

Policy number: V-21	Subject: EMPLOYEE PARTICIPATION IN SERVICES
PROGRAM	
	Revision:
Approved: Agency Board:	June 28, 2006
Policy Council:	May 17, 2006

POLICY

Employees are not prohibited from participation in programs or service operated by the Agency. Employees must meet all economic and all other program eligibility requirements. Employees are not given priority or preferential access over other applicants.

PROCEDURES

1. Employees should be advised to consult with the Program Administrator prior to participation in a particular program. Any application for services must be completed by the program manager, and his/her designated staff who do not work at the work station of the employee applying for services.
2. All employees shall pay fees if a program requires a fee for services. Fees that are collected at the work site must be paid by money order.