will provide a satisfactory and productive job environment. Every employee shall be provided with a copy of the personnel policies and a copy of each change adopted. Within ten days of distribution, each employee shall acknowledge in writing that such policies have been received and read.

### **1.04 Authority and Responsibility**

(Revised 6/25/14)

All rules and policies of the Bylaws shall be strictly adhered to in the handling of personnel matters. The Executive Committee of the Pennyryle Area Development District Board of Directors is responsible for all personnel policy matters. The Executive Director is authorized by the Executive Committee to be responsible for implementation of personnel policies and procedures. The Executive Director may delegate such duties and functions as he deems appropriate. Personnel Policies may only be changed or amended at the discretion of the Executive Committee.

## **SECTION 2: EMPLOYMENT**

### **2.01 Eligibility for Employment**

Employment shall be offered to available persons with the highest qualifications without regard to race, religion, creed, age, sex, or national origin. When otherwise qualified, preference shall be given to individuals aged 60 or over for staff positions assigned to Pennyrile Area Agency on Aging Programs pursuant to the “Older Americans Act” of 1965, as amended. PeADD is an Equal Opportunity Employer and shall maintain an Affirmative Action Plan. The policies of nondiscrimination shall apply to recruitment, employment, promotion, testing, training, rates of pay, demotion and termination and shall comply with applicable Federal and State regulations. (Contact Alisha Sutton, Administrative Officer, for issues pertaining to EEO.)

It is acknowledged that PeADD does administer certain programs on behalf of other public entities through contract, joint venture, or otherwise. It is further acknowledged that the public entity or agency may have adopted an employment policy, or otherwise be subject by operation of law, to certain employment standards. In such event, PeADD may implement and abide by the more restrictive terms of employment adopted by the collaborating agency or entity.

### **2.02 Positions**

All regular full time staff positions of PeADD shall be established by the consent of the Executive Committee of the Board of Directors. Upon establishment of a regular full-time position, the position to be filled shall be advertised appropriately. Equal opportunity notices will be given as specified in the Affirmative Action Plan.

Individuals assigned to positions classified as:

Permanent full-time must work a minimum of 37.5 hours per week;

Permanent part-time work a regular schedule of hours that does not exceed 100 hours per month.

Temporary positions: work on an hourly basis, a specific length of time; specific assignment and narrow work scope/project oriented;  
Require special expertise/training qualifications.

### **2.03 Job Descriptions and Classification**

Job descriptions, qualifications for employment, and standards of performance will be determined by PeADD’s Executive Committee, and where applicable, shall conform to those required by any Federal or State agency providing substantial contribution to the financing of PeADD’s operation.

A description of the duties assigned to each position, together with a statement of the minimum qualifications required for occupancy, shall be prepared and made a part of PeADD’s employment policies and provided to the employee as a standard for performance. Occasional or part-time employees, as required, may be provided a description of duties.

Positions shall be classified as exempt or nonexempt from overtime in accordance with the state and federal wage and hour laws. An employee assigned to an exempt position will not be able to receive overtime pay. These positions fall under the classifications of professional, executive, and administrative as defined under Chapter 29 of the Federal Code Regulations, part 541 as amended in 1991. See the Administrative Officer regarding any questions.

## **2.04 Probationary Period**

Newly appointed employees shall serve a probationary period of up to six months from date of employment. During this period, employees may be dismissed on recommendation of the Executive Director.

## **2.05 Evaluations**

An initial confidential personnel evaluation shall be conducted in a prescribed manner at the end of the probationary period for all new employees. Thereafter, confidential personnel evaluations shall be conducted on an annual basis. The Executive Committee may consider such evaluations in making recommendations concerning salary adjustments.

## **2.06 Salary Adjustments**

(Amended 1/08/18)

Subject to the availability of funds, employees may receive performance increases and/or cost of living increases. Wage/salary increases, as a general practice, will be presented to the Executive Committee for review at the end of each fiscal year and then taken to the full PeADD Board of Directors for approval. Bonuses, awards, one (1) time salary adjustments, special salary enhancements, or severance pay for any employee, unless severance pay is provided pursuant to a contract approved by the board, that do not constitute a permanent change in the employee's compensation shall not be made or awarded to any employee of a district.

## **2.07 Employment-At-Will**

All employees who do not have a written, individual employment contract with the Pennyriple Area Development District for a specific, fixed term of employment, are employed at the will of the Pennyriple Area Development District for an indefinite period and their employment may be terminated at any time, with or without cause or notice. In the same manner, such employees may terminate their employment, at any time, with or without cause of notice. However, if an employee fails to provide two weeks notice of termination, in such event, the employee may be considered ineligible for rehire.

The employment relationship between the Pennyriple Area Development District and its employees is referred to as the "employment-at-will" doctrine. The employment-at-will doctrine has been established by Kentucky law and it defines the employment relationship for most employees in Kentucky. The employment-at-will doctrine will govern your relationship with the Pennyriple Area Development District as long as you are an employee.

Supervisory and management personnel are prohibited from making any representations to employees or applicants concerning terms or conditions of employment with the Pennyriple Area Development District which are not consistent with the employment-at-will policy set out herein. No statements made in pre-hire interviews or discussions may alter the "at-will" nature of employment or imply that discharge may only occur for cause.

The policies and practices set out in the employee handbook and personnel policy adopted by the Pennyriple Area Development District with respect to any matter are not to be considered as creating any contractual employment agreement by and between the Pennyriple Area Development District Inc., and its employees or further creating any obligation to state that termination of employment will occur only for "just cause".



## **SECTION 3: SALARY ADMINISTRATION**

(Rev. 10/31/08)

### **3.01 Work Hours**

A normal work day for PeADD employees consists of 7.5 hours per day. This equates to a work week of 37.5 hours per week. The hours of operation are Monday through Friday, 8 AM to 4:30 PM. Staff assigned to work stations other than the main office at 300 Hammond Drive will adopt the work hours of their assigned location. If there are multiple work hours, the supervisor will determine the work hours.

Tardiness in reporting to work or absenteeism shall be charged against annual leave of an employee equal to the time of tardiness or absence unless specifically excused by the Executive Director or his designated representative. Continued or frequent tardiness or absenteeism shall be deemed unsatisfactory performance of duty on the part of any employee.

### **3.02 Time Sheets**

Time sheets are the basis from which payroll checks are computed at the end of each pay period. It is each staff member's responsibility to be certain their time sheet is completed and contains an accurate account of the hours worked during the pay period.

### **3.03 Payment of Wages**

1. Employees shall be paid by direct deposit and will be given a statement of earnings and withholdings for each direct deposit.
2. Wages are paid semi-monthly and direct deposits are normally completed on the 15<sup>th</sup> and the last day of each month.
3. Except those required by law, no deductions shall be taken from any employee's pay without the mutual consent of both the employee and the Executive Director, and such consent shall be recorded in the payroll records of PeADD.
4. All employees shall be provided in writing at the time of employment and with any change in wage or salaries (at least annually), a statement of gross wages and salary. Before January 31st of each year, employees shall be provided with a statement of gross wages, itemization of deductions made, and net wages paid (W-2).

### **3.04 Compensatory Time and Overtime Pay**

No overtime pay shall be allowed those employees occupying positions designated as "exempt". In addition, compensatory time, as a rule, shall not be allowed. However, where the programs of PeADD shall require a non-exempt employee to work in excess of 40 hours per week, that employee will be given compensatory leave time. Requests for the use of comp time should be submitted in advance and be used within the same pay period in which it was earned, unless an extension is granted by the Executive Director or his designee.

### **3.05 Fringe Benefits**

(Rev. 6/15/05)

At the time of employment, all permanent full-time employees shall be provided with information regarding fringe benefits (See Section 4: Benefits). In addition to all other benefits of employment offered by PeADD, the Executive Committee may, from time to time, make provision for additional employee benefits whether required by law or voluntarily, and at the Board's discretion, may alter the terms of such benefits or withdraw them altogether unless the benefits are stipulated by law.

### **3.06 Expenses**

Expenses incurred by an employee of PeADD in the performance of assigned duties for and in behalf of PeADD shall be compensated for in accordance with the policies adopted by the PeADD Board of Directors.

## SECTION 4: BENEFITS

(Rev. 10/31/08)

Employee benefits constitute a basic ingredient in personnel administration. Benefits provided by Pennyrite Area Development District include the following:

### 4.01 Holidays

(Rev. 6/20/2023)

PeADD shall observe all State and Federal holidays deemed appropriate by the Board of Directors. The following days are declared paid holidays at the regular rate of pay for all permanent full-time PeADD employees:

**New Year's Day  
Martin Luther King Day  
Presidents' Day (floating)  
Good Friday (half day)  
Memorial Day  
Independence Day  
Labor Day  
Juneteenth (floating)**

**Columbus Day (floating)  
Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve**

Employees assigned to workstations other than 300 Hammond Drive will observe holidays of that location.

Should a holiday fall on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed the following Monday. Holiday pay will not be awarded to staff members on unpaid leaves of absences.

Permanent full-time employees shall receive up to 3.75 hours of leave for the purpose of voting in any statewide elections. All employees are provided time off to vote and encouraged to do so.

### 4.02 Health Insurance (Managed by Anthem)

PeADD pays for 100% of the health insurance premium for the permanent full-time employee selecting a single plan. Coverage will take effect on the first day of the month following the date of employment. A family plan is available and the employer pays 80% of the family premium and the employee pays the remaining 20% of the premium. Refer to the plan document and summary plan description for more information.

### 4.03 Dental Insurance (Managed by Delta Dental Premier)

PeADD pays for 100% of the permanent full-time employee's dental single plan insurance premium. Two-party and family coverage is available with the employee paying 50% of the plan premium, minus the cost of a single coverage plan. Coverage will take effect on the first day of the month following the date of employment. Refer to the plan document and summary plan description for more information.

#### **4.04 Vision Insurance (Managed by Vision Service Plan)**

PeADD pays for 100% of the permanent full-time employee's vision single plan insurance premium. Two-party and family coverage is available with the employee paying 50% of the plan premium, minus the cost of a single coverage plan. Coverage will take effect on the first day of the month following the date of employment. Refer to the plan document and summary plan description for more information.

#### **4.05 County Employees Retirement System (CERS)**

(Rev. 6/15/05)

The CERS is a multiple employer cost sharing defined benefit public employee retirement system. The plan provides for retirement, disability, and death benefits to plan members. The employee's contribution is 5% of their gross salary. The State Board of Trustees determines the contribution rates for the employer each year, per Kentucky Revised Statute. Permanent employees are eligible to participate in the plan effective on the date of employment, provided they work at least 100 hours per month. Temporary positions that exceed 12 months of employment and work at least 100 hours per month also qualify for CERS.

#### **4.06 Social Security Tax**

Permanent full time employees of the Pennyriple Area Development District are exempt from Social Security tax. Part time employees must pay 6.2% of their gross salary and the employer matches 6.2% of gross salary, provided they do not qualify for CERS and PeADD Pension Trust.

#### **4.07 Medicare Tax**

Employees that were hired before March 1986 are exempt from Medicare tax. All employees that are hired after March 1986 are subject to Medicare tax. The employee pays 1.45% of gross salary and the employer matches 1.45% of gross salary.

#### **4.08 401(k) Plan (Managed by Principal Financial Group)**

Employees have the option to contribute a percentage of their gross salary to a 401(k) plan as a part of the PeADD Pension Trust. PeADD does not contribute to this plan. The employee may defer up to the maximum percentage allowable not to exceed the limits of IRS Code Sections 401(k), 404, and 415. The employee may elect to commence salary reductions as of the first day of any payroll period. The employee may modify the amount of salary reductions as of the first day of any payroll period.

To obtain account information on the internet, employees can visit [www.principal.com](http://www.principal.com). To obtain account information via telephone, the employee can call 1-800-547-7754 and use the interactive voice response system.

#### **4.09 Long Term and Short Term Disability (Managed by Mutual of Omaha)**

PeADD pays 50% of a short term and long term disability insurance premium for permanent full time employees. The employee pays the other 50% of these premiums.

#### **4.10 Life Insurance**

PeADD pays 100% of the premium of a life insurance policy with life insurance benefits equal to 1.5 times your annual earnings, rounded to the next higher multiple of \$1,000 for permanent full-time employees.

#### **4.11 Accidental Death and Dismemberment Insurance** (Managed by Anthem Life)

PeADD pays 100% of the premium for accidental death and dismemberment insurance for permanent full-time employees. The amount of your AD&D Insurance benefit is equal to 1.5 times your annual earnings, rounded to the next higher multiple of \$1,000.

#### **4.12 Cancer Insurance**

(Rev. 6/26/07)

The employee has the option to participate in the AFLAC policy. If the employee chooses to participate in this policy, PeADD will pay \$2.00 per month on the permanent full-time employee's policy. The remaining cost of the premium will be paid by the employee.

#### **4.13 COBRA Insurance**

If an employee or any covered dependent loses group health insurance due to termination of employment, or a reduction in work hours, they are entitled to continue group health coverage at their own expense under COBRA for 18 months.

If an employee's spouse or dependent loses group health insurance coverage due to divorce from employee, dependent's marriage, dependent reaches limiting age, etc., the ex-spouse and/or dependent(s) have the right to continue coverage at his/her own expense under COBRA for 36 months.

#### **4.14 Worker's Compensation Insurance**

All employees are covered under the Kentucky Worker's Compensation law, which pays employees part of their salaries for work-related injuries. If a claim is approved, necessary medical expenses will also be paid.

If an employee is injured on the job, he/she must report the injury as soon as possible to the Administrative Officer. The Administrative Officer is responsible for completing the Employer's First Report of Injury and calling in the First Report within 3 working days.

#### **4.15 Family Medical Leave Act (FMLA)**

As provided by the 1993 Family and Medical Leave Act (FMLA), 29 CFR. Part 825, all eligible employees shall be entitled to take up to 12 weeks of unpaid, job-protected leave during any 12 month period for certain family and medical reasons. Employees are eligible if they have worked for the PeADD for at least a total of 12 months, and have worked at least 1,250 hours over the previous 12 months.

Unpaid leave must be granted for up to a total of 12 workweeks for one or more of the following reasons;

- To care for the employee's child after birth, or placement for adoption or foster care;

- To care for an immediate family member (spouse, child (under 18), or parent, not in-law) with a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

When both spouses are employed by PeADD, they are jointly entitled to a combined total of 12 work weeks of family leave for the birth of placement of a child for adoption of foster care, and to care for a parent who has a serious health condition.

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. The employee must exhaust all accumulated sick leave prior to receiving unpaid FMLA leave. The accumulated sick leave taken will count as time taken for FMLA.

Upon PeADD granting FMLA leave, the employee receives an entitlement up to twelve weeks of job protected unpaid leave during any twelve month period. The fixed twelve month "leave year" shall commence July 1 of each year and conclude on June 30 the following year.

### **Maintenance of Benefits**

An employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at ADD. To maintain uninterrupted coverage, the employee will have to continue to pay their share of insurance premium payments. This payment shall be made either in person or by mail to the PeADD Accounting Department by the 25<sup>th</sup> day of the month. If the employee's payment is more than 30 days overdue, then the coverage will be dropped by PeADD.

In some instances, PeADD may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

If an employee contributes to other benefits, PeADD will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, PeADD will request that the employee continues to make those payments, along with the health care payments.

The use of family medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

### **Job Restoration**

An employee who utilizes family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits, and other employment terms.

PeADD may choose to exempt certain highly compensated "key" employees from this job restoration requirement. Employees who may be exempted will be informed of this status when they request leave. If PeADD deems it necessary to deny job restoration for a key employee on FMLA leave, PeADD will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

## **Procedure for Requesting Leave**

When an employee plans to take leave under this policy, the employee must give PeADD a 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If the leave is not foreseeable, the employee must provide written notice as soon as possible or practicable.

## **Procedure for Notice and Certification of Serious Health Condition**

On occasion, PeADD may require the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and/or may require the employee to provide certification of an employee's or immediate family member's serious health condition by a qualified healthcare provider. The employee should try to respond to such a request within 5 days of the request, or provide a reasonable explanation for the delay.

Qualified healthcare providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, and chiropractors, nurse practitioners and nurse-midwives authorized to practice under State law and performing within the scope of their practice under state law; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

When seeing certification of a serious medical condition, an employee should ensure that the certification contains the follow:

1. Date when the condition began; expected duration; diagnosis; and a brief statement of treatment.
2. If the employee is seeing medical leave for his/her own medication condition, certification should also include a statement that the employee is unable to perform the essential function of the employee's position.
3. For a seriously ill family member, the certification should include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
4. If taking intermittent leave or working a reduced schedule, certification should include dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

If deemed necessary, PeADD may ask for a second or third medical opinion (at PeADD's expense) and periodic recertification. PeADD may also require periodic reports during the FMLA leave regarding the employee's status and their intent to return to work.

## Section 5: LEAVE

(Rev. 1/10/11)

### 5.01 Annual Leave

All permanent full-time employees receive annual leave as a work benefit. Part-time and temporary workers do not earn annual leave. The employee's length of service will determine the amount of annual leave that can be earned. Annual leave accrual shall begin on the date of employment. Permanent full-time employees will accrue annual leave according to the following schedule:

Years of Service	Annual Leave per Year	Days per month
1-5	12 days	1 day
6-10	15 days	1.25 days
11-15	18 days	1.5 days
16-20	21 days	1.75 days
21+	24 days	2 days

Annual leave may be taken in increments of ½ hour. The employee's timesheet and pay stub will reflect the number of hours available. An employee is not eligible for annual leave pay until the hours requested have accrued. Annual leave benefits do not accrue during leaves of absences without pay.

On the last day of January each year, a count shall be made of accumulated annual leave and any amount in excess of 40 days shall be forfeited as of the first day of February each year.

Use of annual leave shall be arranged by the employee with his/her supervisor and the Executive Director or his designee. Annual leave requests are to be submitted as early as possible with approval contingent upon the uninterrupted operation of the district programs. Annual leave requests are to be completed in written form.

If the employee is separated from employment with the District by proper resignation or retirement, the employee will be paid for all accumulated annual leave. Failure to provide at least two weeks notice of intent to terminate employment shall forfeit to the District any wages or salary or payment in lieu of accrued annual leave which may be due to the employee. Annual leave or sick leave may not be substituted for work days during the 2 week notice period. In the event of termination of employment by the District, except for unsatisfactory performance, an employee shall be entitled to payment in a lump sum for all accrued but unused annual leave.

### 5.02 SICK LEAVE

Permanent full-time employees will begin accruing sick leave upon date of employment. A permanent full-time employee shall accrue sick leave at a rate of fifteen (15) days annually or 1 ¼ days per each month worked. On the last day of January of each year, a count shall be made of accumulated sick leave and any amount in excess of 180 days shall be forfeited as of the first day of February of each year. Upon retirement from the Pennyrite ADD, six (6) months of unpaid accumulated sick leave can be credited toward an employee's years of service. Sick leave shall be granted to all permanent full-time employees for illnesses, provided that the employee notifies his/her supervisor as soon as practical during normal working hours. In the absence of the



supervisor, the Executive Director shall be notified. The supervisor shall authorize the taking of sick leave in written form.

Sick leave with pay may be used when the employee has a medical, dental, or optical appointment. The employee may also use sick leave if:

- the employee is disabled by sickness or injury;
- for the birth, placement or adoption of a child;
- the employee is caring for a sick or injured member of their immediate family for a reasonable period of time;
- the employee would jeopardize the health of others at work;
- the employee has lost by death a spouse, child, grandchild, parent, grandparent, brother, or sister. Other losses should be discussed with the supervisor to determine whether sick leave is appropriate for the occasion.

Sick leave shall be used in increments of ½ hour. The employee's time sheet and pay stub will reflect the number of hours available. Sick leave benefits do not accrue during leaves of absence without pay.

In the event of prolonged sickness, to the extent of accumulated leave, an employee shall receive wages or salary as though on duty. At his discretion, the Executive Director may permit an employee to remain in employment status, but without pay, for a period of no more than ninety days beyond the expiration of the employee's accumulated leave. Any combination of leave time, i.e., sick leave, annual leave, or leave without pay may be utilized in this case. The general leave policies of the Pennyrile Area Development District will be applied to requests for leave for maternity reasons in the same manner in which they are applied to other comparable temporary disability or sick leave.

In the event of absence from post duty due to illness in excess of three days, the employee must submit to the Executive Director, at his request, a statement signed by a competent medical authority attesting to illness or injury as the cause of absence before sick leave will be allowed.

### **5.03 Other Leave**

Any permanent employee who is a member of the National Guard or organized military reserve of the United States shall be granted military leave with pay for ten (10) working days of actual duty or field training encampment.

An employee shall be given time off without loss of pay when performing jury duty or when required by proper authorities to be a witness in legal proceedings.

Executive leave shall be granted by discretion of the Executive Director for extraordinary circumstances. The Executive Director may authorize a leave of absence without pay up to thirty (30) days or until the next Board of Directors meeting.

### **5.04 Absence Without Leave**

In the event of absence of any staff member extending for more than three (3) days, the Executive Director, with the concurrence of the Chairman of the Board of Directors, may designate another staff member to act in his/her stead with full authority and responsibility for the remainder of his/her absence or until his/her successor has been employed and has reported for duty.

## **SECTION 6: EMPLOYEE CONDUCT**

Employees of PeADD shall familiarize themselves with the applicable State and Federal regulations concerning employee conduct. No employee shall use or abuse his/her position to promote personal interest and shall not engage in outside employment or activities incompatible with the full and proper discharge of the duties and responsibilities of his/her position with PeADD.

### **6.01 Code of Ethical Conduct**

Employment with PeADD is a public trust requiring diligent effort and personal commitment. PeADD's Code of Ethics (policy located in Appendix) is set forth as a guide to the ethical conduct required of the staff of PeADD and to establish standards of behavior in the performance of professional responsibilities.

It is the purpose of the Code to provide a method of assuring that standards of ethical conduct are provided to the employees of PeADD with advice and information concerning potential conflicts of interests which might arise in the conduct of their public duties.

### **6.02 Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 requires contractors and grantees of federal agencies to certify that they will provide drug free workplaces. This required certification is a precondition of receiving a contract or grant from a federal agency beginning March 18, 1988. Located in the appendix is the Drug Free Workplace Act Certification that each employee must read and sign.

### **6.03 Sexual Harassment**

The Pennyrile ADD believes that a work environment which maximizes productivity is one that is free from all types of discrimination and harassment of employees. In compliance with the Equal Employment Opportunity Commission's Guidelines, the Pennyrile ADD is committed to take necessary measures to ensure that no employee is subjected to sexual harassment from the Executive Director, supervisors or co-workers.

Sexual harassment undermines the integrity of any relationship; no employee shall be subject to unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such actions constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Whether committed by the Executive Director, a supervisor or co-workers, sexual harassment is a violation of agency policy. The Pennyrile ADD encourages any employee who feels sexually harassed to seek assistance by contacting the Executive Director. If this process is prohibitive due to circumstances, then the employee may contact other appropriate senior staff. All reported

cases or incidences believed to constitute harassment or discrimination in any form will be investigated. Employees found guilty of sexual harassment or discrimination shall be dealt with under appropriate disciplinary procedures.

#### **6.04 Enhancement of Skills and Knowledge**

It is the benefit of both the employee and PeADD that all employees endeavor to improve and broaden their skills and knowledge of use to PeADD. Employees are urged to undertake, on their own, courses of study and other opportunities for self improvement.

PeADD may, as occasion permits and in such a manner as may be feasible, provide for special training opportunities for employees when deemed beneficial to PeADD. However, PeADD will not be responsible for any cost of any kind incurred by an employee of PeADD in regard to any training program, course of instruction, or similar undertaking except with the specific, prior written consent of the Executive Director.

#### **6.05 Telephone, E-Mail & Internet Use**

Employees are encouraged to keep personal telephone calls to a minimum during working hours. The calling card should be used only for conducting Agency business when out of the office. When calling the PeADD office, the 800 number is to be used in preference to the calling card.

Voice mail is to be used only when an employee is out of the office or on the phone, not to screen incoming calls. Voice mail should be checked regularly and all calls returned promptly.

E-mail and the Internet are for conducting the business of the Area Development District. Personal e-mails and use of the Internet for personal activity should be kept to a minimum during working hours. Offensive or vulgar e-mail messages such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the company's existing policies against harassment and discrimination.

Employees may not attempt to gain access to e-mail and computer files of other staff without permission. PeADD owns the E-mail and Internet system and the information transmitted and stored within it. Employees have no expectation of privacy or confidentiality in any of their E-mails. Violation of the company's E-mail and Internet policy will result in discipline up to and including termination.

#### **6.06 Social Media Policy**

(Added 1/10/11)

The Pennyryle Area Development District may utilize social media and social network sites to further enhance communications with various stakeholder organizations in support of the district's goals and objectives. District staff and organizations have the ability to publish articles, facilitate discussions and communicate information through various media related to conducting district business. Social media facilitates further discussion of the district issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

1. All district social media sites shall be (1) approved by the Director; (2) published using approved district social networking platform and tools; and (3) administered by the

Department Director or their designee.

2. All district social networking sites shall adhere to applicable state, federal and local laws, regulations and policies.
3. Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
4. District social networking sites are subject to the Kentucky Department for Libraries and Archives (KDLA) public records laws. Relevant KDLA records retention schedules apply to social networking content.
5. All social networking sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosures.
6. The district reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
7. Each district social networking site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social network site. Where possible, social networking sites should link back to the official district internet site for forms, documents and other information.
8. The district social networking content and comments containing any of the following forms of content shall not be allowed for posting:
  - a. Comments not typically related to the particular site or blog article being commented upon;
  - b. Profane language or content;
  - c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, status with regard to public assistance, national origin, physical or mental disability;
  - d. Sexual content or links to sexual content
  - e. Solicitations or commerce;
  - f. Conduct or encouragement of illegal activity;
  - g. Information that may tend to compromise the safety or security of the public or public systems; or
  - h. Content that violates a legal ownership interest of any other party
9. All district social networking moderators shall be trained regarding the terms of the Pennyriple Area Development District policy, including their responsibility to review content submitted for posting to ensure compliance with the policy.
10. All social networking sites shall clearly indicate they are maintained by the Pennyriple Area Development District and shall have the Pennyriple Area Development District contact information prominently displayed.
11. Where appropriate, the district IT security policies shall apply to all social networking sites and articles.

12. Employees representing the district government via social media outlets must conduct themselves at all times as a representative of the district and in accordance with all human resource policies.
13. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## **Attachment A. Employee Guidance for Participating in Social Networking**

The district understands that social networking and internet services have become a common form of communication in the workplace. Some employees may maintain web logs, may contribute posts to the blogs of other persons, and may maintain and participate in other social media, such as Twitter, Facebook, MySpace, Plaxo and LinkedIn (collectively, "social media"). In some instances, the Area Development District and your career may benefit from your appropriate use of social media. Still, these sites have nearly unlimited communication potential, nearly unlimited duration and retention, and, unless the creator restricts access, they may be accessed by anyone around the world with access to the Internet. To protect the district's interests, we expect that employees who participate in social media abide by the following guidelines:

1. Employees may not use organizational equipment for non-work-related activities without permission. Additionally, our policy on Use of Computers and Electronic Media apply to social media use at work, including our policy that personal use of our computers, including personal social media activities, should not interfere with your duties at work. We monitor our facilities to ensure compliance with this restriction.
2. When discussing your work on a social media website, whether at home, work or otherwise, you must abide at all times with all legal and ethical requirements, as well as the ADD's policies found in this employee handbook.
3. You may not disclose via social media any of the ADD's confidential or trade secret information, including without limitation information about our products, services, customers, employees, and vendors that you learn in the course of your employment.
4. You may not use in social media any materials belonging to the ADD, including our promotional and marketing materials, unless you have received prior authorization from the Executive Director or his designee.
5. You may not use in social media the ADD's logo, letterhead or other trademarked material, including a picture of yourself wearing or displaying the ADD's logo, unless you have received prior authorization from the Executive Director or his designee.
6. You may not post or publish via social media photographs of yourself in any ADD location or on the ADD's premises unless you have received prior authorization from the Executive Director. Likewise, you may not post photographs of other ADD employees without their express approval to do so.

Finally, when using social media, you must be respectful. You may not post discriminatory, defamatory, libelous or slanderous comments when discussing the ADD, its officers, your supervisors or co-workers, our customers or our competitors on any social media. You should not use social media as a vehicle for personal attacks. Social media postings by you that reflect negatively on the ADD, its employees, vendors, or customers, or that otherwise violates any provisions of this policy may result in discipline up to and including termination from employment.

**Personal Use:**

Employees are allowed to have personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. This helps ensure a distinction between sharing personal and agency views. In addition, employees should never use their ADD e-mail account or password in conjunction with a personal social networking site.

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Employee Signature

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Date

## **SECTION 7: TERMINATION OF EMPLOYMENT**

PeADD reserves the right to terminate employment of any employee subject to the following conditions:

### **7.01 Termination by Employer**

The Executive Director of PeADD or the assistant director (with the concurrence of the Executive Director) shall prepare, or cause to be prepared, any notice of termination of employment as it relates to any employee. The notice of termination of service shall be reduced to writing and presented to the employee subject to termination. The employee subject to termination of employment shall have the right to request an exit conference with the Executive Director and further request that the Executive Director withdraw the notice of termination. In the event that the notice of termination is not withdrawn by the Executive Director, in such event, the employee may file a written grievance with the Chairman of the Board of Directors of PeADD. The written statement of the employee shall set out the employee's grievance and shall be accompanied by a copy of the notice of termination.

### **7.02 Grievance Hearing**

Upon receipt of the grievance, the Chairman of the Board shall determine whether a hearing of the matter is justified. If the Chairperson considers a hearing as justified nature, the Chairman shall call a meeting of the Executive Committee within 15 days of the receipt of the request and further notify the discharged employee and the Executive Director of the date that the Executive Committee shall hear the grievance. All parties to the grievance shall be given the opportunity to present pertinent information in a manner directed by the Chairman of the Board.

The Executive Committee, by majority vote, may sustain the Notice of Termination given by the Executive Director or take other alternative measures in their absolute discretion, to properly adjust the grievance. The decision of the Executive Committee shall be final. The written findings of the Executive Committee shall be given to the employee and the Executive Director.

### **7.03 Employment At Will**

Nothing set out in section 7, herein, shall alter or amend the "employment-at-will" doctrine previously set out herein. By way of reaffirmation, the employment relationship between Pennyrile Area Development District and its employees may be terminated, at any time, with or without cause, by both the employer and the employee. Nothing set out herein shall be considered as creating a contract of employment by and between employee and the Pennyrile Area Development District.



## SECTION 8: TRAVEL POLICY

(Revised 6/15/05)

Due to the nature of the work done by the Area Development District, staff may be required to travel within the nine-county district as well as to destinations outside PeADD. This travel falls within the normal range of work done by the PeADD staff.

When traveling, employees shall comply with the Travel Policies of the Pennyryle Area Development District. Travel requests must be made for approval of travel. Travel vouchers shall be submitted for reimbursement of travel expenses.

### 8.01 Authorization Procedures

All travel must be approved. In-district & out-of-district travel requests must be approved by the employee's supervisor. For Workforce staff, in-district travel will include trips to the Purchase Area Development District. Out-of--state travel requests must be approved by the employee's supervisor and Executive Director or his designee. Meeting notices and other appropriate documentation supporting travel shall be submitted with travel request when available.

All travel and lodging arrangements shall be coordinated through the appropriate staff.

Staff will use agency vehicles whenever possible. Use of privately owned vehicles (POV) will be authorized when:

1. There are no staff cars available, or
2. There is no additional expense to PeADD over using a staff car.

### 8.02 Use of PeADD Vehicles

1. PeADD vehicles are to be parked in the office lot under street lights anytime they are not being used on official travel unless otherwise authorized by the Executive Director.
2. PeADD vehicles are to be locked at all times. Vehicles should not be returned to the office with less than a half tank of fuel.
3. Requests for automobiles are to be submitted as early as possible for scheduling purposes. Out- of-state and out-of-district travel shall be given priority over in-district travel. If in-district requests outnumber available vehicles, priority shall be given to the furthest destination.
4. Staff should ride together whenever possible when attending meetings in the same general location. Use and reimbursement of POV travel in addition to Agency vehicles must be authorized by the supervisor or Executive Director.
5. Operation of Agency vehicles is limited to PeADD staff unless an emergency situation occurs. Passengers in vehicles will be limited to those covered by Agency insurance and/or otherwise authorized by the Executive Director. Vehicles are to be used for official business only.
6. All charges for gasoline, maintenance, service, etc., are to be on credit cards supplied by the office. Receipts for these charges are to be kept with the appropriate credit card and returned to the office staff.
7. Arrangements should be made to get keys and credit card the day before scheduled trip if departure time is before regular working hours. If car is returned after working hours, keys and credit card shall be returned to the travel coordinator.
8. All employees are required to wear seat belts, obey all traffic laws, and practice safe driving whenever traveling in PeADD vehicles.

### 8.03 Use of Privately Owned Vehicles

(Revised 9/12/05)

Occasionally, PeADD employees are required to use their personally owned vehicle for official PeADD business. In this event, the employee shall be reimbursed according to the following guidelines.

1. The employee shall be reimbursed for all mileage over and above his/her normal daily driving to and from the employee's workstation. The workstation is defined as the location where an employee is stationed to perform his/her duties on a regular and on-going basis. The workstation shall not be limited to the PeADD office in Hopkinsville. An employee may have more than one workstation. All employees will have their workstation(s) identified by the Executive Director of the organization.
2. An employee may be reimbursed for mileage calculated from home to a destination only when doing so represents a savings to PeADD and when the employee is not reporting in to the work station for that particular day. In no event shall this amount be greater than the cost to PeADD when traveling to the destination from the employee's workstation.

Except in cases when there are no staff cars available, POV travel must be approved by the employee's supervisor or Executive Director prior to the trip.

### 8.04 Reimbursement

(Revised 6/27/17)

Pennyryle Area Development District staff, Board members, and others at the discretion of the Executive Director with approval of the Board Chair, shall be reimbursed for expenses incurred in the discharge of their official duties. Staff should comply with the travel credit card procedures while traveling on business trips. Out-of-state airfare and meeting registration fees will be paid directly by PeADD. Out-of-pocket travel expenses will be reimbursed upon submittal and approval of travel vouchers. Board members are responsible for travel expenses with reimbursement made by PeADD upon submittal and approval of travel vouchers unless other arrangements have been made. Spouse or other guest travel expenses paid in conjunction with board member or employee travel will be invoiced to the employee or board member immediately upon purchase and payment in full will be required at that time.

Reimbursement allowed for out-of-state POV travel, in lieu of airfare, shall not exceed the total trip cost for coach class air travel. Calculation of cost will include mileage, per diem, lodging, parking, cabs, shuttle buses and consideration of necessary time factors.

#### A. Mileage

(Revised 1/1/2015)

Mileage rates for vehicles while on official duty shall be at the rate authorized by the PeADD Board of Directors.

Effective January 1, 2015, the mileage reimbursement rate for board members and staff will be set in accordance with the Kentucky Administrative Regulations (200 KAR 2:006) standard mileage rate (currently 41.0 cents per mile) and will be updated quarterly.

#### B. Lodging

Lodging shall be reimbursed at the actual cost.

## C. Per Diem

(Revised 1/10/11)

For travel of more than 10 hours duration, the following shall apply:

Per diem will be paid at a rate approved by the Board for each 24-hour period/quarter (6-hour period) or for each fraction thereof.

Effective October 1, 2005, individuals will be reimbursed at the CONUS rate for meals and incidental expenses (the standard CONUS rate as defined in Appendix A of Chapter 301 of the Federal Travel Regulations), unless the destination is defined as a key city. Rate for key cities will then apply. These rates will be updated annually on October 1<sup>st</sup>.

A list of rate and key cities is listed at the PeADD website <http://pennyrile.wikispaces.com> or [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

## D. Other Allowable Travel Expenses

Expenses that will be reimbursed are:

- toll charges (receipts required for out-of-state only)
- registration fees (documentation required)
- parking and cabs (receipts required)
- porter fees
- other expenses incurred which the Executive Director authorizes and approves

## 8.05 Payment Procedures

Completed employee travel vouchers requesting reimbursement for travel expenses shall be submitted to the Accounts Payable Clerk on or before the 1<sup>st</sup> day of each month. If the 1<sup>st</sup> falls on Saturday or Sunday, then travel will be due on the preceding Friday (30<sup>th</sup> or 31<sup>st</sup>). White copies of approved travel requests, room receipts, and cab and parking receipts (where applicable) must be attached. Odometer readings must be recorded if using personal car. If using staff car, mileage readings are not necessary.

The Accounts Payable Clerk will, at a minimum:

- Ensure that proper documentation is attached to the voucher.
- Ensure that the travel requests have the proper authorization, dates, etc.
- Check to ensure that the proper per diem rate, mileage, hotel charges and other charges are calculated correctly and generally allowable.
- Perform math checks for accuracy of reimbursement request.
- Perform other tasks that may be necessary to insure proper reimbursement.

Once the travel vouchers are properly prepared and checked, the Accounts Payable Clerk will deliver them to the appropriate supervisor for approval. The supervisor will check the vouchers for accuracy, approve and return to the Accounts Payable Clerk with any corrective action noted. Travel checks should be issued on or about the fifth day of each month.

**IMPORTANT: Employees should pay close attention to insure that travel charge elements and time charge elements match. Employees may be liable for costs incurred by PeADD**

**due to audit exceptions caused by carelessness.**

#### **8.06 Safe Driver Policy**

(Added 6/25/14)

Employees are required to be familiar with and comply with local laws before using a wireless device while operating a motor vehicle for business purposes. Safe operation of any vehicle in performance of company business is the responsibility of the driver and must be given appropriate attention at all times. In every situation, do not use a wireless device while the vehicle is in motion if doing so distracts attention from driving, such as texting or accessing the mobile web or other distracting activities, while driving. Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

## **SECTION 9: OPERATING POLICIES**

### **9.01**

#### **PENNYRILE AREA DEVELOPMENT DISTRICT CODE OF ETHICS POLICY**

##### **1. Introduction**

This Code of Ethics (Code) has been adopted by the Board of Directors (Board) of the Pennyrile Area Development District (the District) this 13<sup>TH</sup> day of November 2017. The Code will be to help assure appropriate use of District funds and its proper operation, free from conflicts of interest with employees, Officers, Board Members and others who serve the District. The Code generally applies to Board Officers, Board Members, District employees and others who serve the District, such as Council and Committee members. The Code may be amended from time-to-time by a vote of the majority of the Board at a regularly scheduled Board meeting pursuant to the District's standard processes for passing resolutions or otherwise taking Board action.

The Code is not an all-exclusive, or all-inclusive list of ethical responsibilities for those who serve the District. The District expects all of those who serve it to exercise common sense and good judgment, taking into account the District's responsibility to remain faithful and responsive to public trust. The District also maintains Administrative Regulations and Personnel Policies which address the details of subjects such as disbursements, purchasing, petty cash, travel expenses, conference and meeting expenses, and other financial/conflict of interest issues. In addition, the District expects those who are associated with it to abide by whatever additional ethical rules to which they may be subject, including any local, state and federal rules. In the event of conflicts between this Code of Ethics and other ethical rules, District's Administrative Regulations or the District's Personnel Policies, those associated with the District should follow the most stringent standards applicable to them. The District will also follow in compliance to KRS 147A as established and will adhere to all regulatory statutes as addressed to Area Development Districts.

##### **2. Standards of Conduct**

- A. District employees shall avoid any interests or activity which is in conflict with the conduct of official duties and should avoid the appearance of conflict of interest, seeking or accepting favor, benefit, profit, individually or for family members or friends, secured by privileged information or by misuse of position, public times or public resources.
- B. Board Members or District employees shall not solicit nor accept gratuities, favors, or loans from contractors, potential contractors, or parties to sub-agreements based upon the understanding that the gift was given or offered for the purposes of influencing such Board Member or District employee directly or indirectly in the discharge of his/her duties.
  - 1. No District employee, Board Member or an immediate family member (spouse, a child residing in the employee's household, or a person claimed by the employee, or the employee's spouse, as a dependent for tax

- purposes) of an employee or board member of the District shall directly or indirectly or through other benefit, hold or enjoy, in whole or in part, any contract made, entered into, awarded, or granted by the District.
2. Any violations of this section will be referred to the Ethics Committee for evaluation and action which is discussed in section III. Enforcement and Compliance.
- C. District employees shall not engage in, solicit, negotiate for, or promise to accept private employment, nor shall they render services for private interests or conduct a private business, when such employment, service, or conduct presents a potential for a conflict with their duties and responsibilities.
  - D. District employees should never conduct themselves in a manner that gives the impression that they can be improperly influenced in the performance of their professional duties and responsibilities, and staff members in the proper and faithful exercise of those duties and responsibilities shall maintain complete impartiality, giving no preferential treatment and showing no favoritism in any manner in conduct of work, performance of service, actions or attitude.
  - E. Board Members and District employees shall familiarize themselves with and are responsible for understanding and complying with the laws and regulations to which the District are subject.

### **3. Enforcement and Compliance**

- A. Ethics Committee - The District Executive Committee and the Executive Director shall constitute the Ethics Committee. Notwithstanding the existence of an Ethics Committee, every person associated with the District maintains a continuous responsibility for compliance. The District's management staff retains, in connection with its management duties, additional responsibilities to monitor employee compliance.
- B. Training and Education- At least biennially, the District shall cause ethics training to be conducted for Board Members and employees, including training on this Code. New Board Members shall receive training on this Code as part of their initial orientation to the organization.
- C. Complaints and Reports- The District encourages complaints and reports about any and all ethics issues and suspected violations, whether under this Code or otherwise. Employees and others must report suspected violations to any member of the Ethics Committee, or to the Executive Director. All complaints and reports will be investigated and kept confidential to the extent consistent with a thorough investigation, and to the extent consistent with the law. The District will undertake appropriate steps to remedy Code violations and other District issues which can properly be regarded as presenting ethical issues in the area of District finances and conflicts of interest. The District will not undertake reprisals against an individual who has made a report, in good faith, of an alleged violation of the Code, the law or financial mismanagement.

#### 4. Definitions

- A. Ethics Committee - The District Executive Committee and the Executive Director shall constitute the Ethics Committee
- B. Family member- spouse, parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild or step family members
- C. Immediate family member - spouse, a child residing in the employee's household, or a person claimed by the employee, or the employee's spouse, as a dependent for tax purposes

The Pennyrile Area Development District Board of Directors hereby adopt these Codes of Ethics this 13<sup>th</sup> day of November, 2017.

  
\_\_\_\_\_  
Ms. Lori Harper, Board Chairperson

  
\_\_\_\_\_  
Attest

**PENNYRILE AREA DEVELOPMENT DISTRICT  
DRUG FREE WORKPLACE POLICY****Policy Statement**

It shall be the policy of the Pennyrile Area Development District that its workplace shall be drug-free in compliance with the Drug-free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D). This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and assistance and is the basis of a form each employee is required to sign assuring compliance.

It is the policy of the Pennyrile Area Development District that no employee shall engage in unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace of the Pennyrile Area Development District. Controlled substances are those described in KRS 21 8 A.020 through KRS 218 A.140. The purpose of this policy is to avoid the dangers of drugs in the workplace as described further in this publication. Another purpose is to advise employees of available sources of counseling, rehabilitation, and employee assistance.

Each employee is notified hereby that they shall notify the Chairman or Executive Director within five (5) days of any criminal drug statute conviction for a violation in the workplace. Within 30 days, the Pennyrile Area Development District must take action as appropriate. Any employee violating the terms of this policy statement is subject to immediate dismissal. Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to and including termination or be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The employer is not required to pay for this rehabilitation.

**Drug Free Workplace**

Drug abuse has an effect on many things, including absenteeism, productivity, number of health and accident claims, morale of other workers and employee turnover. The cost of drug abuse has been currently estimated at more than \$10 billion per year. Problem drinking costs the country about \$33 billion per year.

Beneath the statistics--lost time, money and productivity-- is a great deal of human suffering. People who abuse chemicals tend to be very erratic in their behavior toward others. They'll be warm and pleasant one moment, vicious and cruel the next. Their empathy becomes increasingly impaired the more preoccupied they become by their drug of choice. This is intensely painful to family member and particularly destructive to children in their formative years.

Problem drinkers and drug abusers also tend to lose interest in things they once loved and enjoyed. Self hatred builds because at some level these people realize they are failing themselves and their families. They act contrary to their own moral beliefs, and this increases their pain.

Financial and legal troubles are common in families with alcohol and drug abusers. Abusers earn less money because of the lost hours at work, and their overall earning power is adversely affected. What money is left is frequently spent unwisely, much of it going to buy drinks or drugs.



## **Drugs with Potential for Abuse**

**Barbiturates** (Nembutal, Seconal, Amytal, Tuinal, etc.) These are central nervous system depressants that are highly addictive both mentally and physically; they have a high potential for causing overdose reactions and severe and dangerous withdrawal complications.

**Minor tranquilizers** (Librium, Valium, etc.) These have an effect similar to barbiturates and alcohol but are less powerful in their effect and less likely to produce physical and psychological dependency, although psychological dependency is still very common among users.

**Narcotics** (Opium, Morphine, Heroin) These drugs act upon the central nervous system and parasympathetic nervous system to reduce pain, induce sleep and give a general calming effect. They are very physically and psychologically addicting and, because of the haphazard manner in which they are manufactured and sold, frequently are used in excess.

**Stimulants** (Amphetamines, Cocaine) These are drugs that affect the central nervous system, causing increased alertness and activity and bringing on a feeling of confidence and well-being. They cause psychological dependency but their ability to cause actual physical dependency is not clear. They can have negative psychological effects when overused.

**Hallucinogens** (LSD, Mescaline, Psilocybine, PCP, etc.) These drugs act upon the central nervous system and produce changes in perception with accompanying excitement to the user. They are not likely to cause psychological or physical dependency. They are somewhat unreliable in their effect and may cause extreme anxiety reactions or panic states in some users.

**Marijuana** The active ingredient in Marijuana is THC, which is sometimes classified as an hallucinogen. The actual amount of this chemical in Marijuana is quite low, however, and hallucinations are rare. It generally has an intoxicating effect and may heighten sensory perception, especially auditory perception. There are almost no observably physical effects due to Marijuana use. It can produce a psychological dependence somewhat similar to caffeine and has no potential for physical dependence.

**Volatile Substances** (gasoline, paint thinner, lighter fluid, airplane glues, etc.) These substances act on the central nervous system and produce an intoxicating effect. They can be extremely dangerous, causing either brain damage or death from overdose.

**Caffeine and Nicotine** These can also be described as drugs. Their physical effects are well documented, they are both psychologically addicting and nicotine can be physically addicting to some people. This viewpoint is such a radical departure from popular opinion, however, that it would probably be more distracting than helpful to include it in discussions of employee assistance programs.

## **Treatment**

If you have a drug problem the following care centers can help through counseling and family counseling.

**PENNYROYAL REGIONAL MENTAL HEALTH-MENTAL RETARDATION BOARD, INC.  
COMPREHENSIVE CARE CENTERS**

Pennyroyal Regional MH-MR 11 5 McGoodwin Street Princeton, KY 42445	Pennyroyal Regional MH-MR 1303 W. Noel Avenue Madisonville, KY 42431	West KY MH-MR Board 1530 Lone Oak Drive Paducah, KY 42101
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Pennyroyal Regional MH-MR 735 North Drive Hopkinsville, KY 42240	Pennyroyal Regional MH-MR 506 Hopkinsville Street Greenville, KY 42345
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\*Additional drug abuse and addiction treatment centers may be available in your community.

## **DRUG-FREE WORKPLACE CERTIFICATION**

Pennyrile Area Development District certifies that it will provide a drug free workplace. It will accomplish this by publishing the following statement and by establishing a drug free awareness program.

EMPLOYEES are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance\*\* is prohibited in the workplace. As a condition of employment, employees will:

- \* Abide by the terms of the attached statement.
- \* Notify the employer of any criminal drug statute convictions for a violation occurring in the workplace no later than five days after such conviction.

**PENALTIES** for drug abuse violations occurring in the workplace will include:

- \* Taking appropriate personnel action up to and including termination; or,
- \* Requiring the employee to participate satisfactorily in an appropriate drug abuse assistance or rehabilitation program.

**THE DRUG FREE AWARENESS PROGRAM** is intended to inform employees about:

- \* The dangers of drug abuse in the workplace;
- \* The employer's intent of maintaining a drug free workplace;
- \* Any available drug counseling, rehabilitation, and employee assistance programs; and
- \* The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

**EACH EMPLOYEE MUST BE GIVEN A COPY OF THIS STATEMENT.**

**PLACE OF PERFORMANCE** (Street, Address, City, County, State, Zip) of work done in connection with the specific grant, if not at the following address.

Pennyrile Area Development District  
300 Hammond Drive  
Hopkinsville, KY 42240

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
Date

\*Controlled Substance in schedules I through V of KRS 218A and further defined in the Kentucky Administrative Regulations.

**PENNYRILE AREA DEVELOPMENT DISTRICT  
OPEN RECORDS POLICY**

**RULES AND REGULATIONS RELATING TO PUBLIC RECORDS**

In order to comply with the Open Records Act contained in Chapter 61 of the Kentucky Revised Statutes, the following rules and regulations shall be followed by the Pennyrile Area Development District (PeADD):

- I. All requests for inspection of public records of PeADD must be submitted to 300 Hammond Drive, Hopkinsville, Kentucky 42240. Requests may be sent by mail or by fax to (270) 886-3211. The request must be in writing and include the following information:
  1. Name, mailing address and telephone number of the individual requesting to inspect the records.
  2. The specific record(s) the requestor wishes to inspect or to receive a copy of.
  3. Whether the records are requested for commercial or noncommercial use. If requested for commercial use, a certified statement stating the commercial purpose for which the records will be used. (A form is attached to aid citizens in making their request.)
- II. The Executive Director of PeADD is the official custodian of certain records of PeADD. Office hours normally are from 8:00 a.m. until 4:30 p.m., local time, Monday through Friday, except for recognized holidays and other times as may be established by PeADD.
  1. Upon receipt of a written request, the Executive Director of PeADD will respond within three working days. If the records requested are open for public disclosure PeADD will either provide copies of the requested records or set a time when a requestor may inspect the requested records. If the set time is not convenient for the requestor, PeADD will attempt to coordinate a new inspection time convenient to all parties, but it may exceed three working days. If the requested record is not open for public disclosure PeADD will notify the requestor and provide the exception to the Open Records Act under which the request falls.
  2. For public records requested in standard format for noncommercial purposes, PeADD may, at its discretion, charge 10 cents per page for photocopied material. If the requested information is in electronic format the cost of the media and any mechanical processing may be charged. Additionally, PeADD may charge postage fees. PeADD will not charge for staff time required to reproduce records for noncommercial use. Any fees shall be paid before copies are made.
  3. For public records requested for commercial purposes, PeADD may require the requestor to enter into a contract which will include the fees charged by PeADD. PeADD will charge staff time required to produce copies of the records. Any fees shall be paid before copies are made.
- III. Certain records are not public records. Those which are not public are specified in federal and state law or rulings of the Attorney General or Courts. PeADD will not make those exempted records available for public inspection.

Adopted at a regular meeting of the Board of Directors of PeADD held on July 13, 2015 a quorum present and voting.

**Pennyrile Area Development District  
OPEN RECORDS REQUEST FORM**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

SPECIFIC RECORD(S) REQUESTED (Indicate whether you are requesting copies or to review the records. If this is not indicated it will be assumed you are requesting copies.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select one: This must be completed.

Request is for ☐ noncommercial OR ☐ commercial purpose.

I hereby certify the information provided in this request is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**A PERSON WHO VIOLATES KRS 61.874 (INDICATING WHETHER RECORDS ARE REQUESTED FOR  
COMMERCIAL OR NONCOMMERCIAL PURPOSE) SHALL BE LIABLE TO PeADD FOR DAMAGES,  
COSTS, AND PENALTIES TO THE AMOUNT ESTABLISHED BY LAW**

Return completed application to:  
Pennyrile Area Development District  
300 Hammond Drive  
Hopkinsville, Kentucky 42240  
Fax: (270) 886-3211

**FOR PeADD USE ONLY**

Date received: \_\_\_\_\_

By: \_\_\_\_\_

Latest date to respond: \_\_\_\_\_

Date responded: \_\_\_\_\_

Fees Charged:

Photocopies\_\_ Media  
\_\_\_\_\_ Postage  
\_\_\_\_\_

Staff\* \_\_\_\_\_  
Other \_\_\_\_\_  
TOTAL \_\_\_\_\_

\*Only for commercial requests

**PENNYRILE AREA DEVELOPMENT DISTRICT  
PROCUREMENT POLICY**

**Section 1.1: AUTHORIZATION OF CONTRACTS:**

- A. Every contract for the purchase of services, materials, supplies, equipment, or for contractual services, shall be authorized or approved by the Executive Director of the Pennyryle Area Development District (PeADD). Legal counsel for PeADD shall review every contract of the Pennyryle Area Development District, as to form and legality, except contracts for small purchases.

**Section 1.2: SELECTION OF VENDORS AND CONTRACTS  
(PROCEDURES FOR SEALED BIDDING):**

- A. Each program administrator, department head, or staff member, requiring supplies, services or equipment shall submit to the Executive Director, or his designee, a request containing specifications and quantities desired.
- B. The Executive Director, or his designee, shall determine the need for each item requested, approximate costs, and whether or not the expenditure is approved for in the PeADD budget.
- C. Any expenditure or contract for materials, supplies, equipment, or for contractual services, other than professional, involving an expenditure of Forty Thousand and 00/100 Dollars (\$40,000.00), or more, shall be subject to competitive bidding.
- D. The Executive Director, or his designee, shall place an advertisement in the newspaper of the largest circulation in the Counties served by the Pennyryle Area Development District, at least once, not less than seven nor more than twenty-one days before the bid opening. The advertisement shall include the time and place where the specifications may be obtained by interested bidders. The advertising shall further state that the Pennyryle Area Development District (or the programs which it administers) will consider the lowest and/or best bid in making this determination to award a contract.
- E. The Executive Director, or his designee, shall open all bids publicly at the time and place stated in the advertisement (Invitation to Bid) and shall select the lowest and/or best bid of the qualified bidders. If the lowest bid is not selected, the reasons for the selection shall be stated in writing.

**Section 1.3: PROCEDURES FOR DETERMINATION OF QUALIFICATIONS OF  
BIDDERS:**

- A. The bidders shall upon request furnish, in writing, information concerning contracts completed in the past two years relative to similar services or products which are the subject to the invitation to bid initiated by PeADD. Bidding instructions issued by PeADD shall inform bidders of the necessity of the foregoing and shall further include the type of information required of the bidders based on the nature of the product or service which is the subject of the Invitation to Bid.

- B. PeADD reserves the right to make further inquiry of each bidder, either prior to the opening of bids or following the opening of the bids as to qualifications of each respective bidder.
- C. Contractors who have demonstrated, by past performance, the ability to perform satisfactorily, in accordance with contracts, on a timely basis, and have demonstrated a sound financial structure, should be eligible to be qualified as responsible bidders.
- D. In the event that any bidder is determined unqualified, the Executive Director, or his designee, shall make a written determination as to the reason that said bidder is not qualified for the particular type of supplies, services, or equipment sought in the invitation to bid issued by PeADD.

#### **Section 1.4 NON COMPETITIVE NEGOTIATION:**

- A. PeADD may contract with or purchase through non competitive negotiation, in lieu of advertisement of bids, for amounts exceeding \$40,000.00 in the following circumstances:
  - 1) An emergency exists which would cause harm to PeADD or the programming as a result of the delay in the competitive procedure;
  - 2) All bids received exceed the budgeted amount;
  - 3) The contract is for professional services;
  - 4) The contract is for group life insurance, professional liability insurance, workers compensation insurance, or unemployment insurance;
  - 5) The contract is for the purchase of supplies at reduced prices that will afford the purchase, at savings, to PeADD.
  - 6) Contracts with the Commonwealth of Kentucky or other units of local government.

#### **Section 1.5 SMALL PURCHASE PROCEDURES:**

- A. All expenditures of less than \$40,000.00 shall be considered a "small purchase" which under ordinary circumstances shall not be subject to competitive bidding, so long as said expenditures is provided for in the PeADD budget (or other budget which PeADD may administer), unless the Board of Directors at the Pennyriple Area Development District direct otherwise.
- B. The Executive Director, or his designee, may determine the need for any item requested and whether or not the contract is for less than \$40,000.00 and the expenditure is provided for in the budget.

- C. For all "small purchases" as defined herein, the Executive Director, or his designee, may use non competitive negotiation for the services or products, or solicit written quotes or proposals directly from the vendors.

#### **Section 1.6 COMPETITIVE NEGOTIATION:**

- A. PeADD may contract or purchase through "competitive negotiation" upon a determination of the following:
- 1) The nature of the product or service desired are such that specifications cannot be sufficiently specific to permit an award of contract on the basis of either the lowest bid or best bid, including, but not limited to, developmental research work, complex or integrated equipment, technical services, or nonstandard supplies or services.
  - 2) Sealed bidding is impractical or inappropriate because there are limited sources of supply or production.
  - 3) Bid prices received through sealed bidding are unresponsive, exceed budget allocations, or, otherwise, unreasonable as to either the nature of the product or the price of the product or services.
  - 4) Upon a written determination that "competitive negotiation" shall be utilized, in such event, the Executive Director, or his designee, shall solicit through public advertisement, or other demonstrated means of notifying a reasonable number of qualified providers so as to be consistent with the nature and type of the subject of procurement.
  - 5) Written or oral discussion may be conducted with all prospective vendors who submit proposals pursuant to this procedure. Discussions with potential vendors shall not result in the disclosure of any information derived from other competing offerors.

#### **Section 1.7 HOLD HARMLESS CLAUSE:**

- A. All contracts executed on behalf of PeADD concerning the purchase of services or products shall contain a "hold harmless clause", whereby the vendor, provider of services, or seller agrees to hold PeADD harmless from any liability concerning the use of their product or the receipt of their services.

#### **Section 1.8 DISPOSITION OF SURPLUS PROPERTY:**

##### **A. *Real Property:***

- 1) In the event that the Board of Directors of Pennyrile Area Development District determine that certain tracts of real estate are "surplus" in nature, and that it is in the best interest of PeADD to dispose of said real property, the Executive Director, or his designee, shall make a written statement which describes the property, including the date of acquisition, the present use, and the reason why it should be declared surplus. The Board of Directors of Pennyrile Area



Development District reserve the right to transfer the property to another governmental agency, the amount of compensation to be received, and whether the property shall be sold at public auction, by sealed bids, or through negotiations.

- 2) In the event the Board of Directors of PeADD declare real property as surplus, the property shall be appraised by a competent independent appraiser which shall be the basis of any negotiated sale of the real property.

**B. *Tangible Property:***

- 1) The Executive Director may determine that certain items of personal property or tangible property are no longer needed or serviceable.
- 2) If no use for the property can be found, the Board of Directors of the Pennyrile Area Development District may declare the property as surplus and the Executive Director, or his designee, may dispose of the item or items by sealed bids, or at public auction. All sales should be given to the highest bidder.

**Section 1.9 ANCILLARY PROCUREMENT POLICIES:**

- A. It is acknowledged that PeADD does administer certain programs on behalf of other public entities through contract, joint venture, or otherwise. In such events, it is further acknowledged that the public entity or agency that is the subject of the collaboration with PeADD may have adopted a procurement policy, or otherwise be subject by operation of law, to certain procurement standards. In such event, PeADD may implement and abide by the more restrictive terms of procurement adopted by the collaborating agency or entity.
- B. It is further acknowledged that PeADD serves, from time to time, as a "fiscal agent" or "sub recipient" on behalf of other Boards, Commissions, Committees, Public Entities, or Associated groups. In such event, procurement requirements relative to said relationship may fall outside of the procurement policy adopted on behalf of PeADD depending on the nature of the relationship by and between PeADD and the associated entity, and the applicable state or federal laws.

**PENNYRILE ARE DEVELOPMENT DISTRICT  
WHISTLEBLOWER POLICY**

(Added 6/25/14)

**I. Purpose**

To ensure that the Pennyrile Area Development District, a Kentucky non-profit corporation doing business under the assumed name of the "PeADD" maintains an effective, easy-to-use mechanism for employees to raise concerns regarding potentially unlawful or unethical behavior within the organization and that ensures protection against retaliation for the whistleblower.

**II. Policy**

It is PeADD's policy that no retaliation shall occur against any employee who internally reports a concern about potentially unlawful or unethical conduct (Whistleblower). Each employee has an obligation to report in accordance with this Whistleblower Policy: (a) questionable or improper accounting or auditing practices, (b) suspected unlawful conduct, and (c) violations or suspected violations of PeADD policy (collectively referred to as "Concerns" from this point forward).

**A. No Retaliation**

This policy is intended to encourage and enable employees to raise Concerns for prompt internal investigation and appropriate action. No employee who in good faith reports a Concern shall be subject to retaliation in any form for making the report. An employee who retaliates against someone who has made a good faith report about a Concern is subject to discipline up to and including termination of employment.

**B. Reporting Concerns**

- 1) In most cases, employees should first discuss their Concern with their immediate Supervisor or Associate Director. If, after speaking with his or her supervisor or Associate Director the Whistleblower continues to have reasonable grounds to believe the Concern is valid and the supervisor is not responsive, the Whistleblower should then report the Concern in writing to the Executive Director or contact the program fraud and abuse hotline posted within the office or other facility.

If the supervisor is a subject of the Concern, or if the Whistleblower is uncomfortable speaking with his or her supervisor or Associate Director for any reason, the Whistleblower should report his or her Concern to the Executive Director. If the Executive Director is the subject of Concern, the Concern should be reported to the PeADD's Chairman of the Board.

- 2) A member of the PeADD's Board of Directors may make a good faith report, in writing, of a Concern to the Chairman of the Board. If making a written report, please be sure to include all relevant information known, including names of PeADD employees believed to be involved, dates, etc.

**C. Handling of Reported Concerns**

- 1) Investigation Procedure: All Concerns will be dealt with promptly and a manner intended to protect confidentiality, consistent with the need to conduct a full and fair investigation.

a. Concerns Not Involving the Executive Director:

Following a preliminary assessment, if the individual initially receiving the Concern believes the Concern warrants further investigation, the Executive Director shall be responsible for investigating the Concern and reporting the results of this further investigation to the Executive Committee of the Board of Directors. When feasible and appropriate, and with the guidance of legal counsel, such assessment and reports may be made in a writing marked confidential.

If the investigation indicates that there has been or likely has been a violation of law, accounting or audit standards, or PeADD policy, then the Executive Committee who receives the report of the results of the investigation shall consult with the PeADD's Executive Director to determine the appropriate follow-up action and conclusion.

b. Concerns Involving the Executive Director:

If the Executive Director is the subject of Concern, the Chairman of the Board who initially received the Concern, shall conduct a preliminary assessment. If the preliminary assessment reveals that the Concern warrants further investigation, the Chairman of the Board shall report the Concern directly to the PeADD's Executive Committee. The Executive Committee will engage the PeADD's attorney to further investigate the Concern and report back to the Executive Committee of the Board on the results of the investigation for appropriate follow-up action and conclusion.

- 2) Follow-Up with Whistleblower: The Whistleblower will be informed of the progress and/or outcome of the investigation unless: (1) the Whistleblower indicates his or her preference not to be informed, (2) this would be detrimental to the Whistleblower, PeADD or the investigation, or (3) there are other, sound reasons not to inform the Whistleblower. The individual or committee responsible for investigating the Concern is also responsible for determining whether follow-up with the Whistleblower would be detrimental or whether other reasons exist not to inform the Whistleblower. The individual or committee is also responsible for informing the Whistleblower if the concern has been settled or closed.
- 3) Cooperation: All employees are required to cooperate in the investigation of concerns, which may include steps such as personal interviews and requests for and review of documents. Employees must not discuss the investigation, including any interviews or document requests, with anyone unless specifically instructed that they may do so.

A. Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information provided in a reported Concern indicates a violation of law, accounting or audit standards, or PeADD policy. The act of making allegations that prove to be unsubstantiated, or which are made maliciously, recklessly, or with knowledge of their falsity, will be viewed as a serious disciplinary offense.

B. Confidentiality

Reports of Concerns, and any investigations regarding Concerns, shall be kept confidential to the extent possible and lawful, consistent with the need to conduct an adequate investigation.

### **III. Responsibility**

The Executive Director shall ensure that this policy is implemented. It is the responsibility of all directors, officers, and employees to comply with this policy and report Concerns in accordance with this policy.

### **IV. Effective Date**

This policy is effective as of June 25, 2014. A review of this policy will take place periodically at which time amendments to the policy may be made as necessary.

## I. **PURPOSE**

Effective security is a team effort involving the participation and support of every Pennyrile Area Development District (PeADD) employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. These rules are in place to protect the employee and PeADD. Inappropriate use exposes PeADD to risks of virus attacks, compromise of network systems and services, and legal issues. This policy applies to the use of information, electronic and computing devices, and network resources to conduct PeADD business or interact with internal networks and business systems, whether owned or leased by PeADD, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at PeADD and its subsidiaries are responsible for exercising good judgment and best practices regarding appropriate use of information, electronic devices, and network resources in accordance with PeADD policies and standards, and laws / regulations.

Appropriate measures must be taken when using workstations, laptops or other portable devices to ensure the confidentiality, integrity and availability of sensitive information, including protected health information (PHI) and that access to sensitive information is restricted to authorized users. Employees using workstations shall consider the sensitivity of the information, including PHI that may be accessed and minimize the possibility of unauthorized access. Employees with access to PHI shall ensure their workstations are used for authorized business purposes only. Employees with access to PHI shall exit all running applications and close open documents before securing their workstation when leaving their area to prevent unauthorized access.

## **POLICIES**

### A. **Securing Workstations/Laptops**

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen (Windows Logo Button + L on your keyboard) or log off when the device is unattended.

### B. **User ID and Password Guidelines**

Your User ID and Password are an important deterrent to intrusion; the first and sometimes only line of defense protecting PeADD resources. Each user is responsible for every action initiated by that account.

All passwords should meet or exceed the following guidelines.

*Strong passwords have the following characteristics:*

- Contain at least 8 alphanumeric characters;
- Contain at least one number (for example, 0-9); and
- Contain at least one special character (for example, !\$%^&\*()\_+|~-  
=``{}[]:"';'<>?,./`).

*Poor, or weak passwords have the following characteristics:*

- Contain less than eight characters;
- Can be found in a dictionary, including foreign language, or exist in a language slang, dialect, or jargon;
- Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters;
- Contain work-related information such as building names, system commands, sites, companies, hardware, or software;
- Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321;
- Contain common words spelled backward, or preceded or followed by a number (for example, terces, secret1 or 1secret); and
- Some version of "Welcome123" "Password123" "Changeme123".

You should never write down a password. Instead, try to create passwords that you can remember easily. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase, "This May Be One Way To Remember" could become the password TmB1w2R! or another variation.

*(Note: Do not use either of these examples as passwords!)*

Users must not use the same password for PeADD accounts as for other non-PeADD access.

Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential PeADD information.

Passwords must not be inserted into email messages or other forms of electronic communication. Do not reveal a password on questionnaires or security forms.

Passwords should not be stored in Internet browsers.

Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile device (phone, tablet) without encryption.

Any user suspecting that his/her password may have been compromised must report the incident to the IT Department and change all passwords.

#### **C. Software Installation**

To avoid the exposure of sensitive information contained within PeADD's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software, employees may not install software on computing devices operated within the PeADD network or belonging to PeADD. All software requests must be first approved by the Direct Supervisor and then made to IT staff. All software requests must comply with national, international, and commercial software license laws along with PeADD security policies regarding proper acquisition, use, duplication and distribution of copyrighted software.

#### D. Virus Prevention

Antivirus software should be running on your system at all times.

NEVER open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately then 'double-delete' by emptying your trash.

Never download files from unknown or suspicious sources.

Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.

Always scan a removable device from an unknown source for viruses before using it.

Backup critical data on a regular basis and store the data in a safe place.

Immediately notify IT staff if a virus is suspected. Do not attempt to eradicate a virus or use the affected machine until IT staff have been notified so the problem can be addressed.

#### E. Internet Services

Capabilities for the following standard Internet services will be provided to users as needed:

- E-mail - Send/receive E-mail messages to/from the Internet (with or without document attachments);
- Navigation - WWW services as necessary for business purposes, using a hypertext transfer protocol (HTTP) browser tool. Full access to the Internet;
- File Transfer Protocol (FTP) - Send data/files and receive in-bound data/files, as necessary for business purposes; and
- Telnet - Standard Internet protocol for terminal emulation.

Management reserves the right to add or delete services as business needs change or conditions warrant. ***All other services will be considered unauthorized access to/from the Internet and will not be allowed.***

If sensitive information is sent via the Internet or other unsecured media transmission facility, the information must be sent encrypted.

Bandwidth, both within the company and in connecting to the Internet, is a shared finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees.

Only access Internet websites and protocols that are deemed appropriate for PeADD's business environment. The following protocols and categories of websites should be avoided: Adult/Sexually Explicit Material and Chat & Instant Messaging.

**F. Portable Devices, Media and Cloud Services**

PeADD discourages the placement (download, copy, or input) of confidential data on portable devices. Storage on such devices is permitted only if the following requirements have been satisfied:

- Use is restricted to specific individuals requiring such data to perform their job duties;
- Storage is for a limited, defined period of time as required to perform specific job duties;
- Approval has been obtained by the system/data owner for such;
- Information should be abbreviated, if possible, to limit exposure (i.e. last 4 of SSN); and
- Sensitive data has been encrypted.

Unencrypted storage of confidential data on portable devices, media, and/or cloud services is strictly prohibited.

**G. Mobile Devices**

Mobile devices such as smart phone and tablets offer great flexibility and improved productivity for employees. However, they can also create added risk and potential targets for data loss. As such, their use must be in alignment with appropriate standards and encryption technology should be used when possible.

The loss or theft of any mobile device containing PeADD data must be reported immediately to IT staff.

If your PeADD email account is setup on your personal smartphone and/or you have PeADD-related data on your personal smartphone, you must have Auto-lock enabled (1 minute) with a passcode enabled and it must not be “jail broken” or “rooted”.

**H. Voicemail**

Voicemail boxes may be issued to PeADD personnel who require a method for others to leave messages when they are not available. Voicemail boxes must be protected by a password which must never be the same as the last four digits of the telephone number of the voicemail box.

Voicemail passwords, like computer passwords, must not be shared with anyone. All passwords are to be treated as sensitive, confidential PeADD information.

**I. Employee Status Changes**

Communicate employee terminations and status changes immediately to ensure proper deletion/revision of user access.

**J. Backup**

Onsite backup will be performed in machine readable format in the event operating data is lost, damaged, or corrupted and to avoid having to reenter the data from source material. Offsite backup designed for longer term protection will be in a more



sterile format and provide protection against threats potentially damaging to primary site and data.

K. **Security Incident Handling**

Keep a log of pertinent information during security incidents that are under investigation, including action taken.

Inform appropriate personnel (i.e. IT staff, Executive Director, Department Directors, and Finance). For incidents involving deception and fraud, additional notification may include police department and others depending upon severity of the incident at the discretion of the Executive Director.

Release of information during a security incident must be authorized by the Executive Director.

Follow-up analysis – after an incident has been fully handled and all systems are restored to normal mode of operation, a follow-up analysis should be performed by IT staff and management. All involved parties should meet and discuss the actions taken and lessons learned. All existing procedures should be evaluated and modified as needed.

L. **Activities Strictly Prohibited:**

Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by PeADD.

Accessing data, a server or an account for any purpose other than conducting PeADD business, even if you have authorized access, is prohibited.

Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).

Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

## SECTION 10: ADOPTION STATEMENT

The above printed policies were reviewed and adopted by the Pennyrile Area Development District Executive Committee on this the 13<sup>th</sup> day of May, 2002.

These policies will become effective on July 1, 2002.

PENNYRILE AREA DEVELOPMENT DISTRICT

  
\_\_\_\_\_  
Chairman

ATTEST

\_\_\_\_\_  
Secretary

## AMENDMENTS TO PERSONNEL POLICIES

DATE	PAGE	SECTION	AMENDMENTS
7/2/02	11	4.01 Holiday	Added “in any statewide elections. All employees are provided time off to vote and encouraged to do so.”
7/2/02	16	5.02 Sick Leave	Added “Other losses should be discussed with supervisor to determine whether sick leave is appropriate for the occasion.”
7/2/02	22	9.04 Reimbursement – C. Per Diem	Corrected PeADD Website address for accessing high-rate localities.
1/10/11	4	Table of Contents	Added new section 6.06 “Social Media Policy” to Personnel Policies Manual Table of Contents.
1/10/11	15	5.01 Annual Leave	Revised the number of days in excess of from “30” to “40”.
1/10/11	15	5.02 Sick Leave	Revised sentence “Sick leave days may not accumulate over 180 days” to read “On the last day of January of each year, a count shall be made of accumulated sick leave and any amount in excess of 180 days shall be forfeited as of the first day of February of each year.
			Deleted sentence “The additional months of service credit may be used to determine eligibility for retirement.”
1/10/11	18	6.06 Social Media Policy	New Section 6.06 “Social Media Policy” added.
1/10/11	22	8.04 Reimbursement – C. Per Diem	Deleted “of \$39” and added the word “CONUS” prior to the word “rate”.
6/25/14	3, 4	Table of Contents	Added new policy “Safe Driver” to Section 8 and “Whistleblower” to Section 9.
6/25/14	21	8.04	Last sentence of the first paragraph under 8.04 Reimbursement revised to read “Spouse or other guest travel expenses paid in conjunction with board member or employee travel will be invoiced to the employee or board member immediately upon purchase and payment in full will be required at that time”.
6/25/14	23	8.06	New Policy 9.04 “Safe Driver” added.
6/25/14	37	9.05	New Policy 9.05 “Whistleblower” added.
6/25/14	6, 30, 31	Handbook wide	Language “Personnel/Finance Committee” replaced with language “Executive Committee” on pages 7 and 24. On page 7, Sentence 3 under Section 1 (1.04) “The Personnel/Finance Committee, may consider personnel issues and make recommendation to the Executive Committee” was deleted – repetitive.
1/12/15	26	8.04	Effective January 1, 2015, the mileage reimbursement rate for board members and staff will

			be set in accordance with the Kentucky Administrative Regulations (200 KAR 2:006) standard mileage rate (currently 41.0 cents per mile) and will be updated quarterly.
5/11/15	47	9.06	New Policy 9.06 "Cyber Security8 Policy" added.
7/13/15	36,37	9.03	Amended Open Records Policy and Request Form
6/27/17	26	8.04	First sentence in first paragraph under 8.04 Reimbursement revised to read " Pennyrile Area Development District staff, Board members, and others at the discretion of the Executive Director with approval of the Board Chair, shall be reimbursed for expenses incurred in the discharge of their official duties.
11/13/17	3-4	Table of Contents	Revised Table of Contents/Replace pages
11/13/17	29-31	9.01	Replace Code of Ethical Conduct with Code of Ethics Policy
1/08/18	8	2.06	Added language in accordance with HB 189/Replace page
1/08/18	11	3.06	Removed 3.07 Service Awards in accordance with HB189/Replace page
6/24/19	38-41	9.05	Change "20,000" to "30,000" per legislation/HB 26/Replace pages
6/20/23	11	4.01	Added Presidents' Day, Juneteenth and Columbus Day to Holidays.
11/20/23	All	Handbook Wide	Changed abbreviation of PADD to PeADD.
11/20/23	5		Updated Organizational Chart