

Employee Handbook

Pioneer Youth Corps of Oregon, Inc.



***Revised and Approved by the Pioneer Youth Corps of Oregon Board of Directors
(6 January 2015)***

This issue supersedes all previous editions

PIONEER YOUTH CORPS of OREGON
“Nihil Est Impossibile”

Welcome to the Pioneer Youth Corps of Oregon (PYCO)! I know you will find your experience here to be exciting, rewarding and challenging. You will be making an impact on the young people of today to create the leaders of tomorrow. You will be challenged, you will learn, and you will teach. These statements are not rhetoric, they are facts that you will soon see are part of being a member of the PYCO staff. This handbook is designed to give you an outline of the PYCO program and to set down the policies and procedures necessary for you to do your job effectively and safely. It does not contain all the information you will need to be a competent member of this team. There will be other training you will need to help you become productive in your work with our cadets. There will be an orientation training you will take before you begin working directly with cadets. There will be additional classes and in service training throughout the year. If you have any questions, I am sure that the other members of our staff team will be willing to answer them for you. If you need more information, you should use your chain of command and contact your commanding officer. If you are unsatisfied with your answer, you may use the open door policy and speak with the Corps Commander.

Here are some important concepts you will need to understand if you are going to be a successful member of this organization:

Teamwork: One of the things I am most proud of here at PYCO is the teamwork that our staff has displayed toward the Corps and toward each other. Working with the young people we serve is a difficult and strenuous job. There is never enough money, time, equipment, or energy to meet all their needs. The only way to be successful is to continue working together as a team. As a new Officer, NCO, or administration staff member you will be joining a team who not only takes pride in their efforts, but also have been instrumental in continuing to build this program into what you see today. We welcome you to our team and invite you to share in the pride we have in the Corps we have all helped to build and in the young people we serve.

Leadership by example: It is very important to remember that the best and most effective leadership is by example. What we show our cadets is what they will emulate. If we show respect for each other and work together, we will be able to make a positive impact on our cadets. The young people we work with will be watching and listening to us whether we are aware of it or not. We are role models for them. Remember never to denigrate or disparage another staff member, because that attitude will influence how the cadets perceive not only the other staff member, but you as well. How we treat each other is how they will learn to treat others. Always remember you must “*LEAD BY EXAMPLE*”.

The Military Approach: PYCO uses a military design as a teaching tool. It is a vehicle for the structure of the program and is one of the reasons we are so successful. For some of you this system is going to be comfortably familiar, for others it is a totally new concept. Those of you with military experience may find we are somewhat relaxed compared to what you are used to while to some without that perspective you will find it too strict. The approach and philosophy of this program means that we observe military bearing, discipline, and courtesy. We operate under a system of regulations, directives, and a standard chain of command. We also follow a military style rank structure for leadership and organization. On the other hand, we have more flexibility than organizations within the U.S. Armed Forces. Our status as an intervention and education program gives our operation here a less rigid environment. By working together, supporting each other, and by setting an example in leadership we will be able to make a positive change in the young people of our community.

Once again, let me welcome you to the Corps!

Colonel
Corps Commander

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Pioneer Youth Corps of Oregon

"Nihil Est Impossibile"

Staff Handbook

Revised and approved by the Pioneer Youth Corps of Oregon Inc. Board of Directors, (6 January 2015)

1) INTRODUCTION

1. 1. DEFINITIONS: This section is intended as a brief outline of positions and a summary of their general duties. It is to be understood this section it is not intended to be a complete listing of all staff assignments and/or duties. Assignments and duties are covered in the individual staff members position descriptions. Any use of the pronoun "he" is intended as gender neutral and applies to male and female equally.

1.1.1. Regular full-time staff: Assignment requires eight (8) hours a day, forty (40) hours a week. The duties of regular full-time staff are assigned by the Battalion Commander and described in the position description.

1.1.2. Regular part-time staff: Assignment requires less than eight (8) hours a day, or less than forty (40) hours a week, are in a regular, not temporary, or short-term, position. The duties of regular part-time staff are assigned by the Battalion Commander and are described in the position description.

1.1.3. Probationary staff: All newly-hired staff are required to serve a probationary period for the first school year or not less than ten (10) months of employment to include the successful completion of all Corps required pre-employment screening procedures. Thereafter they will be considered regular (full or part-time) staff. All PYCO employees are "at-will."

1.1.4. Administrative staff: Staff positions assigned to the Corps or to an Academy and do not hold a PYCO military rank in either the Officer or Non-Commissioned Officer grades. Examples are: clerks, administrative assistants, bookkeepers, fiscal officers, etc.

1.1.5. Staff Non-Commissioned Officer: Full or part time uniformed staff assigned a PYCO military rank as a noncommissioned officer and assigned to an academy staff position.

1.1.6. Staff Officer: Full or part-time uniformed staff assigned a PYCO military rank as a commissioned or warrant officer and assigned to a regular full time or regular part-time academy staff position.

1.1.7. Corps (the): Is PYCO Inc., the non-profit Pioneer Youth Corps of Oregon Incorporated and its management, staff, and operational authority.

1.1.8. Board (the): The Pioneer Youth Corps of Oregon Inc. Board of Directors.

1.1.9. Corps Commander: The senior officer of PYCO and all academies organized, sanctioned or managed by PYCO Inc. Also serves as the Chief Executive Officer for PYCO and is responsible to the PYCO, Inc. Board of Directors.

1.1.10. Command Sergeant Major: Assigned to the Corps Commander. The highest ranking Non-Commissioned Officer of PYCO. Serves as coordinator for all military training and operations and assists the Corps Commander when required. Is addressed as Sergeant Major. Advisor to the Corps Commander and duties are assigned by the Corps Commander. The Command Sergeant Major is appointed to serve as a spokesman to address the issues of cadets, enlisted staff, warrant officers, and officers.

1.1.11. Battalion Senior Staff: Occupy positions of Battalion Commander, Executive Officer, Operations Officer, and Battalion Sergeant Major.

(1.) Battalion Commander: The overall director of a Battalion. Has the authority and responsibility for overall daily operations of an academy, including but not limited to: operations, academic coursework, staff management, academic planning and implementation. Reports directly to the Corps Commander.

(2.) Battalion Executive Officer: Serves the Battalion Commander in an administrative support role. Acts as second-in-command and would command the Battalion in the Commander's absence. Reports to the Battalion Commander.

(3.) Operations Officer: Responsible for the development, planning, and administering of the academic training at a Battalion. Reports to the Battalion Commander.

(4.) Battalion Sergeant Major: Serves as the coordinator of military training and operations of a Battalion. Duties shall include, but are not limited to: the responsibility for cadet discipline, staff NCO training, military operations and training including all classes related to the military design and structure of the Battalion. Reports to the Battalion Commander.

1.1.12. Company Commander: The instructor assigned to a class or company and responsible for all academic training and other duties as assigned by the Battalion Commander. Is also responsible for the duties of a military Company Commander.

1.1.13. Company First Sergeant: The assistant instructor responsible for the military structure and bearing of the company. Also supports Instructors in their academic duties.

1.1.14. Warrant Officer: Serves the Corps and/or Battalion in an administrative or other capacity requiring special or specific skills.

1.1.15. Company: A class of cadets assigned together by grade level or academic standing.

1.1.16. Battalion: An Academy consisting of a group of three or more Companies serving a community, district or group in reasonable proximity to each other.

1.1.17. Permanent Staff: Employed on a full-time or part-time basis and are permanent staff receiving a regular salary. May or may not hold a PYCO military rank or position. All

PYCO employees, including those in permanent staff positions, are “at-will” employees.

1.1.18. Temporary Staff: Hired to conduct a specific task or to work in general tasks for a specific period.

1.1.19. Independent Contractors: Engaged in work for PYCO Inc. but without the standard staff member-employer relationship. Normally provide their own tools, do not have their hours set by the organization, and are not assigned to be directly supervised by PYCO staff. Will be expected to maintain an appropriate attitude toward the mission, methods, and goals of the Pioneer Youth Corps if interacting with students.

1.1.20. Volunteer Staff: Volunteers do not receive a salary nor hold a permanent position within the organization. They cannot hold regular staff positions nor hold a PYCO military rank or grade.

1.1.21. Interns, Co-op, and Work-Study: Will receive a salary for their work, or will be compensated in accordance with the terms of their internship program. Typically college students who are working through their financial aid office or who have to complete a specific number of hours in their field to finish their degree.

1.1.22. Uniformed Staff: Staff appointed or promoted to a PYCO military rank or position and are required by that position to wear the PYCO uniform.

1.1.23. Abbreviations: The following abbreviations are for use in written communications to provide brevity.

Private:	PVT
Specialist:	SPC
Sergeant:	SGT
Staff Sergeant:	SSG
Sergeant First Class:	SFC
Master Sergeant:	MSG
First Sergeant:	1SG
Sergeant Major:	SGM
Command Sergeant Major:	CSM
Warrant Officer:	WO
Second Lieutenant:	2LT
First Lieutenant:	1LT
Captain:	CPT
Major:	MAJ
Lieutenant Colonel:	LTC
Colonel:	COL
Non-Commissioned Officer:	NCO
Battalion Commander:	BNCDR
Corps Commander:	CCDR
Regimental Commander:	RCDR
Executive Officer:	XO
Operations Officer:	OP
Instructor (Company Commander):	CO

Assistant Instructor:	AI
Cadet:	CDT
Chief Executive Officer:	CEO
Chief Financial Officer:	CFO

1.2. PURPOSE OF THE PYCO STAFF MEMBER HANDBOOK

This Handbook establishes the personnel policies applicable to all persons, who serve in positions within any PYCO program or academy. Please review these policies carefully and refer questions to your supervisor.

This Handbook establishes the procedures and rules for administering PYCO personnel policies as directed by the PYCO, Inc. Board of Directors. It is not intended to, and does not create a contract of employment or continued employment, either explicitly or implicitly.

All PYCO personnel are "at will" employees, which means that either the employee or PYCO can elect to terminate the employee's employment at any time. This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Board of Directors.

PYCO Inc. reserves the right to alter, amend or change these guidelines. Policies in this handbook are established through the authority of the PYCO Inc. Board of Directors.

1.3. POSITIONS, RESPONSIBILITIES, AND CHAIN OF COMMAND

Along with this handbook you will receive a copy of the description for your assigned position. It will detail your duties clearly. If you have questions, refer them to your supervisor. You will be responsible for the tasks of your position as described, or as further assigned by your supervisor. How effective your unit and the Corps will be will depend greatly on how well we each carry out our tasks.

NOTE: Remember: Your cadets will be looking up to you. They will expect leadership and guidance.

1.3.1. Chief Executive Officer: Responsible for the general operations as well as the direction, vision, and growth of all parts of the Pioneer Youth Corps Of Oregon Inc. (the "Corps"). Also responsible for managing human resources, budget, finance and fund raising, monitoring and recommending operational policy and procedures, and public relations at the Corps level. Reports to the PYCO Inc. Board of Directors who determine the duties of the position, including appointment, salary, benefits, and retention. The Chief Executive Officer is also the Corps Commander.

1.3.2. Chief Financial Officer: Responsible for the financial and budgeting functions of the Corporation. Prepares budgets for Corps operations which may include budgeting for individual programs. Prepares reports on budget and finance for the Board of Directors and works with the Corps Commander to insure all applicable laws, rules, and policies are adhered to. Arranges for and monitors all required annual audits of Corps and individual program records. Arranges for and monitors vendor contracts and accounts for Corps level and approves and monitor accounts used at individual program level. Reports to the PYCO Board of Directors who will determine specific duties, salary, benefits, and retention.

1.3.3. State Directors/Regimental Commanders: The Chief Executive Officer or the PYCO Board of Directors may establish the position of State Director to oversee the operations of PYCO programs within a given state geographical location. The duties of the State Director will be similar to the CEO but will be limited in scope to the assigned state. If the state contains more than one active PYCO program, the State Director will carry the PYCO rank of Regimental Commander. The State Director reports to the PYCO Board of Directors or to the Corps Commander as directed by the Board.

1.3.4. Battalion Commander: Assigned by the Corps Commander or the State Director. Responsible for the overall operations of a specific PYCO program. Responsible for the mission, methods, and philosophy of the program, supervising assigned staff, administering the program budget, and ensuring positive community relations. Assigned to a Charter School or Alternative Education program. Reports to the State Director if one is assigned or directly to the Corps Commander.

1.3.5. Chain of Command: The parent document for the PYCO chain of command is U.S. Army Regulations 600-20, Command Policy. You will receive training as to how this chain of command is applied at PYCO. You are to use this chain when addressing concerns. The Corps Commander may be addressed directly using the open door policy to seek assistance or make suggestions. It is recommended that you seek an appointment with him through your chain of command to account for your absence from your regular duties so that your issue will receive the attention and time that it deserves.

1.3.6. Issues with Other Staff: Should you find you have issues with another staff member, find a private setting and attempt to resolve it. If the issue is not resolved, then seek assistance using the chain of command.

1.4. WHAT IS THE PIONEER YOUTH CORPS OF OREGON?

1.4.1. Brief History: PYCO, Inc. was formally established on 03 November of 1993 in Eugene, Oregon. The original program design was based in part on military style programs from different regions of the country. The military design was chosen as a structural basis of the program because it provides an effective teaching environment for the type of young people PYCO serves. PYCO is a private, nonprofit corporation 501 c (3). PYCO's mission is education and intervention.

PYCO enrolled its first Cadets into an NCO leadership training program in January 1994. Eleven teens joined the program that consisted of Basic Cadet Training and an NCO Academy. Seven Cadets completed the school and graduated in March 1994. They formed the leadership core of the program and the program was then opened to new members. In November 1994, the Eugene PYCO Battalion held their first Battalion Review. In April 1995, LTC Marlette, one of our original Board members, obtained sponsorship for the Pioneer Youth Corps through the Oregon National Guard. The program still had very little in the way of equipment, uniforms, or anything else for that matter. Meetings were held in the Eugene National Guard Armory and the PYCO office was in the home of the first Director, William Lay. In March 1995, the National Guard obtained some funds to be used for a youth project. Through the efforts of LTC Marlette, LTC Studer, and SFC Randy Butler these funds paid for two full-time National Guard soldiers to work for PYCO. One of these two positions was set up in Eugene and one in Medford where a second PYCO unit was opened in May of 1995. In December 1995, a detached unit from Eugene was set up in Cottage Grove and plans

were made for a unit in Salem. By then the PYCO office had moved to a donated space offered by the First Christian Church in Springfield. In just two years PYCO had gone from eleven young people in Eugene to over 200 Cadets in four locations. In 1996 PYCO began plans to start a full-time day school with a target opening date of September 1997.

The Pioneer Youth Corps Academy Project (PYCAP) opened for the 1997-1998 school year. It opened with one contract with the Springfield School District and two cadets. In the 1998-1999 school year, the school increased its contracts to six districts and reached an enrollment of over 30 cadets. Since it was no longer a “pilot project”, the name was changed from Pioneer Youth Corps Academy “Project” to the Pioneer Youth Corps Military Academy (PYCMA). By mid 1999, PYCMA had become certified as a special purpose school through the Northwest Association of Schools and Colleges (NWASC) and registered as a private school. That same year PYCO was awarded “Tier-one” status through the Department of Defense, via the US Army. Now all High School diplomas are acceptable to all branches of the US military for enlistment purposes. In June 2000, PYCO received a charter through the Eugene 4J School District to open the nation’s first military charter school: the Pioneer Youth Corps Military Charter School-Eugene. In June 2003, the Eugene School District chose not to renew that charter which had a three-year lifespan. However, by September of that same year the Fern Ridge School District agreed to sponsor the program and PYCO moved the academy, now called the Willamette Leadership Academy out to an unused elementary school on Central Rd. In the first year at the new site the academy doubled its student enrollment. Our program expanded so much that we eventually outgrew that location and looked for a new one. July 2012 we chartered with the Springfield School District and leased the Goshen Elementary Building from the district. After the first year, we realized that we were going to outgrow that building as well and for the 2013/14 school year we split our Middle School and High School. Now our High School (1st Battalion) is located at the Goshen location, and our Middle School (2nd Battalion) is located at the old Mohawk elementary building that we are leasing from the Springfield District. We also purchased the Goshen building that same year. The program continues to grow today and plans are being made to expand it further!

1.4.2. PYCO Design: The Pioneer Youth Corps of Oregon is an education and intervention program that is made up of three sub-programs, Military Charter Schools, Alternative Education Services, and after school programs, such as Leadership Schools. All three programs are similar in operation and organization in that they follow the design and plan set down in PYCO Rules and Regulations. The organization (or company) that you work for is the Pioneer Youth Corps of Oregon Incorporated, and your assignment will be in one of these three programs. A Board of Directors is the governing board that appoints the CEO and CFO to operate all the programs and oversee finances and staffing of the Pioneer Youth Corps of Oregon Inc. The Board of Directors must approve personnel policies and amendments to those personnel policies. The PYCO Inc. program is of unique design and structure and is copyright protected. The patches for both the Academies and for the Corps are registered trademarks.

1.4.3. Program Philosophy: The PYCO program is more than a system of activities and training. It takes effort to challenge the attitudes and behaviors of our cadets. Part of the way we do this is through leadership classes and training. Another way is through the regular contact that each adult staff member has with the Cadets in their unit. As you interact with your Cadets you will be passing on ideas and attitudes that they will in turn use to make decisions in their lives. The “PYCO Philosophy” was written to give you some idea of what values PYCO considers important for our cadets to learn. These values also form the basis for the attitudes and behaviors we hope our Cadets will adopt. This philosophy also forms the basis for the program's design

and training and is included in everything we do here.

EFFORT: Nothing in this world is truly free. Everything has a price and you must decide if you are willing to pay the price for your actions, right or wrong. You will get ahead only through the amount of work and effort you are willing to put into your life and toward your goals.

DISCRIMINATION AND HARASSMENT: PYCO is a team. To be an effective team we must all work together; there is no room for discrimination. Discrimination will destroy the PYCO team. PYCO will not allow any employee to discriminate against an applicant for employment or another employee or cadet on the basis of race, religion, color, age, sex (including pregnancy), national origin, veteran status, disability, marital status, genetic information, sexual orientation, gender identity or any other classification protected by applicable federal, state or local laws. In addition, PYCO will not tolerate harassment of any applicant or employee on those bases. No one race, religion, gender or other class is superior to any other. This does not mean that we should not be proud of our accomplishments, but it is not necessary to belittle others to feel good about ourselves.

EQUALITY: All people have the opportunity to achieve their dreams in life as long as they are willing to work for them. Not all people have equal abilities but all are entitled to an equal opportunity to put whatever abilities they have to the best use they can. There is no “level playing field”. We must all work for what we wish to achieve in life. It is important to remember that your life and future is entirely up to you.

COMPETITION: Competition encourages growth and effort. Competition is a very real part of life and should not be ignored or avoided. Competition does not mean defeat. Defeat is only for people who do not get up and try again. Sports teams that are beaten in a game do not disband, they work harder next time.

ACCOUNTABILITY: Life will eventually force us to face our behaviors, our actions, and ourselves. The test of real maturity is a person’s ability to face the decisions he made and the actions he has taken in his life and take credit when it is earned and responsibility when it is required. It is part of the PYCO philosophy to teach Cadets that they will be judged by their behavior, not by their feelings or by their potential or “inner goodness”.

DISCIPLINE: Discipline is made up of the rules and standards we apply to our own lives. It is the method by which we become the person we wish to be. It is the standard that we have decided is important for us to live by. We may learn our discipline from many sources, but once we accept what we have learned it becomes our personal standard. We may learn to play basketball from a coach, but only when we apply the skills we have learned will we become a basketball player rather than just someone who plays at basketball.

AMERICA: It is right to be proud of our country and its accomplishments. America is still the finest example of a Republic in the world. This is not to say that WE as the people of the United States have not made mistakes, and that inequities have not occurred. It is for that reason that we must work harder and strive to eliminate the inequities that exist, to treat all people with the utmost courtesy and respect, *and to teach the cadets in PYCO to do the same.* We must focus our efforts on the positive, and hold high the lives and efforts of many fine Americans as the role models and examples for our cadets to follow.

1.5. UNIFORM AND RANK SYSTEM

The wearing of a uniform and the use of rank structure is a major part of the design of this program. Staff assigned to military positions will be accorded a PYCO rank and will be issued a uniform. All staff will be expected to wear the appropriate uniform of the day as posted on the Training Schedule.

1.5.1. Uniforms will be issued to all staff as part of their benefit package. Newly hired staff will receive the following issue:

(1.) Members who require a uniform issue will comply with current regulations. No uniforms or related equipment will be issued without the use of a purchase order. Any purchases made without prior approval of the CFO will not be reimbursed. Also, uniforms will conform in design and type with Section 800, PYCO regulations.

(2.) For daily wear: two pairs of fatigue uniforms, one pair of black boots, one staff cover based on position and rank assignment, and one belt. For dress wear: One pair dress pants, two dress shirts, one dress cap (officers only), and one pair of black dress shoes. Reimbursement amount for boots and shoes will be set annually. Boots and shoes must conform to regulations.

(3.) Returning staff will receive a \$50.00 uniform allotment annually.

(4.) All staff will receive rank and cap insignia and patches as appropriate to their position and grade.

1.5.2. Uniforms will be clean, pressed, and in good repair at all times. Worn, torn, or damaged uniforms will be turned in for reissue. Uniforms are issued without cost to staff but maintenance and cleaning is member responsibility.

1.5.3. Staff members not assigned a military rank or position will be authorized to wear civilian dress. Staff will be expected to dress appropriately in a professional office style.

1.5.4. All Staff will address each other and their cadets by their rank or title and last name when working together with our cadets.

1.5.5. All staff will learn the parameters of acceptable military courtesy as used here at PYCO and will apply these standards whenever they are in uniform or at any PYCO function.

2) MANAGEMENT RESPONSIBILITY

2.1. POLICIES AND RULES

The PYCO, Inc. Board of Directors has the right and responsibility for the formulation and implementation of all policies and rules governing the operation of academies and programs managed or owned by the Pioneer Youth Corps of Oregon Inc. No delegation of such responsibility is to be intended or implied by any provisions of contracts, charters, or other handbooks entered into by the Pioneer Youth Corps of Oregon Inc. with any other entity.

2.2. ADMINISTRATION

The Pioneer Youth Corps of Oregon, Inc. is responsible for the administration of any academies or programs owned, operated or managed by the Corps. The Pioneer Youth Corps of Oregon, Inc. is a tax exempt, private non-profit 501 (c) 3 corporation.

3) RECRUITMENT AND EMPLOYMENT

3.1. EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY

PYCO's policy is to grant equal employment opportunities to all qualified persons. It is against that policy for any employee to discriminate against an applicant for employment or an employee on the basis of race, religion, creed, color, age, sex (including pregnancy), national origin, ancestry, veteran status, disability, marital status, genetic information, sexual orientation, gender identity or any other classification protected by applicable federal, state or local laws. In addition, PYCO will not tolerate harassment of any applicant or employee on those bases.

3.2. DISCRIMINATION AND HARASSMENT POLICY

PYCO is committed to providing a work environment that is free of discrimination, including harassment. Discrimination and harassment based on an individual's race, religion, color, age, sex (including pregnancy), national origin, veteran status, disability, marital status, genetic information, sexual orientation, gender identity or any other classification protected by applicable federal, state or local laws is prohibited and will not be tolerated.

Harassment can include, but is not limited to, off-color language; offensive jokes; derogatory comments, epithets or slurs about gender, race, religion, disability, national origin and other protected categories; unwanted sexual advances; leering; remarks about anatomy; or inappropriate touching. Harassment may also be nonverbal or physical, and can include distribution of written or graphically offensive materials, magazines or posters, displays of nude or offensive pictures, invading personal privacy, and threats. Inappropriate or offensive behavior that has connotations related to race, gender, religion, disability, national origin, sexual orientation and other protected classifications, but that may not meet the standard of "harassment" under this policy, may nevertheless constitute "conduct unbecoming an employee" and will also be subject to corrective action or termination. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings, business trips and business-related social events. No employee, client or supplier of PYCO is exempt from this policy.

If you believe you have been harassed or discriminated against by any person in connection with your employment, or if you have witnessed harassment or discrimination by or against others, report the harassment immediately. The report should be to your supervisor, the Human Resources Director or Operations Manager, or any other member of management that you are comfortable approaching. PYCO will take no action against an employee who in good faith reports harassment to the Company or participates in an investigation. Such retaliation will not be tolerated in our workplace.

Reports of discrimination, harassment or retaliation will be investigated fairly. PYCO will attempt to maintain confidentiality, consistent with the Company's need to conduct an adequate investigation and to take prompt corrective action in response to any harassment or retaliation.

PYCO will not tolerate retaliation of any kind against individuals who express concerns about discrimination or harassment in the workplace. No employee will be punished or suffer any adverse employment action for bringing a good faith harassment complaint to PYCO's attention. Employees should keep in mind, however, that allegations of harassment, discrimination and retaliation are potentially very serious, and while such allegations should be reported whenever warranted, they should be made with accuracy and veracity.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment. Any non-employee who violates this policy will be subject to actions up to and including being barred from PYCO property.

3.3. TOBACCO POLICY

All PYCO offices, schools, and functions are tobacco free. Staff members will be expected to refrain from smoking or using any type of tobacco products while on duty in uniform and in public view.

3.4. STAFF RELATIONSHIPS

All staff members are expected to exercise good judgment with relationships involving other staff or other adults serving with an academy or program. Personal relationships between staff members or staff and other adults working with the academy or program should be kept on a professional level at all times while on duty. Staff members in relationships with other staff, volunteers, parents, or other adults will refrain from physical displays of affection during duty hours and/or in presence of cadets. If the behavior between staff members or other adults serving with the academy or program goes beyond that which is appropriate to display in public, to the point that it becomes detrimental to morale or distracting to the staff or cadets or to the effective operation of the Academy or program, the involved staff will be subject to reprimand. Should the behavior continue to be an issue, further action may be taken towards either one or both of the staff members, up to and including dismissal of those involved. This policy includes but is not limited to staff relationships with other staff, volunteers, interns, parents or guardians.

3.5. OPEN RECRUITMENT OF POSITIONS

3.5.1. The Pioneer Youth Corps of Oregon, Inc. will post all openings with the State Employment Office in the state in which the opening occurs and may also post in the local newspaper or internet services.

3.5.2. The Pioneer Youth Corps of Oregon, Inc. will give preference to individuals currently working as volunteers, interns, or work-study cadets and to applicants with prior honorable military experience in any branch of the U.S. Armed Forces including National Guard or Reserves.

3.5.3. The Pioneer Youth Corps of Oregon, Inc. will not hire parents or relatives of cadets to work in the same school as the related cadet is enrolled in without PYCO Board approval.

3.5.4. The Pioneer Youth Corps of Oregon, Inc. recognizes the value and necessity of building a strong staff team. It is imperative that a cohesive working environment be maintained for effective operations and good leadership standards. In support of this imperative the following will reflect PYCO, Inc. considerations when hiring staff that are related to currently employed PYCO personnel:

(1.) In general, PYCO, Inc. discourages the hiring of related staff who will serve together in the same Academy or program.

(2.) A member will not be placed in a supervisor position over a person related to them.

(3.) Should a disciplinary issue develop between related members where the cause is not specific to one individual, PYCO, Inc. reserves the right to determine the reassignment or continued employment of one or all involved parties.

(4.) Members will not interfere with the training, assignment, discipline, or award of another member who is related to them. Supervisors will refrain from including related staff in the determination of training, assignment, discipline or award for any staff member under their direction. Violations will be cause for disciplinary action.

NOTE: Immigration Law Compliance. It is PYCO, Inc. policy to employ only United States citizens and immigrants who are authorized to work in the United States. In complying with the Immigration Reform and Control Act of 1986, it is against federal policy to discriminate because of an individual's national origin, citizenship, or intent to become a U.S. citizen.

In accordance with federal law, each prospective staff member shall be required to provide documents verifying his or her identity and authorization to be legally employed in the United States. In addition, the prospective staff member will be required to sign a U.S. Department of Justice Eligibility Verification (Form I-9) attesting that he or she is legally employable in the United States.

PYCO, Inc. shall retain a copy of any documents submitted by the member. To the extent practical and appropriate these documents will be kept confidential. However, PYCO, Inc. is required to provide copies of the documents to the U.S. Department of Labor and to the Immigration and Naturalization Service on request.

Providing false documentation or making false statements on the verification documentation shall be grounds for immediate dismissal. If, during the course of employment, the government requests further information relating to the staff member's authorization to work in the United States, the staff member shall furnish the information requested; failure to cooperate in furnishing such information shall be grounds for discipline, up to and including dismissal.

3.6. NEW HIRES

3.6.1. All new staff members will serve a minimum of a ten month probationary period or one academic school cycle whichever is longer starting on the actual date that the staff member reports for duty.

3.6.2. All new staff members will receive a letter of appointment and position description no later than the first day they report for duty.

3.6.3. All new staff members will be expected to successfully complete, at minimum, a twelve hour orientation course within the first two months of employment. This course of instruction shall include the contents of this handbook, the uniform, student conduct, promotions and awards, corrective action regulations, drill and ceremonies, and military courtesy.

3.6.4. All new Assistant Instructors will be assigned the rank of Master Sergeant during their probationary period.

3.6.5. All new instructors will be assigned the rank of Second Lieutenant during their probationary period.

3.6.6. An exception to 3.6.5 above may be made by the Corps Commander for the good of the Corps based on the needs of an individual unit. (See PYCO Regulations section 200 and 300).

3.7. ADVANCEMENT WITHIN RANGE

3.7.1. Step increases approved for the year will be awarded on July 1 of each year, subject to approval of step increase by the Board of Directors. A member hired or assigned to a new job title who has successfully completed his or her ten-month probationary period on or before June 30 of any year will receive a step increase on July 1 and each year thereafter, subject to approval of step increase by the PYCO, Inc. Board.

No provision of the handbook will be interpreted to interfere with the Corps' right to advance an individual staff member one or more steps per year.

3.7.2. Initial placement on schedule. At the time of the first hiring of a member, the Corps Commander, with the Battalion Commander's recommendation, will designate the proper placement of the individual on the appropriate schedule on the basis of his experience, preparation, and job title.

3.8. TRANSFER TO A DIFFERENT PAY-RANGE POSITION

3.8.1. A member transferred to a higher-pay-range job title will be placed at the first step on the higher pay range that results in an increase in his annual rate of pay. A member hired or assigned to a new job title that has successfully completed his ten-month probationary period on or before June 30 of any year will receive a step increase on July 1 and each year thereafter, subject to approval of step increases, in the yearly classified salary schedule, by the PYCO, Inc. Board of Directors. If the transfer is effective on the first day of the work year, any base salary increase scheduled for the new work year will be added to the salary schedule. The member will then be placed at the first step on the higher pay range that results in an increase in his new annual rate of pay.

3.8.2. Transfer to Lower-Pay-Range Job Title

(1.) Involuntary. Staff involuntarily transferred to a lower-pay-range job title will be placed at the new (lower) pay range based on their number of years of service. (Example: A member transferred from an officer's position with five years' service in an Assistant Instructors position will be placed in the AI salary range with five years' service). He will continue at that rate of pay without step or cost-of-living adjustments until July 1 following the one-year anniversary date of the transfer. He will then be eligible for pay increases allotted to the new pay range.

(2.) Voluntary. Staff voluntarily transferred to a lower-paid position will be placed in the proper range and the corresponding step for the new position and for which his years of service in the Corps qualifies him for.

3.8.3. Temporary Reassignment. A member may be assigned temporarily, at the Corps' discretion, to any other position he is qualified for. The Corps will determine the appropriate rate of pay for the assignment, based on an approved wage schedule, but it will not be a rate of pay less for his regular assignment unless the temporary assignment is a demotion for disciplinary purposes.

3.8.4. Collateral Duties. The CEO has approved certain added duties to staff position descriptions. These duties are also approved for additional compensation in the form of a yearly stipend. The amount of the stipend is set by the CEO when new salary schedules are approved annually. A member may refuse to accept a collateral duty without affecting his regular position, duties or base salary. A member may be removed from collateral duties without affecting his regular position duties or base salary. Staff not performing or assigned to a collateral duty are not eligible for the collateral stipend.

3.9. BACKGROUND CHECKS

3.9.1. Under specific state and federal laws all staff members of PYCO working directly with cadets or who are responsible for cadets during activities, projects, or training must have a background check before being permitted to work unsupervised with any cadets. This background check will be completed through appropriate agencies as prescribed by state law.

3.9.2. A new member may not work unsupervised with cadets until a criminal background check has been successfully completed and approved by the Corps Commander or by the Chief Finance Officer.

3.9.3. The cost of the background check will be borne by the Corps except under conditions as indicated under this section. If the Corps is informed by an authorized state agency that the member has committed a crime listed under applicable state or federal law or if he is found to have given false information as to the conviction of a crime that individual will be subject to immediate termination.

3.9.4. If an authorized state agency informs the Corps that a staff member has a criminal history that prohibits registration, the Corps Commander will review the criminal history and may request an appeal under mitigating circumstances. The Corps Commander will be required to report to the PYCO Board of Directors any time an appeal is made on behalf of a member. This report will include information about the crime committed and the reason for the appeal. The Board may direct the Corps Commander to accept the decision of the authorized state agency and not request an appeal. Any staff member who fails to be accepted for registration for any reason will be terminated immediately.

3.9.5. If a staff member is terminated under the conditions as specified in Section 3.11.3 then the fees related to the criminal background check are the responsibility of the terminated member, however, cannot be subtracted from the member's final paycheck.

3.10. PROBATIONARY PERIOD

All new staff must successfully complete a minimum of a ten month, or one academic school year period of probation, whichever is longer. "*Successfully complete*" means that the member has demonstrated that he has the skills, ability, and willingness to perform the tasks assigned under the position he was hired for and that he supports the mission, methods, and philosophy of the Pioneer Youth

Corps of Oregon. All PYCO employees are considered "at will" employees and successful completion of the probationary period does not modify the "at will" status. During the probationary period, the member's supervisor will meet with him no less than once a month to review job progress. The supervisor will complete a formal written evaluation at the end of 60 days, 90 days, and at the end of the ten month probationary period, prior to extending a second year appointment. The evaluation will indicate that the staff member has successfully completed probation, will continue in probationary status, will be assigned a period for additional training requiring a work plan, or be terminated.

3.10.1. Staff assigned to a new position of higher authority and responsibility will serve a six month probationary period before they are declared to have successfully to have completed probation in the new position. If either the member or his supervisor decides that he is not ready for the assignment, he will be returned to his former position and pay rate without prejudice.

3.11. PERSONNEL AND TRAINING RECORDS

3.11.1. PYCO Inc. will maintain, in the Corporate Offices, a record of the staff members work history including the following information:

- (1.) Staff member's correct name, address, and social security number
- (2.) Staff member's date of birth
- (3.) Staff member's position description including job title, wages, and hours of work
- (4.) Staff member's letter of appointment.

3.11.2. PYCO Inc. will keep all information in a member's file confidential under the laws of the applicable state and will only release information with his permission or by court order.

3.11.3. A member's official personnel file(s) will be open for inspection by him during regular human resources office hours.

3.11.4. Any information of a critical nature to be placed in staff official personnel files will be shown to the member. The member will have the right to attach a written statement of explanation to the information that he believes to be incorrect. The member may request removal of information of a critical nature in accordance with Corps procedures, in the case that the information is proven to be inaccurate.

3.11.5. For credit purposes, Corps administrative staff will only verify the accuracy of information already provided by the staff member. No other information will be provided.

3.11.6. It is the responsibility of the member to keep personal information in their record updated at all times by informing the Corps administrative staff of any changes including but not limited to name, address, tax status changes.

3.11.7. A separate Training Record file will be kept for all academic and training documentation. This file will be maintained apart from the Personnel file. The member is

responsible for ensuring any training, academic documentation, or certificates are submitted for inclusion in their training file.

3.11.8. Personnel are encouraged to review their records annually, at a minimum.

3.12. PERFORMANCE COUNSELING

All staff will receive performance counseling at a minimum annually. This counseling will be conducted by the rater (the immediate supervisor in the chain of command), have provisions for commentary from the endorser (the next level of authority in the chain of command), and a command reviewer (the first field command level). This counseling will include the highlights and achievements of the individual being counseled during the rating period, the areas of strengths, weakness, strategies and methods which may be employed to improve performance. The recipient of the counseling will be provided ten work days to rebut or reply by endorsement in writing to the counseling and may appeal to the next higher field authority should they believe the counseling was not judicious.

3.13. OUTSIDE EMPLOYMENT

Outside employment is not subject to regulation by the Corps unless, in the opinion of the Corps, it interferes with or impairs the staff member's effectiveness in his assignment. Any member contemplating outside employment is encouraged to discuss it with his supervisor so that the nature of the work and the amount of time required may be understood.

3.14. CONFIDENTIALITY

Every employee, volunteer and intern is responsible for safeguarding confidential information obtained in connection with his or her employment or interaction with PYCO. Many of our positions involve the use of (or access to) information, designs and processes which, regardless of whether considered a trade secret or protected by patent or trademark, are the confidential property of PYCO or a PYCO affiliated program or agency. Some employees also have access to or may be asked to generate other confidential business information such as budgets, pricing lists, profit reports, marketing and/or sales materials, supplier information, reports or lists of current or potential customers, etc., which must also be kept strictly confidential.

No confidential and proprietary information may be disclosed or disseminated to or for the benefit of anyone outside the PYCO without our advance written consent, and this obligation continues during the entire period of employment or engagement as well as thereafter. Of course, upon termination for any reason, everyone is required to return all confidential and other business information in their possession or control.

Violations of this policy, whether intentional or otherwise, could result in immediate termination as well as legal action against the violator.

3.15. EMPLOYEES EXPECTED TO SUPPORT THE ORGANIZATION:

It is expected that all employees of the Pioneer Youth Corps of Oregon inc. will support the mission, methods, and philosophy of the program as set down the PYCO Inc. Regulations, By-Laws, policies,

and procedures as issued and approved through the PYCO Inc. Board of Directors and by their appointed Chief Executive Officer.

3.16 ALCOHOL AND DRUG POLICY

Since PYCO provides services to at risk youth and seeks to set a high standard of behavior and positive attitude. Intoxicants of any type interfere with a member's ability to meet the needs of cadets and to present the highest standards of conduct and leadership. As a result, PYCO takes a firm stance with regard to the use of intoxicants, specifically during duty hours. In keeping with this commitment, PYCO has a strict policy regarding the inappropriate use and possession of drugs and alcohol.

Prohibited Conduct

No employee may unlawfully use, possess, transfer, distribute, manufacture, or be under the influence of a controlled substance (as defined below) or alcohol while on PYCO property, on duty, on on-call status, operating a vehicle or potentially dangerous equipment that is owned or leased by PYCO or otherwise during work hours, including break and lunch periods. In addition, no employee may report for work or remain on duty or on-call status while under the influence of or impaired by any controlled substance or alcohol. Any prescription drug or over-the-counter medications should be used only in accordance with the prescription or the manufacturer's directions. Employees have the responsibility of notifying their supervisor or management of the use of any prescribed drugs that may potentially affect safety or work performance.

It is essential that all employees comply fully with this policy. Applicants and employees who violate this policy are subject to disciplinary action up to and including the possibility of immediate termination. PYCO reserves the sole discretion to determine infractions of this policy and to determine the resulting discipline or remedial action.

Testing

PYCO reserves sole discretion to require an employee to take a test to determine the presence of drugs or alcohol. In particular:

The employee in question in the above situations will be asked to submit to the testing deemed most appropriate by PYCO, including but not limited to, urinalysis and/or blood screening to confirm the existence of alcohol or prohibited drugs or substances in the employee's system. If a test is positive for alcohol or illegal drug use, the employee will be immediately suspended from employment without pay pending a determination of appropriate disciplinary or other corrective measures.

PYCO reserves the right to determine the conditions for testing, including whether reasonable suspicion exists; the level of discipline to be applied dependent upon the severity of the infraction; whether an employee will be given the opportunity to participate in a drug or alcohol treatment program; and to evaluate an employee's willingness to enter and to satisfactorily complete a recommended treatment program.

Prompt employee compliance and full cooperation with this drug and alcohol policy is a condition of employment. Any applicant or employee tampering with, substituting, or altering a drug or alcohol-screening test will be subject to immediate disqualification from or termination of employment. Furthermore, an applicant's or employee's refusal to submit to required drug and alcohol testing, searches, or failure to participate in and satisfactorily complete a recommended rehabilitation and treatment program, or failure to cooperate in any other way that

is required by this policy may subject the applicant or employee to immediate disciplinary action, including disqualification from or termination of employment.

Right to Search

PYCO reserves the right to conduct a search of all company property, as well as an employee's personal property on PYCO premises, for alcohol or controlled substances. An employee who refuses to submit to any such search or to cooperate in any related investigation will be subject to immediate disciplinary action which may include suspension or termination.

Definitions:

For the purpose of this policy, the following terms have the following meanings:

Controlled Substances:

"Controlled substances" or "drugs" are defined as all forms of narcotics, depressants, stimulants, hallucinogens, cannabis, and other drugs whose sale, purchase, transfer, manufacture, use or possession is prohibited or restricted by law. In addition, these terms include:

- (1.) Any substance defined as a "controlled substance" by applicable law;
- (2.) Any legal drug that has been obtained illegally;
- (3.) Any drug legally obtained, but that is used for other than the prescribed purpose or in the prescribed manner;
- (4.) So called "designer drugs" or drug substances not approved for medical or other use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration; and
- (5.) Unauthorized substances, including alcohol, that can cause impairment of physical and/or mental functioning.

"Prescription drugs" are defined as those drugs that are used in the course of medical treatment and have been medically prescribed and authorized.

"Reasonable suspicion" is defined as specific observations concerning circumstances such as the work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior or speech of the employee, excessive absenteeism, being involved in an accident or incident on company premises which causes or threatens to cause physical injury or property damage, or any other circumstance permitted by law.

"Under the influence" is defined as any detectable level of alcohol or drugs in an employee's system or any noticeable or perceptible impairment of the employee's mental or physical faculties. PYCO reserves the sole discretion to determine whether an employee is under the

influence of alcohol or controlled substances. One basis upon which this determination may be made regarding alcohol is the presence of a blood-alcohol level of .01% or higher. If PYCO has a reasonable belief that an employee's blood-alcohol level is .01% or higher, it may require the employee to take a urine, blood-alcohol content test or any other test and may use the test results in its determination as to whether the employee is under the influence.

4) RESIGNATION, DISCIPLINE AND DISCHARGE

4.1. VOLUNTARY RESIGNATIONS

A staff member who desires to terminate employment may do so by giving two weeks written notice to his supervisor or to the human resources office. The Corps may waive all or part of the two weeks. The Corps will prepare a final pay check to be presented on the final working day of the employee.

4.1.1. Verbal Resignations: Staff members who repeatedly make a verbal statement to their supervisor or a senior staff member that they intend to resign are subject to the acceptance of that resignation by their supervisor. The supervisor will provide the staff member in question with a memo of understanding that the staff member has expressed a desire to resign verbally on several occasions and that resignation will be accepted on a specific day not more than three days after the date of the memo. The staff member will have three working days from receipt of the memo to respond or the resignation will be considered effective.

4.2. DISCIPLINARY ACTION PROCEDURES

All PYCO employees are “at-will.” From time to time PYCO may decide to use a progressive discipline process, which could include all or some of the steps below. PYCO feels very strongly that each employee should be treated as an individual and that any situation that might warrant disciplinary action should be individually evaluated. For that reason, in the sole discretion of PYCO, it may start the disciplinary process at whatever step is appropriate or delete any step. PYCO is not required to go through any specific number of steps or in any particular order.

4.2.1. Informal Discussion. A member's direct supervisor may, within a reasonable time period of his first knowledge of the facts upon which disciplinary action is based, meet with the member and discuss the facts of the report with the objective of resolving the matter informally. An informal memorandum of record will be placed in his personnel file.

4.2.2. Memorandum of Record. The supervisor is responsible for entering a brief memo describing the discussion, listing the issues discussed, and the end result, into the member's file.

4.2.3. Written Reprimand. If the violation or action is serious, or a chronic violation for which there has already been an informal discussion, a supervisor may prepare a formal letter of reprimand. The supervisor will meet with the member within a reasonable period of time of his first knowledge of the facts to discuss the action. The supervisor will present the staff member with a copy of the reprimand and advise him of the action being taken. This action can include but is not limited to:

- (1.) Probation, or extended probation if the staff member is already on probation;
- (2.) Demotion;
- (3.) Reassignment;

(4.) Withholding of merit increase (maximum of 90 days).

The reprimand will be placed in the member's file. This letter will contain a plan for corrective action and a time period for re-evaluation. A copy of this letter will be sent to the Corps Commander for review.

4.2.4. Dismissal. All employment decisions including discipline and termination shall be made by PYCO, Inc. at its sole discretion.

PYCO may decide that an employee shall be terminated if he or she violated a PYCO policy, has not adapted to PYCO's environment and structure, or if PYCO, in its sole discretion, determines that the employee's employment should be terminated.

4.2.5. Voluntary resignation during disciplinary action: A member who has been notified of a pending action that could result in dismissal and who decides to resign will still be subject to the investigation of the facts involved in the pending action. Upon conclusion of the investigation, he will be notified in writing of the determination. The member will be considered to have resigned under threat of termination.

4.2.6. Confidentiality in Disciplinary Action: All members, including supervisors, involved in the disciplinary action of a member will be expected to act in a professional manner involving all information related to the actions or the circumstances leading up to the discipline. Staff involved in the issue will not discuss the details with other members, parents, cadets, or with any person or agency outside PYCO, Inc. except as allowed by law. Violation of professional confidentiality will be cause for disciplinary action and may be cause for dismissal.

4.3. GENERAL ISSUES FOR DISCIPLINARY ACTION

Disciplinary action can be administered for, but are not limited to, the following violations:

4.3.1. Failure to perform assigned tasks.

4.3.2. Failure to follow supervisor's direction.

4.3.3. Failure to interact in a professional and appropriate manner with cadets.*

4.3.4. Failure to interact professionally and appropriately with other staff.*

4.3.5. Isolated or single incidents of being absent or late without approval (AWOL).

4.3.6. Consistent and damaging incidents of inappropriate language with or around cadets.

4.3.7. Inappropriate or improper dress based on program policies including failure to follow uniform regulations.

4.3.8. Other issues that, taken as a whole, are proven to have a negative effect on the operation of the program or on the cadets.

4.3.9. Any report of a crime (even minor) committed by a staff member while in uniform or at a program function.

4.3.10. Smoking while on duty while in public and in uniform, first offense.

**(4.3.2 & 4.3.3 must be described in corrective action documents)*

4.4. SERIOUS ISSUES FOR DISCIPLINE RESULTING IN IMMEDIATE DISMISSAL

Disciplinary action can be administered for, but is not limited to the following issues:

4.4.1. Any unprofessional, inappropriate relationships with a cadet. **

4.4.2. Any incident of emotional or physical abuse of a student.

4.4.3. Prolonged or multiple incidents of being absent or late without prior approval (AWOL).

4.4.4. Any use of intoxicants during duty hours or reporting for duty while intoxicated.

4.4.5. Any criminal behavior resulting in arrest (action may be withheld pending outcome of a trial).

4.4.6. Any violation of confidentiality except as determined to be in the best interests or safety of the cadets.

4.4.7. Failure to adapt to the structure, mission, methods, or philosophy of the Pioneer Youth Corps of Oregon.

4.4.8. Other acts that, taken as a whole, are found to be seriously damaging to the program, cadets, or the goals and mission of the PYCO programs.

***("Relationships" is taken to mean "dating" in any form up to and including sexual relations)*

4.5. ADAPTING TO PYCO STRUCTURE

PYCO Academies and programs operate under a unique environment and structure that allows it to successfully carry out its stated mission. As a result, it is imperative that all staff members are willing and able to adapt to this environment and structure. A clear and consistent failure to adapt will be considered sufficient cause to apply corrective action up to and including dismissal.

4.5.1. Failure to adapt defined: For the purposes of this regulation, a "clear and consistent failure to adapt" is taken to mean that the member has been repeatedly and regularly addressed for consistent minor violations of policy, rules, regulations, or directives to the point where it can be reasonably considered to be their normal pattern of behavior. It can also be considered a failure to adapt when a staff member consistently, by actions or statements, refuses to apply the methods, structure, or philosophy of PYCO to their duties as a leader within the organization despite repeated and documented warnings and training by his supervisor.

4.6 ADMINISTRATIVE LEAVE

A staff member may be placed on unpaid administrative leave during the period of time it takes to conduct an investigation or review into allegations of a violation of policy or regulation on their part. The Corps retains the right to reassign a member, temporarily or permanently, at any time, including during the period of investigation and review. Should he be allowed to return to duty as determined by the investigation into his actions, the “unpaid” leave may be deemed “paid” leave and he will be paid for that period of time.

4.7. STAFF MEMBER APPEAL PROCESS

Regular full or part-time staff who have been dismissed or disciplined may request for the action to be reviewed by a board consisting of the Corps Commander, his supervisor, and one PYCO Board member. This board has the authority to either confirm or adjust the action. It will have the right to interview all parties involved in closed session. The member is to be present at all meetings related to their review. In the case that the member has been dismissed and is requesting review of the dismissal, he will remain off duty without pay until a board decision has been reached. The board will have the right to reinstate a member with pay back to the date of dismissal or to confirm the disciplinary action.

4.7.1. The member must request the review within five working days of being notified of dismissal or demotion. Failure to request a review within the time allowed will confirm the action.

4.7.2. The board review meeting must take place within ten working days of the request by the staff member.

4.7.3. The member requesting the review must be informed of the board's decision in writing within ten working days of the decision being made.

4.7.4. A non-probationary regular part-time or full-time member whose discipline or discharge has been recommended by his supervisor is entitled to written notice of:

- (1.) The action to be taken by the Corps toward him;
- (2.) Any charges leveled against him and considered in the decision to dismiss;
- (3.) The right to review the statements of witnesses, documents, and investigative reports assembled by the Corps upon which the action recommended is based (with the exception of the names of cadets who are minors).

4.7.5. The member shall also have an opportunity to:

- (1.) file a written response to the charges, with supporting affidavits or to answer personally, orally and or in writing to their supervisor;
- (2.) have a co-worker to represent him at all stages in the proceedings;
- (3.) have a written decision on any issues raised by the staff member regarding the action being taken against him; and

(4.) Have a formal hearing.

5) ALLOWABLE EXPENSES AND AUTHORIZED SUPPORT

5.1. REIMBURSABLE ALLOWANCES

5.1.1. Mileage allowance. A Staff member who is required to use his personal vehicle in Corps travel (not including travel to and from their normal place of duty) will be reimbursed at the current State of Oregon or US Government mileage rate, whichever is less, after he has verified the travel on Corps approved forms. Staff required to be out of town overnight on Corps business will be paid for travel time and a per diem rate for lodging based on the current State of Oregon rate and law.

5.1.2. Meals. A member required to be away from his normal duty station and miss meals or is required to travel overnight will be reimbursed for meals consumed during that period. The meal allowance will be paid at the State of Oregon or US Government approved rate, whichever is less, for meal reimbursements, according to the rates reasonable for the area. With the meal per diem allowance, the member will not be required to turn in cash receipts. If costs are higher than the approved rate, then receipts must be provided and a verified travel approval form signed by the finance office. Meal reimbursements will not be made for training or assignments within 20 miles of the member's regular duty station.

5.1.3. Overnight Lodging. Lodging allowance will be at the State of Oregon or US Government rates, whichever is less. Receipts for meal and lodging expenses, as well as the unspent portion of the travel advance, will be submitted to the Corps immediately upon return. No compensation for lodging will be made if another organization provides lodging for the member.

5.1.4. Pay for Required Training. Staff will be paid at regular wages for all time taken in training classes required by the Corps. The Corps will pay all fees for required training classes as well as for those that benefit the Corps as well as the member.

5.1.5. Uniform Allowance. The Corps will provide all uniforms, insignia, and devices that are required to be worn by staff in the normal course of their duties. Cleaning and maintenance of these uniforms are the responsibility of the member. The uniforms and equipment issued by the Corps remain property of the Corps.

5.2. HEALTH AND WELFARE BENEFITS

5.2.1. Corps Insurance Contribution. The Corps will contribute a monthly amount as approved by the Pioneer Youth Corps of Oregon, Inc. Board of Directors towards the premiums paid for medical and/or other insurance premiums for all full-time staff. Corps contributions will be for each regular member assigned to a position who has completed the eligibility period.

5.2.2. Eligibility. New members must complete 90 days of full-time employment before being eligible for the Corps paid medical or other insurance plans. Once a member is eligible, insurance coverage will begin on the first day of the month following fulfillment of said 90 day waiting period.

5.2.3. If a member's hours are reduced below full time, the Corps will continue to provide

benefits for up to one month past the month the hours are reduced. After that the employee will not be eligible for coverage.

5.2.4. Less than full-time Staff. Regular part-time members whose assigned work hours are less than 40 hours per week (.99 FTE and below) are not eligible for benefits under the insurance program, except under the following conditions:

- (1.) if the hours of a member with less than eight daily assigned hours are temporarily increased for more than 90 workdays, he will become eligible for benefits under the plan and will remain so until his work hours return to less than eight hours per day;
- (2.) when the work hours return to less than eight hours per day, the member will no longer be eligible for the Corps benefits under the plan;
- (3.) if a part-time member becomes eligible for the plan because of increased hours and his hours are then reduced, that member will receive benefits through the end of the month following the month in which the hours were reduced;
- (4.) if the member is reduced to less than full-time and is again brought back full time status, he will be reinstated into benefit eligibility and will not have to repeat the 90-day waiting period.

5.2.5. Waiver of Insurance. Staff have the right to waive insurance coverage. Members wishing to wave coverage must show appropriate documentation that they have other acceptable coverage. Staff who wave coverage may receive a small increase to monthly salary as approved by the board.

5.3. COBRA CONTINUATION COVERAGE.

Eligible staff may elect COBRA continuation coverage under terms expressly permitted by law. COBRA continuation coverage will be at the member's expense.

5.4. STAFF MEMBER OUT-OF-POCKET.

The PYCO, Inc. Board of Directors retains the right to modify member out-of-pocket payments in order to cover the actual cost of insurance in excess of the Corps' contribution.

5.5. MEDICAL EXAMINATION.

If the Corps believes the member is not able to perform assigned work responsibilities due to physical or other disability, the Corps has the right to require a medical examination at Corps expense.

5.6. SHORT AND LONG TERM DISABILITY INSURANCE FOR ELIGIBLE STAFF MEMBERS.

The Corps will provide short term disability (STD) and long term disability (LTD) insurance for regular full-time staff who work for forty hours or more per week. Substitutes, temporary staff members, and all categories of staff not expressly included in this section, are not provided either short or long-term disability insurance. Coverage and provisions under either policy will be

substantially equivalent to those carried in the Standard Insurance Company STD and LTD programs.

6) WORK HOURS AND CONDITIONS

6.1. SALARY & PAYROLL POLICIES

6.1.1. Wages are established by the PYCO Board of Directors based on a wage scale recommended by the CEO and approved by majority vote each year.

6.1.2. Wages are not directly related to PYCO rank.

6.1.3. All PYCO staff are employed on a 12-month schedule unless otherwise indicated by contract or letter of appointment.

6.1.4. Under Federal and State Law, staff that work in a salaried exempt position are not eligible for overtime pay.

6.2. COMPENSATION AND OVERTIME

As a non-profit organization, PYCO Inc. routinely operates on a very tight budget and as a result, with very few exceptions, PYCO, Inc. does not authorize overtime. You must have all overtime approved by your Battalion Commander, *in writing, prior to* the work being performed. *The Chief Fiscal Officer or Chief Executive Officer must give final approval of all paid overtime.*

If you are an exempt employee and you volunteer time for a special school activity or project, including fund raising projects, you will not be entitled to overtime. Your participation or lack of participation in “volunteer” activities will not be considered in any employment related decisions. Your participation as a “volunteer” may entitle you to receive any of the awards, ribbons, or commendations that can be earned by staff and cadets by PYCO regulation.

6.3. WORK DAY

The work day for full-time staff members will be eight hours, exclusive of a meal period. The Corps may implement an alternate full-time schedule as needed to meet the needs of the organization. Normal hours are 0730 hours through 1600 hours for all staff assigned directly to academic and classroom duties. Normal hours for administrative staff, except supervisors or senior staff, are 0800 hours through 1700 hours.

While the normal working day is scheduled between 0730 hours and 1600 hours, it is expected that Academy staff will meet with parents, attend staff meetings, scheduled training sessions, and cadet review boards as part of their normal duties.

Duty hours may vary as determined by unit assignment. Staff will be present at the work site to perform assigned duties as determined by their supervisor or the Corps Commander. Additionally, supervisors may determine certain additional times during the daily, weekly, and/or monthly schedules when all members will be present. Written request for exception to "All Staff" times must be submitted to a member's immediate supervisor, prior to the anticipated absence, late arrival, early leaving, or any combination of thereof.

6.4. WORK WEEK

Normal work week is Monday through Friday. Exceptions may be made based on the needs of the organization and arrangement with the Battalion Commander. The overtime week is seven days, from Sunday 0000 hours to Saturday 2359 hours.

6.5. REST, MEAL AND BREAK PERIODS

6.5.1. Break Periods

- (1.) Staff who work between two hours one minute and five hours and fifty-nine minutes will receive one fifteen minute paid break.
- (2.) Staff who work between six and eight hours will receive two fifteen minute paid breaks, and a thirty minute unpaid meal break.
- (3.) Solely for purposes of this policy, the unpaid meal period does not break the continuity of a scheduled work day. In computing entitlement to paid breaks, unpaid meal periods do not count as work time.
- (4.) Overtime shall be defined as over forty hours in one overtime week as defined in 6.4.
- (5.) Supervisors will schedule breaks as closely as possible, to two hour work intervals.

6.5.2. Lactation Accommodation

Upon reasonable notice, PYCO will provide a location and a 30 minute break every four- hour work period during the workday for lactating employees to express milk for children 18 months or younger. Employees who are required to take break periods will be paid for that portion of the lactation break that the employee would normally take. The remainder of the break will be unpaid time. At PYCO's discretion, the employee may make up the unpaid portion of the break period. If the unpaid portion of the break period is not made up, PYCO is not required to compensate the employee for that time. Lactation breaks occurring during meal periods are always unpaid.

6.5.3. Meal Schedules

- (1.) Supervisors will schedule meal periods as closely as possible to the middle of the member's work day.
- (2.) A full-time member required to work more than two hours beyond the end of a regular shift will be provided an additional thirty minute unpaid meal period upon request except in an emergency.

In unusual circumstances, a supervisor may require a member to work during break and/or meal periods, provided he will be paid at the rate of time-and-one-half, for the time worked, during the same shift. Pay will only be granted under the conditions that a member is required or directed to work by his supervisor.

6.6. WORK YEAR

The standard work year for staff is twelve months. Depending on duty assignment, actual workdays may be based on a ten month work pattern and will follow the schedule below as indicated:

- (1.) The ten month working schedule applies to all regular full and part-time academic staff. This includes Officers, NCOs, and the Battalion Sergeant Major. This working schedule does not apply to the Battalion Commander, the Student Services Coordinator, Academy Clerical or staff assigned to the PYCO Corps (main) office, and any other paid administrative staff unless it is specified in the member's letter of appointment. A Battalion Commander may, with the Corps Commander's approval, depending on workload and completion of assigned tasks, allow for a modified work schedule during the period between June 30 and August 31 for any administrative staff not on the ten month schedule.
- (2.) The academy staff working calendar will begin each academic year on a date ten working days (not including holidays or weekends) before the scheduled first day of school as established in the academy calendar approved by the WLA Board. The final working date for the staff will be five working days after the last day of school as established in the academy calendar.
- (3.) All staff subject to this schedule will be paid their annual salary as established in their letters of appointment on a twelve month basis. Any benefit packages enacted during the year will continue throughout the appointment year.
- (4.) In order to facilitate the implementation of this schedule, all Letters of Appointment for academy staff will run from the beginning working date of the fiscal year through the day before the first staff working day of the next fiscal year.
- (5.) A member will not be required to report for duty between the last working day of the staff academic year calendar and the first working day of the next academic year calendar unless his supervisor determines there are incomplete assigned tasks or his letter of appointment specifies a different work schedule.
- (6.) All staff working this schedule will be expected to perform those duties assigned that directly affect the ability of the Academy or other program to educate cadets in a timely manner and without regard to the working schedule. These duties will include but not be limited to:
 - (a.) preparation and posting of grades;
 - (b.) grading papers, tests, reports or other student assignments that will affect the preparation and posting of grades;
 - (c.) preparation of lessons and assignments needed for classes to begin following the scheduled break or holiday;
 - (d.) preparation of any reports or information required by the sponsoring district or the State Department of Education and due before the end of the school year.

A member will spend the time necessary for adequate preparation for instruction, cadet and parent consultations, curriculum development, and other activities related to instruction.

They will attend staff meetings when and as required by their immediate supervisors. No additional compensation will be paid for performance of these duties. Staff will be reasonably available to meet with others, as necessary, and will communicate with parents, cadets, and other staff about their particular times of availability to discuss educational issues, student performance, and other matters

Members are expected to report for work on in-service days at the regular duty time unless otherwise authorized by their supervisors to be absent for other scheduled training activities.

(7.) Members working a ten month schedule will not accrue any personal or sick leave. The Corps Commander may allow a member who is ill, or has an emergency, limited time off without loss of pay. Allowable time off will not exceed five working days per year, per member. This time is not accruable and not transferable. This time is only to be used in emergencies or illness. The Corps Commander must approve any time off permitted under this provision by written indication on the staff member's monthly attendance report.

(a.) Any time taken and not approved will be deducted from the staff member's salary on a day-to-day basis.

(b.) Members who show a pattern of consistent overuse of allowable time off may be subject to disciplinary action.

(8.) Members who fail to report for duty on the dates indicated in the staff working calendar and whose absence s are not legally excused may be subject to disciplinary action up to and including dismissal.

(9.) Members are expected to have all necessary course material, lesson plans, course outlines, and any other academic material needed for at least the beginning semester prepared prior to returning to duty during the last week of August.

(10.) Members who resign or are dismissed from their position after the end of the one school year (after the last staff work day in June) but before the beginning of the next school year (or before September 1) are required to turn in all material prepared under section 6.6.6. above. Failure to do so may result in a reduction in pay based on an unfulfilled duty assignment.

(11.) Members are also expected to have all grades, grading reports, and other required information completed and approved before they depart for the summer session. This means all tasks due to the sponsoring district, the state, or Corps, on or before the last working day following the end of the academic calendar in June.

(12.) Members who do not complete their assigned tasks in a timely manner may be required to remain on duty until the tasks are completed and may also be subject to corrective action up to and including dismissal.

(13.) Certain special events each year are considered part of the normal academic and staff working schedule at each academy. These events include:

(a.) the Annual FTX; maximum of six days at our outdoor field-training program. Transportation, lodging, and meals will be covered at Corps or Academy expense;

(b.) the Christmas Awards Dinner - one evening before the Christmas Break. The meal is covered at Battalion or Corps expense;

(c.) Parades - the Academy may schedule up to two parade days each year- usually to acknowledge Veterans Day and Christmas.

6.7. RECALLED TO DUTY

6.7.1. Any member required by his supervisor to return to work after his regularly scheduled workday will be paid a minimum of one hour for the work, if it takes an hour or less. Continued pay will be computed hour by hour. For example, a staff member called back to work and working for one hour and fifteen minutes will receive two hours pay, if they work two hours and forty minutes they will receive three hours pay. Pay is at the rate of time-and-one-half of the member's regular rate of pay.

6.7.2. A member required to return to work by his supervisor as a result of an uncompleted task that should have been completed during normal duty hours will not receive any additional compensation.

6.7.3. Non-exempt members whose regular work schedule is at least two hours will receive two hours show-up pay for reporting to work as scheduled unless the Corps has made a reasonable effort to provide notice in advance not to report.

6.8. NEW OR MODIFIED JOB DESCRIPTION

6.8.1. When any new position not listed on the salary schedule is established, or the description of a current job is substantially changed, the Corps will designate a tentative pay range for the new position and notify the staff member in writing prior to implementation.

6.8.2. A member in a position subjected to a substantial change in his duties resulting in his inability to perform the tasks assigned has two options: to ask for reassignment to a position he is able to perform or, to accept appropriate training to enable him to perform the new tasks.

6.8.3. No current member will be paid at a lower rate of pay as a result of the implementation of a pay range under this section without his consent. Absent such consent, the Corps' option is to eliminate the position; invoke layoff provisions or establish a new position in accordance with applicable PYCO policies.

6.8.4. The Corps is not obligated to negotiate the contents of a job description.

6.9. HOLIDAYS, BREAKS

During those times when scheduled school breaks or holidays occur, full time staff will be released from duty provided all assigned tasks and responsibilities are completed prior to taking leave.

Members will be responsible for meeting all deadlines or responsibilities that may fall within a school closure period. A member must make plans to meet those obligations during the closure period or plan ahead and complete those obligations prior to taking leave.

School Closure Periods:

Winter (Christmas) Break: 6-11 days (Varies year to year)
Spring Break: 5 days

Official Holidays: (9 days) All PYCO programs and Academies will be closed during the following holidays. These are paid holidays, and all staff will be off.

New Years Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Fourth of July
Labor Day
Veterans Day (Staff who participate in the parade will be paid)
Thanksgiving Day and the day after
Christmas Day (included in the Christmas break schedule)

Newly hired staff will be entitled to all official state and federal holidays as listed above regardless of their day of hire

6.10. EMERGENCY ACADEMY CLOSURES

6.10.1. If an Academy is closed due to an emergency, members designated by the Corps will report for work. Other staff assigned to the Academy will not be required to report if cadets are directed not to report.

6.10.2. If all cadets are dismissed early due to an emergency, staff may be dismissed for the remainder of the day when and if the Battalion Commander determines that all cadets are safe and Corps property has been secured.

6.10.3. If the Academy remains closed the following day due to the emergency the Battalion Commander may permit staff assigned to that Academy to remain off duty without loss of pay. The Battalion Commander will contact the Corps Commander and report the situation requesting permission to extend emergency time off. Unless the Corps or Battalion Commander has made a reasonable effort to notify all affected members not to report, those who do report will receive at least two hours of additional pay.

6.10.4. Staff required to report by their supervisor when all Corps Academies are closed due to emergency conditions will receive one and a half times their regular pay based on an hourly rate per day for time worked.

6.10.5. Staff not required by their supervisor to report when all Corps Academies are closed due to emergency conditions will not lose pay.

6.10.6. If all Corps Academies are closed for more than two days due to emergency conditions during the staff member's normal work year, the Battalion Commander with Corps Commander approval may:

- (1.) direct staff to report for duty if the Battalion Commander determines work is available;
- (2.) grant staff additional time off if conditions require it;
- (3.) assign staff to an alternative work site that is within a reasonable distance and not subject to emergency conditions.

7) LEAVES OF ABSENCE, PAID AND UNPAID

7.1. PERSONAL LEAVE

Each full time staff member, on the ten month schedule is given five personal leave days. The personal leave policy is based on a 12-month period, starting on July 1 and ending June 30. Each full time staff member on the twelve month schedule is given ten personal leave days.

7.1.1. Use of Personal Leave

(1.) A member will receive pay for absences that qualify as personal leave, up to the total amount of unused personal leave. Pay will be based on the number of days the member was scheduled to work.

(2.) Absences after personal leave is exhausted will be without pay. Staff who continue to remain absent for unprotected reason from their duty station after their personal leave has been exhausted may be subject to dismissal. However, absences that are protected leave will be handled pursuant to the relevant state or federal law. The Battalion Commander or Corps Commander may allow a member to remain absent in a non-pay status if such emergency conditions exist that are beyond his control.

(3.) A member must submit a personal leave request on the appropriate Corps form to the Battalion Commander at least two weeks prior to scheduling regular leave. A member who is absent due to illness or emergency may submit the request after his return to work. Absences due to illness or injury in excess of three days will require a release to return to work from a doctor.

Granting of the leave is at the sole discretion of the Corps Commander. The Corps Commander, should he wish personal leave, must submit a leave request on the appropriate Corps form to the Chairman of the PYCO Board for approval. Granting of the leave for the Corps Commander is at the sole discretion of the Chairman of the PYCO Board. All leave requests for protected leave will be handled pursuant to the applicable state or federal law.

(4.) Staff working in an academic setting should not expect to take vacation during the regular academic year, except in an emergency or by prior arrangement with the Battalion Commander. Academic staff should plan to take their vacation time off when school is not in session. Vacation time during the normal academic year must be pre-approved at least two months in advance and in writing.

(5.) A member taking a personal day off due to illness must call in to their supervisor by 0700 hours on the day they are ill to allow time to arrange for coverage of his duties.

(6.) In the event of an injury eligible for compensation under Workers Compensation insurance, personal leave may be taken for absences from the date of injury until Workers Compensation payments begin. A member denied Workers Compensation, and who has exhausted personal leave, may apply for unpaid illness/injury leave in accordance with Corps policy.

(7.) Full time staff on a twelve month schedule will receive 10 Vacation Days after they have worked twelve months. These days cannot be used during the regular academic year, except in an emergency or by prior arrangement with the Battalion Commander and the Corps Commander. Following the first year, full time staff on a twelve month schedule will accrue two additional vacation days annually, up to a maximum of 20 days. Unused accrued vacation days may be carried over to the next year, however staff must take at least ten consecutive days annually. The maximum carryover of accrued vacation days is 20 days.

7.2. BASIC LEAVE ENTITLEMENT (FMLA AND OFLA)

Eligible employees are entitled to up to 12 work weeks of unpaid, job-protected leave within a 12-month period for the following reasons:

- (1.) To care for certain family members who suffer serious health conditions (OFLA and FMLA);
- (2.) To recover from or treat the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job (OFLA and FMLA);
- (3.) To care for an employee's child who suffers from an illness, injury or condition that is not a serious health condition but that requires home care (OFLA only);
- (4.) For an incapacity due to pregnancy, prenatal medical care or child birth (OFLA and FMLA);
- (5.) To deal with the death of a family member by attending the funeral or alternative service; making arrangements necessitated by the death; or grieving the death. (OFLA only). Bereavement leave is limited to two weeks per family member death and must be completed within 60 days from date employee is notified of the death; and
- (6.) To care for an employee's infant or newly adopted or new foster child under 18 or for the care of an adopted or foster child older than 18 if the child is incapable of self-care ("Parental Leave"). Parental Leave must be taken within the first year after the birth or placement of the child and must be taken as a single, continuous leave. (OFLA and FMLA).

Employees eligible under Oregon law (OFLA) may be entitled to additional leave for pregnancy-related disabilities, childbirth, or to care for that employee's child under certain circumstances. Please direct any questions you have to your Human Resources representative.

7.2.1. Military Leave Entitlements (OFLA and FMLA)

Military Exigency Leave (FMLA Only)

Eligible employees are entitled to leave to address certain qualifying exigencies for the employee's spouse, child or parent on active duty in the Regular Armed Forces while deployed in a foreign country, or on call to active duty status in the Reserve components of the Armed Forces, including the National Guard, in support of a contingency operation that requires deployment to a foreign country. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements,

attending certain counseling sessions, attending post-deployment reintegration briefings, rest and recuperation (limited to 15 calendar days), and arranging or providing care for a military member's parent who is incapable of self-care (FMLA only).

Military Caregiver Leave (FMLA only)

Eligible employees are entitled to take up to 26 weeks of unpaid, protected leave during a single 12-month period to care for a covered service member. A covered service member is (i) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; otherwise in out-patient status; or otherwise on the temporary disability retired list for a serious injury or illness; or (ii) a veteran of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was discharged or released under conditions other than dishonorable at any time during the five-year period immediately preceding the first date the eligible employee takes FMLA leave to care for the veteran ("covered veteran").

A "serious injury or illness" for a current member of the Armed Forces means an injury or illness incurred in the line of duty on active duty, including the aggravation of injuries or illnesses that existed before the beginning of the service member's active duty, and that may render the service member medically unfit to perform his or her duties.

A "serious injury or illness" for a covered veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and that rendered the service member unable to perform his or her duties; or
- (2) a physical or mental condition for which the covered veteran has received a US Department of Veteran Affairs Service-Related Disability Rating (VASRD) of 50% or greater based in whole or in part on the condition precipitating the need for military caregiver leave; or
- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (4) an injury, including a psychological injury, for which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

At no time shall an employee take more than 26 weeks of leave during a single 12-month period. In order to care for a covered service member, an eligible employee must be the spouse, child or parent, or next of kin of a covered service member.

Military Deployment Leave (OFLA only)

During a period of military conflict, an employee who is a spouse or domestic partner of a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States who has been notified of an impending call or order to active duty or who has been deployed, is entitled to a total of 14 days of unpaid leave per deployment that may be taken:

(1.) After the military spouse or domestic partner has been notified of an impending call or order to active duty and before deployment; and/or

(2.) When the military spouse or domestic partner is on leave from deployment. The 14-day entitlement is per deployment. If multiple deployments occur in an employee's OFLA leave year, the employee is entitled to take deployment leave for each deployment until that employee's OFLA leave entitlement is exhausted. Military deployment leave may be taken intermittently.

7.2.2 Benefits and Protections

During FMLA leave, PYCO must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from OFLA and FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms except for the amount of vacation or sick or PTO leave used during the leave, if applicable, and for any benefit changes as applicable to other covered employees. Use of OFLA or FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. If the employee does not return from leave, PYCO may recover the premiums paid by PYCO during the leave, as allowed by law.

Eligibility Requirements

Employees are eligible for FMLA leave if they have worked for PYCO for at least 12 months within the past seven years and for 1,250 hours over the previous 12 months. Hours that an employee would have performed but for the employee's covered Uniformed Services Employment and Reemployment Rights Act (USERRA) leave will be credited to the employee in determining eligibility, including employment periods outside the past seven years if the break in employment with PYCO was due to the employee's USERRA-covered service obligation. Employees are eligible for OFLA leave if they have worked for 180 or more days immediately prior to the first day of the leave and for an average of 25 or more hours per week. However, for parental leave, only the 180-day requirement applies, and for Military Deployment Leave, "eligible employees" need only have worked an average of 20 hours per week. The employee's eligibility for FMLA and OFLA leave will be determined from a [1) calendar year 2) different fixed year (fiscal year) 3) "rolling" schedule measured backward from the date leave is used 4) "rolling" schedule measured forward from the first date leave is used.] Because there are bank under only one of the applicable laws. Please direct any questions you have about eligibility to your Human Resources representative.

Definition of a Serious Health Condition for Basic Leave Entitlement

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or “continuing treatment” by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the “continuing treatment” requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider within a 30-day period, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. Please direct any questions you have about eligibility to your Human Resources representative.

Definition of Family Member

“Family members” under FMLA include minor children, spouses, parents, and adult children incapable of self-care. “Family members” under OFLA also include parents-in-law, same-sex domestic partners, adult children, grandparents, and grandchildren. Please check with your Human Resources representative for more information.

Use of Leave

Except as otherwise provided in this policy, an employee does not need to use the employee’s leave entitlement at one time. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must take reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt PYCO’s operations. In most circumstances, family or medical leave will not be granted during the period of time in which another family member is also taking family leave or is otherwise available to provide care. Further, if two or more family members are employed by PYCO, there may be limits on when employees/family members can take leave at the same time.

Substitution of Paid Leave for Unpaid Leave

The employee will be required to use available paid leave if the leave is otherwise unpaid.

Employee Responsibilities

Employees must provide 30 days’ advance notice of the need to take OFLA and/or FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with PYCO’s normal call-in procedure. If notice is not given as required, the leave may, under certain circumstances, be delayed, reduced or denied.

Employees must provide sufficient information so PYCO can determine whether the leave qualifies for OFLA and/or FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform essential job functions due to a serious health condition, that a family member is unable to perform daily activities, that there is a need for hospitalization or continuing treatment by a health care

provider, or circumstances supporting the need for military family leave. Employees also must inform PYCO if the requested leave is for a reason for which OFLA and/or FMLA leave was previously taken or certified.

All employees taking OFLA and/or FMLA leave (except brief incidents of sick child leave or for parental leave) will be required to provide written documentation on a form provided by PYCO, indicating the need for the leave. Forms are available from Human Resources for both the notice of leave and for any medical certification that may be required. Employees are required to cooperate with PYCO. An employee's failure to respond to reasonable inquiries may result in the denial of protected leave if PYCO is unable to determine whether the leave qualifies. While on leave, employees may be requested to report periodically to PYCO regarding the status of the medical condition and their intent to return to work. Employees absent for more than three consecutive working days will be required to bring a physician's certification indicating the employee is fully released to perform regular job duties; under certain circumstances, an employee may be required to provide such a certification for shorter absences.

Failure to return to work upon expiration of the requested leave or upon expiration of the 12-work week period (or 26-work week period for Military Family Leave) may result in immediate termination.

PYCO's Responsibilities

The Company will inform employees requesting leave whether they are eligible under OFLA and/or FMLA. If they are, the notice will specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, PYCO will provide a reason for the ineligibility.

Under certain circumstances an employee may be required to supply a medical certification. If a medical certification is required, you will be notified of that requirement in writing. The Company will inform employees if leave will be designated as OFLA and/or FMLA-protected, and the amount of leave that will be counted against the employee's leave entitlement. If PYCO determines that the leave is not OFLA or FMLA-protected, PYCO will notify the employee.

The Company will not interfere with, restrain, or deny the exercise of any right provided under OFLA and FMLA, discharge or discriminate against any person for opposing any practice made unlawful by OFLA or FMLA, or discharge or discriminate against any person for involvement in any proceeding under or relating to OFLA or FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against PYCO for violation of the leave laws. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

7.3. BEREAVEMENT LEAVE

At a supervisor's discretion, a regular full-time, part-time, or academic scheduled staff member may request a maximum of three days paid leave to be used for bereavement for the death of a member or members of his immediate family. Two additional days may be used for in state simultaneous multiple deaths in the member's immediate family. Five days may be used for out-of-state death in his immediate

family. Should simultaneous, multiple deaths occur out of state, an additional three days may be used. This leave is not charged against the employee's personal leave. For the purpose of this Handbook, immediate family is defined as: a member's spouse, son, foster son, stepson, daughter, foster daughter, stepdaughter, mother, stepmother, father, stepfather, sister, stepsister, brother, stepbrother, spouse of a sister or brother, grandparents, step-grandparents, grandchildren, step-grandchildren, aunt, uncle, or equivalent relatives of the member's spouse, and close relatives living with him. At the Battalion Commander's discretion this leave may be extended to a member for the death of a close friend who has been living in his home. If the employee qualifies for leave under OFLA, this bereavement leave shall be taken concurrent with the OFLA bereavement leave.

7.4. MILITARY LEAVE

A leave of absence for military service will be allowed in accordance with federal and state laws related to such leave. A member may use personal leave or may take leave without pay during this period. Staff members in the National Guard or Reserves who are activated for duty will have their positions held for them regardless of the length of activation. Upon returning, the member must contact the Corps within thirty days of his return home and provide a written notice that he intends to return to work. They will have ninety days to accept reassignment to a duty station. Corps must make every reasonable effort to return the member to the same position he held prior to activation. If this is not possible without undue hardship to the operations of an Academy or program, then the Corps may offer reassignment at a comparable rate of pay to a different position or location within a reasonable distance of his former duty station. Reassignment must be without loss of rank, time in grade, or pay step. In the case of reassignment, the Corps must make every effort to return the member to his prior position as soon as reasonably possible. Refusal to accept a reasonable reassignment will be accepted to mean that the member does not wish to return to work with PYCO Inc.

7.5. TRAINING AND IMPROVEMENT LEAVE

A member may request a leave of absence to attend an approved workshop or other in-service training session that is held for the purpose of improving related job skills. For any training related to the member's job, he may be authorized training leave with pay.

All certified staff will be responsible for maintaining their certification and to take such classes and training as is necessary to maintain that standing. Non-certified Instructors wanting to advance or develop certification will be responsible for taking such classes and/or training necessary to accomplish that certification. Corps is not responsible for paying for classes and/or training necessary to maintain certification but may be able to periodically make some accommodations if funds allow.

7.6. LEAVE FOR VICTIMS OF CERTAIN CRIMES, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING OR CRIMINAL HARASSMENT

7.6.1. Crime Victim Leave

Unless it creates a hardship for the Company, a reasonable amount of unpaid leave is available to eligible employees who are victims of a "person felony" (as defined by state law), or who have an immediate family member (spouse, domestic partner, father, mother, sibling, child stepchild or grandparent) who is a victim of a person felony. Leave is available to enable the employee to attend a criminal proceeding related to that crime, and other proceedings in which crime victims may be present. To be eligible for crime victim leave, the employee must have worked at least 25 hours per week for at least 180 days immediately before the leave begins. The

Company will not discriminate against any eligible employee who utilizes this leave.

7.6.2. Leave for Victims of Domestic Violence, Sexual Assault, Stalking or Criminal Harassment

In addition to the above leave, upon the date of hire unpaid leave is also available to eligible employees who have been victims or are parents or guardians of a minor child who is a victim of domestic violence, sexual assault, stalking or criminal harassment. Leave is available for one or more of the following purposes:

- (1.) Seeking legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent;
- (2.) Seeking medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or stalking or criminal harassment of the eligible employee or the employee's minor child or dependent;
- (3.) Obtaining or assisting a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault, stalking or criminal harassment;
- (4.) Obtaining services from a victim services provider for the eligible employee or the employee's minor child or dependent; or
- (5.) Relocating or taking steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

7.6.3. Provisions Applicable to All Leave

When applicable, leave runs concurrently with any available OFLA leave. In addition, all leave under this policy is unpaid unless the employee elects to use accrued paid leave, and use of this leave may impact the employee's benefits. When the employee requests leave, he or she must provide reasonable advance notice, if possible. Upon request, the employee must produce sufficient certification confirming the purpose of the leave. All records regarding any leave requested or awarded pursuant to this policy are confidential and may not be released without the express permission of the employee, unless otherwise required by law.

7.7. LEAVES OF ABSENCE; UNPAID OR EXTENDED

A regular or permanent part-time member may request an extended absence from their duty assignment for training, education, or personal reasons. This absence will normally be without pay or benefits but with a reasonable expectation on the part of the member that he will be able to return to work at the end of the period requested. This leave may be granted at Corps level under the following conditions:

- 7.7.1. No leave will be granted under this section for the staff member to assume other employment unless such leave is judged by the Corps to be of benefit to the Corps.
- 7.7.2. A member requesting non-paid leave will give the Corps notice in writing at least thirty days in advance of the desired date the leave would begin if approved by the Corps. The staff member is to provide a beginning and expected ending date of the leave.

7.7.3. Upon return from unpaid leave in excess of thirty days, a staff member may be assigned to a position similar to one he left, if one is available. If a position is not available, the staff member may be subject to the provisions of Handbook Section 8 Layoff and Recall. For purposes of this leave, the work year will be defined as twelve months, beginning July 1 and ending June 30.

7.8. COURT APPEARANCE AND JURY DUTY

7.8.1. When you receive a summons for jury duty, please immediately provide a copy to your immediate supervisor. PYCO will not make any attempt to have your jury duty postponed unless business conditions necessitate such action.

7.8.2. A member on jury duty must call his immediate supervisor before his regular starting time each day he is expected to be absent from work and report that he will be absent due to jury duty.

7.8.3. A full-time member released from jury duty before 1200 hours of any workday will report to his assignment for the remainder of the day, unless authorized to use personal leave or compensation time by his supervisor.

7.8.4. A less than full-time member whose greatest portion of the workday is prior to 1200 hours will call his immediate supervisor immediately following release from jury duty to determine whether to report for duty.

7.8.5. A full-time staff member will not lose compensation for the time performing jury duty. Part-time non-exempt staff members with variable schedules and flexible hours will not be paid for jury duty.

7.8.6. A member subpoenaed for a judicial or administrative proceeding in which he is not a party will not lose compensation for the term of the court appearance.

7.8.7. Payments to the member for jury duty and witness fees will be endorsed or assigned by him payable to the Corps, as long as he has been on a paid status during this court duty. Members not paid for their court time are not subject to this rule. A member may keep his mileage fees or reimbursable expenses.

7.9. UNAUTHORIZED ABSENCES

A member who takes unauthorized leave will be considered Absent Without Official Leave (AWOL) and subject to disciplinary action. A second AWOL infraction may result in dismissal.

8) LAYOFFS & RECALLS

LAYOFFS

The Corps will determine when layoffs are necessary and which program areas will be affected. Layoffs are most often made when available funding does not meet budgetary requirements for salary, facilities, and operating expenses. Other reasons for a layoff may include closing a program or Academy or reducing the size or services of a program due to decreasing use or need.

9) WORKING WITH “AT RISK” YOUTH

Purpose: To provide staff with some basic information on the methods, values, and procedures used by the Pioneer Youth Corps of Oregon programs to provide services to our cadets.

Scope: This section will cover some specific policies and procedures employed by the Corps. These policies and procedures must be followed in order for the program to be effective. Some of these policies and procedures are to protect you and the Corps and if they are not followed could lead to disciplinary action up to and including dismissal.

9.1. CADET BEHAVIORS AND YOUR RESPONSE

PYCO is an intervention and education program, not a treatment program. While it is the policy of all PYCO programs to take a firm line with behavior problems, we cannot ignore the underlying issues. At PYCO we will deal first with the behavior itself then with the underlying issues. Sometimes it may be necessary to separate the cadet from others for a time. This is where our more mature and experienced student leaders may be a valuable resource. They are the cadet's peers, so use them to counsel, encourage, and support their teammates. It will be helpful for you to know something of the behaviors you can expect the cadets will test you and will push both the limits of the program and your personal limits and patience. This is perfectly normal. They are not being trouble-makers and they are not bad, they are simply testing your parameters and the parameters of the program. All children, especially young children, need to feel safe. Safety comes from knowing where boundaries are and how they fit in.

9.2. CONSISTENCY

Consistency is very important when working with youth. If you are not consistent they will become confused and uncertain. If, in example, you reprimand a cadet for profanity one day and ignore it the next, or punish one cadet for it and not another, your cadets will become confused about what is acceptable behavior. This type of response reinforces the idea that the rules are only in force until you can break them, if you don't get caught, or if the leaders are in the right mood. Consistent and equal treatment of all cadets is one of the most effective ways of maintaining the structure and discipline necessary to the program. No cadet should be singled out for special or different treatment. No matter how discreet or subtle the treatment, the other cadets will pick up on it. This is not to say you have to work with all the cadets the same way. That is not effective either. Each cadet has a different personality and a different set of strengths and weaknesses. You may have to constantly remind one cadet to shower and keep his or her uniform clean, while another is always perfectly groomed. However, obvious favoritism or denigration will be noticed and will become an issue for cadets and staff.

9.3. YOU ARE NOT YOUR CADET'S FRIEND

Their friends are their peers. You are their teacher, mentor, role model, counselor, and sometimes even pastor but not a buddy or friend. When you try to be a friend and get chummy with your cadets, your position will become untenable and your job impossible. The cadet's friends are others their age. As a friend you will be expected to act like their other friends and maintain their values and thought processes. When you do not, your role with them will become confused and you will be seen as a disloyal friend. This does not mean you should not be friendly or supportive, it simply means that you should not try to become one of the guys. There is an old saying, "*familiarity breeds contempt.*" If you allow the cadets to become too familiar with you, you are inviting their disrespect and contempt.

9.4. RUMOR CONTROL AND CRISIS INTERVENTION

Rumors are a routine part of working with youth, especially troubled youth. Academy policy on rumor control focuses on direct confrontation of the student starting the rumor. Never react, respond to, or pass on gossip that you may hear. However, you should be aware of what is being said because some of the information may be serious or important to your operation. If sufficient information is passing through the cadet groups that lead you to believe that a crime or infraction of policy has occurred, that it may be harmful in some way, it should be assessed to determine if the information is serious enough to require further investigation.

Members should never share gossip with cadets, nor should they repeat gossip even amongst staff. This is very detrimental, will destroy the team concept and only serve to hurt others. If there is any evidence, however, that the rumor may be true and poses a threat to cadets, another staff member, to the Academy, or the Corps, the rumor should be reported to a supervisor who will deal with it in confidence. Note: never pass on rumors or gossip about fellow staff members. This is one of the fastest ways to destroy our team and our ability to serve our cadets!

Many of our cadets live in a world of crisis. Everything is a crisis and must be solved immediately! They will approach you with any number of problems, some real and some imagined. You will have to learn to separate the two. That will be a part of your training here. As far as policy in this area, you will be expected to maintain a professional attitude when confronted by a cadet in crisis. This means that you will bring a calm approach to the problem and you will find out details before you react. In doing so, you will often discover that many crises are imagined and can be readily disposed of.

9.5. PROFANITY

Staff will not use profanity or threatening language with cadets. It is unprofessional and will reflect poorly on the program. It will also give cadets a message that this is an acceptable way to address and communicate with others.

9.6. ENGAGING IN ARGUMENTS WITH CADETS (IN A WORD: DON'T!)

- 9.6.1. Telling cadets to do something over and over in an increasingly louder voice will not gain their compliance.
- 9.6.2. Stop problems right away; the longer you let them go, the harder they are to stop later.
- 9.6.3. Respond immediately and compliment cadets who are showing acceptable behavior.
- 9.6.4. Call cadets on thinking errors every time you hear them, immediately!

9.7. RESTRAINING A CADET

There may be times when you will respond to a serious incident such as a fight between cadets. This may require you to restrain a cadet for a short period of time. In cases like these you will have to keep two things in mind, the safety of other cadets and your own safety.

- 9.7.1. Do not try to deal with a student alone. Get other staff to help you.

9.7.2. Take command of the situation. This is not the time to be indecisive. Give clear and firm orders in a calm voice only loud enough to be heard by all.

9.7.3. Remain calm! Do not shout, and do not become angry.

9.7.4. Do not enlist other cadets to defuse the problem. This is a matter for the adult staff.

Immediately separate the cadets. If they do not separate willingly, use only the minimum force necessary to separate them and stop the incident.

If there is a weapon involved, clear the area of all other cadets and contact police immediately! Continue trying to calm the cadet down and defuse the situation. The most important thing is to get them to put the weapon down. Your first responsibility, however, is to other cadets in the area, your safety, and the safety of other staff. It is important that the cadet's ability to harm others is as limited as we can make it, and that includes his ability to harm you! Let the police handle the situation when they arrive.

9.8. STRIKING, GRABBING OR PUSHING A CADET

The need to restrain a student does not give a staff member the license to deal roughly with a cadet. If you must restrain one immediately, pull them away from the situation to a safe and quiet location to give him time to regain his composure. Remove everyone else from the area. The lack of an audience will help calm the combatants and will limit the possibility of the situation spreading. The only time you will need to restrain a cadet is to protect others from physical harm! If it is ever necessary to use physical restraint with a cadet make sure you prepare detailed documentation. If it is found that you acted without justification for physical force you will be subject to disciplinary action that could include your dismissal. Act responsibly and document the incident and your actions in detail.

9.9. DEALING WITH STUDENT CRIMINAL BEHAVIORS

Cadets who are found to have committed a criminal act will be referred to the Battalion Commander. Members having knowledge of the act or witnessing the act will be responsible to prepare a written statement, gather related information including reports from other witnesses, and deliver it to the Battalion Commander's office. It is our policy at PYCO to refer all information regarding criminal behaviors to local law enforcement regardless of where it happened or whether it happened during academy duty hours or not.

9.10. RELATIONSHIPS AND PHYSICAL CONTACT

PYCO programs are coed. Many of our cadets have had difficulty forming appropriate relationships and do not have a good understanding regarding the parameters of good relationships. This is a volatile combination. The following is a summary of the PYCO policies in this area:

9.10.1. No cadets are permitted on overnight or out of town trips without a staff officer attending. The mandatory ratio of staff or adult volunteers to cadets will be at least two staff or volunteers per Company sized unit. Staff and/or volunteers must match the gender makeup of the unit.

9.10.2. Never allow a cadet to come to your home.

9.10.3. Never accept custody of a cadet or allow them to live in your home, unless he is a blood relative and formal legal custody has been obtained.

9.10.4. Never allow yourself to be alone in a room or private area with a cadet, no matter what their gender. If you must have a private conversation, find a distant location in plain sight of other staff. In any counseling sessions, if possible, always have another staff member present. Never meet privately with a cadet after school hours for any reason!

9.10.5. Relationships (defined to mean “dating” in any form up to and including sexual relations) between cadets and staff, when both are over the age of eighteen, are prohibited and may be cause for dismissal of one or both of the parties. Cadets who have graduated from the Academy and return as a student intern or volunteer staff are prohibited from relationships with cadets under the age of eighteen, even if a prior relationship existed before their employment as Academy staff.

9.10.6. Relationships (as defined above in 9.10.5.) between staff members of any age or rank and cadets who are under eighteen, is prohibited and will result in dismissal for the staff member even if the relationship is consensual.

9.10.7. Staff members will exercise discretion when engaging in physical contact with cadets. No full body hugs are permitted, only one armed hugs while standing beside the cadet as a gesture of support. Members will not adjust or touch a cadet’s uniform without requesting permission and only then on those parts of the uniform above the top button of the blouse or shirt.

9.10.8. If a member is also the legal guardian or relative of a cadet rules, 9.10.1 through 9.10.6 would not normally apply except in those cases where state or federal laws apply. Even in these cases it is strongly recommended that the member avoid treating their child any differently than they would treat any others because it most likely will cause relationship issues between your child and other cadets.

9.11. WRITTEN AND ELECTRONIC COMMUNICATIONS

All written and/or electronic communications conducted between staff and cadets is considered official business and will go through accepted channels as directed by the Battalion Commander. The use of private sector communications for electronic messaging by staff to cadets is prohibited. All correspondence will be routed through or copied to the parent or guardian. In the case of electronic messages, they will be printed and filed in the cadet’s behavioral/performance file in the same manner as outlined in PYCO regulations 300 and 400 for disposition of completed counseling forms.

10) SAFETY AND EMERGENCY RESPONSE

First and foremost, the safety of the cadets and staff is paramount. No activity or function will be conducted without first considering all safety issues involved. All Staff members are required to take every possible precaution to insure the safety of the cadets and other staff members. This applies to regular activities and training as well as field training and related activities. A complete lesson plan and training schedule will be filed with the Battalion Commander at least 60 days before the activity. This plan will include complete documentation of all safety precautions that apply. Cadets who come to the activity without permission, and for which there is no appropriate safety gear, shall not be permitted to take part.

10.1. SAFETY EQUIPMENT

All activities will be conducted with the appropriate safety devices. If there are not sufficient safety devices (such as life-vests when rafting) for all participants, then those without the proper equipment will have to wait, and the groups will take turns participating in the activity. Proper planning and preparation will often alleviate this necessity.

10.2. FIRST AID AND BODY FLUID POLICY

If a cadet or staff member has a minor injury that exposes body fluid, and they are able to treat themselves, staff should allow them to do so. If a cadet or staff member has a serious injury, or if they cannot treat themselves, staff will provide treatment as needed for first aid but will avoid coming in contact with body fluids by following the school district Blood Bourne Pathogens Procedure. If a cadet or staff member requires emergency medical treatment, the senior officer present will contact medical services. In all cases of injury (other than minor injury) involving a cadet, the parents or guardians will be contacted as soon as possible, as will the school district and local health authorities as required. In cases of life threatening injury, emergency medical help will be contacted first.

10.2.2. No body fluids should be left at an injury site where others could be exposed; it should be cleaned up promptly. Staff will follow the school district Blood Bourne Pathogens Procedure. Until an area is cleaned, it should be secured and cadets will not be permitted near there.

10.2.3. All material contaminated with any body fluids will be disposed of according to the school district Blood Bourne Pathogens Procedure. All academies will have appropriate containers available for storage and disposal of this material.

10.3. FIRST AID AND CPR TRAINING

All PYCO staff will have a level of First Aid Training that will include CPR and emergency life saving education, including choking and response to seizures. Staff members who have a current basic Red Cross card or have completed a National Guard First Aid course will be considered certified. All others must take the appropriate training within six months of accepting their position.

10.4. TRANSPORTATION AND TREATMENT OF CADETS

Except for very minor injuries, no cadet under the age of 18 should be treated without parental permission. Life threatening injury is the exception. In this case treatment without permission is to be limited to whatever action is necessary to save the life of the cadet. The Corps Commander must be

notified as soon as possible if any cadet, staff member, or guest is seriously injured during any PYCO function.

10.4.1. Staff should not transport any injured person to treatment except under the following conditions:

- (1.) The injury is minor, no body fluid is exposed, and the person is over 18 and gives permission.
- (2.) The injury is minor, no body fluid is exposed, the cadet is under 18 and a parent requests transport. The request should be heard by more than one staff member and have the approval of the Battalion Commander.
- (3.) In a situation where the injured person's life is endangered and/or it is not possible to get medical help to them where they are, they may be transported only to a point that medical help can reach them or they are out of danger.

11) WORKERS COMPENSATION and SHORT and LONG TERM DISABILITY

11.1. CONTINUATION OF INSURANCE. The Corps will comply with applicable state laws for worker compensation and injury.

11.2. WRONGFUL CLAIMS. Any staff member obtaining personal leave benefits by fraud, deceit, or falsified statement will be subject to discipline or dismissal.

11.3. SHORT-TERM DISABILITY. Staff members who suffer illness or injury not covered by Workers' Compensation Insurance will be entitled to use the employer paid short-term disability insurance if entitled.

11.4. LIGHT DUTY OR MODIFIED WORK, TEMPORARY In order to minimize serious disability due to on-the-job injuries and to reduce member compensation costs, the Pioneer Youth Corps of Oregon Inc. has developed procedures to deal with time loss claims in which the member can be offered light-duty or modified work, temporarily.

(1.) Light-duty positions will be identified after obtaining and examining the injured member's physical limitations or restrictions. "Light duty" might be his regular position, modified by removing heavier tasks and reassigning these to other members, a different regular position currently existing at the workplace, or one that is specifically designed around his restrictions.

(2.) A light-duty offer will be made only when the work is available and of benefit to the Corps. The light-duty position, if offered, will end with the date the member receives a medical release to return to full duty, and may be ended at any time if there is no longer need for the light-duty work. Each case will be assessed individually based on need. Light duty or modified work may not be implemented in every time loss claim. Wage rate will not necessarily be the same as that of the regular position.

(3.) On-the-job injuries and occupational diseases will be handled by a team consisting of the injured member, his physician, Battalion Commander, the PYCO Inc. Corps Commander and/or Chief Financial Officer, and a SAIF Representative. Responsibilities of all staff involved are outlined in the following pages.

11.5. SUPERVISOR RESPONSIBILITIES IN THE EVENT OF AN INJURY

11.5.1. As soon as the Battalion Commander is made aware of an injury, he will coordinate first-aid efforts, if needed, and file all required written incident reports.

11.5.2. The Battalion Commander will also complete SAIF form 801 through item 27 with the staff member.

11.5.3. If medical treatment is required, the member's Battalion Commander should accompany the member to the doctor or medical facility if at all possible. If the member does not, or is unable to, express a preference, he or she will be taken to the nearest facility based on the injury and the type of medical services required.

11.5.4. The Battalion Commander will make sure that an "assessment of daily activities" form is submitted to the doctor and that the staff member is required to return the form the same day or as soon as is medically possible.

11.5.5. The Battalion Commander will notify the Corps Commander of a member injury the day it occurs and will turn in a copy of an incident report and 801

11.5.6. The Corps Commander will be responsible for follow up with the attending physician within two days after the date of the first exam or emergency medical treatment.

11.5.7. If a member needs to be off work, he will contact the Battalion Commander at least once a week to advise of his current medical condition and work status. The Battalion Commander will relay information as he or she receives it to the Corps Commander.

11.5.8. When the member is medically able to return to work, the Corps Commander will make sure he or she submits a written release from the treating physician.

11.5.9. When a member is on light duty, the Battalion Commander will make sure he does not exceed restrictions. However, ultimately it is the member's obligation to ensure that he works within any medical or other work restrictions. Failure to do so could result in disciplinary action.

11.5.10. The Battalion Commander will relay any change in restrictions to the Corps Commander and discuss any possible revisions needed to the light duty position.

11.6. CORPS COMMANDER RESPONSIBILITIES IN RESPONSE TO AN INJURY REPORT

11.6.1. When an injury occurs, the on-scene supervisor will determine if medical treatment is needed and provided. If no treatment is needed or provided, the member's Battalion Commander will provide an incident report to the Corps Commander.

11.6.2. The Corps Commander will be provided both an incident report and an 801 filled out by the Battalion Commander and the member. The Corps Commander will ensure the 801 is sent to the insurance company within 48 hours of the incident.

11.6.3. The Corps Commander will follow up on the "assessment of daily activities" form on the date the member goes to the doctor.

11.6.4. If a member is released with restrictions that prohibit return to work at his regular position, the Battalion and Corps Commanders will meet to discuss the possibility of light duty within forty-eight hours of the notification of release.

11.6.5. If light duty is available, Corps Office will coordinate with SAIF Corporation's Return to Work Consultant and prepare a Job Analysis.

11.6.6. When the physician has signed the Job Analysis, the Corps Commander will cause a formal job offer to be prepared and offered to the member. If he cannot accept the offer in person, the offer will be sent by certified mail.

11.6.7. The Corps Commander will monitor any light-duty position by checking periodically with the Battalion Commander.

11.6.8. If the member cannot return to regular duty and light duty is not available, the Battalion Commander will make sure that he is reporting in at least once a week.

11.6.9. The Corps Commander will coordinate progress on the claim until the member is released for regular duty, and will relay information to the appropriate SAIF representative.

11.6.10. If restrictions change, Corps Commander and the member's Battalion Commander will meet and discuss any need to change the light-duty job tasks. If a change is made, the Corps Commander will contact the SAIF Return to Work Consultant to assist with preparation of a new Job Analysis, and repeat 11.6.7.

11.7. STAFF MEMBER'S RESPONSIBILITIES

11.7.1. Members will report all injuries to their Battalion Commander immediately. If medical treatment is necessary and you have no preference for a physician, go to the nearest available facility.

11.7.2. Take the "Return to Work" form with you to the first and all subsequent medical visits. Tell the doctor your employer may be able to place you in a temporary modified position if you cannot return to regular duty. Return the form completed by the doctor to your supervisor or to the office within twenty-four hours.

11.7.3. You and your Battalion Commander must complete all forms as soon after the incident as possible. You will complete both an incident report and an 801 form.

11.7.4. If you are not released for your normal duties, but are released for light duty, discuss the possibilities with your Battalion Commander. If an appropriate light-duty job is developed, whether it is a modified version of your normal duties or another light-duty position, you must report for work at the time designated.

11.7.5. If you are unable to perform your regular duties, or if light duty is unavailable, you must report your medical condition and your progress to your Battalion Commander, by phone, every Monday between 0800 hours and 0900 hours, and each Friday between 1600 hours and 1700 hours. Any changes in the reporting requirements must have prior approval from your Battalion Commander. You must also furnish him with your current mailing address and telephone number.

11.7.6. If you return to a light-duty position, you must make sure that you do not go beyond either the duties of that position or your physician's restrictions. If your restrictions change at any time, you must notify your Battalion Commander at once and give him a copy of the new medical release.

NOTE: All references in section 11. to the Corps or Battalion Commanders also include their designated representatives from the Corps or Battalion office. These representatives may include but are not be limited to: the Executive Officer, Sergeant Major, Operations Officer, or other member of the Battalion senior staff. At Corps, it means the Corps Commander, Chief Financial Officer, or their direct assistants.

12) VOLUNTEERS

12.1. VOLUNTEER (DEFINITIONS):

A volunteer is a person that helps the Pioneer Youth Corps of Oregon, Inc. in an assigned position without compensation regardless of the number of hours worked. Volunteers can be parents or relatives of cadets, cadets of other schools or agencies, or members of the general public.

12.2. APPOINTING VOLUNTEERS. All persons wishing to become volunteers must go through the same application and screening process that a salaried staff member would. This includes filing out an application, submitting a resume and references, taking part in an interview, and submitting to a criminal background check. Unlike salaried staff members that have to be hired through the Corps office, volunteers may be hired at the Battalion level.

12.3. VOLUNTEERS AND UNIFORMS. At all PYCO programs and academies there are two types of staff, uniformed and “civilian” (or non-uniformed). Only staff hired by Corps and receiving a salary or stipend may be appointed to a PYCO military position and rank. Volunteers may not hold a military rank nor wear a PYCO military uniform. A volunteer who is or has been a member of the US Armed Forces, Reserves, or an Allied Nation may wear the uniform they are authorized to wear by federal law during times of their volunteer service with a PYCO Academy or program with the Battalion Commander's permission.

12.4. VOLUNTEERS AND UNIFORMS. By PYCO regulations, only PYCO staff may apply disciplinary action to cadets. A volunteer is limited to verbal correction and is then to inform a staff member of the cadet infraction. Cadets who fail to follow the reasonable and authorized direction of a volunteer will be subject to additional discipline as determined by staff. This sub-section does not apply to those parent volunteers who are correcting their own children, provided the correction does not contradict PYCO procedures or undermine the authority and chain of command within the Battalion.

12.5. DISCIPLINE OF VOLUNTEERS. All volunteer staff will be treated the same as regular salaried staff with regard to discipline and staff member rights and responsibilities.

12.6. SUPERVISION OF VOLUNTEERS. All volunteer staff providing support and cadet services during any PYCO or Academy activity or event will be supervised by the Battalion Commander or Officer In Charge of the activity or event. Volunteers are required to follow their direction.

12.7. BENEFITS. There are few financial rewards in volunteering. The one financial benefit to volunteering for a tax-exempt 501 (c) 3 organization is tax deductions. Any money or items that you donate or buy specifically for working with PYCO are tax deductible. This means that you can take as charitable donations or qualified expenses any:

(1.) Donations: Foodstuffs or other items that are used specifically for the benefit of the cadets or on an officially sponsored activity of the program.

(2.) Travel Expenses: Fuel and travel expenses, as specified by tax law, are deductible as charitable donations when spent in official travel for the program.

(3.) TAX Deductions: Basically, any cash you spend on PYCO events, activities, or cadets, when certified by the Corps office will be tax deductible, provided you follow a few basic rules:

(a.) Receipts & Records: Always keep receipts of your purchases and expenditures. These receipts must have the date of the purchase; the merchant the item was purchased from; the place of the purchase; and the purpose of the purchase. These receipts must be originals only, no duplicates. It is wise to keep a log of all purchases. It makes it much simpler to total at the end of the year and makes it easier for Corps to verify. Any receipt that does not have this information cannot be properly verified and may not be deductible.

(b.) Mileage Logs. Keep a log or record of all activities that require the use of your personal vehicle. The mileage is deductible as a charitable contribution if it is an official PYCO activity. For example, your mileage to and from PYCO drills, activities or field trips you take for PYCO are all deductible. If you go out and pick up PYCO cadets for drills or activities, your PYCO mileage begins the minute you leave your driveway until you return to your driveway at the end of the trip. However, you ABSOLUTELY MUST keep accurate records. You may contact the Battalion or Corps office to get copies of the forms that include all the information that is required by the IRS for tax verification.

(c.) Certifying your Expenses. Have your records certified by the end of each December by the Fiscal Officer at Battalion or by the Chief Financial Officer at Corps. Having your records certified by the Battalion or Corps office is of benefit to both you and the PYCO program for two reasons. The first reason is the certification of your donations will tell the IRS that the program has reviewed your deductions and verified the expenditures. This should prevent the IRS from questioning these expenditures and donations. The second reason is that the program tracks all volunteer donations for both tax purposes and in the preparation of grant proposals, so it is important that Corps track the amount of volunteer donations.

Changes to the Handbook. Recommendations for changes or corrections to the Pioneer Youth Corps, Inc. Employee Handbook should be submitted in writing through the chain of command to:

Pioneer Youth Corps of Oregon Board of Directors
ATTN: CEO/CCDR
Suite 250
380 Q Street
Springfield, OR 97477