

**Rappahannock Area CSB
(Multi-Group)
Personnel Committee
June 13, 2018, 11:00 am - 12:00 pm
Room 208, 600 Jackson Street,
Fredericksburg, VA 22401**

MINUTES and DOCUMENTS

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MINUTES

Rappahannock Area CSB

Personnel Committee

Wednesday, June 13, 2018, 11:00 am - 12:00 pm

Room 208, 600 Jackson Street, Fredericksburg, VA 22401

- | | |
|---|-----------------|
| A. CLOSED MEETING, VA CODE 2.2-3711 A(4), A(7) and A (15) | Jack Rowley |
| B. May 2018 EEO Report and Recruitment Update | Teresa McDonnel |
| C. May 2018 Retention Report | Terry Moore |
| D. May 2018 Disability Claims Report | Terry Moore |
| E. Annual Review | Terry Moore |
| F. Other Business (Jack Rowley) | |
| G. Adjournment | |



MEMORANDUM

To: Jane Yaun, Executive Director

From: Teresa McDonnel, Human Resources Staffing Specialist

Date: June 1, 2018

Re: Summary – EEO Report – May, 2018 and Recruitment Update

RACSB received 110 applications through May 31, 2018. This is an increase of 4.8% compared to the month of April, 2018, and a decrease of 43.6% when compared to the month of May, 2017.

Of the applications received, 72 applicants listed the RACSB applicant website as their recruitment source, and 40 applicants mentioned RACSB employee referrals.

According to the attached list, there are currently 65 open positions. New positions account for 11 of the open positions.

A summary of recruitment activity for the month of May is attached.

EEO Report 2018

APPLICANT DATA	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
Female	136	108	128	89	142	86	77	79	104	55	89	72	74
Male	17	21	40	14	27	13	11	7	16	7	14	11	8
Not Supplied	42	50	44	41	77	30	31	40	31	34	32	22	28
Total	195	179	212	144	246	129	119	126	151	96	135	105	110
ETHNICITY													
Caucasian	75	58	58	43	63	66	51	40	70	23	58	36	48
African American	73	54	103	54	104	27	26	43	40	32	32	41	28
Hispanic	9	5	1	6	5	3	2	2	8	5	6	6	4
Asian	3	5		3	2	3		2	1			1	2
American Indian					2	1						1	
Native Hawaiian													
Two or More Races		2	2	1	3	2	11	3	4	4	9		4
RECRUITMENT SOURCE													
Newspaper Ads	2	4	29	17	36	6		4	4	2	2	3	1
RACSB Website	99	114	130	81	145	64	71	88	80	63	96	69	72
RACSB Intranet	8	7	13	2	4	5	4	2	2	9	10	6	4
Employee Referrals	70	48	76	51	57	49	47	27	37	28	44	28	40
Radio Ads								3	7				
Indeed.com	2	6	1			1	2	4	9	1		4	
VA Employment Commission	3	2		1	5	5	1	1	7	1	2		1
Monster.com									2		1		
Other -	11	1	9	2	3	5	1	4	6	2	5		4
Facebook						2							
Multi Site Search		4			1	3		1			1		
NHSC		1											
Goodwill referral													
Job Fair			2		23				5		2	1	
Total # of Applicants	121	110	117	87	123	90	77	87	98	64	91	74	82

Open Position Report - May 31, 2018

Date Posted	Position No.	Position Title	Location	RU	Full-time/ Part-time	Notes
7/22/2016	172-2016	CLINICAL Psychiatrist	F'burg, Caroline, King George	2200	FT	
8/1/2017	139-2017	CLINICAL MH Therapist	Stafford	2200	PT	
3/5/2018	045-2018	CLINICAL Director, Clinical Services	Fredericksburg	2200	FT	
3/28/2018	064-2018	CLINICAL SA Therapist - Probation & Parole	Fredericksburg	2200	FT	
7/12/2017	116-2017	CLINICAL Engagement Specialist	Fredericksburg	2200/4200	FT	NEW
5/17/2018	201-2017	CLINICAL Clinic Coordinator III	Fredericksburg	2200/4200	FT	Republished
1/30/2018	020-2018	CLINICAL Clinic Coordinator II	Stafford	2200/4200	FT	
4/30/2018	084-2018	CLINICAL Clinic Coordinator I	Caroline	2200/4200	FT	
10/4/2017	168-2017	CLINICAL SA Therapist Women's Services	Fredericksburg	4260	FT	
10/23/2017	183-2017	CLINICAL MH Nurse - RN (MAT)	Fredericksburg	4261	FT	NEW - Grant Funded
1/23/2018	010-2018	CLINICAL SA Therapist/Case Manager (MAT)	Fredericksburg	4261	FT	NEW - Grant Funded
9/29/2017	165-2017	CLINICAL JDTC Therapist	Fredericksburg	4295	FT	2 positions
5/1/2018	086-2018	CSS PACT MH Nurse - RN	401 Bridgewater St.	2370	FT	
3/16/2018	054-2018	CSS PACT MH Nurse Manager - RN	401 Bridgewater St.	2370	FT	
3/21/2018	055-2018	CSS PACT Vocational Specialist	401 Bridgewater St.	2370	FT	
5/16/2018	095-2018	CSS Psychosocial Advocate	Kenmore Club	2680	FT	2 positions - 1 is NEW
2/7/2018	024-2018	CSS MH Nurse - RN	Crisis Stabilization	2770	PRN	
1/24/2018	009-2018	CSS MH Res. Specialist	Crisis Stabilization	2770	PRN	2 positions
5/25/2018	097-2018	CSS MH Res. Specialist	Crisis Stabilization	2770	FT	
5/31/2018	106-2018	CSS Peer Recovery Specialist - SA	Crisis Stabilization	2770	FT	NEW/replace part-time
2/8/2018	028-2018	CSS MH Res. Counselor I	Home Road	2778	FT	
5/10/2018	089-2018	CSS MH Res. Counselor I	Bridgewater Street	2784	FT	
3/23/2017	040-2017	CSS MH Res. Counselor II	Lafayette Boarding House	2786	FT	
4/9/2018	069-2018	CSS MH Res. Counselor I	Lafayette Boarding House	2786	FT	
4/3/2018	068-2018	CSS Infant/Child Support Coordinator	PEID	3500	FT	NEW
5/29/2018	101-2018	CSS Day Support Site Leader	RAAI Caroline	3651	FT	NEW/replace ADSSL
3/12/2018	052-2018	CSS Day Support Counselor	RAAI Kings Highway	3652	PT	
4/13/2018	076-2018	CSS Day Support Counselor	RAAI Kings Highway	3652	PT	
4/13/2018	077-2018	CSS Day Support Counselor	RAAI Kings Highway	3652	PT	NEW
5/25/2018	096-2018	CSS Day Support Counselor	RAAI King George	3653	PT	
5/29/2018	103-2018	CSS Day Support Counselor	RAAI King George	3653	PT	NEW
5/29/2018	102-2018	CSS Day Support Site Leader	RAAI King George	3653	FT	NEW/replace ADSSL
5/8/2018	013-2018	CSS ICF Nurse - LPN	Wolfe St. ICF	3771	FT	
5/10/2018	090-2018	CSS ICF Nurse - LPN	Wolfe St. ICF	3771	FT	
4/9/2018	070-2018	CSS ID Res. Counselor I	Leeland Road	3772	PT	
5/25/2018	099-2018	CSS Asst. Group Home Manager	Leeland Road	3772	FT	
10/26/2017	135-2017	CSS ID Res. Counselor I	Stonewall Estates	3773	PT	
3/28/2018	062-2018	CSS Asst. Group Home Manager	Stonewall Estates	3773	FT	
4/19/2018	079-2018	CSS ID Res. Counselor I	Devon Drive	3774	FT	
4/27/2018	081-2018	CSS ID Res. Counselor I	Devon Drive	3774	PT	
2/12/2018	030-2018	CSS ID Res. Counselor I	Ruffin's Pond	3775	PT	
5/29/2018	105-2018	CSS ID Res. Counselor I	Igo Road	3777	FT	
2/7/2018	023-2018	CSS ID Res. Counselor I	New Hope Estates	3778	PT	
4/27/2018	082-2018	CSS ID Res. Counselor I	New Hope Estates	3778	PT	
4/2/2018	086-2018	CSS ID Res. Counselor I	Scottsdale Estates	3779	PT	
4/9/2018	072-2018	CSS ID Res. Counselor I	Scottsdale Estates	3779	PT	
5/29/2018	104-2018	CSS Asst. Group Home Manager	Scottsdale Estates	3779	FT	
4/9/2018	073-2018	CSS ID Res. Counselor I	Belmont SAP	3781	FT	
2/24/2017	026-2017	CSS ID Res. Counselor I	Galveston Road	3790	PT	
5/10/2018	091-2018	CSS ID Res. Counselor I	Churchill Drive	3791	PT	
10/26/2017	185-2017	CSS ICF Nurse - LPN	ICF Ross	3792	FT	
3/8/2018	048-2018	CSS ID Res. Counselor I	ICF Ross	3792	PT	
3/8/2018	049-2018	CSS ID Res. Counselor I	ICF Ross	3792	PT	
4/13/2018	078-2018	CSS ID Res. Counselor I	ICF Ross	3792	PT	
2/7/2018	025-2018	CSS ID Res. Counselor I	ICF-Lucas	3793	PT	
5/16/2018	094-2018	CSS ID Res. Counselor I	ICF-Lucas	3793	PT	
3/29/2017	045-2017	CSS ID Res. Counselor I	Myers Dr Respite	3794	PT	
7/18/2017	125-2017	CSS ID Res. Counselor I	Myers Dr Respite	3794	PT	
3/2/2018	036-2018	CSS ID Res. Counselor I	Myers Dr Respite	3794	PT	
8/3/2015	055-2015	CSS Physical Therapist	PE-ID	3910	FT or PT	
5/2/2018	087-2018	CSS Speech - Language Pathologist	PE-ID	3910	FT	
5/29/2018	098-2018	CSS Special Educator	PE-ID	3910	FT	NEW/replace part-time

RECRUITMENT REPORT 2018

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
External Applicants Hired:												
Part-time	16	6	4	4	6							
Full-time	5	5	1	9	4							
Sub Total External Applicants Hired	21	11	5	13	10							
Internal Applicants Moved:												
Full-time to PRN As Needed	0	0	0	1	0							
Full-time to Part-time	0	0	0	0	3							
Part-time to PRN As Needed	0	0	1	2	0							
Part-time to Full-time	5	3	2	1	0							
PRN As Needed to Part-time	0	3	1	1	1							
Lateral Transfer	1	0	0	2	4							
Non-Lateral Change in Position	0	0	0	0	1							
Promotion	4	3	0	1	5							
Sub Total Internal Applicant Moves	10	9	4	8	14							
Total Positions Filled:	31	20	9	21	24							
Total Applications Received:	151	96	135	105	110							
Actual Total of Applicants:	98	64	91	74	82							
Total External Offers Made:	18	11	15	14	15							
Total Internal Offers Made:	13	5	10	7	13							



MEMORANDUM

To: Jane Yaun, Executive Director
From: Terry Moore, Human Resources Manager
Date: June 1, 2018
Re: Summary – Retention Report – May, 2018

Human Resources processed a total of eleven employee separations for the month of May, 2018. Nine of the separations were voluntary and two were involuntary. Seven of the employees were full-time and four were part-time.

RACSB lost one employees to relocation. One separation was the result of dissatisfaction with the workload, one employee finished school and no longer needed part-time employment, another completely changed their career path, and two left for family reasons. Two part-time employees cited the inability to continue working for RACSB due to the demands of current full-time employment.

Three employees were not able to return to work due to leave expiration and availability.

Annualized turnover comparison is included.

RACSB RETENTION & TURNOVER REPORT
MAY, 2018

<u>ORGANIZATIONAL UNIT</u>	<u>NUMBER OF TERMS</u>	<u>VOLUNTARY</u>	<u>INVOLUNTARY</u>	<u>EXPLANATION</u>
Administrative	0	0	0	
	0	0	0	
Unit Totals	0	0	0	
Clinical Services	0	0	0	
	0	0	0	
Unit Totals	0	0	0	
Community Support Services	1	1	0	Another job offer
	2	2	0	Demands of full-time job
	1	1	0	Finished school - no longer need part-time work
	1	1	0	Workload
	1	1	0	Career change
	2	2	0	Personal family needs
	1	1	0	Relocation
	2	0	2	Policy violation
Unit Totals	11	9	2	
Grand Totals for the Month	11	9	2	
Not Able to Return from Leave	3			Do Not Count in Turnover Percentage
Incomplete NEO	0			Do Not Count in Turnover Percentage
Retirements	0			Do Not Count in Turnover Percentage

Total Employees for the Month	548
Retention Rate	98.00%
Turnover Rate	2.00%

Total Separations	11
Part-time Separations	36.40%
Full-time Separations	63.60%

RACSB Turnover 2014

Employees	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	2014 Year End
Average Total Positions	554	554	554	554	554	554	554	554	554	554	554	554	554
Monthly Terminations*	9	7	8	5	14	11	17	18	9	10	6	15	129
Turnover by Month YTD	1.62%	1.26%	1.44%	0.90%	2.53%	1.99%	3.07%	3.25%	1.62%	1.81%	1.08%	2.71%	23.29%
Cumulative Turnover YTD	1.62%	2.89%	4.33%	5.23%	7.76%	9.75%	12.82%	16.06%	17.69%	19.49%	20.58%	23.29%	23.29%
Average % Turnover per Month YTD	1.62%	1.44%	1.44%	1.31%	1.55%	1.62%	1.83%	2.01%	1.97%	1.95%	1.87%	1.94%	1.94%

*Monthly Terminations Does Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2015

Employees	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	2015 Year End
Average Total Positions	586	586	586	586	586	586	586	586	586	586	586	586	586
Monthly Terminations*	10	8	13	2	10	17	10	17	10	12	8	10	127
Turnover by Month YTD	1.71%	1.37%	2.22%	0.34%	1.71%	2.90%	1.71%	2.90%	1.71%	2.05%	1.37%	1.71%	21.67%
Cumulative Turnover YTD	1.71%	3.07%	5.29%	5.63%	7.34%	10.24%	11.95%	14.85%	16.55%	18.60%	19.97%	21.67%	21.67%
Average % Turnover per Month YTD	1.71%	1.54%	1.76%	1.41%	1.47%	1.71%	1.71%	1.86%	1.84%	1.86%	1.82%	1.81%	1.81%

*Monthly Terminations Does Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2016

Employees	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	2016 Year End
Average Total Positions	586	586	586	586	586	586	586	586	586	586	586	586	586
Monthly Terminations*	4	12	7	9	8	13	11	11	7	9	5	5	101
Turnover by Month YTD	0.68%	2.05%	1.19%	1.54%	1.37%	2.22%	1.88%	1.88%	1.19%	1.54%	0.85%	0.85%	17.24%
Cumulative Turnover YTD	0.17%	2.73%	3.92%	5.46%	6.83%	9.04%	10.92%	12.80%	13.99%	15.53%	16.38%	17.24%	17.24%
Average % Turnover per Month YTD	0.17%	1.37%	1.31%	1.37%	1.37%	1.51%	1.56%	1.60%	1.55%	1.55%	1.49%	1.44%	1.44%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2017

Employees	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	2017 Year End
Average Total Positions	614	614	614	614	614	614	614	614	614	614	614	614	614
Monthly Terminations*	10	10	7	11	6	12	14	8	10	8	9	8	8
Turnover by Month YTD	1.63%	1.63%	1.14%	1.79%	0.98%	1.95%	2.28%	1.30%	1.63%	1.30%	1.47%	1.30%	18.40%
Cumulative Turnover YTD	0.16%	3.26%	4.40%	6.19%	7.17%	9.12%	11.40%	12.70%	14.33%	15.64%	17.10%	18.40%	18.40%
Average % Turnover per Month YTD	0.16%	1.63%	1.47%	1.55%	1.43%	1.52%	1.63%	1.59%	1.59%	1.56%	1.55%	1.53%	1.53%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2018

Employees	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	2018 Year End
Average Total Positions	615	615	615	615	615	615	615	615	615	615	615	615	615
Monthly Terminations*	11	12	15	7	11								
Turnover by Month YTD	1.79%	1.95%	2.44%	1.14%	1.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	9.11%
Cumulative Turnover YTD	0.16%	3.74%	6.18%	7.32%	9.11%	9.11%	9.11%	9.11%	9.11%	9.11%	9.11%	9.11%	9.11%
Average % Turnover per Month YTD	0.16%	1.87%	2.06%	1.83%	1.82%	1.52%	1.30%	1.14%	1.01%	0.91%	0.83%	0.76%	0.76%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers



MEMORANDUM

To: Jane Yaun, Executive Director

From: Terry Moore, Human Resources Manager

Date: June 1, 2018

Re: Summary – Disability Claims May, 2018

The total premiums paid to The Standard for May, 2018 were \$41,542.28. The Short-Term Disability Loss Ratio was 47.5% and the Long-Term Loss Ratio was 75.35%.

According to the May, 2018 data there are a total of 7 short term claims and one long term claim through The Standard. Two short term claims remain open and the long term claim has been closed.

Full-time employees hired January 1, 2014 and after are covered under the Virginia Local Disability Program (VLDP), administered by The Reed Group. This plan is self-funded by RACSB. A total of eight short term claims have been filed. One claim is active and one claim is pending. There is one long term claim active through VLDP.

DISABILITY CLAIMS WORKSHEET

01/01/18 - 05/05/18

THE STANDARD DISABILITY CLAIMS

SHORT TERM		Employee	Disability	Date Last	Approved	Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period*</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
OOFL3239	ST	Maternity	12/1/17	11/30/17	12/1/17--1/13/18	1/15/18	\$ 1,595.77	Closed
OOFL5827	ST	Medical Leave	12/15/17	12/14/17	12/15/17--1/1/18	1/5/18	\$ 118.65	Closed
OOFM0313	ST	Medical Leave	1/4/18	1/2/18	1/4/18--2/22/18	2/27/18	\$ 2,402.79	Closed
OOFN9887	ST	Maternity	3/4/18	3/1/18	03/09/18 - 04/14/18	4/16/18	\$ 3,940.72	Closed
OOFL8925	ST	Maternity	2/26/18	2/23/18	03/07/18 - 04/09/18	4/9/18	\$ 2,801.72	Closed
OOFQ2532	ST	Maternity	4/5/18	4/4/18	04/05/18 - 05/16/18	5/16/18	\$ 1,600.24	Active
OOFR2831	ST	Maternity	5/5/18	5/4/18	05/12/18-08/07/18	5/15/18	\$ 146.76	Active
7 Total Claims								
0 Claims Pending								
Paid in 2018 on above-listed claims							\$ 12,606.65	
Short Term Premiums Paid YTD							\$ 26,540.89	

LONG TERM

<u>Claim #</u>	<u>Type</u>	Employee	Disability	Date Last	Approved	Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
OOFD5193	LT	Return 04/22/18	3/30/17	3/29/17	7/4/17--04/22/18	4/20/18	\$ 11,303.92	Closed
1 Total Claim								
0 Claims Pending								
Paid in 2018 on above-listed claims							\$ 11,303.92	
Long Term Premiums Paid YTD							\$ 15,001.39	

VLDP DISABILITY CLAIMS

(The Reed Group)

SHORT TERM		Employee	Disability	Date Last	Approved	**Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period*</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
582667590167	ST	Maternity Leave	11/6/2017	10/20/2017	11/6/17 - 02/04/18	3/1/2018	\$ 8,265.12	Closed
182299023806	ST	Auto Accident	10/6/2017	10/5/2017	10/6/17 - 03/14/18	4/13/2018	\$ 8,043.84	Closed
997073879167	ST	Surgery	12/5/2017	12/13/2017	12/15/17--1/30/18	2/2/2018	\$ 4,661.76	Closed
323838246965	ST	RTW-1/2/18	12/15/2017	12/14/2017	12/15--1/1/18	1/19/2018	\$ 500.76	Closed
968257525317	ST	Medical Leave	2/1/2018	1/26/2018	02/01/18 - 02/22/18	2/16/2018	\$ 971.88	Closed
984267694693	ST	Maternity Leave	3/22/2018	3/22/2018	03/22/18 - 05/03/18	5/11/2018	\$ 6,866.28	Closed
381440754665	ST	Maternity Leave	5/9/2018	5/8/2018	05/15/18 - 06/25/18	5/25/2018	\$ 587.76	Active
398110506265	ST	Maternity Leave	5/12/2018	5/11/2018	05/07/18 - 07/29/18			Pending
8 Total Claims								
1 Claim Pending								
Paid in 2018 on above-listed claims							\$ 29,897.40	
VLDP is Self-Funded								

LONG TERM

<u>Claim #</u>	<u>Type</u>	Employee	Disability	Date Last	Approved	**Last	Amount	Claim
<u>Claim #</u>	<u>Type</u>	<u>Status</u>	<u>Date</u>	<u>Worked</u>	<u>Claim Period*</u>	<u>Payment Date</u>	<u>Paid to Date</u>	<u>Status</u>
182299023806	LT	Auto Accident	4/6/2018	10/5/2017	4/16/18 - 7/31/18	N/A	N/A	Active
1 Total Claim								
0 Claims Pending								
LTD is paid by The Reed Group/RACSB pays premiums to VLDP.								

Code of Ethics Annual Review

Attached for Board approval is the annual review of RACSB's Code of Ethics. There are no recommended changes.

PLEASE SIGN AND RETURN TO HUMAN RESOURCES

Staff Signature: _____ Print Name: _____ Date: _____

3.12 EMPLOYEE CODE OF ETHICS

Employees of the Rappahannock Area Community Services Board (the Board) will comply with the following *Code of Ethics* in fulfilling the mission of the Board. Whereas the Board employs a variety of individuals, some of whom do not belong to professional organizations that have an identified Code of Ethics, the following policies are established to guide and appraise conduct, primarily in relationships with individuals receiving services. These procedures are not intended to deny the application of existing Codes of Ethics for certain disciplines, for example, nurses, physicians, psychologists, social workers, or professional counselors.

All employees will conduct themselves in such a manner as to bring credit to individuals receiving services, the Board, or themselves. When situations covered by this code occur, employees should contact the Human Resource Manager. Employees should discuss with their supervisors any situations not specifically covered by this code. Ultimately, each employee is accountable for her/his own behavior.

A. Employees will not practice or condone any form of discrimination on the basis of race, color, gender, sexual orientation, age, ethnicity, religion, or mental or physical disability. Refer to Section 1 hereof.

B. Employees are to provide reasonable safeguards to protect the welfare and safety of individuals receiving services, coworkers, visitors, and organizational resources. **As such, every employee will report charges of any and all crimes and convictions, including traffic violations, in writing to his/her supervisor and the Office of Human Resources within forty-eight (48) hours of the occurrence.** Convictions revealed in the employment/orientation process and any additional convictions that may exist thereafter will be confidentially reviewed and may be considered cause for denying employment or initiating disciplinary action, up to and including termination, based upon the nature of the job and the conviction(s). **Failure to disclose a charge and/or conviction(s) is deemed not only a violation of this policy but is also considered a Major violation of the agency's Standards of Conduct policy and thus may result in termination.**

C. Employees will not engage in any activity that is physically, emotionally, or verbally abusing to individuals receiving services, their family members or guardians. Employees will be aware of and avoid personal and professional circumstances that may cause a conflict of interest and hinder making judgments in the best interests of an individual receiving services, her/his family member(s) or guardian(s). Refer to Sections 3 and Section 7 hereof.

D. Employees will not exploit relationships for personal or professional gain by:

1. Receiving gifts or favors from, and giving gifts or favors to individuals receiving services, their family members or guardians, vendors, or referral sources when to do so would be improper. Refer to Section 7.
2. Soliciting known individuals receiving services, their family members or guardians as customers for any goods or services the employee may offer for sale on a private basis.
3. Encouraging the transfer or referral of an individual receiving service from the Board to a private practice in which the employee has a financial interest.
4. Encouraging an individual receiving service from the Board to follow them to another service provider when an employee leaves the employment of the Board. Refer to Section 7.
5. Recommending that individuals receiving services, their family members or guardians participate in any activity that is illegal.
6. Establishing social relationships with individuals receiving services, their family members or guardians beyond the expectations of one's job that could compromise the services provided to individuals.
7. Allowing an individual receiving service from the Board visitation in staff homes without prior approval from a Division Director.

E. Employees who have service-providing relationship with individuals receiving services will not

- engage in romantic or sexual associations with those individuals, their family members or guardians. Refer to Section 3.7 hereof.
- F. Employees who had a service providing relationship with individuals who received service will not engage in romantic or sexual associations with those individuals for a minimum of two years post discharge from services.
 - G. Employees will represent accurately their education, training and experience and only provide services for which they have both the abilities and qualifications. Refer to Section 5.
 - H. Employees will forego any activity that might violate the legal and/or civil rights of the individuals receiving services, their family members or guardians.
 - I. Employees will not conduct, condone, or participate in unauthorized experimentation or research.
 - J. Employees will provide more than one choice, if possible, when referring individuals for personal or professional services outside the Board.
 - K. Employees will refrain from retribution against individuals receiving services or colleagues for reports made in good faith of alleged unethical, unprofessional or illegal activity.
 - L. Employees will uphold the standards of any board or accrediting organization under which they are licensed and/or hold membership.
 - M. Employees will inform individuals receiving services of programs both internal and external to the Board that are available to meet the needs of the person served.
 - N. All employees will review the Code of Ethics annually and a signed copy of the Code of Ethics will be filed in the Personnel record.
 - O. A summary of the Code of Ethics will be published in the Board's Annual Report and on the internet web site, available for review by all interested parties.
 - P. Employees that are certified as Notary Publics may witness documents in accordance with applicable state laws. Staff may be asked to witness the signing of releases of information, agency orientation, program orientation, or similar documents.

Violations of these ethical guidelines may result in disciplinary action. Refer to Section 3, *Standards of Conduct* policy.



VOICE/ TDD (540) 373-3223

FAX (540) 371-3753

NOTICE

TO: PERSONNEL COMMITTEE
Jack Rowley, Chair, Lawrence Davies, Kenneth Lapin, Beth Elkins, Linda Carter,
Kheia Hilton, Diane Deibel

FROM: Jane Yaun, Executive Director

SUBJECT: Personnel Committee Meeting
Wednesday, June 13, 2018, **11:00 a.m.**
Board Room 208, Fredericksburg, VA

DATE: June 7, 2018

A Personnel Committee Meeting has been scheduled for Wednesday, June 13, 2018,
11:00 a.m., Board Room 208, Fredericksburg, VA.

Looking forward to seeing you on the 13th.

Enclosure (Agenda Packet)

cc: Linda Ball, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

*Wednesday, June 13, 2018, 11:00 a.m.
Ronald W. Branscome Building
Board Room 208
600 Jackson Street, Fredericksburg, VA 22401*

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| I. | CLOSED MEETING, VA CODE §2.2-3711 A(4), A(7) & A(15) | Jack Rowley |
| II. | MAY 2018 EEO REPORT and RECRUITMENT UPDATE | Teresa McDonnel |
| III. | MAY 2018 RETENTION REPORT | Terry Moore |
| IV. | MAY 2018 DISABILITY CLAIMS REPORT | Terry Moore |
| V. | ANNUAL REVIEW | Jane Yaun |
| | a. Code of Ethics | |
| | b. Mission Statement | |
| | c. Organizational Chart | |
| VI. | OTHER BUSINESS | Jack Rowley |