

3.8.3 Involuntary Transfers

An involuntary transfer occurs when CAPSLO determines, in its sole discretion, that it is beneficial to the Agency to move a current employee to another position. For all employees, “lateral transfers” may be imposed in the discretion of the Agency, dependent on the needs of CAPSLO’s programs. A lateral transfer is to a position within the same pay classification, benefits and opportunities. If an employee occupies an at-will position, the discretionary transfer may also be to a position within a lower pay classification or with different benefits and opportunities; i.e., a demotion.

Employees who are not in at-will positions may be subject to demotions for good cause. Good cause for demotion includes a reorganization of any program or function of the Agency that results in reclassification or reduction of existing positions. Good cause will also include situations where the quality of the individual employee’s job performance is weak, or the extent of the tasks and responsibilities being fulfilled by the employee do not fit with the needs of the position. A demotion may also be imposed as a disciplinary action. In any such circumstances, CAPSLO may reclassify or downgrade the employee’s position, or place the employee into an open position within a lower pay classification. In the case of a demotion, the employee’s pay will be changed to the applicable, lower pay range.

3.8.4 Reclassifications

The Human Resources Department is responsible for ensuring that all positions are properly classified. This shall be done through studies of the duties and responsibilities of various positions whenever deemed appropriate, or upon reasonable request. An employee may request a study of his/her own position for reasonable cause. Such studies may result in adjustments to position descriptions and reclassification of any position(s). Reclassifications may be of the position alone or of the incumbent along with the position. Details regarding the effects of reclassification are available from the Human Resources Department.

After a reclassification study, reclassification of a position may be for any one of the following reasons: (a) that the job duties of the position have changed substantially to make the current class specification inaccurate and/or incomplete for the position; (b) the position itself was previously classified improperly; or (c) there have been developments or refinements of the classification plan.

4.0 EMPLOYEE INFORMATION

4.1 Release of Personnel Information

The information recorded in your personnel file is confidential and extremely important to you and to the CAPSLO. As an employee of the CAPSLO you have a right to inspect your personnel file with a Human Resources representative, as provided by laws, on the premises of the agency at a time mutually convenient to you and the agency. You may add your version of any disputed item to your personnel file.

The CAPSLO will restrict disclosure of your personnel file to authorized individuals. Any request for information from personnel files must be directed to the Human Resources Department. No other employee, including managers, is authorized to provide personnel information, references, or any other information regarding current or former employees. Only a Human Resources representative is authorized to release information about current or former employees. Unless otherwise authorized to do so, the Human Resources Department will only provide verification of an employee or former employee’s job title and employment dates. Disclosure of personnel information to outside sources will be limited; however, the

agency will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting investigations.

Health and medical records are not included in your personnel file. These records are confidential. The CAPSLO will safeguard them from disclosure and will divulge such information only as: 1) is allowed by law; 2) to the employee's personal physician upon written request or permission of the employee; or 3) as required by workers' compensation cases.

4.2 Change of Address or Personal Status

Current records are necessary to contact you or a person designated by you in case of an emergency and for the determination of many employee benefits. It is mandatory that you notify CAPSLO as soon as possible of any change in name, address, telephone number, marital status, number of dependents, level of benefits from other sources, or beneficiaries. It is the responsibility of each employee to ensure that CAPSLO has correct and up-to-date personal data.

5.0 CAPSLO & CLIENT INFORMATION

5.1 CAPSLO Bulletin Boards

A bulletin board area in each business location is used to post required and important documents such as federal and state labor rules, employee memos, and other approved CAPSLO announcements. Notices are posted from time to time which may affect you personally. It is each employee's responsibility to read all posted notices. Only authorized materials may be posted on Agency bulletin boards; see your manager if you wish to have something posted.

5.2 Confidential Business Information

All confidential affairs of CAPSLO are to remain strictly confidential. Confidential information includes: matters of a technical nature, such as strategies and research projects; matters of a business nature, such as information about costs, revenues, lists of clients; plans for future development; and all other information and documents not readily available to the public. CAPSLO's financial and personnel matters are also confidential.

You are not to disclose any confidential information to anyone outside of CAPSLO, nor use any confidential information for your own personal gain during or after your employment without the express written consent of CAPSLO. Nor are you to obtain and/or convey or discuss confidential information without proper authorization. Breach of confidentiality is an extremely serious matter; it may result in immediate discharge and could result in legal action.

5.3 Client Information

Maintaining the confidentiality of all information pertaining to our clients and their families is of critical importance. Clients provide CAPSLO with highly personal information which must not be shared. For many, even the fact that they are participating in an CAPSLO program or benefiting from our services is extremely sensitive information. With our child-care programs, parents often provide confidential information regarding their children; sometimes, even the schedule kept by the client and his/her child can be a confidential matter (i.e., in a custody dispute). The fact that any person is participating in an CAPSLO program, or any information regarding a client and his/her family, should never be discussed with or revealed to **anyone**, without specific written consent from the client and the authorization of the Program. Work-related discussions about clients and their families are to be carried out discreetly and professionally,