

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (S.C.S.E.P.)

ORIENTATION PACKET FOR PARTICIPANTS

ENROLLED IN

THE MATURE WORKER PROGRAM

This material is designed to familiarize you with S.C.S.E.P. - its purpose, its procedures, and the responsibilities of participating agencies and enrollees. Please keep this packet as a source of information for the future. Should you have additional questions, contact staff of the Mature Worker Program, Area Agency on Aging for Luzerne/Wyoming Counties, 822-1158.

Name: _____

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ORIENTATION PACKET FOR ENROLLEES

1. Background and Goals of S.C.S.E.P.

The Senior Community Service Employment Program is synonymous with the acronym SCSEP.

This program, administered locally by the Area Agency on Aging for Luzerne/Wyoming Counties, is authorized under Title V of the Older Americans' Act and is administered by the U.S. Department of Labor. Locally, our funding is from (1) National Council on Aging and (2) the Pennsylvania Department of Aging.

Since S.C.S.E.P. is part of the National Budget and must be approved annually by Congress and the President, it should be considered a temporary program. The fiscal year extends from July 1 through June 30.

S.C.S.E.P. is a part-time training program for persons fifty-five (55) years old and over whose assignments in non-profit agencies result in expanded and improved community services. It is not an income-maintenance program, but, rather, is transitional in nature; it offers individuals who need and desire employment the opportunity to enter or re-enter the workforce. S.C.S.E.P. projects are intended to address unmet community needs by utilizing the skills of capable, qualified workers.

Section 518 (a)(3) of the Older Americans Act Amendments of 2006 states that individual participants are only eligible to receive SCSEP services for a lifetime total of 48 months. No waiver extension will be granted.

All current and incoming participants shall be informed in writing of the Department's Individual Durational Limit Policy of 48 months time limit on the program. The Department's grievance procedure is in effect for any participants who wish to appeal terminations, including durational limit terminations, and a copy of the grievance procedure shall be given to each participant whenever the participant is informed of any durational limit termination.

II. Two Elements of the Program

A. S.C.S.E.P. is a training program in that it is designed to help income-eligible older persons by

1. Providing part-time assignments (20 hours per week) and;
2. Enhancing work skills, habits, and attitudes so that the possibility of obtaining unsubsidized employment increases.

B. S.C.S.E.P. also provides community service by funding the employment of an individual within an agency whose current budget cannot absorb the cost of hiring for a particular position.

Although you may consider yourself working, participants must continue to seek full or part-time unsubsidized employment opportunities (work outside of the Senior Community Service Employment Program).

The SCSEP will be utilized for work experience, training, On-The-Job Experience, job referral, and may include a multitude of participating agencies. The Pennsylvania Careerlink, Workforce Investment Act (WIA) provider and agencies focusing on workforce development will play a major role in an effort to attain the goal of permanent unsubsidized employment or classroom training including supportive services.

III. Program Administration

A. In Luzerne/Wyoming Counties, S.C.S.E.P. has operated under the auspices of the Area Agency on Aging since 1971. Participants work in numerous public sector and non-profit agencies throughout the County and are considered part-time County employees.

IV. Eligibility for S.C.S.E.P.

A. Persons must be fifty-five (55) years old or over; there is no upper age limit.

B. An applicant's income cannot exceed 125% of the poverty guidelines according to family size.

1. Poverty guidelines are issued by the U. S. Department of Health and Human Services.

All job seekers must be registered with Pennsylvania Careerlink. A resume will be retained in the participant file as proof of registration.

2. Some types of income are includable; others are not. Our staff will determine eligibility at the time of your interview.

C. Medical

There is no medical coverage offered on this program.

1. Medical Examination

a. A physical examination is a fringe benefit. A physical examination is not to be used to determine eligibility. A physical examination may limit a Training Site assignment only in certain circumstances required by applicable health laws, results of mandated tests (e.g. tuberculosis tests). The absence of such a test may limit or exclude some assignments.

b. Each enrolled Senior Participant shall be offered a physical examination within 60 calendar days after enrollment, except as explained elsewhere in the Policy and Procedure. The offer of a physical examination shall be documented.

c. Each Senior Participant shall be offered an additional physical examination annually.

d. The report of the examination shall be provided to the Participant only. The report is the property of the Participant. The Participant may, but is under no obligation to, share the results with the Project Director. The record of the physical examination shall not be a part of the personnel record of the Senior Participant. For bookkeeping purposes, a bill from the medical authority is documentation that an examination has been performed.

e. The individual may go to the doctor of his/her choice and may either be reimbursed for the fee or the doctor may bill the Area Agency on Aging. In either case, the maximum amount covered is \$40.00.

f. When a Participant objects to a physical examination, the project sponsor, after explaining the purpose of the examination and explaining that the Project will pay all or part of the cost of the examination, shall obtain a signed waiver from the Participant. Additional waivers shall be obtained annually. Policy and Procedure 602 is an adequate record of waiver of physical examination.

d. To be eligible, the individual must have a permanent residence in Luzerne or Wyoming County.

V. Enrollment

A. Interview at Training Site

- 1.** Several applicants may be referred to the Training Site to be interviewed for a particular position.

Referrals to private sector employers as well as non-profit agencies looking to hire older individuals will be a part of this process. You will be paid for your time provided you are training at a community service assignment.

The Sponsor retains the right to retain the right to initiate community service transfers and rotations when deemed necessary.

Refusal to follow programs goals, directives, and initiatives, will result in termination from the program.

Job seekers or active participants must be referred to PA Careerlink, the WIA provider or other participating agencies for training or job seeker services once a person is deemed job ready.

- 2.** The Training Site selects the individual determined to be the most qualified for the available assignment.
- 3.** Thus, the Training Site makes the selection of a participant, but the hiring and enrollment are carried out by the Area Agency on Aging for Luzerne/Wyoming Counties.
- 4.** Following the interview, it is the responsibility of the Host Agency and the applicant to contact Employment Program staff to relate the outcome of the interview.

B. Enrollment Procedures

1. The enrollment appointment will take approximately one hour.
2. Required materials for this appointment are:
 - a. Social Security Card;
 - b. Drivers License (if applicable);
 - c. Proof of Income

VI. Hours

Your community service assignment is twenty (20) hours weekly. This can be a flexible work arrangement as long as all applicable parties agree. The rate of pay is minimum wage per hour. There are no raises or cost of living adjustments. Keep in mind this is a training program so if you are looking to make a more substantial wage or require full-time employment you are encourage to seek work opportunities outside the program.

If the budget dictates you may be asked to work extended hours. Once again all applicable parties must agree.

- A. Make-up hours: If a participant misses time for any reason, it is recommended that the hours be made up as soon as possible.
- B. Compensatory time: In this program, the accrual of comp time is not allowed. Time sheets, at all times, must reflect the actual time spent on the assignment.
- C. Volunteer time in a participant's Training Site: The Department of Labor strictly prohibits SCSEP participants from performing work on a volunteer basis which is substantially the same as the assignment stated on the assignment description.
- D. If a participant anticipates a leave of absence for any reason, ample notice must be given to the Project Director and Training Site Supervisor.

Title V of the Older Americans Act, administered through the Dept. of Labor and Industry, funds the wages you receive. A cutback in funding could result in a loss of a community service assignment or a reduction of hours.

VII. Employment Priorities

The individual development plan (IEP) will be updated a minimum of two (2) times per year. It is incumbent upon the participant to follow this prescribed plan of action in an effort to obtain permanent employment. The IEP is also updated when the participant changes training sites.

VIII. Time Sheets and Paychecks

- A.** Participants receive two time sheets upon enrollment and thereafter receive time sheets bi-weekly with their paycheck.
- C.** The signatures of both the Training Site supervisor and SCSEP participant must be on the time sheet in order for the paycheck to be released.
- D.** Time Sheets must arrive at the Area Agency on Aging by 9:00 A.M. on the Tuesday following the close of the pay period. If a time sheet has not arrived on schedule, the participant may not receive the check on payday. For best results, time sheets should be mailed at the close of the pay period.
- E.** Direct Deposits are electronically deposit in your bank account on the Friday pay date.

IX. Wages, Benefits and Approved Leave

A. Wages

- 1.** All S.C.S.E.P. participants earn the federal minimum wage.
- 2.** A classification structure is in place: it standardizes hourly rates for persons entering S.C.S.E.P. with the Area Agency on Aging for Luzerne/Wyoming Counties.
 - a.** The intention is to insure that persons involved in similar occupations receive equal wages so long as these wages are within the budgetary limits set by our national contractor.
 - b.** All participants will be paid the hourly rate consistent with their classification unless the Training Site's prevailing rate is lower; in the latter situation, the rate will be that of the Training Site.
 - c.** Any participant who transfers to a new Training Site is subject to clause "b" above.

B. Benefits

- 1.** All participants are covered by F.I.C.A.
- 2.** All participants are covered by Workers' Compensation. If an injury occurs on the assignment, it is the responsibility of the participant to call the Mature Worker Program Staff immediately for directions. Remember: the claim should be filed at the Area Agency on Aging.
- 3.** Participants are not paid for vacation or sick leave.
- 4.** S.C.S.E.P. participants are not covered by Unemployment Insurance.
- 5.** Participants are paid for 10 federal holidays. Participants are not to report to their

training sites on the federal holidays.

C. Approved Leave

1. Federal Holidays- Section 641.565 (b)(1)(v) of the SCSEP regulations states that “grantees (NCOA) and sub-recipients (The Mature Worker Program) must provide compensation for scheduled work hours during which a training site’s business is closed for a federal holiday, which may be paid or in the form of rescheduled work time.” The federal holidays are: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. Please note that this policy shall also apply to days that the training sites may be closed when the participant is scheduled to work. The hours may be made up in the same pay period or the next pay period.
2. Necessary Sick Leave- Section 641.565 (b)(1)(vi) of the SCSEP regulations states that “grantees (NCOA) and sub-recipients (The Mature Worker Program) must provide necessary sick leave that is not part of an accumulated sick leave program, which may be paid or in the form of rescheduled work time.” Subgrantees, The Mature Worker Program, shall allow participants who are unable to work because of an illness to make up the scheduled hours on another day(s). Participants wishing to make up the hours that they miss because they are off sick may do so during the same pay period that they are off sick or in the pay period immediately after the pay period that they are off sick.
3. Leave of Absence- Participants may be granted a leave of absence without pay (LWOP) for up to 90 days for medical, educational, military, bereavement, or other training site supervisor and The Mature Worker Program. Only in extenuating circumstances such as illness, family care or institutionalization will a participant be approved for LWOP for up to 120 days. When a situation will take a participant away from his or her assignment for any period of time, the participant should request a leave of absence from the host agency supervisor at least 5 working days prior to the proposed leave date. Participants shall notify The Mature Worker Program in writing for all requests for LWOP. Participants extenuating circumstances, if participants have requested less than 30 days and need additional time before they return, they should seek permission from The Mature Worker Program to extend their leave period. Participants who do not return from LWOP after their approved leave has ended may be exited from the program. Participant leave data are entered into DOL’s database system as an “approved break in participation”. Time spent on approved leave is excluded when calculating durational time limits for projects or participants. This works to the advantage of the grantee and for that reason, it is important to capture leave of absence data in the SCSEP database system.

******NATIONAL (NCOA) LEAVE OF ABSENCE****-** As stated in the NCOA Manual, a request for leave without pay for 30 days or less may be granted to a participant under extenuating circumstances. However, the reason for the leave of absence or other approved break in participation must be registered in the NCOA database within three days of the absence. Leaves of absences affect eligibility and performance and are part of data validation. If the participant does not return after 30 days, exit procedures will take place. The Mature Worker Program follows the National policy, therefore will follow and practice the NCOA Leave of Absence policy.

X. Requirements and Responsibilities of the Enrollee

A. Change in Status

If there is a change in a participant's status (name, address, phone, income or number of persons in the household) notify the Mature Worker Program Staff immediately.

B. Illness

If you are going to be absent for an extended period of time, it is your responsibility to notify your Training Site supervisor and the office of the Mature Worker Program. You will then be instructed on the next course of action.

If a participant becomes ill during working hours and desires to leave for the day, notification should be given to the Training Site supervisor.

C. Quarterly Meetings

All participants are required to attend mandatory quarterly meetings. You will be informed of time and location of meetings. Individuals are paid when attending these meetings. Arriving late or leaving the meeting early may result in receiving less than the pay for attendance. Under very special circumstances, a person may be permitted to work instead of attending the meeting. This must be approved by the Project Director in advance of the meeting.

The following are the standard months during which meetings are held:

March	September
June	December

The Employment Staff will implement written notification of the meetings. You are to report to the meeting instead of reporting to your training site. No additional hours will be paid over your allotted weekly hours.

There are mandatory quarterly meetings held at the Charles T. Adams Senior Center in Wilkes-Barre, at the Hazleton Senior Center and the Wyoming County Senior Center. If you miss a meeting, it is your responsibility to get the information covered at the meeting.

D. Re-certification

Annually, in May, each participant is re-certified for eligibility in the program. This is to

determine the participant's eligibility to continue in the program. The re-certification process is almost identical to the initial intake procedure. If an individual is deemed ineligible, he/she will be given thirty (30) days' notice from the time of re-determination and then will be terminated from the program.

E. Use of Vehicle

1. Reimbursement for Travel Cost to Training

a. Persons who live in Hazleton or Wyoming County will be reimbursed for transportation costs to and from the special quarterly meetings, which are held in September and December at the Charles T. Adams Senior Center. There is no reimbursement for travel costs between home and work sites.

b. Any participant who is reimbursed for travel to and from meetings must have a copy of current driver's license and auto liability policy on file in the project office before reimbursement can be made.

2. Submission of Expense Reports

a. Expense vouchers are distributed at the time of enrollment and when requested.

b. Odometer readings are mandatory in completing the expense voucher. Readings must be as accurate as possible in case of audit by S.S.A. personnel.

c. Expense reports must be submitted monthly. If the expense reports not submitted monthly, they may be denied.

F. Political Activity

1. Participants cannot be assigned or carry out partisan political activities such as voter registration, lobbying, collecting funds, making speeches, assisting at meetings, doorbell ringing, and distributing political pamphlets. This regulation applies to the participant's working hours.

2. Participants may engage in political activity outside of working hours provided that they do not identify themselves as a spokesman for any funded project under the Senior Employment program under the Area Aging on Aging for the Luzerne-Wyoming Counties.

XI. Assignment Performance

A. Monitoring

1. Employment Program staff monitor the worksite periodically to assess then participant's progress and the appropriateness of the worksite.

2. On occasion, a field representative may accompany employment staff on the monitoring

visit. This gives the field representative an opportunity to gain insight into the program's operation.

C. Evaluations

1. The evaluation's purpose is twofold: (a) to assess the participant's work skills and habits as they relate to the particular assignment; and (b) to receive feedback from Training Sites on the effectiveness of the Mature Worker Program (SCSEP). As part of the process, the Training Site supervisor will meet individually with the participant to review the evaluation. Signatures of both parties are required as an indication that the information was shared.

2. In addition to attending the quarterly meetings, participants are encouraged to pursue work related training either offered by the Training Site or within the community. Depending on the availability of funds, reimbursement for such training may be provided by the Area Agency on Aging for Luzerne/Wyoming Counties.

D. Corrective and Disciplinary Action

1. It is important that all parties understand the procedures for: (a) disciplinary action related to behavioral conduct, and (b) corrective action related to performance.

a. On a daily basis, it is the role of the Training Site's supervisor to provide supervision and constructive criticism, to the participant.

b. If a significant problem arises in performance or behavioral conduct, the Training Site supervisor, in consultation with Employment Program staff, should inform the participant that specific improvements are required within a designated time period. Both parties should view this notification as oral warning.

c. Should adequate improvement not be achieved in the time allotted, the Training Site supervisor will notify Employment Program staff. At the end of this time period, if adequate improvement is not made, the participant may be terminated from, his/her assignment.

d. If the problem has been performance rather than behavioral conduct, consideration will be given to transferring, or the individual to another training site.

XII. Training Site

A. Definition

A Training Site is a non-profit organization, either public or tax-exempt under section 501 C)(3) of the Internal Revenue Code. Organizations throughout the Counties are serving, as Training Sites, among which, are schools, day care centers, hospitals, health organizations, and social service agencies.

B. Types of Assignments

Participants in this program do many kinds of assignments; these include clerk, custodian,

food service worker, maintenance person, secretary, interviewer, child care worker, library aide, administrative assistant, dispatcher, nurse's aide, typist and physical therapy aides.

The following rules apply to assignments which participants are permitted to fill:

1. The position should result in an increase in employment opportunities over those, which would otherwise be available.
2. It will not result in the displacement, total or partial of currently employed workers.
3. It will not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed.
4. And it will not be used as a replacement for a position from which a person has been laid off.

C. Training Site Responsibilities

1. To interview applicant(s) referred by Area Agency on Aging and select the most qualified individual.
2. To provide adequate supervision to enable the participant to perform as a productive and effective worker.
3. To provide orientation, instruction, and training concerning the Training Site, its activities, and the participant's day-to-day responsibilities.
4. To provide safe and sanitary working conditions and any additional necessary employee liability coverage.
5. To ensure that the participant's activities will: (a) not result in the partial of total displacement of currently employed workers; (b) not impair existing contracts or result in the substitution of Federal Funds for other fund in connection with work that would otherwise be done; and (c) not be used as a replacement for a position from which a person has been laid off.
6. Not to discriminate on the basis of race, color, religion, sex, national origin, handicap, age, political affiliation or opinion, or ancestry.
7. To provide the Area Agency on Aging for Luzerne/Wyoming Counties with time and attendance records as required, activity reports and evaluations (when requested), and accurate in-kind contribution records when applicable.
8. To assure that participants work only the total number of hours authorized by the Area Agency on Aging for Luzerne/Wyoming Counties. Overtime hours are not permitted unless the Host Agency agrees to pay the participant for the overtime hours.
9. To make no significant changes in an participant's work schedule, hours, duties, supervisor, place of work, or status within the agency without notification/approval of the Area Agency on Aging for Luzerne/Wyoming Counties.

10. To advise appropriate staff at the Area Agency on Aging for Luzerne/Wyoming Counties if significant problems develop in the S.C.S.E.P. work situation and consult with them on personnel procedures to be followed.

11. To consider the participant for regular job openings within the Training Site when vacancies occur and to give the participant first consideration if and when funds become available for the position in which he/she serves or for one having similar duties.

XIII. The Mature Worker Program Responsibilities

A. To be responsible for the administration and fiscal components of the S.C.S.E.P. Program, including the provision of salary and fringe benefits as required by law.

B. To identify and select Training Sites, orienting them to the goals and objectives of the S.C.S.E.P. Program.

C. To recruit and refer eligible applicant(s) to the Training Site to be interviewed and, when such applicant(s) meet the Host Agency's approval, to enroll the applicant(s) into the S.C.S.E.P. Program.

D. To re-certify all participants annually.

E. To monitor Training Sites, offering technical assistance to both the participant and Host Agency supervisor in matters pertaining to the participant's work performance and unsubsidized placement.

F. To develop, when appropriate, other alternative employment opportunities for the participant.

G. To insure at least an unsubsidized placement rate for the overall program each contract year.

H. To prepare proposals and all Federal and State reports.

I. To organize and conduct quarterly enrollee meetings and Training Sites Supervisor Meetings.

J. To develop and coordinate training resources.

XIV. Unsubsidized Employment

The major goals of this program are to provide employment opportunities for persons over the age of fifty-five (55) and to train and prepare these individuals for unsubsidized employment while providing needed community services. It is the shared responsibility of the participant and the employment staff to attain this goal. This is achieved through the following methods: 1) completion of a Skills Assessment Form; 2) development of an employment plan; 3) assessment of the participant's progress during monitoring visits, and annual evaluation; and 4) job development at the Training Site and with other employers.

XV. Durational Limit at Training Site

Participants may be transferred to another training site during their four year duration under the discretion of the Project Director. Also, if at any time during the 48-month period a permanent (unsubsidized) position becomes available in the Training Site and a participant is qualified, then the participant must be considered for the permanent (unsubsidized) position within the Training Site.

NOTE: There is a four (4) year length of time enrollment participation in this program.

XVI. Terminations

The following are termination policies and procedures:

A. If a participant plans resignation from the program for reasons of health, retirement, relocation, or unsubsidized employment, he/she should notify the Area Agency on Aging Employment staff immediately. The individual should give two weeks' notice to the Training Site.

B. A participant may be terminated from the program because of refusing a suitable job offer or refusing a referral to a suitable job. A "suitable job" is defined as one which:

1. Is equivalent to the individual's current responsibilities or otherwise commensurate with his/her skill level;
2. Meets the Federal/State minimum wage, whichever is higher;
3. Is accessible to the individual by public/private transportation; and
4. Is not known to be of brief duration.

C. Participants refusing a referral to a suitable job or accepting a suitable job offer will be terminated from program participation through administrative separation. Participants will be given a thirty (30) day termination notice and an opportunity to appeal to the Grievance Committee.

D. Other reasons that employment staff may deem termination necessary are:

1. Refusal to cooperate in establishing eligibility;
2. Eligibility standards not met by the individual;
3. Health problems (no longer physically or mentally capable of doing the work);
4. Frequent tardiness or unauthorized absences as documented by project time records;
5. Falsification by the participant of time sheets, or other official records.
6. Failure to cooperate with Individual Employment Plan.

E. Internal Policy

1. Because of the poor performance/attitude of the aide results in detrimental relationship between the Training Site/Area Agency on Aging.
2. Unwillingness to participate in other Older Worker Programs if required to induce permanent employment.
3. Right to terminate after three transfers resulting from request of the Training Site.

XVII. Grievance and Appeal Policy

Senior Aides/State Title V Complaint Procedure

Step I. Send a written complaint to the Project Director.

Step II. Within five (5) working days, the Project Director, Participant and Training Site Supervisor (if appropriate) will attempt to resolve the complaint through an informal conference.

Step III. If not resolved, the Participant and the Project Director may within three (3) working days request a formal hearing before the Area Agency on Aging Director. The participant and the Project Director will have an opportunity to present facts or testimony with the prepared grievance in writing by both parties. A decision will be rendered within two weeks.

Right of appeal to the Pennsylvania Department of Aging: Any person who is dissatisfied with the decision resulting from the complaint resolution procedure of a project sponsor shall have the right to file a written appeal to the Pennsylvania Department of Aging. If the Pennsylvania Department of Aging cannot resolve within 60 days, the following step may be taken. Appeals to the Pennsylvania Department of Aging shall be sent to:

Department of Aging
Department of Public Welfare
Office of Long-Term Living
Bureau of Individual Support
555 Walnut Street, 6th Floor
Harrisburg, PA 17101-1919
ATTN: SCSEP Program Manager

Right to Appeal to U.S. Department of Labor: A complaint alleging violations of law or a complaint alleging discrimination may be appealed to the U.S. Department of Labor, if the complaint is not resolved within 60 days of the time of filing by the combined complaint resolution procedure of a project sponsor. Each Participant shall be informed of the right to appeal to the Department of Labor under circumstances specified here. A complaint alleging violations of law and a complaint alleging discrimination are appealed to different units of the U.S. Department of Labor:

1. A complaint alleging violations of Federal law, other than a complaint alleging unlawful discrimination, which is not resolved within 60 days, may be filed with the Chief, Division of Adult Services, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Ave,

NW., Washington, DC 20210. Allegations determined to be substantial and credible will be investigated and addressed by the U.S. Department of Labor.

2. Questions about, or a complaint alleging a violation of, the nondiscrimination requirements of title VI of the Civil Rights Act of 1964, § 504 of the Rehabilitation Act of 1973, § 188 of the Workforce Investment Act of 1998 (WIA), or their implementing regulations, may be directed or mailed to the Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue, NW., Washington, DC 20210.

XVIII. Drug Policy

DRUG FREE WORK PLACE POLICY

The following policy is established in conjunction with the "Drug-Free workplace Act of 1988."

POLICY

The Area Agency on Aging for Luzerne/Wyoming Counties in conjunction with SSA absolutely prohibits the use, consumption, sale, purchase, transfer, or possession of any illegal or non-prescription drug by any employees or participants during working hours, while representing SSA while on the premises, or at Training Sites.

In addition, employees and participants are strictly prohibited from being under the influence of alcohol during working hours, while representing. The Area Agency on Aging for Luzerne/Wyoming Counties or NCOA, on the premises, or at Training Sites.

DEFINITION OF DRUGS

"Illegal Drugs" are defined for the purposes of this policy as any drug that is either not legally obtainable or is legally obtainable, but has not been legally obtained. The term includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes, prescribed drugs being used by a person other than the prescription holder, and marijuana.

Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee or participant's work ability, performance, or the safety of others in the workplace.

The policy does not apply if the illegal drug is prescribed or authorized for the employee using or possessing it by, a medical practitioner while acting in the course of his/her professional practice and such illegal drug is used by the employee or participant at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the employee or participant's duties.

EMPLOYEE ASSISTANCE

The Area Agency on Aging for Luzerne/Wyoming Counties will, to the best of its ability, work with employees suffering from drug or alcohol abuse personal/emotional problems in

receiving the assistance necessary to overcome their dependency.

Any employee seeking such assistance is encouraged to meet with his/her supervisor or the Project Director to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential.

The employee's decision to seek assistance will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceedings.

I have received a copy of the Senior Community Service Program Orientation Manual.

Name: _____

Date: _____

Verified

Name: _____

Date: _____

