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Catastrophic Leave.....

Discrimination and Harassment Prevention

Employment of Relatives and Spouses/Domestic Partners.....

Ergonomics

Family Care and Medical Leave.....

Flexible Work Schedule

Heat Illness Prevention.....

Injury and Illness Prevention.....

Sexual Harassment and Complaint Procedures

Standard of Conduct.....

Substance Abuse

Technology and Electronic Resources.....

Teleworking Outside of the Office

Travel & Timesheet Documentation

Vehicle Safety and Usage

Violence in the Workplace.....

Whistle Blower Complaint Procedures.....

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Suggested policy format and content. RTPA specific policies should be developed in consultation with RTPA Legal Counsel, Board of Directors and appropriate regulatory agencies.

1. Introduction

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1.3	REVISIONS
1.4	DUTY TO COMPLY
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5. Benefit Highlights

5.1		AVAILABILITY OF BENEFITS
5.2		MEDICAL BENEFITS
5.3	<p>COBRA is a statute that provides for the continuation of group health insurance coverage for members and/or qualified beneficiaries when coverage would end because of the following reasons:</p> <ul style="list-style-type: none">▪ Loss of coverage of a member or qualified beneficiary due to a reduction in benefit-eligible employment hours or termination of benefit-eligible employment, excluding termination for gross misconduct;▪ Loss of coverage of a qualified beneficiary due to divorce or legal separation;▪ Loss of coverage of a qualified beneficiary due to death of a member;▪ Loss of coverage of a qualified beneficiary due to the member's entitlement to Medicare benefits; and▪ No longer meeting the eligibility requirements as a member's dependent. <p>If employment is terminated, the employee will be sent notification regarding their rights and obligations under COBRA. Otherwise, the employee or qualified beneficiary is responsible for informing Human Resources or any circumstances under which continuing coverage under COBRA would apply.</p>	CONTINUATION OF BENEFITS (COBRA)
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7. Pay Practices

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7.4	OVERTIME
7.5	PAY PERIODS
7.6	PAYDAY
7.7	PAYROLL DEDUCTIONS
7.8	SEPARATION PAY
7.9	TIME REPORTING
7.10	TRAVEL TIME

8. Discipline

- 8.1 Employee misconduct shall be cause for disciplinary action. The term “misconduct” means not only any improper action by an employee in the employee’s official capacity or role, but also conduct by an employee which is not connected with the employee’s official duties or roles, but which affects the employee’s ability to perform her/her duties, and any improper use of the position for personal advantage. Sufficient cause for discipline shall include, but not be limited to:
- a. Absence from duty or failure to attend specified employee training without leave or reasonable cause;
 - b. Abuse of leave privileges;
 - c. Unexcused or excessive absence or tardiness;
 - d. Failure to report for duty after a leave of absence has expired or after a leave of absence has been disapproved;
 - e. Incompetence (i.e., inability to meet the minimum standards or essential functions of an employee’s position for a significant period of time);
 - f. Unwillingness to perform the normal quality or quantity of assigned work;
 - g. Failure to obey a reasonable oral or written order;
 - h. Discourteous treatment of the public or other employees;
 - i. Actions which constitute an unwholesome influence on other employees, such as harassment or discrimination, which includes sexual harassment;
 - j. Using, possessing, dealing, distributing, or being under the influence of intoxicating beverages, un-prescribed narcotics, or unlawful drugs while on duty or at work locations, or reporting to work, or operating **AMBAG** vehicles or equipment;
 - k. Fraud or dishonesty in securing employment or promotion;
 - l. Deliberate or willful falsification, alteration, destruction, or removal of **AMBAG** records including, but not limited to, employment applications, personnel records, timesheets, or other confidential records;
 - m. Theft or any other improper or unauthorized use, removal, or destruction of **AMBAG** property or property belonging to someone other than the employee subject to discipline;
 - n. Improper use of **AMBAG’s** technological property, such as access to inappropriate Web sites or illegal activities that violate **AMBAG’s** Technology and Electronic Resource Policy;
 - o. Violation of **AMBAG’s** resolutions, policies, rules, or regulations;
 - p. Conviction of a felony or conviction of a misdemeanor involving moral turpitude;

CAUSES FOR DISCIPLINE

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- q. Dishonesty involving employment;
- r. Bringing or possessing a weapon, such as an explosive, firearm, or a knife, that is of no reasonable use to an employee on **AMBAG's** property;
- s. Acceptance, from any source other than **AMBAG**, of one or more gifts from a particular person or agency (with an aggregate value in excess of \$50 annually), or other form of remuneration (except jury duty pay), in addition to regular compensation to an employee for the performance of his/her official duties. Honorariums or other payments received by a **AMBAG** employee for speaking engagements while acting in his/her official capacity as a **AMBAG** employee must be remitted to **AMBAG**;
- t. Outside employment or endeavor, paid or unpaid, not specifically authorized by the Executive Director;
- u. Any willful act or conduct, either during or outside of duty hours, which is of such a nature that it causes discredit to **AMBAG**;
- v. Violation of any federal, state, or local law directly impacting the employee's fitness for employment;
- w. Poor attitude or conduct that disrupts the working environment at **AMBAG** by causing disruption in workflow, distress to another person, disharmony among co-workers;
- x. Unauthorized disclosure of confidential or trade secret records or information to third parties, including but not limited to personal social security numbers, medical records, and records relating to a lawsuit, investigation, procurement negotiation, or release of any other records as may be prohibited;
- y. Failure to pay debts owed to **AMBAG** in a timely manner;
- z. Failure to pass an employment-related background check, screening, or verification;
- aa. Loss of legal authorization to work in the United States;
- bb. Working overtime or compensatory time without pre-approval from the employee's supervisor.

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Ergonomics

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