

POLICY STATEMENTS

THE NATIONAL CAUCUS AND CENTER ON BLACK AGING, INC.

AFFIRMATIVE ACTION POLICY

The National Caucus and Center on Black Aging, Inc. affirms that it has enacted an Affirmative Action Plan that addresses itself to the realization of a democratic employment policy. To achieve this goal, NCBA will affirmatively implement the letter and spirit of the objectives set forth in, but not limited to, the following laws, Executive Orders and Regulations:

Title VI of the **Civil Rights Act of 1964** forbidding discrimination in federally assisted programs.

Title VII of the **Civil Rights Act of 1964** which forbids discrimination because of race, color, religion, sex, national origin, ancestry, marital status, age, or disability in all employment practices including hiring, promotions, compensation and other terms, privileges and conditions of employment.

The Equal Pay Act of 1963 which covers all employees who are under the Fair Labor Standards Act. The Act forbids pay differential based on sex.

The Age Discrimination Act which prohibits discrimination against anyone at least 40 years of age in the United States.

Federal Executive Order 11373 which requires every agency receiving federal financial assistance to contain a clause against discrimination because of race, color, religion, sex, or national origin.

Rehabilitation Act of 1973. Section 504 which prohibits discrimination and ensures access to services for the handicapped.

Administration on Aging Program Instruction AoA OI-75II which mandates all grantees to develop affirmative action plans. Agencies who are part of an “umbrella” agency, shall develop and implement an Affirmative Action Plan for single organizational unit. Preference for hiring shall be given to qualified older persons (subject requirements of merit employment system).

Appendix- I

NCBA/SEE PROGRAM STAFF & ENROLLEE FACTS ABOUT POLITICAL ACTIVITIES

NCBA/SEE Program enrollees and staff paid from federal funds may participate freely in the political process with the following exceptions:

- Engage in political activities (partisan or non-partisan) on the job; not at any time while in a paid status (sick leave, vacation, etc.)
- Present themselves as a spokesperson for NCBA or the Senior Environmental Program while engaged in partisan political activity; and,
- Enrollees who are assigned within federal agencies on federally-aided projects may have additional restrictions.

Appendix II

NCBA POLICY MEMORANDUM #3

TO: All NCBA Employees/Supervisors/Enrollees/Program Participants

FROM: Mr. Samuel J. Simmons, President

SUBJECT: Alcohol/Drug Free Workplace

DATE: March 27, 1989

The National Caucus and Center on Black Aging, Inc. (NCBA), as of September 30, 1988 has enacted a policy of having an **"Alcohol/Drug Free Workplace."** This policy is applicable at all categories of NCBA employees and enrollees. Supervisors must take a progressive, constructive attitude towards the implementation and the related discipline of this "Alcohol/Drug Free Workplace Policy." Discipline is a positive, not punitive, concept. When supervisors encourage employee and enrollee's self-discipline, employees and enrollees develop greater initiative, realizing that the primary responsibility for their behavior is their own. Self-discipline reinforces the personal self-respect of employees and enrollees and contributes to the safety and stability of the workplace. This fact notwithstanding, all NCBA employees and enrollees must understand that NCBA will not tolerate Alcohol or Drug abuse in the workplace.

Purpose

NCBA recognizes that alcohol and drug abuse are serious health problems which can adversely affect an employee's and enrollee's job performance as well as personal life. Both alcohol and drug abuse result in the altering of mood and consciousness by intoxication, stimulation, or sedation. In addition, alcohol and drug abuse can affect an employee's and enrollee's ability to meet employment requirements. These conditions, when untreated, can cause deterioration of physical and mental health and can result early death

Definition

NCBA's definitions of Alcoholism and Drug Abuse are as follows:

Alcoholism is a complex disease characterized by the uncontrolled use of alcohol.

Drug use is the improper or illegal use of, or dependency on, drugs.

NCBA has established a policy of formal assistance to help its employees and enrollees in their efforts to recover from alcohol and drug abuse, thereby eliminating the harmful effects they may have on the individual's employment and personal life.

NCBA's formal assistance policy is a progressive disciplinary approach designed to assist employees and enrollees in recovering from alcoholism and drug abuse through evaluation, counseling and/or referral to outside experts.

III. Affirmative Program

Participation under our formal Alcohol/Drug Assistance policy is voluntary and will not jeopardize the employee's and enrollees job security or promotional opportunities. Although an employee's and enrollee's voluntary participation under our Alcohol/Drug Assistance Policy will be given favorable consideration in disciplinary action, said voluntary participation does not prohibit disciplinary action for failure to meet acceptable standards of work performance, attendance, and/or conduct problems in the workplace.

Further, participation in Alcohol/Drug Assistance Policy does not shield an employee and enrollee from discipline or prosecution for criminal activities.

IV. Pursuant to the Drug-Free Workplace Act of 1988, 45 CFR Part 74. Subpart **F** published January 31, 1989.

The National Caucus/Center on Black Aging, Inc. certifies that it will maintain a drug free workplace. NCBA employees and Program Participants are prohibited from manufacturing, distributing, dispensing, possessing, or using a controlled substance in its offices, or host agencies under penalty of termination.

NCBA employees and enrollees and program participants are required as a condition of employment and enrollment, to abide by the foregoing Drug-Free workplace policy and are further required to notify the Office of the President and Chief

Appendix - III

Executive Office of NCBA in writing of any drug statute convictions for a violation occurring during duty and non-duty hours at a workplace, office or host agency of NCBA no later than five (5) calendar days after such conviction.

NCBA will dutifully notify the appropriate Federal Agency of receiving written notice from the convicted employee, program participant or otherwise actual notice of such conviction within ten (10) calendar days.

NCBA further assures that within 30 days of receiving notice under the stipulations of this paragraph with respect to employees/participants who are so convicted, NCBA will take appropriate personnel action against an employee/program participant, up to and including termination; or requiring such employee/program participant to engage in NCBA's formal Alcohol/Drug Assistance Policy.

Appendix III

TRAINING

Generally, SEE enrollees are considered to be fully trained and experienced when enrolled, and little or no training should be needed. However, technological change, new equipment, new or revised program requirements, etc., may require enrollees to receive further training. If an enrollee needs training that incurs costs, the Monitor should submit a memorandum requesting training to the NCBA/SEE Program Director. The memorandum must include:

Enrollee name, position title, and worksite location.

An invoice or registration form and justification for the training.

And any other special circumstances that would help the NCBA/SEE Program Director understand the basis for the request. (Normally, training courses range from one day to one week. Courses that last more than a week must be fully documented.)

The NCBA/SEE Program Director will inform the Monitor of the approval/disapproval of the training request. All training costs will be charged against funds that have been committed for enrollee assignments.

If the training does not incur any costs, the Monitor only needs to submit a memorandum to the NCBA/SEE Program director. The memorandum must include:

Enrollee name, position title, and worksite location.

- Training course title and location.

APPENDIX IV

NON-TRAVEL EXPENSES

Expendable Items:

The purchase of expendable supplies can be authorized by an EPA Monitor or the NCBA/SEE Program Director. Expendable supplies include such items as film, film processing, postage, and office supplies (i.e. typing paper, correction fluid, folders, etc.). These items are reimbursed only if approved and original receipts are submitted.

TELEPHONE CALLS:

Only telephone calls directly related to the conduct of EPA official business will be reimbursed. No personal telephone calls can be claimed for reimbursement.

RULES FOR REIMBURSEMENT OF TELEPHONE CALLS:

All telephone calls must be listed on the NCBA/SEE Telephone Log.

A copy of the telephone bill must be attached to the NCBA/SEE Telephone Log.

TRAVEL GUIDELINES

POLICY STATEMENT:

It is NCBA's policy to reimburse authorized enrollees who travel using the Federal Travel regulations and OMB Circular 122 as a guide for determining lodging, per diem, and mileage reimbursement. Travel policies will be administered uniformly and consistently for all NCBA/SEE enrollees. Authorized enrollees who are not eligible to obtain hotel reservations at government rates are allowed to exceed those rates with prior approval from the NCBA/SEE Program Director and the EPA Monitor. However, all enrollees must make every effort to obtain the most reasonable hotel rates for travel services.

TRAVEL AUTHORIZATIONS AND ADVANCES:

NCBA/SEE enrollees who travel, either locally or out-of-town, as a part of their assignment must submit a Travel Request Form to the NCBA/SEE Program office.

All enrollees requiring travel advances must submit a travel request, approved by the monitor, to the NCBA/SEE Program office at least seven (7) working days prior to travel and at that time travel advances will be prepared. Only 85% of the total Per Diem and ground transportation is advanced. The 15% balance is given when your Travel Expense Report is submitted and processed by the National Office. Travel advances will be made available at least 48 hours before departure.

Enrollees who are required to perform local travel, using a privately-owned vehicle or rental car, must submit a Travel Request Form, approved by the monitor, to the NCBA/SEE Program office prior to the scheduled travel.

GENERAL TRAVEL POLICY:

All enrollees who travel on behalf of their EPA/SEE assignments and who frequently drive privately-owned vehicles or rental cars in performing their assignments are required to complete a physical examination as specified by NCBA. NCBA's physical examination form must be completed and returned to the NCBA/SEE Program office prior to attempting any travel.

NCBA will underwrite the cost of a physical examination not to exceed \$75.00.

If you have reviewed the physical examination form with your doctor and he concludes that the cost will be more than \$75.00, you should immediately contact the NCBA/SEE Program office for further instructions.

Out-of-town travel arrangements, which include airline tickets and car rental reservations, can only be made by the NCBA/SEE Program staff. The lowest airfare will be selected when reservations are made. Connecting, rather than non-stop, flights will be used if these result in substantial savings on airfare. It is the responsibility of the enrollee to notify the NCBA/SEE Program office of any special condition(s) or circumstance(s) relating to any trip (i.e. disabilities, inability to fly, etc.)

If the monitor approves, an enrollee may request to stay over a Saturday night if the stay-over would result in substantial savings on airfare.

Per IRS rules, advances outstanding for more than 90 days become taxable income.

Use of Privately-Owned Vehicle (POV):

All enrollees using a privately-owned vehicle (POV) for travel are limited to 200 miles round-trip. If the planned authorized trip will exceed 200 miles round-trip, a rental car must be requested through the NCBA/SEE Program office.

When using POVs, enrollees must submit proof of liability insurance coverage required by state law, name of insurer, coverage limits, and the date of expiration coverage to NCBA.

Privately-owned vehicles, when utilized, are at the risk of the owner. Enrollees using their privately-owned vehicles for their personal conveniences in the conduct of official business shall be entitled to the mileage rate allowed by NCBA Travel Policy. The mileage rate is in lieu of any and all operating expenses. Gas, oil, repairs, etc., are all included in the mileage rate. Enrollees must support mileage claims with odometer readings. Enrollees shall be responsible for maintaining their privately-owned vehicles in good operating condition at all times and will be responsible for providing insurance.

Rental Cars/Other Ground Transportation:

Free hotel pickup and delivery service should be utilized at every opportunity; however, airport buses, taxicabs, or limousine services normally used for travel to and from the airport can also be considered.

All rental car reservations must be made through the NCBA/SEE Program office. An economy size automobile will be rented unless prior approval has been given for the use of a mini-van. Luxury cars are not allowed. The gas tank should be filled before returning the rental car as most rental agencies charge an excessive amount for refueling. Enrollees must obtain receipts for all gas purchased which must be attached to the Travel Expense Report.

ONLY THE AUTHORIZED ENROLLEE SHOULD DRIVE THE RENTAL CAR. No other drivers are covered under NCBA's Hire/Lease Car Liability Insurance coverage.

FEDERAL EMPLOYEES ARE NOT COVERED UNDER NCBA'S HIRE/LEASE CAR LIABILITY INSURANCE.

Travel Accident Insurance:

NCBA/SEE Program enrollees who use rental cars for authorized travel as part of their SEE Program assignment are advised to decline collision insurance coverage (Loss Image Waiver -LIW) offered by the car rental company. Insurance for collision is covered under NCBA's Master Insurance policy. No reimbursement will be made for any other insurance taken in conjunction with the rental of a car on official business. NCBA will not be responsible for any damages or expenses incurred relating to personal business.

In addition, no other person(s) or party(ties) other than authorized NCBA/SEE enrollees is/are covered under the NCBA Master Insurance policy.

Accident Reporting:

If an enrollee is involved in an accident, the enrollee must notify the NCBA/SEE Program office within 24 hours of the accident so that appropriate information regarding insurance coverage can be submitted to the rental car company.

Travel Time/Lodging:

Official travel begins at the time the enrollee leaves home, office, or other point of departure and ends when the enrollee returns home, office, or other point of official return at the conclusion of the trip. Departure and arrival times must be noted on the Travel Expense Report as a basis for per diem calculations.

Mileage reimbursement shall be allowed for one-way trip of a privately-owned automobile used by an enrollee from his home or place of business to a terminal, or from a terminal to either the enrollee's home or place of business.

Enrollees are allowed to make their own hotel arrangements. If lodging is obtained with friends or family members, the enrollee will only be allowed the government Meals and Incidental Expenses (M & IE) applicable to the area.

If an enrollee's trip is interrupted for personal reasons, e.g. to take annual leave, any additional expenses will be incurred by the enrollee. Cars rented through NCBA may not be used during periods of personal travel.

Travel Allowances:

Per diem allowances shall not be approved for travel of 10 hours or less. In the event a SEE enrollee is away from official business for more than 10 hours, but no lodging is required, one quarter of the per diem allowance applicable to the location of the temporary duty station will be allowed for each 6-hour period or portion thereof, commencing with the time the SEE enrollee leaves home or the office and enters into travel status.

A per diem allowance will not be allowed within the limits of the official duty station or within a 30-mile radius around the official duty station for travel within one calendar day or less.

When the time of departure from home, office, or other authorized point at the beginning of the trip or the time of return at the end of the trip involves only a 30-minute fraction of a quarter day, no per diem will be allowed unless a statement explaining the necessity is attached to the Travel Expense Report. The statement must also be approved by the NCBA/SEE Program office.

EXPENSE REIMBURSEMENTS:

Within five (5) days of completion of official travel, the enrollee must file an expense report. Reimbursements for enrollees, subject to Federal Travel Regulations, will be based upon location of site visited. Instructions for claiming reimbursement for expenses follow.

GUIDELINES FOR CLAIMING REIMBURSABLE EXPENSES:

Expense reports must be typed and signed by the enrollee incurring the expense. Authorized approval by the monitor must be provided.

Amounts must be commensurate with the nature of the business assignment and must be in compliance with Federal Travel Regulations.

Original receipts **must be attached to** the expense report for transportation, car rental, tolls, parking, hotel lodging expenses, and business-related supplies. They must show the date, amount involved, and nature of the expenditure. When using a taxi, bus, or other public transportation you are required to submit receipts if the cost is greater than \$2.50. You must state why you traveled from point **A** to point **B**.



Enrollees traveling overnight on official business may request reimbursement for up to two personal calls per trip to advise family of safe arrival and confirmation of return travel arrangements. Maximum reimbursement is \$5.00 per call. All telephone calls must be listed on the NCBA/ telephone log and accompanied by a copy of the telephone bill.

Reimbursement for mileage, using a privately-owned vehicle, will be paid at the current federal GSA mileage rate for personal automobile usage. This mileage should be recorded on the enrollee's timesheet if no other expenses were incurred. The odometer readings are to be logged in from the point of departure to the point of arrival as well as for the return trip. If the enrollee has receipts for parking, registration fees, etc., or requires reimbursement for per diem, then he/she should follow the procedures for completing Travel Expense Reports.

Expense Reports submitted which do not adhere to the established guidelines will be returned to the enrollee and may result in the delay of reimbursement.