

Bethany for Children & Families

Policy Title
Personnel Policy Manual

Operations Manual
102.01

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Section I: Introduction		
Receipt and Acknowledgment		2
1.1	Welcome	3
1.2	Mission Statement	4
1.3	Vision Statement	4
1.4	Values Statement	4
1.5	Governance System	4
1.6	Disclaimer	4
Section II: About Your Workplace		
2.1	Affirmative Action and Equal Employment Opportunity	5
2.2	Drug Free Workplace	6
2.3	Non-Harassment Policy	6
2.4	Disability Accommodation	7
2.5	Disease Control Policies	8
2.6	Human Resources Bulletin Boards	13
2.7	Guidelines for Office and Field Attire	13
2.8	Company Property Policy	15
2.9	Grievance Procedure	16
2.10	Confidentiality Policy	16
2.11	Work Eligibility Policy	16
2.12	Smoke Free Policy	17
2.13	Solicitation Policy	17
2.14	Standards of Conduct	17
2.15	Nepotism Policy	18
2.16	Reporting Suspected Child Abuse or Neglect	18
2.17	Policy for Gifts, Gratuities, and Honorariums	18
2.18	Conflicts of Interest	18
2.19	Transporting Clients	18
2.20	Medical Examinations	20
2.21	Background Checks	21
2.22	Identification Cards	21
2.23	Private Practice and Secondary Employment of Agency Staff	21
2.24	Critical Incident Report and Crisis Communication	21
2.25	Use of Social Media	22
2.26	Weapons	24

Section III: Job Obligations		
3.1	Attendance and Punctuality	24
3.2	Employment Classification	24
3.3	Hours of Employment	25
3.4	Inclement Weather	25
3.5	Training Period	26
3.6	Orientation	26
3.7	Overtime	26
3.8	Payroll Deductions	26
3.9	Payroll System	26
3.10	Performance Appraisals	26
3.11	Personnel Records	27
3.12	Promotion and Transfer	27
3.13	Salary Adjustment	28
3.14	Time Cards and Wage Guidelines	28
Section IV: Benefits		
4.1	Group Insurance Plans	29
4.2	Retirement Income Plan	29
4.3	Section 125 Plan (Pre-Tax Deductions)	29
4.4	Paid Leaves of Absence	29
4.5	Other Leaves of Absence	31
4.6	Social Security Benefits	36
4.7	Unemployment Compensation	36
4.8	Worker's Compensation	36
4.9	Liability Insurance	36
4.10	Bonding	36
4.11	Staff Development	36
4.12	Continuous Service Bonus	38
Section V: Termination of Employment		
5.1	Voluntary Termination of Employment	38
5.2	Involuntary Termination of Employment	38
5.3	Termination Interview	38
Section VI: Job-Related Expenses		
6.1	Automobile Insurance	38
6.2	Personal Auto for Business Use	39
6.3	Car Rentals	39
6.4	Credit Cards	39
6.5	Conference Registration	39
6.6	Incidental Expenses	39
6.7	Employee Expense Reimbursement	39
6.8	Petty Cash	40



RECEIPT AND ACKNOWLEDGMENT

I acknowledge receipt of the Bethany for Children & Families' Personnel Manual. I agree to familiarize myself with the information in the manual and to observe the procedures set forth herein.

I understand that the contents of the manual do not form a contract between Bethany for Children & Families and me, but are only intended as a general statement of current Bethany policies. I also understand that Bethany may change, rescind, or add to any procedures, benefits, or practices described in the manual from time to time in its sole discretion, with or without prior notice to any employee, and that all changes or modifications shall be made in writing.

I further acknowledge that I have received a current copy of the written non-harrasment policy within this handbook.

I further understand that I have the right to terminate my employment at any time and for any reason and that Bethany has the right to terminate my employment at any time and for any reason. I acknowledge that no agreement contrary to the foregoing has been made with me by any person. Finally, I understand and agree that no person other than the President/CEO of Bethany has the authority to enter into any agreement for a specified term of employment, and that any such agreement must be in writing, signed by both the President/CEO or his/her designee and me in order to be effective.

Finally, I am aware that due to the unique nature of some agency positions and to better match the functioning of those positions, sections of this manual may be amended through a memorandum of understanding between Bethany for Children & Families and an employee.

Employee's Signature _____ Date _____

Acknowledgement of Hepatitis B Vaccination Policy

I have read the Hepatitis B Vaccination Policy and understand that I have the option of receiving a series of three vaccinations against Hepatitis B completed by my physician at no cost to me. I will need to pay the co-pay for each office visit, but understand that I can submit verification of this with proper supervisor authorization to the business office for reimbursement. I also understand that I have the option of foregoing the vaccination at this time.

Yes, I would like to be vaccinated against Hepatitis B and will submit the documentation for my medical file in the personnel office.

No, I would not like to be vaccinated against Hepatitis B at this time.

Employee's Signature _____ Date _____



SECTION I

INTRODUCTION

Welcome to employment with Bethany for Children & Families! The mission of this organization is to “keep children safe, strengthen families, and build healthy communities.” These are not just words that grace agency publications, but they are a vision that guides our every day. We champion the cause of prevention and early intervention. We confront such illusive foes as domestic violence, child abuse, poverty, indifference, ignorance, neglect, financial illiteracy, and a growing lack of resources for families living too close to the edge.

This is the same vision and work that a small band of neighbors committed themselves to in 1899 when Bethany was formed. They took in children, helped families in distress, and created a mission that was united in its purpose to care for the discarded, the abandoned, the abused, and the neglected. *Each child, every family, our community* – this is what matters. And this is the work of Bethany.

I ask that you read and become familiar with the contents of this Personnel Manual. I hope that you find it helpful; it contains valuable information about the policies, benefits, procedures, and opportunities available to guide and assist you in performing to the best of your abilities as one of Bethany's employees.

This manual is designed to serve you and keep you informed of relevant facts about your employment. While the policies and procedures outlined in this manual should give you answers to most of the general questions, it cannot cover every situation that might arise. If you have questions about these guidelines or need further information about any subject, please consult with your supervisor or the Human Resources Office.

Please understand that this manual does not constitute a contract for employment with Bethany for Children & Families, either expressed or implied, and the agency reserves the right at any time to change, delete, or add any provisions in its sole discretion without notice. No one other than the President/CEO or Board of Directors may alter or modify any of the policies in this manual. No statement or promise by a supervisor or manager may be interpreted as a change in the policy, nor does it constitute an agreement with an employee.

I hope that your employment with Bethany for Children & Families is both fulfilling and rewarding as together we serve the children and families of the Quad Cities community.

Dr. William Steinhauser, LMSW, LCWSE
President/CEO

1.2 Mission Statement

The mission of Bethany for Children & Families is to keep children safe, to strengthen families, and to build healthy communities.

1.3 Vision Statement

Bethany for Children and Families will respond to the critical needs of Quad City area youth and families. The agency will provide quality services, contribute to innovative community collaborations, and lead in resolving community problems impacting families and children.

1.4 Values Statement

Commitment: We are dedicated to meeting the needs of children and families.

Compassion: We care for children and families with compassion.

Family: We provide resources to strengthen families in all of their diverse forms.

Community: We serve the community, and we rely on its support.

Empowerment: We measure ourselves by the success of our constituents.

Integrity: We act with respect for the integrity of our mission and these values.

1.5 Governance System

A voluntary Board of Directors whose purpose is to ensure the long-term viability of the organization governs Bethany for Children & Families. The Board of Directors establishes and monitors policies. The Board oversees the financial well-being of the organization, acts as a fund developer and public relations resource, sets the direction and strategic plan of the organization, and hires and evaluates the President/CEO. The President/CEO, in turn, executes policy and is responsible for the prudent and creative operation of the agency. In this role, the President/CEO exercises leadership resulting in the effective and efficient use of board members and staff. Even though ultimate responsibility rests with the President/CEO, we believe in the inherent value of maximizing the potential of each individual. The operating structure of Bethany for Children & Families will include input from all levels of staff. While the need for a strong central administration is recognized, all staff members will be encouraged to participate in decision-making, and their contributions will be recognized.

1.6 Disclaimer

No policy or provision in this manual is intended to create a contract binding the employee or the employer to an agreement of employment for a specific period of time. A worker's employment can be terminated by either the employee or the employer at any time, for any reason, with or without notice. No representative or agent of the employer, other than the President/CEO, can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term to be effective. Any agreement altering the terms and provisions of this manual must be in writing and approved by the agency's Board of Directors.

SECTION II

ABOUT YOUR WORKPLACE

2.1 Affirmative Action and Equal Employment Opportunity

Bethany is committed to providing equal employment opportunity for all persons regardless of race, color, religion, gender, gender identity, sexual orientation, age, marital status, national origin, citizenship status, disability, or veteran status.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment.

Bethany complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. Bethany considers harassment in all forms to be a serious offense.

Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to their supervisor, HR representative, or the President/CEO. Complaints are investigated immediately and handled as confidentially as possible. Bethany ensures that employees following this grievance procedure are protected against illegal retaliation.

Any reported violations of EEO law or this policy are investigated. Supervisors or employees found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, including possible termination of employment.

Communication of Policy

To ensure a good understanding and a good faith commitment to meeting agency objectives, this policy will be communicated in the following ways:

1. This policy will be communicated to all employees, contractors, supervisors, managers, executives, and board members within and outside the organization.
2. A copy of this document will be given to everyone engaged in recruitment, hiring, placement, training, and promotion of employees.
3. Notices required by the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance, and state and city human rights agencies will be displayed permanently and conspicuously in all work sites.

Implementation of Policy

This affirmative action program will be implemented in all Bethany for Children & Families' offices. Implementation is the responsibility of the supervisory as well as non-supervisory staff.

Complaint Procedure

Employees who have been subject to prohibited discrimination or harassment should immediately report the incident to their supervisor or a Human Resource Department representative. Complaints are investigated immediately and handled as confidentially as possible. The employer ensures that employees following this complaint procedure are protected against illegal retaliation.

Any reported violations of EEO law or this policy are investigated in accordance with the Grievance Procedure stated in the Personnel Manual.

Supervisors or employees found to have engaged in discriminatory conduct or harassment are subject to immediate disciplinary action, including possible termination of employment.

Bethany for Children & Families' Commitment

Underlying the role and mission of Bethany for Children & Families is a firm belief in the dignity of all people. This program actively affirms our commitment of equal opportunities for applicants and employees at all levels, without regard to race, color, gender, sexual preference, national origin, religion, age, disability, or veteran status.

For affirmative action to succeed, it requires everyone to work together and individually to make it happen. We pledge our full effort in this commitment.

2.2 Drug-Free Workplace

Bethany is committed to providing its employees with a drug-free work environment and expects employees to report to their jobs fit for work.

Bethany will not tolerate any employee being under the influence of drugs or alcohol during work time or while conducting Bethany business. Drugs and alcohol are not to be brought into the workplace nor sold or given to another individual at the workplace.

Please refer to Bethany's Iowa Policy on Alcohol And Drug Free Workplace, available in the Human Resources Office.

The agency strongly urges employees to seek treatment for alcohol and drug abuse before the problem affects judgment, performance, or behavior.

2.3 Non-Harassment Policy

Bethany is committed to providing a professional work environment that maintains employee equality, dignity, and respect. In keeping with this commitment, Bethany strictly prohibits discriminatory practices, including sexual or other forms of harassment. Any such harassment whether verbal, non-verbal or physical is unacceptable and will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment is illegal under federal, state, and local laws. The Equal Employment Opportunity Commission defines sexual harassment as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment.

CONDUCT CONSTITUTING SEXUAL HARASSMENT

Sexual harassment can take many forms, including but not limited to these examples:

Verbal sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, sexual advances or propositions, insults, or threats;

Non-verbal leering, whistling, suggestive or insulting looks, sounds, gestures, pictures, cartoons, offensive written notes, or calendars; or

Physical intentional touching of the body (e.g., brushing, patting, pinching), kissing, inappropriate display of body parts, or coerced acts of a sexual nature.

Any employee who experiences and/or observes the actions or words of another employee and believes that those actions or words constitute harassment is advised to:

- Tell the person doing the harassment, that the behavior is unwelcome or offensive, explaining how it made you feel and/or how it has affected your work.
- If the problem continues despite these efforts or on the first occasion if the employees so desire, the employee has the responsibility to report or make a complaint as soon as possible to the appropriate supervisor or the President/CEO. See Complainant Procedure detailed below.

HARASSMENT

Harassment on the basis of any other protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her race,

color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

- Epithets, slurs or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Degrading jokes; and
- Written or graphic material that degrades or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

RETALIATION IS PROHIBITED

Bethany encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Bethany to investigate such reports. Bethany prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

COMPLAINT PROCEDURE

Any employee who has a workplace harassment or related retaliation complaint against a supervisor, coworker, board member, executive, visitor, client, vendor or other person or has observed such conduct must bring the problem to Bethany's attention. Bethany accepts both verbal and written complaints. If you believe that you have been harassed, you should immediately report the incident to your supervisor or the President/CEO. Bethany will immediately and thoroughly investigate the complaint in a professional manner.

Bethany will notify you of the decision or of the status of the investigation within a reasonable time from the time you report the incident. Bethany will not discriminate or retaliate against any individual who files a good faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, Bethany will swiftly pursue appropriate corrective and/or disciplinary action. Bethany also will take disciplinary action, including discharge, against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.

Bethany shall conduct all investigations confidentially to the extent practicable and appropriate to protect the privacy of the persons involved. Investigation may include interviews with the parties involved in the incident and, if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. Only those who have an immediate need to know -- including the investigators, the alleged target of the harassment or retaliation, the alleged harassers or retaliators, and any witnesses -- may find out the identity of the complainant when necessary.

POLICY APPLICATION AND ENFORCEMENT

This policy applies to all employees, supervisors, independent contractors, board members, executives and other staff, whether related to conduct engaged in by fellow employees, supervisors, independent contractors, board members, executives and other staff or someone who is not directly related to Bethany, such as a vendor, consultant, client, or other Bethany contact. All supervisors have the duty of ensuring that no individual or employee is subjected to sexual or other harassment, and of maintaining a workplace free of harassment. Supervisors shall discuss this policy with employees and assure them that they are not required to endure any acts of harassment.

Bethany will make every reasonable effort to ensure that all employees are familiar with this policy and are aware that Bethany will investigate and appropriately resolve each complaint it receives. Bethany encourages reporting any perceived incident of sexual or other harassment, regardless of the position of the alleged offender. Bethany also encourages you to contact your supervisor regarding any questions or concerns you may have regarding this policy. Bethany will take all steps necessary to enforce its policy prohibiting harassment.

2.4 Disability Accommodation

Bethany is committed to provide a workplace free from discrimination. In accordance with the Americans with Disabilities Act and state law, Bethany does not discriminate against any employees or applicants on the basis of

disability. This includes, but is not limited to, discrimination with respect to hiring, promoting, discharging, compensating, benefits, training, and all other aspects of employment. Bethany also prohibits any discrimination against an employee because the worker has a family member with a disability.

Under such laws, Bethany has an obligation to provide reasonable accommodation to qualified applicants and employees who are qualified to perform the essential functions of the job. A reasonable accommodation is one that assists the employee in the performance of the job and does not place an undue hardship on Bethany or its operations. Such accommodation must be considered on a case-by-case basis.

Complaints

Any applicant or employee who believes that there has been a violation of Bethany's policy or any applicable law relating to accommodating a person with a disability should immediately contact his/her supervisor or the Human Resource Department. All complaints are promptly investigated. All individuals are expected to cooperate with an investigation. The information obtained in the course of an investigation is held in confidence and is only disclosed to individuals who have a need for the information.

Requests

Requests for accommodation may be made by completing a Request for Reasonable Accommodation form, available in the Human Resources office.

2.5 Disease Control Policies

A. Contagious Disease

Bethany for Children & Families does not discriminate against applicants, employees, or clients because they have, or are believed to have, a contagious disease. Bethany's policy is to treat contagious diseases, including HIV/AIDS, like any other serious illness or disability under these guidelines:

- An employee who has a contagious disease or who has been exposed to a contagious disease will be allowed to continue active employment if certified by a medical physician as able to work without endangering the health and safety of fellow employees or clients. Bethany for Children & Families may request independent verification of ability to work at the agency's expense.
- Reasonable accommodations will be provided for employees and applicants for employment with contagious diseases that do not pose a threat to the health or safety of the other employees at Bethany.
- Safety precautions will be adopted as appropriate to the nature of the employee's job and illness.
- The fact and nature of the employee's illness will be kept confidential except that 1) supervisory personnel may be informed regarding restrictions on the duties of persons with a contagious disease and regarding necessary accommodations, 2) government officials investigating compliance with state and federal law may be informed.
- Employees required to provide services to a client who has a contagious disease will be informed of the nature and severity of such a disease, and of necessary precautions required when such information is known.
- All employees are responsible for taking reasonable precautions to protect themselves and others against contagious disease.
- An employee refusing to provide service to an individual or individuals having or believed to have HIV/AIDS will be counseled and educated regarding transmission of HIV/AIDS. Further refusal may result in disciplinary action.

B. Tuberculosis Screening

If there is reason to suspect the presence of tuberculosis, Bethany for Children & Families requires an employee occupying one of the following positions to receive or show evidence that he/she has been screened within the last 30 days and is free from tuberculosis in a communicable form.

- President/CEO;
- Division Directors;
- Program Supervisors;
- Supervisors;
- Case Managers/Child Welfare Specialists;
- Program Coordinators;
- Skill Development Specialists;
- Case Aides; and
- Case Management Assistants

Evidence submitted shall include the type of test administered and the results. The test screen documentation must be signed by the physician, the physician's designee, or an official of a local health department. This documentation

will be kept in the employee's confidential personnel file.

If an employee is exposed to tuberculosis or develops chronic tubercular symptoms of four or more week's duration, he/she is required to have another screening within 30 days of exposure or development.

C. Blood borne Pathogens

It is the policy of Bethany for Children & Families that all employees in job categories where there is potential exposure will be trained in the proper handling of blood borne pathogens during the orientation and training period.

The Personnel Manager will review the OSHA standards each year.

All employees are to follow universal precautions when there is any direct exposure to a client's body fluids. Gloves, masks, and other safety equipment will be made available to all employees rendering direct care.

Any direct exposure to a client's body fluid should be reported immediately to a supervisor who will direct the use of protective equipment and appropriate clean-up.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

INTRODUCTION

The OSHA/VOSH 1910.1030 Blood borne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) are the greatest concern.

Exposure to blood borne pathogens may occur in many ways. Although needle stick injuries are the most common means of exposure, blood borne pathogens also can be transmitted when infected body fluids are exposed to mucous membranes and non-intact skin of workers.

Occupational transmission of HBV occurs much more often than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the lethal nature of HIV requires that all possible measures be used to prevent exposure of workers.

Bethany for Children & Families has established this exposure control plan in order to minimize and to prevent, when possible, the exposure of our employees to disease-causing microorganisms transmitted through human blood, and as a means of complying with the Blood borne Pathogens Standard. All employees who are exposed to blood and other potentially infectious materials as a part of their job duties are included in this program. (See Exposure Determination for a discussion of job categories and tasks that have been identified as having exposure.) This plan will be reviewed at least annually and updated as necessary by the Human Resource Manager. Copies of this plan are available in the personnel manual and in the program procedures manual.

Basic components of this exposure control plan include:

- Exposure Determination
- Methods of Compliance
- Hepatitis B Vaccination Policy
- Procedures for Evaluation and Follow-up of Exposure Incidents
- Employee Training
- Record Keeping Procedures

EXPOSURE DETERMINATION

All job categories in which it is reasonable to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (listed below) will be included in this exposure control plan. Exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment).

Other Potentially Infectious Materials (OPIM)

1. Body Fluids:

- semen;
- vaginal secretion;
- cerebrospinal (fluid around the brain and spinal cord);

- pleural (fluid found in the space surrounding the lungs);
- pericardial (fluid around the heart);
- synovial (fluid secreted by membranes in joint cavities, sheaths of tendons, and bursae);
- peritoneal (fluid from the serous membrane that lines the walls of the abdominal cavity);
- amniotic (fluid from the membranous sac that encloses the embryo or fetus);
- any body fluid visibly contaminated with blood;
- saliva in dental procedures.

2. Any unfixed tissue or organ from a human, (e.g., fingertip, earlobe).

Employee Exposure List

All employees in the job categories listed here are considered susceptible to exposure and are included in the plan:

- President/CEO;
- Division Directors;
- Program Supervisors;
- Supervisors;
- Case Managers/Child Welfare Specialists;
- Program Coordinators;
- Skill Development Specialists;
- Case Aides;
- Case Management Assistants.

METHODS OF COMPLIANCE

Universal Precautions

All blood or other potentially infectious materials shall be handled as if contaminated by a blood borne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and Work Practice Controls

Controls shall be used to eliminate or minimize employee exposure. Engineering controls reduce employee exposure in the workplace by either removing or isolating the hazard or isolating the worker from exposure. Work practice controls alter the manner in which a task is performed.

The following engineering controls will be utilized:

- Control kits will be made available to all staff and placed in accessible locations throughout the Bethany programs. The kits will contain: a) protective gloves; b) disinfectant; and c) appropriate physical coverings.
- Disposal of all contaminated material and coverings shall be done in bags or other receptacles labeled as BIOHAZARD or that contain the biological hazard symbol.

The following work practice controls will be utilized:

Hand washing is a primary infection control measure that is protective of both the employee and the client. Appropriate hand washing must be diligently practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment.

When other skin or mucous membranes are exposed to blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible.

Personal Protective Equipment

Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. All personal protective equipment shall be provided.

Gloves shall be worn when it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin. The following circumstances always require the use of gloves:

- Performing diaper changes on infants and young children.
- Performing simple first-aid procedures.
- Changing linens or handling clothing which has been exposed to bodily fluids.

- Cleaning surfaces exposed to bodily fluids.

Appropriate protective body coverings shall be worn when occupational exposure is anticipated. The type and characteristics will depend upon the task and degree of exposure anticipated.

Precautions for Safely Handling and Using Personal Protective Equipment

Remove protective equipment before leaving the work area and after a garment becomes contaminated.

Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.

Never wash or decontaminate disposable gloves for re-use.

Utility gloves may be decontaminated for re-use if their integrity is not compromised. Discard utility gloves when they show signs of cracking, peeling, tearing, puncturing, or deteriorating.

Housekeeping

Cleaning Surfaces Exposed to Bodily Fluids: Clean contaminated surface with appropriate disinfectant immediately or as soon as feasible after any spill of blood or OPIM. The disinfectant should be a solution of freshly prepared bleach and water 1:10 to clean any area soiled with blood; use gloves and apron for this clean up.

Broken Glass: Always use mechanical means such as tongs or a brush and dust pan to pick up contaminated broken glass. NEVER pick up broken glass with hands, even if gloves are worn.

Laundry: Handle contaminated laundry as little as possible and with a minimum of agitation. Appropriate personal protective equipment should be worn when handling contaminated laundry. All contaminated laundry should be bagged at its location of use and placed in leak proof, labeled, and/or color-coded containers before transportation. Never sort or rinse contaminated laundry in areas of its use.

Receptacles: Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails, and cans that have a likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.

Special Sharps Precaution

Employees should use extra precaution if handling needles or other sharps. All sharps must be disposed of in approved rigid sharps containers.

Disposal of Contaminated Material

Disposal of all contaminated materials shall be double bagged and placed in an agency refuse container that is in a secured location (one not available to the public or clientele).

HEPATITIS B VACCINATION POLICY

General Statement of Policy

All employees who have been identified as having exposure to Blood borne Pathogens (see Exposure Determination) will be offered the hepatitis B vaccination series at no cost to them. In addition, these employees will be offered post-exposure evaluation and follow-up at no cost should they experience an exposure incident on the job.

All medical evaluations and procedures including the hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and place. This medical care will be performed by or under the supervision of a licensed physician, physician's assistant, or nurse practitioner. Medical care and vaccination series will be according to the most current recommendations of the U.S. Public Health Service. A copy of the Blood borne Pathogens Standard will be provided to the health care professional responsible for the employee's Hepatitis B vaccination.

Hepatitis B Vaccination

The vaccination is a series of three injections. The second injection is given one month from the initial injection. The final dose is given six months from the initial dose. At this time, a routine booster dose is not recommended.

However, if the U. S. Public Health Service at some future date recommends a booster, it will also be made available to exposed employees at no cost.

The vaccination will be made available to employees after they have attended training on blood borne pathogens and within 10 working days of initial assignment to a job category with exposure. The vaccination series will not be made available to employees who have previously received the complete hepatitis B vaccination series; to any employee who has immunity as demonstrated through antibody testing; or to any employee from whom the vaccine is medically contraindicated.

Any exposed employee who chooses not to take the Hepatitis B vaccination will be required to sign a declination statement. However, if an employee initially declines the vaccination but later, while still covered under the policy, decides to accept the vaccination, the vaccination will be made available at that time.

PROCEDURES FOR EVALUATION AND FOLLOW-UP OF EXPOSURE INCIDENTS

An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Immediate post-exposure medical evaluation and follow-up will be made available for employees who have had an exposure incident. The evaluation and follow-up will include the following:

- Documentation of the routes of exposure and how exposure occurred.
- Identification and documentation of the source individual, unless identification is infeasible or prohibited by state or local law.
- Obtaining consent and testing the source individual's blood as soon as possible to determine HIV and HBV infectivity and documentation of the source individual's blood test results. If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
- Providing the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
- After obtaining consent, collecting the exposed employee's blood as soon as feasible after the exposure incident and test blood for HIV and HBV serological status. If the employee does not give consent for HIV serological testing during the collection of blood for base-line testing, the base-line blood sample will be preserved for ninety (90) days. If during this time the exposed employee elects to have the baseline blood sample tested, testing shall be done as soon as feasible.
- Providing HIV and HBV serological testing, counseling, and safe and effective post-exposure prophylaxis following the current recommendations of the U.S. Public Health Service.
- Within fifteen (15) days after evaluation of the exposed employee, providing the employee with a copy of the health care professional's written opinion. The opinion will be limited to whether the Hepatitis B vaccine is indicated, if it has been received, and whether the employee has been informed of the results of the medical evaluation and of any medical conditions *resulting from the exposure incident* that may require further evaluation and treatment. Any and all other diagnosis will remain confidential and will not be included in the written report.
- The health care professional evaluating the employee after the exposure incident will be given: a description of the employee's job duties relevant to the exposure incident; documentation of the routes of exposure; the circumstances of exposure; the results of the source individual's blood tests (if available); all relevant employee medical records (including vaccination status).

EMPLOYEE TRAINING

Employees will be informed of hazards through a training program. The training approach will be tailored to the educational level, literacy, and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer. The Personnel Manager is responsible for arranging training. The following content will be included:

- a) explanation of the Blood borne Pathogens standard;
- b) general explanation of the epidemiology, modes of transmission, and symptoms of blood borne diseases;
- c) explanation of this exposure control plan and how it will be implemented;
- d) procedures which may expose employees to blood or other potentially infectious materials;
- e) control methods that will be used at each agency facility to prevent/reduce the risk of exposure to blood or other potentially infectious materials;
- f) explanation of the basis for selection of personal protective equipment;
- g) information on the Hepatitis B vaccination program including the benefits and safety of vaccination;
- h) information on procedures to use in an emergency involving blood or other potentially infectious materials;
- i) what procedure to follow if an exposure incident occurs;
- j) explanation of post-exposure evaluation and follow-up procedures;
- k) an explanation of warning labels and/or color-coding.

RECORD KEEPING PROCEDURES

Procedures are in place for maintaining both medical and training records. If Bethany for Children & Families should cease business, and there is no successor employer to receive and retain the records for the prescribed period, then the Director of the National Institute for Occupational Safety and Health (NIOSH) will be notified at least three months prior to the disposal of records. The records will be transmitted to NIOSH, if required by the Director, within the three-month period.

Medical Record Keeping

A medical record will be established and maintained for each employee with exposure. The record shall be maintained for the duration of employment plus 30 years in accordance with 29 CFS 1910.20. The person responsible for maintaining these medical records will be the Human Resources Office at Bethany for Children & Families.

The record should include the following:

- Name and social security number of the employee;
- A copy of the employee's Hepatitis B vaccination status with dates of Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- A copy of examination results, medical testing, and post-exposure evaluations and any follow-up procedures;
- A copy of the health care professional's written opinion;
- A copy of the information provided to the health care professional who evaluates the employee for suitability to receive Hepatitis B vaccination prophylactically and/or after an exposure incident.

Confidentiality of Medical Records

The medical records will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation. Employee medical records required under 1910.1030 shall be provided upon request for examination and copying to the subject employee.

Training Records

Training records shall be maintained for three years from the date on which the training occurred. Training records will be made available to employees or employee representatives upon request.

The following information shall be included:

- Dates of training sessions;
- Contents or a summary of the training sessions;
- Names and qualifications of trainer(s); and
- Names and job titles of all persons attending.

2.6 Human Resources Bulletin Boards

It is important for you to check the human resources bulletin boards periodically. The agency keeps you informed of vital information by notices that are posted on these boards.

All notices that are posted are official. Nothing should be posted on the human resources bulletin boards unless approved by the Human Resources Office.

2.7 Guidelines for Office and Field Attire

Bethany for Children & Families is a well-respected, professional agency, and our employees exemplify this through the image they portray with their appearance. It is important that Bethany employees maintain appropriate attire and grooming when interacting with others so as not to be intimidating or provocative to our clientele, as well as to address safety concerns. Common sense and professional identity should govern your choice of apparel for any given situation. Radical departures from conventional dress or personal grooming and hygiene standards are strongly discouraged. Due to the demographic nature of our clientele, contractors, and others with whom we do business, several scenarios dictate what employees are expected to wear.

The following guidelines should be observed concerning appropriate attire:

Specific Situations for Direct Service Staff and Their Supervisors

At administrative case reviews, staffings, and court: Clean, ironed, weather-appropriate, business-casual clothing. For men this should be a sport coat, slacks, and tie. For women, a dress, skirt and blouse, or dress slacks and blouse, and jacket/sweater are acceptable. Unacceptable attire for either gender would be jeans, shorts, t-shirts,

beach-wear type shoes, undergarments that show, and sexually suggestive articles of clothing.

At a meeting or presentation with any state, county, or municipal agency or business, school, or conference: Casual professional wear should be wrinkle-free and clean. For men, dress slacks, dress shirt, and sweater (depending on the weather); for women, a dress, dress slacks, or skirt with a blouse or sweater are appropriate. (Consult the supervisor of your program for expectation of wearing hose with a dress or skirt.) Both genders should wear comfortable footwear, but beach-wear type shoes are not acceptable. Unacceptable attire also includes skirts higher than the knees, workout clothing such as sweatpants and sweatshirts, t-shirts, and shirts with advertising or slang written on them. Clothing should not be frayed, torn, baggy, or tight, but should fit appropriately so as not to be distracting or provocative. Clothing should not expose the stomach or undergarment(s).

At a client's home: This is a situation that will vary depending on the home. Homes in which environmental neglect cases are an issue, workers may wear older clothes, sweatpants, and sweatshirts. This is due to the safety concerns associated with such homes. Otherwise, employees are expected to wear casual clothing that includes jeans, t-shirts, casual shirts, longer shorts, sweaters, and comfortable footwear. Again, due to safety concerns, beach-wear type shoes, including shoes that slip off easily, are not to be worn.

In an after-school program or field trip:

Recreational-type attire should be worn that include jeans, casual slacks, casual shirts, and sweatshirts without advertising or slang statements. Tennis shoes or other casual footwear may be worn, but that excludes beach-wear type shoes or shoes that slip off easily.

In the office: Relaxed wear that is in good condition and properly fitted is appropriate. Frayed, torn, or tattered clothing, sweatpants, t-shirts with advertising or slang, or sweatshirts with commercial advertising or slang should not be worn since the office is a professional work place. If leggings are worn, a mid-thigh length sweater or sweatshirt is necessary. Casual footwear can be worn in the office keeping in mind safety concerns associated with wearing different types of footwear.

Support Staff and Business Office

Clerical staff members are often the first contact that many clients, outside professionals, and other persons visiting Bethany sites have. Attention should be paid to the attire that is worn since it may form the first impression of this agency. Dresses, skirts and skorts (knee-length or longer), dress slacks, dress shirt or blouse, and comfortable footwear should be worn. Very casual attire should not be worn. Business office staff should wear casual, professional, dress clothes and shoes.

Safety Concerns for Bethany Staff Members

Bethany staff members who are direct services employees should not wear the following items that may cause harm either to themselves or a client (other Bethany staff members should be mindful of the safety concerns that are listed below when they choose their apparel):

- Earrings that dangle or have hoops (which can be pulled off the ear by a client);
- High-heeled shoes (making it difficult for an employee to run if necessary, as well as being a risk-management concern in the buildings);
- Shoes that can slip off easily; considered flip flops or clogs (again, making it difficult for an employee to run if necessary);
- Clothing or jewelry that can choke an individual, such as a necktie, necklace, scarf, or lanyard;
- Pendants or pins that are pointed (which could be used as weapons by a client);
- Fingernails that extend a quarter of an inch beyond the end of the fingernail (they can break back, be easily torn off, or scratch the eye of a client).

Sensitivity to Others

Sensitivity to clients, other staff members, and visitors who may have a medical conditions which heightens their sense of smell requires that caution be taken in applying the amount of perfume, cologne, lotion, or anything that gives off a scent.

Grooming

Hairstyles, make-up, and the grooming of beards and mustaches are left to the discretion of employees. However, an employee's personal grooming should contribute to an overall clean and neat appearance.

Jewelry, Body Piercing, Tattoos, and Hats

Jewelry and body piercing should be tastefully chosen and worn so as to reflect a professional appearance. Individuals with an excessive amount of jewelry or body piercing may be asked to remove some. Tattoos should not be visible if they are negative or controversial in any nature. In addition, due to the modeling nature of the work that the direct service staff members perform, hats, handkerchiefs worn on the head, and any other clothing that may have gang affiliation implications must not be worn.

By observing the above captioned guidelines, all Bethany employees can be assured that they will continue to represent the respectable and professional attitude with which our community regard us. When in doubt about what is acceptable attire under any of the above aforementioned guidelines, please consult the supervisor of your program.

2.8 Company Property Policy

Bethany for Children & Families expects that every employee will take pride in his/her work and in the use of company equipment and materials and other facilities that are used while working at Bethany for Children & Families.

Housekeeping

Lunch or coffee preparation areas are provided for the employee's convenience. Employees are asked to do their part in keeping these areas clean and neat.

Personal Belongings

Employees are responsible for the protection of any personal belongings brought into Bethany offices. Employees are advised not to bring anything of personal or monetary value into the workplace because there is no protection against damage or loss.

Facility Use

Bethany for Children & Families' facilities are mainly to be used for Bethany activities. If an outside request for the use of the facilities is made, it should be directed to the Vice President of Finance/CFO.

Bethany Supplies and Equipment

No agency supplies, equipment, facilities, or use of support staff time will be utilized to further one's private practice or personal business without the consent of the employee's immediate supervisor.

Agency Vehicles

Bethany for Children & Families provides agency vehicles for employee use in conducting agency business. These vehicles are not to be used for personal business. Employees must be age 21 or over, possess a valid driver's license, and have a good driving record to use agency vehicles. All vehicles must be checked out through the supervisor or the responsible support staff coordinator. Keys and gas credit cards will be issued at the time of usage and must be returned to the issuing authority immediately upon return. All expenses and gas charge slips are to be turned into the Business Office at the conclusion of the trip. All parking tickets, speeding, or road fines are the responsibility of the employee. At the conclusion of the trip the vehicle should be cleaned out by the employee and any problems with the vehicle must be reported to the Business Office and supervisor so that repairs can be made. If the gas tank is less than half full at the time of return, it is the responsibility of the person using the vehicle to fill the tank before surrendering the vehicle.

Employees are expected to use extreme care when driving agency vehicles to ensure their own protection and that of clients. In the same vein, no texting or use of a cell phone while driving an agency vehicle is allowed with or without clients in the vehicle. Clients are strictly forbidden to drive an agency vehicle.

Communication and Information System Usage

Bethany for Children & Families maintains a communication and information system that facilitates services to clients, families, and communities. The purpose of the information system is to support and expedite services, streamline document preparation time and expense, collect data that assist in Quality Assurance and Utilization Review processes, automate and maintain financial records, and advance the strategic goals established by the Board of Directors.

All employees must abide by the General Usage and Appropriate Usage Policies outlined in the agency Management and Information Policy (111.01). The usage of any systems (including but not limited to facsimiles, computers, copy machines, cell phones, and telephones for non-agency business is strictly forbidden. Employees who violate the terms of the Management of Information Systems Policy are subject to disciplinary action up to and including termination of employment.

Keys

The agency will be responsible for issuing keys and/or proximity cards for the buildings and offices necessary for the fulfillment of the job role of each employee. These keys and/or proximity cards will be issued on the date of employment and must be turned in on or before the stated termination date of the employee's employment. If an issued agency key/proximity card is lost, stolen, or damaged, the employee should notify the agency Office Manager

as soon as possible. Please review policy 102.17 Key and/or Proximity Card Policy within the agency's Operation Manual located on the Moline server for further information.

Personal Telephone Calls

Personal telephone or cellular calls, including long distance calls, should be limited to emergency communications. The employee must reimburse the agency for the expense of a personal local or long distance call. Misuse or abuse of this personal calling privilege may result in disciplinary action.

2.9 Grievance Procedure

All employees have the right to file grievances or complaints arising out of an alleged violation of these personnel policies and procedures. Grievances must be lodged with the following procedures:

Grievances must be filed within five days of the alleged violation. Employees should first discuss complaints with their immediate supervisor. If the supervisor's response is not satisfactory, the employee may appeal the matter to the appropriate Division Director or Vice President. The appeal must be in writing. The Division Director or Vice President shall respond to the appeal in writing. If the employee is still not in agreement with the written response and desires to appeal further, he/she may request that the matter be referred to the President/CEO. The Division Director or Vice President will file a written statement to the President/CEO and attach a copy of the written statement from the aggrieved employee. The President/CEO will investigate the matter and respond. The decision of the President/CEO is final.

Please note that this policy may not be followed in certain situations. Annual evaluations and termination decisions are not subject to this grievance procedure.

2.10 Confidentiality Policy

Bethany for Children & Families requires all employees to adhere to a confidentiality policy. All employees are expected to keep information concerning clients confidential. Under no circumstances shall information be obtained or released without proper authorization or pursuant to state or federal law. The policy is intended to protect Bethany clients from unlawful disclosure of confidential information it has acquired concerning its clients. Under this plan, Bethany conforms its policies and procedures to the existing laws in both Illinois and Iowa pertaining to the following:

1. Confidential information and disclosures to licensed social workers, confidential information and disclosures to therapists.
2. Under applicable mental health laws, particularly the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110) and Chapter 2 of the Mental Health and Developmental Disabilities Code.
3. The confidentiality of records and communications under the Adoptions Act.
4. The confidentiality requirements pertaining to information and communication with child placing agencies.
5. Other applicable federal statutes and regulations related to the confidentiality of patient records concerning alcohol and drug abuse treatment.

The applicable statutory provisions, strictly followed by Bethany for Children & Families, clearly describe the client communications, information, and records that are not subject to disclosure, along with the reasons for their confidentiality. The statutes also provide specific exceptions to the confidentiality requirements, such as in the case of an appropriately executed consent to release such information to the court for an in-camera inspection to determine the admissibility of such records of communications in a pending legal action.

Staff members are responsible for informing themselves on all applicable laws pertaining to their area of responsibility.

Refer to program and administrative manuals for additional information regarding procedures and forms regarding issues of confidentiality.

2.11 Work Eligibility Policy

It is the policy of Bethany for Children & Families to employ only those persons who are legally eligible to work in the United States.

The Immigration Reform and Control Act of 1986 requires employers to verify the identity and work eligibility of all persons hired on or after November 6, 1986. All employees hired after November 6, 1986 are required to sign a verification form no later than the first date of employment. Employees must furnish both proof of identity (usually a driver's license or state identification card) and proof of eligibility to work in the United States (usually a social

security card or birth certificate) no later than three business days after the employee's hire date.

2.12 Smoke Free Policy

The states of Illinois and Iowa require of Bethany for Children & Families that all of its buildings are strictly non-smoking areas. Smoking in any of the agency facilities is prohibited. In addition, all vehicles that are the property of the agency are smoke free. This policy applies to staff, clients, and the general public.

2.13 Solicitation Policy

In order to continue to provide the best quality services for all concerned, solicitation or the distribution of literature or goods in the facilities of Bethany for Children & Families should not interfere with the delivery of these services. The following workplace rules apply to solicitation and distribution of literature or goods in the facilities of Bethany for Children & Families:

1. Employees of Bethany for Children & Families may distribute solicitation literature in employee mailboxes only.
2. Persons not employed by Bethany for Children & Families are prohibited from engaging in any solicitation or in the distribution of any material in any facility of Bethany for Children & Families for any purpose at any time.
3. As the sole exception to these rules, solicitation and distribution on behalf of United Way or Bethany for Children & Families itself may be permitted without restriction.

All activities in violation of the restrictions established in this policy shall be reported immediately to the Human Resources Office.

Nothing in this policy is intended, and shall not operate, to restrict any employee rights guaranteed by the National Labor Relations Act (NLRA) or any other federal, state, or local law.

2.14 Standards of Conduct

Bethany for Children & Families expects businesslike, professional conduct from its employees. In general, this means:

- Prompt and regular attendance;
- High standards of work quality and quantity;
- Compliance with safety rules;
- Not falsifying records, including time worked, misrepresenting reasons for absence or tardiness, or falsifying expense reimbursement reports; and
- Following the professional code of ethics established for their discipline.

The staff members of Bethany for Children & Families assume a great deal of responsibility for the promotion of growth and learning in our clients. An important aspect of this process involves the role modeling that each staff member provides to clients. Clients continuously observe the actions and interactions of staff. They learn to establish their own boundaries by observing the boundaries staff maintain. Respectful treatment of others is learned by watching staff engage in respectful interactions with other staff and clients. Conscious of this responsibility, the following guidelines, which is not all inclusive, related to professionalism and appropriate boundaries have been established for each member of the staff.

- Staff members are not to engage in inappropriate self-disclosure with clients. Examples of inappropriate disclosure include, but are not limited to sharing personal residence or phone number (unless required by contract), personal/family history or issues, lifestyle information, etc.
- Involvement in behaviors that can be perceived as favoritism or preferential treatment of particular clients is to be avoided. No personal gifts are to be purchased for individual clients by staff members. Gifts from clients to staff members are limited to handmade items or inexpensive items that have been pre-approved by a supervisor.
- Verbal or emotional abuse of clients or co-workers is unacceptable.
- Verbal respect is to be consistently demonstrated towards clients and fellow staff members at all times.
- Disagreements between staff members are never to occur in the presence of clients.
- Staff shall not discuss clients or their families while in the presence of other clients.
- Any form of physical abuse or physical punishment of clients is not tolerated under any circumstances. Physical abuse includes, but is not limited to hitting, slapping, shoving, or harmfully grabbing a client. Physically punitive measures include requiring a resident to maintain an uncomfortable position over a period of time or requiring repetitive physical movements.
- Staff members are never to allow clients to administer disciplinary measures towards other clients or knowingly allow the physical abuse of clients by clients.
- Sexual contact of any kind between staff and clients is prohibited. Involvement in sexual activity with a client by a staff member will result in immediate termination and may involve legal prosecution.
- Insubordination and/or failure or refusal to follow the instructions of a supervisor, including refusal to accept a

job assignment or direction is unacceptable.

Any employee violating this policy will face disciplinary action. The basic purpose of disciplinary action is to provide correction and help the employee improve their performance, unless the offense is of such a nature that the employment relationship should not be continued.

Dating Policy

Relationships among staff should remain professional and respectful. Sexual involvement between an employee and a supervisor to whom he/she reports directly or indirectly is not allowed. Development of intimate relationships among staff on the same treatment team is strongly discouraged since it may negatively influence team functioning and/or the treatment milieu. In some situations, it may be necessary for one of the involved employees or his/her supervisor to initiate a transfer to another program or be supervised by another supervisor.

2.15 Nepotism Policy

No staff member may be employed if he/she is related to governing board members, administrative, or supervisory staff who directly influence their work schedule, routine, or personnel practice and policy concerning their employment. No person shall be recruited or employed because of kinship to the board, consultant, or staff members.

2.16 Reporting Suspected Child Abuse or Neglect

Bethany for Children & Families considers all employees mandatory reporters of child abuse and neglect. Any employee who, in the course of his/her employment, learns of or has reason to suspect that a child has been abused or neglected (i.e., suffered physical, emotional, or sexual abuse; been denied critical care; or has suffered any other kind of maltreatment or endangerment), shall immediately report such information to the child abuse division of the Iowa Department of Human Services or the Illinois Department of Children and Family Services.

All mandatory reporters, as defined by Iowa State law, must attend a training workshop provided by the Iowa Department of Human Services. A record of training certification will be kept in the employee's personnel file. This training must be renewed every four years.

All employees are expected to be familiar with the Illinois Abused and Neglected Child Reporting Act. Copies are available in the program and administrative manuals.

2.17 Gifts, Gratuities, and Honorariums

Employees of Bethany for Children & Families may not accept gifts or gratuities from or on behalf of clients, except gifts of little monetary value. Employees may not suggest that food, beverages, or small gifts are normally given or required.

Offers of monetary gifts should be responded to by suggesting that such gifts be contributed as a general contribution to the agency. Honorariums received while the employee is a representative of the agency will be turned over to the agency and handled like other fees or donations for services.

2.18 Conflicts of Interest

Employees may not use their position as an employee of Bethany for Children & Families to initiate or influence a client or his/her family to participate in a private sale, or solicit funds or services for personal gain.

Employees shall avoid monetary transactions with clients, except in situations involving charitable causes and the receipt of client fees.

Employees and paid consultants of Bethany for Children & Families are prohibited from having any direct or indirect financial interest in the organization's assets, leases, business transactions, and professional services.

2.19 Transporting Clients

Bethany for Children & Families employees must comply with all state and local requirements concerning the transportation of children and other agency clients and participants of services from Bethany for Children & Families.

Driver Qualifications

An employee can operate a Bethany-owned vehicle or transport Bethany clients only if he or she is:

- Acting at the direction, and with the explicit permission, of Bethany;
- Aged 21 or older;
- A holder of no more than one valid driver's license;
- A holder of a valid license for the class of vehicle in question;
- Otherwise qualified under federal and state regulations to drive the vehicle in question; and
- Insurable under the Bethany's insurance provider or, when using a personal vehicle, have personal automobile insurance.

Disqualifying Driving Records

Employees responsible for operating Bethany-owned vehicles or transporting Bethany clients can be required to show they have an acceptable driving record. The following driving violations are unacceptable:

- Driving a motor vehicle under the influence of alcohol, a controlled substance, or any drug that impairs driving ability;
- Refusing to submit to a test to determine alcohol concentration while driving a motor vehicle;
- Using a motor vehicle in the commission of any felony;
- Leaving the scene of an accident unlawfully;
- Committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving, or a major moving traffic infraction;
- Receiving a felony revocation of driving privileges or felony or misdemeanor driver license suspension within the last 24 months; or
- Transporting a controlled substance unlawfully.

General Driving Requirements

While operating a personal or Bethany-owned vehicle on Bethany business, employees must:

- Observe applicable speed limits at all times;
- Obey all traffic rules and regulations;
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers; and
- Report any accidents in which they are involved to the police and their supervisor.

Safety Belts

Safety belts must be worn by drivers and passengers in all vehicles used for Bethany business.

- Lap belts must be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured.
- The driver of the vehicle is responsible for ensuring compliance by all vehicle occupants. Approved child safety restraints must be used for all children of the age, size, or weight for which such restraints are prescribed by law.
- Any Bethany-owned vehicle in which a safety belt is inoperable cannot be used until the seat belt is repaired. Employees who discover an inoperable restraint system must report the defect to the appropriate supervisor. Prompt action must be taken to replace or repair the system.

Accidents

A printed card titled "In Case of Accident" must be kept in the glove compartment of each Bethany-owned vehicle. The card is intended to provide employees with easy access to guidance on what to do when accidents occur. In general, the following requirements apply:

- Employees must report traffic accidents to the local police and then their supervisor.
- Employees are prohibited from signing or making any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a Bethany-owned vehicle. Employees should avoid explaining or describing the accident to anyone except public safety personnel, his/her supervisor, or the claims adjuster or attorney for Bethany's insurance company.
- Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved.
- Employees also must collect insurance company contact information and the address and phone number of the police department where the accident report will be prepared.

Discipline

Employees who drive negligently or fail to comply with this policy are subject to immediate discipline, up to and including, termination of employment.

2.20 Medical Examinations

In reviewing applicants' qualifications for certain positions and ensuring that currently employed workers are fit and capable of performing the essential functions of their positions, Bethany may require employees to undergo physical examinations. The general purpose of these examinations is to determine whether the individuals being tested are physically able to perform the essential functions of the job in question without creating a significant threat to the safety or well-being of themselves, clients, other employees, or members of the public. All of these examinations and tests are conducted on a nondiscriminatory basis and in conformance with the requirements of the Americans with Disabilities Act and other federal, state, and local laws guaranteeing fair treatment and equal employment opportunity to individuals with disabilities and members of other protected groups.

Physical Examination Requirements for Job Applicants

Applicants for jobs may be required to undergo a post-offer physical examination that evaluates their fitness and ability to perform the essential functions of the positions for which they are being considered. All conditional offers of employment extended to candidates who are asked to undergo a physical examination are contingent on satisfactory completion of this requirement within the scheduled time period.

Physical Examination Requirements for Current Employees

In certain situations, Bethany can require currently employed workers to undergo a physical examination that evaluates their fitness and ability to perform the essential functions of their position. Examples of the situations in which current employees might be asked to undergo a physical examination include:

- a return to duty after a work-related accident or following an extended leave of absence - that is, three months or longer;
- involvement in a work-related accident that results in measurable or reportable damage or harm to persons or property.

A failure to satisfactorily complete a required physical examination is grounds for discipline up to and including discharge.

Physical Examination and Test Procedures

All physical and medical examinations required by Bethany for Children & Families focus on measuring or evaluating those physical abilities and factors that are needed for an individual to safely perform the job's essential duties. Bethany pays all costs of physical examinations required of applicants and employees. Bethany attempts to arrange reasonable accommodations when it is aware that an applicant or employee needs to take a required physical examination or test. All examinations and tests are conducted by physicians, specially trained personnel, or testing laboratories selected by Bethany. Results of these examinations or tests are reported to the Human Resources Office. The Human Resources Office, in consultation with Bethany's designated medical representative, is responsible for determining whether an applicant has satisfactorily completed the required examinations or tests and whether the examination or test results demonstrate the individual's ability to perform the essential functions of the job safely, with or without a reasonable accommodation.

Consent and Release Forms

All applicants and employees who are required to undergo a physical examination are asked to sign a *Consent for Authorization for Release of Information* form consenting to the release to Bethany of all medical information from their examination or medical records that is related to their fitness or ability to perform the essential functions of the job in question.

Confidentiality of Medical Information and Test Results

Bethany takes all necessary steps to safeguard the confidentiality of all medical information, including physical examination and test results, relating to any applicant or employee required to submit to an employment related physical or medical examination. Any and all records containing medical information about an applicant or current or former employee are maintained by the Human Resources Office separate and apart from the organization's general personnel file. The Human Resources Office grants access to medical information in these separate files to individuals with a valid and documented need to know. In such cases, the Human Resources Office grants access to only as much information as is needed to satisfy the individual's specific need for information from the medical information file.

2.21 Background Checks

Definitions

Background Checks is defined as a check of one, some, or all of the following: Illinois CANTS (Child Abuse and Neglect Tracking System), LEADS (Law Enforcement Agency Data System), Iowa Child Abuse Registry Check, Federal Bureau of Investigation Fingerprint Check, Illinois State Police Fingerprint Check, Illinois Nurse Aide Registry Check, Iowa Department of Human Services Criminal History Record Check.

Employees is defined for sections 2.21 and 3.11 only as full and part time employees of the agency, interns, practicum students, subcontractors, and volunteers (including Directors of the Board) who do or may come into contact with clients of the agency.

All employees are required to complete background checks as required by the appropriate state, the contracting body, or by the service being provided. The requirement emanating from the States of Illinois and Iowa are mandated as a condition for licensure as a child welfare agency and a child-placing agency, respectively.

New employees are required to consult with the Human Resources Office for mandated background check authorization forms relating to their particular place of service or position duties.

2.22 Identification Cards

Identification cards shall be issued to all employees, interns, practicum students, and volunteers of Bethany for Children & Families. A picture of the employee, intern, practicum student, or volunteer will be fastened to the identification card. This will certify that the employee, intern, practicum student, or volunteer is an authorized representative of the agency. The cards are to be returned to the immediate supervisor or the Human Resources Office upon termination of employment or relationship with the agency. Lost cards should be immediately reported to the Office Manager.

2.23 Private Practice and Secondary Employment of Agency Staff

All employees of Bethany are responsible for helping to ensure the provision of full and complete services to its clients. The involvement of an employee in an activity outside Bethany, as might occur in a situation of secondary employment, must not interfere or give the appearance of interfering with satisfactory fulfillment of all duties, responsibilities, and professional obligations at Bethany, or place the employee in competition with Bethany, for the provision of services to its clients.

2.24 Critical Incident Report and Crisis Communication

It is the responsibility of all members of the Bethany for Children & Families' staff in the event of a Critical Incident to take appropriate action. A Critical Incident includes:

- Anytime a client leaves a facility without authorization;
- Any client medical emergency requiring outside medical assistance, including mental health issues;
- Any suicide, suicide attempt, gestures, or situations placing a client on suicide watch;
- Any physical assault by a client on staff, peers, or other clients, or an incident requiring the use of force or the restraint of staff;
- Any police contact, arrests, or incidents involving a client having direct contact with a law enforcement officer in a negative or emergency situation;
- The physical harming of a client by a caregiver or an employee;
- The death of a client or caregiver;
- The injury or death of an employee;
- Major damage to a Bethany facility;
- Any situation involving a client that staff members view as unusual or receives attention from the media;
- Or a catastrophic occurrence including those committed by nature.

The following actions must be taken in order to initiate the agency's response to the Critical Incident:

- Immediately take appropriate action to safeguard all clients, family members, Bethany employees, and vulnerable members of the community.
- As soon as possible, contact appropriate emergency assistance: fire department, paramedic, police, Red Cross, et al.
- If this is an incident that requires a report to the Iowa or Illinois CANTS network as a mandated reporter, call the abuse hotline 800-252-2873 for Illinois and 800-326-2178 for Iowa. It is important to recognize that your obligations and responsibilities as a mandated reporter supersede your responsibilities as an agency employee.
- Contact your immediate Bethany supervisor and apprise him or her of the situation and contact the appropriate referral source authority. As soon as is reasonably possible, complete the agency Critical Incident Report and any

of the following reports that are applicable:

- Unusual Incident Reports (for IDCFS and IDOC);
- CANTS/Registry Reports filed by a Bethany employee or foster parent;
- CANTS/Registry Reports filed on a Bethany employee or foster parent; and/or
- Licensing Complaint Investigation.

In the event of a contact by news media, all staff members are to direct the inquiry to the Communications Manager or in his/her absence to the Vice President of Development and Marketing or in his/her absence to the President/CEO. The Communications Manager shall have the necessary authority to speak on behalf of Bethany, and act as an advocate for Bethany. He/she will be responsible for obtaining accurate information relating to the situation and informing the appropriate administrators and members of the Board of Directors of emergent situations that might warrant "crisis" handling as soon as it is practical to do so. Staff persons should not respond to news media inquiries unless authorized by the Communications Manager, the Vice President of Development and Marketing, or the President/CEO. Violations of this policy may result in disciplinary action.

Responding Supervisor

In the event of a reported Critical Incident, the responding Bethany supervisor is to ensure that the initial elements of this policy have been faithfully and fully complied with. If there are omissions in the reporting responsibilities, the supervisor is obliged to see that these omissions are rectified. In addition, the Bethany supervisor is required to call and inform the President/CEO of Bethany for Children & Families and the Vice President of Development and Marketing.

Upon receipt of the Critical Incident Report from the Bethany worker initially involved in the Critical Incident, the Bethany supervisor must issue a detailed written report documenting the Critical Incident and the agency's response to the incident. This report is to be completed and given to the President/CEO of Bethany for Children & Families and the Vice President of Development and Marketing within the initial three hours following the occurrence of the Critical Incident. As soon as possible, the Chair of the Bethany Board of Directors will be informed by the Vice President of Development and Marketing or the President/CEO.

Management

Upon receipt of the Critical Incident Report and the supervisor's report, agency management (President/CEO of Bethany for Children & Families and the Vice President of Development and Marketing and any other individuals deemed appropriate to include) must meet to determine if sufficient and appropriate response has been made by the agency to the Critical Incident and if legal consultation is appropriate. Additionally, this group is to prepare an official agency statement concerning the Critical Incident that may be made available to the media. All other protocols for contact with the media are to be observed per agency policy. This agency statement and/or personal communication with key stakeholders of the agency needs to be made as soon as possible following the Critical Incident.

After the initial 24 hours following the Critical Incident have passed, the management crisis team should meet to review the agency's effectiveness in managing the response to the Critical Incident.

2.25 Use of Social Media

Bethany takes no position on your decision to start or maintain a blog or participate in other social networking activities, and we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes but is not limited to Facebook and Twitter and all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Bethany, as well as any other form of electronic communication. The same principles and guidelines found in Bethany policies and basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow staff members or otherwise adversely affects clients, service providers, community partners, donors, volunteers, people who work on behalf of Bethany or the agency's legitimate business interests may result in disciplinary action up to and including termination of employment.

Know and follow the rules and report violations

Carefully read these guidelines and the Bethany Statement of Professional Ethics and NASW Code of Ethics Policy and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment. Bethany requests and strongly urges employees to report any violations or perceived violations of this policy to your supervisor, Vice President of Development and Marketing or the Communications Manager.

Be respectful

Always be fair and courteous to fellow staff members, clients, donors, volunteers, community partners, or people who work on behalf of Bethany. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage staff members, clients, donors, volunteers, or community partners, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or agency policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Bethany, staff members, clients, donors, volunteers, community partners, people working on behalf of Bethany, or other agencies.

Post only appropriate and respectful content

- Maintain the confidentiality of Bethany's private or confidential information, including information regarding the development of systems, processes, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Bethany website without identifying yourself as a Bethany staff member.
- Express only your personal opinions. Never represent yourself as a spokesperson for Bethany. If Bethany is a subject of the content you are creating, be clear and open about the fact that you are a staff member and make it clear that your views do not represent those of Bethany, fellow staff members, clients, donors, volunteers, community partners, or people working on behalf of Bethany.
- If you do publish a blog or post online related to the work you do or subjects associated with Bethany, make it clear that you are not speaking on behalf of Bethany. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Bethany for Children & Families."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the Company Equipment Policy. Do not use Bethany email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Bethany prohibits taking negative action against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff member who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

Employer Monitoring

Staff members are cautioned that they should have no expectation of privacy while using the Internet. Postings can be reviewed by anyone, including Bethany. Bethany reserves the right to monitor comments or discussions about Bethany, its staff members, and operations posted on the Internet by anyone, including staff members and non-staff members. Bethany reserves the right to use content management tools to monitor, review, or block content that violate Bethany's Social Media rules and guidelines.

Media contacts

Staff members may not speak to the media on Bethany's behalf without first contacting the Communications Manager. All media inquiries should be directed to the Communications Manager.

Discipline for Violations

Bethany investigates and responds to all reports of violation of the Social Media policy and other related policies. Violation of Bethany's Social Media policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the factors of any blog or social media post.

For more information

If you have questions or need further guidance, please contact your supervisor.

2.26 Weapons

Bethany prohibits the possession or use of dangerous weapons on company property. A license to carry the weapon on company property does not supersede Bethany's policy concerning dangerous weapons. All employees, temporary workers, independent contractors, clients, vendors, and visitors on company property are subject to this policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination.

Bethany reserves the right at any time and at its discretion to search all company-owned or leased vehicles, packages, containers, briefcase, purses, desks, enclosures and persons entering its property for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

SECTION III

JOB OBLIGATIONS

3.1 Attendance and Punctuality

The agency expects prompt and regular attendance from all employees. This means that all employees must be at their appointed work areas on time, fully ready and able to work at their starting time. Proper attendance and punctuality are important in order to maintain a good performance record.

Unauthorized tardiness and absenteeism have a disruptive impact on agency operations as well as on fellow employees. An employee's attendance record is reviewed on a regular basis. If a problem develops, the supervisor will discuss the source of the problem with an employee. The objective is to develop reliable work habits. However, uncorrected tardiness and absenteeism may result in discipline and ultimately termination of employment.

Employees are required to call in and report absences or tardiness to their supervisor at the start of the workday unless, of course, there is an extreme emergency. If an emergency situation exists, an employee must notify his/her supervisor as soon as possible.

The agency maintains the policy that an employee who fails to report for work for three consecutive workdays without notice has voluntarily terminated his or her employment.

3.2 Employment Classifications

Exempt or Nonexempt Status

Job titles are not the determining factor in ascertaining whether an individual or a job will be classified as exempt or nonexempt. These classifications are determined by the by Fair Labor Standards Act (FLSA) based upon the nature of the work performed.

Generally speaking, exempt employees are paid on a salary and/or commission basis and do not receive overtime pay for work over 40 hours per week. Nonexempt employees are entitled to overtime pay at the rate of one and a half times their regular rate for all hours worked over 40 hours in a single workweek. Non-exempt employees may be paid on an hourly or salaried basis.

Full Time - Part Time Status

Full time employees are those individuals engaged for a continuing period of employment for, at least, 40 hours per week. Part time employees are those individuals engaged for a continuing period of employment for less than 40 hours per week.

Full time employees shall be eligible for all benefits outlined in this manual.

Part time employees working 20 hours or more shall be eligible for benefits on a percentage basis of time worked. For example, employees working 80% of full time or 32 hours per week shall receive 80% of the health insurance premium, vacation, sick days, etc.

Part time employees working less than 20 hours per week are not eligible for benefits, except those mandated by state or federal law. Part time employees are eligible for the agency pension plan as long as eligibility criteria is met.

Temporary Employment

When there is an abnormal workload, an unfilled vacancy, or when a regular employee is on leave for an extended period, temporary employees may be hired for a limited period, on a full or part time basis. Temporary employees are not eligible for sick leave, paid vacations, or other benefits.

Independent Contractors

Independent contractors are not employees. They are covered by the terms of their contract and these policies do not apply with the exception of the background check policy, the harassment policy, and client confidentiality.

Volunteers

Volunteers are not employed by the agency, but perform certain supervised tasks without compensation. Volunteers will follow all policies and procedures of the agency. They may receive incidental reimbursement for approved expenses. Volunteers are not eligible for sick leave, paid vacations, or other benefits.

3.3 Hours of Employment

Hours of work are one of the requirements of employment outlined at the time of employment. Hours shall be established by the President/CEO or designee. It is understood that the hours of employment will vary according to the position held. The normal work week shall consist of 40 hours, Monday through Friday, with one unpaid hour for lunch. The actual number of hours worked shall depend upon the position. Flextime accommodations will be honored when they do not interfere with the job role and expectations and when approved by the supervisor.

All exempt employees shall be expected to complete an attendance form and submit the same before the third working day of the following month. Non-exempt and variably scheduled employees must submit a time card weekly.

3.4 Inclement Weather

Inclement weather conditions that prevent employees from reporting to work are conditions over which Bethany for Children & Families has no control.

Therefore, in fairness to all, only those who report to work during these inclement conditions will be paid. The pay will be equal to the actual hours worked. Anyone not reporting to work will not be paid. An employee may choose to use vacation time in order to receive pay.

If Bethany for Children & Families sends employees home, they will be paid for all hours scheduled to work for that day.

All employees unable to report for work are required to notify any clients, courts, etc., and must notify their supervisors.

3.5 Training Period

The training period gives the supervisor the opportunity to evaluate an employee's interest in his/her job and ability to carry out its requirements. This period also gives the employee the opportunity to discover whether he/she enjoys working with Bethany and wants to continue. Training periods are required for all new employees and any time an employee assumes a new position.

The training period provides the employee with latitude in the evaluation of work performance. The learning curve of the position is considered and as such, the employee will not be expected to perform fully until the training is complete. However, continual progress is expected.

The length of the training period is three months. Should the duties of a position be such that three months would not sufficiently allow thorough evaluation of performance, the duration of the training period will be stated in the letter of hire or in writing at the time a new position is assumed. Should this occur, the justification for this action and the length of the extension will be stated in writing by the supervisor and presented to the employee. A copy of the written documentation will also be included in the employee's personnel record.

Successful completion of the training period is not to be considered to mean that an employee is guaranteed permanent employment. Training and evaluation of accomplishments are an ongoing process. Termination may still occur. In addition, the training period itself should not be considered as an employment contract of a specific period of time. Termination may occur during the training period for lack of adequate progress, as measured by job-related criteria.

3.6 Orientation

Bethany for Children & Families provides a comprehensive orientation program for all new employees. Orientation of new staff is a responsibility shared by the members of the Management Team.

3.7 Overtime

Nonexempt employees are eligible for overtime pay when work is performed at the specific request of the immediate supervisor. Overtime is paid at the rate of one and a half time for all hours over 40 during a Sunday through Saturday period.

Paid time that is not worked, for example, hours such as sick and vacation leave and paid holidays, does not count as time worked for purposes of determining or computing an employee's entitlement to overtime pay.

3.8 Payroll Deductions

With each paycheck, an employee will receive a statement detailing his/her earnings and deductions. Compulsory deductions are made for federal and state income taxes, and Social Security. If you believe that an improper deduction has been made or that you have not been paid for all hours worked in a workweek, or have not been paid for all overtimes worked at the applicable overtime rate, you should immediately contact the Human Resources Office.

An employee may authorize voluntary deductions by completing the required forms, or if no form is available, submitting a written request to the Human Resources Office.

If you have any questions about the deductions that appear on your statement, please contact the Human Resources Office. If you wish to change your filing status for state or federal exemptions, please contact the Human Resources Office.

3.9 Payroll System

Earnings are disbursed every other Friday, unless Friday is a holiday. In this event, paychecks will be paid on the day before the holiday. There are twenty-six (26) pay periods in a year. Pay periods start at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday. Earnings are disbursed for the previous two weeks of employment.

All employees are encouraged to use direct deposit.

3.10 Performance Appraisals

The appraisal of an employee's performance at Bethany for Children & Families is based on the supervisor's assessment of how well an employee has met the performance standards and position objectives for the job. Performance reviews are held at the end of the training period and annually thereafter.

The supervisor and the employee will discuss and sign the performance review, which is then reviewed by senior management and become a permanent part of the employee's personnel record.

Employees who disagree with the review may attach a statement expressing their disagreement with the contents of the review or any explanations they feel were not considered adequately. The supervisor is to note on the form if an employee refuses to sign the performance review.

3.11 Personnel Records

Bethany for Children & Families shall maintain personnel records for all current and past employees as long as the employee remains active within the agency's pension plan.

Confidentiality and Contents

Personnel files are confidential and are kept in a secure area. While employed, employee files are kept in a secured file cabinet. Files shall contain, but not be limited to, the application, letter of employment, contracts or agreements, description of work assignments, performance ratings, pertinent correspondence, educational records, interview records, reports on periodic evaluation and performance, background check waivers and results, and other information relative to the applicant's employment or deemed essential by management. Records shall be kept up to date to include notices of further acquisition of qualifications that may have a bearing on promotions or advancement. After employees leave the agency, their files are segregated from current employee files and secured in a filing room.

Access

Personnel records are the property of Bethany. However, employees have the right to inspect and copy at their cost the information contained in their personnel files. Individuals will be given access to their files after the employee submits the written request form to the appropriate Division Director or Vice President or to Human Resources. Review of the personnel records will occur at a mutually convenient time and place, in the presence of a management officer or their direct supervisor. The employer reserves the right to remove certain sensitive information as authorized by law, including, but not limited to, third party references, confidential management documents or plans, and items relating to ongoing security and criminal investigations before granting access to a file.

Personnel records are not to be shared with another agency or individual, with the exception of accreditation, licensing, and regulatory bodies. If an individual wishes to provide all or a portion of his/her personnel record to a third party, a copy must be obtained.

Disagreement or requests for a change in the employee's personnel record shall be initiated by the respective employee. A removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement cannot be reached, the employee is entitled to attach a brief statement to the disputed portion of the record.

Internal access to an individual's file is limited to supervisors and senior managers who are considering the worker for a promotion, transfer, disciplinary, or other personnel action, and other senior management officials who have a legitimate, verifiable need to know specific information about the employee.

References are not shared, and they are temporarily removed from the file at the time of employee review.

All evaluations, including training period reports or other personnel issues necessitating documentation and involving the staff member's employment, should be verbally reviewed with staff members, and copies provided before such material is entered into the personnel record.

Current Information

It is the responsibility of the employee to provide current information regarding withholding status, educational status, emergency contact persons, and any other items which relate to the employment status and relationship, including job qualification changes, and address and telephone number changes.

3.12 Promotion and Transfer

Bethany for Children & Families attempts to fill vacancies by advancing present staff whenever possible. An advancement in Bethany for Children & Families will be determined by available openings, particular skills, experience

and performance, and longevity in a current position. The supervisor and an employee should discuss an employee's interests and career goals.

Support and appropriate professional/administrative vacancies will be announced as they occur via internal postings on the Human Resources bulletin boards. Anyone interested for consideration for a particular vacancy should notify the Human Resources Office or the hiring supervisor in writing within five working days of the announcement of the vacancy.

Transfers to positions at the same level but in another department will be considered when both the employee and the organization will benefit. Written requests for such transfers should be made to the employee's current supervisor.

Generally, employees remain in a position for a period of at least six months before becoming eligible for transfer or promotion. Exceptions to this policy may be made with the approval of the President/CEO. Transfer or promotion during the training period is normally not considered.

3.13 Salary Adjustments

Salary reviews are performed annually. Changes in salary will be based on an employee's performance in the past year or new expectations in the coming year. In exceptional cases, merit or bonus increases may be given to employees with outstanding performance. Supervisors will make recommendations to the Division Director or Vice President to whom they report. The Division Director or Vice President will review the recommendations with the President/CEO.

This policy does not guarantee that an employee will receive a salary increase. In addition to the above considerations, salary increases are dependent on the overall financial health of Bethany.

3.14 Time Cards and Wage Guidelines

Time cards or monthly attendance forms are kept for each employee as required by law.

Exempt employees: All exempt employees must complete a monthly attendance form within three business days after the end of the month. The attendance form must be approved by the immediate supervisor before submission to the Human Resources Office.

Non-exempt employees: All non-exempt employees are required to complete a weekly time card indicating the time in and out. Each weekly time card documents the work activity for one week only. All entries must be in ink and signed by the supervisor and the employee. Corrections to the time card must be initialed by the supervisor. The work week is from 12:00 a.m. Sunday through 11:59 p.m. Saturday. When a shift extends past midnight, the day of work is the day the majority of a shift's hours are worked.

- Each time card covers one week and must be submitted to the Human Resources Office with all proper signatures by 9:00 a.m. on Mondays preceding pay days.
 - Wages will be paid to each employee every two weeks on Fridays for the previous two Sunday through Saturday earning weeks.
 - Wages shall only be paid for those hours scheduled by the supervisor and those hours actually worked, as well as any authorized leave time.
 - Any hours worked beyond those scheduled must be authorized by the employee's immediate supervisor. Hourly wages must be calculated in tenths of an hour.
- Additional federal, state, and local wage and hour guidelines apply as posted.

Section IV

BENEFITS

Benefits Eligibility

- Benefits eligibility correspond directly with the employee's job classification.
- *Full time* employees shall be eligible for all benefits outlined in this manual.
- *Part time* employees *working 20 hours* or more shall be eligible for benefits on a percentage basis of time worked. For example, employees working 80% of full time or 32 hours per week shall receive 80% of the health insurance premium, vacation, sick days, etc.

- *Part time employees working less than 20 hours* per week are not eligible for benefits, except those mandated by state or federal law.
- *Temporary* employees are not eligible for sick leave, paid vacations, or other benefits.
- *Independent contractors* and volunteers are not eligible for any benefits.

4.1 Group Insurance Plans

Bethany is invested in employees' health and wellness. The following group insurance programs are available to eligible employees. Summary plan descriptions of each of the benefit programs are available from the Human Resources Office.

- Group Health Care Insurance - including prescriptions
- Dental insurance

4.2 Retirement Income Plan

Bethany for Children & Families provides a 403(b) Thrift pension plan. A summary plan description is available from the Human Resources Office.

4.3 Section 125 Plan (Pre-Tax Deductions)

In general, this plan allows participants the opportunity to make contributions toward the cost of insurance coverage on a pre-tax basis. Those employees interested in participating should contact the Human Resource Office for information.

4.4 Paid Leave of Absence

Annual Leave/Vacation

A full-time employee will accrue annual/vacation leave with pay at the following rate:

1. Beginning employment, vacation time is earned at the rate of one (1) working day for each month with the exception of no days earned during June and December. The vacation day is only earned on the last calendar day of the specific month.
2. After the twelfth month of service, vacation is earned at the rate of two (2) working days for each month with the exception of no days earned during June and December. The vacation days are only earned on the last calendar day of the specific month.

All regular full and part time employees who work at least 20 hours per week and who have successfully completed their initial training period are eligible to use annual leave (part time employees working more than 20 hours per week, but less than 40 hours per week are eligible on a prorated basis using the percentage of full time worked).

Employees may accumulate a maximum of twenty-four (24) vacation days. Any days accumulated beyond that number must be used within the next month or the excess days will be forfeited. Employees have the option of converting up to five vacation days annually to sick leave. All conversions must be requested in writing by the employee and submitted to the Human Resource Office. Vacation pay is not received in lieu of this conversion.

Sick days are not allowed during paid vacation leave.

Request for vacation time must be written and submitted to the employee's immediate supervisor for approval. Bethany reserves the right to modify vacation requests. This is especially applicable during times of staff shortage and need for staff coverage of specific duties. Overtime pay is not applicable for vacation time.

Upon termination of employment, employees shall be paid for unused accrued vacation time.

Vacation time shall be accrued during earned paid sick leave and paid vacation leave, but shall not be accrued for any no-pay status leave of absence.

Holidays

Employees shall receive the following paid holidays (prorated according to an employee's Full Time Employee status) while employed at Bethany for Children & Families:

Holidays:

New Year's Day;
Martin Luther King, Jr. Day;
President's Day;
Memorial Day;
Independence Day;
Labor Day;
Thanksgiving Day;
The day after Thanksgiving;
Christmas Eve afternoon (offices close at noon);
Christmas Day;
New Year's Eve afternoon (offices close at noon).

1. Employees wishing time off for religious observances should inform their supervisor as early as possible and such requests will be granted whenever possible based on the scheduling and staffing needs of affected departments. Religious holidays may be substituted for the above standard holidays.
2. Should any of the above mentioned holidays fall within a weekend (Saturday or Sunday), and the community has designated a weekday in lieu of that holiday, then Bethany for Children & Families also recognizes the weekday as the holiday.
3. If a salaried (exempt) employee is required to work on a holiday, the employee will be granted a compensatory day off at a mutually convenient time, which must be taken within one month after accrual. Employees receive their regularly scheduled pay for holidays worked. Exceptions to compensatory assignments can be made in writing to the immediate supervisor who will confer with the next level of supervision prior to deciding.
4. If a non-salaried (non-exempt) employee is required to work a holiday, the employee is compensated at a rate of time and one-half of his/her regular hourly rate in lieu of receiving this holiday off at another time.
5. Holiday pay does not count toward accumulated hours of overtime.
6. Part time employees who do not normally work on the day of the week that a holiday falls are not entitled to holiday pay for that day.

Sick Leave (must be medically related)

- Sick leave eligibility and uses: Paid sick leave is provided to all regular employees, including part-time employees who have successfully completed their initial training period. Sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own incapacitating illness or injury; a child who is sick or for a seriously ill parent or spouse; and necessary medical treatment or medically advised rest. Visits to doctors and dentists also are acceptable reasons for taking sick leave. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including dismissal.
- Sick leave accrual: Full-time employees earn sick leave at the rate of one (1) day per month. Part-time employees earn sick leave on a prorated basis. Sick leave does not accrue during a month when an employee is suspended for any length of time or is not in pay status for five (5) or more workdays. Sick leave time shall be accrued during earned paid sick leave and paid vacation leave, but shall not be accrued for any no-pay status leave of absence.
- Employees can carry up to 90 days of sick leave into the start of a calendar year. The maximum number of sick leave accrual is 90 days.
- Notice of absence: An employee who knows in advance that he/she will be absent for health reasons must give his/her supervisor(s) advance notice, including the probable start date and duration of the absence. If a sudden illness makes it possible for an employee to request sick leave before the workday begins, the employee should verbally notify his/her supervisor within one hour of the start of the workday. If an employee is too ill to place a call, a relative or other responsible adult can place the call. Absence without notice is grounds for termination.
- Proof of need for absence: An employee absent on sick leave more than five (5) days in a row must bring in a note from a health care practitioner certifying that the employee was unable to work for health reasons.
- FMLA leave and unpaid medical leave: Employees absent because of their own or certain family members' serious health conditions may be eligible for leave under the Family and Medical Leave Act. Employees who desire more information about FMLA leave should consult Bethany's FMLA Leave Policy or contact the Human Resources Office. In addition to FMLA leave, employees also may be eligible for an unpaid medical leave of absence. For more information, contact the Human Resources Office.
- Confidentiality of medical information: All information about an employee's medical condition is confidential and is kept in separate files by the Human Resources Office. When an employee is absent for medical reasons, the employee's regular personnel file contains only the dates of the medical absence, not the medical reason(s) for the absence.

Medical and Dental Appointments

Employees should make an effort to schedule medical and dental appointments on their own time. Management recognizes, however, that this is not always possible. Therefore, this time may be charged against sick leave. Such time, however, may not be charged in less than half day units. Visits entailing less than half day units of absence must either be made up, if a non-exempt employee, or worked out with an immediate supervisor, if an exempt employee.

Bereavement Leave

Employees may be granted bereavement leave in the event of death in the immediate family (parent, spouse, spouse's parent, child or adopted child, foster child, sibling, or grandparent). If the deceased person's relationship is not appropriately described within this section of the policy, the employee should confer with his/her immediate supervisor. The leave is deducted from accumulated sick or vacation leave. Employees who have not accumulated sick or vacation leave may be granted leave without pay. The employee must request a bereavement leave from his/her immediate supervisor as soon as possible. The length of the leave is determined by the supervisor and is dependent upon the situation of the employee. Leaves should not exceed five days.

Jury Duty

Regular employees are permitted time off for jury duty without loss of pay, vacation time, or other leave credits. Employees on jury duty are expected to perform their normal duties as fully as their service on the jury permits.

Military Leave

Employees in the National Guard and other reserve units may take leave to attend mandatory "active duty training." The amount of military pay received is deducted from the employee's regular pay for that period. The intent is that the individual earns no less/more than his/her normal salary for the period. There is no loss of vacation time or other leave credits.

In time of national emergency, employees in military service who are called to active duty are placed on leave. They shall be granted re-employment rights as provided by law.

4.5 Other Leaves of Absence

Family and Medical Leave

Bethany will comply with the Family and Medical Leave Act (FMLA). The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Eligibility

To be eligible for leave under this policy, an employee must have been employed at the agency for at least 12 months and must have worked at least 1,250 hours during the 12-month period preceding the beginning of the leave and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave Year Calculation: Bethany uses a "rolling" 12-month period method to calculate the leave year. This means that the first time an employee takes FMLA leave the leave year begins. Thereafter, each time that employee requests additional FMLA leave, the agency will look backward 12 months and determine how much FMLA leave has been used during that time and how much FMLA leave remains.

For example, if an employee has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken. If an employee used four weeks beginning February 1, 2001, four weeks beginning June 1, 2001, and four weeks beginning December 1, 2001, the employee would not be entitled to any additional leave until February 1, 2002. However, beginning on February 1, 2002, the employee would be entitled to four weeks of leave (looking back to February 2001, eight weeks of FMLA leave had been taken), on June 1, the employee would be entitled to an additional four weeks (looking back to June 1, 2001, eight weeks of FMLA leave had been taken), etc.

FMLA Qualifying Purposes

Bethany will grant an eligible employee 12 workweeks of FMLA leave over a rolling 12-month period for the following reasons:

- On the birth of an employee's child;

- On the placement of a child for adoption or foster care with an employee (including related court appearances, consultations with attorneys, and counseling sessions);
- To care for a child during the first 12 months following birth or placement (“bonding” with the child);
- When an employee is needed to care for a child, spouse, or parent who has a serious health condition;
- When an employee is unable to perform at least one of the essential functions of his/her position because of the employee’s own serious health condition; or
- Call to active duty, by providing 12 weeks of FMLA leave due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any “qualifying exigency” arising out of the service member’s current tour of duty or because the service member is notified of an impending call to duty.

Bethany will grant an additional 14 weeks (not to exceed 26 weeks total) of family leave in a single 12-month period under this policy to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. This entitlement will be applied on a per-covered-service member, per-injury basis. The covered service member must be the eligible employee’s spouse, son, daughter, or parent, or next of kin. It will be necessary for the covered service member’s treating health care provider, as defined by law, to document the need for leave through the medical certification process.

Terms

Family Member: “Family Member” is defined by the FMLA and this procedure to include the employee’s spouse, son, daughter, or parent (but not parent “in-law”). A “son” or “daughter” is any child under 18 who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A “son” or “daughter” is also a child 18 years of age or over who is incapable of self-care because of a mental or physical disability. A “parent” is any individual who assumed day-to-day financial responsibility for the employee when the employee was a child.

Serious Health Condition: “Serious Health Condition” is defined as an illness, injury, impairment, or physical or mental condition that involves a period of incapacity or treatment following in-patient care in a hospital, hospice, or residential medical care facility, a period of incapacity of more than three calendar days and continuing treatment by a health care provider, or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in incapacity of more than three days, or continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or pre-natal care.

Health Care Provider: A “Health Care Provider” is any doctor of medicine or osteopathy, podiatrist, optometrist, and physician’s assistant, nurse practitioner or nurse midwife performing within the scope of his/her practice as defined under state law. Christian Science practitioners and chiropractors are health care providers to the extent defined under regulations issued by the U.S. Department of Labor.

Qualifying Exigency: is one of the following: short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post deployment activities and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Relationship with Other Leaves

FMLA leave only provides for how much time an eligible employee may be off work in a year’s time without losing work benefits. FMLA leave is not a purely independent leave entitlement. An employee is required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the FMLA entitlement. Therefore, if an employee is entitled to FMLA leave and has earned paid leave available, the paid leave is required to be taken first and that time will be deducted from the available FMLA leave. In addition, if an employee takes workers compensation leave for an FMLA-qualifying reason, the employee’s FMLA leave and workers compensation leave will run concurrently.

Basic Regulations and Conditions of Leave

Medical certification: Any request for medical leave for an employee’s own serious health condition or for family care leave to care for a child, spouse, or parent with a serious health condition must be supported by a written medical certification from a health care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification

within 15 calendar days after the request for certification, unless it is not practical under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of the employee's continued leave.

The medical certification shall include the date on which the serious health condition commenced and the probable duration of the condition. In the event of family care leave, medical certification will also include the health care provider's estimate of the amount of time needed for family care and assurance that the health care condition requires family care leave. In the event of medical leave, Bethany will also require a written statement from the employee's physician that due to the serious health condition, the employee is unable to perform the functions of his/her position.

If Bethany questions the validity of the certification, Bethany reserves the right to require a second opinion of the certification at the cost of Bethany. If the second opinion conflicts with the first opinion, Bethany will require and pay the costs for a third opinion of the certification by a health care provider jointly agreed to by Bethany and the employee. The third opinion will be final.

Subsequent Certifications: Bethany may request subsequent certification of the medical condition that caused the employee to take the leave. However, certification may be required every 30 days and in conjunction with a subsequent absence.

Bethany also may require that an employee re-certify the medical condition when Bethany obtains information that casts doubt on the continuing validity of the employee's original certification, when the employee requests an extension of leave, or when circumstances have changed.

Intermittent or reduced leave: Leave may be taken on an intermittent or reduced-leave schedule if it is medically necessary for a serious health condition of the employee or his/her spouse, child, or parent. If leave is requested on this basis, however, Bethany may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position will have equivalent pay and benefits.

Intermittent leave is not permitted when leave is taken for the birth or adoption of a child unless Bethany agrees otherwise.

Spouses combined leave: Spouses who are both employed by Bethany are entitled to a total of 12 weeks' leave (rather than 12 weeks each) for the birth or placement in adoption or foster care of a child or for the care of a sick parent.

Periodic Reporting: Employees on leave are required to report as arranged with the Human Resources Office on their status and intent to return.

Notification and Reporting Requirements

Employees who are ill will be required to report to Bethany periodically on their status and their intention to return to work.

Each employee must notify Bethany of his/her request for family care or medical leave as soon as the employee becomes aware he/she desires such leave. Please complete an FMLA Leave Request Form (available in the Human Resources Office).

When the need for leave is foreseeable, such as the birth of a child, the placement in adoption or foster care of a child, or planned medical treatment, the employee must provide at least 30 days' advance notice and make an effort to schedule leave so that it does not unduly disrupt Bethany operations, subject to the approval of the health care provider. For events unforeseeable 30 days in advance, but which are not emergencies, the employee must notify Bethany as soon as he/she learns of the need for the leave, ordinarily no later than one to two working days after the employee learns of the need for the leave. Bethany may request the employee to reschedule treatment to minimize disruption of Bethany business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, Bethany reserves the right to deny the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care or medical leave must include anticipated dates of absence. Any requests for extensions of a family care or medical leave must be received at least five working days before the date on which the employee

was originally scheduled to return to work and must include the revised anticipated dates and duration of the family care or medical leave.

Bethany will notify the employee within two business days in writing or orally (to be confirmed in writing by no later than the employee's next regular payday), whether or not the leave will be designated as FMLA leave.

Status of Employee Benefits during Leave of Absence

Health Insurance: Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are responsible for paying their share of premiums during the absence. If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure Bethany receives premium payments by the normal payroll dates and should arrange for payment of such. The Human Resources Office will provide a schedule of payment amounts and due dates at the beginning of any unpaid leave of absence.

Recovery of premiums: If an employee chooses not to return to work (meaning, continue employment for 30 calendar days) after an approved unpaid leave of absence, Bethany may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control. Benefit entitlement based on length of service will be calculated as of the last paid work day before the start of the unpaid absence.

Request Procedure

Request form: The employee must fill out a Request for Family and Medical Leave of Absence form. This form must be completed in detail, signed by the employee, submitted to the immediate supervisor, and forwarded to the Human Resources Office. If possible, the form should be submitted 30 days before the effective date of the leave.

All requests for family and medical leaves of absence due to illness must include sufficient medical certification stating on a Certification of Health Care Provider form:

1. The date on which the serious health condition began;
2. The probable duration of the condition; and
3. The appropriate medical facts that the health care provider knows about the condition.

In addition, for leave to care for a child, spouse, or parent, the certificate must include an estimate of the amount of time that the employee is needed to provide such care.

For leave for an employee's illness, the certificate must state that the employee is unable to perform at least one of the functions of his/her position.

For certification for intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given and the duration of the treatment.

Job Restoration

General: An employee taking leave under this procedure will be returned to the employee's same position or to an equivalent position, at the election of Bethany, unless the employee would have been terminated in the absence of any leave (e.g., layoff, downsizing, or termination). Taking of leave will not result in any loss of benefits or other conditions of employment accrued before the beginning of the leave period except that an employee will not be allowed to carry over into the next fiscal year earned vacation and sick time in accordance with applicable Personnel Manual.

Fitness-for-Duty Examinations: The agency requires a written fitness-for-duty certification before restoration for all employees taking leave for a serious health condition.

The agency reserves the right to make additional medical inquiries and/or require follow-up examinations to ensure that employees can safely perform all the functions of the job. Medical inquiries and/or required follow-up examinations will be paid for by Bethany, to the extent that such charges are not covered by the employee's health benefits.

Key Employee Exception: If an employee is salaried and among the highest paid ten percent of Bethany employees within 75 driving miles, and keeping the job open for the employee would result in substantial and grievous economic injury to Bethany, the employee can be denied job restoration.

COBRA: When the employee notifies Bethany that he or she is not returning from leave, Bethany shall terminate the employee's health benefits and he/she shall no longer have a right to restoration to the same or equivalent position. The employee shall be entitled to continuation of health benefits only in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") and the provisions of the health plan.

Recovery of premiums: If an employee chooses not to return to work (meaning: continue employment for 30 calendar days) after an approved unpaid leave of absence, Bethany may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control. Benefit entitlement based on length of service will be calculated as of the last paid work day before the start of the unpaid absence.

If an employee does not return to work under circumstances where repayment can be required, *the employee must repay all premiums within 60 days after receiving notice from Bethany of the amount owed. After that time, the matter will be turned over to collections as a debt, which could result in legal action.*

Failure to Return to Work: Employees who fail to return to work three work days after the conclusion of an FMLA leave shall be treated as having voluntarily terminated their employment.

Educational Leave

Bethany for Children & Families may grant unpaid leaves of absence for educational reasons.

A leave of absence from the agency for educational purposes may be granted to eligible employees if it is clearly indicated that this will serve in the development of the agency's programs and the employee's professional growth, and the employee intends to return to employment.

Eligibility

Such leaves for a period of not more than six (6) months may be granted at the discretion of the appropriate Division Director or Vice President:

- When an employee has at least two (2) years of employment with the agency;
- When an unusual educational opportunity arises;
- When requested by a worker of demonstrated ability who agrees to remain with the agency at least one (1) additional year; and/or
- When changes in job responsibility within the agency demand additional education and the employee agrees to remain with the agency at least one (1) additional year after completion of education.

Length

Educational leaves in addition to six (6) months may be granted at the discretion of the appropriate Division Director or Vice President.

Procedure

All educational leave requests must be made in writing to the immediate supervisor and approved by the appropriate Division Director or Vice President.

Benefits

During the leave, medical insurance may be retained, if allowed by the insurer, at the employee's expense. No other benefit will be provided for the employee during an unpaid educational leave of absence. Pension benefits continue as long as the employee is in pay status.

Vacation time

Accumulated vacation time shall be used for educational leaves unless the agency requires the employee to participate in a specific educational program. No vacation time will be earned during the educational leave if the employee is not in pay status. The date the employee returns to work will be the new vacation anniversary date.

Leave without Pay - Unclassified

Leave without pay may be granted under special circumstances if the need is urgent, the agency will not be adversely impacted, and the leave does not fall under the provisions of the Family and Medical Leave Act of 1993. Employees who have accrued or earned paid leave must use paid leave first. Requests for leave without pay under

this provision shall be made to the employee's supervisor. The supervisor will then request approval from the appropriate Division Director or Vice President. Periods of leave without pay will not exceed three months in duration.

Returning from a Leave of Absence (Paid or Unpaid)

Employees who do not return from a leave of absence on the day indicated in the original request or in any approved extension, or within three days of release by a physician if on a medical leave, will be considered to have voluntarily resigned from employment as of the day the employee began his/her leave of absence.

Employees who have been on a medical leave of absence are required to submit a statement from their physician indicating that they are fit to return to their normal duties.

4.6 Social Security Benefits

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, employees are required by law to contribute a set amount of their weekly wages to the trust fund from which benefits are paid. Bethany for Children & Families is required to deduct this amount from each paycheck. In addition, Bethany for Children & Families matches the contribution, thereby paying one-half of the cost of Social Security Benefits.

4.7 Unemployment Compensation

Bethany for Children & Families pays a percentage of its payroll to the Unemployment Compensation Fund of Illinois and Iowa as required by law. If you become unemployed, you may be eligible for unemployment compensation under certain conditions for a limited period of time. You should apply for benefits through the State Unemployment Office (the state in which you work) as soon as possible.

4.8 Worker's Compensation

Worker's Compensation is carried by Bethany for Children & Families in accordance with the Worker's Compensation Act of Illinois and Iowa. Under the provisions of the act, if an employee is injured while at work, he/she is eligible to apply for Worker's Compensation.

All such injuries should be reported as soon as possible to the immediate supervisor, but no later than 45 days after the accident. The supervisor must immediately inform the Human Resources Office.

Employees who need to seek medical treatment for an on-the-job injury should utilize a provider identified by the agency. In situations where the injury is critical or life threatening, call 911 or go to the nearest emergency care facility. The provider identified by the agency must be notified when the emergency has subsided. Information on procedures is available through the Human Resources Office.

4.9 Liability Insurance

The agency maintains professional liability insurance at its expense for employees of the agency.

4.10 Bonding

The agency, at its own expense, bonds all those employees who handle cash for the agency.

4.11 Staff Development

Bethany for Children & Families seeks to maintain a highly qualified staff. To ensure that the staff is provided with ongoing training, training occurs on a variety of levels and it is expected that staff share the responsibility for ensuring that they have the resources necessary to effectively provide services.

Orientation

All new staff members are provided a copy of the personnel manual, a letter confirming employment, and a job description. Acknowledgment forms must be signed indicating that the employee received and has read these documents. Benefit booklets are also given to each new employee.

New staff members must meet with the Human Resources Office within three (3) days of employment. All employment qualifications, personnel policies, benefits, and conditions are explained and processed.

The immediate supervisor will conduct orientation for each position. Orientation meetings are held periodically for new staff members to acquaint them with the history of the agency, organizational structure, board and committee functions, programs, mission, values, strategic directions, and the impact of the total continuum of services to clients and the community.

Individual Supervision

Staff training occurs primarily within the regular employment setting and is part of the individual supervisory review process. It is a shared responsibility between employee and supervisor on a regularly scheduled basis. The individual supervisory review system is mandated to guarantee quality guidance, direction, and accountability for staff members. Check your position description for the specific requirements for your position.

Unit Meetings

Unit meetings provide opportunities for staff to share experiences and learn from each other's experiences in an organized, structured form. These meetings assist staff in maintaining closer communication with peers, sharing skills developed in the group process, and in staying informed of administrative policies and procedures. Staff members are expected to attend all unit meetings unless excused by their immediate supervisor.

All Staff Meetings

Total agency staff meetings are planned on an every other monthly basis. The purpose is to provide a mechanism to effectively disseminate information, to inform personnel of the status of the agency and any new initiatives, to broaden staff's perspective of the services provided by the total agency and the interrelationship between services, to provide information on the status of the strategic plan, and to provide training. All staff members are expected to attend unless excused by their immediate supervisor.

Participation in Workshops, Institutes, Seminars, and Courses

Employees are encouraged to attend training opportunities related to their work. Requests must be submitted to their immediate supervisor in writing. Within its financial resources, Bethany for Children & Families may pay all or part of the cost of the training and provide time for staff to attend.

Skill Training

When the agency requires the employee to participate in a specific educational program, costs are covered by the agency. Please consult the reimbursement policy in Section VI.

Certifications, Registrations

Bethany for Children & Families shall reimburse qualified staff for the costs associated with licensure, certification, and registrations that are a requirement of continued employment at Bethany for Children & Families. All costs related to a reexamination due to the employee's failure to pass, or negligence in maintaining certification or registration shall be borne by the employee.

Educational Aid Program

To assist employees in obtaining the education and skill needed to best perform their job responsibilities and advance within the agency, Bethany for Children & Families has instituted a limited educational aid program to assist in the attendance of workshops, institutes, seminars, and college courses. Educational aid is available only to full time employees, who have successfully completed their initial three month training period of employment.

The educational experience must be specifically related to the enhancement of the employee's job functions as outlined in the position description and as stipulated in performance reviews, and to encourage employee retention. Each employee must request educational aid in writing (102.08b) and submit it to his/her immediate supervisor. The request must include a description of the workshop, institute, or college course, and a statement of how it relates to his/her current or desired position. If the educational aid is for undergraduate or graduate college courses, the employee must state his/her intention of continued employment with Bethany for Children & Families.

Decisions on reimbursement are made by the employee's supervisor and Division Director, and shall be based on the availability of the agency to absorb the costs within the agency's budget. Approval must be granted before the employee begins his/her educational experience. For college courses, payment is made at the end of the course and shall be honored upon submission of evidence of successful completion of the course as evidenced by a grade C or above, or a statement of satisfactory completion from the school. Payment is made for all educational experiences by

submitting a Purchase Order/Authorization for Payment form signed by the appropriate supervisor.

Mandatory training requirements are excluded from this policy.

4.12 Continuous Service Bonus

In appreciation for long-term continuous employment with Bethany for Children & Families, employees will receive after ten (10) years of continuous service and every five (5) years of continuous service thereafter, a bonus of one month's salary.

Section V.

TERMINATION OF EMPLOYMENT

5.1 Voluntary Termination of Employment

While not required, Bethany for Children & Families would appreciate at least a two week notice when an employee plans to resign.

Letters of resignation are requested from employees who voluntarily terminate employment. The resignation should be submitted to the employee's immediate supervisor and the original forwarded to the Human Resources Office.

Failure to show up for work for three consecutive days without an acceptable excuse will be considered voluntary termination on the part of the employee.

5.2 Involuntary Termination of Employment

Employees may be terminated from employment with or without cause at any time.

5.3 Termination Interview

Whenever possible, an exit interview is held with the terminating employee by the Human Resources Office and/or the immediate supervisor. The intent of these interviews is to be productive and beneficial for both the organization and the terminating employee.

Company Property

Upon termination of employment, voluntary or involuntary, the employee must immediately return all Bethany property to the Human Resources Office and/or the immediate supervisor. This includes all identification cards, keys, proximity cards, computers, cell phones, and passwords.

Section VI.

JOB-RELATED EXPENSES

Bethany for Children & Families depends on the sense of responsibility and personal integrity of its staff in ensuring appropriate and economical use of its funds and the accurate accounting of expenses. Receipts must accompany all requests for reimbursement of business-related expenses. The agency reserves the right to deny inappropriate expenses. The following guidelines have been agreed upon.

6.1 Automobile Insurance

Agency Auto Insurance

Employees operating agency-owned vehicles must be insurable under the agency's insurance company. The agency carries insurance coverage for employees while using agency-owned automobiles/vans. However, when Bethany's insurance company specifies there is an additional charge to cover a particular employee, that employee shall be responsible for the premiums of the additional coverage and shall conform to the requirements of the employer's insurance company. Failure to do so will result in the suspension of driving privileges. This could affect the employability of the affected personnel.

Part of maintaining insurance is obeying all of the traffic laws. It is the policy of the agency that automobiles shall be operated within the applicable traffic regulations of the state and community in which they are used. Any fines

incurred in violation of these regulations shall be at the expense of the employee operating the agency vehicle at the time of the traffic offence. Further, traffic classes, a Performance Improvement Plan, or progressive discipline may be utilized by the immediate supervisor, depending on the seriousness of the traffic laws encroached.

Personal Auto Insurance

All policies and procedures concerning privately owned automobile coverage shall conform to the requirements of each insurer. All proof of insurability must be compatible with Bethany for Children & Families' insurance coverage.

An employee using a personal vehicle for Bethany business must have automobile insurance on the vehicle. This insurance is the sole responsibility of the employee. Employees must submit evidence of insurance to the Human Resources Office. A copy of valid proof of insurance must be kept up-to-date in each employee's confidential file at all times.

6.2 Personal Auto for Business Use

Those employees authorized by Bethany for Children & Families may drive their own automobiles on business for the agency and will be reimbursed for such use of their automobiles at an established rate per mile driven.

6.3 Car Rentals

On long trips (60 or more miles from the employee's office of origin) in which the rental cost would be less than the mileage reimbursement, employees are requested to utilize rental cars. Renting a car to conduct Bethany business requires approval by the appropriate Division Director or Vice President. The company credit card must be used when renting cars to ensure that Bethany will receive the appropriate organizational discount. Whenever possible, the rental should be a compact-size car. Employees are not authorized to purchase the liability insurance offered by car rental companies. Bethany covers its employees in this regard.

6.4 Credit Cards

Credit cards may be issued to certain staff members as designated by the President/CEO and his/her designee. When so issued, credit cards should be the method of payment for all business related expenses. An exception will be made in instances where the creditor refuses the card. When approved, annual dues for credit cards are paid by the agency. Employees must submit receipts for all credit card charges to the Business Office within 48 hours of the return to the office of origin.

6.5 Conference Registration

Conference registration and attendance fees will be reimbursed if the employee has been assigned to attend the meeting and advance approval for the conference by the appropriate Division Director or Vice President is obtained.

6.6 Incidental Expenses

Bethany reimburses employees for reasonable and necessary expenses incurred while conducting agency business. Employees shall be reimbursed for expenses for such things as the cost of meals, commercial transportation, hotel or motels, automobile parking, toll fees, incidental expenses related to clients, and other related expenses. Reimbursement requires approval of the submitting employee's immediate supervisor. Only expenses that are reasonable and necessary will be reimbursed. Any expense turned in for reimbursement that is above what the immediate supervisor considers reasonable and necessary, *based on the circumstances*, will not be reimbursed in full. In such cases reimbursement will be limited to the amount the immediate supervisor believes is reasonable and necessary, and the remainder will be the responsibility of the employee. It is therefore incumbent upon the employee to use sound discretion when incurring expenses. Please see below.

Reimbursement

Receipts are required for all reimbursable expenses and should be obtained and attached to the employee's reimbursement request form. An appropriate claim for reimbursement shall be submitted at the end of the calendar month in which the expenses are incurred. The reimbursement request form must be approved by the employee's immediate supervisor and submitted to the Business Office for processing.

6.7 Employee expense reimbursement

All requests by employees for reimbursement of approved expenses (other than through petty cash) should be made on the employee expense reimbursement request form or through the use of a Purchase Order. The reimbursement

request must contain the following:

1. All reimbursement request forms or Purchase Orders must be signed by the employee and/or the immediate supervisor.
2. All sections of the reimbursement request form or the Purchase Order must be completed and legible.
3. All receipts for charges and cash items paid by the employee must be attached to the report. Any receipts not attached will be omitted from the request and not paid until such time that appropriate documentation is submitted.
4. Any funds due Bethany for Children & Families from an advance must be attached to the reimbursement request form.

Meal Per Diem

When traveling for the agency outside of the Quad City area (as defined by these counties in Illinois: Rock Island, Mercer, and Henry; and these counties in Iowa: Scott, Muscatine, Cedar, Clinton, and Jackson) to attend a conference, seminar, workshop, or training activity approved by Bethany for Children & Families, the agency will provide a per diem for meal expense provided the activity does not include pre-purchased meal programs in the registration. The amount of this per diem is as follows:

\$5.00 – Breakfast (The employee must leave the office by 7:00 AM)

\$8.00 – Lunch

\$12.00 – Dinner (The employee must return to the office after 7:00PM)

When attending events which require overnight stays in large metropolitan cities, the *above* stated per diem rates may not be sufficient. In this case the agency will reimburse for amounts spent in excess of the allowable per diem that are deemed to be reasonable and customary for the area. When the agency credit card is used in lieu of the per diem, the employee shall return the per diem that was assigned for that meal. The employee shall be responsible to furnish receipts or explanations for all expenses. These receipts are to be turned in to the Accounting Clerk located in the Business Office with approval from the employee's direct supervisor. This can be done on the monthly expense sheets. Excess expenses should be noted on their expense sheets and approved.

When employees are required to transport a client to a visitation, staffing, or court appearance, per diems will not be given for the client or the employee. The visitation activity should be approved by the employee's direct supervisor, documented on approved agency forms and expenses vouchered for the cost of the trip. The vouchered expenses shall be considered a "cash advance" that must be documented with expense receipts issued from the proprietor of the business issuing the service or selling of the food to the employee upon the employee's return. The employee shall keep accurate receipts of the trip and account for all money expended. The accounting shall be in an orderly format that can be readily approved by the employee's direct supervisor. These expenses shall also be turned into the Accounting Clerk located in the Business Office. Reconciliation of expenses shall be made within five working days of the completion of the activity.

Mileage Reimbursement

Employees shall use the agency's assigned vehicles for all transportation purposes if possible, unless otherwise indicated within The Vehicle Management Policy (105.05). For work-related trips that are greater than 60 miles out from the worker's office of origin, use of rental vehicles are strongly encouraged. Reimbursement is done through a Purchase Order or through the expense voucher. If a personal vehicle is used, mileage payment for use of a personal vehicle shall be charted from the most direct route to and from the assigned destination.

Bethany for Children & Families has an expense voucher that must be filled out at least monthly by all workers who use their own vehicles in traveling. Items to be listed on this voucher are to include the number of miles traveled, bridge tolls, parking meter fees, and meals for a client. Expense reimbursement requests received 30 days after the close of the subject month will not be honored (e.g., Expense reimbursements for the month of July must be received before the end of August).

Cash Advance

Cash advances for travel, meals, and hotel may be requested for out-of-town trips. Receipts must be kept and attached to a copy of the original purchase order and then returned to the Business Office. All cash not used must be returned to the Business Office.

6.8 Petty Cash

Petty cash funds may be established in agency offices or departments to cover small (\$25.00 or less) work-incurred expenses. Requests for reimbursements or advance of petty cash should be made to the Accounting Clerk in the Business Office. Receipts of expenditures are required. Petty cash is not to be used for cashing employee checks, and mileage reimbursement is not to be paid out of the petty cash fund.