



Community Service Worker Handbook Cumberland County, Tennessee

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SECTION I – COMMUNITY SERVICE WORKERS POLICES

INTRODUCTION

It is the intent of Cumberland County that all community service workers have certain minimum written policies in order to assist in maintaining compliance with applicable state and federal laws and to facilitate accurate recordkeeping; and to provide uniform policies for all community service workers without regard to race, sex, age, national origin, creed, disability or political affiliation.

The fundamental objectives to be achieved by these policies are:

- (1) To promote and increase efficiency and economy among community service workers of Cumberland County.
- (2) To establish and promote high morale among community service workers by providing good relationships, a uniform policy and consideration for community service workers needs and desires.

CODE OF CONDUCT

It is the policy of Cumberland County to uphold, promote and demand the highest standards of ethics from all community service workers, employees and officials, (elected or appointed), servants, or any member of any board, agency, commission, authority or corporation (whether compensated or not) of the county. Accordingly, all County community service workers should maintain the utmost standards of personal integrity, truthfulness,



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honesty, and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants and never use their County position or powers for improper personal gain or for promotional purposes.

Duty to Report

If you have direct knowledge of any suspected illegal, improper, wasteful or fraudulent activity involving a community service worker or employee with Cumberland County, you must immediately report such activities to Human Resources, County Mayor or the State Comptroller's Toll-Free Hotline at 1-800-232-5454. Failure to report such activity may lead to disciplinary action.

Workplace Search Policy

Elected Officials/Directors/Supervisors/Managers can inspect both company property and personal items, including vehicles, bags/purses/wallets, pockets, briefcases, removable clothing, boxes, lunch bags, coolers, etc. brought onto county property and lockers or other individually assigned spaces. A community service worker's refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination. A community service worker who refuses to cooperate with a search request from an Elected Official/Director/Supervisor/Manager should be immediately relieved of duty and placed on an unpaid suspension pending investigation.

SECTION II – DRUG FREE WORKPLACE POLICY

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is specifically prohibited in Cumberland County's workplace. Any community service worker violating this standard shall be denied use of Cumberland County facilities or property to complete court ordered community service hours. As a condition of community service working with Cumberland County, all community service workers will agree to notify the County of any criminal drug statute conviction for a violation occurring on or off County property no later than five (5) days after such conviction.

DRUG AND ALCOHOL TESTING POLICY

Purpose

Safe and Productive Environment – Cumberland County government is committed to maintaining a safe and productive environment for its community service workers and to providing high quality service to its citizens. The goal of this policy is for Cumberland County community service workers to remain, or become and remain, drug-free. Community service worker safety and rehabilitation serve as the foundations of this policy.

Required Alcohol and Drug Tests – Alcohol and drug testing for community service workers shall be in accordance with the provisions contained in Cumberland County's Alcohol and Drug Policy and the provisions of their supervised probation. Community service workers will be subject to the following alcohol and/or drug tests:

- Reasonable suspicion testing
- Post-accident involving company vehicles or equipment
- Drug testing as required by their probation officer as part of their supervised probation.



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Communicating Alcohol and Drug Policy – Cumberland County has adopted this written policy to ensure the fitness of community service workers for duty as a condition of service to the county and to communicate that alcohol and/or drug testing may be a requirement.

General Rules

Use of Alcohol and Drugs is Prohibited – Cumberland County community service workers may not use or be under the influence of drugs (Marijuana, Cocaine, PCP, Methamphetamines, Codeine/Morphine, Heroin, Hydrocodone/Hydromorphone Oxycodone/Oxymorphone), narcotics, and/or any other controlled substance while on county property. Alcohol is a drug and as such has no place in a drug-free workplace. Therefore, the use of alcohol while on county property is prohibited by this policy. In addition, no community service worker may report to the workplace under the influence of alcohol and/or drugs.

Prescription Medication – This policy does not prohibit the use of medicine prescribed by a community service worker's licensed physician. A community service worker who is required to take prescription medicine which may impair or impede his/her ability to perform his/her job should notify his/her supervisor of the medication prescribed. Use of prescribed medication may not exceed the prescribed dosage. Use of a prescription drug for which the community service worker has no prescription will be viewed as a violation of this policy.

Possession, Distribution, Sale and/or Manufacture of Alcohol and Drugs is Prohibited – Cumberland County prohibits community service workers from the possession, distribution, sale, and/or manufacture of any controlled substances on Cumberland County property.

Inspection of Property – All property belonging to Cumberland County is subject to inspection at any time without notice according to the provisions of Cumberland County's Workplace Search Policy.

Consent to be Tested – Before an alcohol and/or drug test is administered and community service workers will be asked to sign consent forms authorizing the test(s) and permitting release of the test results to Cumberland County officials with a need to know. Refusal to submit to an alcohol or drug test may be considered a violation of this policy and result in disciplinary action being taken against the community service worker.

Confidentiality of Test Results

Maintaining Alcohol and/or Drug Test Results – Individual alcohol and/or drug test results maintained pursuant to this policy shall be considered confidential by Cumberland County and its representatives to the extent it is appropriate, feasible and permissible under applicable law. Any drug test results WILL be shared with your probation officer.

Access to Alcohol and/or Drug Test Results – Alcohol and/or drug test results shall be reported to applicants and community service workers in as timely a manner as reasonable and be revealed only to those persons having an established need for the information.

Consequences of Failure to Comply – Any violation of this drug policy will result in the Community Service Worker being denied use of any Cumberland County facility or property for completion of said worker's community service hours.



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Testing Conditions

Reasonable Suspicion – A community service worker may be required to submit to alcohol and/or drug testing as a condition of community service working if two (2) people in the community service worker’s supervisory chain-of-command have reasonable suspicion of alcohol and/or drug use by the community service worker. In the event that the community service worker’s immediate supervisor is an Elected Official or Department Head, one person in the community service worker’s supervisory chain-of-command is sufficient. Reasonable suspicion means an articulate belief based on specific facts and reasonable inference drawn from those facts that a community service worker may be under the influence of alcohol and/or drugs. Reasonable suspicion as used in this policy means a judgment made regarding the community service worker’s behavior or evidence found or reported and may be based on, but not limited to, one or more of the following:

- An accident or occurrence where there is injury or property damage while working.
- An incident, such as, but not limited to, a medical emergency which may be attributable to alcohol and/or drug use by the community service worker while working.
- Direct observation of behavior exhibited by the community service worker which indicates that the community service worker is unable to perform the community service worker’s service, or which may pose a threat to safety or health.
- Information that the community service worker may be using alcohol and/or drugs or is under the influence of alcohol and/or drugs, or the community service worker exhibits behavior that may render the community service worker unable to perform the community service worker’s service or may pose a threat to safety or health. This information must be verified by a person with the authority as denoted in this policy to determine reasonable suspicion.
- Physical evidence of alcohol and/or drug use by the community service worker while working.
- Documented deterioration in the community service worker’s performance that may reasonably be attributable to alcohol and/or drug use by the community service worker.
- Presence of the physical symptoms of alcohol and/or drug use (*e.g. liquor on the breath, slurred speech, unsteady walk, impaired coordination, displays of violent behavior, argumentative conversation, improperly talkative, loud or uncontrolled laughter, glassy or bloodshot eyes, slow reflexes, etc.*)
- Newly discovered evidence that a community service worker has tampered with a previous alcohol and/or drug test.
- Arrest or conviction for an alcohol and/or drug related offense while being on supervised probation.
- The identification of a community service worker as the focus of a criminal investigation into illegal drug possession, use, or trafficking.

Note: These procedures represent Cumberland County’s current guidelines with a developing program under evolving laws and facts and may be changed in accordance with Cumberland County’s policy and state and federal law.

SECTION III – PREVENTATIVE POLICIES

ABUSIVE CONDUCT PREVENTION POLICY

Statement of Commitment, Values, and Purpose



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Cumberland County is firmly committed to a workplace free from abusive conduct as defined herein. We strive to provide high quality products and services in an atmosphere of respect, collaboration, openness, safety and equality. All community service workers have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Community service workers who file complaints will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to all community service workers of Cumberland County. This policy applies to any sponsored program, event or activity including, but not limited to, sponsored recreation programs and activities; and the performance by officers, employees and community service workers of their related duties. The policy includes electronic communications by any community service worker.

Definition of Abusive Conduct

Abusive conduct includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that a community service worker was subject to an abusive environment, which can include but is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage or undermining of a community service worker's performance in the workplace.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

Abusive conduct does not include:

- Disciplinary procedures in accordance with adopted policies of Cumberland County
- Routine coaching and counseling, including feedback about and correction of community service worker performance
- Reasonable community service worker assignments
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm others
- Differences of opinion on county-related concerns
- The non-abusive exercise of managerial prerogative

County Responsibility

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide an environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- provide good examples by treating all with courtesy and respect;



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- ensure that all community service workers have access to and are aware of the abusive conduct prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at the workplace is made; be vigilant for signs of inappropriate behaviors at the workplace through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

Community Service Worker Responsibility (*including witnesses*)

Community service workers shall treat all others with dignity and respect. No community service worker shall engage in threatening, violent, intimidating or other abusive conduct or behaviors. Community service workers are expected to assume personal responsibility to promote fairness and equity at the workplace and report any incidents of abusive conduct in accordance with this policy.

Community service workers should co-operate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at the workplace will be dealt with through appropriate disciplinary procedures.

Retaliation

Community service workers can raise concerns of abusive conduct and make complaints without fear of reprisal. Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

Training for Community Service Workers

All community service workers under the Cumberland County Personnel Policy are required to undergo annual training on abusive conduct prevention as directed by Cumberland County. Training should identify factors that contribute to a respectful workplace, familiarize participants with responsibilities under this policy, and provide steps to address an abusive conduct incident.

EQUAL EMPLOYMENT OPPORTUNITY POLICY/ AMERICANS WITH DISABILITIES ACT

Statement of Commitment, Values and Purpose

It is the policy of Cumberland County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, status as Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. This policy extends to all terms and conditions of employment including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

It is the policy of Cumberland County to maintain a respectful workforce and public service environment. Cumberland County prohibits and will not tolerate any form of unlawful harassment by or toward any community service worker on the basis of race, color, religion, sex, national origin, age, genetic information, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.



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Anyone found to be engaging in discrimination or harassment in violation of county policy will be subject to disciplinary action, up to and including termination of employment/community service working. A finding of a violation of county policy does not, however, amount to a finding of unlawful discrimination or harassment; in order to further its objective of equal employment opportunities the county may, but shall not be required to, interpret its policy more broadly than federal or state law mandates.

It is the policy of Cumberland County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Definition of Discriminatory Behavior

Harassment or discrimination can be verbal or physical. Harassment includes, but is not limited to, epithets, slurs, display of negative stereotypes, hostile acts and threats, and display or circulation of objects or pictures which denigrate or show hostility toward any individual or group, including sending or receiving such material through email, mobile phones or other electronic devices, including social media on the basis of race, color, religion, sex, national origin, age, disability, generic information, veteran status, or status in any other group protected by law.

County Responsibility

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide an environment as safe as possible by having preventative measures in place and by dealing immediately with reports of harassment;
- provide good examples by treating all with courtesy and respect;
- ensure that all community service workers have access to and are aware of the discrimination/harassment prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at the workplace is made; be vigilant for signs of inappropriate behaviors at the workplace through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where harassment is observed or alleged to have occurred.

Community Service Worker Responsibility (*including witnesses*)

Community service workers or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. Community service workers shall treat all others at the workplace with dignity and respect. No community service worker shall engage in harassment. Community service workers are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of harassment in accordance with this policy.

Community service workers should co-operate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at the workplace will be dealt with through appropriate disciplinary procedures.



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SEXUAL HARASSMENT POLICY

Statement of Commitment, Values, and Purpose

Cumberland County is opposed to and prohibits, without qualification, sexual harassment of its community service workers in the workplace. The purpose of this policy is to assure that all community service workers will enjoy an environment free from intimidation, hostility, or offensive behavior by supervisors, employees, volunteers or visitors. All community service workers must respect the rights of the individuals they come in contact with while community service working and shall refrain from any behavior or conduct toward any other individual that could be interpreted as sexual harassment.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and all other unwelcome verbal or physical conduct of a sexual nature, especially where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individuals' employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

Offenders can be employees/volunteers/community service workers at all levels, customers/clients and members of the same sex.

Examples of prohibited sexual harassment include, but are not limited to, offensive or unwelcome physical contact, lewd or sexually suggestive comments, texts, emails, tweets, or other forms of social media, sexual propositions, sexually-oriented teasing or kidding, jokes of a sexual nature, or any display of sexually explicit pictures, photos, cartoons, books, magazines, greeting cards, or other objects.

County Responsibility

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with reports of sexual harassment;
- provide good examples by treating all with courtesy and respect;
- ensure that all community service workers have access to and are aware of the sexual harassment prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made; be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where sexual harassment is observed or alleged to have occurred.

Community Service Workers Responsibility (including witnesses)

Community service workers shall treat all other community service workers/employees with dignity and respect. No community service worker shall engage in sexual harassment. Community service workers are expected to



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assume personal responsibility to promote fairness and equity in the workplace and report any incidents of sexual harassment in accordance with this policy.

Community service workers should co-operate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

Training for Supervisors

All supervisors are encouraged to undergo training on how to prevent sexual harassment as directed by Cumberland County. Training should include applicable law information, steps on how to prevent sexual harassment and how to handle reports of sexual harassment.

Training for Community Service Workers

All community service workers under the Cumberland County Personnel Policy are required to undergo annual training on how to prevent sexual harassment as directed by Cumberland County. Training should include applicable law information, steps on how to prevent sexual harassment and how to report suspected sexual harassment.

WORKPLACE VIOLENCE POLICY

Statement of Commitment, Values, and Purpose

Cumberland County is firmly committed to the safety and well-being of its community service workers, employees and visitors. To this end, Cumberland County seeks to provide and maintain a safe, healthy and secure work environment that is free from workplace violence. In addition, community service workers are expected to maintain a high level of productivity and efficiency.

All community service workers not exempted above are expected to report to work and to perform their duties in a safe and productive manner without violence or threats of violence toward any other individual. Violence, threats, or intimidation toward any other individual will not be tolerated.

Cumberland County strictly prohibits engaging in workplace violence, threats of workplace violence, or intimidation; refusing to cooperate in an investigation into allegations or suspicion that workplace violence or threats of workplace violence have or are likely to occur.

Definition of Workplace Violence

Workplace violence is any physical assault or threatening behavior in the workplace. This includes, but is not necessarily limited to, any act or threat of aggression, whether physical, verbal or written, which reasonably results in fear of bodily harm; causes or is capable of causing death or bodily injury; threatens the safety of an employee, community service worker, volunteer, visitor, client or member of the general public; or damages property.

Workplace violence can include, but is not limited to physical actions (*including but not limited to hitting, pushing, shoving, kicking, touching and assault*); certain verbal actions (*including but not limited to threats, harassment, abuse and intimidation*); certain nonverbal actions (*including but not limited to threatening gestures*



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and intimidation); certain written communications (*including but not limited to threatening notes, e-mail and social media postings*); and other actions (*including but not limited to arson, sabotage, vandalism and stalking*).

County Responsibility

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with reports of violence;
- provide good examples by treating all with courtesy and respect;
- ensure that all community service workers have access to and are aware of the workplace violence prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made; be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where violence is observed or alleged to have occurred.

Community Service Workers Responsibility (including witnesses)

Community service workers shall treat all other community service workers/employees with dignity and respect. No community service worker shall engage in workplace violence. Community service workers are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of violence in accordance with this policy.

Community service workers should co-operate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

Training for Supervisors and Community Service Workers

All supervisors and community service workers under the Cumberland County Policy are required to undergo annual training on how to prevent workplace violence as directed by Cumberland County.

COMPLAINT PROCESS FOR REPORTING ABUSIVE CONDUCT, DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND WORKPLACE VIOLENCE

Reporting

Community service workers: Any community service worker who feels he or she has been subjected to abusive conduct, discrimination, harassment to include sexual harassment or workplace violence is encouraged to report the matter verbally or in writing (*While not the preferred method of reporting, anonymous reporting is permitted. When using this method it is important to identify all individuals with knowledge of the incident/matter when reporting to allow for a more thorough investigation.*) to a supervisor including his or her supervisor, manager, appointing authority, elected official, county attorney or to the HR Director. Don't assume that the County knows you have been subjected to the alleged misconduct. Community service workers should not feel obligated to



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report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the representatives identified above.

Any community service worker seeking to file a complaint should ensure the complaint consists of precise details of each incident including dates, times, locations and any witnesses. Formal complaints should be documented in writing but are not required to be in writing.

Witnesses: A community service worker who witnesses or is made aware of behavior that may satisfy the definition of abusive conduct, discrimination, harassment to include sexual harassment or workplace violence (*as defined herein*) shall report any and all incidents as set forth herein.

Supervisors: Supervisors must timely report known incidents involving abusive conduct, discrimination, harassment to include sexual harassment or workplace violence to the HR Director, appointing authority or investigator. Supervisors and appointing authorities are required to take reasonable steps to protect the complainant, including, but not limited to, separation of community service workers involved.

The person accused will be notified that an allegation has been made against him or her and informed of the investigative procedure.

Investigation

Investigations shall be conducted as soon as practicable and in accordance with the policies and practices of Cumberland County. The objective of the investigation is to ascertain whether the behaviors reported occurred, and therefore will include interviewing the complainant, accused, and witnesses with direct knowledge of the alleged behaviors. All interviews will be appropriately documented. The investigation will be conducted thoroughly, objectively, with sensitivity, and with due respect for all parties. The investigator will provide a copy of the investigative report to the appointing authority for further action. All affected parties will be informed of the investigation's outcome.

Corrective Action

In the event of a finding of abusive conduct, discrimination, harassment to include sexual harassment or workplace violence, the County will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences and in accordance with existing disciplinary policies of Cumberland County.

If the individual who sexually harassed the community service worker is not employed by the County or community service workers for the County, the County will take corrective action to the extent possible.

Any community service worker who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, and disciplinary action, up to ceasing community service worker rights.



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Supervisory personnel who allow abusive conduct, discrimination, harassment to include sexual harassment or workplace violence to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, or disciplinary action up to and including termination, or changes in job duties or location.

While Cumberland County encourages all community service workers to raise any concern(s) under this policy and procedure, Cumberland County recognizes that intentional or malicious false allegations can have a serious effect on innocent people. Individuals falsely accusing another of violations of this policy will be disciplined in accordance with the disciplinary policy of Cumberland County.

Any community service workers exhibiting continuing emotional or physical effects from the incident in question should be informed of resources available.

When abusive conduct, discrimination, harassment to include sexual harassment or workplace violence has been confirmed, the County will continue to keep the situation under review and may take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behavior or action.

Confidentiality

To the extent permitted by law, Cumberland County will maintain the confidentiality of each party involved in an investigation, complaint or charge, provided it does not interfere with the ability to investigate the allegations or to take corrective action. However, state law may prevent the County from maintaining confidentiality of public records. Therefore, Cumberland County cannot guarantee confidentiality.

Retaliation

Community service workers can raise concerns of abusive conduct, discrimination, harassment to include sexual harassment or workplace violence and make complaints without fear of reprisal. Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

NOTIFICATION OF ARREST OR FILING OF INFORMATION

Community service workers must notify their appropriate department head or elected official if they have been arrested within 72 hours of said arrest (*or if a criminal "information" has been filed against them*) so that a determination may be made whether the charged offense would constitute an impediment to their job performance or a conflict of interest concerning their community service work with Cumberland County. All such determinations must be made upon the advice of the County Attorney including any actions taken to suspend or terminate the community service worker. Failure to provide this notification may lead to disciplinary action, up to and including dismissal.



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EFFECTIVE DATE

The foregoing policies of Cumberland County shall become effective July 1, 2020 (or as amended).

COMMUNITY SERVICE WORKER ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have received a copy of the policies currently in effect for my office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my Community Service duties with Cumberland County. I understand that I should consult with Human Resources or her designee regarding any part of the policies that I do not understand or any questions I may have about my voluntary duties with Cumberland County which are not answered in the policies. The current policies will always be on file in the Human Resources department and I may examine them there at any time during normal business hours.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the Human Resources department. I understand that revised information may supersede, modify or eliminate any or all of the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such law, rules and regulations will control.

I understand that I have been ordered by a judge to perform mandatory community service hours as part of punishment for a crime I have either plead guilty to or been convicted of. I have not been promised any future employment nor will I receive pay or any form or remuneration for performing my community service hours.

I understand that I am not an employee of Cumberland County or any Cumberland County department and this document does not establish an employer/employee relationship in any form. None of the policies in this handbook or paperwork, including the disciplinary provisions can be construed to give me a property interest or any rights to due process in the establishment of or termination of this community service worker relationship.

I acknowledge that none of the County's policies may be construed to create a contract of employment or any other legal obligation, expressed or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Cumberland County.

Community Service Worker Name

Community Service Worker Signature

Date