

Gads Hill Center

Employee handbook

January 2017

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Welcome

Welcome to Gads Hill Center. Throughout this Handbook, Gads Hill Center will be referred to also as the “Center” or “Agency”. These two terms are equivalent to Gads Hill Center. This handbook has been prepared as a helpful summary of our current benefits, policies, procedures, practices, and rules. Of course, it does not address every matter that may arise or concern you. Therefore, if you have any questions, please consult with your supervisor.

All benefits, policies, procedures, practices, and rules of Gads Hill Center may be modified by Gads Hill Center at any time, with or without prior notice. We will notify you of any changes as soon as possible.

This Employee Handbook is meant to provide guidelines and expectations to employees in order to assist employees to better perform their job duties. This Handbook is not an exhaustive list of every workplace rule and policy, but rather a guide to employees on commonly raised questions.

This handbook is not a contract of employment or a promise of continued work. Consequently, this handbook does not alter, amend, or change in any way your status as an “At Will” employee, that is, both you and Gads Hill Center have the right to terminate your employment at any time, with or without cause, and with or without notice.

We encourage you to read this Handbook carefully and, again if you have any questions or do not understand any part of it, please feel free to discuss your questions with your supervisor.

Again, welcome to Gads Hill Center, and thank you for joining us. We hope that this is the beginning of a productive and mutually beneficial relationship.

Maricela Garcia
Chief Executive Officer

At Will

Employment with Gads Hill Center is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Gads Hill Center may terminate the employment relationship at will at any time, with or without notice or cause.

THIS EMPLOYEE HANDBOOK DOES NOT CONSTITUTE A CONTRACT AND SHOULD NOT BE CONSTRUED AS A CONTRACT BY ANY EMPLOYEE. THE COMPANY DOES NOT GUARANTEE EMPLOYMENT FOR ANY SPECIFIC DURATION, AND ALL EMPLOYEES ARE EMPLOYED ON AN “AT WILL” BASIS.

THE COMPANY RESERVES THE RIGHT TO ALTER, AMEND OR MODIFY THESE POLICIES WITH OR WITHOUT PRIOR NOTICE, EXCEPT FOR THE POLICY OF AT WILL EMPLOYMENT. NO STATEMENT BY MANAGEMENT MAY BE INTERPRETED AS A CHANGE IN POLICY, NOR MAY IT CONSTITUTE AN AGREEMENT.

Please be advised that no supervisor, manager, or representative of Gads Hill Center other than the Chief Executive Officer has the authority to enter into any agreement with any individual for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Owners on behalf of Gads Hill Center will not be enforceable unless the agreement is in writing and signed by the Chief Executive Officer.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of Gads Hill Center.

Equal Employment Opportunity

Gads Hill Center is committed to having a workplace free of illegal discrimination and harassment on the basis of age, race, color, gender, sexual orientation, gender identity, national origin, religion, disability, genetic information, creed, sex (including pregnancy), ancestry, marital status, military status, military discharge status, veteran status, citizenship status, sealed or expunged arrest records not resulting in conviction and any other status protected by law.

All employees are required to refrain from illegal discrimination and harassment, and to report any violation of the policy, whether against them or any other person. Illegal discrimination and harassment against employees, clients, vendors, and any other persons associated with our business is taken very seriously and will not be tolerated.

Unlawful harassment

Harassment on the basis of any protected status is prohibited (for example, harassment on the basis of age, race, religion, marital status, national origin, and disability or any other status protected by law are prohibited), however, our strict prohibition of sexual harassment may require additional clarification. Harassment includes (but is not limited to) name-calling, letters, jokes, e-mail, cartoons, graffiti, pictures, posters, gestures, ethnic slurs, racial epithets, and other conduct, which is aimed at a particular employee or group of employees. Sexual harassment can include any unwelcome requests for sexual favors, touching, comments, gestures, telephone or computer communications, or other behavior of a sexual nature, when submitting to such conduct is either explicitly or implicitly a term or condition of employment, is used as the basis for employment decisions, interferes with someone's job performance, or creates an intimidating, hostile, or offensive working environment.

Harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as on the work site.

Reporting and resolving discrimination and harassment concerns

Illegal Harassment and discrimination cannot be eliminated without your help; it is everyone's responsibility. If you believe you are being illegally discriminated against or harassed based on sexual harassment or any form of harassment based on your age, race, color, gender, sexual orientation, gender identity, national origin, religion, disability, genetic information, creed, ancestry, marital status, military status, military discharge status, veteran status, citizenship status, sealed or expunged arrest records not resulting in conviction or any other status protected by law, tell the person who is harassing or discriminating against you what behavior you want to stop and why. Also, if you believe that illegal discrimination or harassment has occurred or is occurring (whether you or anyone else are the victim), immediately report it to Human Resources. If you do not receive a satisfactory resolution, continue to report it up the chain of

authority as indicated on the Center's organizational chart-- all the way to the CEO if necessary. If you are not reasonably able to approach a particular person in the chain of authority (for instance, if you believe your supervisor is sexually harassing or discriminating against you), skip a level and go to the next person in the chain.

Open door policy

All supervisors maintain an "open door" policy to listen to employee concerns about potential discrimination and harassment. You may bring these concerns up at any time.

No retaliation

You have the right to complain of discrimination and harassment without retaliation. As long as you act in good faith (for instance, by telling the whole truth to the best of your ability and cooperating with any investigations), no adverse employment action will be taken against you for complaining about discrimination or harassment. If you feel you are being improperly retaliated against, report it following the same procedures you would follow to complain of discrimination or harassment. Remember, just as you have a right to bring these matters up, you also have a responsibility to do so; if you do not bring them up they cannot be addressed. Because we prohibit retaliation, there is never a good excuse for failing to report discrimination or harassment.

What happens when a complaint is made

If a complaint about potential discrimination, harassment or retaliation is made, Gads Hill Center will promptly investigate the complaint. Investigations will be done with due respect for all involved. All employees are required to cooperate in investigations including by telling the whole truth to the best of their knowledge, attending interviews with investigators, providing all information (including any physical items such as documents or notes) they may have, and maintaining confidentiality if appropriate in a given case. The obligation to cooperate extends to both persons making a complaint and to anyone else the company feels may have information relevant to an investigation. If an investigation results in a finding that Gads Hill Center's policies forbidding discrimination and harassment have been violated, Gads Hill Center will take action intended to prevent any further violations up to and including termination.

ADA (Americans with Disabilities Act)

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is recognized that employees may experience a physical or mental impairment, which may impact their ability to perform the essential functions of their job duties. It is the policy of the Center to comply with all Federal and state laws concerning the employment of persons with disabilities.

It is the Center's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Center will consider providing reasonable accommodations for employees that would allow them to continue to perform the essential functions of their position, and which do not impose an undue hardship on the business. An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

Any employee having a physical or mental impairment that substantially limits one or more of his or her major life activities and which impacts their ability to perform their job duties, should notify the Human Resources Department.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Accommodation of disabilities

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. If you have a disability that impacts your ability to perform your job, contact the Human Resources Department regarding whether a reasonable accommodation may be available to help you perform the essential functions of your job. Your providing information (which may include information from medical providers) and cooperating with attempts to find reasonable accommodation is essential.

Definitions

As used in the ADA policy above, the following terms have the indicated meanings:

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual."
- "Direct threat to safety" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Company; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire company ; and (8) the relationship of the particular facility to the Company. These are not all of the factors but merely examples.
- “Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

Pregnancy Policies and Procedures

The Illinois Human Rights Act (IHRA) requires employers to reasonably accommodate qualified individuals who are pregnant and make a request for a reasonable accommodation. It is the policy of the Gads Hill Center to comply with all Federal and state laws concerning the employment of people who are pregnant, which is defined to include pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

It is the Company’s policy not to discriminate against qualified individuals who are pregnant in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant. The Center will also reasonably accommodate qualified individuals who are pregnant so that they can perform the essential functions of their job if such can be provided without undue hardship to the Center.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, may not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace may be placed on appropriate leave until an organizational decision has been made in regard to the employee’s immediate employment situation.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. Individuals who are pregnant (as defined below) and would like to request a reasonable accommodation because of pregnancy (including pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth) must contact the Human Resources Department.

Definitions

As used in the Pregnancy policy above, terms shall have the same meanings as in the ADA policy. In addition:

- “Pregnancy” means pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

Lactation Accommodation

In compliance with federal and state law, the Center will provide appropriate private, secure areas, other than a restroom, for employees to express milk within the year after a child’s birth. If your location does not have a regularly designated area and you do not have a private office that you can use for this purpose, ask your manager to designate an appropriate place. Employees may take breaks of a reasonable length for this purpose. Hourly employees may take up to 20 minutes at a time, three times per day for this purpose without clocking out, provided that any other paid break time (for instance if they are normally allowed rest breaks) should be set off against time taken for this purpose. Longer or more frequent breaks should be off the clock (unpaid). Note, however, that many jurisdictions have policies on lactation breaks; if you are in a jurisdiction that provides a higher standard of accommodation for lactation, the higher standard will apply. Employees should contact their Supervisor with any questions pertaining to this policy.

EMPLOYMENT PRACTICES AND POLICIES

Employment Categories

It is the intent of Gads Hill Center to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Center.

Each employee is designated as either Nonexempt or Exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's Exempt or Nonexempt classification may be changed only upon written notification by Gads Hill Center management.

In addition to the above categories, each employee will belong to one other employment category:

Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Gads Hill Center's full-time schedule. Generally, they are eligible for Gads Hill Center's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance) and paid time off benefits, they are ineligible for all of the Center's other benefit programs.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Gads Hill Center is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Temporary employees are those whose work assignments in this category are of a limited duration. Employment beyond any initially stated period (usually not longer than 6 months) does not in any way imply a change in employment status. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the Center's other benefit programs.

Direct any questions regarding your employment classification or exemption status to the human resources department.

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Gads Hill Center uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Gads Hill Center may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Gads Hill Center determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period, not to exceed 180 calendar days from the date of hire. Based upon 90 days performance evaluation.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming employees, they may also be eligible for other Gads Hill Center provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Personnel Data Changes

It is the responsibility of each employee to promptly notify Gads Hill Center of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify Human Resources.

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Gads Hill Center to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees must sign and submit time records to Human Resources after each pay period.

Nonexempt employees should not begin or end work until their scheduled time without expressed, prior authorization from their supervisor.

Altering, falsifying, tampering with time records, recording time on another employee's time record or asking another employee to do so on your behalf, is prohibited by this policy. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Please bring any discrepancies in your paycheck to your immediate Supervisor's attention. When the discrepancy is verified, the adjustment will be reflected as soon as administratively possible. Overtime should be authorized in advance by your supervisor whenever possible.

Paydays

All employees are paid Semi-monthly. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Paychecks will be issued on the 15th and the last day of the month. If a pay date falls upon a weekend or recognized holiday, pay checks will be issued the preceding Friday. All required deductions, such as for federal, state and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from paychecks.

If a regular payday falls during an employee's Paid Time Off, the employee's paycheck will be available upon his or her return from vacation unless the employee receives his/her paycheck via direct deposit.

Pay Advances

Gads Hill Center does not provide pay advances on unearned wages to employees.

Administrative Pay Corrections

Gads Hill Center takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor so that corrections can be made as quickly as possible.

Pay Deductions

The law requires that Gads Hill Center make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Gads Hill Center also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Gads Hill Center matches the amount of Social Security taxes paid by each employee.

Salary Administration

The salary administration program at Gads Hill Center was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Gads Hill Center is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations will be conducted on an annual basis. Ongoing performance evaluations may be conducted to provide both you and your supervisor with the opportunity to discuss your job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your performance.

A positive performance evaluation does not guarantee an increase in salary, a promotion, or even continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of your immediate Director.

Work Schedules

Operational demands may require variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Schedule and employee assignments are subject to change.

Meal Periods

All employees who work at least 7.5 hours or longer during the workday are provided with one meal period that begins no later than five hours after the start of the work period. Supervisors are responsible for administering their department's meal periods in a fair and uniform manner. Supervisors may schedule meal periods to accommodate operating and staffing requirements. Meal periods are not to exceed 60 minutes in length. Meal periods do not count toward hours worked for purposes of overtime. Employees are responsible for keeping their supervisors informed about any changes to their work schedules, including changes involving meal periods. Any employee who takes unauthorized meal periods or who extends authorized meal periods beyond approved limits can be subject to discipline, up to and including termination of employment.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked plus premium hours. Nonexempt employees shall be paid one and one-half their regular rate for all hours worked in excess of 40 hours in each workweek. Hours worked means time actually spent on the job. Time off on vacation, holidays, sickness or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Flextime

Exempt employees will, on occasion, work additional time beyond the regular workweek of 40 hours. Although overtime pay does not apply, they may be allowed, with specific planning and permission from their supervisor, to take the extra hours off during the current or following pay

period. Flextime is also calculated (the same way as overtime for non-exempt employees) on a weekly basis and on hours worked in excess of 40 hours. Hours worked for purposes of this policy does not include time in which an employee is not working due vacation, sickness, holiday or personal leave. It is also understood, that due to the workflow of a department, the flextime may not always be allowed. Please note that the earned flextime must be taken during the period it is earned (current pay period) or by the following pay period otherwise it will be lost. This policy does not infer a continuous flexible schedule, but flextime is only approved based on the needs of the agency.

Absenteeism and Tardiness

Employees are expected to be at work on time and to work their full scheduled hours as part of the essential functions of their position. Employees who report late to work or return late (more than 5 minutes) from: meal periods or leave prior to the end of the workday without permission, will be considered tardy.

Repeated absenteeism and/or tardiness will not be tolerated. An employee who will be absent from work for any reason must speak with their manager at least one hour before the start time of their shift. If employee is absent from work without prior authorization or without giving proper notice to their Manager, the employee will be will be subject to disciplinary action, up to and including termination. If an employee is absent from work due to illness the employee may be required to obtain and submit a physician's note, including any restrictions that may apply, stating that you are able to return to duty.

Employee Benefits

Eligible employees at Gads Hill Center are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Employees may refer to the appropriate plan documents for eligibility procedures and plan provisions concerning benefit programs. It is the legal documents that must be followed in the administration of these plans, and these plan documents will govern in the event any discrepancy exists.

The following benefit programs are available to eligible employees:

- Health Insurance
- Basic Life and Accidental Death and Dismemberment Insurance
- Long-Term Disability Insurance
- Retirement Plan (403B Plan)

- Additional Volunteer Benefits
- Paid Time Off
- Holidays

Health Insurance

The health insurance plan the company offers provides full-time employees and their dependents access to health insurance benefits.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Center and the insurance carrier.

For individual coverage, the Center pays 80% of the monthly premium, and the employee pays 20%. For Family coverage the Center pays 50% and the employee pays 50% of the monthly premium. These amounts are paid through pre-tax payroll deductions. Please note that after the initial enrollment the employee can only change their coverage in the month of open enrollment or after a major event (marriage, new born, divorce, etc.). The initial enrollment date is the first day of the month after 60 days of employment.

Details of the health insurance plan are described in the Health Plan Options Booklet. The HPO and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits. Also, health care coverage and details are subject to change from time to time, and the Human Resources Department will have the most current coverage information. This policy is to provide general information. The insurance plan documents control the administration of this plan and will govern in the event any discrepancy exists.

Basic Life and Accidental Death and Dismemberment Insurance

The Basic Life and AD&D insurance coverage is offered at no cost to the employee and it pays in the amount of one time annual salary up to a maximum of \$125,000. A supplemental life insurance program is available should the employee wish to purchase additional life insurance for themselves and their dependents. The initial enrollment date is the first day of the month after 60 days of employment. Contact the Human Resource Department for more information. The insurance plan documents control the administration of this plan and will govern in the event any discrepancy exists.

Long-Term Disability Insurance

The Long-Term Disability for non-occupational illnesses and injuries is provided to the employee at no cost. The benefit is paid after 6 months in the amount of 60% of the employee's basic monthly salary up to a maximum of \$5000/month and is paid until the age of 65. A supplemental long-term disability insurance program is available should the employee wish to

purchase additional long-term disability insurance for themselves or their dependents. The initial enrollment date is the first day of the month after 60 days of employment. Contact the Human Resource Department for more information. The insurance plan documents control the administration of this plan and will govern in the event any discrepancy exists.

Retirement Plan (403B Plan)

All regular Full-Time and Part-Time employees are eligible for this benefit. This plan is administered by an Independent Consultant. The 403B Plan is participant-directed and offers 2 investment options; voluntary, and match options for both deferrals and match contributions made by GHC. The employee may invest on a pre-tax basis a certain percentage or amount (minimum of \$25/pay period) of their cash compensation up to the IRS current year maximum. The voluntary plan is effective immediately after becoming a GHC employee. Participation on the match plan begins after the employee has completed 2 years of service. After 2 years of employment the Center will match 100% of the employee's investment amount from 1 to 5% of their cash compensation. Contact the Human Resource Department for more information. The plan documents control the administration of this plan and will govern in the event any discrepancy exists.

Additional Volunteer Benefits

- **Short-Term Disability:** Employees can apply for benefits soon after they are hired, according to the benefits plan. The initial enrollment date is as soon as the employee enrolls.
- **Dental Insurance:** The employee pays 100% of the monthly premium through pre-tax payroll deductions. Please note that after the initial enrollment the employee can only change their coverage in the month of open enrollment or after a major event (marriage, new born, divorce, etc.). The initial enrollment date is the first day of the month after 60 days of employment.
- **Eye Care/Vision Insurance:** The employee pays 100% of the monthly premium through pre-tax payroll deductions. Please note that after the initial enrollment the employee can only change their coverage in the month of open enrollment or after a major event (marriage, new born, divorce, etc.). The initial enrollment date is the first day of the month after 60 days of employment.
- **RTA/CTA Monthly Benefit:** Employees are welcome to join the RTA/CTA Monthly benefit at any time. The employee pays 100% of the monthly payment through pre-tax payroll deductions. The employee can contact the Finance Office to enroll.
- **Flexible Spending Accounts:** The flexible spending account allows you to set aside pre-tax income to pay for eligible out-of pocket medical/health care of dependent care

expenses that qualify as federal income tax deductions. This service allows you to lower your taxable income which leads to you paying less taxes. The maximum deduction for Medical Care is \$2,500 per year, and Dependent Care is \$5,000 per year. The initial enrollment date is the first day of the month after 60 days of employment.

Contact the Human Resource Department for more information. The plan documents control the administration of these plans and will govern in the event any discrepancy exists.

Paid Time Off (PTO)

Paid time off is available to eligible full-time and part-time employees who have successfully completed their introductory period. Eligible employees begin accruing paid time off (PTO) from the date of hire, but may not take paid time off until they have completed their introductory period.

Paid time off is based on the employee’s straight time rate. Full-time employees working at least 40 hours per week earn or accrue 10 hours of paid time off for each full month worked. All other regular employees working less than 40 hours per week (including regular part-time employees) earn or accrue one (1) prorated day of paid time off for each month worked. The amount of hours equal to one (1) day of earned paid time off each month depends on the average of hours the employee works per week. More specifically, the first year of employment an employee working an average of 40 hours/week will accrue 10 hours per month of paid time off time. However, employees working an average 32, 30 (for example Youth Workers) or 15 hours/week will accrue 8.00, 7.50, and 3.70 hours per month of paid time off time, respectively. Please refer to the following illustration to better demonstrate the way paid time off is accrued monthly.

PAID TIME OFF BENEFITS (40 hours/week schedule)

<u>ACCUMULATED YEARS OF SERVICE</u>	HOURS EARNED MONTHLY (*40 HR. SCHEDULE)	DAYS EARNED YEARLY
Beginning of 1 st year through the end of the 1 st year.....	10.00	15 days
Beginning of 2 nd year through the end of the 3 rd year.....	12.00	18 days
Beginning of 4 th year through the end of 6 th year.....	15.33	23 days
Beginning with 7 th year and forward.....	18.67	28 days

The illustration below can better explain how employees accrue or earn their paid time off hours each month depending on the work schedule they have. The hours accrued each month are determined by prorating the following numbers:

<u>Year</u>	<u>*40 Hour Work Schedule</u>	<u>Paid time off Hours / Year</u>	<u>Hours Earned Monthly</u>
0-1	40 / 5 days = 8.00 hour day	8.00 x 15 Days = 120.00	120.00 /12 months = 10.00
2-3	40 / 5 days = 8.00 hour day	8.00 x 18 Days = 144.00	144.00 /12 months = 12.00
4-6	40 / 5 days = 8.00 hour day	8.00 x 23 Days = 184.00	184.00 /12 months = 15.33
7 th	40 / 5 days = 8.00 hour day	8.00 x 28 Days = 224.00	224.00 /12 months = 18.67
<u>Year</u>	<u>32 Hour Work Schedule</u>	<u>Paid time off Hours / Year</u>	<u>Hours Earned Monthly</u>
0-1	32 / 5 days = 6.40 hour day	6.40 x 15 Days = 96.00	96.00 /12 months = 8.00
2-3	32 / 5 days = 6.40 hour day	6.40 x 18 Days = 115.20	115.20 /12 months = 9.60
4-6	32 / 5 days = 6.40 hour day	6.40 x 23 Days = 147.20	147.20 /12 months = 12.27
7 th	32 / 5 days = 6.40 hour day	6.40 x 28 Days = 179.20	179.20 /12 months = 14.93
<u>Year</u>	<u>30 Hour Work Schedule</u>	<u>Paid time off Hours / Year</u>	<u>Hours Earned Monthly</u>
0-1	30 / 5 days = 6.00 hour day	6.00 x 15 Days = 90.00	90.00 /12 months = 7.50
2-3	30 / 5 days = 6.00 hour day	6.00 x 18 Days = 108.0	108.00 /12 months = 9.00
4-6	30 / 5 days = 6.00 hour day	6.00 x 23 Days = 138.0	138.00 /12 months = 11.50
7 th	30 / 5 days = 6.00 hour day	6.00 x 28 Days = 168.0	168.00 /12 months = 14.00
<u>Year</u>	<u>20 Hour Work Schedule</u>	<u>Paid time off Hours / Year</u>	<u>Hours Earned Monthly</u>
0-1	20 / 5 days = 4.00 hour day	4.00 x 15 Days = 60.00	60.00 /12 months = 5.00
2-3	20 / 5 days = 4.00 hour day	4.00 x 18 Days = 72.00	72.00 /12 months = 6.00
4-6	20 / 5 days = 4.00 hour day	4.00 x 23 Days = 92.00	92.00 /12 months = 7.67
7 th	20 / 5 days = 4.00 hour day	4.00 x 28 Days = 112.00	112.00 /12 months = 9.33
<u>Year</u>	<u>15 Hour Work Schedule</u>	<u>Paid time off Hours / Year</u>	<u>Hours Earned Monthly</u>
0-1	15 / 5 days = 3.00 hour day	3.00 x 15 Days = 45.00	45.00 /12 months = 3.75
2-3	15 / 5 days = 3.00 hour day	3.00 x 18 Days = 54.00	54.00 /12 months = 4.50
4-6	15 / 5 days = 3.00 hour day	3.00 x 23 Days = 69.00	69.00 /12 months = 5.75
7 th	15 / 5 days = 3.00 hour day	3.00 x 28 Days = 84.00	84.00 /12 months = 7.00

Please note that all paid time off requests must be submitted in writing on the Center's form for approval a minimum of 7 days in advance to your supervisor. There may be occasions, such as sudden illness, when employees cannot notify their supervisor in advance. In those situations, employees must inform their supervisor of their circumstances as soon as possible but no later than one hour before the start time of their shift.

All approved paid time off requests are forwarded to the Human Resources department after being reviewed and signed by your supervisor. Paid time off scheduling conflicts will be resolved based upon who submitted the request first. If conflicts cannot be resolved based on this criteria, the tie breaker may be awarded to the request from the employee with the most years/ months of service. In any event, Gads Hill Center reserves the right to grant or deny any request for paid time off time.

Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health provider concerning the justification after three consecutive days of unscheduled absences to return to work.

If a scheduled paid Holiday falls during your paid time off period, the day will be credited as a Holiday.

Unused paid time off must be taken by no later than June 30th of each fiscal year. Employees may carry over up to 40 hours of unused paid time off. All paid time off in excess of 40 hours not used by June 30th will be forfeited unless a written waiver from your Leadership Team member is submitted

After you complete three months of employment, you may take your accrued paid time off. Paid time off may be taken up to and including the amount earned/accrued through the month preceding the paid time off period requested. Paid time off time may not be borrowed except in those instances where the need for advancing paid time off days is the result of a scheduled program closing.

In the event that our advancing of days or your paid time off request results in the use of paid time off, which has not yet been earned or accrued, to you and you decide to leave the agency for any reason with a negative balance on your paid time off days, the amount of such negative balance will be deducted from your last paycheck. Any earned or accrued paid time off owed to you if you decide to leave our employment will be prorated to the last day worked and will be paid on your last paycheck.

Holidays

The Center observes the following paid holidays and provides holiday pay to full-time and part-time employees:

- Employee's Birthday
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day

The agency will close operations every year from December 24th thru January 1st. Therefore, any days off during the closing that are not considered holidays, will be deducted from your accrued paid time off time. If no accrued paid time off time is available to the employee, then paid time off time will be advanced for the winter break.

If a holiday falls on a Saturday or Sunday, we will designate either the preceding Friday or the following Monday as the paid holiday.

To qualify for holiday pay, you must work the full scheduled workday immediately prior to and the full scheduled workday immediately after the holiday. If an employee takes an unscheduled paid time off day before or after a holiday, he/she will not get paid for the holiday. An employee who takes pre-approved paid time off time in conjunction with a holiday will not forfeit his/her holiday pay.

Holiday pay is computed on the basis of your current regular hourly rate for the number of hours you are scheduled to work, up to a maximum of eight (8) hours. The prorated holiday amounts to be paid for employees working a 40, 32, 30 and 15, hour/week would be 8.00, 6.40, 6.00, and 3.00, respectively. Please refer to the illustration under the paid time off section, which illustrates how these numbers were prorated. Holidays are not considered time worked for purposes of overtime computation.

If the normal workday falls on a designated holiday, and you are required to work on that holiday, you will be paid for the hours worked and will receive an additional paid day off to be taken within two weeks following the holiday, instead of the designated holiday.

If a holiday falls on your normal day off, you will be allowed to take a different day off in place of the designated holiday.

Reimbursement for Job Related Educational Expenses

Certain government funding sources allow for the reimbursement of job related educational expenses for employees of Gads Hill Center. If you are unsure whether this policy relates to you, please see your Supervisor. Your application for these funds must be approved by the Program Director. Reimbursement will be paid only upon completion of the course with a passing grade of “C” or above. Books, fees, and/or tuition expenses may be covered by this policy.

Child Care for Staff

It is the policy of Gads Hill Center that all employees who have children in our programs will receive a \$50 per month discount towards their cost, whether they pay privately or pay a co-payment on government subsidy. There will be no more staff scholarship, and every staff member will receive the same benefit. All staff enrollments and re-determinations will be conducted by the agency designated staff childcare contact. No staff enrollments or re-determinations will go through the regular process. All staff files regarding assessments, re-determinations and payment for services will be kept in the agency designated staff childcare contact’s office in a confidential file. None of this information will appear in the child’s regular program file. Instead, there will be a blind folder noting where the information is being kept, for purposes of program and fiscal audits. In order to keep all staff balances up to date, the Finance Office will set up an automatic payroll deduction for all staff co-payments or their charge if they are private-pay families.

LEAVE OF ABSENCE

Family Medical Leave Act (FMLA)

Pursuant to the federal Family and Medical Leave Act (FMLA), the Center provides leave to eligible employees if the Center employed 50 or more employees in 20 or more workweeks in the current or preceding year (if the Center does not meet this threshold in a given year, the FMLA, including the policies described in this section, does not apply). While the Center reserves the right to grant leave on terms and conditions in excess of those required by law, nothing herein shall be construed to require the Center to do so and such leave will not be subject to the protections of the FMLA.

An FMLA-Eligible employee is an employee who meets the following criteria:

- The employee has accrued 12 months of service with the Center within the previous seven years. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee is on leave during the week.;

- The employee has worked at least 1,250 hours for the Center during the 12-month period immediately prior to taking FMLA leave. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.; and
- The employee works at a location where at least 50 employees are employed by the Center within a 75 mile radius. The distance is to be calculated by using available transportation by the most direct route.

Family/medical leave

Family/medical leave may be taken for the following reasons:

- 1) *The birth of a child and in order to care for that child.*
- 2) *The placement of a child for adoption or foster care and to care for the newly placed child.*
- 3) *To care for a spouse, same sex partner, child or parent with a serious health condition.*
- 4) *The serious health condition (described below) of the employee.*

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition, which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

Employees with questions about what illnesses are covered under this FMLA policy or under the Company's sick leave policy are encouraged to consult with the HR department.

The Company may require an employee to provide a doctor's certification of the serious health condition.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Child/Parent relationship

For purposes of FMLA leave because of the birth of a son or daughter, in order to care for such son or daughter, because of the placement of a son or daughter with the employee for adoption or foster care, and to care for a son or daughter with a serious health condition, a child will be considered the employee's if he or she is the biological, adopted, or foster child, stepchild, or legal ward of the employee, or if the employee stands in loco parentis, and the child is (A) under 18 years of age; or (B) 18 years of age or older and incapable of self-care because of a mental or physical disability. There is no limit on the number of parents a son or daughter may have for purposes of such FMLA leave.

An employee may be in loco parentis even if the employee has no biological or legal relationship to the child, if the employee assumes (or, in the case of birth or other prospective relationships, intends to assume) obligations incident to the parental relation as a practical matter (note that temporary arrangements for convenience, such as babysitting while parents take a vacation, are not sufficient to be in loco parentis for FMLA purposes). Factors that will be considered in determining whether an employee is in loco parentis include, but may not be limited to, the age of the child, the degree to which the child is dependent on the employee, the amount of support (if any) the employee provides, and the extent to which duties commonly associated with parenthood are exercised by the employee (for example, an employee who houses and cares for a grandchild because the child's parents are unable to do so, or an employee who shares in the upbringing of a child in the employee's household who is the son or daughter of the employee's life partner, regardless of whether that partnership is legally recognized, may be in loco parentis). Employees may be required to provide written statements or other reasonable information establishing that children for whom they seek FMLA leave are their sons or daughters as defined by this policy.

Amount of family/medical leave available

Eligible employees may take up to 12 weeks of family/medical leave within a rolling 12 month period. A 12 month period is measured backward from the date an employee last used family or medical leave.

Military Family Leave under the FMLA

There are two types of Military Family Leave available under the FMLA; Qualifying Exigency leave and Military Caregiver leave.

Qualifying Exigency leave under the FMLA

Eligible employees may take up to a total of 12 work weeks of unpaid leave for qualifying exigencies arising out of the fact that employee's spouse, son, daughter, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty, in support of a foreign country or contingency operation. Qualifying exigency leave is available to a family member of a military member in the Armed Forces including the National Guard or Reserves.

Covered active duty under the FMLA means:

In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Section 101(a)(13)B) of Title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Qualifying exigencies include:

- Issues arising from a covered military member's short notice deployment (i.e. deployment on seven or less days of notice) for a period of seven days from the date of notification.
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of a covered military member.
- Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the covered military member.
- Making or updating financial and legal arrangements to address a covered military member's absence.

- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the covered active duty or call to covered active duty status of the covered military member.
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during deployment.
- Attending certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's covered active duty status, and addressing issues arising from the death of a covered military member.
- Any other event that the employee and an authorized officer of the Center agree is a qualifying exigency.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

Military Caregiver Leave under the FMLA

FMLA provides caregiver leave for wounded service members for an eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness may take up to a total of 26 work weeks of unpaid leave during a single 12 month period to care for the service member.

A covered servicemember is defined as a current member of the Armed Forces (including the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy for an injury or illness incurred in the line of active military duty or that existed before the beginning of active duty and was aggravated by service in the line of duty, that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating. Covered servicemember also includes any individual on the temporary disability retired list.

A covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness is also entitled to leave. A covered veteran is defined as an individual who was a member of the Armed Forces and was discharged or released under conditions other than dishonorable during the five year period prior to the first date an eligible employee takes leave (October 28, 2009 through March 8, 2013 shall not count towards the five year look-back period). In the case of a covered veteran, a serious injury or illness means an injury or illness that was incurred by the veteran in the line of duty while on active duty (or existed before the beginning of active duty but was aggravated in the line of duty) and that is (1) a continuation of a serious injury or illness incurred or aggravated when the veteran was an active member of the

armed forces that rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or ration; (2) a physical or mental condition for which the covered veteran has received a "VASRD disability rating" of 50 percent or greater and the rating is based, at least in part, on the condition precipitating the need for leave; (3) a physical or mental condition that substantially impairs (or without treatment would impair) the veteran's ability to secure a gainful occupation by reason of disability related to military service; or (4) an injury, including a psychological injury for which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

The single 12 month period begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period applicable to any other leave under the FMLA. An eligible employee is limited to a combined total of 26 work weeks of leave under the FMLA during the single 12 month period (not more than 12 of the 26 weeks total may be for an FMLA-qualifying reason other than to care for a covered service member).

If two employees who are married to each-other work for the Center, the aggregate amount of leave that can be taken by both of them under the FMLA for the birth of a child or placement for adoption or foster care of a child, or to care for parents with a serious health condition, under the FMLA is 12 weeks within a 12 month period. Note, as the FMLA is a federal law and federal law does not recognize marriages between persons of the same sex, this provision is applicable only to marriages between a man and a woman regardless of whether a same sex marriage or domestic partnership may be recognized under state law.

General Provisions

The provisions below are applicable to both family/medical and military family leave under the FMLA.

Measurement method

Except in the case of Military Caregiver Leave, an eligible employee's FMLA leave entitlement is limited to a total of 12 work weeks of leave during any 12 month period as measured on a rolling basis, measuring backward from the date the employee uses any FMLA leave other than Military Caregiver leave. The single 12 month period applicable to Military Caregiver leave is measured forward from the date the employee's first leave to care for the covered service member begins.

Intermittent leave

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The Company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the Company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Pay, Benefits, and Protections During FMLA Leave

Family medical leave is unpaid leave, although employees on FMLA leave will receive any compensation they have earned that is payable while on leave.

Substitution of paid time off for unpaid leave. If an employee has accrued paid leave under the Center's policies, the employee must use this accrued paid time off concurrently with FMLA. The substitution of paid leave for unpaid leave does not extend the FMLA period. Furthermore, the substitution of paid leave for unpaid leave cannot result in the receipt of more than 100 percent of an employee's salary.

Medical benefits

During an approved leave under the FMLA, the Center will maintain the employee's health benefits, if any, as if the employee continued to be actively employed (this section does not apply if the employee does not participate in a Center-sponsored group health benefit). Both the Employee and the Center will continue to be responsible for their respective shares of premium on the same terms as if the employee were actively at work (if paid time is substituted, regular payroll deductions will be made for health coverage from applicable pay). Because employees remain eligible for health group benefits, taking FMLA leave does not constitute a COBRA-

qualifying event, however, if an employee does not return to work at the end of FMLA leave COBRA continuation may apply. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage. However, if the employee returns to work while protected by the FMLA, the employee may resume participation immediately. If the employee does not return to work at the end of FMLA leave the Center may recover from the employee any premium paid by it for the employee during FMLA leave.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums; or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums whether or not the employee returns to work.

Other benefits

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave, however further accruals under any paid time off policy offered by the Center will cease during periods of leave.

Reinstatement at end of FMLA leave

Upon return from FMLA leave, eligible employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, employees are subject to no greater right to employment than if they had not taken leave. Also, if an employee does not return to work within the time prescribed by the FMLA, the employee has no right to reinstatement. The Company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Other legally-protected leave. In some cases leave under the FMLA will also be subject to other laws that provide legally-protected leave. This will often depends on applicable state law and will be determined on a case-by-case basis. Where types of legally-protected leave are permitted to be used simultaneously the presumption will be that they are being used simultaneously unless the Center confirms otherwise in writing.

FMLA Leave Procedure

Notification by employees of need for leave.

The Center cannot know that FMLA leave is needed, and cannot provide FMLA entitlements, unless employees first appropriately notify the Center of their need for leave in sufficient detail for the Center to understand that FMLA leave is appropriate.

Procedure for Requesting Leave for 1) the birth of a child or in order to care for that child; 2) the placement of a child for adoption or foster care and to care for the newly placed child; 3) to care for a spouse, same sex partner, child or parent with a serious health condition; or 4) the serious health condition of the employee

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the HR department. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reasons(s) with a copy to the HR department. Failure of the employee to provide a written request for leave cannot be grounds to deny or delay the taking of FMLA leave.

The Company will provide individual notice of rights and obligations to each employee requesting leave within two business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident, this notice will be provided every six months.

When an employee plans to take leave under this policy, the employee must give the Company 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the Company's operations.

If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. While on leave, employees are requested to report periodically to the Company regarding the status of the medical condition and their intent to return to work.

Procedure for Requesting Leave for 1) a covered family member's active duty or call to active duty in the Armed Forces or 2) to care for an injured or ill servicemember

All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the HR department. Leave may commence as soon as the individual receives the call-up notice. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reasons(s) with a copy to the HR department.

Requests for FMLA leave should be directed to the Human Resources Department using the Request for Family/Medical Leave form available from the Human Resources Department.

When submitting a request for leave, the employee must provide sufficient information for the Center to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the anticipated duration of the leave. Employees also must inform the Center if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Notification to employees of leave availability

Once the Center is aware of a request for FMLA leave under the procedures outlined in this policy and has received the information it needs, it will inform the requesting employee of the availability of FMLA leave. Assuming FMLA leave is available under the circumstances, employees will be given a written notice that includes details of the leave that is being granted. If FMLA leave is not available the Center will so notify the employee. The Company will provide individual notice of rights and obligations to each employee requesting leave within two business days or as soon as practicable.

Certification of the Serious Health Condition of the Employee or the Spouse, Same Sex Partner, Child or Parent of the Employee

The Company may ask for certification of the serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. The employer shall designate the leave within five business days of receipt of the medical documentation. If any questions arise over the documentation for certification and additional documentation is required, the employee has seven (7) calendar days to submit additional documentation regarding certification. Failure to provide certification, within the time frame and in absence of good faith practicable efforts, may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form and job description with essential duties listed. Request for a medical certificate must be made in writing as part of the employer response to employee request for leave. Employees have an affirmative duty to cooperate and communicate throughout all facets of the leave process, including but not limited to the initial request for leave, certification and return to work procedures.

Certification of the serious health condition shall include the date when the condition began, its expected duration and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a family member who is seriously ill, the certification must include a statement that the patient, the family member, requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The Company has the right to ask for a second or third opinion if it has reason to doubt the certification. The Company will pay for the employee to get a certification from a second or third doctor, which the Company will select. If necessary to resolve a conflict between the original certification and the second opinion, the Company will require the opinion of a third doctor. The Company and the employee will mutually select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/ or third opinion. The employee gives the employer permission to contact the healthcare provider if any clarification regarding documentation or certification arises. Prior to reinstatement, the employee is required to undergo a Fitness for Duty Exam and present the exam results and release. The Fitness for Duty release may include an assessment of the job requirements so the healthcare provider may accurately ascertain the parameters of reinstatement and if any accommodations are required.

Documentation of the Covered Family Member's Active Duty or Call to Active Duty in the Armed Forces

Employees requesting this type of servicemember FMLA leave must provide proof of the qualifying family member's call-up or active military service. This documentation may be a copy of the military orders or other official Armed Forces communication.

Documentation of the Need for Servicemember FMLA Leave to Care for an Injured or Ill Servicemember

Employees requesting this type of Servicemember FMLA leave must provide documentation of the family member's or next-of-kin's injury, recovery or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the servicemember's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties. The documentation may also be provided by any healthcare provider authorized under the FMLA to certify injury or illness.

Staying in touch while on leave.

Employees who take leave because of their own serious health condition or to care for a covered relation must contact the Human Resources Department or supervisor on the pre-established basis regarding the status of the need for leave and intention to return to work. Employees who unequivocally indicate that they do not intend to return to work while protected by the FMLA may no longer be considered on FMLA leave.

Requesting additional leave

Employees who need to extend FMLA leave beyond what was originally granted must contact the Human Resources Department as soon as practicable upon becoming aware of the need for

additional leave personally or if that is not possible, through their representatives. The Center may request appropriate substantiation (such as medical certification if applicable) of the need for additional leave in reviewing requests. If a request is granted, the Center will notify the employee of the new terms of leave. The Center may, but is not required to, grant leave beyond that required by the FMLA. Any leave beyond that required by the FMLA will not be subject to the protections of the FMLA.

Returning to work

Employees wishing to return to work from FMLA leave must give notice to the Human Resources Department of the intent to return two weeks prior to last day of the FMLA leave (note, a return to work date may be agreed upon at any point during FMLA leave). If the employee does not return to work by the end of the FMLA leave and does not notify his/her supervisor and Human Resources Department, Gads Hill will interpret this as the employee's resignation. Failure to provide such notice will be assumed to indicate that the employee does not plan to return.

* Note: Employees who are not eligible for FMLA (who may take unpaid approved leave) who are enrolled in Health insurance will be offered employee paid COBRA while on leave.

Bereavement Leave

In the event of death in your immediate family, you are eligible for paid leave of absence for up to three (3) consecutive workdays to enable you to attend to the emergency or funeral. If requested, you may be required to submit proof of death and/or of attendance at the funeral to be eligible for this leave. Please notify your supervisor as soon as possible of your planned absence, but no later than the morning of the first working day of the absence.

The term "immediate family" means your parents (or step or foster parents), spouse, brother, sister, children (natural, adoptive or step), domestic partner, grandparents, current mother-in-law, or current father-in-law.

In the event of a death of a child, you may be eligible for an additional ten (10) days of unpaid leave. Please contact the Human Resources Department for further information.

Time Off to Vote

Gads Hill Center encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Gads Hill Center will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior

to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for time off.

Jury Duty

Gads Hill Center encourages employees to fulfill their civic responsibilities by serving jury duty when required. All employees may request paid jury duty leave for the length of no more than 30 days absence. Employees must provide the Center with any reimbursement from the court upon completion of jury service. Exempt staff members will be paid their normal salaries during any workweek in which they appear as a witness or juror and also perform services for the Company, regardless of the amount of time spent performing those services.

Employees must show the jury duty summons to their supervisor as soon as possible, but within at least 10 days of the date of issuance of the summons, so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits in accordance with applicable law.

Gads Hill Center will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

Gads Hill Center will continue to provide health insurance benefits for the full term of the jury duty absence.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA)¹. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

¹ Under USERRA, uniformed services consist of the following: Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency. State laws may expand the uniformed services definition.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

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

Illinois Family Military Leave

Employees who have worked for the Company for at least twelve (12) months and at least 1,250 hours for the last year are entitled to take unpaid, job-protected leave to visit with a spouse, party to a civil union, parent, child, or grandchild who has been called into military service that will last longer than thirty (30) days. While on leave, all benefits continue at the employee's expense. Please contact the Human Resources Department for information regarding specific forms and eligibility requirements.

Employees who return from leave under the Act will be restored to the same position or one with equivalent seniority, benefits, and pay.

Illinois School Visitation Leave

Pursuant to Illinois School Visitation Act, the Company will grant an employee unpaid leave of up to a total of 8 hours during any school year (no more than 4 hours of which may be taken on any given day) to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non work hours. In order to be eligible for this leave, the employee must have been employed with the Company at least six (6) months and worked an average number of hours per week equal to at least one half the full-time equivalent of their normal hours.

No leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee with the exception of sick leave and disability leave.

Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance. In emergency situations, 24 hours notice is required.

To substantiate the need for leave, an employee is required to submit documentation from the school administrator. The employee should submit this documentation to the Company at the time the employee requests leave. Where it is not practical to obtain the documentation at the time of the request, the employee is required to submit the documentation upon their return to work.

The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Illinois Blood Donation Leave

Pursuant to the Illinois Donor Leave Act, the Company permits employees to use up to one hour of paid leave every 56 days. To be eligible for this leave an employee must have been employed with the Company for at least six (6) months on a full-time basis.

In addition, an employee is required to request and receive the Company's approval prior to taking paid blood donation leave.

Employees are not required to use accumulated or future sick or vacation leave to donate blood.

Unpaid Leave Due to Domestic and Sexual Violence

BASIS OF LEAVE: Gads Hill Center will provide up to **twelve (12) weeks of unpaid leave** from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim of domestic or sexual violence. Family or household member may include those related by blood or by present or prior marriage, or who share a son or daughter to address domestic or sexual violence if the employee is:

- A. **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- B. **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- C. **obtaining psychological or other counseling** for the employee or the employee's family or household member;

- D. **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- E. **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including attending, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

“Family or household member” means a spouse, party to a civil union, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence. “Family or household member” may also include those related by blood or by present or prior marriage, or who share a son or daughter

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

PERIOD OF LEAVE: Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.

EXISTING LEAVE: The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

NOTICE: The employee shall provide Gads Hill Center with **at least 48 hours’ advance notice** of the employee’s intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, Gads Hill Center will not take any action against the employee if the employee, **within a reasonable period after the absence** (generally defined herein as 15 days) provides certification as shown under the next section.

CERTIFICATION: Gads Hill Center may require the employee to provide certification to Gads Hill Center that:

- A. The employee or the employee’s family or household member is a victim of domestic or sexual violence; and

B. the leave is for one of the purposes enumerated in the above “Basis” paragraph.

The employee shall provide such certification to Gads Hill Center within a reasonable period after Gads Hill Center requests certification.

An employee may satisfy the above certification requirement by providing to Gads Hill Center a **signed and dated statement** of the employee, and upon obtaining such documents the employee shall provide:

- A. **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee’s family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- B. a **police or court record**; or
- C. other corroborating evidence.

CONFIDENTIALITY: All information provided to Gads Hill Center, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be **retained in the strictest confidence by Gads Hill Center**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

RESTORATION TO POSITION: In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- i. to be restored by Gads Hill Center to the position of employment held by the employee when the leave commenced; or
- ii. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

LOSS OF BENEFITS: The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

- The accrual of any seniority or employment benefits during any period of leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

REPORTING TO GADS HILL CENTER: Gads Hill Center may require an employee on leave under this policy to **report periodically to Gads Hill Center** on the status and intention of the employee to return to work.

MAINTENANCE OF HEALTH BENEFITS: Except as provided under “Loss of Benefits,” during any period that an employee takes leave under this policy, Gads Hill Center shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

FAILURE TO RETURN FROM LEAVE: Gads Hill Center may recover the premium that Gads Hill Center paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- i. the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and
- ii. the employee **fails to return** to work for a reason other than:
 - a. the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
 - b. other circumstances beyond the control of the employee.

Gads Hill Center may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to Gads Hill Center that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to Gads Hill Center:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

NONDISCRIMINATION : Gads Hill Center will not discriminate or otherwise harass or retaliate against any employee with respect to the compensation, terms, conditions or privileges of employment because the individual is or is perceived to be a victim of domestic or sexual violence; attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or a family or household member was a victim; or requested an

adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or the workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

REASONABLE ACCOMMODATIONS: Within the provisions of VESSA, a reasonable accommodation will be made for a qualified employee or applicant when there are limitations resulting from circumstances that relate to being a victim of domestic or sexual violence or a family or household member being a victim of domestic or sexual violence. Reasonable VESSA accommodations may include adjustment to a job structure, workplace facility, or work requirement, including transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure" in response to an actual or perceived threat. Assistance in documenting domestic or sexual violence that occurs at the workplace or in a work-related setting. Employees are required to provide the same certification for an accommodation request as for that of a leave request.

Health and Safety

To assist in providing a safe and healthful work environment for employees, clients, and visitors, the Center has established a workplace safety program. This program is a top priority for Gads Hill Center. Each facility has the responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Center provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Common sense should always be used around equipment. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, are in clear violation of this policy.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Drug and Alcohol Abuse Policy

The Center is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. While on Gads Hill Center's premises and while conducting business-related activities off premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

To help ensure a safe and healthful working environment, job applicants and employees may be asked to submit to a pre-employment, random, reasonable suspicion and/or post-accident drug screen to determine the illicit or illegal use of drugs. Refusal to submit to drug testing could lead to termination, pending an investigation. Yielding a positive result is a clear violation of company policy will be subject to disciplinary action, up to and including termination.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Gads Hill Center, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Family and friends of employees who are not enrolled in the Center programs are prohibited from visiting the classrooms or roaming the facility due to safety and security concerns. In the event of an emergency, employees may be called to meet any visitor outside their work area.

All visitors should enter Gads Hill Center at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Gads Hill or assigned facility premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Workplace Violence

Gads Hill Center is committed to preventing workplace violence and to maintaining a safe work environment. Gads Hill Center has adopted the following guidelines to deal with threats of (or actual) violence that may occur during business hours or on its premises.

All employees, visitors, vendors, clients, etc. must be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Company, in its sole

discretion, deems offensive, threatening, dangerous, or inappropriate will be subject to disciplinary action, up to and including termination.

Employees may not possess firearms, weapons, or explosives, concealed or otherwise. In states that require by law that employers permit employees to store weapons in locked vehicles you may do so. However, you may not remove such weapons from the locked vehicle, carry them, brandish them, use them, or threaten or otherwise indicate that you will do any of the foregoing.

DUTY TO WARN: All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Director or Human Resources Department. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be specific and provide as much detail as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Gads Hill Center will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Gads Hill Center may suspend employees, either with or without pay, pending investigation. Gads Hill Center will not condone or tolerate any form of retaliation against any employee for making a report under this policy.

Nothing stated in this policy is intended to interfere with an employee's rights to engage in lawful protected concerted activities under the National Labor Relations Act.

Housekeeping

Neatness and good housekeeping are signs of organization and efficiency. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution and creates a good impression for visitors.

Easily accessible trash receptacles and recycling containers (where applicable) are located throughout the Center's offices. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repairing or replacing to the Facilities Department immediately.

Smoking

Gads Hill Center is a smoke-free facility. Smoking is not allowed on the Center's premises, this includes all facilities, client areas, playgrounds, company vehicles, or in restrooms. Smoking is also not allowed when there are children present or where children can see staff smoking.

Workers Compensation Insurance

Gads Hill Center provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Communication Policy

Gads Hill Center maintains its information and communications systems (collectively for convenience "systems"), including, without limitation, computers, laptops, networks, internet facilities, email, voice mail, and telephones, as well as connectivity with devices that may be owned by employees (such as mobile phones), at great expense to facilitate Center business. The following policies are applicable to the systems.

Use of the systems is a privilege, not a right, and the Center reserves the right to govern, monitor, and restrict use in any way it deems appropriate. The equipment, services, and technology provided to employees remain at all times the property of Gads Hill Center.

The systems are provided for business purposes only. While nominal personal use is inevitable (for instance, to call home in an emergency), such use must be kept to a reasonable (and in most cases, a minimal) level, and you must exercise good judgment in not using the systems excessively or for inappropriate purposes (for example, socializing, promoting personal business, proselytizing, sending chain messages, or accessing information which you do not have a legitimate job-related need to know). Long distance personal calls are not allowed. The Center reserves the right to determine whether use is reasonable or appropriate. Under no circumstances may you use the systems for a purpose that is or is not intended to be harmful or disruptive, that interferes with your work or someone else's work, or that violates the Center's policies. Use of the systems for any illegal purpose is prohibited, as is using information or other property belonging to another in violation of trademarks, patents, or copyrights, or software license agreements.

Center systems are not private, and you have no expectation of privacy when using them. Use can be tracked, monitored, recorded, intercepted, and otherwise seen or heard by others without your knowledge or permission, and the Center reserves the right to do so at any time. For instance, your phone calls may be monitored and recorded and your phone usage can be tracked. If you access the Internet, the sites you visit can be tracked.

E-mail and voice-mail messages reflect the Gads Hill Center image. They should be composed in a professional manner that is similar to messages sent on Gads Hill Center letterhead. Employees should keep in mind that electronic files are subject to discovery and may subsequently be used in litigation involving Gads Hill Center or the employee. Therefore, it is

expected that employee statements in electronic messages and files will reflect favorably on Gads Hill Center and on the employee. The Center may view your emails. Even erasing a file from your voice mail or computer may not delete it fully.

Use of the systems to view, receive, download, store, create, display, or transmit obscene, pornographic, or offensive material (whether written, verbal, graphic, or otherwise), or to illegally discriminate against or harass others (see the equal employment opportunity policies) is prohibited. For example the display or transmission of sexually explicit image, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees may not use E-mail or voice mail systems to solicit for charitable or commercial ventures, or in any way that violates Gads Hill Centers's no solicitation policy. Employees may not use the systems to further religious, political or other causes.

Internet postings and Public Comments. Employees must receive permission from their supervisor before posting messages from Gads Hill Center property to electronic bulletin boards, list-serves or similar public posting forums on the Internet. Regardless of whether messages are posted from the Gads Hill Center's property or facilities, employees must recognize that Gads Hill Center expects the following:

- Employees developing a Web site or writing a blog or entering any text or image onto any social network site that will mention Gads Hill Center's and/or the Gads Hill Center's current and potential products, services, employees, partners, customers and/or competitors, must identify that the views expressed are yours alone and do not represent the views of anyone else including your employer.
- Unless given permission by one's Department Director, employees are not authorized to speak on behalf of Gads Hill Center, nor represent that they do so. If there is a possibility of confusion you should make clear that you are speaking on your own behalf, not the Center's.
- Employee shall not endorse or promote the Center's services without making proper disclosures (for instance, pretending to be a client writing a positive review online); check with your supervisor for guidance on promotional activities before undertaking them.
- Employees shall not share information that is confidential and proprietary about Gads Hill Center's business. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, company strategy, and any other information that has not been publicly released by Gads Hill Center. These are given as examples only and do not cover the range of what the Company considers confidential and proprietary. If you have any question about whether information has been released publicly or doubts of any kind, speak with your manager before releasing information

that could potentially financially harm Gads Hill Center, or current and potential products, services, employees, partners, and customers. Employees should also be aware of the terms made in any non-disclosure/confidentiality agreement.

- Gads Hill Center logos and trademarks may not be used without explicit permission in writing from Gads Hill Center.
- Employees cannot sell any product or service that would compete with any of the Company's products or services without permission in writing from the CEO. This includes, but is not limited to training, books, products, and freelance writing. If in doubt, talk with your manager and the Human Resources Department.
- *Gads Hill Center* understands that employees have the right to voice or post dissatisfaction with Gads Hill Center or its management or supervision. However, Gads Hill Center strongly encourages everyone to discuss any such dissatisfaction with management at any time in the simple hope to address such concerns directly. **NOTHING CONTAINED IN THIS POLICY IS INTENDED TO RESTRICT AN EMPLOYEE'S RIGHTS AND REMEDIES UNDER AND PURSUANT TO THE NATIONAL LABOR RELATIONS ACT.**

Notice of violations. Employees who observe violations of these electronic communication policies shall notify their immediate supervisor or shall report the violation to the site Human Resources Representative.

Discipline. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Policy Changes. Gads Hill Center reserves the right to modify or change the policies set forth above or anywhere else in this Handbook to comply with applicable law, to meet changing circumstances or for any reason.

By signing the Receipt of Employee Handbook page, the employee acknowledges that he/ she has read this Communication Policy and agrees to abide by its terms.

Cell Phone Use

Unless used for a legitimate business need, cell phone use is not allowed during work time. If you must carry a cell phone for emergency purposes, the ringer is to be turned off. Personal calls should be handled during approved break periods.

Due to the nature of our business, some employees may be provided with cell phones as part of their daily responsibilities. Employees who are provided with cell phones are to utilize company cell phones for business purposes only. Occasional personal use may be permitted however cell phone invoices will be monitored on a regular basis.

Employees must refrain from using any mobile device while operating a motor vehicle owned by the Center. If there is a need to communicate in conjunction with the job, or for emergency purposes, the employee must be in a stopped position and out of the traffic way.

Employees will be solely responsible for any traffic violations resulting from the use of a phone while driving.

Violations of this policy will be subject to discipline, up to and including termination.

OPERATIONAL CONSIDERATIONS

Business Travel Expenses

Gads Hill Center will reimburse employees for ordinary expenses, such as the purchase of supplies, incurred in connection with the daily performance of your work. However, employees must have prior approval from their immediate supervisor or the Department Director in order to be reimbursed for such costs.

Transportation reimbursements do not include payment for mileage, which results from commuting between your home and the Center. Mileage for use of your car, when driven on Gads Hill business, will be reimbursed at the rate established by Gads Hill Center. Employees who use their personal vehicle must have the required legal insurance for the operation of the vehicle they are driving.

Out of town travel will be permitted for training or business activities as included in the annual staff development plan or with prior approval by the Chief Executive Officer. Payment for reasonable expenses may be allowed based on the availability of funds, but will be limited to direct expenses, including travel, hotel, and meals.

Non-Exempt employees who travel as part of their normal work day will be compensated for time spent traveling. Non-Exempt employees who travel away from home over night will be compensated for time spent engaged in company business even if such time occurs outside normal working hours. Time spent driving a vehicle due to travel requirements for company business during normal work hours will count as work time.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Gads Hill Center may not be used for personal use without prior approval.

Employees should contact the Finance Office for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, will not be tolerated.

Client Relations

Clients are among Gads Hill Center's most valuable assets. Every employee represents Gads Hill Center to our clients and the public. Clients judge the Center by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any client or potential client. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to clients.

Clients who wish to lodge specific comments or complaints should be directed to the Director for appropriate action. Gads Hill Center has written procedure for resolving client's complaints. This procedure is posted in public view at each site. It is all employees' responsibility to know this procedure and to assist any clients or member of the public in pursuing recognition of their complaint. Our personal contact with the public, our manners on the telephone, and the communications we send to clients are a reflection not only of ourselves, but also of the professionalism of Gads Hill Center. Positive client relations not only enhance the public's perception or image of Gads Hill Center, but also pay off in greater client loyalty and increased positive impact on the community.

Emergency Closings

At times, emergencies such as severe weather can disrupt the Center's operations. In extreme cases, these circumstances may require the closing of a work facility. Gads Hill Center follows the action of the local school district. If Chicago Public Schools are open, our Center will be open. If the Chicago Public Schools are closed, our Center will be closed. In the event that such an emergency occurs during nonworking hours, employees will be informed of such a closing via email. The entrance will also have emergency closing information posted.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. When the Center is open for business, employees who fail to report for work for their scheduled shift will not be paid for the time off. If an employee is unable to report to work due to severe weather and the Center is open for business, the employee may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed.

Employee Parking

The Center provides employees with parking at designated facilities; however some parking

areas may be reserved for disabled drivers, vendors, clients, vehicles belonging to the Center, and others. Gads Hill Center will not be responsible for any damage to your vehicle or the contents of your vehicle while parked on the Center's property.

Gads Hill Center Property

All items owned or leased by Gads Hill Center are the sole property of the Center and its clients. There is no condition or situation that will allow an employee to take Center property for personal use. The repercussions of such actions can ruin the Center's reputation and cause irrefutable damage. Failure to abide by this policy is strictly prohibited.

Workplace Searches

To 1) protect and secure the property of our employees, our customers, and Gads Hill Center and 2) help prevent the possession, sale, and use of illegal drugs on Gads Hill Center premises in support of Gads Hill Center drug-free workplace policy, Gads Hill Center establishes the right to question employees and all other persons entering and leaving our premises, and to inspect any property whether locked or unlocked including packages, parcels, purses, handbags, briefcases, lunchboxes, electronic equipment or any other possessions or articles carried to and from Gads Hill Center premises.

In addition, Gads Hill Center reserves the right to search any employee's office, desk, files, locker, palm pilot, computer, laptop computer, electronic organizer, or any other area or article on our premises, including personal or Company vehicles, whether or not such property is locked or unlocked and whether or not the lock is Company owned or employee owned. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, whether locked or unlocked, are the property of Gads Hill Center and are issued for the use of employees only during their employment with Gads Hill Center.

Searches and inspections may be conducted at any time at the discretion of Gads Hill Center.

Individuals entering the premises of Gads Hill Center who refuse to cooperate in an inspection or search conducted under this policy will not be permitted to enter the premises of Gads Hill Center. Employees who refuse to cooperate in an inspection or search, as well as employees who after the inspection or search are believed to be in possession of stolen property or illegal drugs, will be sent immediately to the Manager on Duty and be subjected to disciplinary action up to and including termination.

Employees should not have an expectation of privacy as to any property or articles on Gads Hill Center premises, including computers, electronic equipment, etc.

STANDARDS OF CONDUCT

Business Ethics and Conduct

The successful business operation and reputation of Gads Hill Center is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Gads Hill Center is dependent upon our clients' trust and we are dedicated to preserving that trust. Employees owe a duty to Gads Hill Center, its clients, and stakeholders to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.

Employees, and volunteers, are expected to act with integrity at all times and avoid any situation that would violate the confidentiality of a client or the Center. Gossiping or discussing rumors regarding clients or their families, even amongst staff members, is considered a violation of this policy.

Compliance with this policy of business ethics and conduct is the responsibility of every Gads Hill Center employee.

Employee Conduct and Work Rules

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that are strictly prohibited:

- Engaging in running or horseplay.
- Failure to wear proper safety equipment.
- Allowing unauthorized personnel in classrooms/work areas.
- Theft or misappropriation of Center property or personal property of a co-worker,

student or parent.

- Falsification of records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or clients-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from workstation during the workday.
- Unauthorized use of telephones, mail system, or other employer-owned equipment.
- Unauthorized disclosure of business "secrets", confidential information, or client information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Failure to call in for three days is considered job abandonment
- Profanity in the presence of children, or corporal punishment of children.

The examples listed are only typical of cases which can result in disciplinary action ranging from verbal warning to termination, and are not to be construed as limiting or restricting disciplinary action to only the specific cases listed. Discipline for violations will depend on the severity of the individual violation. Please report any actions that violate these rules to your supervisor.

Disciplinary Action

From time to time it is necessary to take disciplinary action, which may include written or verbal counseling, suspension, or other discipline up to and including discharge. Employment with Gads Hill Center is at-will, therefore employees are not guaranteed that they will receive advance warning prior to any disciplinary action, or that discipline will be applied progressively (i.e. employees are not guaranteed verbal or written warnings prior to more severe discipline

including discharge being applied).

Supervision of Children/Youth

Direct service staff responsible for supervising children may not leave children unsupervised or in the care of unqualified staff at any time for any reason. Staff members are required to maintain legally required staff/child ratios at all times. Failure to adhere to this policy may result in immediate termination.

Child Abuse and Neglect

Gads Hill Center staff shall comply with legal mandates requiring a report to the Illinois Department of Children and Family Services-Children Protective Services (DCFS-CPS) of any suspected instance of abuse or neglect of children under the age of 18.

The following is the procedure for handling reports of child abuse and neglect:

- All observations or suspicions of child abuse or neglect shall be immediately documented and rated in a written report.
- The written report must include the facts stated or observed and must immediately be given to the Coordinator and Director of the program.
- The Director or the program coordinator must report to the Department of Children and Family Services (DCFS) hotline 1-800-25-ABUSE (1-800-252-2873). Under no circumstances shall a call be made without notifying the Director of the program.
- After the report over the telephone is made, a Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters should be completed.
- The Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters form should be sent to the Illinois Department of Children and Family Services-Children Protective Services within 48 hours.
- Mail the original form to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.
- The family of the child must be notified of the suspected abuse and a meeting with the Director and program coordinator will be arranged to discuss the concerns. It is important that Gads Hill Center staff give support to the parent ensuring this highly emotional and distressing period. Family Support/Parent Advocate will need to work closely with the family.
- All documentation regarding the suspected abuse and neglect is confidential and must be kept on file at the site.

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Gads Hill Center. Any information concerning the business affairs of Gads Hill Center, its suppliers, customers, employees or personnel associated with Gads Hill Center, is confidential and restricted. Employees may not reveal any information except under the direction

of their supervisor or with the supervisor's approval. Such confidential information includes, but is not limited to, the following examples:

- Trade secrets or technical information
- Computer processes
- Customer/Client lists
- Customer preferences
- Marketing strategies
- Financial records
- Contractual records
- Donor records
- Volunteer records

Questions concerning this policy, including what constitutes confidential information, should be referred to the employee's supervisor. Employees who improperly use or disclose trade secrets or confidential business information will be in violation of company policy and may be subject to legal action, even if they do not actually benefit from the disclosed information. Violation of this provision may result in disciplinary action up to and including termination.

NOTHING CONTAINED IN THIS POLICY IS INTENDED TO RESTRICT AN EMPLOYEE'S RIGHTS AND REMEDIES UNDER AND PURSUANT TO THE NATIONAL LABOR RELATIONS ACT.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Gads Hill Center. All employees will be judged by the same performance standards and will be subject to Gads Hill Center's scheduling demands, regardless of any outside work requirements.

If Gads Hill Center determines that an employee's outside work interferes with performance or the ability to meet the requirements of Gads Hill Center as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Gads Hill Center

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Gads Hill Center for materials produced or services rendered while performing their jobs.

EMPLOYEE RELATIONS

Background Checks

Background Checks: All new hires are required to have a criminal background clearance prior to

employment. All employees with access to children must also complete DCFS criminal records, CANTS and SACWIS clearance. Failure to pass one of these clearances or a change in clearance status may result in termination.

Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Gads Hill Center also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Community Relationships

The Center has a policy against the building of relationships between employees and participants in Gads Hill Center programs. Acknowledging the possibility that such personal relationships may be in place, the Center expects full disclosure each year of any employee who begins a relationship with any participant in any Gads Hill Center program.

Personal Appearance and Demeanor

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Gads Hill Center presents to clients and visitors. During business hours or when representing Gads Hill Center, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your

position and accepted social standards. This is particularly true if your job involves dealing with clients or visitors in person. From time to time, certain jobs may require you to dress in uniform.

If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work.

Gads Hill Center will discuss whether a reasonable accommodation is available if your religious/moral beliefs or disability are inconsistent with the normal requirements of a position.

Employees are also required to keep their work environments clean and orderly. Before departing in the evening, employees should lock all files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature.

Lunch Facilities

A kitchen area with certain items like, refrigerator, microwave oven and sink may be available to employees. Everyone is expected to clean up after him or herself prior to leaving the area. The counter top should be cleaned and all waste should be put in the wastebasket. Items are not to be left in the refrigerator for more than seven (7) days to prevent spoilage. Anything left in the fridge beyond this time may be discarded with notice.

No Solicitation Policy

In order to avoid annoyance to our employees or interference with work, no employee is permitted to distribute or post literature, pamphlets, circulars, etc., in any working area, at any time. Employees are also prohibited from soliciting other employees for any purpose during working time.

People not associated with Gads Hill Center may not solicit for any purpose, or engage in the distribution of literature of any kind on the Agency's premises.

Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed.

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

Staff Support of Fundraising Activities

Staff of Gads Hill Center is not required to raise money for Gads Hill Center. From time to time, opportunities will arise where staff can volunteer to support a fundraising event or activity. Participation is always voluntary, and is not related to one's job performance evaluation.

Permission to engage in fund-raising activities must be obtained in advance (pre-approved) from the Department Director and Development Officer. These pre-approved fundraising activities may include employees, volunteers, children and parents. In addition, program participants and family members may also engage in structured fundraising activities with prior approval by the Department Director and Development Department.

If a staff person is approached to volunteer for any fundraising endeavor, no more than one request will be made. If you have an issue related to this policy, or feel that it has not been followed by other staff or board members please bring this up to your supervisor immediately.

TRANSITION FROM Gads Hill Center

Return of Property

Employees are responsible for all Center property, materials, or written information issued to them or in their possession or control.

Employees, on or before their last day of work must return all Center property. The Center reserves the right to seek legal remedies if such property is not returned in working order to the company.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Gads Hill Center. Although advance notice is not required, Gads Hill Center requests at least 2 weeks written resignation notice from all employees.

Final Pay

Final paychecks will be distributed on the next regular payday following termination. Final paychecks will be mailed to the employee's home address unless other arrangements are made in advance. Vacation time will be paid in accordance with state law.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Gads Hill Center, and I understand that I should consult the Human Resources Department and/or appropriate Director regarding any questions not answered in the handbook.

I have entered into my employment relationship with Gads Hill Center voluntarily and acknowledge that there is no specified length of employment. **Accordingly, Gads Hill Center or I can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and acknowledge that my employment absent a written contract to the contrary, signed by the CEO is terminable at the will of either Gads Hill Center or me anytime for any reason or no reason.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Gads Hill Center. By distributing this handbook, Gads Hill Center expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Gads Hill Center's policy of employment-at-will. I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Gads Hill Center, and Gads Hill Center reserves the right to change my hours, wages and working conditions at any time. I recognize Our Company's right to make unilateral changes in the content, interpretation, or application of the handbook anytime Gads Hill Center deems appropriate, even if the changes to be implemented have not been communicated, reprinted or substituted in the manual or elsewhere. I understand that revised information may supersede, modify, or eliminate existing policies. Only the CEO and the Board Members have the ability to adopt any revisions to the policies in this handbook.

I have read the Communication policy and agree to abide by its terms. I have read the broad Workplace Search policy and know that my privacy in the workplace is affected and limited by this policy.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Gads Hill Center is employment at-will, which may be terminated at the will of either Gads Hill Center or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Gads Hill Center or me.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____