

Stillwater Area Community Services Center Inc.



PERSONNEL POLICY

EMPLOYEE HANDBOOK

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100 INTRODUCTION

101 Stillwater Area Community Center ("SACC") Mission Statement

The mission of the SACC is simple but effective: The place for all to come together, to grow through laughter, learning, and sharing. SACC is Dedicated, Progressive, and Accepting.

102 Purpose of Handbook

The purpose of this Handbook is to communicate the policies and practices of the SACC relating to employee benefits, job classifications, rules and regulations, pay policies and personnel practices. We believe that it is important for our employees to fully understand the contents of this Handbook as it relates to each employee's job duties and responsibilities. If you have questions regarding any topic covered in this Handbook, please contact the SACC Director.

103 Changes or Modifications to Handbook

The SACC reserves the right to interpret, change, delete or modify any policy, benefit or provision in this Handbook at any time and for any reason, without prior notice, except as otherwise required by applicable law. Any such action shall apply to existing as well as future employees.

If at any time the SACC fails to enforce any policy set forth in this Handbook, such failure shall not affect the SACC's ability to enforce that policy at a later date. If any provision of this Handbook is inconsistent with applicable law, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such applicable law.

This Handbook supersedes any and all previous Handbooks and any other SACC policies, whether written or oral, concerning the topics covered in this Handbook.

The employee benefits, personnel policies, SACC procedures and rules of this Handbook will remain in effect until changed by the SACC Board of Directors.

200 EMPLOYMENT RELATIONSHIP

201 Employment with the SACC

The SACC complies with all applicable federal, state, and local laws, rules and regulations, throughout the employee selection and appointment process. All issues related to employment or this policy shall be directed to the SACC Director.

202 Performance Evaluation

Formal performance evaluations are conducted to provide both the SACC Director and the employee the opportunity to discuss matters relevant to job performance in an honest and open forum. Ordinarily, the SACC Director will meet with each employee in October to discuss job

performance and provide a performance evaluation on an annual basis. All employment will be based on a pro-rated anniversary date scheduled for January of each year. Six-month reviews will be done as a follow up if needed to monitor goals and initiatives. Pay raises will commence for all employees in January.

203 Changes in Status

Employees are responsible for keeping the personal information in their personnel file up to date. Change of name, address, telephone number, personal status, information concerning dependents, beneficiary designations and individuals to notify in case of emergency are very important for insurance, tax and safety purposes and must be reported immediately. Employees should notify the SACC within one (1) week when changes occur in any of these or other related matters.

The SACC will not be responsible for any errors that may occur from failure to update this information.

204 Separation from Employment

1. Requested Notice

Employees who voluntarily resign from their positions with the SACC are asked to file a written resignation at least two (2) weeks prior to the date on which the resignation is to go into effect.

Any employee who does not return to work on the agreed upon date following leave, fails to report or call in, or walks off the job site will be construed as a resignation.

Final paychecks for separated employees are issued on the next scheduled pay date and are mailed to separated employees, unless otherwise requested.

2. Return of SACC Property

All SACC property, including office keys, computers, mobile phones, and all their associated accessories, vehicles, tools, uniforms and any other SACC property must be returned upon separation from employment.

300 CODE OF CONDUCT

A code of conduct has been chosen to provide a framework for employees to use when working with SACC users. Failure to adhere to the ethical guidelines set forth may result in dismissal of the employee.

1. We provide the highest level of service to *all* SACC users through equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

2. We treat co-workers, other colleagues, and all community members associated with the SACC with respect, fairness and good faith *unconditionally and at all times while in the employment of the SACC.*
3. We *do not advance private interests* at the expense of the SACC users, colleagues, or our employing institutions.
4. We distinguish between our personal convictions and our professional duties and *do not allow our personal beliefs to interfere with fair representation of the aims of our institution* or the provision of access to services.
5. It is the policy of the SACC that Board members and employees of the SACC may not disclose, divulge, or make accessible, confidential information belonging to, or obtained through, their affiliation with SACC. This confidentiality requirement extends to any person, including relatives, friends, business and professional associates, other than to persons who have a legitimate need for such information and to whom The Stillwater Area Community Center has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a Board member or employee for the Stillwater Area Community Center. *This policy is not intended to prevent disclosure where disclosure is required by law.*

400 FAIR EMPLOYMENT

401 Equal Employment Opportunity

The SACC is committed to and fully supports the principle of Equal Employment Opportunity. It is the SACC's policy that an individual's race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state or local law is not and will not be considered in any decision regarding recruiting, hiring, training, promotion, transfer, lay off, termination, classification, compensation, benefits, or other employment action.

All employees are responsible for supporting the concept of equal employment opportunity and diversity and assisting the SACC in meeting its objectives. The SACC is committed to providing a working environment in which its employees are treated with courtesy, respect, and dignity.

402 Anti-Discrimination / Anti-Harassment

The SACC prohibits discrimination, including harassment, of any employee by anyone in the workplace (including supervisors, co-workers, directors, consultants, vendors and other non-employees) for any illegal discriminatory reason, including race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state or local law. Such

discrimination, including harassment, is prohibited by law and by SACC policy. The behavior of individuals engaging in such conduct, or supervisors or managers who knowingly allow such behavior to continue, will not be tolerated.

ALL SACC PERSONNEL, WHETHER SUPERVISORY OR NON-SUPERVISORY, ARE PROHIBITED FROM ENGAGING IN THE CONDUCT PROHIBITED BY THIS POLICY.

1. Definition of Unlawful Harassment

a. In General

The SACC prohibits all forms of unlawful discrimination. Unlawful harassment is a form of unlawful discrimination.

The SACC prohibits harassment on the basis of any classification protected by federal, state or local law. Unlawful harassment includes unwelcome or inappropriate verbal, physical or other communication or conduct that denigrates or shows hostility or aversion to a person and/or group and:

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

Depending upon circumstances, unlawful harassment may include (but is not limited to): jokes, epithets, slurs, negative stereotyping; threatening, intimidating or hostile acts; or written or graphic material including e-mail that denigrates or shows hostility or aversion toward an individual or group on the basis of race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, or any other classification protected by law.

b. Definition of Sexual Harassment

Sexual harassment is among the types of discrimination and harassment prohibited by the SACC's Anti-Discrimination/Anti-Harassment Policy. Sexual harassment includes unwelcome sexual advances and requests for sexual favors. Depending upon the facts of the particular situation, other unwelcome conduct that may constitute harassment includes, but is not limited to, the following, when such conduct occurs in the workplace or between employees, or between employees and clients, away from the workplace:

- Verbal: repeated sexual innuendos, sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;

- Visual/Non-Verbal: derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact, including touching, interference with an individual's normal work movement, or assault; and
- Other: making or threatening reprisals to an individual who opposes, objects to or complains about illegal discrimination including harassment.

Such verbal and physical conduct may constitute harassment when:

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

c. Definition of Other Types of Harassment

Harassment on the basis of race, color, gender, national origin, disability, sexual orientation, age, religion, protected activity or any other protected category is defined as verbal, physical, or other communication or conduct that denigrates or shows hostility or aversion and:

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

2. Retaliation

The SACC will not take any action in retaliation against any employee who, in good faith and with a genuine belief that s/he has been discriminated against or harassed, brings or voices a complaint pursuant to this policy. In addition, the SACC will not tolerate any retaliatory acts by other individuals.

Retaliation is a serious violation of SACC policy and the law. Any employee who believes s/he has been subjected to retaliation in violation of this policy should immediately report his/her claim in the manner specified in Section 3 below. Individuals will be subject to disciplinary action, up to and including termination of employment, if they are found to have retaliated against a SACC

employee because such employee: (1) made a good faith discrimination complaint; (2) participated honestly and in good faith in any investigation into a discrimination complaint; and/or (3) opposed acts of unlawful discrimination in the workplace.

Individuals who knowingly bring false charges of discrimination, including harassment, against another SACC employee or other individual shall be subject to disciplinary action, up to and including termination of employment.

3. Procedure for Reporting Discrimination and/or Harassment

If any employee believes that the actions or words of a supervisor/manager, fellow employee, customer, vendor, or other individual in the workplace constitute illegal harassment or discrimination, the employee has a responsibility to promptly report that behavior to the SACC Director or Board President. Prompt reporting enables the SACC to stop the discrimination, including harassment, before it becomes severe or pervasive.

Any individual who believes s/he has been the victim of any form of unlawful discrimination, including harassment, shall promptly give notice of her/his claim to one or all of the following:

- the SACC Director;
- the Board President; and/or
- another Board officer.

Employees may formally or informally notify any of the above personnel and are not required to complain within their chain of command. Complaints may be made verbally or in writing. All employees are required to report all formal and informal complaints as well as any suspected or known policy violations immediately to the SACC Director, even if the complaining employee asks to keep the complaint confidential or does not wish to file a formal complaint. All Directors and supervisors shall act promptly and appropriately to prevent discrimination, including harassment, in the workplace and retaliation against those who complain of discrimination, including harassment, or those who participate in good faith and honestly in an investigation of a complaint or opposition to unlawful discrimination in the workplace.

All complaints of discrimination, including harassment, will be reviewed and investigated promptly and impartially by the SACC Board. Once the SACC receives notice of any complaint of alleged discrimination, including harassment, it will swiftly determine whether or not a fact-finding investigation is necessary. If it is determined that a fact-finding investigation is necessary, it will be promptly initiated. If necessary, intermediate measures may be taken before completing the investigation to ensure that further unlawful discrimination, including harassment, does not occur. Moreover, the SACC will protect the confidentiality of the allegations to the extent possible; however, no individual can be promised or guaranteed strict or absolute confidentiality.

Corrective or disciplinary action will be taken against any employee found to have engaged in illegal discrimination, including harassment. Such action may include counseling and/or appropriate disciplinary measures, up to and including termination of employment.

The complaining party will be given notice, in a timely fashion, of the outcome of the investigation of any formal or informal complaint.

An individual who believes s/he has been the victim of any form of discrimination, including harassment, also has the option of filing a complaint with the New York State Division of Human Rights and/or the Equal Employment Opportunity Commission (EEOC), as well as pursuing any other remedies permitted by law. (Employees who work and/or reside outside New York State also have the option to contact their local state agency.) The timeframes for filing a complaint with these administrative agencies should be confirmed by contacting the agencies themselves and/or counsel. As a general matter, the timeframe for filing a complaint with the New York State Division of Human Rights is one (1) year from the date of the alleged act of unlawful discrimination, including harassment. In New York, a complaint with the EEOC must be filed within three hundred (300) days from the date of the unlawful discrimination, including harassment. The employee must note that these time limits do NOT run from the date that the complaint made to the SACC is resolved but from the date on which the act of discrimination, including harassment, is alleged to have occurred.

Please note that nothing herein constitutes legal advice, and the above is provided for informational purposes only.

4. Conclusion

The SACC has developed this policy and procedure to ensure that all its employees work in an environment free from illegal discrimination, including illegal harassment. Any questions regarding this policy and procedure should be brought to the attention of the SACC Director.

403 Reasonable Accommodation for Disability

The SACC is committed to complying with other applicable laws that prohibit discrimination in employment of qualified individuals with disabilities. Employees are encouraged to inform the SACC Director of any disability that may require a reasonable accommodation to allow the employee to perform the essential functions of the position, and to suggest reasonable accommodations. Medical documentation may be required to assist in this process. Any information obtained by the SACC that relates to employees' physical and mental disabilities will be treated as confidential medical information.

404 Reasonable Accommodation for Religion

The SACC is committed to complying with all applicable laws that require employers to reasonably accommodate an employee or prospective employee whose sincerely held religious belief, practice and/or observance conflicts with a work requirement.

Any employee who has a conflict with a work requirement due to a sincerely held religious belief, practice, and/or observance should promptly inform the SACC Director. Each employee requesting a religious accommodation must cooperate with the SACC's efforts to determine whether a reasonable accommodation can be granted. The SACC will review and individually assess each request for a religious accommodation, in accordance with applicable law.

500 WAGE AND HOUR

501 Employee Classifications

Each employee is classified as either exempt or non-exempt for pay administration purposes, for purposes of the federal Fair Labor Standards Act (FLSA) and applicable State law.

The definitions of the worker classification categories can be summarized as follows:

Exempt: Employees whose positions meet FLSA and applicable state exemption standards are exempt from overtime pay requirements. Exempt employees are paid on a salary basis and are not eligible for overtime pay.

Non-exempt: Employees who are paid on an hourly basis. Non-exempt employees are eligible for paid overtime. Overtime work, however, is prohibited without prior specific authorization from the SACC Director. Non-exempt employees are required to record their hours worked.

502 Work Hours / Schedules

Regular work hours depend on the particular job and may be changed by the SACC at any time upon notice to the affected employee. All employees are expected to be at their workstations and ready to begin work at their scheduled times and to return promptly from lunches and breaks.

503 Breaks and Meal Periods

After working for four hours, employees are entitled to a paid fifteen (15) minute break. Fifteen minute breaks need not be scheduled; however, an employee is expected to notify other staff before he or she takes a break.

An employee who works a shift of six or more hours will be allowed an unpaid meal period of thirty (30) minutes. Where only one employee is on duty, the employee may voluntarily consent to eating on the job without being relieved, and the employee will be paid for the meal period. However, an uninterrupted meal period will be afforded to any employee who requests it.

504 Recording Time

In accordance with applicable laws, the SACC keeps daily time records of the hours worked (including, but not limited to, any time worked from home, time spent checking work e-mail, and

work-related time spent on smartphones/PDA/Treo/Blackberry-like devices) by non-exempt employees.

All non-exempt employees are required to accurately complete a daily or weekly time sheet/card in order to receive payment for time worked and/or authorized paid leave taken. Employees have their own time sheet/card and should direct any questions about its use to the SACC Director.

It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. An employee must promptly report any error on her/his time record by notifying his or her supervisor. Submission of false or fraudulent timekeeping records is grounds for disciplinary action, up to and including termination from employment.

505 Overtime Pay

Dependent upon the workload, employees may be required to work overtime. Overtime is paid to non-exempt employees at one and one-half (1 ½) times the regular hourly rate for time worked in excess of forty (40) hours per work week, and in all other circumstances in which overtime is required to be paid under any applicable federal, state or local law. Working overtime when required is a condition for continued employment. Exceptions to this policy are at the sole discretion of the SACC Director.

Managers and supervisors will make every effort to give employees as much notice as possible if overtime is required. All overtime and work-from-home must be brought to the attention of the SACC Board of Directors.

506 Right of Nursing Mother to Express Breast Milk

As provided by the law, the SACC will provide reasonable unpaid break time, and will permit an employee to use paid break time or mealtime each day to allow such employee to express breast milk for nursing her child for up to three years following childbirth. The SACC will make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. The SACC will not discriminate in any way against an employee who chooses to express breast milk in the work place.

507 Pay Days

All employees are paid bi-weekly on Thursdays. Employees are paid for the hours recorded on their most recently submitted timesheet.

508 Expense Reimbursements

The SACC will reimburse employees for reasonable and necessary expenses incurred in connection with expenditures on behalf of the SACC that have been pre-approved in writing by the SACC Director (an individual may not approve her/his own expenses). To be reimbursed for such approved expenditures, an employee must, within thirty (30) days of incurring the cost, submit an Expense Reimbursement Form to the Director.

509 Stipends

The CCA will recommend elected employees for a stipend and will contract BOD approved employees following the process listed below:

- i) Employees must submit a plan of action to the CCA according to the announcement.
- ii) Once approved by the CCA and BOD, a contract will be signed and financial arrangement agreed to.
- iii) All stipends will be for a six month period running from January 1 to June 30, and July 1 to December 31 with payment made at the end of the contract.
- iv) There will be no automatic renewals of the stipend awards. The CCA will renew stipends based on statistical performance evaluations.
- v) Stipends shall be:
 - (1) One Volunteer Coordinator: \$375 per contract, \$750 total
 - (2) One Social Media Coordinator: \$500 per contract, \$1000 total
 - (3) One Emergency Management Coordinator: \$375 per contract, \$750 total
 - (4) Two Special Event Coordinators: \$750 per contract each, \$3000 total

510 Disciplinary Actions

When an employee's performance or conduct becomes unacceptable based on SACC policies, it shall be the responsibility of the SACC Director to take the necessary corrective actions. The employee and supervisor shall be active participants in the evaluation of the identified difficulty and in the development of the plan of action. The following mechanism will be followed:

- i) Plan will be devised with an expected date of completion, employee will be placed on probationary status.
- ii) Meeting at agreed upon time to discuss achievement of corrective action.
 - (1) If achieved, the employee will be removed from probationary status.
 - (2) If not achieved, the employee will be terminated, documentation and detailed explanation shall be placed in the employee's personnel file.

600 TIME AWAY FROM WORK

601 Paid Leave

1. Accrual and Use of Paid Leave

Full time employees will begin to accrue paid leave after they complete six months of employment. These employees accrue paid leave at the following rates, prorated to the employee's regularly scheduled workweek hours:

After six months of employment: 5 days or 40 hours/ 3.07 hours a pay period

After one year of employment: 10 days or 80 hours/ 3.07 hours a pay period

After five years of employment: 15 days or 120 hours/ 4.61 hours a pay period

After ten years of employment: to be determined by the Board of Directors

All full time employees are entitled to four days of paid sick time per year, three days of bereavement, and three days of paid personal time to be used for those purposes only. Bereavement qualification includes parents, children, and siblings of employee or their spouse. A Doctor's notice may be requested by the SACC Director. All non-vacation leave may not be carried over into the next year.

2. Requesting Paid Leave

To ensure that proper staffing coverage is maintained at all times, an employee requesting paid leave must submit a request for paid leave to the SACC Director at least two hours in advance of his/her scheduled work shift unless it is an emergency. An employee planning paid leave of more than two (2) days must provide notice to the SACC Director of at least five business days, or longer if possible. Leave requests may be denied based upon staffing needs.

602 Holidays

Full-time regular employees are eligible for a paid holiday equal to their current rate of pay for the hours that they would otherwise be regularly scheduled to work. These holidays are: New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Part-time regular employees working more than 20 hours per week are eligible for a paid holiday equal to their current rate of pay for the hours that they would otherwise be regularly scheduled to work. These holidays are: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day.

Holidays that fall on a weekend will be given as a floating holiday at a later date that is mutually agreed upon by the employee and the SACC Director.

603 Jury Duty

The SACC provides employees time off to fulfill their obligation when summoned for jury duty. The SACC recognizes jury duty as a civic responsibility and complies with all state laws.

Employees are required to notify the SACC Director and provide a copy of the summons to serve as soon as it is received. In addition, employees are requested to also submit proof of dates and time of attendance for jury service.

When an employee is excused from service in a jury pool sooner than anticipated or is placed on a call-in system, the employee is expected to remain at or return to work, unless one (1) hour or less

remains on the employee's normal working shift. Employees are also expected to keep the SACC Director informed regarding their schedule.

604 Military Leave

A military leave of absence will be granted to employees who are absent from work in order to serve in the uniformed services of the United States. Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard and certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoff, compensation, length of service promotion, and length of service pay increases, as required by applicable state, federal, and local law.

All employees called for reserve or active duty must provide a copy of their report orders to the SACC Director as soon as possible.

605 Leave for Spouses of Military Personnel

The SACC will grant time off to spouses of military personnel in accordance with the requirements of any applicable law, including, for example, the New York Labor Law provision providing leave of absences for military spouses. For additional information, employees may refer any questions to the SACC Director.

606 Family and Medical Leave

This Policy provides an introduction to the rights and provisions of the federal Family and Medical Leave Act ("FMLA"). Employees may direct any questions they have about this law to the SACC Director.

1. Definitions

For the purposes of this policy, the following terms have the following meanings:

"Next of kin of a covered service member" means the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and make take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

"Outpatient status" means, with respect to a covered service member, the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient; or (b) a

unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital or other medical care facility, including any period during which the person is unable to work, attend school or perform other regular daily activities due to the serious health condition, its treatment or recovery therefrom, and any subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:
- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, its treatment or recovery) of three (3) or more consecutive, full calendar days combined with: (1) treatment two (2) or more times, within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse 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 healthcare provider; or (2) treatment by a health care provider on at least one (1) occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy, or prenatal care.
- Any period of incapacity or treatment for such incapacity due to a “chronic serious health condition.” A “chronic serious health condition” is one which: (1) requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider; (2) continues over an extended period of time (including recurring episodes of a single underlying conditions); and (3) may cause episodic rather than a continuing period of incapacity (e.g., diabetes, asthma, epilepsy, etc.).
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer’s, a severe stroke, or the terminal stages of a disease).
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referred by, a health care provider, for: (1) restorative surgery after an accident or other injury, or (2) for a condition that would likely result in a period of incapacity of more than three (3) consecutive, calendar days in the absence of medical

intervention or treatment (e.g., cancer (chemotherapy), severe arthritis (physical therapy), kidney disease (dialysis)).

“Serious injury or illness”: (1) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness incurred by the covered service member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty while on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating; and (2) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy, means a qualifying (as defined by the Secretary of Labor) injury or illness, that was incurred by the member in the line of duty, while on active duty in the Armed Forces (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty while on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran).

2. Eligibility Requirements for Leave under the FMLA

To qualify for leave under FMLA, an employee must: (1) have worked for the SACC for at least twelve (12) months; and (2) have worked at least one thousand two hundred and fifty (1,250) hours during the twelve (12) month period immediately prior to the date when leave would begin.

3. FMLA Leave Entitlement

a. Basic Leave Entitlement

FMLA requires covered employers to provide eligible employees with up to twelve (12) weeks during any twelve (12) month period, of unpaid, job protected leave for the following family and medical reasons (Basic Leave):

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- For an employee’s own serious health condition that makes the employee unable to perform his/her job.

Spouses who both work for the SACC are allowed a combined maximum of twelve (12) weeks of leave for the birth or care of a newborn child, adoption or foster care of a child and to care for

such newly placed child, or the serious health condition of a parent, during any twelve (12) month period.

b. Military Family Leave Entitlements

FMLA requires covered employers to provide up to twelve (12) weeks, during any twelve (12) month period, of unpaid, job protected leave to allow an eligible employee with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status in the Armed Forces (including in the National Guard or Reserves) to address certain qualifying exigencies (Qualifying Exigency Leave). Qualifying exigencies may include: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions; spending time with a covered military member who is on short-term, temporary rest and recuperation leave during the period of deployment; and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to take up to twenty-six (26) weeks of leave to care for a “covered service member” during a single twelve (12) month period (Military Caregiver Leave). A “covered service member” is a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness (including a member of the National Guard or Reserves) at any time during the five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

c. Calculation of FMLA Leave

For Basic Leave and/or Qualifying Exigency Leave: An eligible employee is entitled to take up to a total of twelve (12) weeks of Basic Leave and/or Qualifying Exigency Leave in a twelve (12) month period. For purposes of calculating such twelve (12) month period, the period shall be measured based on a rolling twelve (12) month period measured backward from the date on which an employee uses Basic Leave or Qualifying Exigency Leave.

For Military Caregiver Leave: An eligible employee is entitled to take up to a total of twenty-six (26) weeks of Military Caregiver Leave during a “single twelve-month period.” The “single twelve-month period” for Military Caregiver Leave is measured forward from the date on which an employee first begins Military Caregiver Leave and ends twelve (12) months after that date, regardless of the method used by the SACC to determine leave entitlement for Basic Leave and Qualifying Exigency Leave.

Leave Limitations: During each single twelve (12) month period, an eligible employee is limited to a combined total of twenty-six (26) weeks of Basic Leave, Qualifying Exigency Leave and/or Military Caregiver Leave, of which no more than twelve (12) weeks may be attributable to Basic

Leave or Qualifying Exigency Leave. In certain instances permitted by the law, spouses working for the SACC may be entitled to only an aggregate total of twelve (12) or twenty-six (26) weeks of leave, as applicable.

4. Intermittent Leave or Reduced Schedule Leave

In certain circumstances, an employee may take his or her FMLA leave entitlement on an intermittent or reduced schedule basis, rather than in one (1) block. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.

An eligible employee may use intermittent leave or reduced schedule leave:

- Because of one's own serious health condition, to care for a parent, son, or daughter with a serious health condition, or for Military Caregiver Leave if there is a medical need for leave and such medical need can be best accommodated through leave on an intermittent or reduced schedule basis.
- For Qualifying Exigency Leave.

An eligible employee may use intermittent or reduced schedule leave after the birth or placement of a healthy child only if the SACC agrees.

If an employee needs intermittent leave or reduced schedule leave for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the SACC's operations.

In certain circumstances, the SACC may require an employee to transfer temporarily, during the period that the intermittent or reduced schedule leave is required, to an available alternative position (with equivalent pay and benefits) for which the employee is qualified and that better accommodates recurring periods of leave than the employee's regular position.

5. Benefits and Pay During FMLA Leave

a. Health Insurance Benefits

While an employee is on any FMLA leave, the SACC will continue the employee's health insurance coverage under any group health plan at the same level and under the same conditions as if the employee had continued to be at work during the leave period. The employee will be required to contribute the same portion of the premium(s) that the employee would be required to contribute if he/she was not on FMLA leave. Coverage will cease if payments are not made within a thirty (30) day grace period of the due date. Premium payments or policy coverage are subject to change.

b. Pay

Accrued paid vacation time must be used first and is part of the maximum twelve (12) weeks. Accrued paid sick leave must be used first for leaves taken due to an employee's own serious health condition. The use of the above accrued paid days does not apply to Workers' Compensation or Disability. The remaining days of a qualified FMLA leave will be unpaid.

c. Accrual of Vacation and Sick Days

Accrued paid off time (vacation and sick days) will not accumulate while the employee is on a FMLA leave. An employee will also not be paid for any holidays that may occur while he or she is on unpaid FMLA leave.

6. Requesting Leave

For all types of FMLA leave, except Qualifying Exigency Leave, employees must provide the Director with thirty (30) days of advance notice of the need to take FMLA leave when such need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as possible. All employees are expected to maintain contact with the Director to continually update their status as regard to eligibility.

Employees must provide sufficient information for the SACC to determine if the requested leave qualifies for FMLA leave, and the anticipated timing and duration of the leave. Employees must also inform the SACC if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a medical certification and/or periodic recertification supporting the need for leave issued by a health care provider. When required, the employee must provide a copy before the leave begins or within fifteen (15) calendar days from the date the leave was requested. Failure to submit the medical certification form could jeopardize the employee's rights under FMLA to items such as health insurance and job restoration.

The SACC reserves the right to request a second opinion by another health care provider designated or approved by the employee. The SACC will pay for the second opinion, which will be rendered by a health care provider other than one used on a regular basis by the SACC. If a conflict arises between the first and second opinion, the SACC may again, at its own expense, obtain a third opinion from a health care provider approved jointly by the SACC and the employee. The third opinion will be binding and final.

As required by law, absent extenuating circumstances, the SACC will notify an employee in writing of his or her eligibility for FMLA leave within five (5) business days after the employee submits his or her request for leave, or after the SACC is otherwise aware of the employee's need for such leave. Such notice is required to specify any additional information required (e.g., any certifications) as well as the employee's rights and responsibilities. If the SACC determines that an employee is not eligible for FMLA leave, the SACC will notify the employee and provide a reason for the ineligibility.

The SACC also will inform an employee if his or her leave will be designated as FMLA leave and the amount of leave counted against the employee's FMLA leave entitlement. If the SACC determines that the leave is not FMLA leave, the SACC will notify the employee and provide a reason.

7. Return from Leave

Except as otherwise permitted by FMLA, an employee who takes FMLA leave will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms. The taking of leave under FMLA will not result in the loss of any benefit that accrued prior to the start of such leave.

The SACC may require an employee to present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. If the employee fails to provide the requested fitness-for-duty certification to return to work, the SACC may delay restoring the employee to his/her position until he/she submits such certification.

Failure to return from any leave may result in an employee's termination. If an employee fails to return to work after the leave period has expired, the SACC may recover the premium that it paid for maintaining coverage during any period of unpaid leave except for the following circumstances: (1) the continuation, reoccurrence or onset of a serious health condition of the employee or employee's family member with proper medical certification; or (2) circumstances beyond the employee's control.

8. Unlawful Acts by Employers

In accordance with FMLA, the SACC will not: (1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the SACC for any alleged violations of the FMLA. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law, which provides greater family or medical leave rights.

607 Court Appearances

If an employee is subpoenaed to appear in court, the employee will be granted time off to appear. When required by law, the employee's job will be protected for the employee while the employee is appearing.

When subpoenaed to appear in court, the employee must provide the SACC Director a copy of the subpoena, as soon as possible after receiving it. The employee also must furnish the SACC Director with evidence of having appeared in court for the time claimed.

Unless otherwise required by law, such time off will be unpaid, except that the employee may elect to use accrued unused vacation for such court appearance.

608 Other Absences

All other absences will be considered by the Board of Directors on a case by case basis. Failure to follow outlined attendance procedures could result in disciplinary action, up to and including dismissal.

700 BENEFITS

The SACC covers all employees for New York State Worker's Compensation and Disability.

All full-time employees are to be offered a comprehensive benefits package to be determined by the Board of Directors. This package will include, but is not limited to, enrollment in the New York State retirement System and up to \$10,000 in health benefits through a Board of Directors chosen insurance carrier.

800 PERFORMANCE MANAGEMENT

801 Attendance, Absenteeism, and Tardiness

Employees are expected to report to work on time each day to begin work at the assigned time. Tardiness and absenteeism may legitimately occur from time to time. However, chronic and habitual tardiness is not acceptable due to the unfair burden placed on the SACC and fellow employees. Excessive absence and/or tardiness will precipitate disciplinary action and may be cause for dismissal.

In the case of tardiness or absence, employees are responsible for personally notifying the SACC Director one (1) or more hours prior to the start of their workday. Employees must advise the SACC Director of the reason for the absence and must give the expected arrival time or return to work date.

802 Information and/or Telecommunications

Use of SACC Information and/or Telecommunications Systems (including, but not limited to, computers, networks, Internet access, e-mail accounts, telephones, voice mail, SACC-issued or owned devices) constitutes consent by the user to the terms and conditions of this policy. Any questions about this policy should be directed to the SACC Director.

No Expectation of Privacy: Employees do not have an expectation of privacy in anything they create, store, access, send, or receive on the Information and/or Telecommunications Systems (including, but not limited to, documents, voicemail messages, text or video messages, e-mail messages, instant messages, blogging, photo messaging, pod casts/videocasts/vlogs, social networking activities, and any other means of communication known or hereafter developed,

whether of a business or personal nature) (collectively, referred to as “Electronic Communications”). The SACC has the right, but not the duty, to monitor any and all of the aspects of its Information and/or Telecommunications Systems to the extent such monitoring is not inconsistent with applicable laws. ***An employee’s use of the SACC’s Information and/or Telecommunications Systems is deemed consent to such monitoring by the SACC, without further notice. Failure to provide formal acknowledgement of this policy in the form required by the SACC will result in the employee being denied access to the SACC’s Information and/or Telecommunications Systems and may result in other disciplinary action, up to and including termination from employment.*** Information and/or Telecommunications Systems may create back up Electronic Communications and these Electronic Communications may be retrieved and accessed by the SACC. Employees shall be responsible for their activities on the SACC’s Information and/or Telecommunications Systems.

Violation of this policy may subject employees to civil and criminal liability and/or disciplinary action, including loss of the privilege to use the SACC’s Information and/or Telecommunications Systems and/or termination from employment.

Any employee who discovers misuse of the Information and/or Telecommunications Systems, or any violation of this policy, should immediately notify the SACC Director.

The following general principles apply to use of the SACC’s Information and/or Telecommunications Systems:

- Confidential information does not lose its confidential status by virtue of being in electronic form. All data on the SACC’s Information and/or Telecommunications Systems is deemed the property of the SACC and must be treated with care.
- Unauthorized use, destruction, and/or modification of the SACC’s Information and/or Telecommunications Systems is strictly prohibited.
- No employee may download, display, or store on the SACC’s Information and/or Telecommunications Systems material that violates the SACC’s Equal Employment Opportunity and/or Anti-Discrimination/Anti-Harassment Policies and/or that is fraudulent, harassing, profane, obscene, sexually explicit, intimidating, defamatory or otherwise unlawful, inappropriate, or offensive.
- The SACC prohibits the downloading of software from the Internet, without the prior approval of the SACC.
- If an employee suspects that a virus has been introduced into the SACC’s Information and/or Telecommunications Systems, s/he must notify the SACC Director immediately.

- Any attempt to circumvent the SACC's security procedures is prohibited. Individual passwords and access codes must be kept strictly confidential. No employee should give a username, password or access code to another person, unless instructed to do so by the SACC Director, in which case the employee must immediately provide the requested information.
- Employees must comply with copyright laws and laws governing confidentiality of SACC users when using the SACC's Information and/or Telecommunications Systems.
- Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Visiting any websites illegal in nature is strictly prohibited and against the law.

803 Work Place Searches

In order to safeguard the property of employees and the SACC, the SACC reserves the right to question employees and all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch bags, or any other possessions or articles carried to and from SACC premises. In addition, the SACC reserves the right to search any employee's office, desk, files, lockers, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, and lockers are the property of the SACC, and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of the SACC.

804 Misrepresentations

Any type of misrepresentation is considered an extremely serious matter and will result in disciplinary action, up to and including, dismissal. Misrepresentation on an Employment Application, related forms or records, any SACC business documents, unauthorized or personal use of SACC letterhead or business forms, is strictly prohibited, and may result in termination.

805 Personal Appearance

Whenever an employee is representing the SACC, he or she is expected to maintain a professional appearance that is business-casual, neat, and clean. Clothing should be of sufficient length and fit to be modest when performing any required work activity. Short shorts/skirts, shirts with logos/pictures that could be considered offensive, and clothing that reveals bare back, midriff, and/or underwear are not acceptable.

806 Drug Free Workplace Policy

The SACC is committed to protecting the safety, health, and well-being of all employees and other individuals in the SACC workplace. Towards that end, the SACC is committed to maintaining a

drug-free environment and strictly prohibits reporting to work under the influence of intoxicants, or use or possession of alcohol or illegal drugs at work.

For purposes of this policy, the term “illegal drug” means drugs and controlled substances, the possession, or use of which is unlawful pursuant to any applicable federal, state, and local laws and regulations. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include street drugs such as cocaine, heroin, marijuana, and other controlled substances such as stimulants, depressants, and hallucinogenic products.

For purposes of this policy, the term “substance abuse” includes the use of prescribed drugs, which are not being used for prescribed purposes or in a prescribed manner.

Any individual who conducts business for the SACC, is applying for a position with the SACC, or is conducting business on SACC property is covered by the SACC’s drug-free workplace place. This policy applies whenever anyone is representing or conducting business for the organization and during all working hours, while on SACC property, and at SACC-sponsored events.

Violations of this policy may lead to disciplinary action, up to and including termination of employment. Such violations may also have legal consequences.

807 Motor Vehicle Use

The following Motor Vehicle Record (MVR) incidents will prohibit someone from being a driver for SACC.

Unacceptable:

- DWI/DUI
- Reckless Driving
- Suspended License
- Speeding 25 MPH or more above the speed limit
- Drug Offense
- Hit and Run/Leaving the scene of an accident
- Three or more at-fault accidents or violations in the past three years

Marginal MVR incidents:

- Two or more at-fault accidents or violations in a three year period
- Multiple suspensions and reinstatements

A driver involved in a preventable accident resulting in bodily injury or property damage in excess of \$3,500 will be required to attend the NYS approved Defensive Driver Program within 90 days following the accident.

900 Childcare

901 Training

Child Abuse and Maltreatment training **MUST** be completed within 30 days of hire. From the date of hire, employees are required to complete 15 hours of training within the first 6 months of employment. Topics to include: Child Abuse and Maltreatment, Safety & Supervision, and other topics that are preapproved by New York State Office of Child and Family Services and the Director of School Age Child Care.

The SACCP Director will institute a 30-day performance review meeting with all new counselors. Performance reviews will also be conducted at the end of June. Reviews will be documented and placed in employee files. The SACCP Director will also meet with staff as a group on a daily basis to share information and concerns.

902 Orientation

Orientation, to be conducted on or before the first day of working in the program room, will include a review of OCFS regulations; OCFS and SACC safety policies and procedures; review of mandated reporter regulations; review of all SACCP policies; review of SACC Employee Handbook and Sexual Harassment Policy. Orientation will also include guidelines for interacting with parents.

903 Child Protective Services

If you suspect a child is being abused or neglected, it is your obligation as a Mandated Reporter to call and report such suspicions to the Child Abuse Hotline, 1-800-635-1522. After making the call, you must inform your supervisor and they will give you a LDSS-2221A Report of Suspected Child Abuse or Maltreatment Form to fill out. These forms are also available in the Program Room desk for easy access.

SACC encourages you to call the hotline, even if you are unsure of your suspicions. The hotline is there for you as a counseling resource, and you may utilize it at any time. The Hotline will decide whether to take a report and if follow-up is necessary. The call is completely confidential. There is no penalty for calling the hotline. However, if something happens and you did not report it, then you may be liable.

The Child Abuse and Maltreatment Mandated Reporter phone number is in the Program Room desk drawer (top left drawer). For all public callers, there is a different public Child Abuse and Maltreatment hotline phone number, which is located on the board near the phone in the Program Room. Calls to the Hotline can be made privately in the Board Room, as long as your supervisor is notified of your whereabouts and the required child/staff ratio is maintained. If a call

needs to be made after your normal hours, you will be paid for your time spent on the call, and for completing the report.

904 Visitor Policy

Visitors are only permitted when they have been preapproved by the Director of School Age Child Care. These visitors must have a purpose (volunteer, parent, etc). Visitors must leave once the purpose of their visit has been accomplished. Visitors must sign in on the visitor log placed by the door of the Program Room.

905 In Case of Missing Child

If there ever becomes a situation where a child is missing, please follow these steps:

- Check with all other counselors, verbally and by walkie-talkie, to determine if they know where child is. Then ask other children if they know where the missing child is, or where he was last seen, and which direction heading.
- Lockdown children in Program Room with counselors by using phrase - 'CODE YELLOW' over the walkie-talkies-make sure to remain in ratio. No one will leave the room until they receive an 'ALL CLEAR' sign from the Executive Director or the SACCP Director.
- Send the floater to alert the Executive Director of the CODE YELLOW. This floater will also check all bathrooms and other unlocked rooms. Any extra staff will be positioned in the front and at the back of the building to watch exit doors.
- All extra staff and Executive Director will each spread out and will check the upstairs, downstairs, and outside grounds, communicating with walkie-talkies.
- 911 should be called at this time. Also, the parents of the child should be called.
- Lockdown stays in place until child is found or police arrive on scene.

906 Child Bathroom/Hallway Use

Employees are required to escort children to and from the bathroom/hallway and will remain in the hallway for the duration. If two children require use of the bathroom at the same time, an employee will position themselves in the doorway to the bathroom for the duration. Children are to be instructed that they must ask permission to use the bathroom, or any time they want to leave the program room or gym.

907 Communications

Employee to Employee

Employees are expected to use the Center-provided walkie-talkies as a form of communication between groups. At least one employee in each group will have a walkie-talkie and/or a walkie-talkie will be left in an area so it is accessible to all employees in that area. They are to be

used whenever needed, and in particular, when children move from one program area to another, or to the bathroom.

Employee-Supervisor

It is the obligation of each employee to bring program matters to the attention of either the Head Counselor and/or the SACCP Director, depending on who is on duty. This may include staff concerns, parent complaints, and child concerns. The Head Counselor will report all issues to the SACCP Director.

The SACCP Director will inform SACC's Executive Director whenever she or any SACCP staff:

- 1) Discuss a serious and/or program-wide concern with a parent, including three write-ups of a child;
- 2) Call the Child Abuse Hotline;
- 3) Have any contact with OCFS, CACFP, DSS, or other government entity regarding regulatory and/or reimbursement issues, other than routine reimbursement issues.

The SACCP Director will submit to the E.D. a written report of these communications, including any required follow-up action, within 24 hours. The same day as received, the E.D. will email to the board any contact with CPS, and any non-routine contact with OCFS regarding regulatory issues/concerns.

Cell Phone Use

Employees are prohibited from using a cell phone, whether the business conducted is personal or company-related, during their scheduled shift. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking voicemail, or any other purpose. This also includes the use of the phone as a camera. Any job-related phone calls should be placed and received through the Center phone. Non-job-related calls should not be placed or received during working hours, except for emergencies. If an employee requires use of their personal cell phone during her/his shift, due to an emergency, a log will be kept detailing the general purpose and duration of use and will be filed with daily paperwork for that day.

1000 RECORDKEEPING & COMMUNICATION

1001 Personnel Files

Personnel records are highly confidential. The SACC maintains a personnel file for each employee. Any medical records are maintained separately in a confidential medical file. Only management personnel who have a legitimate reason related to the SACC's operations to review information in a personnel file are allowed to do so.

Employee personnel (and medical) record files are the property of the SACC, and access to the information contained therein is restricted.

An employee who wishes to review her/his own file should contact the SACC Director. With reasonable advance notice, a current employee may review his/her own personnel (and medical record) files in the SACC's offices and in the presence of the SACC Director. However, none of the contents of an employee's personnel (or medical record) files may be removed or copied.

1002 Medical Records

The SACC maintains a separate, confidential file for each employee's medical information. Only employees with a genuine need shall be granted access to information in an employee's confidential medical file, and only to the minimum extent necessary to accomplish the intended purpose. Employees have the same access to their confidential medical file as they have to their personnel file.

Any employee who has questions relating to this policy is encouraged to contact the SACC Director.

1003 Bulletin Boards/Notes

SACC Bulletin Boards are for the purpose of communicating information to employees. All notices that affect employment at the SACC, including information regarding safety, labor laws and policy changes, will be posted on the bulletin boards. It is the responsibility of each employee to be aware of all notices and keep updated on policy changes and regulations as they are posted and/or distributed.

Employees are not allowed to post materials on bulletin boards without prior approval from the SACC Director.

1100 CONCLUSION

Thank you for taking the time to review this Handbook. If you have any questions, suggestions, or concerns, please contact the SACC Director.

Approved on: August 19, 2019

To be reviewed in: August 2020

Each policy will be reviewed on an annual basis and is subject to change.

**ACKNOWLEDGEMENT AND RECEIPT OF
THE SACC'S EMPLOYEE HANDBOOK AND
ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY**

The Employee Handbook (the "Handbook") is designed to introduce the Stillwater Public SACC's ("SACC") employees to the SACC, familiarize them with the SACC's policies, provide general guidelines on benefits and other issues related to their employment, and help answer many questions that may arise.

All employees are required to review the Handbook, including but not limited to the Anti-Discrimination/Anti-Harassment Policy, and sign this **Acknowledgement and Receipt**.

General Principles

- The policies in the Handbook are to be considered guidelines. The Handbook does not create a contract, express or implied, between the SACC and any employee.
- The SACC reserves the right to change, delete, suspend or discontinue any policy, benefit or provision in the Handbook at any time and for any reason, without prior notice, except as otherwise required by applicable law. Any such action shall apply to existing as well as future employees.
- Any alteration or modification of the policies in the Handbook must be adopted and approved in writing by the SACC's Board of Directors or its designee.
- If at any time the SACC fails to enforce any policy set forth in the Handbook, such failure shall not affect the SACC's ability to enforce that policy at a later date.
- If any provision of the Handbook is inconsistent with applicable law, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such applicable law.
- The Handbook supersedes any and all previous handbooks and any other SACC policies, whether written or oral, concerning the topics covered in the Handbook, except that in the event of a conflict between the information contained in this Handbook and the official plan documents, the official plan documents will govern.

Confidential Information

I am aware that during the course of my employment, confidential information not otherwise available to persons outside of the SACC will be made available to me. I understand that this information is proprietary and critical to the success of the SACC's programs and must not be given out or used outside the SACC's premises or with non-SACC employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or organization.

Anti-Discrimination/Anti-Harassment Policy Acknowledgement

I further acknowledge that I have reviewed the SACC's Anti-Discrimination/Anti-Harassment Policy, I understand the policy, and I agree to comply with the policy. I agree that if I have any questions or concerns about the policy, that I am directed to bring those questions or concerns to the attention of the SACC Director.

ACKNOWLEDGMENT

By signing below, I acknowledge: (1) receipt of the SACC's Employee Handbook; and (2) I have read, I understand, and I agree to comply with the SACC's Employee Handbook, including but not limited to, the Anti-Discrimination/Anti-Harassment Policy.

Signature: _____

Print Name: _____

Date: _____

Please sign and date one copy of this notice and return it to the SACC Director. It will be placed in your personnel file. Retain a second copy for your reference.

COPY TO BE RETURNED TO THE SACC