

CONDITIONS GOVERNING EMPLOYMENT**SECTION 2.02****Effective Date: October 15, 2015****Updated and approved: May 18, 2017****Approved By: Governing Board** **Updated and approved: May 18, 2017**

Disclaimer: All regular employees who do not have a written employment contract shall be at-will employees, whose employment shall be for an indefinite length of time, and subject to termination in accordance with agency policies, procedures, and applicable laws and regulations.

It is the policy of the Governing Board that no employee or volunteer engaged in carrying out the work of the agency shall, while in performance of their duties, engage in any illegal action, lobbying as prohibited by grant source, rioting, political activity and/or civil disturbances.

The agency shall employ only persons who can perform their duties with competence and integrity. In the case of professional, fiscal, and managerial personnel, recent conviction of a serious crime shall be considered strong evidence of lack of fitness for the job. Before the agency employs in any such capacity, a person who has been convicted of a serious crime, the Governing Board shall conduct an investigation in accordance with fair standards and procedures.

In the case of other positions, including certain non-professional and clerical jobs, criminal records by themselves shall not constitute a basis for disqualification for employment but the agency shall require full disclosure of any such record by an applicant and shall exercise prudent judgment in relation to the position to be filled. The agency will, where appropriate, offer (or ensure that other qualified agencies offer) supporting services to help in the rehabilitation of an employee having a prior conviction record.

While employed, employees shall be required to notify the Executive Director immediately, or as soon as is possible thereafter, in the event the employee is convicted of a crime.

Some conditions of employment are set forth in other sections of the agency manual of Policies and Procedures, including, but not limited to, Substance Free Work Place policy. All Policies and Procedures, as may be amended from time to time respectively by the Governing Board and Executive Director, are binding upon all employees, to the extent not inconsistent with terms of any written employment contract.