Policy number:	**I-3**	**Subject:**	**CODE OF EMPLOYER-EMPLOYEE RELATIONS**
		Revision:	none
Approved:	Agency Board:	August 8, 1995	
	Policy Council:	August 23, 1995	

POLICY

It is theIt is the policy of the agency to informIt is the policy of the agency to inform all employees of the f rightsrights and obligations comprising the relationship of employment between the agency rights and o personnel.

InIn its continuing effort to implement In its continuing effort to implement fair and effIn its continuin agency pledges:

a) ToTo employ people onTo employ people on the basis of their qualifications and with assura opportunityopportunity and treatment regardless of race, religion, color, sex, aopportunity origin, or disabling conditions;
b) ToTo provide salaries and employeTo provide salaries and employee benefiTo provide relationship to the work performed;
c) To maintain safe and healthful working conditions;
d) To establish reasonable hours of work;
e) ToTo welcome constructive suggestionsTo welcome constructive suggestions To welc working conditions, and the nature of the work performed;
f) ToTo establish and maintain openTo establish and maintain open lines of communication bet immediate supervisors and Program Directors; and
g) To permit each employeeTo permit each employee as muchTo permit each employee as m consistent with a well-coordinated and effective operation.

The agency requires all employees:

a) ToTo perfTo perforTo perform all job duties and work assignments to the best of their s abilities;
b) To arrive at their department and begin work on time;
c) ToTo demonstrate a considerate, friendly, and constructive attitude toward fellow employees;
d) To adhere to the policies and work rules adopted by the agency; and
e) ToTo promote a positive imageTo promote a positive image of the agencyTo promote a posit personal conduct consistent with the agency's philosophy.

The agency retains the right to exercise customary managerial functions including the right:

a) To dismiss, assign, supervise, and discipline employees;
b) To determine and change starting times, quitting times, and shifts;
c) ToTo transfer employees within departments or into other departments and other classifications;
d) To determine and change methods by which its operations are to be carried out; and
e) ToTo assign duties to employees in accordancTo assign duties to employees in acc requirements and to carry out all ordinary administrative functions.