



Program and Participant Agreement

Name: _____

Emergency Contact: _____

Relationship: _____ Cell phone: _____

1. Under this agreement, the Participant agrees to comply with all policies and procedures. Also, participants will:

- a. Participate in ALL eight (8) two-day weekend Partners in Policymaking training sessions
- b. Complete all assignments, including the graduation project
- c. Respond to communication from Partners in Policymaking and TCDD staff within 24 hours
- d. Complete and return the initial survey, 6-month post-program survey, and the 12-months post-program survey as well as session evaluation forms and other required documents
- e. Notify Partners in Policymaking of any travel changes within the required timelines
- f. Notify Partners of any reimbursement requests within the timelines necessary
- g. Return reimbursement requests within one week of the session
- h. Adhere to the principles and character of a Partners in Policymaking graduate

2. In consideration of the above, the Partners in Policymaking program agrees to the following:

- a. Texas Partners in Policymaking will reimburse participants for necessary and reasonable expenses related to participation in the program
- b. Provide lodging on a double occupancy basis
- c. Process all reimbursement requests within 30 days of receipt (payment range 30-60 days)
- d. Provide reasonable accommodations

3. The Partners in Policymaking leadership training program will:

- a. Provide face-to-face best practices and state-of-the-art information available from national experts in the field of developmental disabilities
- b. Provide suggested reading and resources to familiarize participants with a wide range of topics related to developmental disabilities and with information specific to identified areas of interest
- c. Provide direct experiences and skill-building to assist participants in their abilities to influence public policy at the local, state, and federal levels

This agreement will be in effect from September 13, 2019 – May 16, 2020

PARTICIPANT SIGNATURE: _____ Date: _____

PARTNERS IN POLICYMAKING COORDINATOR: _____ Date: _____



Texas Partners in Policymaking Policies and Procedures

The following policies and procedures outline the rules of the Partners in Policymaking program to assure that all participants can carry out their duties and responsibilities in a productive, efficient, and professional manner, and in a safe working environment. Failure to adhere to one or more of the following could result in actions up to and including termination of participation in the program.

1) Class Participation and Graduation

To graduate from Partners in Policymaking, participants need to meet the following requirements:

- a) Participants can miss no more than 16 hours of class time (typically one weekend session).
- b) Participants must attend the State Legislation and Mock Hearings session on April 24-25, 2020. This session will be in Austin, Texas.
- c) Participants must be punctual and prepared for all class sessions to maximize training.
- d) Participants need to complete all assignments, including the graduation project, at least one week before graduation.
- e) Participants must demonstrate the principles, knowledge, skills, and core competencies included in this training program.
- f) Participants must follow the group agreement generated by the class.

**Note: If a participant is unable to meet these requirements, the participant will not graduate from the program. A participant may have the opportunity to make up the missed session(s) or assignments during the next class year (if offered) and graduate with a future class following consultation and approval by the Program Coordinator.*

2) Survey Policy

- a) Participants are required to complete and return the initial survey, 6-months post-program survey and the 12-months post-program survey, session evaluation forms, and other documents required to evaluate core competencies of the program.

3) Hotel Policy

- a) Texas Partners in Policymaking provides lodging on a double occupancy basis (as needed).
- b) Participants are not allowed to invite spouses, other family members, guests, or other non-participants to attend the weekend training sessions or share lodging. Family members are not permitted to stay with the participant during the weekend training sessions unless a family member is serving as a personal assistant to a class member.

4) Airline Travel Policy

- a) Partners in Policymaking will purchase airfare for participants where appropriate.
- b) Participants requesting to travel via airplane must communicate any changes to their travel plan one week after the prior session.

5) Travel Expense Reimbursement Policy

Texas Partners in Policymaking will reimburse participants for necessary and reasonable qualifying expenses related to participation in the program. The Program Coordinator must approve all expenses before the cost is incurred and is dependent on the availability of funds.

- a) **Mileage:** Mileage incurred driving to sessions or to and from the airport, is eligible for reimbursement. The number of miles allowable for reimbursement may not exceed the mileage for the most cost-effective reasonably safe route. The number of miles traveled may be determined by the vehicle's odometer reading or by mapquest.com. Mileage reimbursement is currently calculated at \$0.58/mile. This may be adjusted based on Texas Comptroller reimbursement rates.
- b) **Parking:** Parking expenses are eligible for reimbursement.
- c) **Airport Shuttle:** If the hotel hosting the session offers a free shuttle to/from the airport, participants choosing another option for transport will not be reimbursed for those expenses.
- d) **Meals:** Meals will be provided during the training sessions. If a participant's travel plans require them to be away from home during a mealtime that is not covered by the training session schedule meal plan, they can be reimbursed for meal expenses up to the GSA rate (subject to change). Alcohol and tips do not qualify for reimbursement.

Meal	Amount (including taxes)
Breakfast	\$14
Lunch	\$16
Dinner	\$26
Total	\$61

- e) **Respite Care:** Participants who require respite care services for a family member with a disability during the time they are away from home are eligible for reimbursement of fees for those hours that are in addition to what the participant would otherwise have paid during that time period. Respite fees may not exceed \$20 per hour for a 12-hour day and not more than \$35/night if an overnight stay is required.
 - Participants must obtain approval from the Partners in Policymaking Coordinator before respite care is provided to be reimbursed.
 - Receipts for respite services fees are required.
 - The program cannot duplicate other federal or state funds that would have reimbursed similar services during the same time period.
 - Family members living in the same home as the individual requiring respite care services are generally not eligible for reimbursement for providing respite care services.
 - **The program may not backdate reimburse respite care for prior weekends that were not previously approved.**
- f) **Personal Attendant Services:** Participants with disabilities who require personal attendant services may be reimbursed for fees and actual travel expenses of attendants not to exceed the allowable travel expenses for participants. Attendant services fees may not exceed \$20 per hour for a 12-hour day and not more than \$35/night if an overnight stay is required.

- Receipts for service fees and all attendant travel expenses are required.
- The program cannot duplicate other federal or state funds that would have reimbursed similar services during the same time period.
- Family members living in the same home as the individual requiring personal attendant services are generally not eligible for reimbursement for providing services but are eligible for other travel expenses incurred when providing services. However, individuals who are a certified waiver provider for their family member may be reimbursed for those expenses.
- Personal attendants will follow the Group Agreement and Personal Attendant Provider Guidelines

g) All reimbursement expenses require prior approval from the Program Coordinator.

h) Requests for respite and personal assistant reimbursement must be received within one week of the session.

i) Processing of Travel Vouchers. Once a completed Travel Expense Record is received by Partners in Policymaking Staff it takes about 5-10 workdays to process in the TCDD office and sent to the Texas Education Agency (TEA) accounting department (per TCDD policy). TEA follows the State of Texas 30-day Prompt Pay Act. Therefore, payments should be received within 45 days. All questions regarding processing of travel reimbursement can be addressed to the Program Coordinator.

6) Sexual Harassment Statement

Sexual harassment of any participant or third party in the training or Partners in Policymaking program environment, or which affects the training or Partners in Policymaking program, is strictly prohibited. Sexual harassment under this policy is any conduct or communication of a sexual nature which is unwelcome. The victim, as well as the harasser, can be of any gender. The victim does not have to be of the opposite sex as the harasser. Sexual harassment includes, but is not limited to:

- Unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, degrading sexual remarks, threats;
- Unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
- Unwelcome physical contact, such as rape, sexual assault, molestation, or attempts to commit these assaults; unwelcome touching, pinching, or brushing of or by the body;
- Preferential treatment or promises of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit an individual to submit to sexual activity for compensation or reward;
- Negative treatment or threats of negative treatment for refusing to submit to sexual conduct;
- Subjecting, or threatening to subject, an individual to unwelcome sexual attention or conduct.

Steps to take if/when harassment occurs:

- The individual affected should express concern about the harassment to the person causing the harassment that the behavior is objectionable and ask that it stop;
- Report harassment to the person responsible for conducting/overseeing a training/education program.

See attached Operating Procedure (OP 02-25) for additional information on TCDD's Sexual Harassment Policy.

7) Statement on Alcohol and Other Drug Use

Partners in Policymaking follows TCDD's policies regarding alcohol and drug use. TCDD recognizes that alcoholism and other drug dependencies are a significant social problem with a potential for causing severe effects to the state's workforce. The State of Texas recognizes that it has a responsibility to maintain a drug-free workplace. The State also recognizes that drug dependency may be an illness. Consistent with this understanding, however, the State has an obligation to ensure that its employees and program participants perform their jobs efficiently, safely, and in a professional business-like manner.

The following prohibitions are included under this policy and apply to Partners in Policymaking participants:

- a) No employee or participant shall report to work or training under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.
- b) No employee or participant shall operate, use, or drive any equipment, machinery, or vehicle of the state while under the influence of alcohol, marijuana, controlled substances, or other mood-altering drugs. Such employee is under an affirmative duty to immediately notify his/her supervisor that he/she is not in appropriate mental or physical condition to operate, use, or drive state equipment.
- c) No employee or participant shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the State's work is being performed.

See attached Operating Procedure (OP 02-01) for additional information on TCDD's Drug-Free Workplace and Prevention Program Policy.

**OP 02-25 - SEXUAL HARASSMENT
(REVISED10/13)**

1. Purpose. To inform TCDD personnel on official policy of TCDD management and procedures governing sexual harassment in accordance with Title VII of the Civil Rights Act of 1964, and Chapter 21 of the Texas Labor Code. It is the policy of TCDD to provide a safe working environment free from sexual harassment. Employees are strongly encouraged to immediately report all allegations of sexual harassment to the TEA Human Resources Division.
2. Scope. This operating procedure applies to all employees (exempt and classified) of TCDD.
3. Responsibility. The TEA Division of Human Resources is responsible for this procedure and its interpretation. Directors and managers are responsible for ensuring that these procedures are followed within their respective departments.
4. Retaliation Prohibited. Employees shall not be subjected to any retaliatory employment actions for filing a complaint, making a report of sexual harassment, or participating in an investigation pursuant to this OP. Any employee who is found to have taken a retaliatory employment action will be subject to disciplinary action pursuant to OP 02-07 Employee Disciplinary Actions and Complaint Procedures.
5. General. Sexual harassment is a violation of both state and federal anti-discrimination laws (Title VII of the Civil Rights Act of 1964; Texas Commission on Human Rights Act, Chapter 21, Texas Labor Code). All forms of sexual harassment are prohibited by this policy. Any employee who is found to have engaged in any conduct in violation of this OP is subject to disciplinary action pursuant to [OP 02-07, Employee Disciplinary Actions and Complaint Procedures](#).
6. Definition. Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a term or condition for conferring benefits upon an individual;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment or for decisions conferring benefits upon an individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Conduct of a sexual nature is prohibited by Title VII if it is so severe or pervasive as to create an objectively hostile or abusive working environment. In addition, the agency prohibits and will take corrective action to stop inappropriate conduct of a sexual nature regardless of whether the conduct has reached the level of severe or pervasive.
7. Examples. The following describes some, but not all, examples of behaviors or actions that may constitute sexual harassment:
 - a. Physical - Such as touching, holding, grabbing, hugging, kissing, "accidental" collisions, unwanted physical contact, physical assault, and rape;
 - b. Verbal - Such as offensive jokes and offensive language, profanity, threats, comments, or suggestions of a sexual nature;
 - c. Non-verbal - Such as staring at a person's body; leaning over someone at a desk; invasion of a person's sense of personal space; gestures or motions; circulating letters or cartoons; sexy calendars and pinups on office walls; or other sexually oriented behavior.
8. Other Prohibited Conduct. A supervisor shall not engage in a sexual relationship with a subordinate employee (any employee whom the supervisor supervises or evaluates). A

supervisor will be subject to disciplinary action for engaging in any such conduct, regardless of whether the conduct was welcomed or consensual.

9. Complaints.

- a. Any employee having a complaint alleging sexual harassment should contact the TEA Human Resources Division directly to discuss his or her concerns. Complaints received by TEA Human Resources shall be immediately investigated. The complaint shall be kept confidential to the extent allowed by law.
- b. If appropriate and agreeable, the employee shall reduce the complaint to writing. The written complaint shall include a description of the nature and extent of the harassment, the times and dates of incidents, and the names and addresses of witnesses.
- c. If a report or complaint of alleged sexual harassment is made to any TCDD supervisor, or if a supervisor has knowledge of facts that could constitute sexual harassment, the supervisor shall immediately report such information to the TEA Human Resources Division (even if no complaint has been made).
- d. Supervisors must not require employees to inform them of sexual harassment allegations, nor can they discipline employees for making a report to Human Resources. Further, the supervisor has a duty to report sexual harassment if the supervisor has knowledge and facts or overhears and/or observes conduct that might constitute sexual harassment even if the employee does not want to file a complaint.

10. Investigation. The TEA Human Resources Division and Special Investigations, with the assistance of the Office of Legal Services, shall immediately conduct an impartial investigation of the allegations. The Executive Director shall participate in the investigation when appropriate. All parties' testimony shall be held confidential during the investigation to the extent allowed by law and to the extent such confidentiality is consistent with the investigation. A fact finding shall be presented to the appropriate manager for determination of final action and disposition of the case. If the investigation finds any evidence of prohibited conduct, appropriate remedial actions will be taken.

11. Action.

- a. After completion of the investigation, potential responses, if harassment is found, may include letter of counseling, letter of reprimand, suspension with or without pay, transfer, demotion, or termination. The appropriate disciplinary action, if any, will be determined on a case-by-case basis according to the procedures set forth in [OP 02-07, Employee Disciplinary Actions and Complaint Procedures](#).
- b. If disciplinary action is taken, the employee may file an appeal or complaint pursuant to the procedures set forth in [OP 02-07](#).

12. Appeal. If the complainant is not satisfied with the outcome of the investigation, an appeal may be filed with TEA's Director of Organization Development. An appeal shall be filed within 10 working days after receiving notice of the conclusions of the investigation.

13. Compliance Oversight. The sexual harassment laws are enforced by the Equal Employment Opportunity Commission (EEOC) at the federal level and the Texas Workforce Commission, Civil Rights Division (TWCCRD) at the state level. Filing a complaint under this OP does not preclude an employee from filing a complaint with the EEOC or the TWC according to the established procedures and timelines of those agencies. Further information may be obtained from www.eeoc.gov or www.twc.state.tx.us.

OP 02-01 - DRUG-FREE WORKPLACE AND PREVENTION PROGRAM
Revised 4/2015

1. Purpose. To publish the policy and procedures concerning the establishment and maintenance of a drug-free workplace and prevention program by the Texas Council for Developmental Disabilities (TCDD). This operating procedure implements the Drug-Free Workplace Act of 1988, Section 5145 of the Drug-Free Schools and Communities Act of 1986, as amended; provisions of 34 CFR Parts 85 and 86, and the Texas Workers' Compensation Law, Vernon's Texas Code Annotated (1996), Labor Code, Section 411.091.
2. Scope. This policy and procedure apply to all employees of TCDD.
3. Responsibility. The Director of Operations is responsible for this procedure.
4. General. TCDD has a responsibility to its employees, to those who use its services, and to the general public to ensure a safe and productive work environment. As part of this responsibility, TCDD must ensure a work environment that is free from the effects of the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (including alcohol, inhalants, and illicit drugs) on the premises of TCDD or as part of any of its activities, on the premises of any of its facilities, or while on duty representing TCDD.
5. Nondiscrimination. TCDD shall comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for selection, appointment, training, promotion, retention, or any other covered personnel action, nor be denied any benefits or participation in any educational programs or activities which it operates, on the grounds of race, religion, color, national origin, sex, disability, age, or veteran status (except where age and sex constitutes a bona fide occupational qualification necessary for proper and efficient administration).
5. Prohibition. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (including alcohol, inhalants, and illicit drugs) is prohibited on the premises of TCDD or as part of any of its activities, on the premises of any of its facilities (leased or owned), or while on duty representing the Council. A controlled substance is a substance listed on Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1300.11 through 1300.15 (including alcohol, inhalants, and illicit drugs in accordance with the provisions of 34 CFR Part 86). A copy of TCDD's drug-free workplace policy and procedure shall be provided to each employee.
6. Employee Responsibilities.
 - a. Each employee of TCDD shall abide by the prohibition on the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (including alcohol, inhalants, and illicit drugs) on the premises of TCDD or as part of any of its activities, on the premises of any of its facilities, or while on duty representing the Council, as a condition of employment by TCDD.
 - b. Each employee shall notify his or her immediate supervisor within five days after receiving a criminal drug statute conviction for a violation occurring on the premises of TCDD or as part of any of its activities, on the premises of any of its facilities, or while on duty representing TCDD.
7. Federal Notification. TCDD shall, within 10 days after receiving notice from an employee pursuant to Section 7(b) of this procedure, or otherwise receiving actual notice of such a conviction, notify the appropriate federal agency of such conviction, as required by Public Law 100-690, Title V, Subtitle D.

8. Treatment Programs. An employee with personal problems relating to the use of a controlled substance (including alcohol, inhalants, and illicit drugs) is encouraged to seek assistance through treatment programs that may be available through TEA's Employee Assistance Program or employee's health insurance coverage (contact the Human Resources Division). An employee who violates TCDD's prohibition on the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (including alcohol, inhalants, and illicit drugs) on the premises of TCDD or as part of any of its activities, on the premises of any of its facilities, or while on duty representing TCDD may be required to participate in such treatment programs as a condition of continued employment by TCDD.

9. Personnel Actions. An employee who violates TCDD's prohibition on the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (including alcohol, inhalants, and illicit drugs) on the premises of TCDD or as part of any of its activities, on the premises of any of its facilities, or while on duty representing TCDD shall be subject to disciplinary action pursuant of [OP 02-07, Employee Disciplinary Actions and Complaint Procedures](#). Such corrective disciplinary action may include suspension, salary reduction, demotion, and dismissal. Disciplinary sanctions (consistent with local, state, and federal law), up to and including termination of employment and referral for prosecution, will be imposed within 30 days on employees who violate the provisions of this policy and procedure.

Roger A. Webb 
Digital Signature: Roger A. Webb
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Developmental Disabilities, ou=
Operations, email=ra.webb@tccd.gov, ou=US
Date: 2015.04.27 15:05:54 -0500

TCDD Executive Director

April 27, 2015
Effective Date