

Choices In Community Living, Inc.
Comprehensive Policies and Procedures Handbook
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Subject: PERSONNEL POLICY #1
PURPOSE OF PERSONNEL POLICYS AND PROCEDURES

Personnel policies and procedures will be issued whenever legislation or court interpretations affect the agency's Employee Relations program. They will also be issued whenever modifications of the agency's employee benefits or internal procedures occur.

Personnel policies will be distributed to management personnel in the form of typewritten pages for the Personnel Notebook and to employees in the form of an explanation of these policies in the Employee Handbook. Pages in the Employee Handbook will be added, changes or deleted as policies changes.

The Employee Handbook is to be maintained by the employee and every employee is required to read and understand its contents. The employee will acknowledge receipt of the Handbook and revisions as they occur.

These personnel policies and procedures are presented as a matter of information only and are not to be construed as a premise or contract between the employer and its employees.

Management personnel will be responsible for notifying their employees of any changes to personnel policies. The day to day administration of policies and procedure will also be the manager's responsibilities.

The communication channel for all approved personnel policies or changes is:

Executive Director	}	Written Policy Format
And Staff Managers		
With Manuals		
All other Employees	}	Written Bulletin Board & Employee Handbook Format

Good managers will listen for positive ideas from their subordinates at any level. The need for new policies and procedures or modifications often will be initiated by daily communications with all levels of employees.

Adopted 9/85

Revised 12/94
12/04

Subject: PERSONNEL POLICY #2
EQUAL EMPLOYMENT OPPORTUNITY
A. FAIR EMPLOYMENT PRACTICES

As an equal opportunity employer, Choices In Community Living, Inc. prohibits unlawful employment discrimination in accordance with federal, state and local laws. Discrimination based upon race, gender, age, national origin, physical disability, religion and sexual orientation will not be permitted. It is CICL's intention to promote diversity and fair application of all personnel policies and benefits to include health insurance.

The following list represents, without limitation, Federal laws on employment and employee benefits with which CICL complies:

- The Americans with Disabilities Act (ADA)
- The Age Discrimination in Employment Act (ADEA)
- The Consolidated Omnibus Budget Reconciliation Act (COBRA)
- The Fair Labor Standards Act (FLSA)
- The Family Medical Leave Act (FMLA)
- Title VII, Civil rights of 1964
- Civil Rights Act of 1991

Human Resources is responsible for the oversight of all human resources policies and policy related concerns. Human resources will work with an employee and/or his or her manager to promote clear communication on this and any other policy.

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Subject: PERSONNEL POLICY #2
EQUAL EMPLOYMENT OPPORTUNITY
B. SEXUAL HARASSEMENT

Sexual harassment is considered to be a serious misconduct which will not be tolerated. Disciplinary action, which may include discharge, will be taken to correct such problems.

Sexual harassment is any unwelcomed sexual conduct, whether verbal or physical, where:

- Submission to such conduct is made a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decision; or
- Such conduct interferes with work performance or creates an intimidating, hostile, or offensive working environment.

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12/04

Subject: PERSONNEL POLICY #2
EQUAL EMPLOYMENT OPPORTUNITY
C. IMMIGRATION AND CONTROL ACT

Choices In Community Living is committed to equal opportunity to all citizens authorized to work in the US.

The Act

The Immigration Reform and Control Act of 1986 (IRCA) prohibits discrimination based upon national origin or citizenship. It also prohibits persons NOT authorized in the United States from employment. All employees hired after November 7, 1986 are required to certify and document their eligibility for employment.

Under IRCA, employers may be sanctioned by the Immigration and Naturalization Service (INS) for knowingly hiring non-U.S. citizens who are not authorized to work in the United States.

Choices In Community Living demonstrates compliance with the law by following the verification (I-9 Form) requirements. This form gives employers a way to establish that the individuals they hire are authorized to work in the United States.

If you have any questions regarding this and any other policy, please contact Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY
D. RESOLVING EMPLOYMENT AND PROGRAM PARTICIPANT
DISCRIMINATION COMPLAINTS

1. Any qualified Participant or employee who believes that he or she has been the subject of discrimination because of her or his race, color, religion, sex, national origin, ancestry, citizenship, handicap or age had the right to file a discrimination complaint with Choices In community Living, Inc. and to have the complaint heard by an appropriate authority of the agency, i.e., the Section 504 Coordinator or the Equal Employment Opportunity Officer of the agency. (Refer to Open Door Resolution of Employee Complaints or Suggestions, Policy #14.)
2. If not resolved internally, the hearing of the employee complaints of discrimination shall follow procedures set forth by the Ohio Department of Administrative Services and shall be conducted by the residential agency. (See attached procedures.)
3. Handicapped employee complaints will be provided such auxiliary aids as are necessary to offer an equal opportunity to participate in the complaint process. This includes, but is not limited to holding meetings in an accessible place and the provision of interpreters for the hearing impaired (if that is their preferred method of communication) at no cost to the handicapped participant.

Subject: PERSONNEL POLICY #3
EMPLOYEE SELECTION AND HIRING PROCEDURES

Employment openings will be filled by applicants who, in the judgment of the hiring official, best meet the requirements of the job. Decisions on employment will be made according to individual qualifications and abilities per agency statement on Equal Employment Opportunity.

It is the policy of this agency to attempt to promote from within when a current employee by reason of skill, qualifications, prior conduct, work performance and reliability establishes that he/she is the best qualified candidate for promotion to an available position. All Regular Full-time and Part-time positions are announced and posted in the Central Office and home locations prior to or simultaneously with advertising outside the agency. Any employee who wishes to be considered for a posted position should notify the human resources department in writing.

1. The notice will be posted for seven (7) calendar days and will include a description of the position available, location, full-time or part-time hours, and the closing date for application or interview.
2. Present employees must express an interest in writing to the human resources department within the time frame indicated on the posting notice.
3. Transferee's performance review must be satisfactory.
4. The transfer will not cause undue wage/salary differentials unless mutually agreed upon by the employee and management.

The employer may assign any qualified employee to any position within the operational location in order to maximize services. These assignments may be temporary or longer term in nature so long as job requirements are fulfilled. The recruiting process may or may not be limited to internal prospects. Outside recruitment efforts may continue during this process to generate the best-qualified candidates.

The Selection Process

Human Resources will review the applicants. Candidates will be determined.

Candidates will be interviewed/screened by Human Resources and referred to the appropriate direct supervisor.

The direct supervisor (and/or Program Director as appropriate) will screen candidates through a process of program visits, staff input, participant input, and formal interviews. The supervisor will give their finalists to Human Resources.

Human Resources and supervisor will reach a consensus and a decision on whom to hire will be made. Salary is determined by the Human Resource Director based on the person's experience, education and prevailing wage/salary structure of the agency.

Should the finalist decline or if for any reason Choices In Community Living, Inc. terminates the process, a new selection will be made and the selection process modified to fill the position either from inside or outside candidates.

NOTE: The Executive Director will have final authority to make all decisions regarding selection and hiring. At times, the Executive Director may execute additional authority in instances where it is prudent to by-pass and/or all of the selection process or when there exists a split decision or where it is necessary to ensure continued services by the agency.

Hiring Procedures- Newly Recruited Employees

All applicants will complete the employment application form.

All applicants will have a pre-employment interview. "On-call" or special time commitment procedures should be explained to both management candidates and hourly paid applicants.

Prior to employment, all applicants will give a written release to have their background checked in the following areas:

1. Police records will be checked for criminal convictions and/or pleas of guilty.
2. Driving records will be checked.
3. Past work experience and employment/educational history will be checked.
4. Background investigations, as required by section 5123.281 of the Ohio Revised Code and rule 5123:2-1-051 of the administrative code, will be conducted through the Bureau of Criminal Identification and Investigation (BCII) on all new hires and existing staff.
5. If applicant has not been an Ohio resident for five years prior to application, then a FBI report will be obtained and the applicant will be fingerprinted for the State of Ohio.
6. Prior to employment, all applicants will be screened against the Ohio Department of Health Nurse Aide Registry and the Ohio Department of MRDD Abuser Registry.

Drivers of agency vehicles or personal cars on agency business will have in their personnel file:

1. A photocopy of their driver's license number and expiration date.

2. A driver's record check with the Bureau of Motor Vehicles. The result of this check must be acceptable to the agency's insurance provider.
3. A current copy of auto insurance.
4. *High School Diploma or GED.*

NOTE: Those supervisors and managers who are involved in the hiring process are personally evaluated on their job performance. No supervisor or manager can jeopardize their personal career or place the employer at risk by inattentiveness to personnel record keeping in the performance of their employment paperwork responsibilities.

Basic Employment Records are:

- The employment application
- Medical/TB exam
- Proof of Vehicle Liability Insurance of vehicle to be used for agency business
- Driving history
- Criminal history
- Work experience/Reference checks
- Tax forms – Federal, State, Local (where applicable)
- I-9 Form – US Immigration Service
- Timecard or timesheet information
- Job descriptions

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7/95

9/01

05/02

**Subject: PERSONNEL POLICY #4
EMPLOYEE CLASSIFICATIONS**

Regular Full-time (FT)	Employees who regularly work a minimum of 34 hours per week with definite or regular schedules.
Regular Part-time (PT)	Employees who regularly work a minimum of 17 but less than 34 hours per week with definite or regular schedules.
Regular Scheduled Substitute (S)	Employees who regularly work less than 17 hours per week with definite or regular schedules.
Substitute (Sub)	Employees who work on a call-in or temporary basis without definite schedules, but log hours within two consecutive pay periods.

Choices In Community Living expects employees to maintain attendance and punctuality standards to maintain their scheduled hours. The agency does not guarantee a certain number of hours or a fixed schedule: employees may work more hours during periods of high work volume and/or work less hours during periods of low work volume. Choices In Community Living requires employees in a substitute classification to log some hours within every two consecutive pay periods to maintain active status, with the exception of seasonal employees. Choices In Community Living may approve an extension to this requirement for a specific period of time in response to a written request from an employee in a substitute classification. The agency will consider employees in a substitute classification to voluntarily resign when they fail to log hours as required when they are available without requesting an extension to the requirement. Choices In Community Living will terminate employees in any classification who remain inactive for 26 consecutive weeks in a rolling 52-week period.

Regular Full-time

Choices In Community Living provides health and paid time off benefits to regular full-time employees who otherwise meet the eligibility requirements and who maintain a regular work schedule of 34 hours or more per week. (See *Full-Time Benefits*)

Regular Part-time

Choices In Community Living provides limited health and paid time off benefits to regular part-time employees who otherwise meet the eligibility requirements and who maintain a regular work schedule of 17 to 33 hours per week. (See *Part-Time Benefits*)

Regular Scheduled Substitute/Substitute

Choices In Community Living does not provide health or paid time off benefits to regular scheduled substitutes or substitutes. Employees classified as regular scheduled substitute or substitute who change classification to regular part-time or regular full-time become eligible for benefits available to the classification on their ninety first day of employment or, if employed more than ninety days, the date the change becomes effective.

Subject: PERSONNEL POLICY #5**EMPLOYMENT RELATIONS POLICY STATEMENT**

It is the policy of Choices In Community Living, Inc., that all employees be treated with respect and in a consistent manner at all times. The Agency has been built on teamwork, cooperation and series. Managers and Employees must understand that commitment in their daily communications with each other.

Management Responsibilities and Employees Relations

- A. Interviewing Job Applicants (Review Policy #3)
 - 1. Set standards for selection which are realistic and related to the requirements of the job.
 - 2. Create the best possible surroundings for the interview and attempt to keep it free from unnecessary interruptions.
 - 3. Learn from the applicant – his/her background, work history, and work aptitudes.
 - 4. Go over the written job description. Describe the duties and responsibilities of the job clearly to the applicant. Show the job sites to the appliance whenever possible.

Applicants will be given a written release to have their police and driving record checked for criminal convictions and/or guilty pleas. Employment reference checks follow the interview and proceed the tendering of a job offer. The applicants immediate past supervisor should be contacted and questioned about applicant's performance, reliability, attendance, and attitude about work. Do not contact the present employer unless you have reviewed the written release and requested permission from the applicant. Review the physical exam requirement with each applicant.

B. New Employee Information

All new employees are to receive introductory information and training, During this time use an employee checklist. Be sure you cover all items, including:

- 1. Standards of conduct and other Employee handbook topics.
 - 2. Timekeeping procedures – when, where, how to record time.
 - 3. Pay practices.
 - 4. Personal appearance standards, if appropriate and employee safety including injury reporting.
 - 5. Employee benefits as they apply.
 - 6. Program and Services Policies and Procedures, including safety procedures for equipment and buildings
 - 7. Performance reviews.
- C. Employment at Will

1. An employee may elect to terminate his/her employment voluntary or the manager may determine that they employee's conduct, performance or reliability or any combination of problems in these areas is not conducive to continue employment
2. Manager are encouraged not to procrastinate by waiting too long to correct or reverse any negative trend set by the employee or to notify the employee that additional evaluation time will be required when the employee is not learning his/her job duties and or responsibilities. Managers are always to commend employee throughout their employment whenever "good" things occur.

D. Training of Employees – In-Service Program

On the job training is an essential requirement. Effective training must be done systematically, using a logical, well thought out process; simply telling an employee to watch another employee in order to learn a job is not an effective training system. Some meetings may be mandatory as part of in-service training requirements. Off duty employees called in for these meetings are paid for their time in attendance.

- E. The manager must remain objective during the entire disciplinary process. It is essential for the manager to thoroughly investigate and review all relevant facts, and permit the employee the opportunity to explain his/her conduct. The decision to discipline must be made on an investigation of the facts. The employee must be given an opportunity to be heard. The disciplinary action taken should be consistent with policy. The manager must keep an accurate and complete record of any disciplinary action.

DISCIPLINARY ACTION SHOULD NE TAKEN AS SOON AS REASONALY POSSIBLE after the event which made it necessary. This requires the manager to investigate the situation promptly after he/she learns of it.

ANY DISCIPLINARY ACTION SHOULDE BE TAKEN AS PRIVATELY AS POSSIBLE with the individual involved. There should be no discussion of an individual's performance, nor should disciplinary action be taken with an individual when other employees are present. Call another management employee to witness sensitive disciplinary conversations. Should the employee who is being disciplined request the presence of his/her witness, honor this request.

DISCIPLINARY ACTION SHOULD BE CONDUCTED WITH DISCRETION AND WITH CONFIDENTIALITY to avoid misinformation to other employees. A proper statement to other employees, when someone is discharged, should be a statement like "he/she violated policy". Any detailed discussion with other employees about another employee's conduct or job performance is a judgement call. Use discretion. Avoid whenever possible.

F. Manager Availability to Employees

Managers availability to employees means much more than simply stating the existence of an open door policy. Managers must make the effort to be aware of the employee problems and make the solution of their problems a part of their everyday activity. To put off resolving an employee's problems a part of their everyday

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9/95

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Subject: PERSONNEL POLICY #6
WAGE AND SALARY ADMINISTRATION

Regularly Scheduled Hours

The agency assigns each employee regularly scheduled hours as a result of budgeted, billable service hours for each workweek. These hours do not exceed 40 in one workweek. The agency assigns sick leave and calculates employees' benefits allowance and weekly disability income benefits based on their regularly scheduled hours. When the regularly scheduled hours for employees change, the agency expects the supervisor to complete and submit a personnel action form to human resources on or before the effective date.

Workweek

The agency's workweek begins at 12:01am on Sunday and ends at 12:00am on the following Saturday.

Direct Deposit

The agency requires employees to have and maintain a checking, savings or credit union account and to provide proof of such into which the agency can deposit their paycheck. The agency expects employees to notify human resources or payroll when they change banking institutions or close an account into which the agency is making deposits. Employees receive mileage and reimbursements in the form of a "live" check. The agency may withhold direct deposit of a terminated employee's last check and opt to issue a "live" check upon the return of agency property.

Pay Period

The agency's pay period is in two-week increments and employees receive statements of their direct deposits on the Friday following the pay period end, usually at their assigned work location. The agency will not issue this statement to anyone other than the employee without previous authorization and supervisors will request the receiver's ID at the time of pick up.

Payday

The agency's payday is every other ^{Wednesday} ~~Friday~~ and each employee's banking institution establishes direct deposit funds availability. Employees may pick up earning statements and "live" reimbursement checks at their program on Friday.

Payroll Deductions

The agency withholds deductions for federal, state and local income tax from each payroll according to employees' withholding selections. The agency withholds deductions for health insurance and other benefit selections as elected by employees.

Wage Garnishment

The agency considers garnishments, a court order to pay employee debts through the court before issuing paychecks, as an inconvenience. The agency encourages employees to conduct financial affairs responsibly. The agency will exercise its right to charge a service fee in the amount of 1% of each deduction to cover administration costs.

Overtime

The agency prefers to seek an alternative to employees working overtime, which is any actual hours worked that exceeds 40 in a workweek, in the interest of employees' health and safety and agency expense. However, program administrators or program directors may approve or require employees to work overtime, with or without advance notice. The agency complies with the Fair Labor Standards Act and compensates non-exempt employees by paying an overtime rate of time and one half of the employees' base rates for all hours worked over 40 in one workweek. However, paid time not actually worked is not included in overtime calculation. Exempt employees do not receive overtime compensation, in accordance with the Fair Labor Standards Act.

Timekeeping

Reporting

The agency expects non-exempt employees to record their time on ^{Computer} ~~a time sheet~~ for each workweek, including the exact start time, the exact end time, the appropriate department and all other appropriate notations. The agency expects exempt employees to record their time deployment on a time sheet for each workweek to account for department and paid time off allocations. The agency requires all employees to sign their time sheets prior to submitting them to their supervisors for verification.

The agency holds employees accountable for submitting their time sheets to their supervisors after completing their last shift of the pay period. If employees fail to submit their timesheets for the pay period, the agency expects supervisors to make diligent attempts to acquire it. If supervisors cannot acquire it, the employee will receive compensation for the time at the end of the following pay period, providing that they submit the time sheet.

Verification and Submission

The agency expects supervisors to collect and verify employee timesheets **weekly** and to submit time sheets bi-weekly to the payroll department before 11:00am on the Monday following the beginning of the new pay period. The agency expects supervisors to remain available in the office after submitting time sheets for their staff to answer questions and/or provide additional information.

Adjustments

The agency does not permit any employee to complete a time sheet for another employee or to make entry or adjustment to another employee's time sheet. Supervisors may change a timesheet entry to reduce time or compensation **only** after certifying that they discussed the change with the employee and, therefore, guarantee the employee's knowledge of the change with their initials.

Hour Calculations

The agency expects employees to comply with the following guidelines to report time worked in less than one hour increments:

- | | |
|-------------------|----------------------------|
| ▪ 0 – 7 Minutes | Report no additional time |
| ▪ 8 – 22 minutes | Report as .25 hours worked |
| ▪ 23 – 37 minutes | Report as .50 hours worked |
| ▪ 38 – 52 minutes | Report as .75 hours worked |
| ▪ 53 – 67 minutes | Report as 1.00 hour worked |

Minimum Reporting Time

Non-exempt employees scheduled to report for work will receive no less than one hour of pay regardless of the actual time worked, even if it is less than one hour. This includes scheduled attendance at committee meetings, training, in-services and any other authorized event. Employees will report the actual hours of work or attendance on their timesheets. Supervisors will adjust time less than an hour when verifying time sheets.

Breaks

The agency expects employees in 24-hour programs to eat with the residents as an essential part of their jobs. Therefore, the agency considers these meal periods as paid time. The agency considers other meal breaks outside of 24-hour programs that include client participation as paid time. The agency considers all other meal breaks as unpaid when employees are completely relieved of duty. The following identifies paid and unpaid break examples:

- ❖ Staff may leave the home or work site, whether clients are present or not, to eat or get food and return at an established time **only** with prior ~~with~~ supervisor approval. Staff will have no agency related responsibilities during this period of time and will document in and out time on their timesheets and document billing sheets appropriately.
- ❖ ~~Staff may~~

Administrative non-exempt employees who work in the central office receive one unpaid hour off for lunch for each eight-hour day worked.

Work Hours

The agency expects non-exempt employees to work their regularly scheduled hours as determined by their supervisors, which are subject to change with minimum or no notice. The agency expects exempt employees to work their regularly scheduled hours, as determined by their supervisors. Some exempt positions require flexible scheduling, and the supervisor may determine parameters around flexibility. The agency expects exempt employees to call the central office Monday through Friday if they will not be in the office during the hours of 8am and 5pm or note on the in/out board their locations for that particular day.

24-Hour Shifts

Sleep time provisions apply to employees who work scheduled 24-hour shifts and include payment of regular compensation for 17 hours and no regular compensation for seven hours considered sleep time. ~~Employees receive a \$20.00 shift premium for the sleep time.~~ In the event the needs of our clients interrupt employees' sleep time, the agency will compensate employees as follows:

- Interruptions of five minutes or more: Employee receives compensation in 15-minute increments.
- Interruptions of more than two hours or more: Employee receives regular compensation for the entire 24-shift, less the shift premium.

The agency allows employees who work scheduled 24-hour shifts to apply paid time off within the guidelines of that policy or take unpaid time off with proper authorization if they engage in personal activities during a part of the 24-hour shift. However, the shift remains a 24-hour shift and even though the employee does not work 17 hours, the seven hours sleep time still applies. Employees will not receive their hourly wage during the sleep time hours.

Employees who assist a supervisory in covering an absence by working part of a 24-hour shift, however, will receive their full hourly wage throughout the shift. For example, if an employee agrees to cover a 24-hour shift but cannot begin until 4:00pm, he or she will receive his or her full hourly wage throughout the shift.

Personal Information

The agency expects employees to inform human resources about any of the following changes:

- Name (Including last name)
- Address
- Phone number
- Marital Status
- Dependent status
- Tax withholding
- Person(s) to notify in case of emergency
- Beneficiary information related to health or other insurance
- Information concerning a former spouse as it relates to health insurance

Wage Assignments

The agency maintains wage scales for each position that are designed to compensate according to education, experience and skill level. Upon hire, the human resources director assigns a wage or bi-weekly salary to employees. The agency considers wage and salary information as confidential between the employer and the employee and does not permit employees to discuss their wages and/or salaries. The agency expects employees to discuss matters of wages and salaries with the director of human resources, who may redirect the employee to another appropriate individual. ~~The agency strictly prohibits discussions of wages among co-workers and will respond to such incidences with disciplinary action up to and including termination.~~

Wage Increases

The agency conducts annual evaluations for employees in all positions prior to their anniversary dates. ~~The agency grants wage increases as determined by the scores of employees' evaluation.~~ The agency determines the maximum percent of increase for the calendar year within the annual budget.

The agency recognizes that exemplary performance, increased responsibility and other factors may warrant a meritorious increase. The human resources director and the executive director will consider detailed, written recommendations from supervisors.

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4/04

08/04

**Subject: PERSONNEL POLICY #7
ATTENDANCE AND PUNCTUALITY**

Choices In Community Living expects employees to arrive at their work sites as scheduled prepared to work.

Tardiness

The agency understands that tardiness is unavoidable from time to time and expects employees to notify their supervisors when they expect to arrive to work 15 minutes late or later.

Absence

The agency understands that absence from work is sometimes unavoidable. When these situations occur, the agency expects employees to notify their supervisors, **with as much notice as possible**. However, employees must give *at least* a two hours notice prior to their scheduled work time, each day that they expect to be absent, unless their supervisors gave prior consent in response to a physician's recommendation. Employees who do not notify their supervisors of their absence in advance, except in emergency situations, or who notify their co-workers or administrative staff prior to or **instead** of notifying their supervisors are not entitled to use any form of paid time off to cover the absence as the agency considers failure to notify supervisors as unapproved absences. If, for any reason, employees' supervisors are not available, the agency expects employees to notify the program director or employee in charge.

The agency requires employees who miss three consecutive workdays (three scheduled workdays) to provide a physician's release to return to work that identifies an employee's capacity to work with or without restrictions. The agency will consider restrictions against the essential functions of employees' regular positions and accommodate them whenever possible and feasible.

Unapproved absences

Employees who do not notify their supervisors of their absence in advance, except in emergency situations, or who notify their co-workers or administrative staff prior to or **instead** of notifying their supervisors **are not entitled to use any form of paid time off to cover the absence as the agency considers failure to notify supervisors as an unapproved absence.**

Likewise, an employee, who calls off without 'paid time off' available will have their time away from work considered as unapproved.

Unapproved absences will result in disciplinary action up to and including termination.

Leaving Work

Employees are scheduled for their shifts based upon the needs of the agency and our clients. For that reason, employees must notify their supervisor, if and when, there is a need to leave a work-site for personal reasons (run errands, doctors appt, etc). Requests to leave work during an employee's shift must be approved by their administrator.

Any employee that leaves a work-site during their assigned shift without notification or approval from their supervisor will be treated as abandoning his or her job. Job abandonment is grounds for immediate dismissal from the agency.

Supervisor Responsibility

The agency holds supervisors responsible for tracking tardiness and absences, both approved and unapproved, and responding to trends with progressive disciplinary action.

Disciplinary Action

The agency will take progressive disciplinary action up to and including termination in response to the following:

- Excessive and/or regular tardiness
- Excessive and/or regular absence
- Unapproved absence
- Job abandonment

Termination

The agency will consider employees' who are absent one day without notifying their immediate supervisor by the time their shift is scheduled to end as voluntarily termination their employment.

Two occurrences of unapproved absences within a six-month period will result in termination.

Failure to comply with this policy will result in disciplinary action including and up to termination.

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Subject: PERSONNEL POLICY #8
AGENCY VEHICLE DRIVING STANDARDS

Choices In Community Living expects employees who drive an agency or personal vehicle for the purpose of conducting business to practice safe driving practices and comply with the law and agency policies.

Requirement

The agency requires all employees to meet and maintain conditional employment requirements as they relate to the operation of an agency or personal vehicle. All Agency vehicles must be insured. Additionally, all Personal Vehicles driven by Choices' employees must be insured and proof of current auto insurance must be maintained with the Human Resource Department.

Reporting

The agency requires employees to submit copies of their driver license renewals and insurance premium renewals or changes to the human resources department. The agency expects employees to notify their supervisors when they begin driving a new or different vehicle, which they will use for business purposes. The supervisor will complete a Vehicle Inspection form and submit it to the human resources department.

The agency requires employees who receive a moving violation in an agency or personal vehicle, even during personal time, to report it to their supervisors and/or human resources department. In response, the agency may elect to conduct a Motor Vehicle Registration Check to ensure employees maintain acceptable driving records. The agency will not accept responsibility for fines incurred by employees while driving an agency vehicle.

The agency requires employees to report any work-related vehicle accident, no matter how minor, to the police before leaving the scene of the accident.

Personal Mileage Reimbursement

The agency expects employees to use agency vehicles to conduct agency business when they are available. However, when they are not available, the agency reimburses employees using their personal vehicles to conduct agency business at the rate of .35 per mile. Employees use a Personal Mileage Sheet to record mileage and submit it to their supervisors for verification. The agency usually distributes reimbursement checks for mileage weekly.

Vehicle Standards

- Employees may only use agency vehicles for agency business and not for personal use.
- Employees will complete Van Checklist as required and report problems or damage to their supervisors immediately.
- The agency prohibits smoking in agency vehicles and smoking in personal vehicles when using them to transport clients.
- The agency requires the driver and all passengers to wear seat belts while on company time.
- The agency requires that the number of passengers does not exceed the manufacturer's recommendation.
- The agency prohibits employees from using cell phone to make or receive calls while driving a vehicle. If employees find it necessary to make or receive phone calls for business or emergencies while driving a vehicle, the agency requires them to pull off of the road and to remain there until completing the call(s) to ensure their safety and that of our clients.
- The agency will hold employees accountable for all actions while driving that threaten the health and safety of employees and/or clients and encourages employees to exercise great diligence in judgment.

**Subject: PERSONNEL POLICY #9
PROTOCOL – TELEPHONE /SMOKING/PERSONNEL REOCRDS**

Use of Telephone

Choices In Community Living, Inc., telephone facilities are reserved for business/resident purposes. All staffs personal incoming and outgoing call should be limited to matters of emergencies such as illness, accident, unanticipated overtime, and calls of a similar nature. If personal call needs to be made or an incoming call taken, the employee is expected to limit the call to a reasonable time length. Violation of these standards may result in disciplinary action.

Smoking

Managers and Supervisors will enforce the smoking restrictions which are in place at the Central Office, as well as all residential locations. Smoking is only permitted in certain areas as defined by the specific location, house rule, or resident's request.

Personnel Records

Personnel records are the property of the agency. Employee privacy rights will be protected. Inquiries from outside sources such as Landlords, creditors, potential employees and others will be managed by the Program Director and/or Fiscal Manager upon evidence the employee has given written approval for the release of that information. These written approvals are usually included on authorized inquiry forms signed by both the Inquiring party or agency and the employee.

By requesting a meeting with the Program Director, an employee may review or request copies of:

- Performance Evaluations
- Letters of Praise or Congratulations for good work or deeds.
- Agency forms used to track the employee's progress, such as pay increases, vacation requests, paid absence, disciplinary notices or separation/discharge issues.

Adopted 11/86

Revised 12/94
09/02

**Subject: PERSONNEL POLICY #10
DRUGS AND ALCOHOL**

Declaration/Purpose

Choices In Community Living maintains high regard for the safety and well being of its employees and the clients we serve. The purpose of this policy is to assure a work environment that is free from the harmful effects of alcohol and other controlled substances.

Choices in Community Living expects employees to report to work in a state of mind and physical condition that allows them to perform their assigned duties in a competent and safe manner. The agency recognizes that dependency on alcohol and/or other controlled substances can interfere with employees' health and job performance as it impairs an employee's ability to function, contributes to increased tardiness and absenteeism and is often the cause of accidents. The agency also recognizes that long-term consequences may result from chemical dependency or substance abuse including physical deterioration and death. Therefore, Choices In Community Living recognizes this policy, applicable to all employees, to support and promote the best interests of the agency, its employees and the clients it serves.

Substances Covered

Substances covered under this policy include alcohol and any drugs or controlled substances that are not prescribed by a licensed physician and prescription drugs used in a manner inconsistent with physician directions. This policy shall not apply to over-the-counter medicine when used according to directions. In the event that an employee is taking medication not covered by this policy but it nonetheless impairs the employee's ability to perform his or her duties in a competent and safe manner, we expect the employee to notify his or her supervisor immediately. The agency will attempt to assist the employee in considering available alternatives.

Prohibited Conduct

Choices In Community Living considers the use or participation in the possession, purchase, sale, dissemination, distribution, delivery or receipt of substances covered by this policy a violation. Any employee in any way participating in the use, possession, purchase, sale, dissemination, distribution, delivery or receipt of substances covered by this policy during working time or on agency premises, will be subject to immediate termination. Choices In Community Living also considers the use of illegal controlled substances, whether on or off duty, as a

violation of agency policy. Employees engaging in such use are deemed unfit for duty and may be subject to immediate termination. If necessary, an employee may be suspended, pending an investigation, which may include a drug test. If an employee subject to investigation refuses to cooperate, Choices In Community Living will consider this response as the employee's voluntary resignation.

Testing

Choices In Community Living will use its discretion in selecting the type of tests to be administered, including but not limited to urine tests, blood tests, breath tests, saliva tests and hair tests. As used herein, the term "drug test" may include a test for alcohol where deemed appropriate.

Cause for Testing

The agency reserves the right to require any employee to submit to drug tests at any time, with or without notice and/or with or without reasonable suspicion. Choices In Community Living may conduct testing on a mass, random, periodic or voluntary basis. Additionally, the agency retains the right to require any employee to submit to drug tests in response to any accident, injury, unsafe practice, behavior, work performance or as a condition of promotion.

In the event of a suspected violation of this policy, the company reserves the right to inspect its work site premises for substances covered by this policy. All employees are placed on notice that any personal belongings that they bring onto company property are subject to inspection; Employees who bring such items onto company property waive objections to such inspection.

Testing Procedures/Disciplinary Action

If Choices In Community Living requests a drug test of any employee, he or she must comply to take an immediate test and must sign an appropriate consent form immediately prior to testing. If the employee refuses to take the drug test or sign the consent form, Choices In Community Living will consider this response as the employee's voluntary resignation.

In the event that a supervisor suspects that an employee may be under the influence of substances covered in this policy as a result of an accident, injury, unsafe practice, behavior or work performance, the supervisor may first approach the employee and request an explanation for his or her conduct. If the supervisor does not find the employee's explanation reasonable or satisfactory, the supervisor may immediately suspend the employee and request that he or she submit to an immediate drug test. A member of management from within the agency will provide transportation and escort the employee to the appropriate facility. If the drug test results are

negative, the agency will compensate employees for the regularly scheduled hours missed as a result of suspension.

If the drug test indicates use of a substance covered by this policy, Choices In Community Living will either terminate the employee or suspend his or her employment indefinitely without pay. If the agency suspends the employee, the suspension will remain in effect until the employee meets the following requirements as determined and to the satisfaction of a qualified treatment center, selected by the agency:

1. Passes a subsequent drug test;
2. Provides a satisfactory explanation for the results of the previous drug test;
3. Demonstrates that he or she has discontinued the drug or alcohol use;
4. Completes a rehabilitation program;
5. Fulfills such other requirements as deemed necessary

If the requirements imposed are not met within a prescribed period of time recommended by the treatment center and considered reasonable by the agency, Choices In Community Living will discharge the employee. If the requirements imposed are met within a prescribed period of time recommended by the treatment center and considered reasonable by the agency, the employee is eligible for recall at the agency's discretion.

Choices In Community Living will require documentation from the treatment center certifying that the employee successfully completed the recommended requirements. The employee will be subject to and must consent to random drug testing at the agency's discretion as a condition of recall for a specified time period as designated by the agency. If the employee is again unable to pass a drug test or otherwise commits a second violation of this policy, Choices In Community Living will discharge the employee.

Supervisor Training and Employee Education

Choices In Community Living intends to periodically provide supervisory training and employee education concerning substance abuse, its harmful effects and the administration and enforcement of this policy. The agency encourages employees to take advantage of these opportunities. Training and education may be mandatory.

Voluntary Treatment Program

Choices In Community Living encourages any employee who believes that he or she may have a drug or alcohol problem to undergo rehabilitation. If the employee notifies the agency initially of

the problem, he or she may be eligible for a medical leave of absence until the employee completes rehabilitation in an agency-approved program with verifiable documentation.

Adopted 9/85

Revised 12/94

4/04

**Subject: PERSONNEL POLICY #11
OTHER EMPLOYMENT**

Choices In Community Living expects employees who maintain other employment outside of the agency to comply with the same requirements and standards as those who do not.

Exempt Employees

The agency expects exempt employees with positions that require flexible scheduling to remain available as required by the essential functions of their jobs. In situations when outside employment threatens employees' ability to meet the essential functions of their jobs, the agency will work with employees to resolve the situation. If the agency is unable to resolve the situations to meet its needs, it will take disciplinary action up to and including termination.

Reporting

The agency expects employees who acquire other employment outside of the agency to report it to their supervisors.

Other

- The agency will not certify work-related injuries that occur while an employee is working for other employers.
- The agency prohibits employees from becoming subcontractors of the agency without the prior approval of the executive director.
- The agency will not approve of outside employment that, by controversial nature, threatens the creditability of the agency. In the event of these situations, the agency will work with employees to resolve the situations. If the agency is unable to resolve the situation to meet its needs, it will take disciplinary action up to and including termination.

**Subject: PERSONNEL POLICY #12
CONFLICT OF INTEREST**

Choices In Community Living expects employees to protect the interests of the agency and the clients we serve by avoiding situations that result in a conflict of interest.

Outside Employment/Involvement

The agency expects employees to consider the possible limitations and impact that outside employment and involvement may have on their ability to perform the essential functions of their jobs.

Vendors/Suppliers

The agency expect employees to avoid situations with vendors and/or suppliers that may result in:

- Direct personal gain to the employee
- Partiality to the vendor or supplier for personal reasons
- Discrediting the integrity of the agency and its employees

Client/Employee Relationships

The agency prohibits employees and their families and friends from soliciting to clients served by this agency.

Confidential Information

The agency expects employees to comply with the rules governing confidentiality as identified in the Program Policies and Procedures.

Reporting

The agency requires employees to report circumstances or situations that appear to be or may result in conflict of interest. The agency encourages employees to seek the guidance of their supervisors before engaging in any activity that may be considered as a conflict of interest. Employees who engage or fail to report such activities are subject to disciplinary action up to and including termination.

Adopted 9/85

Revised 12/94

4/04

8/04

Subject: PERSONNEL POLICY #13
STANDARDS OF CONDUCT
PERFORMANCE IMPROVEMENT PROCESS

Choices In Community Living adopted the following progressive disciplinary procedure to ensure fairness and consistency in its administration when responding to employees' violations of rules or policies or serious performance issues. The agency maintains this as corrective action rather than punitive. Before the agency will terminate the employment of an individual, it will ensure that the following procedure was administered, except in cases of gross misconduct, which may result in immediate termination. The agency reserves the right to enter into any level of progressive disciplinary action based on the severity of the offense and employees' past work records.

Step 1 - Verbal Warning

Supervisors will discuss performance issues with employees and cite the following:

- Behavior and/or performance problem
- Behavior and/or performance expectation, as indicated by the appropriate policy or procedure
- Time frame and conditions for change if other than immediate
- Expected outcome if change doesn't occur (written warning in most instances)

Supervisors will maintain records of verbal warnings, whether capturing the "verbal" conversation in email or a "written" verbal to be signed by the employee. Documentation will include the date and a brief summary of the content mentioned above with the employee's response.

Step 2 - Written Warning

If an employee's behavior/performance problems does not improve or cease following the verbal warning within the time frame and conditions established, supervisors will complete a Written Corrective Action form and review it with their supervisors and the human resources director before presenting it to the employee. The written warning will inform employees that termination may result if they fail to change the inappropriate or unacceptable behaviors or performance.

Depending on the severity or number of occurrences, a second written warning may or may not be appropriate. Supervisors will discuss the contents of the Written Corrective Action form with the employee and allow the employee to respond, either verbally or in writing. Supervisors will request the signatures of employees on the form and give one copy to the employee, maintain one copy and submit the original to human resources.

Step 3 – Termination

If an employee's behavior/performance problems does not improve or cease following the written corrective action(s) within the time frame and conditions established, supervisors complete a Disciplinary Action form for termination and review it with their supervisors and the human resources director before meeting with the employee. Supervisors will not present Written Corrective Action forms to employees for termination, as they are for documentation purposes only.

Supervisors will enact terminations of employees under the direction of the human resources director. The agency will make reasonable effort to enact terminations face to face, privately with only another member of management present and outside of client residences.

In addressing a behavior or performance issue, supervisors will administer steps one, two and three consecutively within a one year period. If there is a lapse of one year between steps, the supervisor will repeat the last step administered to initiate progressive discipline. If there is a lapse of two years between steps, supervisors must begin with step one to initiate progressive discipline.

Suspension

Choices In Community Living may suspend employees without pay pending an investigation of alleged misconduct. If investigations prove no misconduct, the agency will compensate employees for their regularly scheduled hours ^{2 wk/maximum} during the suspension. The agency allows employees to use paid time off, if available and with the approval of the human resources director. However, if employees elect to use paid time off, the agency will not compensate them for that time if no misconduct is proven during the investigation. If misconduct is proven during an investigation, the agency will administer disciplinary action or termination as appropriate to the degree of misconduct.

Behaviors or performance usually associated with immediate termination are but not to limited to the following:

1. Theft, deception or dishonesty
2. Use, possession, sale or attempted sale of alcohol, drugs or other controlled substances
3. Use of abusive behavior and/or language with clients, co-workers, supervisors, family, guardians and others associated with the agency
4. Fighting with physical contact
5. Sexual misconduct or harassment
6. Neglectful or deliberate acts that could lead to or actually cause personal injury or property damage
7. Possession of weapons or firearms
8. Falsification, omission or misrepresentation of employment or academic history, felony conviction records, alcohol or drug abuse not otherwise volunteered in the interview process but discovered during post employment investigations.
9. Deliberately falsifying a time sheet or completing the time sheet of another employee
10. Attempted or accomplished defrauding of the agency by the alteration or clients falsification of records and/or reports, financial misrepresentation or other means.
11. Insubordination – Refusal to comply with supervisor's instructions
12. Gambling, solicitation or "loan sharking"
13. Obtaining a fraudulent Workers' Compensation award
14. Sleeping on the job except as part of a routine 24-hour shift
15. Abuse and/or neglect of client(s)

Adopted 08/04

**Subject: PERSONNEL POLICY #13A
Standards of Conduct:
Breaches in Employee Obligations (Trust)**

A fundamental obligation of every Choices in Community Living, Inc employee is to exhibit trust and responsibility in safeguarding company and client funds and other property of the company which are entrusted to the employee or which may come under the employee's control in any manner. Though many employees will carry out these responsibilities in an appropriate way, there still remains the possibility of theft or similar violation of trust.

This policy provides guidance to all employees so that there can be no question as to the serious nature of such actions.

Employee Responsibility

- a. Safeguarding company funds and property
- b. Safeguarding client funds and property

Violation of obligations include, but are not limited to,

- a. Theft of client or company funds.
- b. Overdrawing client banking accounts
- c. Misuse of client credit cards
- d. Using company vehicle for personal use

Managers are responsible for:

- a. Working with HR during investigations of such breaches in obligations
- b. Taking appropriate disciplinary actions.
- c. When appropriate, make full disclosure of illegal or criminal activity

Fiscal Department is responsible for:

- a. Filing appropriate insurance claims
- b. Setting up payment arrangements with employee

FISCAL MISMANAGEMENT

Choices In Community Living, Inc. requires that **improper** use or handling of funds or property that result in the repayment of overdraft, late charge fees, insurance deductions to the company or our clients be repaid immediately.

This can be done through direct payment to CICL or through payroll deduction.

Any deduction made from an employee's paycheck must be done at the employee's request accompanied by a **signed authorization from the employee.**

In cases of **Financial Mismanagement**, whereby a client's account becomes overdrawn, due to employee error; employees will be expected to repay CICL for payments made to the clients' accounts on behalf of the employee within 14 days of determined overdraft.

Continual breaches of obligation will be cause for disciplinary review up to and including termination. All monies owed to Choices at termination will be deducted from the employee's paycheck.

**Subject: PERSONNEL POLICY #14
OPEN DOOR RESOLUTION OF
ISSUES/COMPLAINTS OR SUGGESTIONS**

This procedure is written to keep the lines of communication open for the resolution of employee complaints as well as the deserved response to constructive employee suggestions. Employees, whatever their job or level of authority, may take the initiative to move their issues, complaints or suggestions to the next higher authority in all orderly way and reasonable time frame.

- Employees may communicate verbally or in writing to their immediate Supervisor. Employees are responsible for moving the issue to the next level of management if the issue is not satisfactorily resolved. This must be in written form with the knowledge of the Supervisor.
- The next higher level in this process may be the Program Director or the Program ~~Coordinator~~^{Officer}. Usually, at this level management will have enough information and authority to resolve the issue or get a response to you.
- Ultimately, the Executive Director is responsible for the resolution of these issues, unless the authority is delegated.

The agency asks that everyone in this process use common sense, an orderly manner and dignity in choosing the time and place away from on-the-job deadlines and pressures. Make appointments. Discuss these issues privately and individually. All such issues should be resolved within a ten calendar day period whenever possible.

Adopted 1/09

**Subject: PERSONNEL POLICY
BENEFIT ALLOWANCE**

Benefit Allowance

All Full time employees and part time employees hired prior to January 1, 2007 are eligible for an Agency sponsored benefit allowance to defray the cost to the employee for employee benefits. The benefit allowance percentage rate or the dollar amount of the benefit allowance is determined by the Executive Director, or their designee.

Forfeiture of Benefit Allowance

An eligible employee who received notification from Human Resources via written correspondence or email that they are required to complete their benefit selection process, and fails to contact human resource for employee processing, within 30 days of the initial notification will forfeit their benefits allowance for that calendar year. The actual date of the processing must not be more than 45 days from the date of the initial employee notification. Unforeseen situations or circumstances will be considered on a case by case basis, and at the discretion of the Executive Director, or their designee.

New Full-Time hired during the benefit year (Eligibility)

New Full-Time employees hired prior to September 1st of the current benefit year will be eligible for the Agency sponsored benefit allowance during the current benefit year. New Full-Time employees hired between the months of September through December of the current benefit year will not be eligible for the Agency sponsored benefit allowance until the next benefit year begins. Presently, the benefit year coincides with the calendar year.

**Subject: PERSONNEL POLICY #15
INSURED EMPLOYEE BENEFITS**

Due to the ever-changing laws and regulations regarding employee benefits, it is the Supervisors and Managers responsibility to know what benefits are currently available but avoid any elaborate discussions of coverage and benefit levels. Misinterpretation in this case is far worse than no communication at all. Answers to employee questions about insured benefits are usually available by direct communication with the Fiscal Manager, who is better informed or who can get the questions answered directly from the appropriate insurance provider.

Regular Full-Time employees (scheduled of 34 hours or more per week) are provided access to the benefits offered by the employer. These benefits presently include:

- Dental Insurance
- Medical Insurance
- Disability Insurance
- Tax Deferred Annuity Plan
- Life Insurance

Eligibility for coverage and benefit levels is determined by the insurance contracts in force. The employer maintains a Flexible Benefits Plan (Section 125). Enrollment details are reviewed annually. New employees who qualify for coverages under these plans are notified during their initial period of employment.

Worker's Compensation: The employer pays to a state fund 100% of a premium for coverage which protects all employees against job related accidental injury or illness. Like other insurance, the more expensive claims there are, the higher the cost to the employer.

Unemployment Compensation: The employer contributes to a state fund to provide pay benefits for employees who lose their positions by job elimination or layoff. Eligibility for these benefits is determined by the State Unemployment Bureau, not the employer.

Social Security /Medicare: Social Security and Medicare taxes are withheld from paychecks according to Federal Law. Both the employer and the employee share in paying this federal insurance tax. The employee's contributions are deducted from the paycheck. The rates for these contributions are set by Federal Law and deductions are made from the pay check accordingly.

**Subject: PERSONNEL POLICY #16
UNPLANNED PAID LEAVE**

After 90 days of continuous employment Choices In Community Living provides full time employees with unplanned paid leave hours equal to one week's regularly scheduled hours plus sixteen (16) hours per calendar year. Part time employees hired prior to January 1, 2007 receive unplanned paid leave hours equal to one week's regularly scheduled hours only. Part time employees hired after December 31, 2006 are not eligible for this benefit.

Unplanned Paid Leave Use

Choices In Community Living provides unplanned paid leave for employees to use when they must miss work due to personal illness or injury or to care for a family member. Employees may also use unplanned paid leave hours for **bereavement, and/or personal reasons**. Employees may not use unplanned paid leave hours for other reasons unless allowed within the provision of another policy and then only within the prescribed guidelines. Any other use of unplanned paid leave hours requires the prior approvals of an immediate supervisor, the human resources director and/or the executive director. **An employee will not be granted unpaid unplanned leave until all available paid leave (Planned and Unplanned) hours are exhausted.**

Unplanned Paid Leave Requests/Approvals

Employees must request unplanned paid leave hours in advance and acquire their supervisors' approval. Choices In Community Living expects employees to give as much advance notice as possible but no less than two hours prior to the time they are expected to arrive at work on each occurrence, except in emergencies. Employees must speak directly with their supervisor and/or program director to get approval. If the supervisor is unavailable, it is required that staff speak with supervisory level personnel, not a co-worker. Failure to do so may result in disciplinary action, up to and including termination.

Unplanned Paid Leave Pay

Choices In Community Living will pay employees for the regularly scheduled hours they miss from work for approved unplanned paid leave. Unplanned paid leave hours do not count as actual hours worked and are not considered in overtime calculations.

Unplanned Paid Leave Certification

Choices In Community Living may require a doctor's certification prior to paying approved unplanned paid leave hours when employees are absent. An abbreviated list of situations that may require certification follows:

- three or more consecutive work days
- the last scheduled workday before or the first scheduled workday after a holiday
- because of an injury that would limit their performance
- repetitively because of illness (HIPAA compliance)
- on a day or for a period of time previously denied

- at the request of Human Resources

Doctor's certification must include the name of the treated patient, date or dates of care, and an expected date of release to return to work. In certain situations, such as a specific injury, Choices In Community Living may require independent certification releasing employees to return to work. The cost of the independent certification exam is at CICL's expense.

Unplanned Extended Leaves (Paid or Unpaid)

When employees expect to be absent for an extended period of time (several days or more) due to illness, their own or a family member's, CICL employees may request a medical leave of absence. Employees should speak to their immediate supervisor about their situations and needs. Employees who request and receive an approved medical leave of absence may use unplanned paid leave hours while on a medical leave of absence for the regularly scheduled hours they miss, based upon availability of hours.

Unplanned Paid Leave Carry Over

Employees can not "carry over" unplanned paid leave hours from one calendar year to the next calendar year. Choices In Community Living will, however, pay out unused unplanned paid leave hours remaining at the end of the calendar year up to a maximum of 56 hours. Payment of unused unplanned paid leave hours will generally occur in January of the following year.

Unplanned Paid Time Off Leave Pay Out At Termination

Choices In Community Living will not pay out unused unplanned paid leave hours at employee termination (whether voluntary or involuntary).

Subject: PERSONNEL POLICY #16A
PERSONAL TIME

Regular full-time employees become eligible for personal time after 90 days of continuous employment.

Personal Time Allowance

Choices In Community Living provides employees with 17 hours of personal time per calendar year. Employees hired or who become full-time after the first of each calendar year receive personal time as follows:

If employee is hired or becomes full-time in...	Employee is allowed...
January - March	17 hours
April - June	10 hours
July - September	5 hours

Personal Time Use

Choices In Community Living provides personal time for employees to use to attend to personal matters or appointments that they cannot attend to during their off hours. Employees may not use personal time for other reasons unless allowed under the provision of another policy and then only within the prescribed guidelines. Any other use of personal time requires the prior approvals of an immediate supervisor, the human resources director and/or the executive director.

Personal Time Requests/Approvals

Choices In Community Living requires employees to request personal time with as much advance notice as possible and acquire their supervisors' approvals. Supervisors will consider the needs of the agency and the clients it serves when responding to personal time requests.

Personal Time Pay

Choices In Community Living will pay employees for the regularly scheduled hours they miss from work for approved personal time. Paid personal time hours do not count as actual hours worked and are not considered in overtime calculations.

Personal Time Carry Over

Employees can not "carry over" personal time from one calendar year to the next calendar year. Choices In Community Living will not pay out unused personal time at the end of a calendar year.

Personal Time Pay Out At Termination

Choices In Community Living will not pay out unused personal time at employee termination.

Subject: PERSONNEL POLICY #17
LEAVES OF ABSENCE

Regular full-time and part-time employees become eligible to request medical, personal or military leaves of absence after 90 days of continuous employment.

Leave of Absence Use

To accommodate situations that necessitate absence from work, Choices In Community Living provides three types of leave:

- Medical Leave
- Personal Leave
- Military Leave

When considering a request for leave of absence, the agency considers the following:

- The nature of the request,
- The effect on work requirements, and
- Consistency with the policy guidelines and procedures.

The agency also complies with the federal Family and Medical Leave Act of 1993 that entitles eligible employees to unpaid leave from work for up to twelve (12) weeks for specified medical and family reasons.

A. Medical Leave of Absence

Choices In Community Living employees may apply for a medical leave of absence without pay after completing 90 days of continuous employment. Employees may use paid time off, if available, in this order: sick Leave, personal time and vacation. The agency will consider a medical leave period as continuous if an employee is unable to return to work for more than ten (10) regularly scheduled work days following his or her return from a prior medical leave of absence. Choices In Community Living will not grant any leave for a total or continuous period or periods of time that exceeds twenty-six (26) workweeks in any rolling fifty-two (52) week period. The terms and conditions of an employee's leave depend upon his/her eligibility under the Family and Medical Leave Act of 1993 ("FMLA") as defined in Section B. If an employee is FMLA eligible, the FMLA policy in Section B governs the first twelve (12) weeks of his/her medical leave of absence. The agency's policy in Section C governs the FMLA eligible employee's medical leave when it extends beyond the limits of the FMLA policy. The extended medical leave of absence, however, is not governed by the FMLA. The agency's policy in Section D governs employees who are not eligible under FMLA.

B. Family and Medical Leave Act of 1993 ("FMLA")

1. **General:** Subject to the terms and conditions set forth in this policy, an eligible employee is entitled to up to twelve 12 work weeks of unpaid leave during any twelve (12) month period due to:
 - a. the birth of a child to the employee;
 - b. the placement of a child with the employee for adoption or foster care;
 - c. the care of a child , spouse or parent who has a "Serious Health Condition" (defined below);
 - d. the employee's own "Serious Health Condition" which makes him or her unable to perform the functions of the employee's job.

2. **Eligibility:** Eligibility for a Family or Medical Leave of Absence under this policy requires an employee tot meet all of the following requirements:
 - Employed by the agency for at least twelve (12) months prior to the date on which medical leave begins and
 - Worked a minimum of 1250 hours during the previous twelve (12) months immediately prior to the date on which medical leave begins and
 - Employed at a worksite within a 75-mile radius where Choices In Community Living employs 50 or more employees.

3. **Family Leave of Absence under the FMLA:** Upon notice and application to the human resources director, Choices In Community Living will grant a Family Leave of Absence to an eligible employee for the following reasons:
 - a. the birth of a child to the employee;
 - b. the placement of a child with the employee for adoption or foster care;
 - c. the care of a child , spouse or parent who has a "Serious Health Condition", currently defined, for FMLA purposes, as an illness, injury, impairment, or physical or medical condition that involves either:

Hospital Care: An incident of inpatient care (i.e., an overnight stay in a hospital or similar medical facility, including any period of incapacity* or subsequent treatment in connection with or consequent to such inpatient care).

Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- a. Treatment two or more times by a doctor or other "health care provider"; or
- b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions Requiring Treatments: A chronic condition is one which requires periodic visits for treatment by a doctor or other health care provider; continues over an extended period of time (including recurring episodes of a single underlying condition); and may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Permanent/Long-term Conditions Requiring Supervision: A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples may include Alzheimer's, a severe stroke, or the terminal stages of a disease.

Multiple Treatments (Non-Chronic Conditions): Any period of absence to receive multiple treatments (including any period of recovery thereof) by a doctor or other health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation), severe arthritis (physical therapy), kidney disease (dialysis).

Ordinarily, unless complications arise or inpatient care is required, the common cold, flu, earaches, upset stomachs, minor ulcers, headaches, other than migraines, routine dental or orthodontia problems, periodontal diseases are examples of conditions that do not meet the definition of a "Serious Health Condition" and do not qualify for FMLA leave.

**For FMLA purposes, "Incapacity" is defined to mean inability to work, attend school or perform other regular daily activities due to the "Serious Health Condition", treatment therefore, or recovery thereof.*

4. **Medical Leave of Absence under the FMLA:** Upon notice and application to the human resources director, Choices In Community Living will grant a Medical Leave of Absence to an eligible employee because of a "Serious Health Condition" that makes the employee unable to work at all or unable to perform any one of the essential functions of his/her position.

Notice and Application Procedures for Family and Medical Leaves under the FMLA:

Upon notice and application to the human resources director, Choices In Community Living will grant Family or Medical Leave of Absence, or renewals thereof, to employees who submit medical certification and/or other information verifying eligibility, according to the following procedure:

Employees may give notice and request for a Family or Medical Leave of Absence either orally or in writing. When practical, the agency will require employees to make written notice and request on leave forms available from human resources. Where foreseeable, employees must give thirty (30) days notice prior to the beginning of the requested leave. Other situations require employees to give notice within a reasonable time, generally not more than two (2) business days after the need for the leave becomes known to the employee. However, if an employee fails to give notice of the reason for an FMLA qualifying leave within two (2) business days after returning to work from the leave, the employee may not subsequently assert FMLA protections for the absence.

The granting of a Family or Medical Leave of Absence prior to the receipt of any required medical certification or other verifying information and documentation is conditional. Failure to provide the requested certifications, verifying information, or documentation in a timely manner may result in a delay of the employee's continuation of FMLA leave. The agency will give an employee a reasonable opportunity to cure the deficiencies in any incomplete certification. However, if the employee does not produce the requested certifications, information or documentation, the agency will not consider his/her leave under FMLA.

For a FMLA leave requested because of the employee's own "Serious Health Condition" or because it is necessary for the employee to care for his/her spouse, son, daughter or parent who has a "Serious Health Condition", the employee must submit a medical certification (on a provided form) to Choices In Community Living. The medical condition, based on reasonable medical certainty, must verify that the employee is unable to work at all, or is unable to perform any one of the essential functions of the employee's job or position because of a "Serious Health Condition", or that the employee's parent, spouse, or child is affected by a "Serious Health Condition" that requires care by the employee. When the leave is foreseeable and the employee provides at least thirty (30) days notice, the employee should provide the medical certification before the leave begins—generally within two (2) business days after the employee gives

Choices In Community Living notice of the leave. If thirty (30) days notice is not possible, the employee must provide the medical certification within fifteen (15) calendar days after Choices In Community Living's request. Such other medical information as Choices In Community Living requests, and is permitted by law, may be required. Second and third medical opinions may be required, at Choices In Community Living's expense, to further validate the employee's certification.

The employee must provide such information and documentation verifying entitlement to a Family or Medical Leave for the birth/care or placement of a son or daughter, as Choices In Community Living may request.

A Family Leave taken after the birth or placement of a child, pursuant to paragraphs 3.a or 3.b, above, must be taken in a single continuous period of time, unless Choices In Community Living and the employee agree to an intermittent or reduced schedule. Choices In Community Living must approve an intermittent or reduced schedule in advance of the leave, in its sole discretion.

The duration of each Family or Medical Leave of Absence and any renewals thereof shall be specifically stated in the request and in the granting of the leave.

General Family and Medical Leave Provisions under the FMLA:

The maximum total amount of time available to an eligible employee for a Family and Medical Leave of Absence is twelve (12) workweeks during the rolling twelve (12) month period measured backward from the date leave is used. A workweek for purposes of this policy generally consists of five (5) eight (8) hour workdays or two 24 hour shifts twice a week for a full-time employee and one (1) 24 hour shift once a week for a part-time employee. If an employee works a schedule that changes from week to week, however, the agency will use the average amount of time worked per week over the twelve (12) week period just before the requested leave to determine the workweek.

An employee's entitlement to a Family Leave for the birth or placement of a son or daughter ends twelve (12) months after the date of the birth or placement. The maximum total amount of time available to both spouses for a Family Leave for the birth or placement of a child, provided under paragraphs 3.a or 3.b, above, or for the care of a parent (but not a parent-in-law) with a "Serious Health Condition" is twelve (12) workweeks during the twelve (12) month period as defined above, if both are employed by Choices In Community Living.

An employee must provide as much notice as is reasonable and practicable under the circumstances. Employees will give notice of at least thirty (30) days where it is practicable and foreseeable for the employee to do so for the birth or placement of a child or for planned medical treatment.

A Family or Medical Leave of Absence shall be without pay, unless the employee is eligible for pay during the absence under the applicable weekly disability insurance policy. If eligible, the employee may elect to exhaust sick leave, personal days and/or vacation time, if available and in that order during any Family or Medical Leave. Eligibility for any such plans shall be determined according to the terms and conditions of that policy. The agency will charge time off, even though paid, against the maximum amount of Family and Medical Leave to which an employee is entitled. The agency will also charge the paid time off against any entitlement under any applicable paid vacation policy.

The employee's FMLA twelve (12) week leave entitlement also shall run concurrent with any applicable workers' compensation absence when the workers' compensation injury or illness meets the criteria for a "Serious Health Condition".

Employees requesting Family or Medical Leave because of their own "Serious Health Condition" or to care for a spouse, child, or parent so affected, may take an intermittent or reduced schedule leave where such schedule is medically necessary. Time off of work on an intermittent or reduced leave schedule will be charged proportionally against an employee's twelve (12) workweek entitlement as determined by Choices In Community Living.

For intermittent leave or leave on a reduced schedule, to take care of a seriously ill family member or for the employee's own "Serious Health Condition", there must be a medical need for leave (as distinguished from voluntary treatments and procedures) and it must be that such medical leave can best be accommodated through an intermittent or reduced leave schedule. Employees who require intermittent leave or leave on a reduced schedule must attempt to schedule the leave so as not to disrupt business operations. If the leave is required for medical treatment, the employee should consult with the appropriate Choices In Community Living designee and make a reasonable effort to schedule the leave, so as not to disrupt unduly the employer's operations. When notice is given of the need for leave, the employee may be required to attempt to reschedule the treatment, subject to the ability and approval of the health care provider. In addition, an employee may be assigned to an alternative position with equivalent pay and benefits that better accommodates his/her intermittent or reduced leave schedule.

Choices In Community Living will continue medical insurance and other employee elected benefits, where applicable, in effect for any employee who is on an approved Family or Medical Leave pursuant to this Section. When the employee is on leave, the employee may pay his/her employee contribution amount directly to Choices In Community Living on or before the day for which the premium contribution is due. If the employee is unable to do so, the agency will pay his/her premiums until the employee returns to work, at which time the agency will schedule a repayment plan for reimbursement from the employee.

If the employee fails to return from Family or Medical Leave (unless the failure to return is because of a "Serious Health Condition" of the employee or the spouse, child, parent for whom he/she is caring and is supported by a proper medical certification, or other circumstances beyond the employee's control), Choices In Community Living may recover any amounts owed by the employee to Choices In Community Living or otherwise, for any cost or obligation incurred by Choices In Community Living to keep that insurance in effect.

Choices In Community Living may also recover the amount of the employee's share of any premium paid by Choices In Community Living to keep the employee's medical insurance in effect. The amounts owed by an employee to Choices In Community Living shall be deducted from amounts owed to the employee by Choices In Community Living, to the extent permitted by law.

An employee returning from a Medical Leave of Absence will provide a medical fitness for-duty certification verifying that he/she is able to resume work at the time of return without restrictions, or, in the case of an employee who is disabled within the meaning of the Americans With Disabilities Act ("ADA"), that he/she is otherwise qualified (within the meaning of the ADA) to return to work to the human resources director. Choices In Community Living will delay reinstatement until the certification is provided. Choices In Community Living will terminate employees who do not provide this certification or a new medical certification for a "Serious Health Condition."

Choices In Community Living reserves the right to refer an employee to a physician of its choice to obtain further information concerning a period of absence. It also can require employees to obtain subsequent medical recertifications to support continuing Family or Medical Leave and/or to report periodically on their status and intent to return to work.

If an employee discovers that his/her circumstances have changed and the amount of leave originally anticipated is no longer necessary, the employee must provide Choices In Community Living reasonable notice (i.e., within two business days) of his/her intent to return to work.

An employee who returns from a Family or Medical Leave will return to the position held at the beginning of the leave or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment, provided, however, that an employee is not entitled to return to a position other than that to which he/she would have been entitled had the employee not taken the leave. An employee's right to reinstatement, however, may be affected if he/she is determined to be a "highly compensated employee", as defined by the Family and Medical Leave Act of 1993. Generally, an employee shall be notified of his/her "highly compensated employee" status at the time any Family or Medical Leave is requested or when it commences, if earlier.

A Family or Medical Leave of absence means that time previously worked for Choices In Community Living is not lost in computation of length of service and the benefits dependent thereon. Moreover, time spent during such an unpaid leave will not be credited toward the calculation of any applicable paid vacation time. However, any applicable paid vacation time accumulated and not exhausted during the Family or Medical Leave prior to the start of the leave period, shall be available to an employee upon his/her return from leave. An employee on said medical leave also would not be eligible for any paid holiday falling within the Family or Medical Leave period.

As with all other leaves of absence, failure of an employee to report to work at the time at which he/she is regularly scheduled to report at the termination of a Family or Medical Leave, or to secure an approved extension of leave in advance, will result in termination of employment.

It is the purpose of this Family and Medical Leaves of Absence Section to comply with the Family and Medical Leave Act of 1993. The interpretation of terms and the resolution of disputes under this provision shall be governed by that law, and its procedures. Enforcement procedures include complaints to the Wage and Hour Division of the Department of Labor and civil actions in court. It is unlawful to discriminate against an employee because of the exercise of rights under the Family and Medical Leave Act.

C. Extended Medical Leaves of Absence for FMLA-Eligible Employees

Upon written application to the human resources director, Choices In Community Living will grant an extended medical leave of absence or renewal thereof without pay to an FMLA-eligible employee who (a) has exhausted the amount of medical leave to which he/she was entitled under Section B, (if any) and (b) continues to be absent and unable to work because of his/her medically diagnosed sickness, injury or disability. Choices In Community Living reserves the right to refer an employee to a doctor of its choice to obtain information concerning a period of extended absence. The employee may initially request an extended leave of absence orally, must put it in writing prior to the expiration of the extended leave then in effect. The duration of each leave of absence and any renewals thereof shall be specifically stated in the request and in the granting of the extended leave. No leaves will be granted for a total or continuous period or periods that exceed twenty-six (26) workweeks, in any rolling fifty-two (52) week period. Failure of an employee to report for work at the time that he/she is regularly scheduled to report at the conclusion of the medical leave of absence will result in termination of employment.

The terms and conditions of an extended medical leave of absence are different than those for an FMLA leave. An extended leave of absence without pay for medical purposes means that time previously worked for Choices In Community Living is not lost in computation of length of service and the benefits dependent thereon. However, time spent during such leave will not be credited toward the calculation of any applicable paid vacation time. An employee on said medical leave also would not be eligible for any paid holiday falling within this medical leave.

Additionally, an employee who properly returns from an extended leave of absence will be assigned to the job classification or position held immediately prior to the commencement of his/her leave, if that job classification or position is vacant and Choices In Community Living decides to fill it. If it is not vacant or Choices In Community Living decides not to fill it, he/she will be placed in another position or job classification for which, in the judgment of Choices In Community Living, he/she has appropriate skills and ability. If no such vacancy exists, an employee returning from a leave of absence will remain on unpaid leave status, and will be considered, without having filed an application, for other vacancies that become available for a period of six (6) months. If the employee fails to accept placement into another position, he/she will be considered to have resigned voluntarily.

D. Unpaid Medical Leave of Absence For Employees Not Eligible For FMLA Leave

Upon written application to the human resources director, Choices In Community Living will grant leaves of absence or renewals thereof without pay for up to ninety (90) days to full-time or part-time employees, who are absent from work and unable to work because of their medically diagnosed sickness, injury, or disability, but not eligible for FMLA, after their first ninety (90) days of employment. Choices In Community Living reserves the right to refer an employee to a doctor of its choice to obtain information concerning a period of absence. The initial leave of absence, which, under certain extenuating circumstances, may be requested orally but then must be reduced to writing, shall be for an initial period of five (5) days and shall not exceed thirty-five (35) calendar days. All renewals must be requested in

writing prior to the expiration of the leave then in effect and each concurrent leave shall not exceed thirty-five (35) calendar days. The duration of each leave of absence and any renewals thereof shall be specifically stated in the request and in the granting of the leave. No leaves will be granted for a total or continuous period or periods that exceed twenty-six (26) workweeks, in any rolling fifty-two (52) week period. Failure of an employee to report for work at the time that he/she is regularly scheduled to report at the conclusion of the medical leave of absence will result in termination of employment.

A leave of absence without pay for medical purposes means that time previously worked for Choices In Community Living is not lost in computation of length of service and the benefits dependent thereon. However, time spent during such leave will not be credited toward the calculation of any applicable paid vacation time. An employee on said medical leave would also not be eligible for any paid holiday falling within this medical leave pay period.

Additionally, an employee who properly returns from a medical leave of absence will be assigned to the job classification or position held immediately prior to the commencement of his/her leave, if that job classification or position is vacant and Choices In Community Living decides to fill it. If it is not vacant or Choices In Community Living decides not to fill it, he/she will be placed in another position or job classification for which, in the judgment of Choices In Community Living, he/she had appropriate skills and ability. If no such vacancy exists, an employee returning from a leave of absence will remain on unpaid leave status, and will be considered, without having filed an application, for other vacancies that become available for a period of six (6) months. If the employee fails to accept placement into another position, he/she will be considered to have resigned voluntarily.

Personal Leave

Employees may request a leave of absence under situations of disability, family illness, adoption, or severe hardship. Where practical, the notice and application request should normally be made on provided leave forms that are available from Human Resources. Where foreseeable, the request must be given thirty (30) days prior to the beginning of the requested leave. In other situations it must be given within a reasonable time, generally not more than two business days after the need for the leave becomes known to the employee. If the employee has medical insurance, to maintain the insurance, the employee must pay his/her contribution amount directly to Choices In Community Living on or before the day the premium is due. After required notification, coverage may be terminated if the payment is more than thirty (30) days late. If and when the employee returns to work, he/she may receive reinstated health coverage subject to the terms of the health insurance policy. To be reinstated, the employee will need to complete a new insurance enrollment form and the date the insurance form is completed will be the effective date.

One week prior to the expected return date, the employee must contact their supervisor regarding to get their schedule and to confirm information regarding the return. The employee is expected to report to

work at the completion of their leave. If the employee fails to report to work at the time at which he/she is regularly scheduled to report, it will be considered a voluntary resignation.

Adopted 8/95

Revised 12/94

1/02

**Subject: PERSONNEL POLICY #18
BEREAVEMENT**

Regular full-time and part-time employees become eligible for paid bereavement time after 90 days of continuous employment.

Bereavement Use

Choices In Community Living provides employees with paid bereavement time when they must miss one to three regularly scheduled workday(s) per event to attend to the details and funeral arrangements of immediate family members:

Parent	Child	Sibling
Spouse	Grandparent	

(In-law and step relationships included)

Choices In Community Living recognizes special relationships may constitute others as immediate family members and will consider these requests with the approval of the executive director.

Bereavement Requests/Approvals

Choices In Community Living expects employees to request bereavement time with as much advance notice as possible and acquire their supervisors' approvals. Choices In Community Living may require documentation substantiating the death prior to paying approved bereavement time. Supervisors will consider employees' level of involvement in the arrangements, necessary travel and the nature of the relationship when determining the length of bereavement time up to three days.

Bereavement Pay

Choices In Community Living will pay for employees' regularly scheduled hours on the day(s) missed, up to three per event, for approved bereavement time. Bereavement time hours do not count as actual hours worked and are not considered in overtime calculations.

Adopted 8/95

Revised 12/94

1/02

**Subject: PERSONNEL POLICY #18A
CIVIC DUTY**

Regular full-time and part-time employees become eligible for paid civic duty time after 90 days of continuous employment.

Civic Duty Use

Choices In Community Living provides employees with paid civic duty time when they must miss regularly scheduled hours for up to three weeks when called to serve on a jury or subpoenaed to appear in court as a witness.

Civic Duty Requests/Approvals

Choices In Community Living requires employees to request civic duty time with as much advance notice as possible and acquire their supervisors' approvals. Choices In Community Living may require employees to provide documentation substantiating the nature of the requests.

Civic Duty Pay

Choices In Community Living will pay for employees' regularly scheduled hours on the day(s) missed for approved civic duty time up to three weeks, less any compensation received as a juror. Choices In Community Living may require employees to provide a statement from the Clerk of Courts documenting their actual hours and/or compensation for jury duty prior to paying approved civic duty time. Civic duty hours do not count as actual hours worked and are not considered in overtime calculations.

Adopted 9/85

Revised 12/94

9/95

1/02

4/04

Subject: PERSONNEL POLICY #19

VACATION

Regular full-time and part-time employees become eligible for paid vacation after 6 months of continuous employment.

Vacation Accrual

Choices In Community Living provides employees with vacation hours at an accrual rate for each actual hour worked, based on their years of completed service and their position classification: Full-time (34 to 40 regularly scheduled hours per week) or Part-time (17 to 33 regularly scheduled hours per week). *Part time applies only if hired prior to January 1, 2007*

Years of Service	Full Time		Part Time	
	Accrual	Carry Over	Accrual	Carry Over
0 years through 5 years	.0385 hour	120 hours	.0193 hour	60 hours
6 years through 12 years	.0577 hour	160 hours	.0385 hour	80 hours
13 years and over...	.0769 hour	220 hours	.0577 hour	110 hours

Vacation Use

Choices In Community Living provides vacation hours for employees to use for planned time off. Employees may not use vacation hours for other reasons unless allowed under the provision of another policy and then only within the prescribed guidelines. Any other use of vacation hours requires the prior approvals of an immediate supervisor, the human resources director and/or the executive director.

Vacation Requests/Approvals

Employees must request vacation hours in advance and acquire their supervisors' approvals no less than two weeks in advance but no more than six weeks in advance. Supervisors will consider the needs of the agency and the clients it serves when responding to vacation requests. When supervisors receive multiple requests for vacation hours during one period, they may consider who requested the vacation hours first and/or the seniority of the employees.

Vacation Pay

Choices In Community Living will pay employees for the regularly scheduled hours they miss from work for approved vacation. Vacation hours do not count as actual hours worked and are not considered in overtime calculations.

Vacation and Holidays

Choices In Community Living does not consider a paid holiday that falls on a normal workday during employees' vacations as part of their vacation hours.

Vacation Carry Over

Employees may carry over vacation hours unused by their anniversary date. The maximum amount of hours employees may carry over is based on their years of completed service and their position classification: Full-time (34 to 40 regularly scheduled hours per week) or Part-time (17 to 33 regularly scheduled hours per week). Choices In Community Living does not pay out or loan vacation hours as cash to employees. *Part time - only if eligible.*

Vacation Pay Out At Termination

Voluntary Termination:

Choices In Community Living will pay out employees' accrued balance of vacation hours up to but not over 80 hours if the employee:

- Gives a minimum of two weeks written notice of intent to terminate employment
- Submits the written notice to human resources **no later than** two weeks prior to termination
- Works all regularly scheduled hours during the two week period; employees may not use any form of paid time off or take any unpaid time off from their regularly scheduled hours to remain eligible
- Was continuously employed for at least six months

Involuntary Termination:

Choices In Community Living will not pay out employees' accrued balance of vacation hours up to but not over 80 hours if the employee if the employee was continuously employed for at least six months, ~~except~~ when termination is in response to gross misconduct as outlined in the agency's standards of conduct policy (Personnel Policy #13).

Adopted 8/95

Revised 4/99

1/02

7/04

**Subject: PERSONNEL POLICY #20
HOLIDAYS**

Regular full-time employees become eligible to receive holiday pay immediately upon hire. Regular part-time employees become eligible to receive holiday pay for their birthdays immediately upon hire. Choices In Community Living recognizes the following as paid holidays throughout a calendar year:

New Year's Day	Memorial Day	Labor Day	Christmas Day
Martin Luther King Day	Independence Day	Thanksgiving Day	Employee Birthday

Holiday Requirements

Choices In Community Living requires employees to work their regularly scheduled hours immediately preceding and following recognized holidays to receive holiday pay. Employees scheduled to work on a recognized holiday must work all hours as scheduled to receive holiday pay. Choices In Community Living may consider the following approved absences as an exception: Bereavement, Civic Duty, Leave of Absence or other unavoidable absence over which the agency and/or employees have no control, subject to the executive director's approval.

Holiday Requests/Approvals

~~Choices In Community Living requires employees to request their birthdays off no less than two weeks in advance and acquire their supervisor's approval. Supervisors may schedule employees who work their regularly scheduled hours on the actual holiday for another day off that is within 15 days before or after the actual holiday. If the needs of the agency and the clients it serves prevent this, employees may request, subject to supervisors' approval, payment of their 8 hours holiday pay. Administrative and office staff will observe holidays that fall on Saturdays on the preceding Friday and holidays that fall on Sundays on the following Monday.~~

Holiday Pay

Eligible employees will receive eight hours pay for a holiday if they work their regularly scheduled hours immediately preceding and following the holiday. Employees who work their regularly scheduled hours on a holiday will receive ^{time and one-half per hour} a \$4.00 per hour premium for each hour worked, except on birthdays. Holiday hours do not count as actual hours worked and are not considered in overtime calculations.

Holiday Pay Out At Termination

Choices In Community Living will not pay unused holiday pay at employee termination.

Adopted 09/85

Revised 12/94
04/04

**Subject: PERSONNEL POLICY #21
TRAINING AND DEVELOPMENT**

Choices In Community Living requires employees to attend and participate in various in-service training and developmental programs designed to provide knowledge and skills that will enhance job performance. The agency expects employees to attend required in-services sponsored or conducted by the agency as scheduled. Employees who fail to do so without acquiring appropriate approval in advance from their supervisors are subject to disciplinary action.

Choices In Community Living will provide opportunities for employees to attend and participate in other in-service training and developmental programs sponsored or conducted outside of the agency with appropriate approvals, based on their relevance to the requesting employee's position, location, length and cost as it compares to the availability of budgeted dollars.

Inservice Requests Procedures

1. Employee completes an Inservice Request form and forwards it with a copy of a brochure that outlines the nature of the in-service, cost, location, date, etc. to his/her immediate supervisor.
2. Immediate supervisor reviews, signs and approves or denies request. If denied, supervisor returns the request to employee with reason for denial. If approved, supervisor forwards the request to program director, if applicable.
3. Program director reviews, signs and approves or denies request. If denied, program director returns request to program administrator and/or employee with reason for denial. If approved, program director forwards request to fiscal director for funds approval. If denied, fiscal director returns to the program director/program administrator with reason for denial. If approved, fiscal director forwards to secretary for processing.
4. Secretary enrolls employee and completes and forwards the bottom of the request form to him or her.
5. Secretary notifies supervisor, in writing, to confirm the training dates and schedule.

6. Secretary forwards request to fiscal management specialist. Fiscal management specialist writes a check and sends payment unless other arrangements are required for registration.

7. Employee submits attendance verification with appropriate timesheet.

Choices In Community Living reserves the discretion to request that employees, whose job performance in one area or another is considered below standard, attend in-service training and developmental programs sponsored or conducted outside of the agency at its expense. Employees who do not agree to the request of the agency may be subject to disciplinary action.

Choices In Community Living expects employees to attend and participate in in-service training and developmental programs sponsored or conducted outside of the agency to attend as scheduled. The agency will expect a full and immediate reimbursement of any pre-paid costs of the programs if employees fail to attend as scheduled and/or fail to provide attendance verification with their timesheet.

Adopted 09/85

Revised 12/94

4/04

Subject: PERSONNEL POLICY #21A
TUITION REIMBURSEMENT

Choices In Community Living provides tuition reimbursement for employees pursuing a course of study at an accredited institution if it relates to their jobs and benefits the agency.

Employees submit an application for educational assistance to the human resources director prior to the beginning of the course(s) or program. The human resources director will evaluate the application based on the following criteria:

- Relationship of course, program or degree to the employee's current position or one that is reasonably foreseeable
- Course of study's benefit to the agency
- Estimated cost of the course(s) or program
- Potential loss of time or productivity as a result of the employee's participation in the course(s) or program

Upon the approval of the human resources director, the agency will reimburse 50% up to \$650.00 per calendar year if the employee receives a grade of "C" or above or an equivalent indicating successful completion (e.g. "pass" in a pass or fail course) and is still employed by Choices In Community Living at the time of reimbursement. The agency will reimburse tuition only excluding fees, books and other costs. The agency will not reimburse tuition payments applied by the use of Pell grants or other such funding sources that do not require students to repay the amount. The agency will credit the reimbursement amount to the calendar year in which it was approved.

Upon completion of the course(s) or program, the employee forwards a paid receipt for the course(s) or program with a copy of their grade card to the human resources director, who will authorize the reimbursement.

Adopted 9/85

Revised 12/94
9/95

**Subject: PERSONNEL POLICY #22
EXITING EMPLOYEES**

Terms and conditions of employment are directed by the employer based on economic conditions and the performance and dedication of each employee, among other considerations.

Employees may elect at some future time to voluntarily resign from their position with written notice to the employer.

This policy outlines the responsibilities of both the employee and the employer in the exiting process.

Resignation

Regular Full-time and Regular Part-time (17 scheduled hours or more per week) employees with at least six (6) months of continuous service who voluntarily terminate their position with adequate written notice will be eligible for separation benefits consisting of earned but unused vacation pay (not to exceed two (2) weeks) and a reference letter, if requested. Depending on the position, the employer may elect to negotiate the notice period with the employee. The standard notice period is three (3) weeks.

Quitting

A "quit" is considered a voluntary termination without adequate notice or no notice at all. Circumstances dictate whether the "quit" was willful by the employee or caused by circumstances beyond the employee's control. Any "quit" occurrence which causes the agency loss of revenue may cause final pay to be held until completion of an exit interview.

Layoff For Regular Employees Only

Lack of work or the elimination of positions without employment alternatives may cause a layoff. Employees who are affected by a layoff may apply for unemployment compensation through the state agency. Pay for unused vacation will be issued.

Discharged

Refer to Standards of Conduct and Corrective Actions. Discharge occur whenever efforts at correction have failed or an act or acts of poor conduct or job performance direct that action be taken.

CICL may deduct for lost or stolen property or damage to property if the employee authorizes CICL in writing to make such deduction or if CICL and a representative chosen by the employee determine that loss, theft, or damage is due to the employee's negligence or willful and intentional conduct or if the employee is held liable in court.

Exiting Procedure

In all exiting situations, whether by resignation, quitting, layoff or discharge, all employee ID cards, keys, employee handbooks, and any other employer-owned or controlled property must either be returned or accounted for by the Supervisor and/or Manager. Final checks to terminated employees are not due to be paid before the next regularly scheduled payday.

Resignation notices once received are not revocable unless the employer initiates counseling to reverse the employee's decision.

In all exiting situations, the Fiscal Officer is to be notified so that COBRA correspondence can be initiated for those exiting employees covered under the medical plan.

IMPORTANT: Federal law (COBRA) directs that certain covered employees and their dependents must be offered extended medical insurance protection under the plan of Insurance offered by the employer. The employee must pay the full cost of such extended coverage. Because of the details and interpretations of this law, it is extremely important that separation information be completed in an exit interview. Exiting procedures require the employee be present at an exit interview and completion of all checklist items.

Re-Employment

The employer will consider re-employment of past employees on an individual merit basis. The following are the basic requirements and/or allowances for that return.

1. Re-application and acceptance within 30 days causes no change in the original service date or employee's benefit status.
2. Re-application and acceptance beyond 30 days causes a new service date to be established. Previously covered employees must requalify for employee benefits and meet the enrollment eligibility of the agency's group medical insurance carrier.
3. A position must be available and the re-applying employee must be qualified for the job.
4. Employees who have been previously discharged and who terminate without proper notice or with disciplinary warnings or poor performance evaluations on file will not be rehired.

Adopted 1/02

Revised 01/04

**Subject: PERSONNEL POLICY #23
WEEKLY DISABILITY INCOME**

Regular full-time and part-time employees become eligible for weekly disability income after 90 days of continuous employment.

Weekly Disability Income Use

Choices In Community Living provides employees with weekly disability income when they become disabled due to a non-job-related accident or illness that requires regular care by a physician.

Weekly Disability Income Requests/Approvals

Employees must request weekly disability income as a leave of absence with as much advance notice as possible. Choices In Community Living will require employees to complete and submit all required paperwork accurately and timely as required by the provider and the agency. Failure to do so may result in loss of weekly disability income benefits.

Weekly Disability Income Pay

Employees may receive 60% of their salary or hourly wage for the regularly scheduled hours they miss due to illness or injury for up to 13 weeks. Payment for injury or illness begins on the eighth day. The provider for Choices in Community Living's weekly disability income policy determines eligibility qualifications. Employees may use paid absence, personal time and/or vacation (if available) to make up but not exceed the 40% balance of their salary or hourly wage for the regularly scheduled hours they miss. Weekly disability income hours do not count as actual hours worked and are not considered in overtime calculations.

Weekly Disability Income Certification

Choices In Community Living Will require doctors' certifications for approval of weekly disability income.

**Subject: PERSONNEL POLICY #24
TELEPHONE USE**

Choices In Community Living requires employees to reserve the use of residential and office phones for the purpose of conducting business. The agency understands that employees may need to place and receive personal phone calls from time to time but expects that they will limit personal calls, both incoming and outgoing, to emergency or urgent situations requiring their immediate attention and that they will limit calls to reasonable amounts of time.

Client Confidentiality

The agency permits the distribution of residential phone numbers to employees' immediate family members for their use in an emergency or urgent situation. However, to respect the confidentiality and privacy of our clients, the agency does not permit the distribution of residential phone numbers to those who will use it for social or otherwise non-emergency purposes, as residential phones are reserved for our client and business use only.

Personal Cell Phones

The agency requires employees who carry personal cell phones and whose primary job responsibility is direct care, to limit use of their cell phones to business while on the job and to mute or turn the phone off during actual working hours, including staff meetings, in-services and other job-related functions for which the employee is paid. Choices In Community Living prohibits employees from using cell phone to make or receive calls while driving a vehicle. If employees find it necessary to make or receive phone calls for business or emergencies while driving a vehicle, the agency requires them to pull off of the road and to remain there until completing the call(s) to ensure their safety and that of our clients.

Personal Cell Phone Use Reimbursement

If a business or emergency situation requires the use of a cell phone to ensure a timely response, employees may seek reimbursement at .10 per minute with supervisor approval as follows: Complete a reimbursement form, entering appropriate department allocation. Submit it with a copy of the appropriate phone bill, highlighting reimbursable phone calls and identifying unrecognizable numbers.

Employees who fail to comply with this policy hinder their ability to provide services for our clients as expected and, therefore, will be subject to disciplinary action.

Adopted 09/02

Revised

**Subject: PERSONNEL POLICY #25
FRATERNIZATION**

Choices In Community Living recognizes some potential disadvantages inherent in certain organizational relationships between employees who are otherwise involved in personal relationships.

The agency defines personal relationships as follows:

- | | |
|---------------------|--|
| Family: | Relatives including spouses, parents, grandparents, siblings, aunts, uncles, first cousins and in-laws |
| Domestic: | Persons residing within the same home |
| Social: | Consensual relationships that may have the potential of sexual harassment |
| Business/Financial: | Relationships in which one or the other employee may experience significant financial gain or loss |

The agency defines organizational relationships as follows:

- One employee who directly or indirectly supervises another employee
- One employee whose position requires the handling of the financial, accounting or confidential information of another employee
- One employee whose position allows influence on the employment status, performance appraisal, pay, benefits or other terms or conditions of employment of another employee

Choices In Community Living prohibits employees from involvement in both a personal and organizational relationship.

The agency will not ordinarily hire, transfer or promote an individual with a known defined personal relationship into a defined organizational relationship.

The agency expects employees who become aware of or involved in a prohibited relationship to notify their supervisor, the human resources director or the executive director. When the agency becomes aware of such a relationship, it may attempt to resolve the conflict through reassignment. If reassignment is not feasible or in the best interests of the agency, the agency will request that one of the employees involved voluntarily resign. If neither employee voluntarily resigns, the agency will terminate one of them, determined by the needs of the agency. If the agency determines that the prohibited relationship existed without timely management notification, it will terminate the ranking management employee.

This policy applies to all employees, regardless of classifications. It is intended not to single out any individuals but to protect the good morale and effectiveness of our employees, as well as the agency's business interests.

Subject: PERSONNEL POLICY #26
CONDITIONAL EMPLOYMENT REQUIREMENTS

Choices In Community Living expects employees to meet and maintain conditional employment requirements as established by the Ohio Department of MR/DD and agency policy. Choices In Community Living requires applicants to meet certain requirements before considering them for employment. Candidates, upon receiving an offer of employment, must meet conditional employment requirements within the prescribed timelines. The agency will withdraw its offer of employment from those who fail to do so. The agency expects employees to maintain conditional employment requirements as outlined in this policy. If employees cease to meet conditional employment requirements at some time during their employment, Choices In Community Living will work with them to resolve the issue, whenever possible. However, the agency will expect existing employees to resolve the situation and meet conditional employment requirements within a specific period of time as designated by the agency. If employees fail to meet the conditional employment requirements within the specified period of time, the agency may suspend employees without pay or may realize no alternative but to terminate their employment.

Conditional Employment Requirements

Applicants must meet conditions 1 through 7 before the agency will consider them for employment.

1. Vehicle

Choices In Community Living requires employees to have and maintain a licensed and insured vehicle in good working condition that they can use for work, as needed, prior to employment. If, at any time, an employee is without a vehicle, the agency will allow a reasonable period of time for replacement or repair, if the employee's position permits, but will take disciplinary action up to and including termination if the situation is not resolved within a specific time period designated by the agency. The agency will compensate employees for use of their personal vehicle in accordance with its policies.

2. Proof of Insurance

Choices In Community Living requires employees to have and maintain liability insurance on their vehicles and to provide proof of such insurance prior to employment. Once employed, a current copy of your auto insurance policy must be kept on file. This

required information needs to be provided with each policy renewal or change to your insurance and/or anytime upon demand.

3. Ohio Driver License

Choices In Community Living requires employees to have and to present a valid Ohio Driver License prior to employment. This insurance must be maintained with a current copy on file at all times. Employees whose licenses are suspended or revoked at any time during employment must report this information immediately to their supervisors and/or human resources.

4. Driving Record

Choices In Community Living requires employees to have a good driving record, usually defined as less than four points in the last two years, supported by a motor vehicle report that the agency acquires at its expense with employees' consent. The agency will review this information prior to employment. Choices In Community Living expects existing employees to report driving infractions that they experience immediately to their supervisors and/or human resources.

5. Education

Choices In Community Living requires employees to have a high school diploma or equivalent. The agency requires employees with higher education or certification to provide documentation to support it as it relates to determining employees' starting wages. If Choices In Community Living discovers that an employee misrepresented his or her education, the agency will take disciplinary action up to and including termination.

6. Age

Choices In Community Living requires all employees to be at least 18 years old.

7. Proof of Eligibility to Work in the United States

Choices In Community Living requires applicants to provide proof of their eligibility to work in the United States prior to employment. This documentation may include a Passport or a Social Security Card or birth certificate with a Driver License.

Candidates must meet requirements 8 through 12 prior to employment or no later than their thirtieth day of employment. The agency will withdraw its offer or terminate employment of those who fail to do so.

8. References

Choices In Community Living requires candidates to provide no less than four references prior to employment: two personal references and no less than two employment references. The agency requires applicants to provide names, addresses, phone numbers and consent to verify references prior to employment. The agency will conduct reference checks and will terminate employees who deliberately provide false or otherwise incorrect information concerning places of employment, dates of hire and termination, rates of pay, positions held and reasons for leaving.

9. Background Check

Choices In Community Living requires candidates to submit to a background check conducted through fingerprinting prior to employment. A criminal record does not necessarily prevent employment; however, the agency is required by the Ohio Department of MR/DD to **comply** with certain guidelines as identified by the Ohio Administrative Code 5123:2-1-05 related to the nature of the employee's jobs.

The following background checks will be conducted:

- BCII (Bureau of Criminal Identification and Investigation)
- BCII and FBI for residents have resided in Ohio for 5 or less years
- Ohio Department of Health Nurse Aide Registry
- Ohio Department of MRDD Abuser Registry
- ARC and RAP BACK

Continued employment is contingent on satisfactory results of your background check in each of the aforementioned categories. **The agency expects employees to report arrests or convictions immediately to their immediate supervisors and/or human resources. If it has been determined that an employee has not disclosed an arrest and/or conviction made since his or her hire. The employee will face disciplinary actions up to and including termination.

10. Physical

Choices In Community Living requires candidates to complete a "fitness for work" physical prior to employment with a physician of the agency's choice at the agency's expense.

11. Two-Step Mantoux Test

~~Choices In Community Living requires candidates to take a two-step Mantoux test prior to employment with a physician of the agency's choice. Candidates will submit evidence documenting negative results to the agency. Choices In Community Living requires employees to complete a tuberculosis evaluation annually and to see a physician of the agency's choice and at its expense if recommended by the evaluating nurse.~~

12. Drug Test

Choices In Community Living requires candidates to complete a drug test with a physician of the agency's choice and at its expense prior to employment.

Upon hire, employees will meet the following requirements within their first thirty (30) days of employment. The agency will suspend (without pay) or terminate employment if employees fail to complete these requirements within their first thirty (30) days.

13. Direct Deposit Certification

Choices In Community Living requires employees to have and maintain a checking, savings or credit union account and to provide proof of such into which the agency can deposit their paycheck.

14. CPR/First Aid Certification

Choices In Community Living requires all employees to acquire and maintain current CPR and First Aid certification and to provide supporting documentation. Choices In Community Living requires employees to acquire this certification within thirty (30) days of employment and/or before they work alone with the agency's clients. The agency will schedule and pay for the certification. The agency expects existing employees to renew their certifications prior to the expiration dates. The agency will monitor the dates, send notice to employees and provide certification opportunities at its expense. If employees fail to take advantage of the certification opportunities provided by the agency, Choices In Community Living expects them to schedule and pay for their re-certification and present documentation of such prior to the expiration date. Failure to do so will result in disciplinary action including immediate suspension without pay on the expiration date up to termination.

15. Delegated Nursing

Choices In Community Living requires employees to acquire delegated nursing certification within (30) days of employment and/or before they administer medications to clients. The initial training for those without previous certification (Course for residential employees beginning in October 2003) is 14 hours. The agency will schedule and pay for this certification. The agency expects existing employees to renew their certifications prior to the expiration dates. The agency will monitor the dates, send notice to employees and provide certification opportunities at its expense. If employees fail to take advantage of the certification opportunities provided by the agency, Choices In Community Living expects them to schedule and pay for their re-certification and present documentation of such prior to the expiration date. Failure to do so will result in disciplinary action including immediate suspension without pay on the expiration date up to termination.

16. New Employee Orientation

Choices In Community Living requires employees to attend a new employee orientation ~~within thirty (30) days of employment~~ *prior to working at programs.*

17. Training

Choices In Community Living requires employees to complete training within their first thirty (30) days of employment and annually thereafter as required by the agency and the Ohio Department of MR/DD and the agency including but not limited to the following:

- Fire Safety
- Evacuation
- Emergency Response
- ISP
- Client Rights
- Medication Administration
- Hazardous Chemicals
- Bloodborne Pathogens
- MUI/UI
- Abuse
- *As assigned*

18. Offenses:

As a condition of employment with Choices in Community Living, CICL requires that all candidates review the list of offenses and sign below that they have never been formally charged with, convicted of, or plead guilty to any of the offenses listed. **In addition, as an employee of Choices in Community Living you agree to notify the Human Resources Director immediately, but not more than three (3) calendar days after, if you are formally charged with, convicted of, or plead guilty to any of the offenses listed below.** If, while employed at Choices in Community Living, you fail to comply with this agreement, you are subject to discipline, up to and including termination.

List of Offenses

- (a) 2903.01 (aggravated murder),
- (b) 2903.02 (murder),
- (c) 2903.03 (voluntary manslaughter),
- (d) 2903.04 (involuntary manslaughter),
- (e) 2903.11 (felonious assault),
- (f) 2903.12 (aggravated assault),
- (g) 2903.13 (assault),
- (h) 2903.16 (failing to provide for a functionally impaired person),
- (i) 2903.21 (aggravated menacing),
- (j) 2903.34 (patient abuse or neglect),
- (k) 2905.01 (kidnapping),
- (l) 2905.02 (abduction),
- (m) 2905.05 (criminal child enticement),
- (n) 2907.02 (rape),
- (o) 2907.03 (sexual battery),
- (p) 2907.04 (unlawful sexual conduct with a minor, formally corruption of a minor),
- (q) 2907.05 (gross sexual imposition),
- (r) 2907.06 (sexual imposition),
- (s) 2907.07 (importuning),
- (t) 2907.08 (voyeurism),
- (u) 2907.09 (public indecency),
- (v) 2907.21 (compelling prostitution),
- (w) 2907.22 (promoting prostitution),
- (x) 2907.23 (procuring),
- (y) 2907.25 (prostitution),
- (z) 2907.31 (disseminating matter harmful to juveniles),
- (aa) 2907.32 (pandering obscenity),
- (bb) 2907.321 (pandering obscenity involving a minor),
- (cc) 2907.322 (pandering sexually oriented matter involving a minor),
- (dd) 2907.323 illegal user of minor in nudity-oriented material or performance),
- (ee) 2911.01 (aggravated robbery),
- (ff) 2911.02 (robbery),

- (gg) 2911.11 (aggravated burglary),
 - (hh) 2911.12 (burglary),
 - (ii) 2919.12 (unlawful abortion),
 - (jj) 2919.22 (endangering children),
 - (kk) 2919.24 (contributing to unruliness or delinquency of child),
 - (ll) 2919.25 (domestic violence),
 - (mm) 2923.12 (carrying concealed weapon),
 - (nn) 2923.13 (having weapons while under disability),
 - (oo) 2923.161 (improperly discharging a firearm at or into a habitation or school),
 - (pp) 2925.02 (corrupting another with drugs),
 - (qq) 2925.03 (trafficking in drugs),
 - (rr) 2925.04 (illegal manufacture of drugs or cultivation of marihuana),
 - (ss) 2925.05 (funding of drugs or marihuana trafficking),
 - (tt) 2925.06 (illegal administration or distribution of anabolic steroids),
 - (uu) 3716.11 (placing harmful objects in food or confection),
 - (vv) 2905.04 (child stealing) as it existed prior to July 1, 1996,
 - (ww) 2919.23 (interference with custody) that would have been a violation of section 2905.04 of the Revised Code as it existed prior to July 1, 1996, had the violation occurred prior to that date,
 - (xx) 2925.11 (possession of drugs) that is not a minor drug possession offense as defined in this rule,
 - (yy) Felonious sexual penetration in violation of former section 2907.12 of the revised Code,
- (2) A felony of the Revised Code that is not listed in this list, if it bears a direct and substantial relationship to the duties and responsibilities of the position being filled;
 - (3) Any offense contained in the Revised Code constituting a misdemeanor of the first degree on the first offense and a felony on a subsequent offense, if the offense bears a direct and substantial relationship to the position being filled and the nature of the services being provided,
 - (4) A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States, if the offense is substantially equivalent to any of the offenses listed.

19. Falsification:

If Choices In Community Living discovers that an employee misrepresented or falsified information in their application or any other supporting documentation used to make the employment decision, or on any documentation utilized for payroll or account billing, the Agency will take disciplinary action up to and including termination.

Subject: PERSONNEL POLICY #27
SAFETY

Choices In Community Living recognizes great value in the health and safety of its employees and considers their protection from injury or occupational disease a major objective.

Choices In Community Living expects employees, regardless of position, to share our commitment to health and safety by dedicating themselves to reducing risks and injuries in every aspect of their jobs. We expect employees to participate in our safety training programs and to communicate any potential threats to health and safety to their immediate supervisors. We expect employees to accept the responsibility for their health and safety as well as that of others by working in compliance with the law and safe work practices.

Employees will be expected to carry out all job-related responsibilities as trained and/or instructed. Activities performed with determined "deliberate or willful" abandonment of proper safety protocol will be cause for disciplinary action up to and including termination. Managers will conduct safety investigations to determine whether or not an employee's behavior is considered negligent. Negligent behavior puts not employees, but our clients at risk.

Choices In Community Living expects managers to accept accountability for the health and safety of employees under their supervision by ensuring that equipment is safe and employees perform in compliance with the law and safe work practices. Employees are encouraged to seek the assistance of their manager to retrain them in any areas of health and safety whereby the employee is unsure of procedure.

Choices In Community Living diligently strives to provide a safe and healthy work environment and is committed to taking the necessary steps to ensure adequate medical care and returning an ill or injured employee to work at the earliest opportunity.

Adopted 4/04

Subject: PERSONNEL POLICY #28
INFORMATION SYSTEMS

Choices In Community Living recognizes the need for quality communication throughout the agency. All information systems including e-mail, Internet, voice mail and computers and all information therein are the property of Choices In Community Living and provided at the agency's expense to facilitate quality agency communications. Employees should not consider information systems provided for their use as private but the sole property of Choices In Community Living. The agency may monitor the use of its information systems at any time at its sole discretion. The purpose of this policy is to ensure proper use of agency resources by employees. The following provisions and conditions apply to all users of such resources, wherever the users are located. Violations of this policy may result in disciplinary action up to and including termination, and/or legal action.

- Although Choices In Community Living respects the individual privacy of its employees, employee privacy does not extend to employees' work related conduct or to the use of agency owned equipment or supplies.
- All Choices In Community Living resources and the contents thereof, including, but not limited to, desks, lockers, file cabinets, information systems and telecommunications resources, are subject to the agency's control and supervision and are not private areas for employees. This includes any information contained in agency computers such as e-mail, instant messaging and data storages including hard drives, floppy discs, and tape backups.
- Information systems and telecommunication resources include, but are not limited to, the following: host computers, file servers, workstations, stand alone computers, laptops, software, terminals, printers, telephones, facsimile machines and internal or external communications networks (Internet, commercial on-line services, bulletin board systems, etc.) that are accessed directly or indirectly from Choices In Community Living facilities.
- Choices In Community Living has the right to monitor any and all aspects of the information systems and telecommunications, including employee e-mail and voice mail, to ensure compliance with this policy. This includes the right to perform manual or automated audits. Passwords and message delete functions do not restrict the agency's ability or right to access this information.

- The information systems and telecommunications equipment and supplies accessible to employees are to assist them in the performance of their jobs. Employees do not have the right to privacy in anything they create, send or receive on these systems. Therefore, communications should be professional in nature. All users have the responsibility to use all information systems and telecommunication resources and services in an efficient, effective, ethical, and lawful manner. Unethical and unlawful uses may include, but are not limited to:
 - Connecting, posting or downloading pornographic materials.
 - Engaging in computer hacking and/or other related activities in an attempt to disable or compromise the security of the information contained in the agency's computers.
 - Using available resources to access confidential and/or sensitive or information irrelevant to an employee's essential function and area of responsibility.

- While the agency permits occasional personal use, employees must ensure that such use is responsible and clearly incidental to business use. However, the agency will hold employees responsible for any personal long distance calls they make without prior supervisor authorization.

- Choices In Community Living prohibits any form of communication, electronic or otherwise, that could be considered offensive, demeaning or disruptive. This includes, but is not limited to, messages that are not consistent with the agency's equal employment opportunity and/or harassment policies.

- Choices In Community Living prohibits the installation or use of unauthorized software (including games) at any time. A Choices In Community Living authorized information systems support person must grant in writing authorization for the installation and use of software not provided by the agency.

- Choices In Community Living prohibits employees from disseminating information that is confidential or sensitive to the agency. Employees, when unsure of the nature of the information, will seek the counsel of an agency director.

- Choices In Community Living prohibits employees from unlawfully reproducing and/or distributing copyrighted material found on the Internet without the express permission of the author or copyright holder.

- Choices In Community Living prohibits employees from establishing Internet or other network connections that could allow persons to gain access to the agency's information systems. These connections include the establishment of hosts with public modem dial-ins, World Wide Web pages and File Transfer Protocol (FTP).

- Choices In Community Living requires employees to check any and all files downloaded from the Internet for possible computer viruses.
- Employees who post information on the Internet for agency business purposes must ensure that it accurately reflects the standards of corporate policies. Employees, when in doubt, will contact the human resources director or the executive director for clarification prior to posting the information.
- A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized to do so by the operators of those systems.
- Choices In Community Living may assign cellular telephones, pagers, lap top computers, cameras or other devices essential to employees' job performances. The agency will require employees to pay the replacement costs of these devices in the event that they lose or damage them through negligence, misuse or other inappropriate actions.

Adopted 04/04

Revised 08/04

**Subject: PERSONNEL POLICY #29
REQUESTS FOR EMPLOYEE REFERENCES**

Signed Releases

Choices In Community Living expects employees to direct all requests for employment references to the human resources director and to refrain from offering any information. The human resources director will release information that verifies the employee's position, job location, wage and dates of employment with a signed release to mortgage companies, banks, opportunities for credit, and Social Services agencies.

Potential Employers

However, **only** dates of *employment and position* held will be released to potential employers with or without a signed release from the employee.

Adopted 6/04

**Subject: PERSONNEL POLICY #30
GIFT GIVING**

Public Gift Giving for personal events is prohibited at Choices In Community Living.

Choices in Community Living strives to create a work environment that is inclusive and respectful. Public displays of gift giving, though meant as a show of support and appreciation for workplace friends and coworkers, can leave some employees uncomfortable for many reasons.

What are personal gifts? Gifts that are not work-related. I.e. birthdays, baby showers, wedding anniversaries, engagements, and holiday centered gifts.

Distribution. The distributing of such gifts must be done privately and discreetly.

Gifts may not be given in the lunchroom or other areas of high visibility.

We encourage employees to share gifts after hours, during offsite meals, or any otherwise private setting.

Work-related recognition may be acknowledged (I.e. Admin Assistants Day). However, the sharing of these gifts must be done discreetly.

Management reserves the right to approve or disapprove seasonal gift giving activities on a case-by-case basis.

Adopted 8/04

Subject: PERSONNEL POLICY #31

WORKPLACE VIOLENCE

Choices in Community Living has **zero tolerance** for violence and/or violent behavior in the workplace.

Zero tolerance

This company has a policy of zero tolerance for violence. If you engage in or threaten any act of violence in the workplace, your employment will be terminated immediately for said cause. No talk of violence or joking about violence will be tolerated.

Violence

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in such activities. It is the intent of this policy to ensure that everyone associated with this organization (employees, clients, volunteers, vendors) never feels threatened by the actions or conduct of any employee or Choices In Community Living representative.

Workplace security measures

In an effort to fulfill our commitment to a safe work environment for our employees, clients, and visitors and visitors, all **"Choices" employees MUST ensure:**

- Access to the company's property is limited to those with a legitimate business interest.
- Access to Clients' homes is limited to those employees assigned to work at the home at their scheduled time. Employees not scheduled to work at that home should not be in the home. Under no circumstance should visitors (to include family) be brought to or into a client's home.
- No weapons

All weapons banned

Choices in Community Living specifically prohibits the possession of weapons by any employee or visitor while on company property (see "No Weapons" policy). This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while acting a representative of Choices In Community Living performing services even while off the company's premises.

Weapons include, but is not limited to, guns, knives, explosives, and other items with the potential to inflict harm. Disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Inspections

Desks, telephones, and computers are the property of the business. We reserve the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Any private conversations overheard, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination for cause.

Reporting violence

It is everyone's responsibility to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening to those with whom you work.

You are encouraged to report any incident that may violate of any of the company's policies created to ensure a safe workplace environment. Concerns may to presented to your administrator, program director or human resource director.

All reports will be investigated and information will be kept confidential.

Adopted 8/04

Subject: PERSONNEL POLICY # 32
"NO WEAPONS"

Choices In Community Living prohibits the wearing, transporting, storage, presence or use of weapons on company property, regardless of whether or not the person is licensed to carry the weapon.

Concealed Weapons are not allowed

In the interest of maintaining an environment that is safe and free of violence for our employees, clients, and visitors, Choices in Community Living, Inc. does not allow the presence or use of *weapons on company property (see definitions below)* regardless of whether or not the person is licensed to carry the weapon. This policy applies whether or not you are "on duty." Any employee who violates this policy is subject to disciplinary action, up to and including termination.

Weapons

Weapons" include, but are not limited to, handguns, firearms, explosives, knives and other weapons further defined by Ohio statute and/or local ordinance. If you have questions regarding whether an item is covered under this policy, please contact Human Resources. **Employees have the responsibility to make sure that any item in their possession is not prohibited by this policy.**

What is Company Property?

"Company Property" covered by this policy includes all client homes, company-owned or leased buildings, and surrounding areas, such as sidewalks, walkways, parking lots and driveways under the company's ownership or control. Furthermore, this policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

Personal Vehicles and property

At times, employees may be asked to drive their personal vehicle for company business. For the protection of our clients and employees, carrying or storing a weapon (concealed or otherwise) in your personal vehicle is not allowed. CICL reserves the right at any time and at its discretion to search all, employee vehicles, for the purpose of determining whether any dangerous weapon has been brought onto company property or premises in violation of this policy. Any employee

failing or refusing to promptly permit a search under this policy will be subject to disciplinary action up to and including termination.

CICL reserves the right at any time and at its discretion to search all employee packages, containers, briefcases, purses, lockers, desks and persons entering company property, for the purpose of determining whether any dangerous weapon has been brought onto company property or premises in violation of this policy.

Visitors

A visitor who violates this policy may be removed from the property and reported to police authorities. In addition, CICL reserves the right at any time and at its discretion to search all, visitor vehicles, for the purpose of determining whether any dangerous weapon has been brought onto company property or premises in violation of this policy. This policy does not apply to any law enforcement personnel or security personnel engaging in official duties.

Adopted 12/99

Revised 7/04

**SUBJECT: PERSONNEL POLICY #33
PAGER DELEGATION**

In the absence of a Program Administrator, a Residential Specialist may be delegated the responsibility of carrying the pager. The Residential Specialist will be compensated at the rate of \$5 per day in addition to regular compensation for time worked. Time spent responding to pages and handling issues should be recorded on the timesheet and will be compensated at the Residential Specialist's hourly rate.

The Residential Specialist's responsibilities cover only those decisions and actions normally the concern of the Residential Specialist. Further decisions and responsibilities remain the responsibility of a Program Director.

A "day" is defined as each 24-hour period or portion of a 24-hour-period beginning when the Residential Specialist receives the pager and ending when the pager is relinquished. (Example: from 6:00pm Friday to 8:00am Monday would be compensated as two full 24-hour-periods and a portion of one 24-hour-period totaling \$15) plus time worked as recorded on the timesheet.

**Subject: PERSONNEL POLICY #34
TRANSFER POLICY**

Understanding Your Position

The first six months of any job typically serves to develop satisfactory working relationships and learn job function and role to a level of proficiency. The work and conduct of an employee during the first six months of their employment is considered an evaluation/training period.

The Importance of Training

Training is the key element of success in any program. In order to become proficient in your role, time needs to be invested in learning the expectations of the position. For this reason, **Transfers to other programs will not be permitted within 6 months of hire.**

* Tenured employees requesting to change programs must also remain in their "new" program 6 months before transferring out of that particular program.

If during this period, an employee decides that he or she does not like the job duties, program, shift, etc. or is simply not suited for the position, the employee may resign from employment by submitting a written resignation of employment.

After the employee has fulfilled their 6-month obligation, the employee may then submit a request for transfer form to Human Resources.

Adopted 4/06

**Subject: PERSONNEL POLICY #35
Standards of Grooming and Dress**

Choices In Community Living, Inc. (CICL), considers it very important that our employees are well groomed, neat, and dressed appropriately for their job duties and responsibilities. CICL- has adopted a casual business dress code philosophy, and must emphasize that some positions and situations may call for professional business attire. Appropriate, properly fitting, clean clothing and good personal hygiene are important in promoting a positive company image to customers, clients, vendors, and co-workers.

Office Environment

While CICL observes a casual dress environment, there may be situations requiring more professional business attire. If you are conducting or attending meetings, seminars, roundtables, in-services, etc. where you come in contact with other business professionals, you are expected to represent CICL in a professional manner and dress appropriately for conducting business in that type of professional environment. It is important that you know your audience, and remember that your actions not only represent you, they also represent Choices in Community Living, and that you should dress accordingly. If you are unsure of the appropriate attire for an event, please contact the sponsoring party or speak with your supervisor. As a general point of reference, it is better to be over dressed and project a professional image than to be under dressed and project something less than professional.

Program Environment

While the company does not require uniforms in our programs, a standard of dress is required to promote a safe and productive working environment. As in any office environment, if you are conducting or attending meetings, seminars, etc. where you come in contact with other business professionals, you are expected to represent the company in a professional manner and dress appropriately for conducting such business. In the program environment, we encourage employees to dress appropriately for the work situation. It is our philosophy that our clients be viewed as a part of the community at large and we discourage employees from wearing attire that promotes or fosters an impression that our clients are institutionalized. As a result of this philosophy, employees are not allowed to wear medical scrubs in public while on Choices in Community Living business. It is understood that in the program home medical scrubs may be appropriate: but should not be worn outside in public. If an employee wants to wear medical scrubs, they are encouraged to have a change of clothes at the home site if it is necessary for the employee to go out into the public on Choices business.

General Guidelines for Everyone

The company wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. The following list is provided as a reference. It is understood that not all types or combinations of clothing can be listed in this section, and we ask that each employee act responsibly in making their clothing decisions. The following clothing is considered non-compliant with this policy:

Excessively tight fitting clothes, spandex; bare feet; top and bottom clothing items that don't meet or overlap each other; midriff baring, cropped or otherwise; tops revealing excessive cleavage; clothing with profanity, sexually suggestive slogans (including cartoons or drawings), an observable lack of undergarments and exposed undergarments. In programs where clients are wheelchair dependent, sandals may not be worn for safety reasons. In addition, clothing must be properly sized to fit the individual, clothing that appears oversized may presents a safety concern for both the client and staff. In situations of this type, the employee's supervisor will make the determination if the clothing is acceptable. Shorts, skirts or dresses must come within two (2) inches to the knee, in addition to concealing undergarments.

Body Art

Body art and tattoos are a personal decision of the employee and should not be exposed in the work environment. It is required that body art and tattoos be covered while staff is fulfilling their duties as a Choices employee. Personal piercing should also be considered for appropriateness in the work environment. It is recommended that all staff assess their work environment and understand the potential danger that they may encounter and dress appropriately. The wearing of dangling earrings, piercing, and other jewelry may draw the attention of clients and cause the client to respond inappropriately, subsequently causing the staff person personal injury.

Compliance

Administrators and Directors are responsible for ensuring their departmental personnel are in compliance. Supervisors reserve the right to send any person home to change clothes that violates any part of the dress code policy. The time spent away from work for this reason will be deducted from one's scheduled hours. Where an employee's clothing is questionable, the Program Administrator or the Program Director has first discretion in determining if an employee's attire is non-compliant. If an employee wishes to express concern about a coworker's attire, they should contact their immediate supervisor and inform them of their concern. The employee should not address this situation with the co-worker. If, after meeting with the employee, the supervisor determines that the attire is inappropriate for the particular situation, the supervisor will discuss appropriate action with their supervisor and a determination will be made. In situations where non-compliance is determined, the employee will be instructed to leave the work environment and change their clothes and then return back

to their work environment. The employee will not be compensated for this time away from the work site.

In situations where an employee has violated this policy on multiple occasions, the employee is subject to disciplinary action, up to and including termination.

Employee and Client Safety Concerns

Choices in Community Living, has a responsibility to provide its employees and clients a safe work environment, while attempting to provide employees the flexibility to be comfortable. To this end and to ensure that we meet our moral and legal obligations, we encourage employees to not wear expensive personal items or clothing in the work environment. In addition, we encourage employees not to wear items that are not necessary for the completion of their normal work activities (i.e. non-prescription glasses, etc.). Appreciating the rights of our employees to express themselves, we caution that employees with piercings be aware that client behaviors may include grabbing or hitting and could result in injury to the pierced site. It is common for employees to wear facial piercings in the work environment, and that is expected to a certain degree, but employees should consider, for their safety and the safety of our clients, if it is appropriate for the item(s) to be worn, and then act accordingly. Always think safety first!

Damaged or Broken Personal Items

Choices in Community Living will not be responsible for items that are lost, stolen, damaged, or broken in the work environment. In addition, employees are responsible for the security of their valuable items while they are fulfilling the duties and responsibilities of their position. It is understood that unusual situations occur that could not have been foreseen. In situations of this nature, Choices in Community Living will review the specifics of the situation and make a determination as to the appropriate action to be taken.

Choices In Community Living

DRESS CODE

FOR

ADULT DAY SERVICES

AS OF SEPTEMBER 27TH, 2007, DURING WORK HOURS WITH THE ADULT DAY SERVICES PROGRAM, UNIFORM SHIRTS WILL BE WORN WITH NO EXCEPTIONS UNLESS APPROVED BY SUPERVISOR.

EACH SHIRT WILL BE WORN WITH NAVY BLUE OR BLACK SHORTS/PANTS. NO TIGHT SHORTS OR PANTS PERMITTED UNLESS THEY ARE STRETCH AND DESIGNED FOR THE GYM.

TENNIS SHOES WILL BE WORN DURING WORK HOURS. FOR SAFETY PURPOSES, SANDLES/FLIP FLOPS WILL NOT BE PERMITTED.

A BATHING SUIT WILL BE WORN DURING SWIM HOUR. ANYTHING ELSE MUST BE APPROVED BY YOUR SUPERVISOR AND GYM FACILITY.

THANK YOU,

KELLY DEFIBAUGH

PROGRAM ADMINISTRATOR

Adopted 1/09

Subject: Personnel Policy #36

BENEFIT ALLOWANCE

Benefit Allowance

All Full time employees and part time employees hired prior to January 1, 2007 are eligible for an agency sponsored benefit allowance to defray the cost to the employee for employee benefits. The benefit allowance percentage rate or the dollar amount of the benefit allowance is determined by the Executive Director or their designee.

Forfeiture of Benefit Allowance

An eligible employee who received notification from Human Resources via written correspondence email that they are required to complete their benefit selection process and fails to contact human resource for employee processing, within 30 of the initial notification will forfeiture their benefits allowance for that calendar year. The actual date of the processing must not be more than 45 days from the date of the initial employee notification. Unforeseen situations or circumstances will be considered on case by case basis, and at the discretion of the Executive Director or their designee.

New Full-Time hired during the benefit year (Eligibility)

New Full-Time employees hired prior to September 1st of the current benefit year will be eligible for the agency sponsored benefit allowance during the current benefit year. New Full-Time employees hired between the months of September through December of the current benefit year will not be eligible for the agency sponsored benefit allowance until the next benefit year begins. Presently, the benefit year coincides with the calendar year.

Subject: PERSONNEL POLICY #37
STATEMENTS TO THE NEWS MEDIA:

The Agency strives to anticipate and manage crisis situations and inquiries regarding the Agency's services in order to reduce disruption to our employees and clients and to avoid giving misinformation. To best serve these objectives, the Agency will respond to media inquiries in a timely and professional manner only through its designated spokesperson,
the Executive Director.

Subject: Personnel Policy #38
Management Structure and Authority

Purpose: to clarify the lines of management structure and authority to provide the agency managers and employees a clear understanding of leadership roles.

Policy: The Executive Director/CEO is employed by the Board of Trustees and has the responsibility for the full function and operation of CICL. The Executive Director in turn will employ and delegate role and responsibilities to the Chief Operations Officer, Chief Program Officer, and Chief Financial Officer.

A table of operations will be kept updated to diagram the agency management structure. Management positions will be defined by a job description with clear roles and responsibilities.

In the event of an emergency in which the Executive Director is unable to perform the essential duties of the role for an extended period of time (generally defined as longer than 3 weeks), the Chief Operations Officer will temporarily act in the role of Executive Director in making essential day-to-day decisions. This transition of responsibility and role will only occur through board action and be based upon the recommendation of the Board Chair who will establish for the COO the parameters of the temporary responsibilities and activities.