

PHYSICAL EXAMINATION

Each applicant selected for employment with the Centers is required to pass a physical examination, which includes drug screening, after the contingent offer of employment has been made. The Centers will pay the expense for these examinations. The results are filed in the employee's medical file.

LICENSES AND CERTIFICATIONS

Any license or certification which pertains to the employee's job description and was a condition of employment, such as a nurse's license, teacher's certification, physician's license, certification as Qualified Mental Retardation Professional, certification as Qualified Mental Health Professional, certification as medication aide, licensure in social work, psychology, or counseling, is required to be kept current. The Center may reimburse license renewal expense for employees beyond introductory status, on a case-by-case basis. It is the responsibility of the employee to submit current verification of all licenses and certifications to the Human Resources Office.

ORIENTATION

The Center provides several phases of new employee orientation. The initial phase will be completed at your initial in-processing by the Human Resources Office. Then you will be scheduled for New Employee Orientation shortly after beginning employment. Your immediate supervisor will review other matters with you as on the job training. When you have questions, please contact your immediate supervisor. Additional orientation and training will be scheduled for you in other areas.

TELEPHONE CALLS

Personal calls at work must be kept to a minimum, and as brief as possible, so that our lines are available for business calls. Personal

long distance calls may not be made on Center telephones.

MAIL DELIVERED TO PECAN VALLEY CENTERS

You should not have your personal correspondence mailed to Pecan Valley Centers. Our mail volume is large and is difficult to receive, sort and deliver in an efficient manner. All mail delivered to the Center must be opened in the presence of two employees.

INTERNET and E-MAIL USE

Information received via e-mail from unknown sources should not be opened. Electronic viruses may infect your computer and/or the agency's network. Therefore, it is your responsibility to use prudent judgment when opening attachments from others. E-mailing obscene or offensive pictures or information from an agency computer may be grounds for termination.

Client identifying information (i.e., client's name) cannot be used when sending instant messages to anyone inside or outside the employment of Pecan Valley Centers. Also, client-identifying information cannot be e-mailed to individuals outside the employment of Pecan Valley Centers. Only the Pecan Valley Centers system may be used to e-mail client identifying information to other Pecan Valley Centers employees.

Pecan Valley Centers Network can only be used to send, receive and/or check email for official Pecan Valley Centers email accounts (i.e. yourname@pecanvalley.org). Staff are prohibited from checking personal email accounts by any other means. This includes any webmail (hotmail, aol mail, yahoo mail, etc) unless specific authorization is obtained from the MIS department. Doing so circumvents existing security measures.

Email forgery or sending mail as another person or entity (real or imagined) is not permitted.

Email is provided primarily for the purpose of conducting Center business. However, some limited personal email is acceptable as long as it does not interfere with normal job duties and as long as the messages being exchanged meet the following standards.

- Email file attachments are frequently used by Center staff for the purpose of conducting Center business and this is an extremely valuable tool. However, file attachments can also be used to distribute content that can be malicious or inappropriate for the Pecan Valley Center network. For this reason, network installed software has been configured to block certain types of attachments. The types of attachments blocked should not interfere with the normal operations of the Center.
- The Center maintains a computer called a mail server, which stores and archives incoming and outgoing messages. This computer has a finite amount of disk space to store mail being sent or received. Therefore, it is inappropriate to send a message to an overly large number of people. These mass mailings overwhelm the Center's computing resources and slow down the Center's network.
- Similar to mass mailings, Chain Letters consume a large amount of Center resources, and rarely serve any business purpose. Therefore, Chain Letters are not permitted.
- Since colleagues, clients or suppliers may deem a wide variety of materials offensive, it is a violation of Center policy to email or print jokes, inappropriate stories or documents. Additionally, it is a violation of center policy to email links to such material.
- The Center's Email system should never be used with the intent to annoy, abuse, threaten or harass another person.
- If you are in doubt about the appropriateness of any communication, **DO NOT SEND IT!**
- Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for Pecan Valley Centers and expose the Center to significant legal liabilities.
- The chats, newsgroups and email of the Internet give each individual Internet user an immense and unprecedented reach to propagate the Pecan Valley Centers mission and tell our business story. Because of that power the Center must take special care to maintain the clarity, consistency and integrity of the Center's image and posture. Anything any one employee writes in the course of acting for the Center on the Internet can be taken as representing the Center's business posture. This is why the Center expects staff to forgo a measure of individual freedom when communicating via the Internet using Center owned and operated computing resources.

While the Center's direct connection to the Internet offers virtually unlimited potential benefits, it can also open the door to some significant risks to the Center's data and systems if staff does not follow appropriate security discipline. That may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features. The

overriding principle is that security is to be everyone's first concern. An Internet user can be held accountable for any breaches of security or confidentiality.

For further information regarding the use of E-Mail and the Internet on Pecan Valley Centers computers, please refer to Pecan Valley Centers procedure 7.01.05.10.

PROMOTIONS

The Center seeks to promote from within the organization whenever possible. Since many positions require specialized education and training, this is not always possible. Promotions are determined individually on the basis of such factors as your ability to meet the training and job requirements of the available position and your performance and attendance in your present position.

SAFETY/SECURITY

It is your continuing responsibility to observe proper safety procedures and comply with our safety program to make this a safe place to work. Please follow these general rules:

1. Report all accidents/incidents immediately to your supervisor. You will also be required to call in the incident into the agency's incident report system.
2. Have all personal on-the-job injuries treated immediately and call the incident into the agency's incident report system as soon as possible. You must also complete and fax to Human Resources the Injury Report Kit paperwork located in every facility. If an Injury Report Kit is not available, please contact Human Resources.
3. Report all potential hazards on your unit to your supervisor. We want to maintain safe surroundings for our clients, our visitors and our employees. You will receive further training and orientation on safe work practices.
4. Report all traffic violations, both work and

non-work related.

5. Use all safety equipment provided, included safety glasses, gloves, back belts, etc.
6. Computer passwords/codes and facility keys should never be shared with any other individual. Lost keys must be reported to your supervisor immediately.

ALL VISITORS

All visitors must check in with the receptionist of the facility they are visiting. Due to the importance of confidentiality, employees working in MH Clinics and IDD Residential programs are not allowed to have visitors in areas where clients are being seen or where client identifying information is stored (i.e., staff offices, record rooms, computer rooms, etc.).

SOLICITATION AND DISTRIBUTION OF LITERATURE

To prevent any interference with the delivery of client services of the Center or with the work of employees, the Center prohibits solicitation and the distribution of literature on Center premises.

1. Solicitations seeking payments, contributions, chances, memberships, signatures, funds or other similar solicitations are not permitted on Center property at any time by persons not employed by the Center; nor by any employees during on-duty time, or if such activity interferes in any way with the performance of their duties.
2. Distribution of literature, pamphlets, handbills or folders is not permitted on Center premises by persons not employed by the Center; nor by the employees of the Center in the work areas of the Center.
3. The only exceptions to the above are charitable drives which are endorsed by the Center as approved by the Executive Director. Solicitations for such drives will be made under conditions announced by the Executive Director.

NAME AND ADDRESS CHANGE

We must maintain your correct address to accurately process your pay and income tax information. Your time sheet permits notifying the Business Office of any changes in your address. Please notify the Human Resources Office and the Business Office of any change prior to submitting your time sheet. Also, please check your pay stub carefully to ensure that your name and Social Security number are recorded correctly. This is especially important for accurately crediting your Social Security account for future Social Security benefits.

OUTSIDE EMPLOYMENT

Due to potential conflict of interests, licensed individuals must receive approval from the Executive Director for "outside employment."

NEPOTISM

The Center's nepotism policy prevents any individual from hiring, supervising, auditing or controlling the work, pay, or purchasing of goods or services from any other person related to them within the third degree of consanguinity (related by blood), second degree of affinity (related by marriage) or cohabiting.

POLITICAL ACTIVITIES

Employment will not be offered as a consideration or reward for the political support of any political party or candidate for public office. Employees must exercise care in avoiding political activities that may present a conflict of loyalties. Center employees contemplating seeking public office will ensure that no conflicts of any responsibility exist as determined by the Executive Director. Any misuse of Center property or personnel for the furtherance of an employee's individual political aims or views will be ground for disciplinary action.

BUSINESS ETHICS

Besides conforming with the ethical requirements of the disciplines in which they are licensed or certified, Center employees are expected to adhere to a high standard of ethics to protect their ability to carry out their duties impartially and to prevent their integrity from being questioned. Examples of unethical practices are:

1. accepting or soliciting gifts, favors, or services which could reasonably tend to influence their performance of duties;
2. accepting other employment or compensation which could reasonably be expected to impair their independence or judgment;
3. making personal investments which could reasonably be expected to create a substantial conflict between their private interests and the Center's interests;
4. intentionally or knowingly soliciting, accepting, or agreeing to accept any benefit from another person having a business relationship with the Centers; or
5. creating the appearance of any of the above.