



# Oklahoma United Methodist Circle of Care, Inc.

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## Personnel Policies and Procedures

For Agency Employees

Revised by HR 02/2020  
Reviewed by Leadership 01/2020

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## WELCOME!

Welcome to the Circle of Care! We look forward to working with you as a member of our team. We want you to achieve your highest level of service for the Lord in this ministry.

As an employee of the Circle of Care, you represent this ministry in both your work and private life. As a result, you are expected to be sensitive to how others may see you professionally, morally, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God, your commitment to professional excellence and your acceptance of our Mission Statement and Statement of Faith.

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Keith Howard, President/CEO

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Jono Helmerich, Board Chair

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## INTRODUCTORY STATEMENT

This personnel policies and procedures handbook applies to all employees and is intended to provide guidelines and summary information about personnel policies, procedures, benefits, and rules of conduct. It is important that you read, understand, and become familiar with the handbook and comply with the guidelines that have been established. Please talk with your supervisor if you have any questions or need additional information.

The Circle of Care retains the right to modify or reverse these policies. No representative of the agency has the authority to bind the Circle of Care to any of the terms or provisions of this handbook.

A review committee composed of the Executive Committee of the Board of Directors and one other staff person from each program will review these policies every three years as part of our strategic planning.

Your employment with the Circle of Care is voluntarily entered into and you are free to resign at any time with or without cause. Similarly, we are free to conclude the employment relationship with you at any time, with or without cause. Neither you nor we have entered into any contract of employment. Nothing in this handbook constitutes a contractual right, expressed or implied.

These policies are only guidelines. It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, your employer reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

## THEOLOGY STATEMENT

In response to God's call to make disciples of Jesus Christ, for the transformation of the world, the Oklahoma United Methodist Circle of Care extends God's grace to the children, youth and families of Oklahoma through our words, our actions, and our example.

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## MISSION STATEMENT

Oklahoma United Methodist Circle of Care provides Christian help, healing and hope to children and families in crisis to assure a safe, healthy and spiritual future.

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## VISION STATEMENT

The Oklahoma United Methodist Circle of Care leads the way in creating a child-centered Oklahoma by being a model provider of the highest quality temporary homes for children, youth and families in crisis and by leading advocacy efforts to assure that Oklahoma leads the nation in the percentage of children in permanent, safe, nurturing, healthy homes.

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## CORE VALUES

**FAITH** – We serve a big God who works through us to solve big problems and create life change.

**INTEGRITY** – We do what is right and we always give our best.

**EMPOWERMENT** – We take ownership of our role to influence and impact the lives of those around us.

**FUN** – Life is short, do good work and enjoy what you do!

**ACCOUNTABILITY** – We own our own mistakes, while being compassionately honest and radically candid with one another and those we serve.

**PEOPLE** – We take care of ourselves and each other, so that we can take care of others.

**INNOVATION** – We challenge the norm and create a better future.

## HISTORY & STRUCTURE OF THE CIRCLE OF CARE

The Oklahoma United Methodist Circle of Care, Inc. traces its roots back to 1917 when the Children's Home and Frances E. Willard Home were created. In 1963 the Boys' Ranch was established, with the Counseling Services being added in 1972. At first, each program operated independently. However, it later became apparent that in order to coordinate the efforts of the agencies and to maximize ministry opportunities, consolidation was essential. After several internal and external examinations of the ministry were conducted, efforts were made to create a more workable structure.

In 1994, each program was merged into its parent corporation, Children, Youth & Family Services. Then, CYFS underwent a name change to become the Oklahoma United Methodist Circle of Care, Inc. Each site and program unit operates as an unincorporated division of the Circle of Care.

In 1997, work began on the Hollinger Home for Children in Enid, Oklahoma. The home began operation in 1999. Also, in 1999 the Circle of Care began to offer the Child SHARE Program.

In 2004, due to a drop in referrals, the youth from the Frances E. Willard program were consolidated with the youth at the United Methodist Children's Home in Tahlequah and the campus in Tulsa was converted to a Ministry and Retreat Center.

In the fall of 2008, the Frances E. Willard campus again became the home of a residential program when the Circle of Care opened Pearl's Hope, a transitional Housing program for homeless women with dependent children.



## SECTION I: EMPLOYMENT

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### EMPLOYMENT- AT- WILL

Employment is with the mutual consent of you and this agency. Consequently, both you and the Circle of Care have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship remains in effect throughout your employment unless it is specifically modified by an express written agreement signed by you and a duly appointed representative of the Circle of Care.

This employment-at-will relationship may not be modified by any oral or implied agreement.

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### ETHICS

Sarbanes/Oxley Act: In the interest of responsible stewardship of agency resources and to remain true to the belief in transparency of our agency, our agency complies with all aspects of the Sarbanes/Oxley Act. Any employee has a right and obligation to report any false, wasteful or perceived misuse of resources or other financial misconduct. If, for any reason, an employee does not feel comfortable reporting any questionable conduct to his/her supervisor, that employee may make the report verbally or by electronic mail to the Human Resources Department. Any employee who makes any such report in good faith shall be protected from any disciplinary or retaliatory behavior from management.

Open Door Policy: To promote a harmonious working environment, we encourage all employees to address concerns directly to his/her supervisor. If, however, an employee does not feel safe in addressing his/her supervisor or if the concern or complaint directly concerns that supervisor, the employee may bring that concern to the next person in the supervisory chain, the Human Resources Department or to the President/CEO. Any employee who makes any such report in good faith shall be protected from any disciplinary or retaliatory behavior from management.

Conflict of Interest: To provide the highest standard of stewardship for the trust and dependency of our clients/residents, all employees shall make every effort to avoid relationships and activities which might impair professional judgment or which might increase the risk of client/resident exploitation in any form.

Employees, contractors and other consultants shall not have a direct or indirect financial interest in any business or financial transactions, leases, or properties of Circle of Care, other than remuneration for their employment, or contractual service.

Integrity: Employees are expected to maintain the highest standards of professionalism and integrity in their representation of the agency and in accomplishing their job-related tasks.

Preferential Treatment: Circle of Care employees, consultants, volunteers, and Board Members shall not be given preferential treatment in the receipt of any services. All clients, regardless of their relationship to the Circle of Care, will be screened for service using the agency's selection criteria.

Failure to meet the above standards may constitute grounds for discharge.

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## EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the agency to provide equal employment opportunity to all persons. This policy prohibits discrimination in all aspects of agency personnel policies and practices with regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, or genetics. With respect to religion, the agency sees Christian commitment as a qualification for positions requiring on- the-job evidence of the value systems and goals which our constituency enunciates and pursues.

All phases of employment are covered by this policy including, but not limited to, recruitment, hiring, transfer, promotion, training, compensation, benefits, discipline and termination.

All employees shall be employed on the basis of qualification, merit, and capability in conformity to the classification, job description and range of pay for a position.

We expect all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the agency's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor or to the Program Director. If these efforts fail, report it to the Human Resources Department.

Violation of this policy may result in disciplinary action, up to and including termination.

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## FEDERAL IMMIGRATION LAWS

The agency is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

## JOB POSTING AND ADVERTISING

Job posting: All job openings will be posted on the company website.

Advertising: Advertising for vacant positions will be accomplished by the program Director, his/her designee, or the Human Resources Department.

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## APPLICANTS

To be considered an applicant for employment a person must complete an agency application form.

Applications will only be accepted:

- When there is an open and listed job vacancy. An exception may be made for positions that are difficult to fill and/or for which there is a continuing need to search for candidates.
- For a specified vacancy. A person may not say that he/she is applying for “any job.”

Reasonable accommodation in the application process will be provided to persons who have advised the Circle of Care of their need for accommodation.

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## RECRUITING/SELECTION

For all new positions and significant changes to existing positions (pay, work week, etc.) a personnel requisition must be submitted and approved before recruiting can begin. Approval must be given by the President/CEO with coordination of the Human Resources Department.

First consideration will be given to hiring of qualified employees from within the agency when a job opening occurs, however all factors of employment (i.e., experience, education requirements, and/or other qualifications needed) will be taken into consideration when recruiting for open positions, and there are no guarantees that an employee will fill any vacant position(s). It will be at the discretion of Circle of Care to fill all vacant position(s) with the best qualified person. When a suitable candidate is not found within the agency, selection of new employee will be based on overall qualifications of outside applicants in full compliance with all state and federal laws. Applicants must be able to perform the essential functions of the job for which the application has applied. These essential functions are set forth in the job description.

References are a critical and mandatory element of the selection process. All prospective employees must provide the names and contact information for references from three persons who are not relatives, with at least one of those references being a recent or former employer. All three references must be received prior to an offer of employment. Agency representatives may verify references received directly from applicant to ensure that the reference letters are genuine. When facilities are unable to obtain written references prior to employment, a telephone interview shall be conducted and documented to include the date, interview questions, and responses. Each prospective employee must also undergo a personal interview with a representative of the agency.

The agency will perform a criminal history and sex offender check on all prospective employees. A civil background check may also be requested on prospective employees. The agency will perform a motor vehicle check on all prospective employees. The agency will perform a childcare finger printing check on all prospective employees in accordance with licensing requirements.

All prospective employees applying for a position which requires that they drive on agency business must possess a valid Oklahoma driver's license and have a good driving record as defined by standards outlined by our vehicle insurance carrier.

All employees must be at least 21 years old and have received a high school diploma or its equivalent. Any waiver of this requirement must be obtained from the President/CEO in writing prior to any employment offer and must be included in the employee's personnel file.

Medical examinations and tests of personnel will be conducted in accordance with licensing requirements, applicable laws and/or where they are job-related and consistent with business necessity. No examination or tests will be required until a conditional offer of employment has been extended. Employment will be conditional on the results of required medical examinations and tests.

New hires are required to present their transcripts, as well as proof of licensure or professional certification, if education, licensure or certification is a job requirement. Proof of licensure or certification will be presented within three days of hire. Proof of education will be presented within two weeks of hire. Offers of employment are conditional based upon presentation of required education, licensure or certification of documents.

Employees will be hired with the understanding that falsification of any information in the application process, and/or failure to produce any of the required documents, or failure to produce satisfactory test results will nullify any employment offer.

## VOLUNTEERS

Volunteers are a vital part of our organization, and are welcome additions to the Circle of Care team. Because of the sensitive and critical nature of our ministry, volunteers are expected to adhere to the same standards of selection, level of conduct and performance as paid employees.

Exceptions:

- Volunteers serving on single project work teams are accepted as volunteers on behalf of their church or civic organization and are not required to apply for volunteer status as an individual. These volunteers will have no unsupervised contact with clients.
- Volunteers who serve in an administrative or support capacity not involving direct contact with clients of the Circle of Care and who do not drive on agency business, are exempt from the following requirements: medical examination and driver's record check. Examples of such positions would be data entry clerk or computer consultant, etc.
- Volunteers who will be serving with youth in our programs must undergo a thorough background check prior to working with youth.

After selection, volunteers will be assigned a supervisor and will be expected to undergo an orientation prior to commencement of duties.

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## EMPLOYMENT OF RELATIVES

It is the policy of the agency not to hire immediate family members (see definition below) of present agency employees or the Board of Directors.

Limited Exception: If special circumstances exist (e.g., special required skills, recruiting considerations), applications of immediate family members, with written justification, may be submitted to the Human Resources Department for review.

The President/CEO is the approval authority. Approval will only be granted in those rare cases where circumstances are compelling and the adverse impact on the agency of not approving the request is clear.

Supervision of Relatives: In no case will employees of the same immediate family directly supervise, or be in the supervisory line of, another family member.

Immediate Family:

Parent	Foster Children
Spouse	Siblings
Children	Parents-in-law
Step-children	Children-in-law

Relatives who have served in the capacity of parents, other blood relatives living in the employee's household, and dependents of the employee living in the employee's household are also defined as immediate family.

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## EMPLOYMENT OF MINORS

Only persons who are at least 21 years old are qualified to be employees of the Circle of Care. Only in the case of a work study program is an individual permitted to work if he or she is under the age of 21. The employment of minors is restricted by the terms and conditions of the work study program, as well as the provisions of state and federal law.

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## ORIENTATION

All volunteer and paid staff are required to undergo an orientation including, but not limited to: Organizational structure of the agency, program philosophy, confidentiality, personnel policies and procedures, licensing requirements for the position being filled, grievance process, emergency procedures, and mandatory reporting of child abuse. Orientation should be completed within two weeks of employment.

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## EMPLOYEE RELATED LEGAL MATTERS

The Human Resources Department is the focal point for all employee-related legal matters.

Inquiries from Attorneys: All inquiries from attorneys regarding employees or former employees, verbal or written, will be referred to the Human Resources Department. No response will be given by the program staff except how to contact the Human Resources Department.

Charges of Discrimination: Charges of Discrimination may come from the Equal Employment Opportunity Commission or other agencies. These charges represent potential serious legal exposure to the agency. Timeliness and accuracy of response is critical. Upon receipt of such a charge, program Directors will:

- Notify the Human Resources Department immediately by telephone.
- Email the charge to the Human Resources Department and follow up by mail.
- Personnel records of the charging party will be kept in the Human Resources office

It is the responsibility of **all staff** to assure a non-discriminatory and harassment free work environment at the Circle of Care. If any employee sees or feels that there are discriminatory or harassing circumstances occurring, it is the ethical, moral and legal responsibility of that employee to bring this issue to light through their supervisor, the Best Practice Department, the Human Resource Department

or directly to the President/CEO. Any complaint or concern will be handled with as strict confidentiality as allowed by law. The complainant will be allowed to choose to handle the complaint formally or informally as allowed by Human Resource and Best Practice.

U. S. Department of Labor Audits: Audits by the US Department of Labor, Wage and Hour Division, are matters that bear serious financial risk for the agency. Upon notification of such an audit, the program Director will notify the Human Resources Department as soon as possible.

OSHA: OSHA complaints and/or site visits by OSHA staff members will be reported to the Human Resources Department as soon as possible.

Signing for Legal Papers: The agent of record for the agency is the President/CEO. No other employees may be served with legal papers. Employees who become aware of the existence of such legal matters should advise the server of the appropriate agent of record and notify the President/CEO as soon as possible.

Confidentiality: Confidentiality is important in all legal matters. Information regarding these matters will only be shared with those employees who have a need to know. Correspondence and mailing of documentation should be in a sealed envelope conspicuously marked "CONFIDENTIAL."

## SECTION II: BENEFITS

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### DEFINITION

For purposes of eligibility of most benefits:

A full-time employee is defined as one who works thirty-two hours or more during a week. A part-time employee is defined as one who works less than thirty-two hours during a week. Agency benefits are provided only for full-time employees unless otherwise stated by policy or individual contract.

A normal work day extends eight (8) hours that includes and two fifteen minute breaks of paid time. Breaks should be taken mid-morning and mid-afternoon and cannot be taken together or accrued. Employees working more than a 6-hour shift should take a minimum 30-minute lunch break. A lunch break is not considered as paid time. Duty hours are not necessarily consecutive by law and can be scheduled to allow for office hours' coverage by the program or site director.

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### VACATION

Full-time employees earn vacation leave based on length of continuous service with the agency, as follows:

<u>Length of Continuous Service</u>	<u>Vacation</u>
0 days through 2 years	10 working days/year
3 through 5 years	15 working days/year
6 years through 8 years	20 working days/year
9 or more years	25 working days/year

Employees will be able to start using accrued vacation leave one month after their start date.

If a part-time or temporary employee becomes a full-time employee, eligibility for vacation leave is calculated from his/her full-time hire date. If a full-time employee becomes a part-time employee, they will no longer accrue vacation leave.

Employees may not "borrow" against future vacation leave earnings.

Requests for vacation leave must be made in writing and should be submitted to the employee's supervisor for approval at least 10 working days in advance. All leave approved by the immediate supervisor must be documented. This approval can be



submitted electronically. If requested leave is not available alternate plans might be made including, but not limited to, leave without pay. Vacation leave shall be planned well in advance so the best interests of the program and the employee may be served. Vacation requests will be approved on a first come, first served basis, and only if the time off will not interfere with the normal business operations of the program.

Vacations may be taken in any increment of time above one hour. Holidays falling within the vacation period will not be counted as vacation time. Compensation paid to a vacationing employee will be computed at the rate of pay in effect on the last day of work preceding the vacation. Vacation pay will not count as hours worked for the calculation of overtime.

Vacation leave is granted for rest and renewal. In order to maintain the effectiveness of the employee, it should be utilized during the 12-month period after it has been earned. However, employees will be allowed to accumulate vacation leave up to 80 hours (10 days). Therefore, if the employee is eligible to receive 10 working days of vacation during the year, the maximum amount of time he or she will be allowed to carry over will be 80 hours (10 days). Employees who accumulate the maximum benefit allowed will not earn additional vacation leave until their accumulated total has been reduced below the maximum amount allowed. Thereafter, vacation leave will only be earned up to the maximum amount.

Full time employees will only be paid out vacation time upon termination based on successful completion of the requirements. The employee must complete 24 months of continuous employment. The employee who terminates prior to completion of 24 months of service will NOT receive payout of vacation time. The employee must provide two weeks' notice that is given to their supervisor and is fulfilled. No leave can be used during your final two weeks of employment unless it is pre-approved by the CEO. If a full-time employee involuntarily terminates for cause (gross misconduct, gross negligence or other cause) they will forfeit all unused accrued vacation leave.

If the employee's employment conditions are met for payout of vacation time, they will be paid on the employee's final paycheck. After the successful completion of 25-48 months of employment an employee will be paid up to 40 hours of their current accrued vacation balance at the time of their last payday. Employees who successfully complete 49+ months of employment will be paid out up to 80 hours of their accrued vacation balance at the time of their last payday. Pay will be paid at their current rate of pay.

Circle of Care may give compensation time in place of regularly scheduled overtime work only for employees who must work overtime hours over their regular work schedules. Additionally, compensation time may be approved instead of overtime pay for irregular or occasional overtime work. This has to be approved in advance by your supervisor or the President/CEO.

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## HOLIDAYS

Full-time employees receive the following paid holidays from date of hire:

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

Two floating holidays will be designated by the Circle of Care at the first of the calendar year.

The following general provisions apply to holidays, unless otherwise prohibited by law:

- To be eligible for holiday pay, employees must work their last scheduled workday before the holiday and their first scheduled workday after the holiday, unless the holiday falls during the employee's approved vacation or approved sick leave.
- Employees who are scheduled to work and call in sick on the day before a holiday or the day after a holiday, without a physician statement, will forfeit holiday pay.
- If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed. If a holiday falls during an employee's approved sick leave period, the employee will receive holiday pay, and will not be charged for a sick day on the day the holiday is observed.
- Employees on leave of absence without pay for any reason are not eligible for holiday pay during the period they are on leave.
- Holiday pay will not count as hours worked for the calculation of overtime.
- Part-time employees are eligible for pro-rated holiday pay only when the holiday falls on a regularly scheduled workday. (i.e. - If an employee normally works only four hours a day, that employee is eligible to receive four hours' holiday pay.)
- Employees who are scheduled to work on a holiday will be given another day off as compensation. This day will be within the same pay period in which the holiday occurs. Since campus facilities must provide services day and night year round, it is not always possible to give all employees the actual day of the holiday off.

## SICK LEAVE

Full-time employees earn 10 days of sick leave per year, accruing 3.07 hours of sick leave each pay period.

Sick leave is to be taken in 1 hour or greater increments. Employees may not “borrow” against future sick leave earnings. Absences in excess of accrued leave will be without pay.

Employees may use Sick Leave benefits for personal illness, injury, medical or dental appointments, and for his/her immediate nucleus of family (spouse & dependents). Sick Leave may be taken in either 1 hour or greater increments.

Sick Leave is a benefit, much like health insurance, provided to the employees to protect them in the event of serious illness or injury that prevents them from performing assigned duties. Full time employees may use 40 hours or 5 days of accrued sick leave for mental health self-care days.

Mental health self-care leave is charged against an eligible employee’s accumulated sick leave. Mental health self-care leave may not exceed 5 working days or 40 hours, in any payroll year. Taking 1 to 2 days of leave needs to be approved by your immediate supervisor. Any leave above two consecutive days must be approved by the President/CEO. Mental health self-care days cannot be used with vacation leave. Approval of Mental Health leave may be denied if the supervisor has facts to show the employee is abusing leave privileges, or when the employee has failed to satisfy a request to provide evidence that the leave is necessary.

Sick leave will not be paid when an employee begins receiving disability benefits from any plan which was paid for by the agency.

Sick leave may be denied when the supervisor has facts to show the employee is abusing sick leave benefits or failed to furnish a written statement. Excessive or abusive use of sick leave is grounds for disciplinary action, up to and including termination of employment. If any employee becomes ill during working hours, the supervisor shall be notified immediately. Each employee is responsible for calling their supervisor to report any absence due to illness or injury within two hours of their shift starting. Employees must report on a daily basis except when the illness or injury results in an extended absence and the employee has made arrangements with the supervisor to report on a less frequent basis.

An employee's anniversary date corresponds to the month and day the employee was hired, subject to adjustment for the portion of any leave of absence without pay in excess of 30 days.

Sick leave benefits may be accumulated up to a maximum of 384 hours (48 days). Employees who accumulate the maximum benefit allowed will not earn additional sick leave benefits until their accumulated total has been reduced below the maximum. Thereafter, sick leave benefits will only be earned up to the maximum amount.

Unused sick leave benefits may not be used as additional vacation, and employees will not be paid for unused sick leave benefits upon termination of employment. In addition, sick leave will not be considered as hours worked for the calculation of overtime.

Employees who receive sick leave benefits should provide medical verification if absent for three or more consecutive days. Extended absence due to illness or injury greater than one week will require a physician's statement that the employee is capable of resuming job duties. However, supervisors may require a physician's statement at any time the employee has a history of absences due to illness, or whenever the situation so dictates.

It is the employee's responsibility to contact the supervisor as soon as possible in the event the employee may not be able to report for work.

If an employee becomes ill during work hours, the supervisor shall be notified immediately.

Abuse of sick leave is considered misconduct and may be grounds for termination of employment.

## BIRTHDAY LEAVE

Employees will receive their birthday as a paid day off. This benefit is to be used on the employee's birthday. If the employee's birthday falls on a day the employee is not scheduled to work they may take the day before or after their birthday off. This is intended as an added benefit but you will not be paid out time if you do not use the day.

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## LEAVES OF ABSENCE

The agency makes leaves of absence available to employees as follows:

### Court or Jury Duty

Upon application in writing from the federal, state or another judiciary; a full-time probationary, temporary or part-time employee may be granted a leave of absence as indicated below. Attendance at court in connection with an employee's official duties and time required in going and returning is not considered absence from duty. When an employee appears on a regular work day as a witness or a jury member for the Federal Government, the State of Oklahoma, or a political subdivision as a witness before a state board, agency or commission, or as an expert witness in his or her capacity, the employee shall be entitled to leave of absence for such duty with regular compensation.

When an employee is subpoenaed in private litigation by some party other than the Federal Government, the State of Oklahoma, or a political subdivision to testify, as an individual, the time absent shall be taken as vacation leave or leave without pay at the employee's discretion.

The Federal Fair Labor Standards Act (FLSA) states; "a non-exempt employee called to appear in court on a normally scheduled work day in accordance with this section is entitled to compensation for that time regardless of shift". Since jury duty is leave and not time worked, compensatory time is only computed hour for hour. An employee who is called to appear in court on a normally scheduled day off is not entitled to compensation for that time. The day in which the majority of the shift is scheduled determines the work day for the purpose of this policy. When an employee is to perform jury duty, it is the responsibility of his or her supervisor to discuss the provisions of this subsection and point out his or her obligation to return to duty if he or she is dismissed during usual work hours.

Application for court or jury leave is made on the Request for Leave form. A copy of the subpoena, summons or other such notice must be attached to the form. Court or jury leave is charged in accordance with the employee's work schedule.

A copy of the jury summons or other court notice must be given to your supervisor and be submitted to Human Resources department before the court appearance.

### Military Leave

The agency complies with applicable state and federal law concerning leaves for military service. Request for military leave should be accompanied by a true copy of valid military orders requiring the employee to report for specific military duty.

Employees shall be granted a leave of absence without pay for military reserve training. The employee shall continue to accrue vacation and sick leave during military reserve duty.

### Worker's Compensation Leave

The agency complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the agency. Periodic verification of health or injury status may be required by Circle of Care.

### Voting

All eligible voters are permitted up to two hours off from work (without pay) to vote in all elections. Employees who notify their supervisor orally, or in writing, of their intent to be absent by the day preceding the election, upon proof of voting, shall not be subject to loss of any compensation or other penalty. If additional time is required, the employee shall discuss this with their supervisor in advance, if at all possible. Additional time granted shall be allowed as required by law. The hours during which the employee may be absent from work to vote shall be selected by the agency with notice to the employee.

### Other Leaves of Absence

#### Foster Care Leave

Foster Care Leave is intended to be used to assist staff who choose to foster a child. This leave may be used to bond with a child recently placed in your home or after guardianship has been finalization. It may also be used while fostering a child to assist with court appointments, visitation with family members, case worker appointments and/or any other reasons that sick leave would not apply. An eligible employee may receive up to five days of leave per child for applicable situations related to the child's care. Leave must be taken in one day increments. Leave must be approved by the immediate supervisor and the Human Resources department must be notified prior to taking leave.

#### Maternity or Paternity Leave

Any period of incapacity due to pregnancy, or for prenatal care. The Circle of Care provides 144 hours (18 days of paid leave) maternity/paternity leave upon the birth of a biological child or adoptive placement.

All employees are eligible to apply for other leaves of absence. However, such leaves may or may not be granted. Employees may request leave of absence for reasons other than described above, or for situations not meeting the requirements described above. This leave may be for up to twelve weeks. Employees must exhaust Family Medical Leave, if appropriate, prior to requesting Other Leave of Absence.

The following factors apply:

- The leave may or may not be granted depending on its impact on agency work requirements.
- The employee will be considered for return to work as vacancies arise for which the employee is eligible.
- All accrued sick leave and all accrued vacation will be taken first and included in the twelve week leave period. Sick leave and vacation will be paid according to agency policy.

Requests for extensions will be considered on a case-by-case basis.

The same request procedures apply for Other Leaves of Absence as with Family and Medical Leave.

#### Benefits for Other Leaves of Absence

An employee on an Other Leave of Absence is entitled to remain covered under the agency's group health plan only to the extent that the absence is covered by his or her accrued vacation time, sick leave and approved FMLA leave, however, such employee must bear the full cost of such coverage (employer plus employee portion). On the date that employee's accrued vacation time, sick leave and approved FMLA leave has been exhausted, the employee's coverage under the agency's group plan terminates and the employee may be entitled to continuation coverage under COBRA. (See Continuation of Health Insurance (COBRA).

During an Other Leave of Absence, the employee's Life/AD&D Insurance, when provided will continue for up to three months. Long Term Disability will continue for up to one month. Pension contributions discontinue during any leave without pay period.

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## DONATED LEAVE

The employee receiving donated leave must be experiencing, or have a relative or household member experiencing, an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay or terminate employment; or who is otherwise eligible for Family Medical Leave (FMLA) but has exhausted all paid leave. Employees may donate accumulated vacation or sick leave to another employee in the event.

(A) "**Relative**" is defined as the receiving employee's spouse, child, stepchild, grandchild, parent, grandparent, or stepparent.

(B) "**Household member**" is defined as any person who resides in the same home as the employee receiving shared leave and who shares reciprocal duties providing financial support for one another. The term includes foster children and legal wards even if they do not reside in the same household as the employee receiving shared leave. The term does not include persons sharing the same general house if the living style is that of a dormitory or commune.

The donating employee cannot cause his or her vacation or sick leave balance to fall below 40 hours. Donated leave must be given voluntarily.

The receiving employee must be out of, or almost out of, all types of leave due to extraordinary circumstances which have placed the receiving employee in a position of exhausting all paid leave and requesting approved leave without pay or terminating his or her employment. Donated leave will only be granted to the individual for the amount of requested time unless there is not a specific amount of requested time.

A medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition must be submitted if the receiving employee's absence is due to severe or extraordinary health conditions. Leave is transferred between employees on an hour-to-hour basis irrespective of the hourly wage of the donating or receiving employee. Unused donated leave is returned to the donor. Leave may be donated anonymously. Leave is transferred between employees on an hour-to-hour basis irrespective of the hourly wage of the donating or receiving employee. The President/CEO will approve all donated leave requests.

Employees may donate accumulated vacation or sick leave to another employee in the event he/she has an emergency which requires at least 40 hours off work and the recipient has no available leave time of his/her own. Application should be made before taking the time off if possible; if this is impossible due to the nature of the



emergency, application should be made as soon as possible. An application form, which is available from the office at each site, should be turned in to the Human Resources Department.

A committee composed of the employee's supervisor; the Human Resources Department and President/CEO will approve or disapprove the request. Employees who wish to donate vacation or sick leave will inform the Human Resources Department who will deduct the donation from his/her available time.

An employee who needs more than 160 hours may reapply. All requests and donations will be confidential.

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## FAMILY OR MEDICAL LEAVE

Circle of Care follows all federal laws pertaining to the Family and Medical Leave Act of 1993. Any variation from this act will be clearly designated in policy. Our policy pertaining to employee absence from duty will not discriminate against employees who receive benefits as defined by law.

### Eligibility

The following eligibility requirements must be met for an employee to qualify for Family and Medical Leave of Absence:

- The employee must have completed 12 months of service with the Circle of Care.
- The employee must have worked at least 1,250 hours in the 12-month period immediately preceding the start of the leave.

Any FMLA leave taken by an employee during the preceding twelve-month period will be used to determine the amount of available leave pursuant to the Family and Medical Leave Act. Upon the occurrence of a Reason for Leave, an eligible employee is entitled to a total of twelve weeks of leave during this twelve-month period.

### Reasons for Leave

A Family or Medical Leave of Absence without pay may be granted to an employee who must be absent from work due to: \*a serious health condition which causes him/her to be unable to perform his/her job functions; the birth of a child and to care for the newborn child; the placement of a child for adoption or foster care; or to care for the employee's seriously ill spouse, child or parent. Entitlement to leave for childbirth or placement or to care for a newborn child terminates at the end of 12 months after birth or placement.

### FMLA Terms Defined

\*Serious health condition: A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., and overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

## 2. Absence plus Treatment

A period of incapacity<sup>1</sup> of more than three consecutive calendar days (including any subsequent treatment or period of incapacity<sup>1</sup> relating to the same condition), that also involves:

- a. Treatment<sup>2</sup> two or more times by a health care provider<sup>3</sup>, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider; or
- b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment<sup>4</sup> under the supervision of the health care provider.

## 3. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care. The Circle of Care provides 144 hours (18 days of paid leave) maternity/paternity leave upon the birth of a biological child or adoptive placement.

## 4. Chronic Conditions Requiring Treatments

A chronic condition which:

- a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider,
- b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- c. May cause episodic rather than a continuing period of incapacity<sup>1</sup> (e.g., asthma, diabetes, epilepsy, etc.).

## 5. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity<sup>1</sup> 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 include Alzheimer's, a severe stroke, or the terminal stages of a disease.

## 6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a 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 consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy,

radiation, etc.) severe arthritis (physical therapy), kidney disease (dialysis).

#### Provision Pertaining to Spouses Employed by the Employer

If a husband and wife both work for Circle of Care, and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a total of 12 weeks of leave. If each spouse takes 6 weeks in the above circumstances, each is still eligible for an additional 6 weeks in the event of his/her own serious health condition.

#### Advance Notice

The employee requesting Family or Medical Leave of Absence is expected to give at least 30 days' advance notice, to the extent advance notice is possible. Otherwise, advance notice must be given as soon as both possible and practical, taking into account all the facts and circumstances of the individual case. Failure to provide timely notice may result in a delay of the requested leave up to 30 days.

#### Medical Certification

Medical certification is required to support a request for leave due to a serious health condition of the employee, spouse, child or parent. Medical certifications must include a statement that the employee is unable to perform one or more of the essential functions of the employee's job, where leave is requested due to illness of the employee. Where leave is requested to care for a family member, the health care provider must include a certificate that the employee is needed to care for a family member. Additional information which must be included in the medical certification is contained in the Certification of Health Care Provider Form. This form is available at your request.

- Medical certifications will be completed on the Certification of Health Care Provider Form. Medical certification must be submitted within 15 days, unless it is not practical under the circumstances to do so. For example, a medical emergency reasonably prevents the employee from obtaining certification. Failure to timely provide certification will result in a delay of the leave until the certification is provided.
- Circle of Care may request an employee to obtain a second opinion on the medical certification, from a health care provider designated by the Circle of Care and at the Circle of Care's expense. In cases where the first and second opinion differs, a third opinion may be obtained, at the Circle of Care's expense, from a health care provider agreed upon by the employee and the Circle of Care. The third opinion is final and binding.
- Circle of Care may request an employee to provide periodic recertification. Ordinarily, it will not be requested more often than at 30 day intervals.

#### Intermittent or Reduced Leave

Ordinarily an employee must take Family or Medical Leave all at once. However, under certain circumstances, leave may be taken on an intermittent or reduced leave basis.

### Medical Leave

Employees may be eligible to take intermittent leave or to work a reduced schedule if a health care provider certifies that the leave is medically necessary in order to seek treatment for the employee's own serious health condition or to care for a family member with a serious health condition.

### Family Leave

Employees may be eligible to take intermittent leave or to work a reduced schedule following the birth, adoption or placement for foster care of a child only if approved by Circle of Care. The employee's eligibility to take leave will expire twelve months from the birth or placement of the child.

### Transfer to Equivalent Position

Employees qualifying for intermittent or reduced leave schedules may be transferred temporarily to an available alternate position with equal pay and benefits for which the employee is qualified and which better accommodates the intermittent or reduced leave schedule.

### Scheduling

Intermittent or reduced leave must be scheduled to the extent possible so as not to disrupt the operation of the agency.

### Insurance

Circle of Care will continue to pay the employer's portion of the cost of health care coverage (i.e., medical insurance) for employees during Family and Medical Leave as long as the employee continues to pay their applicable premiums.

The employee will continue to pay his/her portion of the cost of health care coverage. Circle of Care will not continue health insurance coverage where the employee does not make timely payment of health care insurance premiums. At the time the employee requests Family or Medical Leave, he/she will be advised of the arrangement for such payments.

Circle of Care may recover premiums paid for maintaining an employee's insurance benefits if the employee does not return to work following the leave of absence as provided for in the Family and Medical Leave Act of 1993.

During FMLA leave, a covered employee's life/AD&D and Long Term Disability Insurance will continue at the agency's expense. Pension contributions will discontinue during any leave without pay period.

### Paid Leave

Accrued paid leave time (vacation, personal days, and/or sick leave, as applicable) will be substituted for unpaid leave while the employee is on a Family and Medical Leave of Absence. After exhaustion of paid leave, an employee will be placed in an unpaid leave status. That portion of the family/medical leave of absence which is vacation, personal days and/or sick leave will be paid according to agency policy.

### Approvals

Family or Medical Leaves of Absences must be approved by the Human Resources

Department and in coordination with the President/CEO.

### Fitness-for-Duty Reports

An employee returning from Family or Medical Leave of Absence due to the employee's own serious health condition must present medical certification showing that he/she is able to return to work under the same circumstances that a medical certification is required under the agency's sick leave policy. Restoration of employment will be denied until a fitness for duty report is provided.

### Return from Leave

The employee returning from Family or Medical Leave of Absence must present a "fitness for duty" report, if required to do so under this policy. An employee returning to work will be placed in his/her original position or to another position equivalent in pay and benefits. "Key" employees may be an exception to the reinstatement policy.

### Key Employees

If a salaried employee is among the highest paid 10 percent of both salaried and non-salaried employees, a determination will be made whether the individual is a key employee as defined by the FMLA. If it is determined that reinstatement of the key employee would cause substantial and grievous economic injury to the Circle of Care, the individual will be so informed either prior to commencement of the leave, or as soon as such a determination is made, and the employee will be given an opportunity to return to work.

- <sup>1</sup> "Incapacity," for purposes of FMLA, 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 there from.
- <sup>2</sup> Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.
- <sup>3</sup> A Health care provider includes for example: a doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, and Christian Science practitioner.
- <sup>4</sup> A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

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## BEREAVEMENT LEAVE

While there is no law in Federal or Oklahoma policy that grants bereavement leave to individuals, an employee who wishes to take off due to the death of an immediate family member. Full-time employees will be eligible for up to three days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's spouse, children, step-children, foster children, siblings, parents, parents-in-law, relatives who have served in the capacity of parents, grandparents, grandchildren, other blood relative living in employee's household, and dependents of the employee living in the employee's household. Requests to use bereavement leave must have the prior approval of the employee's supervisor.

Employees who require more than three days away from work may request earned vacation time.

Bereavement leave will not be deducted from the employee's sick leave accrual, unless the leave exceeds the three-day limit.

Bereavement leave will not be considered as hours worked for the calculation of overtime.

Part-time employees will be eligible to receive approved bereavement leave on a pro-rata basis.

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## GENERAL PROVISIONS FOR ALL LEAVES

- A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
- Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
- Employees will not accrue vacation or sick leave for the portion of a leave of absence without pay in excess of 30 days.
- Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
- Employees on leave of absence must communicate with the agency on a regular basis, at least once each month, regarding their status and anticipated return to work date. Failure to do so will cause the employee to be subject to disciplinary action, up to and including possible termination.
- Employees on leave of absence who seek or accept other employment without the agency's prior written approval will be subject to disciplinary action, up to and including termination.
- Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including possible termination.
- With the exception of unforeseeable leave under the FMLA, all leaves of absence must be approved in advance, in writing, by the agency. When the leave is foreseeable, such as in the birth of a child, the employee must give the employer as much advance notice as possible.

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## GROUP INSURANCE PLANS

Full-time employees become eligible for enrollment in the agency's group insurance plan the first day of the month following the date of hire. The plan currently includes health insurance, life/accidental death and dismemberment insurance, a dental plan and a long-term disability benefit.

The agency pays the premiums for the employee at a rate equal to the single-employee amount. For health insurance this is the amount equal to the single HMO premium. Health insurance may be waived by an employee who is covered under a spouse's plan. No additional option exists for employees who elect not to enroll in the agency-sponsored group health insurance plan.

Dependent coverage is available at the same time as the employee.

Employee contributions to the plans are paid by payroll deduction, which must be authorized in writing.

Coverage ends on the last day of the month in which the employee worked.

Detailed information about the plan will be made available at the time you become eligible for enrollment.

Under the Health Insurance Portability and Accountability Act of 1996, terminated employees may receive a "certificate of coverage" as evidence that the individual was previously covered under a group health plan for a period of time. That amount of time may be creditable toward the satisfaction of a preexisting condition limitation under a new group health plan. Contact the Human Resources Department to obtain such certificates.

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## CONTINUATION OF HEALTH INSURANCE (COBRA)

Upon the loss of group health insurance coverage due to a termination of employment or reduction in hours, an employee who has been covered by group health insurance may be entitled to continue his/her health insurance under provisions of a Federal law known as COBRA. Coverage normally is available for 18 months (may be longer in certain situations outlined by the law) you will be responsible for the entire cost.

As explained under "Other Leaves of Absence," an employee on an Other Leave of Absence is entitled to remain covered under the agency's group health plan only to the extent that the absence is covered by his or her accrued vacation time, sick leave, and approved FMLA leave, and such employee must bear the full cost of such coverage. On the date that the employee's accrued vacation time, sick leave and approved FMLA leave has been exhausted, the employee's coverage under the agency's group health plan terminates and the employee (and his/her eligible spouse and dependents) may be entitled to continuation coverage under COBRA.

Employee's covered spouse and dependent children may also be eligible to choose continuation coverage if group health insurance coverage is lost due to termination of the covered employee's employment, reduction in hours, death of the covered

employee, child losing dependent status under the group health plan, divorce, legal separation or the covered employee becoming entitled for Medicare.

Under COBRA, the employee or the employee's spouse or dependent child, has the responsibility to inform the agency of a divorce, legal separation or a child losing dependent status within 60 days of such event. If notice is not received within that 60-day period, the employee's spouse or dependent child will not be entitled to choose continuation coverage.

Detailed information about continuation of insurance is available from the Human Resources Department. In addition, you will be provided with detailed information about COBRA continuation coverage as required by law.

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## DISABILITY INSURANCE

Full-time employees become eligible for enrollment in the agency's Group Long Term Disability Insurance Plan following the completion of three months of continuous full-time employment. The premiums for this insurance are paid by the agency. Detailed information will be made available at the time you become eligible for enrollment. The agency offers Short Term Disability through an outside source on a voluntary payroll deduction at the employee's request. Short Term Disability benefits covers the 180-day elimination period before Long Term Disability benefits begin. Employees who elect Short Term Disability must do so during annual open enrollment.

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## RETIREMENT PLAN

The agency provides a pension benefit plan for all eligible employees after one year of service. For pension purposes, an eligible employee is defined as being one who normally works 20 hours or more per week and 1000 hours per calendar year.

Employees become eligible to participate on the first day of the month coinciding with the date the employee meets the eligibility requirements provided the individual is still employed by the employer on that date.

The employer will contribute an equal amount up to 6% of regular pay only. Employees will be fully invested after 3 years of continuous employment.

The employer will match any percentage of pay, not to exceed 6% contributed by the employee. Personal contributions may be before or after taxes and may begin, change or end at any time by completing the proper forms.

As with other employee benefit plans sponsored by the agency, and although the agency intends to continue the pension plan indefinitely, the agency has the right to change or terminate its sponsorship of the pension at any time.

Questions about the plan should be directed to your supervisor, or to the Human Resources Department. Detailed information about the plan will be made available at the time you become eligible for enrollment.

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## WORKER'S COMPENSATION INSURANCE

All employees are covered by Worker's Compensation Insurance at the time they are hired. The agency pays 100% of the premiums for this important coverage. Worker's Compensation is a valuable benefit to those who need it, and all employees should realize that falsifying a claim is a crime and grounds for discipline; up to and including termination. The following benefits are provided to employees who sustain a work-related injury or illness:

- Partial wage replacement for periods of impairment;
- Medical care, including medicine, hospital, doctor, X-rays, crutches, etc.
- Rehabilitation services, if necessary.

It is important that you report any work-related injury or illness to your supervisor as soon as it happens, regardless of how minor it may appear to be. An accident report will be completed by the employee involved and his/her supervisor, before the end of the shift on which the accident/incident happened unless injury prevents it; in such case the supervisor must complete the report within 24 hours. The first priority is to get proper first aid and/or medical attention immediately, and to follow the physician's instructions. The Human Resources Department and the President/CEO will be notified by telephone or email or ~~FAX~~ by the program Director or his/her designee, as soon as practical, but within 24 hours after the accident/incident. When injuries occur employees may be required to complete a drug and alcohol test immediately following the accident or injury at an improved medical facility.

Whenever a situation arises where the physical condition of an employee may be in question, a written medical release from a physician must be provided by the employee before the employee can begin work, or return to work. Any work limitations noted on the medical release will be adhered to strictly. (See SAFETY AND LIMITED DUTY POLICIES)

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## UNEMPLOYMENT COMPENSATION INSURANCE

The agency does not provide unemployment compensation insurance.

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## MAL-PRACTICE INSURANCE

The agency does not provide mal-practice insurance. The agency does, however, provide general and professional liability insurance for employees and volunteers but not contractors.

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## SOCIAL SECURITY

The agency shall make contributions required of the employer under the Social Security Act for its non-clergy employees only.

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## CAFETERIA PLAN

The agency plan allows employees working 32 hours a week to select medical reimbursement plan during eligible enrollment period. Amounts projected need to be for the calendar year. Monies withheld affect all payroll taxes. There is a monthly fee from the third party administrator. Contact the Human Resources Department for more information.

## SECTION III: PERSONNEL STATUS

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### EMPLOYEE CLASSIFICATIONS

The agency classifies employees in a number of different ways, as follows:

#### Full-Time Employee

You are considered to be a full-time employee if your average hours of work each workweek are at least 32 or more.

#### Part-Time Employee

You are considered to be a part-time employee if your average hours of work each workweek are less than 32.

#### Non-exempt Employee

Non-exempt employees are eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law. Non-exempt employees are subject to the overtime policy as explained elsewhere in this document.

#### Exempt Employee

Exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay. Exempt employees generally fall under three general categories in the Circle of Care: executive, administrative, and professional.

Your employment letter should specify whether or not you are an exempt employee; if you have not received an employment letter, please contact the Human Resources Department.

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### PERSONNEL RECORDS

Storage and Composition: A personnel file will be prepared for each employee and will be retained in a locked cabinet. This file will include the employment application, references, hiring letter, salary change forms, performance reviews and other records reflecting significant job related events which occur during employment with the agency. It is important that the agency always have current information about you. Please let us know immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Access: These files are confidential. Access to personnel files shall be limited to the following: Immediate Supervisor, program Director, the Human Resources Department, President/CEO, the designated records custodian and the employee as indicated under Employee Rights.

Employee Rights: An active employee may review his/her personnel file in the presence of an authorized agency representative. Former employees are not allowed access to personnel files.

Release of Personnel Information: Personnel records are the property of the Circle of Care.

Circle of Care does not release personnel records to persons outside the agency except as required by law or as permitted by law in the necessary course of business. In certain situations, employment dates and position may be released over the phone. More in depth information may be released with the employee's written authorization.

Requests for copies of personnel records, or information extracted from personnel records, in whole or in part, will be coordinated with the Human Resources Department before any information is released.

Disposition: Personnel records will be maintained for at least five years after employment termination unless required by law. After that, they will be destroyed.

Other Files: The following will be maintained in a separate cabinet apart from Personnel Files.

- Medical information.
- Drug/alcohol tests results.
- Benefit forms (Insurance enrollment forms, etc.)
- Immigration information (Form I-9), etc.
- Criminal history checks.
- Workers Compensation forms

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## INTRODUCTORY / SPECIAL EVALUATION PERIOD

### Introductory Period

New employees are in an introductory period during their first six months of employment. During this "selection/decision period", which is part of the employment/selection process, an employee has an opportunity to get acquainted with his or her job, other employees, and the agency as an employer. Likewise, the agency has an opportunity to evaluate the employee's total job performance and to assist the employee in correcting performance and work standard deficiencies.

During the evaluation period, each employee will continue to receive instruction, guidance, and regular feedback from his or her supervisor to learn job duties and to be successful as a new employee. Upon completion of the introductory period, the supervisor will complete an employee performance evaluation.

Should performance and/or disciplinary problems dictate, the introductory period may be extended. Normally, the extension will be from one to three months. The

employee will be notified in writing of the extension. In such cases, a performance evaluation is still completed at the end of the original introductory period, and another evaluation is completed at the end of the extension.

Failure to satisfactorily complete the introductory period may be grounds for discharge. All policies regarding discharge must be followed.

The introductory period does not change the employment-at-will relationship between you and the agency. This employment-at-will relationship remains in effect throughout your employment unless it is specifically modified by an express written agreement signed by you and a duly appointed representative of Circle of Care.

#### Special Evaluation Period

In the event an employee's performance is unsatisfactory for any reason, the supervisor may enter the employee into a special evaluation period for any length of time that the supervisor feels are reasonable for correcting the performance. This special evaluation period may be taken in lieu of other disciplinary action up to and including termination. It may also be taken in connection with other disciplinary action. At the end of this period the employee's performance will be evaluated. Failure to receive a satisfactory performance evaluation will result in termination of employment. The special evaluation period does not change the employment-at-will relationship between you and the agency. This employment unless it is specifically modified by an express written agreement signed by you and a duly appointed representative of Circle of Care, Inc.

#### Promotion or Transfer to a New Job

When an employee is promoted or transferred to a new position, a six-month special evaluation period similar to the introductory period will begin and employee annual evaluation/salary increase begins from that date. A performance appraisal will be completed at the end of this period and annually from the date of promotion thereafter.

All benefits accrue during this period and are available for use.

If the promotion or transfer proves to be unsatisfactory to the employee or his/her supervisor, the employee may be returned to his/her former position or a comparable job if available. If no such position is available, the employee may be discharged.

#### Transfer to the Same Job Title

When an employee is transferred to a different location, shift or given additional responsibilities and placed in the same job title, it is at the discretion of the supervisor as to whether or not he/she will require a special evaluation period. Job responsibilities and duties can change from one location or shift to another, and these differences should be considered when deciding on the need for a special evaluation period.

#### Terminations

Throughout employment an employee is at-will including his or her introductory period. Employees may be terminated with or without cause. Salary will be paid

through the period actually worked. Employees in their introductory period are subject to all the policies and procedures set forth in this policy and procedure manual. Vacation benefits will not be paid upon involuntary termination or to employees who have worked fewer than 2 years.

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## ATTENDANCE

This policy establishes a uniform method of administering an attendance program, defines the various elements of the program, and communicates the corrective disciplinary progressions associated with each. The program shows each employee the expected standards of attendance which are acceptable to this organization.

Absent employees cost Circle of Care money and place a greater burden upon fellow employees to perform required work duties. The smaller the work group, the greater the effect of absenteeism on labor cost and efficiency, as well as scheduling and problems associated with covering each work station.

It is the responsibility of each employee to maintain a good attendance record, to notify the supervisor (to call personally rather than have someone else call) at least two hours before his/her shift begins, and to provide a full description of the reasons for such absence when it occurs. Furthermore, proper written documentation shall be furnished within 24 hours after the employee returns to work for the absence to be recorded as excused. It is your responsibility to keep the agency informed on a daily basis during a short term absence.

Non-exempt employees are expected to be at their work station ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, non-exempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

### Types of Absenteeism

A tardy or absence is considered "excused" only when you call ahead of time and the tardy or absence is for a compelling reason. The agency reserves the right, at its sole discretion, to determine what constitutes a compelling reason.

Excused absences will be documented on the employee's attendance record, but will not constitute grounds for disciplinary action. Excused absences include, but are not limited to:

- Jury Duty - documentation required.
- Bereavement Leave for up to three working days, with supervisory discretion and prior approval of the supervisor required.
- Work related injury.
- Vacation and holidays.
- Authorized leaves of absence.
- Leave of absence under the Family and Medical Leave Act.

- Otherwise required by law.

Unexcused Absences include, but are not limited to, the following:

- Controllable transportation problems.
- Personal business.
- Failure to notify.
- Absences that could have been prearranged or rescheduled.
- Late beyond 15 minutes after shift started unless it meets excused absences state in Section 1 above.
- Leaving more than 15 minutes before shift ends.
- Court appearance for traffic violations, unlawful conduct, etc., when employee is the defendant or any case where the employee has personal interest in the outcome will be unexcused unless otherwise required by law.

Any combination of numbers 1 and 2 above which equals four incidents during any 12-month period may result in discipline or discharge.

Tardiness and Early Departures (Defined as any time between 0-15 minutes). Two tardiest = one incident or one absence.

#### No Call/No Show - Job Abandonment

Employees who fail to report for work, and do not call in, for two consecutive scheduled work days will be considered as having voluntarily terminated their employment (resigned/quit). If the supervisor feels that the absence should be excused after the fact, approval for continued employment must be approved by President/CEO in writing and documented in the employee's personnel file.

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## PERFORMANCE MANAGEMENT POLICY

Even after careful selection and placement, proper orientation and effective on-the-job training, situations may arise where an employee's performance does not meet expected standards.

At the supervisor's discretion, retraining to make an employee successful in their role prior to discipline may occur. The employee should be coached in their role on how to better perform, observed deficiencies in their role will be discussed and they will be counseled, offered help and provided with specific guidance on how to improve performance. Employees will be given the opportunity to improve on their skill during this process.

The process will be as followed:

- \* Teach the skill
- \* Show the skill
- \* Allow the employee to try the skill
- \* Repeat the process

Documentation of performance concerns may be recorded during your monthly supervision. Supervision notes are to be completed by supervisor and staff and supervisor will sign and turn into the Human Resources department.

If personal or family problems are impacting an employee's job performance, the supervisor may refer the individual to the Employee Assistance Program.

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## DISCIPLINE POLICY

Discipline is not punishment. It is a suggested warning system that is used by the agency to help the employee improve job performance, conduct or other unsatisfactory practices. If improvement does not occur, discipline will lead to discharge.

### Examples:

Causes for discipline may include, but are not limited to, the following:

- Marginal or unsatisfactory job performance.
- Leaving work area or the office/facility during working hours without permission.
- Reporting to work late.
- Failure to give two-hour notice to supervisor if employee will be absent for the day.
- Horseplay, practical joking or throwing articles.
- Violation of Personnel Policies which does not require immediate discharge.
- Violation of Ethical Conduct which does not require immediate discharge.
- Gambling on the premises.
- Poor attitude, including rudeness, or lack of cooperation.
- Unauthorized posting of notices, distribution of literature, solicitation of funds or sale of merchandise.
- Deliberately or carelessly disposing of waste or spoilage, supplies, food or material.
- Abuse of sick leave.
- Violation of Safety Rules.
- Non-physical abuse or inconsiderate treatment of any person.
- Gossip

Four-step discipline process:

1. Documented verbal/coaching during supervision.
2. Documented written warning.



3. Written Personal Improvement Plan (PIP).
4. Termination.

The four-step disciplinary process is a suggested procedure. It is not mandatory that each step be included. Supervisors have the latitude to consider which level of discipline is appropriate for each case. Normally, the disciplinary steps will be in order, one through four. However, the severity of the offense, client, staff or community safety, time between offenses and individual circumstances may warrant deviation from these procedures.

Written documentation is required for all steps. See Personnel Policy--Discharge Procedures for discharge procedures and approval authority.

In no way does this policy modify the employment-at-will status of any employee.

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## DISCHARGE PROCEDURES

Approval Authority: Each supervisor has the authority for recommending employee terminations in his/her areas of responsibility. No employee, at any location, will be terminated without consultation between supervisor and Human Resources, and without the express consent of the President/CEO. Each supervisor has the authority to put an employee on Administrative Leave pending termination in emergency situations where there may be imminent danger to clients, staff or the community or where there is clearly an increased liability for the Circle of Care for the employee to remain on duty. In emergency situations such as described above, consent from superiors must be sought immediately. For employees in Administration, the President/CEO is the approval authority.

Prior Coordination: Discharge of an employee is a very serious matter. All proposed terminations should be coordinated with the Human Resources Department and/or the President/CEO.

Opportunity to Resign: At the discretion of the President/CEO, the employee who is to be terminated may have the opportunity to resign formally and be recorded as having resigned. The resignation will be in writing.

Grievance: An employee receiving notice of termination may follow the Grievance Procedures outlined in the Grievance Procedure Personnel Policy.

Upon termination of employment, any employee owing money to the agency for damages, telephone charges or any other reason is expected to make reimbursement when the final pay check is issued. With written authorization from the employee, money owed the agency may be withheld from the final pay check.

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## TYPES OF TERMINATION

### Resignation

A resignation is a voluntary termination that is initiated by the employee. Two weeks written notice is recommended for non-exempt employees and a 30-day written notice for exempt employees before you leave your job. Written notice should include your reason for leaving, as well as the name and address of your new employer, if applicable. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily terminated your employment. Vacation and sick time should not be used during this time unless pre-approved by the CEO.

An employee who resigns voluntarily and in good standing may be eligible for re-employment after an evaluation of past work history.

### Involuntary Termination

An involuntary termination is a termination that is initiated by the agency for reasons other than changing business conditions.

In the event of an involuntary termination, the agency may at its discretion give at least one pay period's notice to the employee. In addition, alternatively, one pay period's compensation may be given in lieu of discretionary notice. Involuntary terminations are not eligible for rehire without express prior written approval of the President/CEO.

### Layoff

A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the agency determines in its sole discretion a layoff should occur, factors considered include but are not limited to: the needs of the agency, versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability. The employee may be subject to recall. Authority for staff reductions rests with the President/CEO.

### Retirement

Retirement means termination of active work by the employee at the age or under the conditions set forth in the agency's retirement plan, under which the employee receives retirement pay and other benefits (See Retirement Plan).

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## EXIT INTERVIEW

Each employee who leaves the agency for any reason will have an exit interview. The "Employee Exit Checklist" form will be completed by the supervisor or his/her designee. The "Exit Interview Questionnaire" will be completed by the employee. Both forms are to be forwarded to the Human Resources Department for review and further action. If for some reason the "Questionnaire" has not been completed at the time final pay is issued, the Human Resources Department will mail the "Questionnaire" to the employee with a stamped return envelope.

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## IMMEDIATE DISCHARGE

Employees may be discharged without prior discipline for reasons which constitute misconduct. Major violations, wanton disregard for expected standards of behavior or performance or gross negligence constitutes misconduct. Inefficiency, poor quality performance or good faith errors in judgment are not misconduct.

Examples of misconduct which will result in immediate discharge include, but are not limited to, the following:

- Abuse, neglect or inconsiderate treatment of residents/clients, family members, visitors or other employees.
- Any behavior deemed to be not in the best interest of the residents/clients.
- Unauthorized disclosure of resident/client, payroll, personnel or other confidential information.
- Violation of the agency's Drug and Alcohol Policy.
- Theft or unauthorized removal from the premises of property belonging to other employees, the agency, residents/clients or visitors.
- Possession of unauthorized firearms or other weapons on the premises, except for the purpose of transferring them to or from living quarters on campus.
- Insubordination, which includes the failure or refusal to obey orders or instructions of the supervisor or a member of management, or the use of abusive or threatening language toward the supervisor or member of management.
- Any intentional act of destruction or defacing of agency property or equipment, or the property of other employees, clients/residents or visitors.
- Provoking or being the aggressor in a fight on agency premises or engaging in a fight except to the extent absolutely necessary to protect one's self from physical harm.
- Sleeping on the job during work time or similar obvious failure to perform assigned work.
- Falsifying or making a material omission on agency records, reports or other documents, including payroll, personnel and employment records.
- Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record.
- Sexual or national origin, color, racial, age, religious, disability or other prohibited harassment.
- Unauthorized expenditure of agency funds.
- Failure of a Criminal History Check.

- Violation of any law when the violation adversely affects the agency, or conviction in court of any crime which may cause the employee to be regarded as unsuitable, at management's sole discretion, for continued employment.
- Failure to comply with the provisions of the Immigration Reform and Control Act (IRCA)
- Breaches of ethical standards.
- Unprofessional conduct or behavior.
- Failure or refusal to cooperate with an agency investigation; or to misdirect an agency investigation, whether by falsehood, misleading statements or omission.
- Walking off the job/leaving the work area without permission.
- Violation of Personnel Policies.

Approval Authority/Coordination: "Immediate" discharge is not the same as "on the spot firing." The employee will be suspended, not fired, pending the gathering of facts, determining what actually happened and obtaining required approval if discharge is appropriate. The approval authority and coordination procedures as outlined in Personnel Policy Discharge Procedures apply, unless there is a valid reason for not obtaining prior approval; in that case, notification to the President/CEO and the Human Resources Department will be made within 24 hours.

Employment at Will: In no way does this policy modify the employment at will status of any employee and the policy is a guideline and subject to change at any time. This policy is merely intended to illustrate examples of misconduct.

## GRIEVANCE PROCEDURE

All employees are encouraged to bring to the attention of their immediate supervisor any complaint arising out of the conditions of their work, evaluation, or remuneration.

If an employee objects to a particular action and wishes to file a grievance, the complaint should be placed in writing and given to the immediate supervisor. The employee's intent when filing a grievance should be to bring the problem to the attention of the supervisor so that an effort can be made to resolve the situation fairly.

If the complaint cannot be worked out between the employee and the supervisor or if for any reason the employee is uncomfortable in bringing the complaint to the attention of his or her supervisor, the employee may appeal the decision by going through the Human Resources Department or the administrative channel outlined below:

- Immediate Supervisor
- Next level Supervisor
- Next level Supervisor/etc.
- President/CEO
- Personnel Committee of the Board of Directors (the decision of the Personnel Committee is final).

The employee must present a formal written complaint at each level of the grievance process within 5 working days of the occurrence of events giving rise to a grievance or following notice of the decision at each level. The appropriate employer representative will conduct a meeting with the grieving employee and notify the employee of the meeting decision within 10 working days of the employee's appeal unless additional time is necessary (at each stage of the appeal process). The employee has 5 working days from the meeting decision to appeal to the next level.

A written grievance must be filed at each stage by the employee. A meeting will be held at each stage of the appeal process. The meeting(s) may be held telephonically or in person. A copy of the decision and a brief summary of the rationale behind it will be sent to the employee and each person that previously considered the employee's grievance. A copy will be forwarded to the Human Resources Department.

Time limits stated in this policy shall be regular business days, Monday through Friday. The failure of a grievant to comply with any stated time limit will be a waiver of a right to appeal to the next step. If additional time to respond is needed, a request should be made for an additional period to the next in line of review with copy to all.

The Human Resources Department and the President/CEO will be notified as soon as an employee files a grievance.

All parties should take steps to resolve the problem at the earliest stages. The goal should be to resolve complaints fairly, consistently and with open communication.

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## GIVING REFERENCES

In response to a request for employment references, it is the policy of the agency to give only title of job held and dates of employment. No other information will be given. This may be accomplished at the local level.

The agency does not classify employees as to rehire eligibility.

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## BRIDGING HIRE DATES

The hire date of a new employee who has previously worked for the agency may be bridged in order to keep service years intact under the following circumstances:

- Employee gave proper notice.
- Employee returned to the agency within one year.
- Employee had a minimum of three consecutive years of service with the agency prior to reinstatement.
- Employee requests bridging of hire date in writing through the supervisory channel.

If the employee is rehired, salary will be determined based on experience/education required for the position. The employee will not be able to carry over previously earned sick leave. A new waiting period for insurance benefits begins at the time of rehire. An employee who was enrolled in the pension plan and is rehired within one year will be reinstated in the pension plan the first of the month following reemployment.

## PROMOTION AND TRANSFER

It is the intent of Circle of Care to give qualified agency employees preference over other applicants when filling job openings within the agency. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the agency are not always possible. An employee's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

## SECTION IV: COMPENSATION

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### PAY PERIODS

If a payday falls on a weekend or holiday, payroll will be distributed on the workday prior. Payroll is distributed by direct deposit to the employee authorized account.

The agency is not able to issue payroll advances or cash paychecks for employees.

Pay periods are every two weeks. Circle of Care follows a 26 pay period year. All pay checks will be distributed within five working days after the last working day of the previous pay period. Payroll processing is on Monday following the close of the pay period. Payroll is deposited into individual checking or savings accounts on the Wednesday following processing of payroll. All additions, changes and deletions to payroll require written authorization from the employer and are reported on an Employee Maintenance Form. This form must be submitted to the Human Resources Department's office at least seven days prior to the distribution of payroll checks.

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### TIME RECORDS - SIGNING IN AND OUT

Non-exempt employees must complete and submit time sheets for each pay period. Accurate hours are a must. All time spent directly engaged in working under the direction of your supervisor and/or fulfilling your job description must be accurately recorded.

Nonexempt employees are required to sign in and out each day according to the following guidelines:

- SIGN IN when you report to work;
- SIGN OUT when you go for your scheduled meal period;
- SIGN IN when you return to work after your scheduled meal period;
- SIGN OUT when you leave work.

Do not sign in until you are ready to report directly to your work station, and do not mark or sign the time record of another employee or knowingly allow someone else to mark or sign your time record.

You may not work overtime unless it has been approved in writing and in advance by your supervisor.

If a change or correction is made on your time record, it must be initialed by both you and your supervisor.

Exempt employees may be asked by their supervisor to keep a log of activities, but are not required to complete detailed time sheets.

Violations of this policy may result in disciplinary action, up to and including possible termination.

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## HOURS OF WORK

Because of the nature of some job descriptions, regular hours of work are difficult to describe.

Professional, administrative and executive staff will observe work hours necessary to meet the requirements of their job assignment. These hours may be flexible, but require a minimum of 40 hours per week. Any adjusted work schedule must be requested by immediate supervisor and approved by the President/CEO and must be re-evaluated annually.

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## BREAK AND MEAL PERIODS

Non-exempt employees who work at least 3 1/2 hours in a workday will receive a 15 minute paid break period for each four hours of work, or major fraction thereof. Break periods should be scheduled as close to the middle of each four-hour work period as possible and cannot be combined with other break or lunch periods.

Non-exempt employees who work more than 6 hours in a workday will receive an unpaid meal period of at least 30 minutes. However, employees who do not work more than 6 hours in a workday may choose not to take a meal period.

Timing for break and meal periods must be approved by the supervisor. Circumstances may occur in which an employee may be required to work through their break period or meal period. All time worked will be paid as required by law.

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## PAYROLL DEDUCTIONS

Various payroll deductions are required by law, such as federal income tax, state income tax, and social security taxes. Any other deductions from your paycheck must be authorized by you, in writing.

As a rule, employees with direct deposit will be able to access their pay information on the company's payroll site. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to your supervisor. The agency complies with applicable state and federal laws regarding the garnishment and assignment of wages.

## WAGE AND SALARY INCREASES

Employees are generally reviewed at least annually for consideration of a merit increase budget allowing. A wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance.



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## OVERTIME POLICY

### Purpose

To establish pay rates for overtime pay and call-in pay, and to provide guidelines for the use of compensatory time.

### Definitions

#### Exempt Employees

Employees who by the nature of their work are exempt from the overtime provision of the Fair Labor Standards Act (i.e., Wage and Hour Laws).

#### Non-exempt Employees

Employees who are covered by the Fair Labor Standards Act.

#### Overtime Hours

Those hours actually worked by non-exempt employees which exceed 40 hours in a work week.

#### Overtime Rate

A rate of one and one-half times the basic hourly rate which is paid to non-exempt employees for all hours over 40 that are actually worked in a work week.

#### Work Week

The normal work week for overtime purposes is 12:01am Sunday through 12:00 pm Saturday.

#### Classification of Employees under the Fair Labor Standards Act

It is the policy of the agency to comply with the provisions of the Federal Fair Labor Standards Act (FLSA) of 1938 (as amended) in all matters pertaining to employee compensation. Under the terms of the Act, certain categories of employees are exempt from its minimum wage and overtime pay provisions.

#### Overtime for Non-Exempt Employees

Under the provision of the FLSA, a non-exempt employee must be paid at the overtime rate of pay for all hours actually worked in excess of 40 in a work week. Each work week is considered independently of any other week within a pay period of overtime pay calculation.

#### Overtime Pay

The overtime rate is one and one-half times an employee's basic hourly rate. Non-exempt employees shall be compensated at the overtime rate for all hours actually worked in excess of 40 in any work week.

Non-exempt employees are not allowed to work overtime unless it has been approved in advance by a supervisor. Non-Exempt Employees who work overtime

that has not been authorized in advance by a supervisor may be subject to disciplinary action, up to and including possible termination.

#### Work Rescheduling

Supervisors may avoid the requirement for compensation of overtime altogether by rescheduling of work hours within a work week. For example, an employee may work more than eight hours in one day, but less in another so that total hours do not exceed 40 in a week.

This rescheduling should be arranged between the supervisor and the employee as to the hours of work that shall be rescheduled. These arrangements should be made prior to the performance of the otherwise overtime services.

#### Compensatory Time for Non-Exempt Employees

In general, compensatory time off for non-exempt employees may only be given in the same week as the extra hours worked, thereby reducing total hours for the week. Extra hours worked should not be accrued in any way for the purpose of taking time off in another week or at a later date. If the work hours cannot be rescheduled so they don't exceed 40 actually worked for the week, the employee must be compensated for the extra hours at the overtime rate of pay.

#### Exceptions

Exceptions to this policy shall only be made within the guidelines and restrictions of the Fair Labor Standards Act.

#### Exclusions

The overtime rate is not applicable to exempt employees.

## SECTION V: TRAINING AND DEVELOPMENT

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### PERFORMANCE EVALUATIONS

Employees will receive a written performance evaluation approximately once during the calendar year. Evaluations will be conducted and submitted to the Human Resources Department for processing no later than the one week prior to the end of that pay period. Employees are generally reviewed for consideration of a merit increase as the budget permits. However, a wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance. If a salary increase is recommended, the effective date should indicate the next payroll date that allows no less than one week or five (5) working days' notice to the Human Resources Department for processing. The purpose of the performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. The employee will be informed in advance of the scheduled time of the performance evaluation.

You will have the opportunity to discuss your performance evaluation with your supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help the agency make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at will employment relationship between you and the agency.

All performance evaluations will become part of the employee's permanent record. Before the performance evaluation becomes part of the permanent record, the employee will see it in its final form. The employee has the opportunity to file a statement with his/her supervisor covering points with which he/she disagrees. Such a statement shall become an integral part of the employee's permanent record.

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### POSITION DESCRIPTIONS

Employees are generally given a position description before they start to work. A position description includes: the essential and marginal functions of the position, the skill, experience, education as well as other related requirements of the job. Please read and study your position description carefully and discuss it with your supervisor if you have any questions.

The agency reserves the right to revise and update your position description from time to time, as it deems necessary and appropriate.

## STAFF EDUCATION

The agency encourages personal growth and education. Therefore, regular full-time employees may be provided time off with pay for the purpose of receiving training to improve their ability to perform the assigned responsibilities related to their job, and in keeping with the goals established by the Circle of Care.

Training may vary from in-town workshops, seminars, and conferences to those that are held out-of-town or out-of-state. Since costs vary widely, the agency reserves the right to make final determination on who attends which events. Other factors include the availability of funds and the needs of the agency.

All employees are expected to fulfill the annual educational requirements for the position held.

The employee's supervisor should be contacted to schedule staff education events.

When allowed, the agency may pay for professional licensing for its staff.

## SECTION VI: SAFETY

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### SAFETY POLICY

The management of Circle of Care believes that the health and safety of its employees, its clients and visitors is paramount. It is our desire to provide a safe environment in which safety will take precedence over expediency or short cuts and in which every attempt will be made to reduce the possibility of accidental injury. Circle of Care intends to comply with all safety and health laws and ordinances.

All employees are urged to be safety conscious and to establish a safety ethic in which your safety and that of those around you are ensured. All new employees will be provided the Circle of Care Safety Procedures during their orientation.

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### INJURY PREVENTION & REPORTING

Care should be exercised at all times when the possibility of injury exists. Should you require protection devices in order to perform a task, do not hesitate to ask for them. Any employee who will be lifting, pushing or pulling is expected to wear a support belt which is available through your supervisor. Materials and training are available upon request to assist any employee in learning how to avoid a variety of injuries. If you don't know how to perform a task safely, it is your responsibility to ask for instruction or assistance.

It is important that you report any work-related injury or illness to your supervisor as soon as it happens, regardless of how minor it may appear to be. An accident report will be completed by the employee involved and his/her supervisor, before the end of the shift on which the accident/incident happened unless injury prevents it; in such case the supervisor must complete the report within 24 hours. The first priority is to get proper first aid and/or medical attention immediately, and to follow the physician's instructions. The Human Resources Department and the President/CEO will be notified by telephone, email or FAX by the program Director or his/her designee, as soon as practical, but in no case more than 24 hours after the accident/incident.

Whenever a situation arises where the physical condition of an employee may be in question, a written medical release from a physician must be provided by the employee before the employee can begin work, or return to work. Any work limitations noted on the medical release will be adhered to strictly. (See the Limited Duty Policy)

## LIMITED DUTY

Employees injured on the job will return to work on a temporary basis on limited duty as soon as the attending physician has provided a written medical release and positions are available. Duties will be tailored to fit the employee's medical condition. All restrictions on the medical release will be adhered to strictly. Employees on limited duty will normally be assigned to the day shift due to limited supervision and staffing at night.

Limited duty is provided only for employees injured on the job.

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## MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets (MSDS) identify specific hazards associated with hazardous substances and how to work safely with them. MSDS sheets are available to workers at each location. It is your responsibility to review them.

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## HOUSEKEEPING

"Housekeeping" for agency employees means keeping work areas neat, clean and free of articles not in use; keeping equipment clean and in place; disposing of waste in proper containers; and, storing materials in an orderly manner. Each employee is expected to practice good housekeeping on a daily basis.

Employees are expected to assist in the proper maintenance of all agency equipment and other property. If you become aware of maintenance needs, you should report the situation to your supervisor.

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## DRUG AND ALCOHOL POLICY

Oklahoma United Methodist Circle of Care, Inc. (The Agency) has a vital interest in maintaining a safe, healthy, and efficient working environment for all its employees. Drug and alcohol abuse are regarded as serious social and economic problems. Employees under the influence of drugs or alcohol present safety and health risks to themselves, clients, and their fellow employees and have a detrimental effect upon high standards of performance and conduct.

### Policy Overview

Accordingly, the Agency has adopted this policy which is applicable to applicants, employees, contract personnel, student interns and volunteers. Under this policy, the following conduct is prohibited:

- Use, possession, sale, purchase or transfer of illegal drugs while on the job or while on Agency property;
- Use or possession of alcohol or illegal drugs while operating Agency

vehicles;

- Consumption, possession or sale of alcoholic beverages on Agency property;
- Being under the influence of alcohol or illegal drugs while on the job or while on Agency property or during the hiring process;
- Working while under the influence of a legal drug including medical marijuana, if safety is compromised or if job performance is significantly affected;
- Abuse of legal drugs on the job, including but not limited to distribution, abusive use or selling.

In addition to the above prohibitions, any employee convicted under a criminal drug statute for violations occurring on or off Agency premises while conducting Agency business must inform the Agency of such conviction within five days after the conviction.

### Drug and Alcohol Testing

To enforce this policy against drugs and alcohol in the workplace, the Agency may require an individual to undergo a test for drugs and alcohol under the following circumstances:

Testing of Applicants: Applicants for certain job positions will be required to undergo testing for drugs and alcohol upon a conditional offer of employment. Individuals will be notified when applying for a position with the Agency if the position requires drug and alcohol testing upon a conditional offer of employment. If testing is required, the individual may be provided a copy of this policy during the application process. A refusal to take the test or a confirmed positive test will result in withdrawal of the conditional offer.

Other Testing: Current employees, contract personnel, student interns and volunteers may be requested or required to undergo testing for drugs and alcohol in the following circumstances:

- When the Agency has a reasonable suspicion that an individual has violated the Agency's written policy against drug and alcohol use;
- When the Agency has a reasonable suspicion that an individual has sustained a work- related injury or the Agency 's property has been damaged as a direct result of the use of drugs or alcohol by an employee, contract personnel, student intern or volunteer;
- Random testing where the basis for selection is a method that results in an equal probability that any single individual from a group of person's subject to the selection process will be selected. The Agency will not waive the testing of any individual selected under the random testing mechanism;
- Testing conducted as a part of a routinely scheduled fitness-for-duty medical examination or an examination which is scheduled routinely for all members of an employment classification or designated job classification or group and is part of the Agency's written policy; and

- Without prior notice for a period of up to two (2) years from the date of the individual's return to work, following a confirmed positive test or following participation in a drug or alcohol dependency treatment program under an employee benefit plan or at the request of the Agency. All such employees will be tested once every 30 to 60 days for the two-year period. Any further positive test will result in immediate discharge.

#### Definitions and Scope of Policy

Alcohol: The term "alcohol" means ethyl alcohol or ethanol. An individual is considered to be "under the influence of alcohol" if the individual has a confirmed positive test for alcohol.

Illegal Drugs: For purposes of this Policy, the term "illegal drug" is any drug federal and state authorities verify as an illegal drug but is not limited to defined drugs.

Individuals are subject to a drug test under this Policy. A confirmed positive test will be considered "use" and/or being "under the influence of" the drug.

Legal Drugs: The term "legal drug" means prescribed drugs and over-the-counter medicines which have been legally obtained and are being used in the recommended dosage and for the purposes for which they were prescribed or manufactured.

Employees Subject to Policy: All employees shall be subject to this policy except where the policy is in conflict with state and federal law and practice and except for those employees who are assigned to jobs covered by Federal laws or Regulations (including those issued by the Departments of Transportation and Defense) which govern the employment of workers performing sensitive safety-related functions and which prescribe testing requirements differing from those set forth herein. The term "employee" means a person who is employed by the Agency on either a regular or temporary basis in either full-time or part-time status.

Contract Personnel: This policy also applies to temporary contract personnel in the same manner as for employees. Agency management is to inform all contractors doing work in an Agency facility about the applicable provisions of this policy. Violation of the applicable provisions or refusal to cooperate with implementation of the Policy may result in the Agency barring contract personnel from Agency facilities or from participating in Agency operations.

Student Interns: This policy also applies to student interns in the same manner as for employees.

Volunteers: This policy also applies to volunteers in the same manner as for employees.

Reasonable Suspicion: In this policy, the term "reasonable suspicion" means a belief that an individual is using or has used drugs or alcohol in violation of the Agency's written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of the Agency's experience. The belief may be based upon, among other things, the following:

- Observable phenomena such as the physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty or the



direct observation of drug or alcohol use while at work or on duty.

- A report of drug or alcohol use while at work or on duty, provided by reliable and credible sources and which has been independently corroborated.
- Evidence that an individual has tampered with a drug or alcohol test during the individual's employment with the Agency; or
- Evidence that an individual is involved in the use, possession, sale, solicitation or transfer of drugs while on duty or while on the Agency's premises or operating an Agency vehicle, machinery or equipment.

#### Confirmed Positive Test Result

If an individual tests positive on a drug or alcohol test, the Agency will request a confirmation test. A confirmation test will be on the same sample as the initial test. If the confirmation test result is positive, the individual will be considered to have a confirmed positive test result.

#### Investigation Procedure

In the event a supervisor believes an individual is in violation of this policy, the supervisor should immediately consult with and obtain the approval of the Human Resources Department or the President/CEO before requesting an alcohol or drug test. Procedures will include the following:

Upon receiving proper management approval, the supervisor should explain to the individual what he or she has observed and inform the individual of the procedure that will be followed and the possible consequences. If the individual is unwilling to report to the approved medical facility for evaluation and testing (or if such facility is unavailable), the supervisor should require the individual to report to an office area or, if not available, to a safe, non- work area.

In either of the above situations, the supervisor is then to contact the Human Resources Department or the President/CEO for further guidance. In the absence of such consultation and if the supervisor has reasonable doubt about the individual's ability to satisfactorily and safely meet job requirements, the supervisor shall place the individual on suspension pending results of testing and other administrative determinations. If the individual is to go to a medical facility outside Agency offices for evaluation or testing or to go home, the supervisor is to arrange for the individual's transport.

If an individual is suspected of possessing alcohol contrary to this policy or selling, purchasing, transferring or possessing an illegal drug, the supervisor is to:

- Direct the individual to turn over any suspected unauthorized alcohol or illegal drugs which are in plain sight;
- Secure any container or the like where alcohol or illegal drugs may be present for subsequent search by appropriate personnel; and
- Order the individual to report to an area in the facility where appropriate personnel can question the suspected individual in private.

Prior to initiating questioning relative to use or possession, the supervisor is to first

consult with the CEO. If consultation is not possible, the supervisor is to have a witness present and, without further guidance, limit the questioning to determine the individual's general condition (e.g., does the individual feel sick; does the individual know where he or she is; to whom is he or she talking; what may be the cause of the individual's present condition?).

### Testing Methods and Collection Procedures

The testing will be during or immediately after the individual's regular work period and will be treated as work time for purposes of compensation and benefits. The Agency will pay all costs of testing required by the Agency, including confirmation tests and the cost of transportation if the testing is conducted at a location other than the workplace. If an individual requests a re-test of a sample in order to challenge the results of a positive test, the individual is responsible for the costs of the re-test unless the re-test reverses the findings of the challenged positive test. In such a case, the Agency will reimburse the individual for the costs of the re-test.

### Rights of Test Subjects

In conjunction with an alcohol or drug test, an individual has the right to provide notification of any information which he or she considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information.

An individual has the right to explain, in confidence, the test results.

An individual has the right to inspect and copy the Agency's records of his or her test results and related information. The Agency may make a reasonable charge for the copying of the records.

If the individual tests positive on a drug or alcohol test, the individual has the right, at his or her expense, to challenge the results by requesting a re-test of the sample.

### Confidentiality

All test results and related information are confidential records and will be kept separate from the individual's other personnel records. The records, including those of the testing facility, will not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions brought by the Agency or in any action involving the individual tested and the Agency or unless the records are ordered released pursuant to a valid court order.

These records shall be the property of the Agency and will not be released to any person other than to the individual or those persons authorized by law, unless the individual, in writing following receipt of the test results, has expressly granted the Agency permission to release the records, or pursuant to a valid court order.

### Disciplinary Action

If an employee, contractor, student intern or volunteer, tests positive on a drug or alcohol test, the Agency may temporarily suspend or temporarily transfer the individual to another position while waiting confirmation of the second test.

If a positive test result is confirmed by a second test using an accepted method approved by the State Board of Health, the Agency may take any disciplinary action against the individual, up to and including discharge of an employee or the barring of a contractor or student intern or volunteer from further service for the Agency.

The Agency may take similar disciplinary action against an individual who refuses to undergo drug or alcohol testing.

### Appeals

As in all cases of job-related problems, concerns or questions regarding the Agency's drug and alcohol policy should be referred initially to the employee's supervisor, and if necessary, to the Human Resources Department or the President/CEO.

### Severability

The invalidity or unenforceability of any particular provision of the Policy in whole or in part shall not affect any other provision hereof, and this Policy and each and every provision of the Policy shall be construed in all aspects as though such "invalid" or unenforceable provision were omitted.

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## EMPLOYEE ASSISTANCE PROGRAM

The Agency maintains an Employee Assistance Program ("EAP") to assist employees or their immediate families who might benefit from professional assessment and/or counseling. An employee should seek such assistance from the EAP in times of personal crises and before personal stresses and struggles of depression, addiction, anger or other mental health issues lead to disciplinary action, which can include termination.

The EAP program is designed as an assessment, short modality counseling and referral for continued service as necessary. The employee's decision to seek assistance is completely voluntary and confidential. The administration of the Circle of Care receives only usage empirical information, not individual reports or identifying information as to who receives services. The employee's decision to seek professional help will not be used as the basis for disciplinary action and will not be used against the employee in disciplinary proceeding. On the other hand, using the EAP will not be a defense to the imposition of disciplinary action.

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## TOBACCO USE

The use of tobacco products including e-cigarettes, vapes and other products on the properties of the Circle of Care is prohibited.

Violation of this policy may result in disciplinary action, up to and including termination.

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## FIREARMS/ OTHER WEAPONS

Except as otherwise allowed by law the possession, transfer or use of firearms on the agency's premises is prohibited other than transfer to or from living quarters or campus home setting, i.e. foster home, private agency housing for employees. No weapons should be otherwise carried by employees on any Circle of Care properties. This prohibition also applies to employees while they are on duty, but off the workplace premises in company vehicles. In addition to firearms, this policy includes other weapons such as switchblade knives, dangerous chemicals, explosives and objects carried to injure or intimidate other people. Any pepper spray or electronic stun devices used for personal security must be secured under lock in private vehicles while on campus or agency properties.

Any and all weapons of any variety must be secured and locked in a secure gun cabinet or other storage facility on any Circle of Care properties in private living quarters. Gun cabinets with glass enclosures or glass doors are not appropriate. Keys to the gun cabinet must be secured in a separate location. Trigger locks must be utilized on all firearms in transit to or from agency properties. Ammunition must be stored and locked separately.

Violation of this policy may result in disciplinary action, up to and including termination.

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## OPERATIONS DURING EMERGENCY CONDITIONS

The agency recognizes the possibility of emergency conditions existing that would seriously impair agency operations.

When emergency conditions become so severe that employees would be subject to unnecessary danger by reporting or remaining at work, the agency will declare emergency conditions. This may or may not coincide with the local public school schedule.

The authority to declare emergency conditions (such as adverse weather) rest with the program Director, in consultation with the President/CEO. Each individual must make the decision during periods of inclement weather or hazardous driving conditions as to the safety of attempting to commute to work. If an individual feels their personal safety is in jeopardy, they should feel free to not make the attempt, and use an accrued vacation or personal leave day for the absence. All employees absent from work for any reason are responsible for notifying their supervisor of their absence.

Employees capable of telecommuting or "working from home" may be offered that opportunity at the discretion their immediate supervisor. Employees must communicate daily with their immediate supervisor during the time frame that employee(s) are working from home due to adverse weather conditions. All telecommuting (work done outside the office) must be verified by the immediate supervisor.

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## AUTOMOBILE INSURANCE

The Agency has a standard commercial automobile policy to cover Agency vehicles being used for Agency business.

Employees using personally owned automobiles for agency business will have at least the minimum insurance coverage required by the State of Oklahoma. Should an accident occur the employee's insurance is primary. Certification of Insurance is required prior to driving for agency business.

Employees, who are required to drive on agency business, using agency vehicles or personally owned vehicles, must be insurable under the agency's automobile insurance policy. Should they become uninsurable, irrespective of fault, they may be subject to discharge.

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## DRIVING RECORDS

Policy: It is imperative that employees in positions that require them to drive on agency business have driving records that clearly indicate a pattern of responsible driving.

Driver's License: Employees driving on agency business will have a valid Oklahoma Driver's License. Employees with an out-of-state driver's license must obtain an Oklahoma driver's license upon establishing permanent residence in Oklahoma.

Records Checks: The agency requires that a driving record check be performed on all prospective employees prior to an offer of employment and randomly thereafter if they are required to drive on agency business.

## SECTION VII: GENERAL INFORMATION

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### CONFIDENTIALITY

Client/Resident Information: Given the sensitive and highly personal nature of much of the client/resident related work performed by the agency, it is expected that all employees having access to client/resident information will consistently and uniformly maintain the privacy and confidentiality of this information. No client/resident information which might reveal the identity of the client/resident will be used in public speaking or written communication without the express written permission of the client/resident or legal guardian.

Personnel Information: All employee information will be handled on a strict need-to-know basis. (See Personnel Policy - Personnel Records on Page 26.)

Pay Information: Except as allowed by law, all information regarding an employee's pay is a matter between him/her and the agency. It will not be shared with others, either by the employee or the agency, except on a strict need-to-know basis, as allowed by law.

Files or other information belonging to the agency may not be removed from the workplace except in those instances where in home interventions and/or home studies of foster, kinship or adoptive homes are in progress. In such circumstances, all agency and client information, forms, electronic files, or materials, including the electronic devices must be securely stored while in transit and returned to agency facility as soon as feasible and practical.

Failure to meet the above standards of confidentiality may constitute grounds for discipline, up to and including discharge.

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### GOSSIP

The Oklahoma United Methodist Circle of Care, Inc. strongly discourages gossip among its employees and will take corrective action to eliminate it when necessary.

Gossip is the spread of information about a fellow employee that will hurt the employee's effectiveness in his/her job, damage his/her credibility, and/or create a hostile work environment for the employee. Gossip also includes the spreading of information regarding the agency.

Gossip hurts everyone. Employees who gossip open themselves to charges of slander and possible legal action and/or dismissal. Gossip can also damage employee morale, destroy trust and threaten our effectiveness to work as a team to accomplish our mission.

Any employee who receives information about another employee or about the agency that can negatively affect the Circle of Care, its staff, clients, or programs should report the information to their immediate supervisor. If the employee has a

problem reporting the gossip to his/her immediate supervisor, he/she should report the information directly to the Human Resources Department who will report it to the President/CEO. No one else should be told.

Employees who gossip about other employees or the Agency will be disciplined up to and including termination from employment. Employees are urged not to listen or repeat gossip and to strongly discourage other employees from gossiping.

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## MEDIA

No employee is authorized to speak to television, radio or print media on behalf of Circle of Care except the President/CEO or his/her designee. Refer all inquiries to the President/CEO's office at 405-530-2078.

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## SOLICITATION

In the interest of maintaining an efficient, safe, orderly and productive work environment, the selling of products or services by anyone for any cause or organization (unless business related) is not allowed on agency premises.

Solicitation and/or distribution of literature by any employee for any cause or organization (unless business related) is not allowed during working time. This ban applies whether it is the solicitor or the person being solicited who is on working time.

Non-employees are absolutely prohibited anywhere on agency premises for the purpose of selling products or services, soliciting employees or distributing literature. Attempts by any group or individual to conduct such selling or solicitation should be reported immediately to the program Director or his/her designee.

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## HARASSMENT

The agency is committed to providing a work environment that is free of harassment. In keeping with this commitment, the agency maintains a strict policy prohibiting harassment, including sexual harassment and harassment based on age, race, religion, national origin, color, disability, or any other protected category. It is important for you to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.

Sexual harassment of employees by supervisors, coworkers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If you believe that you are being, or have been, harassed in any way, please report the facts of the incident or incidents to the Human Resources Department, your supervisor, the program Director, or the President/CEO immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

It is the responsibility of **all staff** to assure a non-discriminatory and harassment free work environment at the Circle of Care. If any employee sees or feels that there are discriminatory or harassing circumstances occurring, it is the ethical, moral and legal responsibility of that employee to bring this issue to light through their supervisor, the Best Practice Department, the Human Resource Department or directly to the office of the President. Any complaint or concern will be handled with as strict confidentiality as allowed by law and by law, the complainant or reporter will be allowed to choose to handle the complaint formally or informally as allowed by Human Resource and Best Practice.

Failure to report witnessed harassment or discrimination may result in disciplinary action, up to and including possible termination.

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## OTHER EMPLOYMENT

An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with Circle of Care, Inc. All employees will be judged by the same performance standards and will be subject to Circle of Care's scheduling demands, regardless of any existing outside work requirements. If Circle of Care determines that an employee's outside work interferes with performance or the ability to meet the requirements of Circle of Care as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with Circle of Care. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Circle of Care for materials produced or services rendered while performing Circle of Care duties. It is the responsibility of each employee to notify their immediate supervisor of any outside employment, or other activity that might conflict with work duties or schedule.



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## GRATUITIES/HONORARIA

Employees making a presentation on behalf of the agency may not receive for themselves financial remuneration for their services from the group or individuals to whom a presentation is being made. Any honoraria received should be submitted to the agency as a contribution to the agency from the individual or group making the gift. Checks should be made payable to the Circle of Care.

In connection with any actual or possible conflict of interest, employees must disclose the existence of the potential or actual conflict to the Chief Executive Officer. Gifts should not be accepted by employees from our clients, other organizations, etc.

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## BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all pre-approved business-related expenses, upon submission of accurate and receipted expense reports to the agency. Employees are requested to submit these reports in accordance with procedures and guidelines outlined from time to time to ensure proper accounting and prompt reimbursement. Pre-approved business mileage is reimbursed at the current IRS Standard Mileage rate provided proper documentation is maintained and the employee's supervisor signs the request.

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## USE OF AGENCY VEHICLES

Only employees who are entitled exclusive vehicle usage by contract may use a company vehicle for personal errands except while on business related overnight trips or training. All employees who are assigned a company vehicle for business use must document any days that the vehicle is used to travel to and from their duty assignment and send quarterly to Human Resources. These dates are then used to document and tax such usage.

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## USE OF AGENCY COMPUTERS/ELECTRONICS

Computer and electronic resources are provided at each Circle of Care location. Electronic resources include networks within each site along with Internet and E-Mail links allowing communication to other Circle of Care locations.

The following policy will outline express usage rules and guidelines.

- E-Mail is strictly for Business Purposes  
The purpose of E-Mail is to aid in the transmittal of business related information within the organization. It is to be used exclusively for matters

related to the business operation and should NOT be used for personal or other gain. Individuals who live on campus and wish to use E-Mail need to establish a separate account for all personal E-Mail.

- Disruptive or Offensive Messages Are Prohibited  
Use of E-Mail for transmitting sexually explicit images, messages, and cartoons as well as other discriminatory matters such as ethnic slurs or racial epithets are prohibited. The purpose of these prohibitions is to prevent disruptive behavior or behavior which could be offensive or harmful to morale.
- Commercial, Religious or Political Solicitation is Prohibited  
Employees are not allowed to use E-Mail to solicit for commercial, religious or political causes for themselves, outside organizations, or other non-job related solicitations.
- Access to Others E-Mail Files is Denied  
Employees should not attempt to gain access to another employee's E-Mail files without permission.
- Circle of Care Reserves the Right to Access  
We reserve the right to enter an employee's E-Mail file without notice for business purposes. Employee communications are not confidential, including those which have been "deleted" from the system. Employees are required to sign authorizations allowing the company to inspect personal possessions and property including E-Mail on company premises. Searches may be conducted without notice and anyone who does not consent may be subject to discipline including termination.
- Secret Pass Codes Are Prohibited  
Employees need to provide their supervisor with all computer passwords. Employees also need to advise their supervisor when a code is changed and provide the new code.
- Employees will not have access to E-Mail files upon termination.
- Violations Will Result in Disciplinary Action  
Any violation of the company policy with regard to E-Mail could lead to appropriate disciplinary action up to and including termination.
- All provisions outlined above also apply to access and use of Circle of Care computers, computer programs and databases.
- E-Mail systems are not intended for long-term storage of important information. Users are responsible to move important information from e-mail message files to personal drives, folders, or off-line back-up media. Users should periodically purge messages no longer needed for business purposes from their personal e-mail storage area.
- The following are some specific examples of inappropriate use of e-mail systems.
  - Automatically forwarding e-mails to other individuals or home e-mail locations.
  - Employing scanned versions of hand-rendered signatures to give the impression that an e-mail message was signed by the sender or another employee.

- Questions regarding E-Mail use are to be directed to your immediate supervisor, the President/CEO and/or the Human Resources Department.

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## USE OF AGENCY EQUIPMENT

All agency equipment, including telephones, cellular telephones, computers, laptops, tablets, etc. are intended for business purposes and may be monitored by the agency as desired. It may be necessary for employees to make and receive personal calls on agency phones during regular business hours. These calls should be limited to no more than five minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls and other communication with agency equipment. All calls, personal or professional, from an agency phone can and should be routinely monitored by supervisory staff.

The use of agency equipment is for job related activities and this usage should be used for the intent of job related activities only. It is expected that the equipment be responsibly maintained and used appropriately for business efficiency purposes. Use of equipment for non-business related purpose that may impede work performance may result in disciplinary action, up to and including termination.

Personal long distance calls or the use of the company's cell phone data plan for non-work related functions billed to the Circle of Care and its programs will be billed directly to the employee. Prompt payment is expected within the same pay period as the bill is delivered. Employees on overnight trips or training are entitled to one personal 15-minute call home daily. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Reimbursement for expense of using personal telephones for business use is limited to actual costs incurred over contracted cost of service. It is preferred that employees use business telephones for all business purposes.

Texting or use of hand held cell phones or electronic devices are prohibited while driving company or personal vehicles while conducting company business. It is also a violation of state law. Employees must adhere to federal and state laws regarding the use of hands free devices while driving.

## USE OF AGENCY FACILITIES

Off duty staff and their immediate family (spouse, children, step-children, foster children and other dependents of the employee living in the employee household) are eligible (if approved by the program Director) for access to agency facilities (shop, gym, pool, etc.) for their personal and non-commercial use as long as the following conditions are met:

- Each use must be approved by the program Director, or in his/her absence, the employee's supervisor.
- Personal use must never conflict with the needs of the clients in residence or on-duty staff.
- Users must provide their own equipment, materials, tools, etc.
- Users must clean up/lock up after themselves.
- Agency property cannot be taken off site for personal use.
- Proper safety precautions must be used at all times.

Any individual(s) who violates any of these conditions can have use of facilities suspended and may only become re-eligible upon the written decision of the program Director after consultation with the President/CEO.

Neither the Circle of Care nor any of its divisions will assume responsibility for any losses or accidents. Use of facilities constitutes acceptance of this fact.

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## FAMILY MEMBERS LIVING ON CAMPUS

Family members (spouse, children, step-children, foster children and other dependents) of employees living on campus who have direct contact with clients are subject to the same regulations as employees. Documentation of current tuberculin skin test and vaccination status should be provided to the office at each site. Criminal History checks may be conducted on persons over 18 years of age. Family members will have no unsupervised contact with clients.

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## LIVE-IN GUESTS

No employee living on agency property may permit a person other than immediate family (spouse, children, step-children, foster children and other dependents of the employee living in the employee's household) to live in their dwelling without the express written prior consent of the employer.

Employees must obtain the approval in advance from the program Director in consultation with the President/CEO for all live-in guests. This approval will be on a case-by-case basis. The live-in guests may not stay longer than a two-week period. The live-in guests will have no unsupervised contact with residents.

Circle of Care is not liable or responsible if a guest's personal belongings (i.e., jewelry, clothing, autos, money, etc.) are vandalized or stolen, or for personal risk associated with staying in a grouphome.

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## OVERNIGHT GUESTS

All staff living on campus must have prior approval from their supervisor to have overnight guests subject to the same conditions as live-in guests.

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## INDOOR PETS

All staff living on site may have no more than two small indoor pets which must be restricted to their apartments. Pets must have current vaccinations and pose no threat to any individual. Pet owners must provide for proper sanitation and disposal of all pet wastes, keep their animals free of fleas and ticks, and be financially responsible for any damages caused by their pets. If a client in residence exhibits indications of allergy to such indoor pets, the staff may be required to remove the pet from the premises. Outdoor pets should be in a fenced area. No exotic or wild animals of any kind are allowed.

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## AGENCY BULLETIN BOARDS

Posted information on agency bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about agency policy and procedures. You are responsible for checking agency bulletin boards on a regular basis and for reading all posted materials.

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## ACCESS TO AGENCY PROPERTY

It is important that the agency have access at all times to agency property, as well as other records, documents, and files. As a result, the agency reserves the right to access employee offices, work stations, filing cabinets, desks, and any other agency property at its discretion, with or without advance notice or consent.

Locks may be added or changed only by appropriate staff with prior written approval of the President/CEO or the program Director.

The removal of client records from agency premises is prohibited, except in the case of court order or subpoena. (See Page 61 for additional exceptions.)

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## PERSONAL APPEARANCE

Your appearance reflects not only you as an individual, but the Circle of Care as well. We expect you to take pride in your appearance, dress professionally and strive to achieve a positive image when representing Circle of Care. As such, we trust, empower and encourage you to dress appropriately based on the situation.

Workout clothing and shorts (unless approved by your supervisor) are not appropriate.

Please see your supervisor if you need further guidance in regards to your personal appearance.

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## PERSONAL PROPERTY

Employees should not bring large sums of money, jewelry, or other valuables to work. The agency will not be responsible for personal property that is lost, damaged, stolen, or destroyed. Personal property is not covered by agency insurance; employees living on agency premises are advised to seek appropriate insurance on their belongings. If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

## EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the agency's personnel policies and procedures handbook. I understand that it provides guidelines and summary information about the agency's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that although it is the agency's intent to notify employees as soon as possible regarding any changes, the agency does reserve the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the agency and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment- at-will relationship will remain in effect throughout my employment with the agency unless it is specifically modified by an express written agreement signed by me and the duly appointed representative of the agency.

I further acknowledge that this employment-at -will relationship may not be modified by any oral or implied agreement.

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Employee Name (Please Print)

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Employee Signature

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Date

## EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that in serving as an employee of the Oklahoma United Methodist Circle of Care, Inc., I may receive information that is of a confidential nature which is covered by applicable State and/or Federal confidentiality laws that prohibit further disclosure.

I agree that unless a valid written consent is obtained, I will not disclose to others or use, except as allowed by law, any information or data which pertains to other persons employed by the Circle of Care, or now or previously receiving the services of the Circle of Care, which is not freely available to the public.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## ACKNOWLEDGMENT OF RECEIPT OF DRUG AND ALCOHOL POLICY

This is to certify that I have received a copy of the Drug and Alcohol Policy and I understand the contents of the policy and the reasons behind the policy. I agree to adhere to the terms of the policy as a condition of my employment or as a condition of my continued employment.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

## EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

### (Financial Guidelines)

This is to acknowledge that I have received a copy of the agency's Financial Guidelines. I understand that it provides guidelines and information about the agency's financial procedures. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the financial guidelines that have been established. I further understand that although it is the agency's intent to notify employees as soon as possible regarding any changes, the agency does reserve the right to modify, supplement, rescind, or revise any procedures, as it deems necessary or appropriate.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date