



Employee Handbook

Effective as of October 14, 2020



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New Employee Welcome

On behalf of your colleagues, I welcome you to Catholic Social Services and wish you every success here.

Catholic Social Services (CSS) has been providing help and creating hope since 1966. What a tremendous milestone in both the number of years of existence but, more importantly, in the number of lives impacted and transitions to permanent stability made. CSS not only provides a safety net for individuals in need but, through our emphasis on human dignity, encourages people to reach their individual potential for self-sufficiency and long-term stability. In our continual pursuit of excellence, we are accredited through the Council on Accreditation. This achievement is a testament to the commitment and hard work of all CSS program and administrative staff in refining, improving, and adopting social service delivery best practices.

We believe that each employee contributes directly to CSS' growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, procedures, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with CSS.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Warmly,



Lisa DH Aquino
Chief Executive Officer

Introduction

Introductory Statement

This handbook is designed to acquaint you with CSS and provide you with information about working conditions, employee benefits, and some of the policies and procedures affecting your employment. You should read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by CSS to benefit employees. Our objective is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question. As CSS continues to grow, the need may arise to change policies described in the handbook. CSS therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate, at its sole and absolute discretion, except to its' policy of at will employment. Employees will, of course, be notified of such changes as they occur.

Agency Mission

Our Mission - The key elements of the mission of CSS are to:

- Compassionately serve the poor and those in need
- Strengthen individuals and families
- Advocate for social justice

Many people ask if CSS provides services to only Catholics. CSS would like to take this opportunity to address and clarify the Catholic identity of our Agency. Yes, we are a Catholic Agency, but we provide services to anyone, regardless of their religious affiliation.

According to Canon Law (Church Law), the Bishop takes a pledge to serve the poor within his diocese, not just the Catholic poor. While Catholic Social Services (CSS) is separately incorporated, we share the non-profit tax exemption of the Church. We are the Social Services Arm of the Diocese of Anchorage and serve to help Archbishop Bellisario carry out that pledge. Sr. Sharon Euart, RSM, has spoken so eloquently on this issue: "as Catholic Charities, you assist your respective diocesan bishop in fulfilling his pastoral responsibility to promote the social mission of the Church and to provide the necessary social services and programs for the people of God entrusted in his care. You carry out your responsibilities in the name of the Church in keeping with the Church's universal law and under the direction of the diocesan bishop." The CSS Chief Executive Officer is responsible to the Archbishop for the mission of CSS and reports to a Board of Trustees, who has fiduciary responsibility and oversight of the Agency.

While some of our employees are Catholic, many are not. We do not require all employees be Catholic, but all are asked to respect and support the mission of the agency, which is founded upon the Catholic Social Teachings. These are not teachings on how to be or become Catholic, but they are principles for Social Justice. They are applicable to and can be followed by any denomination of faith or non-religious person, which cares for its people. As the word "catholic" means universal, we strive for social justice for all and we are inclusive in our service to others.

We receive funding from a variety of sources, some of which is government funding. There are agreements we sign stating that we will not discriminate in providing service to anyone, nor require participation in any religious activity to receive program services. This comes easy for us, for it is our mission to serve anyone regardless of their affiliation. We welcome and respect the dignity of all, inclusive of their faith.

Employment

Employee Relations

Supervision

CSS provides supervision and support that promotes effective use of agency resources and positive outcomes for clients and employees.

- Supervisors are responsible for ensuring that their staff perform their jobs effectively and for providing them with opportunities for professional development.
- Supervisors conduct performance appraisals with each employee annually. Informal feedback should be given frequently.
- Supervisors are responsible for commending employees for positive performance and for informing their staff of any concerns and suggestions relative to problem areas in a timely manner.
- Supervisors are responsible for scheduling regular staff meetings to ensure effective communication between agency administration and program/support staff.

Personnel Development and Training

CSS supports personnel training on a program by program basis at the supervisor's discretion, according to the program's operating procedures and job requirements, contingent upon the availability of funds and staffing requirements.

Nature of Employment

Employment with CSS is voluntary, and employees are free to resign at will at any time, with or without cause. Similarly, CSS may terminate the employment relationship at will at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between CSS and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at CSS' sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Chief Executive Officer of CSS.

Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at Catholic Social Services will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, religion, ethnicity, sexual orientation, national origin, or because of the person's age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. CSS will provide an annual training that is mandatory for all staff regarding bias and discrimination.

Hiring of Relatives

The agency will employ individuals related to staff or board members only if they are the best qualified applicants for the job. If the relative of an employee is hired, a notation on the application form indicating the relationship and briefly explaining why that individual was best qualified will be made by the Chief Operating Officer. Alternate lines of supervision must be established by the Human Resources Director should an individual be hired to work in a department or program which is supervised by a member of their immediate family.

Immigration Law Compliance

All new employees must complete and sign a federal I-9 form by the third day of employment, although this form is typically signed and filled out before employment has begun. The I-9 form is for the purpose of verifying the eligibility of the employee to work in the United States.

Conflict of Interest

CSS requires that employees and consultants refrain from activities that have or give the appearance of conflicts of interest. A conflict of interest is defined as a situation in which a person has a private or personal interest enough to appear to influence the objective exercise of his or her official duties as an employee or consultant of CSS. An employee should never accept any favors or gifts, other than the exceptions on page 53, which could create the impression that any special relationship exists. An employee must declare all potential conflicts at the time of hire and thereafter as soon as the employee is aware of such potential conflict. Failure to avoid a conflict or declare a potential conflict is grounds for action which may include a warning, disciplinary action, or termination of employment.

Background Checks

CSS programs are governed by local, State and/or Federal requirements for employment. CSS adheres to barrier crimes as defined by the State of Alaska Background Check Unit.

CSS conducts background checks during employment that may include review of state court record, semi-annual proof of automobile insurance, and fingerprinting as required by law.

CSS keeps confidential the results of any background check or investigation and releases information on a need to know basis.

If an employee is convicted of a misdemeanor or felony during their time with Catholic Social Services, they are required to notify HR immediately.

Job Descriptions

A job description is provided to all employees at the time they are hired. It must be signed by the employee and his/her supervisor and placed in the employee's personnel file. The job description may be updated at any time at the discretion of CSS. When a job description is updated, the updated job description must be signed by both the employee and the employee's supervisor and then placed in the employee's personnel file.

Hiring Authority

The Chief Executive Officer makes final hiring decisions but may delegate these responsibilities at his/her discretion.

Orientation and Training

New employees are required to go through both agency and program orientations within 60 days of hire as well as complete all required E-Learning courses. Employees who do not attend orientation or complete all required E-Learning within 60 days of hire are subject to unpaid administrative leave until the employee completes all orientation and training requirements. Employees who are transferred or promoted from another program are required to go through program orientation for the new program within 30 days and complete any additional E-Learning courses that may be required by the employee's new program. The employee's immediate supervisor will be responsible for providing a program orientation for new and promoted staff members. The employee's immediate supervisor will delineate job duties and responsibilities in accordance with the job position assigned to the employee, introduce the employee to staff members and review all relevant Program policies and procedures with the new employee.

Any requests for exemptions from required training must be submitted to the employee's supervisor, in writing, and be approved, in writing, by both the employee's supervisor and the Human Resources Director. Exemptions may be granted for:

- medical reasons
- demonstrated competence in subject matter

Employee Status and Records

Employment Definitions

Full-Time

Regular full-time staff are employees in a regular position scheduled to work 40 hours per week.

Part-Time

Regular part-time staff are employees in a regular position regularly scheduled to work less than 40 hours per week.

Benefit Eligible

Any employee who works a regular schedule of 30 or more hours per week is eligible for benefits.

On-call

An on-call employee is classified as an hourly, non-exempt employee who works on an irregular, as-needed schedule.

Temporary

A temporary employee is one who is hired on a regular, seasonal, or emergency basis, usually for a specified period. A temporary employee may be employed up to 40 hours per week but may not be employed for more than six months in this category. Temporary employees may be agency temps (hired onto the CSS payroll) or outside temps (found through a contract agency). Temporary employees are not eligible for benefits, even if they work 30 hours or more per week.

Hourly Employee

An hourly or non-exempt employee is any person classified as program/support staff and who is paid by the hour. Hourly or non-exempt employees are eligible for overtime.

Exempt Employee

An exempt employee is classified by the Federal Labor Standards Act (FLSA) and the Alaska Work & Hours Act (AWHA) as executive, administrative, professional management staff or other applicable exemption applied by law and is paid based on an annual salary. These employees are exempt from overtime.

Independent Contractor

An individual who is not employed by CSS but is bound by the terms of a contract for services. An individual can be either an employee or an independent contractor. These two categories are mutually exclusive. In other words, an individual cannot be an independent contractor while they are a paid employee.

Suspended

Employees suspended by CSS are released from work. Suspended employees may be released from work with or without pay at the discretion of the Chief Executive Officer or Chief Operating Officer. A suspension becomes part of the employment record. It is used for serious offenses or if an employee fails to heed a formal, written warning. Administrative leave may also be used during investigations, such as for a sexual harassment complaint.

Personnel Records and Privacy

General

CSS maintains two accurate and complete personnel files. The first personnel file contains the complete history of employment that includes, but is not limited to, an employment

application, job performance evaluations, personnel action forms, and training certifications. The second file contains, but is not limited to, employee benefit enrollment forms, all health-related information, and background information. Personnel files are considered confidential files and are the property of CSS.

Employee Review

Both current and former employees have the right to review their personnel files and other personnel information. A written request to review the file(s) should be made to the Human Resources Department, which will be accommodated in a reasonable period of time. Any review of the file(s) will be monitored, and the file must remain in the Human Resources Department while the employee is reviewing it. After making a written request for copies of the personnel file and other personnel information, current and former employees will be provided with a copy of such records within a reasonable amount of time. CSS may charge a reasonable fee for copying personnel records.

Access to Records

Access to personnel files is restricted to the Human Resources Department, the Chief Executive Officer, Chief Operating Officer, and the employee's supervisor. However, appropriate government agencies may be permitted to review such files to the extent it is necessary to comply with the terms and conditions of grants and licensing. Supervisors may only request their subordinates' personnel files or the personnel file of an employee who has applied for a position in his/her department/program. Supervisors will not have access to files containing health-related information for any employees. Access to the file of health-related information maintained for each employee will be strictly limited to the Human Resources Department, Chief Executive Officer and Chief Operating Officer except in the case of a bona fide necessity. For instance, health-related information may be released to an insurance company upon proper request. The Finance Department has access to, and maintains, a separate compensation file for each employee.

To ensure privacy, the personnel file and other personnel information are considered strictly confidential. Unless a form authorizing release of job-related information has been signed by an employee or former employee, only the date of employment, rehire eligibility and position title will be confirmed in response to an inquiry by a bona fide organization. CSS will cooperate with government agencies as required by the audit requirements of various grants and with valid subpoenas in regard to sharing personnel information.

No personal information, such as address or telephone number, will be given to other employees or individuals not employed by CSS unless the employee has given specific written consent to the release of such information.

Personnel Data Changes

Employee personnel records are deemed essential for the efficient operation of CSS. These records are confidential and are the property of CSS. They must remain in the Human Resources office when being viewed. These records shall include:

- address

- name
- telephone number
- person(s) to notify in case of an emergency
- change in physical or other limitations

Employees are required to report changes in any of these above areas to Human Resources.

Probationary Period

New employees and employees who have changed positions will be placed on probationary status for a period of six months. The probationary period begins on the first day of employment or position change. At the end of the probationary period, the supervisor may extend the probationary period if performance has not been satisfactory.

If at any time during this probationary period the employee's supervisor determines the employee is unsuitable for the job, employment with CSS will be terminated. Likewise, if at any time during the probationary period, an employee determines that they are not well suited for the job; the employee may leave their employment with CSS.

Performance Evaluation

Probationary Period Evaluation

A written performance evaluation will be prepared by an employee's immediate supervisor at the end of the probationary period. A conference will be held between the immediate supervisor and employee. The employee will be given a copy of this evaluation as well as submit a self-evaluation to their immediate supervisor for review. The employee's supervisor, based on the results of this review will then do one of the following:

- Move the employee from probationary status to regular status
- Extend the employee's probationary period
- Terminate the employee's employment with CSS

Annual Performance Evaluation

An annual performance evaluation will be conducted for each employee by their immediate supervisor and a conference will be held to discuss that evaluation. Employees will receive a copy of the written evaluation as well as submit a self-evaluation. The evaluation will be completed annually on the employee's anniversary date. If an employee transfers to a different position or program, the transfer date becomes the new anniversary date.

Performance Evaluations and Permanent Record

All written evaluations will have the immediate supervisor's and employee's comments as well as signatures of the employee, immediate supervisor, second level supervisor and the Human Resources Director. Performance evaluations become part of the employee's permanent record.

Promotions and Transfers

It is the practice of CSS to promote/ transfer employees to vacant positions whenever possible. Notifications of vacant positions will be made available. Promotions/transfers are based on qualifications and performance. This practice will not prohibit management from normal advertising practices to seek the best qualified individual for the position.

Employees who desire to be promoted/ transferred within CSS are required to inform their immediate supervisor of their intent to apply. The employees' application will not be processed if the immediate supervisor is not notified.

If an employee applies for and is offered a position in another program, their current program director has a maximum of 4 weeks to release the employee from their current position.

Employee Benefit Programs

Benefits Program Information Disclaimer

The statements in this section are general and simplified to the extent possible, consistent with accuracy. Should there be any conflict, existing laws, regulations, and policies applicable to a specific situation will take precedence.

If an employee declines any coverage, there will be no extra compensation provided.

Benefit Eligibility

All employees who work 30 or more hours per week on a regular basis are eligible for benefits. (Regular means for 6 months or more.)

Health Insurance

Please consult the health insurance policy for coverage limitations.

The employee is eligible after being employed 1 calendar month; coverage is effective the 1st of the following month. Example: if the hire date is January 15th coverage would begin on March 1st; this is for Medical, Dental, Vision, Life Insurance and Long-Term Disability.

Medical

Employee coverage is paid by CSS, with an employee co-pay. Dependent coverage is available at cost to the employee.

Vision

Employee coverage is paid by CSS. Dependent coverage is available at cost to the employee.

Dental

Employee coverage is paid by CSS. Dependent coverage is available at cost to the employee.

Employees may waive any or all the coverage options or may select a combination of coverage options. If the employee wishes to elect in dependent coverage, the employee themselves must also be covered under that benefit program.

Life Insurance

CSS provides a \$50,000 life insurance policy for each employee.

Long Term Disability

CSS provides a benefit for employees who become disabled. Refer to CSS' long-term disability policy for plan details.

Supplemental Insurance

Supplemental health insurance is available to employees through pre-tax payroll deduction.

Paid Time Off (PTO)

To provide for more flexibility in earned leave usage, CSS has a Paid Time Off (PTO) benefit.

All benefit eligible employees accrue Paid Time Off. Employees who are scheduled to work 30 hours or more per week but less than 40 will accrue hours at a prorated rate based on an 80 hour pay period.

PTO begins to accrue from the first day of hire for benefit eligible employees and will be accrued at a rate based on length of employment in eligible status. PTO will accrue at the following rates based on a 40-hour work week:

<u>Step</u>	<u>Months of Service</u>	<u>Equivalent PTO Earned on Annual Basis</u>
1	0 - 24	23 Days or 184.08 hours/7.08 hours per pay period
2	25 - 84	28 Days or 224 hours/8.62 hours per pay period
3	85 +	33 Days or 264 hours/10.15 hours per pay period

An employee will move to the next step during the pay period in which he or she completes the months of service requirement.

PTO continues to accrue while an employee is on PTO. Exception: If the employee terminates their employment with CSS at the end of the scheduled leave, the PTO accrued during leave is lost.

PTO will not accrue during leave without pay or leave of absence.

Employees who have been rehired as full-time will retain the leave status step at the point of their most recent termination, provided the time away from CSS is not greater than six months. Exceptions may be made at the discretion of the Chief Executive Officer or Chief Operating Officer.

When an employee who is benefit eligible moves to non-benefit eligible status, accrued PTO up to the maximum yearly accrual for the appropriate rate step will be cashed out at the time the change is made. The employee will no longer accrue PTO after that point.

(also see Leaves of Absence, Paid Time Off)

Holidays

Benefit eligible employees will receive regular pay for ten (10) 8-hour holidays each calendar year. These holidays are:

New Year's Day	4 th of July
Martin Luther King Jr. Day	Labor Day
President's Day	Thanksgiving Day
Good Friday*	Friday after Thanksgiving
Memorial Day	Christmas

*Note: We encourage employees to honor and celebrate their individual culture and religion.

An employee may exchange a holiday for another holiday which is important to his/her culture or religion. Please plan with your supervisor if you would like to do this.

Holiday Compensation

- The Program or Department Director or the Chief Executive Officer may require the program to remain open during a holiday due to the nature of the program services (i.e. shelter services) or grant requirements. If so, employees who are required to work on a holiday will be paid 2½ times their rate of pay based on the employee's regularly scheduled workday. This holiday worked rate will be paid to all employees who work on a paid holiday, whether or not they are benefit eligible. The two-and-a-half-time rate will only be paid for hours worked on the holiday.
- Pay for holidays not worked only applies to benefit eligible employees.
- "Floating" holidays (those which change from year to year, vs. Monday only holidays) will be observed on the preceding Friday when they fall on Saturday, or the following Monday when they fall on Sunday. This is only for staff who are scheduled Monday through Friday.
- Any employee who works on a Saturday or Sunday will receive holiday pay for either the actual or observed holiday, unless these are your regularly scheduled days. This might be pay for time off on a holiday, or actual holiday pay of two and a half for a holiday worked. If the employee works the actual holiday, s/he will not receive paid time off or holiday worked pay for the observed holiday
- Employees who are not required to but would like to work on a holiday, or during a time when the agency or program is closed, may do so with their supervisor's consent, but will only be paid regular pay.
- If an employee works more than 8 hours on a holiday, holiday pay (two and a half) will be paid on all hours worked. No additional overtime pay will be paid for hours worked over 8 hours.
- Exempt employees who work a holiday may take another day off with pay with supervisory approval.
- Employees on unpaid leave will not receive holiday pay.

Banked Sick Leave (BSL)

At the end of each fiscal year, any Paid Time Off for an employee above the maximum accrual of hours is added to the balance in the sick leave bank for that employee. Banked sick leave caps at 120 hours. Banked sick leave will not be paid out at the time of termination or retirement.

(also see Banked Sick Leave, Paid Time Off)

Workers Compensation

Workers' compensation insurance is provided to offset the cost of work-related injuries or illness. All employees, regardless of employment status, are covered at no cost to the employee. Medical costs and partial income are provided during the time an employee is absent while recovering from a work-related injury or illness. All injuries, no matter how slight, if sustained on the job must be reported to the employee's supervisor as soon as possible after the accident occurs. The employee is required to fill out the Employee Work Injury Form within 24 hours. If the employee requires treatment, he or she will get the necessary medical treatment. If any workdays are to be missed, the immediate supervisor is to be notified. Long term injuries will be paid as determined by the industrial insurance carrier beginning the fourth consecutive day of absence.

PTO / Workers Compensation Overlap

If an employee is injured on the job, worker's compensation insurance begins paying the employee after three (3) full days of absence from work. During that three-day period, an employee must use PTO to receive their full pay for the period. They do not have to use PTO, however, if they prefer unpaid time. If the employee has no PTO, leave without pay will be approved. The practice of CSS is to pay the employee for the entire shift scheduled on the day of the injury, no matter when the injury takes place. (For example, an employee is scheduled to work from noon until 4 pm. S/he is injured at 1:30 pm and misses the rest of the shift while at the doctor's office. Total hours paid for that date are from noon until 4 pm.)

Any doctor's visits associated with the claim which occur after the date of injury should be scheduled outside of work hours, or will need to be covered by PTO (unless they occur after the 3 full days of absence, at which point the time off of work will be paid by worker's comp).

Exceptions to this practice may occur at the discretion of the Human Resources Director, Chief Executive Officer or Chief Operating Officer.

Continuation of Benefits (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under CSS' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- resignation
- termination of employment

- death of an employee
- reduction in an employee's hours
- leave of absence
- divorce or legal separation
- a dependent child no longer meeting eligibility requirements

Qualifying events must be reported within 30 days of the event or the change will not be allowed until the annual open enrollment period.

Under COBRA, the employee or beneficiary pays the full cost of coverage of CSS' group rates plus an administration fee. The COBRA policy may change at the discretion of the Federal Government.

Tax Deferred Annuity

A 403(b) plan is available to all employees, whether benefit eligible or not, with immediate eligibility. Contributions are made pre-tax or traditional tax. The plan includes a catch-up ability according to federal regulations.

Pension / Retirement Plan

CSS provides all employees with a pension plan. To be eligible, you must be 18 years of age, and have one year of service (at least 1000 hours during the first 12 months of employment). If the employee does not work 1000 hours in that first year, eligibility is reached the anniversary year in which s/he does work 1000 hours. An employee is 100% vested after three years which means an employee who is 100% vested owns 100% of the account balance. For purposes of the CSS pension / retirement plan, vesting refers to the percentage of CSS contributions to the employee's pension / retirement plan the employee is entitled to keep when their employment with CSS terminates.

Education Incentive

CSS encourages the continuing education of all employees. In addition to job training opportunities, employees who have been employed full-time with CSS at least one year may be eligible for a continuing education incentive. With pre-approval of the employee's Program Director, the employee may submit proof of enrollment, payment and completion of any course related to the employee's job or the agency and on the employee's own time, for consideration of a continuing education cash incentive / reimbursement. The incentive will be awarded upon the completion of the course, with a passing grade, at a cost not to exceed \$750.00 per 12-month period. The fee may also be paid up front with certification of completion expected within 30 days of the final date of training for verification.

Employees may request a schedule accommodation for continuing education. At the discretion of the employee's supervisor, such an accommodation may be approved.

An employee may also apply this education incentive to licensing fees. In this case, if the employee requests pre-payment, a copy of the paid fee would be expected within 30 days of payment for verification.

Employees may submit requests for a continuing education incentive/reimbursement once every calendar year. Restrictions may be applied by the Chief Executive Officer due to the annual budget allocation for this incentive.

Jury Duty

When an employee is called for jury duty, they will be compensated in full for up to 5 days. The check s/he receives from the court is not expected to be turned in to CSS. If the employee does not serve a full day, s/he will be expected to return to work. Employees who work the evening shift should work with their supervisor to accommodate any necessary change in schedule.

Compensation / Timekeeping / Payroll

Timekeeping

Electronic time sheets are to be submitted by each employee and must be approved by his/her supervisor for payroll processing at the end of each two week pay period.

Paydays

Pay periods are biweekly; the last day of the two (2) week period is Friday. When a payday falls on a holiday, employees shall be paid on the last working day preceding the holiday, although checks will be dated for the regular pay day and may not be cashed before that date. Catholic Social Services does not do live payroll checks. Therefore, we offer direct deposit and or ADP pay cards.

Overtime

Only non-exempt employees are eligible for overtime. Employee overtime is based on hourly rate of pay and must be pre-approved by the employee's immediate supervisor. Overtime is computed as time and one-half for all hours worked in excess of 8 straight time hours per day or 40 straight time hours per week, unless on an approved flexible work hours plan (for purposes of weekly overtime calculations, Holiday Worked hours are considered straight time hours, although they are paid at the rate of two and a half.) Per the Designated Workweek Section of this Handbook, the start of the workweek dictates that the workday is from 12:00 am to 11:59 pm. Time worked which crosses this start time may be more than 8 hours, but not eligible for overtime.

Paid Time Off or Banked Sick Leave hours used, or any other non-regular work hours are not considered in the calculation when determining hours of overtime.

Pay Increases

Employees, who have been employed by CSS for over six months, are given a 2% COLA increase that is effective the beginning of the first payroll beginning in July each year. However, if an employee has reached the top of the payroll scale for their job classification, they will not

receive the 2% COLA increase. Any pay rate increases that increase an employee's rate of pay above the maximum for their job classification requires written approval from the Chief Executive Officer.

Merit increases may be approved by the Chief Operating Officer, Chief Programs Officer or Vice President of Development and Strategic Communications, for their respective departments, up to the maximum allowable rate in an employee's job classification.

Garnishment and Tax Levies

A garnishment is a legal action by a creditor requiring CSS to withhold an amount from an employee's earnings. CSS must forward the amount withheld from the employee's payroll to the creditor each payday until the garnishment is released.

A tax levy is an action brought by a governmental tax agency to satisfy an employee's tax indebtedness.

When a garnishment or tax levy is served on CSS the employee shall be contacted by the Human Resources Department. The employee shall be asked to try to make an arrangement with the creditor or tax agency to make direct payments to satisfy the indebtedness. If an agreement is reached, the employee will ask the creditor to issue a written release to CSS.

If no release is received or, if after receipt of a release the employee breaks the agreement, the agency must process the garnishment or tax levy.

Training Time

Time associated with any training that is required for a job must be compensated. This includes training that is directly related to a job, and training that is beneficial to the organization as well. The Department of Labor states that training time is compensatory if the training is directly related to the job, meaning that it is "designed to make the employee handle his/her job more effectively." This does not, however, necessarily include classes which an employee may be taking outside of work hours. Training time will be paid if CSS or the employee's program requires the training or determines that it would be advantageous to the employee's work. Employees must have prior approval from their supervisor to receive compensation for training completed outside of normal working hours.

Examples of training which are compensable:

- Orientation
- All required certification classes—First Aid, CPR, Bloodborne Pathogens
- De-escalation techniques
- Emergency Preparedness Training
- Relias Essential Learning (eLearning)

If an employee receives required training through another agency while working for that agency, CSS is not required to pay the employee for that training time.

Should you have any questions about an individual course, please consult with your supervisor.

Employee Pay Advances

A pay advance is early payment for work performed during the pay period. The entire amount of the advance will be deducted from the employee's next paycheck. Extensions or pay installments or loans are not permitted.

Employees employed by the agency for a minimum of one year may request an advance on their pay not to exceed their net pay. Two (2) requests in a 12-month period may be authorized. A request form must be completed by the employee and submitted to the Human Resources Department for determination of eligibility. Requests must be approved by the Chief Executive Officer or Chief Operating Officer.

Work Conditions and Hours

Designated Workweek

The basic work week of CSS is 40 hours. The work week begins at 12:00 a.m. Saturday morning. The Chief Executive Officer or her designee shall retain the authority to adjust individual work schedules to best serve the needs of the clients of the agency. When emergencies arise, employees may be required to work more than eight (8) hours per day, or 40 hours per week. When this occurs, nonexempt employees are eligible for overtime compensation; exempt employees are not eligible for overtime compensation. Exceptions to this can be made if a flexible work plan is signed by the employee, supervisor, Chief Operating Officer and filed with the State Department of Labor.

Compressed Work Week

4/10 schedule- Four 10-hour days a week

Eligibility

- A compressed workweek is not appropriate for all positions, or in all settings, or for all employees.
- The employee must have been in their current position for at least a year.
- Employees who have problems with punctuality, attendance, and/or performance issues are not eligible for a compressed work week schedule.

Initiating a Compressed Work Week

- The employee and supervisor will send a request for the compressed work week to the Human Resources Director.
- The compressed work week must start at the beginning of a pay period.
- The compressed work week must be approved by the Department of Labor prior to starting.

Holidays

- When a paid holiday falls on an employee's regular scheduled day off, the employee will be paid 8 hours holiday pay. The employee may:
 - Use PTO to make up the 2-hour difference.
 - With supervisor approval, an employee may work additional hours during the same work week as the holiday.
- When a paid holiday falls on an employee's regular scheduled workday, the employee will be paid 8 hours holiday pay. No additional day will be given. The employee may:
 - Use PTO to make up the 2-hour difference.
 - With supervisor approval, an employee may work additional hours during the same work week as the holiday.

PTO

- Full day PTO will require that the employee uses 8 hours of accrued PTO.
- A full week of PTO will require that the employee uses 40 hours of accrued PTO.

Jury Duty

- If an employee has jury duty on their regular scheduled day off, the employee will not be paid for jury duty, as it is their scheduled day off
- If an employee has jury duty on their regular scheduled workday, the employee will be paid for the number of hours on jury duty, but no more than 10 hours

Safety

Safety depends primarily upon the actions or inactions of employees. If an employee observes conditions regarded as unsafe, a supervisor should be informed immediately. A safe workplace requires the cooperation of all employees. Employees are expected to use caution and comply with all safety laws with regards to the Occupational Safety and Health Act (OSHA).

All work-related injuries, near misses, or illnesses must be reported to the employee's immediate supervisor no matter how minor they may seem. It then becomes the supervisor's responsibility to follow through immediately. Immediate action may eliminate future complications. Employees who violate safety laws or fail to report safety violations will be subject to disciplinary action, up to and including termination of employment.

Animals

Except for service animals, employees may not bring animals to work. If it is necessary for an employee to bring a service animal to work, a completed Service Animal Agreement must be submitted to Human Resources.

Preventing Workplace Violence

CSS is committed to preventing workplace violence and to maintaining a safe work environment. CSS has adopted a policy of “zero tolerance for violence” in the work environment. CSS has adopted the following guidelines to deal with intimidation, coercion, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including temporary, contract employees, independent contractors, volunteers, and clients of CSS, should always be treated with dignity and respect. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Furthermore, CSS will not tolerate any talk of violence or joking about violence. Firearms, weapons, and other dangerous or hazardous devices or substances, including but not limited to, knives, explosives, and any other potential weapons, are prohibited from the facilities of CSS.

For information on weapons in the workplace, see page 46. In addition, when working off CSS premises, employees are prohibited from carrying or transporting weapons while conducting Agency business. Employees are not permitted to carry concealed weapons on CSS property, in CSS vehicles or while performing work as a CSS employee, even if the employee has a valid permit to carry a concealed weapon.

For personal safety reasons, a defensive, non-lethal weapon that can be carried in a purse, pocket or on a key chain is permitted. Because this defensive weapon would always need to be carried with the employee, it would be allowed in a CSS building or vehicle. However, it is the responsibility of the employee to inform his/her supervisor about the possession of such weapon, and to keep it under careful control at all times, to ensure that no one else might use it for wrongful purposes. An employee may never use a weapon, or anything perceived to be a weapon to threaten, intimidate, or coerce another employee, or member of the public at any time, including during off-duty periods. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to the employee’s immediate supervisor or any other member of management. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. When reporting a threat of violence, the report should be as specific and detailed as possible. CSS has adopted an Incident Report Form to use for this purpose. The Incident Report Form should be promptly completed and forwarded to the Human Resources Director.

All suspicious individuals or activities should also be reported as soon as possible to management. Employees should not place themselves in peril by interceding or trying to determine what is happening. However, if required by circumstances, supervisors or those witnessing the incident are expected to take immediate action to protect the safety and security of themselves and other individuals in response to an incident of violence. This response may be only calling 911 and/or vacating the premises. Any other response should be

a decision made by that individual based on applicable training and the individual's assessment of personal abilities.

CSS will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making the report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including immediate termination of employment. Employees and other individuals violating this policy may be subject to criminal prosecution.

CSS encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Director before the situation escalates into potential violence. CSS is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns. Involved employees should, however, try to work it out between themselves first.

Administrative assistants and supervisors must keep emergency phone numbers, as well as the numbers for local hospitals, at their desks and readily available for use if needed.

Driving

Many employees drive as a component of their jobs. Some employees use their personal vehicles for running errands or attending meetings at other locations. Some programs have an agency vehicle to use in transporting clients. The following are general rules that must be followed by any employee driving for work purposes:

- The driver and all occupants of the vehicle must follow all applicable laws regarding use of a seat belt.
- Obey all street signs and stop lights, or directions from a police officer or construction crew member.
- Use of a cell phone while driving is prohibited. A Bluetooth, or a hands-free device tool can be used if necessary. If you must take a call while in the vehicle, pull over to talk on the phone.
- No smoking is allowed in a personal vehicle if there is a passenger unless the passenger(s) agrees.
- No texting while driving

In addition, employees driving a CSS vehicle must observe the following rules:

- Only use the vehicle for CSS business.
- No smoking allowed in vehicles owned by CSS at any time.

Tobacco-Free Facility & Grounds

Employees shall not use tobacco in any form in the interior space of CSS' Main Center, in vehicles owned or leased by CSS, or the outside property or grounds of CSS Main Center including parking areas.

Children in the Workplace

CSS wishes to maintain a family friendly work environment. Children are allowed in the workplace during times when a parent can make no other arrangements for the care of the child (ren), with prior approval from their supervisor. Exceptions to this policy are:

- the child is or may have a contagious illness
- the parent shares an office
- the child's presence will be disruptive
- the parent's job may be potentially hazardous
- the parent's job includes home visits during that day

Any such arrangements are temporary and non-frequent and will be arranged with and agreed to by the employee's supervisor in advance.

Resolution Dispute / Complaint Procedure

Grievance Procedure

CSS provides their current employees with a process in which they can resolve problems and misunderstandings fairly and quickly. In the event a current employee has a grievance related to their employment with CSS, the following steps must be followed to resolve that grievance.

- 1) **Verbal Discussion with the Employee's Immediate Supervisor:** The employee will first discuss the grievance with their immediate supervisor. Grievances should be settled informally at this level if possible. If the problem is with the immediate supervisor, the employee may go directly to Human Resources.
- 2) **Written Grievance to the Employee's Supervisor:** If verbal discussion with the employee's immediate supervisor does not resolve the grievance, the employee can appeal by submitting a written grievance to his/her immediate supervisor within five (5) working days of the verbal discussion. The grievance shall contain a full account of the reasons for the grievance and the action desired. The supervisor will respond to the employee through a written reply within ten (10) working days. A copy of the grievance and the supervisor's response will be placed in the personnel file of the employee. If the problem is with the immediate supervisor, the employee may go directly to Human Resources.
- 3) **Written Grievance to the Chief Executive Officer:** An employee may appeal an unresolved grievance with the Chief Executive Officer if steps one and two have not successfully resolved the matter. A letter must be submitted to the Chief Executive Officer within five (5) working days of the receipt of the written response from the

supervisor with whom the initial grievance was filed. The Chief Executive Officer, upon receipt of the grievance, will respond to the employee, in writing, of her decision within 10 working days. The decision of the Chief Executive Officer shall be the final decision and may not be appealed to the Board of Trustees.

In the event of a grievance against the Chief Executive Officer, for something other than the Chief Executive Officer's decision on an employee's grievance under Step 3 above which is not reviewable:

- Step 1 and 2 of the grievance procedures must be followed by the employee going directly to Human Resources.
- If steps 1 and 2 have not successfully resolved the matter, a letter may be submitted to the Chairperson of the CSS Board of Trustees within five (5) working days after notice of Human Resources' decision with respect to the grievance against the Chief Executive Officer.
- The President of the Board of Trustees will review the grievance, conduct any additional investigation he or she feels is needed and respond to the grievance in writing within fifteen (15) working days. The decision of the President of the Board of Trustees with respect to the grievance shall be final. The President shall notify the Board of Trustees of any such grievances and the President's decision on the grievance.

This policy does not apply to former employees and does not apply to decisions to terminate any employee's employment with CSS.

Whistleblower Protection

Catholic Social Services holds high standards of ethical conduct by leadership, management, and staff and expects employees to report suspected ethical violations.

Reports of suspected illegal, immoral, or unethical conduct by a CSS employee, Board of Trustees or Advisory Board Member, or contractor should be filed with the employee's supervisor and the Chief Executive Officer or Chief Operating Officer.

All reports must be made in good faith and based on a reasonable belief a violation has occurred. The law does not force the employee to demonstrate misconduct; a reasonable belief or suspicion that a fraud exists is enough to create a protected status for the employee.

There will be no punishment (including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination) for reporting suspected misconduct. Even if the claims are unfounded, CSS will not reprimand the employee.

Any supervisor or manager who retaliates against an employee for making a complaint or for participating in an investigation shall be subject to disciplinary action, up to and including immediate termination of employment

Reports will be investigated in good faith within 3 business days. The investigation will be completed within 10 business days unless certain circumstances require additional time.

The confidentiality and anonymity of all reporters will be maintained to the extent possible. The reporters name will only be released to the appropriate board members and management staff. Any disclosure of a reporter's name is documented. If the reporter is dissatisfied with the results of the internal investigation, he/she has the right to report the violation to an external legal or investigatory entity.

If an employee has questions about this policy, s/he should contact his/her supervisor or the Human Resources Director.

Open Door Policy

CSS welcomes comments and questions from employees. If, at any time, you wish to discuss various matters with a Program Director or other member of management, please feel free to do so. Please realize that the person you wish to speak to may need to schedule a time to talk with you, rather than seeing you on a "demand" basis.

Reasonable Accommodation

The ADA states that a covered entity shall not discriminate against a qualified individual with a disability. This applies to job application procedures, hiring, advancement and discharge of employees, worker's compensation, job training, and other terms, conditions, and privileges of employment. Covered entity can refer to an employment agency, labor organization, or joint labor-management committee, and is generally an employer engaged in interstate commerce and having 15 or more workers.

A business must provide reasonable accommodations to protect the rights of individuals with disabilities in all aspects of employment. Possible changes may include restructuring jobs, altering the layout of workstations, or modifying equipment. Employment aspects may include the application process, hiring, wages, benefits, and all other aspects of employment. Medical examinations are highly regulated.

Discrimination, among other things, may include limiting or classifying a job applicant or employee in an adverse way, denying employment opportunities to people who truly qualify, or not making reasonable accommodations to the known physical or mental limitations of disabled employees, not advancing employees with disabilities in the business, and/or not providing needed accommodations in training. Employers can use medical entrance examinations for applicants, after making the job offer, only if all applicants (regardless of disability) must take it, and if it is treated as a confidential medical record. Qualified individuals do not include any employee or applicant who is currently engaging in the illegal use of drugs when that usage is the basis for the employer's actions.

A modification or adjustment is "reasonable" if it "seems reasonable on its face, i.e., ordinarily or in the run of cases;" this means it is "reasonable" if it appears to be "feasible" or "plausible." An accommodation also must be effective in meeting the needs of the individual. In the context of job performance, this means that a reasonable accommodation enables the individual to perform the essential functions of the position. Similarly, a reasonable accommodation enables an applicant with a disability to have an equal opportunity to participate in the application process and to be considered for a job. Finally, a reasonable accommodation allows an

employee with a disability an equal opportunity to enjoy the benefits and privileges of employment that employees without disabilities enjoy.

Reasonable accommodation is available to qualified applicants and employees with disabilities. Reasonable accommodations must be provided to qualified employees regardless of whether they work part-time or full-time or are considered "probationary." Generally, the individual with a disability must inform the employer that an accommodation is needed.

Life-Threatening Illness

Employees with life-threatening illnesses, such as cancer, heart disease, or AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. CSS supports these endeavors if employees can meet acceptable performance standards. As in the case of other disabilities, CSS will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. CSS will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department for information and referral to appropriate services and resources.

Leaves of Absence

Paid Time Off

In accordance with the Paid Time Off (PTO) section, employees will receive paid time off that is to be used for vacation, sick leave, and personal time off.

Paid Time Off Usage

Paid Time Off (PTO) may be charged in 15-minute increments for non-exempt personnel. Except in cases of illness or emergency, the prior written approval of the employee's supervisor is required for Paid Time Off usage. Employees must provide as much notice as possible by communicating with their supervisor for approval.

PTO may be used for vacation, to take care of personal business, medical and dental appointments, etc. Illnesses of more than 3 days **may** require verification of illness from a qualified medical professional.

PTO must be used when an employee does not work regularly scheduled hours, except for time off after an accident or injury before worker's compensation pay begins, jury duty, or military leave.

If an employee uses PTO for less than one day, the total number of hours reported for the day may not exceed eight (8). For instance, if a non-exempt employee has worked a total of six (6) hours, they may only take two (2) hours of PTO. (An exception would be someone who is scheduled to work four 10-hour days. In this case, the number of hours reported for the day should not exceed 10.)

An employee may utilize PTO up to 40 hours per week, regardless of his/her regular schedule. However, the combined total of PTO and hours worked may not exceed 40 hours per week.

At the discretion of their supervisor, employees may carry a negative PTO balance of up to 8 hours. Prior written approval from the Chief Executive Officer or Chief Operating Officer is required for an employee to carry a negative PTO balance greater than 8 hours.

In cases of termination, Paid Time Off may not be used after the last full day that the employee works unless the absence is the result of a long-term illness. No Paid Time Off shall be taken by an employee in the last five workdays of employment with CSS unless written approval is received by the Chief Executive Officer or Chief Operating Officer.

Paid Time Off Carry-Over

Paid Time Off may be carried over from one fiscal year to the next but may not be accumulated beyond the rate step at which the employee was accruing PTO (level 1-184 hours, level 2-224 hours, level 3-264 hours). On June 30 of each year, any PTO above the maximum allowed will be transferred to the employee's Banked Sick Leave (BSL) (up to the 120-hour maximum level). Any excess of PTO above an employee's PTO and BSL maximum limit, at the end of the fiscal year, will be lost.

Paid Time Off Cash-Out

When an employee separates from CSS or moves to non-benefit eligible status, accrued PTO will be cashed out up to the maximum yearly accrual rate for the rate step at which the employee was accruing PTO (level 1—184 hours, level 2—224 hours, level 3—264 hours). To qualify for PTO cash out the employee must have been employed as a benefit eligible employee for at least 6 months.

Banked Sick Leave (BSL)

Banked sick leave will be used for personal or family illness/injury lasting 5 or more consecutive days. Supervisors may request verification of the disability by the attending physician, as well as its beginning and expected ending dates. PTO is to be used before the 5th consecutive day. Once the 5th consecutive day has been reached, BSL may replace the PTO. Once BSL is exhausted, PTO will be used.

Leave Sharing Donations

The leave sharing program is intended to help employees who are on FMLA (Family Medical Leave Act). If the employee runs out of PTO while on FMLA, they may then ask for PTO donations.

Benefit eligible employees who are eligible for FMLA (see Family Medical Leave below) who have completed their probationary period and have used all their PTO and banked sick leave

may submit a leave sharing donation request to their supervisor for reasons covered by the Family Medical Leave Act. Leave donation requests are forwarded for final approval to the Human Resources Director or the Chief Operating Officer.

Employees choosing to donate PTO may only donate accrued PTO in excess of 40 hours. There is no cap on how much PTO an employee can donate as long as there is at least 40 hours of PTO remaining in the employee's PTO bank after the donation is made.

Family Medical Leave will be applied concurrently with donated leave. Should donated sick leave not be needed, it will be returned to the donor.

Any exceptions to this policy must be approved, in writing, by the Chief Executive Officer.

Other Leaves of Absence

Family Medical Leave

An employee may request up to twelve weeks of unpaid leave (see * note below) under the Family Medical Leave Act (FMLA) for a serious health condition of the employee or a close family member, birth of a child, or adoption or placement of a child in the employee's home. The employee must have completed a year of employment and worked a minimum 1,250 hours to be eligible.

The employee will be provided with a notice in writing that they are being placed on FMLA leave. The notice will be accompanied by paperwork which the treating physician must complete. If the employee fails to provide the requested certification, the leave classification may be denied. Employees returning from FMLA must provide a physician's verification of their fitness to return to work upon request by their supervisor. CSS may delay the restoration to duty until the verification is provided.

When the leave is foreseeable, such as leave based on an expected birth or adoption of a child or pre-scheduled surgery, the employee shall provide CSS with not less than 30-days notice, before the date the leave is to begin, of the employee's intention to take leave. If the employee does not provide at least 30-days notice for foreseeable leave, CSS reserves the right to delay the start of the approved leave until 30 days after the employee gives notice. If family leave is for any other approved reason, the employee is to give as much notice as is practicable. Notice may be by telephone, e-mail, or fax and must be sent to the employee's Program Director or the Human Resources Director.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of PTO accrual.

***Note: Employees are required to use all accumulated Banked Sick Leave (BSL) and Paid Time Off (PTO) concurrently with Family Medical Leave. Exempt employees are required to take PTO & BSL in 15-minute increments while on FMLA. Benefit accruals, such as PTO, will be suspended during the unpaid portion of leave and will resume upon return to active employment.**

CSS shall maintain coverage under any group health plan for the duration of FMLA at the same level and under the same conditions coverage would have been provided if the employee had continued in employment for the duration of such leave. For example, the employee will still be responsible to pay their co-pay to the employer while on FMLA. CSS may recover the premium that it paid for maintaining coverage for the employee under such group health plan during any period of unpaid leave under these provisions, if the employee fails to return from leave. If there are any pay periods during which the employee does not receive pay, the employee will need to make arrangements with the Human Resources Director to make up the missed insurance co-pay, as well as any dependent or extra coverage, regardless of whether or not the employee returns to work at the end of the leave period.

CSS requires that any employees on FMLA communicate with their immediate supervisor on a weekly basis regarding their status and intent to return to work. An employee who fails to report to work promptly at the end of their approved FMLA will be considered to have resigned.

FMLA Leave Without Pay (LWOP)

LWOP may also be granted to those on FMLA leave after using all accrued BSL and PTO. In this case, LWOP will be approved once all accrued BSL and PTO are used.

For FMLA LWOP, subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by CSS for a maximum of 6 months or until LTD, Medicaid, or Medicare are approved, whichever comes first. The employee is still responsible to pay the co-pay and any other deductions from their paycheck(s).

Bereavement Leave

In the event of a death in the immediate family, CSS will give the employee 5 days/40 hours of Paid Time Off, at the discretion of the supervisor. The employee must have completed a year of employment and worked a minimum of 1,250 hours to be eligible. Immediate family includes grandparents, parents (including stepparents), siblings (including stepsiblings), spouses, children (including stepchildren), grandchildren, father/mother-in-law, brother/sister-in-law, and other relatives as approved by the Human Resources Director or the Chief Operating Officer.

Parental Leave

In the event of the birth of a child to an employee, or the new adoption of a child, Parental Leave is granted. CSS will give the employee 5 days/40 hours of Paid Time Off, at the discretion of the supervisor. The employee must have completed a year of employment and worked a minimum of 1,250 hours to be eligible.

Military Leave:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and is subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. PTO will not continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Director for more information or questions about military leave.

Administrative Leave

Administrative leave may be authorized by the Chief Executive Officer or his/her designee, in situations when it is in the best interest of the employee and the organization to remove the employee from the workplace in order to investigate grievances, disciplinary problems, or other employment related matters. Administrative leave may be paid or unpaid as directed by the Chief Executive Officer.

Leave Without Pay (LWOP)

CSS provides leave of absence without pay to benefit eligible employees who wish to take time off from work duties to fulfill personal obligations which do not qualify for family and medical leave, and who have used all their accrued PTO. Benefit eligible employees may request LWOP only after having completed their probationary period.

LWOP may be granted for a period to be determined at management's discretion. Requests for LWOP will be evaluated based on several factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. LWOP must be approved in advance by the employee's supervisor and the Chief Operating Officer.

As soon as eligible employees become aware of a need for a leave of absence, they should request a leave from their supervisor. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by CSS until the end of the first month of approved leave. The employee is still responsible for the co-pay and any other deductions from their paycheck(s). After that time, employees will be responsible for the full cost of these benefits if they wish coverage to continue. When the employee returns from leave, benefits will again be provided by CSS according to the applicable plans.

Benefit accruals, such as PTO, will be suspended during the leave and will resume upon return to active employment.

When leave without pay ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified. Except when legally required, CSS cannot guarantee reinstatement of employment.

An employee who fails to report to work promptly at the end of the approved leave will be considered to have resigned.

Exceptions to this policy may be made at the discretion of the Chief Executive Officer or Chief Operating Officer.

Employee Conduct and Disciplinary Action

Drug and Alcohol Testing

Drug and Alcohol Policy

It is CSS' desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Drug and alcohol use are highly detrimental to the safety and productivity of employees in the workplace, as well as to others, such as clients. No employee may be under the influence of any illegal drug, alcohol, or marijuana while in the workplace, while on duty, or while operating a vehicle or equipment.

In accordance with federal and state laws, employees under the age of 21 are prohibited from serving or consuming alcohol at agency functions.

While on CSS premises and while conducting business related activities off CSS premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or marijuana, or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy will result in immediate termination of employment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of their job effectively and in a safe manner that does not endanger other individuals in the workplace. All employees should inform their supervisor if they are on prescription or over-the-counter medication that may impair work performance. Job modifications may be required until the employee is no longer taking the medication.

Employees with questions on this issue or issues related to drug or alcohol use in the workplace may raise their concerns with their supervisor or the Human Resources Director without fear of reprisal.

If an employee self-identifies a substance abuse problem before testing is requested, the employee will be placed on leave (subject to CSS' PTO and FMLA policies) while treatment is sought. Once a treatment program has been completed, the employee may return to work with a written release from the program or a medical doctor with a drug screen. The employee will be subject to random drug testing for up to one year after his/her return to work.

Drug Testing

All employees are subject to drug testing. CSS will test for alcohol and may test for one or more of the following controlled substances:

Amphetamines 500 250 ng/mL	Hydrocodone 300 100 ng/mL
MDMA ST Negative 500 ng/mL	Oxycodone 100 100 ng/mL
Barbiturates 200 200 ng/mL	Phencyclidine (PCP) 25 25 ng/mL
Benzodiazepines 200 75 ng/mL	Methadone 300 100 ng/mL
Cocaine Metabolite 150 100 ng/mL	Methaqualone 300 300 ng/mL
Opiates 2000 2000 ng/mL	Propoxyphene 300 150 ng/mL
6-Acetylmorphine 10 10 ng/mL	

Testing by evidential Breath Testing Device

Alcohol - .02 - .039

CSS will conduct pre-employment testing and may conduct post-accident and reasonable suspicion drug testing.

Pre-employment Testing

All candidates will be required to pass a drug test before beginning employment with CSS.

Post-Accident Testing

Employees whom CSS reasonably believes may have contributed to an accident in the workplace or during worktime may be required to undergo drug and/or alcohol impairment testing. Such a test will be conducted as soon as practicable after the accident, but not later than 32 hours after the accident for drugs and not later than 8 hours for alcohol. CSS will make reasonable attempts to obtain a sample from an employee after an accident, as defined below, but any injury should be treated first.

An accident may involve any of the following: (1) loss of human life; (2) issuance of a moving traffic citation under state or local law; (3) medical treatment other than first aid administered away from the scene; or (4) significant property damage.

An employee who is subject to post-accident testing shall not consume alcohol for 8 hours after the accident, or until s/he has taken an alcohol test, whichever occurs first.

An employee who is subject to post-accident testing must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.

Employees who do not comply with the post-accident testing requirements, or who fail or refuse to provide a sample for testing, will be considered to have refused to submit to testing and their employment at CSS will be immediately terminated.

Reasonable Suspicion Testing

An employee whom CSS reasonably suspects may be affected by the use of drugs or alcohol which may adversely affect job performance, safety, or the work environment, may be required

to submit to a drug and/or alcohol test. Reasonable suspicion testing is done to identify drug and alcohol affected employees who may pose a danger to themselves or others in their job performance.

Trained supervisors will decide whether there is reasonable suspicion that an employee is impaired by or under the influence of a drug or alcohol while on duty in violation of this procedure.

The decision to test must be based on a reasonable and articulable suspicion or belief that the employee is under the influence of an unauthorized drug or alcohol. Reasonable suspicion is a belief based on contemporaneous articulable observations concerning the employee's appearance, behavior, speech or body odors, or other reliable evidence or information that the employee is under the influence of or impaired by drugs or alcohol. For example, any of the following, either alone or in combination, may constitute reasonable suspicion:

- Slurred speech.
- Irregular or unusual speech patterns.
- Impaired judgment.
- Alcohol odor on breath.
- Uncoordinated walking or movement.
- Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility, or aggressiveness.
- Possession of drugs or alcohol.
- Observation of drug or alcohol use prior to reporting to work or during work hours.

Reasonable suspicion determinations will be made by supervisory personnel who have received training concerning the signs and symptoms of drug and alcohol use.

The observing supervisor shall document the events and record the behavioral signs and symptoms that support the reasonable suspicion. If possible, a second supervisor should also observe the employee to verify that there is a reasonable basis to believe that a drug or alcohol violation has occurred.

When a determination is made that reasonable suspicion exists that an employee is under the influence of drugs or alcohol in violation of this policy, the employee shall be immediately relieved of his/her duties and placed on unpaid Administrative leave, pending results of a drug test. Should the results be negative, the employee will be paid for any scheduled work time that was missed. Transportation to the drug testing site will be arranged by CSS.

The observing supervisor shall immediately notify the Program Director or the Human Resources Director. Upon review, the Program Director or the Human Resources Director will direct the employee in question to immediately submit to a drug and/or alcohol test.

If non-supervisory employees have reason to believe that a supervisor subject to this policy is under the influence of drugs or alcohol at work, in violation of this policy, then s/he shall report such potential violation to the Human Resources Director, Chief Operating Officer or the Chief Executive Officer, who will thereafter take appropriate action.

Post Rehabilitation Testing

CSS may conduct unannounced drug tests for any employee returning to work post-treatment.

Consequences for Violations of Drug Testing

Compliance with this policy is a condition of employment. Refusal to take a required drug or alcohol test, a positive drug or alcohol test, or engaging in an activity or behavior which otherwise violates this Policy will result in termination of employment.

Collection of Samples Procedure

Testing under this policy is a urinalysis (for drugs) and an evidential breath-taking device (for alcohol) administered under approved conditions and procedures conducted for the sole purpose of detecting drugs or alcohol.

The initial test will be conducted by Medical Park Family Care. Sample collection and testing will be performed under reasonable and sanitary conditions.

The collection site shall have all necessary trained personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping and transportation of specimens to a certified drug-testing laboratory designated by Medical Park Family Care. An independent medical facility may also be utilized as a collection site at the discretion of CSS.

All drug test samples will be collected by the split sample collection method. However, if a split sample is not collected, the single sample will be collected and sent to the laboratory for testing.

The person collecting the drug sample will document the sample, including labeling the sample to preclude to the extent reasonable the possibility of misidentification of the person tested in relation to the test result provided.

The person collecting the sample shall provide the person to be tested with an opportunity to provide medical information that may be relevant to the test, including identifying current or recently used prescription and nonprescription drugs.

Sample collection, storage, and transportation to the testing place shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification.

An employee designated for testing must provide reliable individual identification to the person collecting the sample.

Testing under this policy is considered worktime and will be compensated at the employee's normal rate of pay.

Sample collection will be performed in a manner which ensures the individual employee's privacy to the maximum extent consistent with ensuring that the sample is not contaminated, adulterated, or misidentified.

CSS will be responsible for the entire cost of drug and alcohol testing required of employees. CSS shall also pay reasonable transportation costs to an employee if the required test is conducted at a location other than the normal work site.

Testing Procedures

Positive drug tests will be confirmed by a gas chromatography mass spectrometry. CSS will not rely on a positive drug test unless the confirming drug test results have been reviewed by a licensed physician or doctor of osteopathy.

Alcohol testing will be performed by a breath alcohol technician (BAT). If the result of an alcohol screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. The confirmation test will generally be done after 15, but before 30, minutes of the screening test. The results of these tests will be reported directly to CSS.

Review of Drug Testing Results

Medical Review Officer

The testing center shall contract a Medical Review Officer (MRO). The MRO shall be a licensed physician or a doctor of osteopathy. The MRO shall review all confirmed positive drug test results and interview individuals tested positive to verify the laboratory report.

Reporting and Review of Results

The MRO shall review confirmed positive test results. This review shall be performed by the MRO prior to the transmission of results to the Human Resources Department. The MRO shall contact the employee within 48 hours and offer an opportunity to discuss the confirmed test result. The MRO will inform the employee that s/he has 72 hours to request a re-test of the split or single sample. A re-test is an analysis of the second split sample bottle or an aliquot of the original sample. The re-test can be sent to a laboratory approved or certified by the Substance Abuse and Mental Health Services Administration. The employee will be responsible for the cost of the re-test and will be reimbursed by CSS only if the sample comes back negative.

Legal Drug Use

If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO shall report the test as negative. Positive test results that have been caused by prescription medication will be reported as negative.

Written Test Results

An employee may obtain a copy of the written test results only by submitting a written request, within six months of the date of the test, to the Human Resources Director. CSS will provide

the written test results to the employee pursuant to that request within five working days of its receipt.

Explanation of Positive Test by Employee

An employee who would like an opportunity to explain positive tests results in a confidential setting must make such a request in writing within 5 working days of being notified of the test result. An employee who submits such a timely written request will be given the opportunity, within 72 hours after its receipt or before taking adverse employment action, to explain the positive test in a confidential setting.

Confidentiality of Results

All records relating to drug and alcohol testing will be maintained in a confidential file in a secure location with controlled access, separate from personnel files.

Any communication received by CSS relevant to drug or alcohol test results and received through CSS' testing program is confidential and privileged, and will not be disclosed by CSS except: (1) to the tested employee or another person designated in writing by the employee; (2) an individual designated by CSS to receive and evaluate test results or hear the explanation from the employee; (3) as ordered by a court or governmental agency; or (4) in any proceeding initiated by or on behalf of the individual and arising from a positive test.

Sexual and Other Unlawful Harassment

It is the intent of the agency to provide a working environment for all employees and contract staff which is free of harassment whether based on race, ethnicity, religion, sex, age, marital status, or changes in marital status, pregnancy, or disability. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, disability, or any other legally protected characteristic will not be condoned, permitted, or tolerated. Anyone engaged in such harassment will be subject to immediate disciplinary action, up to and including immediate termination of employment.

Harassment is conduct relating to a person's sex, gender, race, ethnicity, culture, religion, age, or disability, which has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment.
- Unreasonably interfering with an individual's work performance.
- Adversely affecting an individual's employment opportunities.

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

Examples of Sexual Harassment

- Unwanted sexual advances.
- A request or demand for sexual favors accompanied by a threat concerning an individual's employment status or a promise of preferential treatment.
- Unnecessary and unwelcome touching of an individual, for example, patting, pinching, hugging or repeatedly brushing against another individual's body.
- Offensive jokes, comments, slurs, e-mail, memos, faxes, posters, cartoons, or gestures.
- Unwelcome flirtations, advances, or propositions.
- Verbal abuse of a sexual nature.
- Graphic oral commentary about an individual's body, sexual prowess, or sexual deficiencies.
- Leering, whistling, or suggestive insults.

While many types of harassment in the workplace are obvious, supervisors and managers should be alert to more subtle forms of harassment, including those arising outside the office that have a negative impact on the work environment.

The agency prohibits sexual harassment or harassment based on any protected characteristic of its employees in any form. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Sexual Misconduct

Unethical sexual misconduct and other forms of sexual exploitation are long-standing problems of society that are now becoming better recognized and understood, discussed more openly, and dealt with more effectively. Any time employees use the influence of their role to engage in sexual activity with employees, non-employees, or clients; they involve themselves in irresponsible and unethical acts that take advantage of vulnerable persons. Unethical sexual conduct and sexual misconduct include sexual contact involving a minor or vulnerable adult, including a person receiving pastoral care, which is often called sexual abuse, as well as unwanted sexualized conduct. It can also include verbal suggestions for sexual favors or activity (see Sexual and Other Unlawful Harassment section).

Every employee must report all incidents of sexual misconduct promptly to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Human Resources Director or the Chief Executive Officer. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual misconduct must promptly advise the Human Resources Director or the Chief Executive Officer who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual misconduct will be subject to disciplinary action, up to and including termination of employment.

Reporting Complaints

All agency supervisors are responsible for the prompt identification and resolution of problems of harassment or discrimination. The agency and its supervisors may be held strictly accountable for their own conduct, but also for the conduct of their subordinates. Any person who receives a report of sexual or other unlawful harassment is expected to seriously consider all complaints and to take immediate steps to implement this policy in accordance with the provisions contained herein. Supervisors must address or report incidents of harassment regardless of whether an employee files a formal complaint.

Any employee who believes he or she is being discriminated against or harassed based on any of the grounds stated above, or for any other reason, must report it immediately to his or her direct supervisor or to the Human Resources Director. Employees can raise concerns and make reports without fear of reprisal. CSS will investigate the complaint, take immediate and appropriate corrective action when it is determined that harassment has occurred, make a written determination of its conclusion and when appropriate, prepare a plan of action to correct the problem and prevent reoccurrence. CSS will make every effort to protect the confidentiality of harassment complaints to the extent possible. CSS shall inform the complaining employee of its determination.

The Chief Executive Officer will inform the Chairperson of the Board of Trustees of harassment investigations. All contractors must be informed of the agency's policy against harassment and will be held accountable for any improper actions.

Non-Retaliation

Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy. No person who participates in good faith in an investigation will be treated adversely because of that participation.

If an employee believes that s/he is being retaliated against for bringing a complaint of harassment or discrimination, or for participating in an investigation of a complaint of harassment or discrimination, s/he should report such conduct immediately to his/her direct supervisor or to the Human Resources Director. Any complaint alleging retaliation because of reporting of the violation of this policy will be promptly investigated. Retaliatory conduct will not be tolerated.

Any supervisor or manager who retaliates against an employee for making a complaint or for participating in an investigation shall be subject to disciplinary action, up to and including immediate termination of employment.

If an employee has questions about these policy, s/he should contact his/her supervisor or the Human Resources Director. The success of our policy depends, in significant part, upon the understanding and cooperation of all our employees.

Attendance and Punctuality

Attendance and punctuality are critical to create a harmonious working relationship between supervisors, employees, and co-workers. Repeated tardiness and / or absenteeism will be addressed by the employee's immediate supervisor.

Absences and changes in schedule must be discussed with and approved by the employee's supervisor in advance. Employees should ask for a schedule accommodations or time off as soon as they become aware of the need. The supervisor has the right to deny a request to change an employee's schedule if the request does not fit the needs of CSS.

Personal Appearance

The purpose of the dress code policy is to establish an acceptable standard of attire for staff, to foster a professional work setting for employees, and to enable clients and visitors to the agency to readily identify our work sites as professional facilities. CSS employees are expected to dress appropriately.

All employees will be expected to observe basic principles of personal hygiene (i.e. clean clothing, skin, and hair).

Clothes should always be neat and in good taste. Proper undergarments must always be worn. Provocative clothing that is too clingy, too loose, too small, or too tight is prohibited.

Clothing with inappropriate advertising or statements that are sexually suggestive, offensive, or inflammatory is not allowed (i.e. alcohol, guns, etc.).

While it is inevitable that there will be differences of opinion as to the appropriateness of dress and grooming, the employee's supervisor or the Human Resources Director will make the final determination when there is a difference of opinion regarding whether clothing is appropriate for the workplace or not.

Solicitation

To assure a productive and harmonious work environment, persons not employed by CSS may not solicit or distribute literature in the workplace at any time.

CSS recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).

In addition, the posting of written solicitations on company bulletin boards is prohibited. If employees have a message of interest to the workplace, they may submit it to their supervisor for approval. All approved messages will be posted by the Human Resources Department.

Additionally, employees may bring in goods and services to sell to colleagues on their own behalf or on the behalf of their children, such as Girl Scout cookies, Camp Fire candy, popcorn, crafts, etc. Employees may leave information in a common area where other employees may see, but are not pressured, harassed, or teased into purchasing said goods and services.

Weapons and Firearms: No Weapons Allowed

Other than the exception noted on page 26, employees may not bring or carry weapons or firearms to work or CSS sponsored events and activities. Weapons include, but are not limited to, guns/firearms, pellet and BB guns, air guns, spring guns, zip guns, stun guns, shockers, bombs or other explosives, poison, dangerous or deadly gas, slingshots, bludgeons, throwing stars, knives, clubs, brass knuckles, or artificial knuckles of any kind, nun chucks and throwing weapons.

CSS owns all property within its facilities and on the grounds surrounding its facilities. CSS may conduct random searches of employee's desks, offices, and other work areas at management's discretion.

Searches may also be conducted based on reasonable cause or justified reason. A supervisor, with the authorization of the Program Director, Chief Program Officer, Chief Operating Officer or the Chief Executive Officer, has the right to inspect and search an employee's desk, office, work area, files, bookshelves, cabinets, lockers, and other property used by the employee, if there is reason to believe, from information received from the police or from an investigation conducted by authorized representatives of CSS, that the search will turn up evidence that the employee has violated or is violating CSS' policies.

Office Equipment and Information Technology

Computers, computer equipment, email, Internet, software, phone, facsimiles, and copiers are property of CSS, and are intended to be used for business purposes, in a manner consistent with the CSS' standards of conduct.

Should any protected identifying information be disclosed, intercepted, or in any other way breached, employee's must report this immediately to their supervisor.

No CSS equipment should be disposed of without proper authorization. Employees must speak to their Program Director for direction regarding disposal of CSS equipment.

Computer and E-Mail Usage

Employees have no right of privacy in any computer or in any information stored on a computer provided by CSS. All computer equipment and software are provided for the sole purpose of accomplishing CSS' business. CSS has the right to full and complete access to its equipment and premises, including information stored on any workstation or server that it supplies to an employee. In addition, at the discretion of CSS management, actions to monitor use of the equipment provided by CSS may be taken.

CSS strives to maintain a workplace free of harassment and be sensitive to the diversity of its employees. Therefore, CSS prohibits the use of computers and the e-mail in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other prohibited actions include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees are expected to utilize software according to the terms of the software license agreement. CSS prohibits the illegal duplication of software and its related documentation. Employees are also prohibited from loading software onto any workstation without the prior written approval of the CSS Information Technology point of contact.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using CSS' time and resources for personal gain.
- Stealing, using, or disclosing someone else's code or password without authorization or necessity.
- Sharing your password with another employee.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of CSS.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to CSS or initiate unwanted Internet services and transmissions.
- Sending or posting messages or material that could damage Catholic Social Service's image or reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Attempting to by-pass security provisions in CSS' network and computers to access programs or information which an employee is not authorized to access.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling.

- Jeopardizing the security of CSS' electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of CSS.
- Sending anonymous e-mail messages.
- Engaging in any illegal activities.

Employees should notify their immediate supervisor or the CSS Information Technology point of contact to report of violations of this policy.

Internet Usage

Internet access is provided by CSS to assist employees in obtaining work-related data to assist in completing their jobs.

All Internet data that is composed, transmitted, or received via CSS network or communication systems is considered to be a part of CSS historical records and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the any information contained in an e-mail message is accurate, appropriate, ethical, and lawful.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, the employee should not post it on the Internet.

Fraternization

CSS is committed to providing its employees a working environment that is both productive and free from any harassment based on sex, race, ethnicity, disability, age, or any other protected characteristic. Because intimate relationships, i.e. dating, can lead to a loss of productivity and may create a hostile work environment, CSS has adopted an anti-fraternization policy.

All employees are prohibited from dating or engaging in any type of personal intimate relationship with any subordinate employee working in the same program or with any client of any CSS program. If an individual dates or otherwise engages in an intimate relationship with a subordinate employee in the same program or with any CSS client that individual will be subject to disciplinary action, up to and including termination of employment.

All employees are strongly discouraged from dating or engaging in any type of personal intimate relationship with any other CSS employee or CSS volunteer. If an employee dates or otherwise engages in an intimate relationship with another CSS employee or a CSS volunteer, CSS may decide, at its sole discretion, to transfer the employee to a different position within CSS or to terminate the employee's employment if the relationship is found to be adversely

impacting work performance and productivity or otherwise negatively impacting CSS' operations.

Any employee, who chooses to date or otherwise engage in an intimate relationship with another CSS employee or a CSS volunteer, must immediately notify their immediate supervisor. Failure to provide prompt notification of such a relationship may result in disciplinary action, up to and including immediate termination of employment for the employees who are involved in such a relationship.

Mandatory Reporting and Interaction with Clients

Mandatory Reporting

CSS complies with mandatory reporting laws and regulations.

Definitions

Reasonable cause to suspect: cause, based on all the facts and circumstances known to the person, that would lead a reasonable person to believe that something might be the case

Child abuse or neglect: the following actions by those responsible for a child's welfare:

- **Physical injury** that harms or threatens a child's health or welfare.
- **Failure to care for a child**, including neglect of the necessary physical (food, shelter, clothing, and medical attention), emotional, mental, and social needs.
- **Sexual abuse**, including molestation or incest.
- **Sexual exploitation**, including permitting or encouraging prostitution.
- **Mental injury**--An injury to the emotional well-being, or intellectual or psychological capacity of a child, as evidenced by an observable and substantial impairment in the child's ability to function in a developmentally appropriate manner.
- **Maltreatment**--A child has suffered substantial harm because of child abuse or neglect due to an act or omission not necessarily committed by the child's parent, custodian, or guardian.

Vulnerable adult: a person 18 years of age or older who, because of incapacity, mental illness, mental deficiency, physical illness or disability, advanced age, chronic use of drugs, chronic intoxication, fraud, confinement, or disappearance, is unable to meet the person's own needs or to seek help without assistance.

Abandonment: the desertion of a vulnerable adult by a caregiver.

Abuse: the intentional, knowing, or reckless non-accidental, non-therapeutic infliction of pain, injury, mental or emotional distress, or fear, including coercion and intimidation, and sexual assault.

Exploitation: the unjust or improper use of another person or another person's resources for one's own profit or advantage, with or without the person's consent and includes acts by a person who stands in a position of trust or confidence with a vulnerable adult or who knows or should know that the vulnerable adult lacks the capacity to consent that involve obtaining

profit or advantage through undue influence, deception, fraud, intimidation, or breach of fiduciary duty.

Neglect: the intentional knowing or reckless failure by a caregiver to provide essential care or services or access to essential care or services to carry out a prescribed treatment plan necessary to maintain the physical and mental health of the vulnerable adult when the vulnerable adult is unable to provide or obtain the essential care or services or to carry out the prescribed treatment plan on the vulnerable adult's own behalf; in this paragraph, "essential care or services" includes food, clothing, shelter, medical care, and supervision.

Self-neglect: the act or omission by a vulnerable adult that results, or could result, in the deprivation of essential services necessary to maintain minimal mental, emotional, or physical health and safety.

Undue influence: the use by a person who stands in a position of trust or confidence of the person's role, relationship, or authority to wrongfully exploit the trust, dependency, or fear of a vulnerable adult to gain control over the decision making of the vulnerable adult, including decision making related to finances, property, residence, and health care.

Reporting Procedure

- CSS employees discuss program participant confidentiality at intake and as needed throughout the course of providing service.
- Employees:
 - a. are familiar with CSS policy and their professional code of conduct regarding mandatory reporting issues.
 - b. understand their individual professional responsibility to make reports of harm outside of the CSS' reporting requirements.
 - c. know state mandatory reporting and confidentiality laws and consult their supervisor when a mandatory reporting issue is presented.
- Supervisors inform the Chief Program Officer or Chief Executive Officer of reports of harm when legal consultation may be necessary.
- Employees with reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect, must **immediately** (as soon as reasonably possible-no later than 24 hours) report that information to the Office of Children's services in accordance with the law and:
 - a. complete Child Abuse/ Neglect Reporting Form.
 - b. call in the report to OCS using what is documented on the reporting form; and
 - c. forward the report to the case file.
- Employees with reasonable cause to suspect a vulnerable adult suffers from abandonment, exploitation, abuse, neglect, or self-neglect, not later than 24 hours after

first having cause for the belief, reports the information to Adult Protective Services in accordance with the law and:

- a. complete a Report of Harm for the Protection of Vulnerable Adults Form.
 - b. call in the report to APS using what is documented on the reporting form; and
 - c. forward the report to the case file.
- Employees who witness criminal behavior against children or vulnerable adults immediately report such behavior to the police department.
 - Employees submit a critical incident report to the review team within 24 hours or one business day of making a report of harm.
 - Employees report to law enforcement threats of harm to self or others from clients or members of the public who contact the agency.

Confidential Client Information

CSS and its programs adhere to the highest ethical standards in maintaining confidentiality of client information, including client information entered in databases. CSS requires clients to sign a Release of Information and staff members to sign Statements of Confidentiality. Taking photos of clients unless it is for CSS business purposes is prohibited.

Client Release of Information

It is the practice of CSS and its representatives that when an individual or family becomes a client of a program (as determined by each program's process), information about the client must be kept confidential and not be shared without a written and signed release of information from the client or a subpoena from the court. Programs within CSS may share information internally without a release among each other, as long there is a legitimate need to know directly related to providing service. Releases must be signed by the client for each outside agency to which the information is to be released.

Client information subpoenaed by authorized representatives of law enforcement, i.e. local police departments, Alaska State Troopers, Office of Children's Services, and the FBI, may be released without consent from the client.

Each client has the right to revoke his/her Release of Information by a written request at any time. From the time of such a request, information pertaining to that client will no longer be disclosed except to the extent that action has been taken in reliance on the original authorized release. Information released prior to the request cannot be retrieved.

In the event CSS' client data base is managed and/or maintained by an entity other than CSS, confidentiality of client information will be assured through a professional agreement between CSS and the contractor.

In the event a client or former client becomes deceased, no information regarding that client or former client may be released without a valid court order compelling the release of information or a valid release signed by an authorized individual. Authorized individuals include: (1) in the

case of a minor, the deceased individual's parents or legal guardian; (2) in the case of an adult, the deceased individual's legal representative; (3) in the case of an individual who was legally incompetent, a legal guardian appointed to act on behalf of the individual; (4) any individual who presents a power of attorney properly executed by the deceased individual prior to his/her death; or (5) the personal representative of the deceased individual's estate.

Statement of Confidentiality

CSS puts confidence in the professional and ethical integrity of each employee and to ensure the rights and privacy of each client are maintained.

All staff and are required to sign a statement of confidentiality relative to the work he or she performs for CSS. All staff should protect the confidentiality of all information obtained in the course of professional service, except for compelling professional reasons, such as to prevent serious, foreseeable, and / or imminent harm to a client or other identifiable person or when laws or regulations require disclosure without a client's consent.

CSS understands that our client's privacy may be protected by federal, state, and municipal regulations, and that maintaining the confidentiality of every client is essential for the protection of both staff members and clients. Should CSS or any of its representatives breach such confidentiality, appropriate, proportionate, and immediate action shall be taken according to CSS policies.

Funding requirements to protect client records adequately from fire, theft, damage, deterioration, and other types of loss will be addressed. Funding sources may also require that client files be clearly identified to a project/program.

CSS is a covered entity under the Health Insurance Portability and Accountability ACT (HIPAA) and complies with all federal regulations.

Professional Boundaries

All employees are expected to treat all clients with dignity and respect. CSS prohibits employees from engaging in any acts of corporal or degrading punishment.

Employees are encouraged to establish rapport with clients consistent with a professional client-employee relationship. Employees are responsible to know and adhere to the code of ethics for their individual profession in relation to appropriate professional boundaries. CSS employees should not give out their personal cell phone number, befriend on social media or engage in a personal relationship with any clients.

Behavior Management

CSS uses behavior management interventions in a manner that protects the rights and dignity of persons served. Behavior management interventions guide, direct and control behavior.

Employee Ethics

Each employee is expected to be familiar with and adhere to the ethics of his/her profession. Should any situation arise that is beyond the scope of such ethical guidelines, the employee should confer with his/her supervisor.

Gift Acceptance

There are situations where a client will want to give a “gift” to an employee. In these situations, please follow the guidelines below:

- Employees may not accept cash or gift cards
- Display any gift in the program so that everyone can enjoy it. Example, hang a hand knitted scarf on your wall.
- Accept food if you feel comfortable doing so.
- Every situation is a judgement call
- Ask for guidance from your supervisor if you are unsure.

Termination of Employment

Resignation

Resignation is defined as a voluntary termination on the part of the employee for any reason s/he chooses. Leadership and management are encouraged to give thirty (30) days written notice to their supervisor. Other employees are encouraged to give two (2) weeks notice. Failure to give the requested notification may result in the employee becoming ineligible for rehire.

Progressive Discipline

The purpose of this practice is to have an equitable and consistent disciplinary procedure for unsatisfactory conduct in the workplace.

Although employment with CSS is based on mutual consent and both the employee and CSS have the right to terminate employment at will, with or without cause or advance notice, CSS may use progressive disciplinary measures at its discretion.

Disciplinary action may call for any of four steps: warning, work improvement plan, suspension with or without pay, or termination of employment. Depending on the severity of the problem and the number of occurrences there may be circumstances when one or more steps are bypassed.

CSS’ own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct problems, prevent recurrence, and prepare the employee for satisfactory service in the future.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a warning; another offense may lead to a work improvement plan; and, still another offense may then lead to termination of employment. When it is deemed that progressive discipline is appropriate to address a situation, the following is the procedure that will generally be followed, based on the specific facts and circumstances at issue:

Warning

An employee demonstrating either unsatisfactory performance or violation of personnel and/or program policies generally will be given a warning of the need to discontinue or correct the problem. If a warning is given, the employee shall also be informed of the possibility of further disciplinary action if satisfactory correction is not apparent. Documentation of the first warning signed by the employee and supervisor will be placed in the employee's personnel file.

Second Warning and Work Improvement Plan

If unsatisfactory performance or violation of personnel and/or program policies continues, or a more serious issue regarding performance or violation of personnel and/or program policies occurs, a second warning from the supervisor will be presented to the employee outlining the unsatisfactory performance, appropriate correction required, time frames and a reference to any prior disciplinary actions. The reprimand will be signed by both the immediate supervisor and the employee, after the employee has chosen to respond. It shall be placed in the employee file.

A work improvement plan will accompany the second warning. This plan will clearly define the necessary and measurable outcomes to increase job performance in specific job-related areas.

The supervisor will conduct a conference with the employee within the time frame indicated on the second warning to discuss the employee's progress towards meeting the objectives outlined in the work improvement plan. If the performance problems have persisted and improvements have not occurred as required in the work improvement plan, the employee's employment with CSS may be terminated or other disciplinary action may be taken.

The above process is designed to give the employee the opportunity to make improvements and to continue their employment with CSS. If the employee's response to this process is to adopt negative, uncooperative behavior which affects the work and/or morale of others, this can be grounds for termination.

Suspension

At the discretion of the program director and Human Resources Director, an employee may be suspended as a final step before termination.

Termination

The employee's employment may be terminated should unsatisfactory performance continue.

CSS recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules Section includes examples of problems that may result in immediate suspension or termination of employment.

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, CSS expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-, client-, or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of phones, mail system, computers, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- No call/no shows

Employment with CSS is at the mutual consent of CSS and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Reduction-in-Force

Reduction-In-Time

In the event of budgetary constraints, it may be necessary to reduce an employee's hours. CSS shall make every effort to give a minimum of 30 days notice to personnel whose hours will be reduced but cannot guarantee to do so in every situation.

Reduction-In-Force/Layoffs

In the event of a reduction-in-force, reorganization, and/or budgetary constraint it may be necessary to eliminate positions and/or lay off employees. First consideration shall be given to retention of regular, full-time employees as opposed to regular part-time, temporary, or probationary employees.

Quality of job performance, performance evaluations, length of service and need for the position in which the employee works shall be considered in retaining/releasing individual employees. CSS shall make every effort to give a minimum of 30 days notice to personnel should they be released through a reduction-in-force and/or reorganization. At the time of layoff, the employee shall receive payment for any accrued annual leave as stated in the leave benefit section.

Recall

Before other applicants are hired, transferred, or promoted to the same job classification, laid off employees from that job classification will be recalled in reverse order from which they were laid off providing they are able to perform the work satisfactorily. In some cases, it may be necessary to bypass an employee on recall if they are unable to perform the job. If an employee refuses a job recall, they will lose any further recall rights.

Final Paycheck

When an employee voluntarily terminates employment, the final paycheck shall be paid on the next regular payday following the date of termination.

If the employee is terminated involuntarily, the final paycheck will be paid within three working days of the employee's termination.

Employment Reference Checks

Former employees requesting references from CSS will be referred to the Human Resources Department. Members of CSS Management may give personal references for former employees who request references but may not give references on behalf of CSS.

Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All CSS' property must be returned by employees on or before their last day of work.

Exit Interview

Human Resources conducts exit interviews with employees when they terminate their employments with CSS. The purpose of an exit interview is to evaluate reasons why the employee terminated employment and how CSS can improve the agency.

Volunteering

A former employee may volunteer for Catholic Social Services 6 months from their last day of employment.

Miscellaneous

Professional Liability

Employees job-related actions are covered by an agency liability policy if, while providing service, a claim is brought against them. This only covers lawful authorized actions and does not apply to situations where an employee has committed an unlawful act.

Auto Usage and Insurance Coverage

Required coverage for those who drive their personal vehicles for work-related purposes is the state minimum.

Employees who transport clients or volunteers will be required to submit a driver's record report annually. These can be obtained from the Department of Motor Vehicles. CSS will reimburse the employee for all reports after the initial one. If an employee has a restriction on his/her driver's license, it will be dealt with on a case-by-case basis. In some instances, the employee may not be allowed to drive for CSS.

Mileage / Incidental Expenses

Expenses incidental to the job may be reimbursed by the agency with the prior approval of the employee's supervisor. Reimbursement shall be made only on the basis of written accounts and receipts detailing the nature of the expenses and amounts. The expense report must be turned in at the end of every month. Expenses over 90-days old will not be reimbursed, unless approved in writing by the Chief Operating Officer or Chief Executive Officer. The current reimbursement rate for mileage and other incidentals may be obtained from the Human Resources Director.

Times of Emergency

CSS recognizes there may be emergency situations that arise where the safety of employees, clients and the general public may be at risk. Examples of these situations include, but are not limited to, the COVID-19 pandemic or a large earthquake. These situations must be responded to on a case by case basis and CSS may have to adapt policies and procedures, sometimes on a program-by-program basis, to both ensure the safety of our employees and to respond to the needs of our clients.

During times of emergency, it may be necessary to supersede normal policies and procedures with emergency policies and procedures. All emergency policies and procedures must be approved by the Chief Executive Officer.

As a condition of employment, all employees will be expected to follow emergency policies and procedures that are put into place by CSS.

Bulletin Boards

Bulletin boards display important information regarding employment. Employees need permission from Human Resources before putting anything on a CSS bulletin board.

Social Media

CSS has worked hard to promote its image in the community and wants to maintain its reputation. Further, CSS wishes to protect the privacy rights of its employees and clients, both current and former, and to preclude any possible defamation of employees, as well as defamation of CSS itself and of clients of CSS.

Guidelines for functioning in an electronic world are the same as the values, ethics and confidentiality policies employees are expected to live by every day. Nothing in this policy is intended to limit any legally protected communications. However, your responsibility to CSS does not end when you are off the clock. For that reason, this policy applies to the use of social media as a part of your employment with CSS, as well as personal use of social media as it relates to CSS.

CSS respects the rights of its employees to use social media in their personal lives. It is important that all employees are aware of the implications of engaging in forms of social media and online conversations that reference CSS, its clients, its managers or employees and/or the employee's relationship with CSS in any way. This policy applies to employees who use the following:

- Multi-media and social networking websites such as Myspace, Facebook, Friendster, LinkedIn, Yahoo! Groups, Snapchat, Instagram, YouTube, Twitter, and many others.
- Blogs
- Wikis such as Wikipedia and any other site where text can be posted

All these activities are referred to as "Internet postings" in this Policy. Common sense is the best guide if you decide to post information in any way relating to CSS. The following covers your legal responsibility and non-disclosure obligations. Failure to abide by these guidelines can result in serious ramifications for you, including, but not limited to, personal liability for defamation, copyright infringement, breach of privacy etc. Violating these guidelines, whether during working hours or during your personal time, may also lead to disciplinary action up to and including termination of employment.

Legal Liability

When you choose to go public with your opinions via social media, you are legally responsible for your Internet postings. You can be held personally liable for any comments deemed to be

defamatory, obscene, proprietary, or libelous. For these reasons, anyone using social media should exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Do not publish slanderous, libelous, or otherwise illegal content. Do not publish content on the internet without the relevant copyright information; comply with copyrights and respect the right of the individual regarding the use of their own image. CSS potentially could pursue legal action against you for Internet postings that violate the law or that impugn the reputation or image of CSS. Anything you post that can potentially tarnish CSS's image or reputation could create a conflict of interest between you and CSS that may result in immediate termination of employment.

Company Confidential Information

You are not allowed to disseminate confidential and proprietary information that you learn as part of your job, including any information about clients of CSS. If you are unsure whether a certain piece of information may be published, check with your supervisor or the Human Resources Director. If in doubt, do not publish.

Commenting On CSS, Its Employees, or Its Clients

When posting your point of view on anything having to do with CSS, one of its Clients or CSS employees you should neither claim nor imply you are speaking on CSS's behalf. If you comment on any aspect of CSS's business, you must clearly identify yourself as an employee of CSS and include a disclaimer that the views are your own and not those of CSS. Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential, proprietary, or copyrighted information, including any information about individual employees or clients. All these types of postings are prohibited under this policy.

CSS recognizes that employees may, on occasion, have concerns about CSS' decisions or how it operates its business. If employees have such concerns, CSS has an open door policy and encourages its employees to bring any concerns they may have to the attention of their supervisor so those concerns can be addressed in a constructive manner and do not result in unfounded and inaccurate rumors.

Subpoenas / Records Requests

Subpoenas may be served on CSS or on a specific CSS program. If a subpoena is served on CSS or a program, we are required to accept it. Subpoenas that are served on a specific CSS employee are to be accepted only by that employee. CSS does not accept subpoenas served on clients. Records requests (requests without a subpoena) will be reviewed and responded to individually.

Records or Information Requests

- **Information requests:** Any information requested on an employee or former employee must be in writing, unless the request is from the employee, which may be verbal. These

requests must be forwarded to the Human Resources Department. Requests for client information will be referred to the Chief Programs Officer.

- **Records requests:** All records requests should be sent directly to the Human Resources Director. These will be responded to promptly and appropriately.

The Human Resources Director will determine how to respond to the request. If warranted, the Human Resources Director will send a response letter. Otherwise, the request will be forwarded to the record custodian for the specific program(s).

The Human Resources Director will contact the requesting party to arrange for a courier to pick up the requested record. A copy of the records request will be placed in a separate file with a copy of all documents produced.

Subpoenas

- **Subpoenas served on CSS or its programs:** A subpoena must be signed for by the Human Resources Director. If the Human Resources Director is not available, a senior staff member (Chief Executive Officer, Chief Operating Officer or Chief Program Officer) may sign for the document. Service can be accomplished by certified mail or in-person delivery to the Human Resources Director. If sent by certified mail, the administrative assistant may sign for it, but it must be delivered to the Human Resources Director as soon as possible.

The Human Resources Director will work with the Chief Executive Officer, Chief Operating Officer or Chief Programs Officer determine how to respond to the subpoena. If warranted, the Human Resources Director will send a response letter signed by the Chief Executive Officer or Chief Operating Officer. Otherwise, the Human Resources Director will notify the Program Director that a subpoena has been received and request the required information.

If records have been requested, the Human Resources Director will contact the requesting party to arrange for a courier to pick up the requested record, together with an affidavit authenticating the record(s) produced. Alternatively, the records custodian will appear at the deposition or at court to testify as a records custodian. A copy of the subpoena will be placed in a separate file with a copy of all documents produced.

- **Subpoenas served on a CSS employee:** Only the named employee can sign for a subpoena being served on that individual. If a subpoena is being served, the administrative assistant will attempt to locate the employee. If unable to locate the employee, the server may be told when the employee is expected to return or may leave contact information for the employee to contact the server.

If the subpoena is work-related, the employee must inform the Program Director immediately and a copy of the subpoena must be sent to the Human Resources

Director. The Human Resources Director will arrange a meeting with the employee being subpoenaed, the Program Director and the agency's legal advisor, if needed.

- **Subpoenas Served on CSS clients at the Program:** No employee or representative of CSS will accept any subpoena being served on a client or former client of the agency.

Employee Acknowledgement Form

The employee handbook describes important information about CSS, and I understand that I should consult my immediate supervisor regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to CSS' policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies and practices. Only the Chief Executive Officer can adopt any revisions to the policies in this handbook.

I have entered my employment relationship with CSS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CSS can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I acknowledge that I have read, received, understand, agree to, and will comply with all Catholic Social Service policies contained in this handbook, and any future revisions made to it.

Further, by signing this agreement, I agree to abide by all the provisions contained in the Sexual Misconduct Policy. I understand that this agreement is required for me to serve in any capacity or ministry, or to be employed by the Archdiocese of Anchorage, its parishes, schools, institutions, offices, or programs. I understand that failure to comply with the policy subjects me to the responses outlined there, including termination of employment or service.

I acknowledge that I have read, received, understand and will comply with CSS' policy on "Sexual & Other Unlawful Harassment." I understand that CSS does not tolerate sexual or other unlawful harassment and that CSS has provided me with several avenues to make a complaint if I feel that I have been subjected to sexual or other unlawful harassment. I agree to utilize such procedures if I believe that I have been subjected to sexual or other unlawful harassment.

Employee's Signature

Date

Employee's Name (Typed or Printed)

Witness