

Catholic Children’s Home Employee Handbook

Table of Contents

ARTICLE I — INTRODUCTION	1	IV-9	Mother Nature Day Policy	35	
I-1	Welcome to the Catholic Children’s Home	1	ARTICLE V — GROUP HEALTH AND RELATED BENEFITS	36	
I-2	The Agency and Facility in the Community	2	V-1	General information	36
I-3	Code of Ethics	4	V-2	Employee Health Insurance Benefits	37
ARTICLE II — GENERAL EMPLOYMENT INFORMATION	5	V-3	Life Insurance Benefits	38	
II-1	Personnel Policies	5	V-4	Retirement Program	39
II-2	Medical Examinations	6	V-5	Worker’s Compensation	40
II-3	Orientation/Training	7	V-6	Unemployment Insurance Benefits	41
II-4	Personnel Files	8	V-7	Tax Deferred Annuity/Savings Plans	42
II-5	Job Posting	9	V-8	Reimbursement for Expenses	43
II-6	Complaint Procedure	10	ARTICLE VI — EMPLOYEE RESPONSIBILITIES	45	
II-7	Employee Grievances	11	VI-1	Guidelines for Appropriate Conduct	45
II-8	Sexual Harassment	13	VI-2	Discipline Policy	47
II-9	Employee Protection (Whistleblower) Policy	15	VI-3	Child Abuse Reporting	49
ARTICLE III — COMPENSATION POLICIES	16	VI-4	Confidentiality	50	
III-1	Employee Classifications	16	VI-5	Secondary Employment	51
III-2	Hours of Work, Work Schedule, Leaving the Premises	17	VI-6	Attendance	52
III-3	Timesheets, Paychecks	18	VI-7	Personal Appearance, Demeanor, and Work Station Care	53
III-4	Pay Period	19	VI-8	Smoking	54
III-5	Payroll Deductions and Change in Personal Status	20	VI-9	Telephone Usage	55
III-6	Overtime Pay Procedures/Compensatory Time	21	VI-10	Visits by Acquaintances	56
III-7	Wage and Salary Administration Program	22	VI-11	Solicitation or Distribution of Literature	57
III-8	Performance Evaluations	23	VI-12	Termination of Employment	58
ARTICLE IV — TIME-OFF BENEFITS	24	VI-13	Drug-Free Workplace	59	
IV-1	Vacation Benefit	24	VI-14	Fire, Safety and Health Guidelines; Emergency Codes	60
IV-2	Holidays and Holiday Pay	26	VI-15	Personal use of Grounds/Property	61
IV-3	Paid Absence Days	28	VI-16	Vehicle Usage	62
IV-4	Personal Leave	29	VI-17	Automobile Insurance	63
IV-5	Bereavement Leave	30	VI-18	Child Safety Laws	64
IV-6	Jury Duty Leave	31	VI-19	Transportation of Children	663
IV-7	Family and Medical Leave Act of 1993 (FMLA)	32	VI-20	Visits by Acquaintances and/or Family Members	67
IV-8	Military Leave	34	VI-21	Electronic Communications & Equipment	68

ARTICLE I — INTRODUCTION

I-1 Welcome to the Catholic Children's Home.

We are happy you have chosen the Catholic Children's Home (CCH) of the Diocese of Springfield in Illinois as your place of employment. We are glad to have you with us and hope that you will find this a pleasant place to work and that your employment will be fulfilling, long, prosperous and enjoyable. We are sure you will find that CCH strives to provide a professional atmosphere for all to grow and to enhance your skills as a professional to better serve the clients in need that come to us seeking assistance.

An interesting and challenging experience awaits you as an employee of CCH. To answer some of the questions you may have concerning your employment related benefits and expectations, we have written this Handbook. Please read it thoroughly and retain it for future reference. The information stated in this Handbook is subject to amendment or discontinuation at the sole discretion of the Executive Director as the needs of the Children's Home require. From time to time, you may receive updated information concerning changes in the Handbook. Should you have any questions regarding the Handbook contents, please ask your supervisor or the facility's Associate Administrator for assistance.

This Handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long-term, either you or CCH may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager, or representative of CCH other than the Executive Director has the authority to enter into any agreement, make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Executive Director shall not be enforceable unless it is in writing.

We know that our major asset is people and that no one can anticipate every human problem or need that may arise. Therefore, if you have a special problem, concern or idea, are troubled or have a need, please tell us. We appreciate your efforts and the good work you do each day to make our Catholic Children's Home successful. We wish you the best of luck in your position and hope that your employment relationship with CCH will be a rewarding experience.

In drafting this Employee Handbook, we have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This should be considered to refer to both genders.

I-2 The Agency and Facility in the Community

The Catholic Children's Home is an Illinois not-for-profit corporation established on May 11, 1926. It is managed and operated as a division of Catholic Charities of the Diocese of Springfield in Illinois.

Catholic Charities is also an Illinois not-for-profit corporation established on September 17, 1988. Prior to the formal incorporation (from March 1925 to September of 1988), the agency operated as a department of the charitable trust of the Diocese. The corporate officers of the Catholic Charities Corporate Board include the Bishop of the Diocese as the President of the Board, the Vicar General as the Vice-President, the Diocesan Finance Director, the Chancellor, and the Executive Director of Catholic Charities as the Secretary/Treasurer.

Catholic Charities of the Springfield Diocese is comprised of area offices and children's facilities located in various communities of the 28 counties of the Diocese of Springfield in Illinois. Area offices are located in Springfield, Quincy, Carlinville, Alton, Granite City, Effingham and Decatur. The children's facility is located in Alton at the Catholic Children's Home.

The Mission Statement of Catholic Charities is as follows:

Within a family approach, administer, promote, supervise and engage in charitable, welfare and social work in the Catholic Diocese of Springfield in Illinois; to aid the poor and needy, including dependent, neglected, abused and delinquent children; to coordinate and assist in the activities of the various Catholic charitable institutions and organizations of said Diocese; all under the sponsorship of and in cooperation with the Ordinary of said Diocese.

The Mission Statement of the Catholic Children's Home is:

"The mission of the Catholic Children's Home is to aid, protect and care for the needs, education and welfare of dependent, neglected, abused or otherwise hurting children and families without regard to poverty, riches, race, religion or national origin."

Catholic Charities, through its area office/facility structure, operates four major departments. The departments, and a brief description of each, is as follows:

- **GROUP CARE DEPARTMENT:** Ever mindful of the specialized needs of children, Catholic Charities provides group care for special populations. This includes services in Day Care Centers; residential care of children through the Catholic Children's Home; and a Special Education Day School at the Catholic Children's Home.
- **THERAPEUTIC SERVICES DEPARTMENT:** With a primary focus on "families", the Counseling Department uses a family systems approach in providing a variety of family, marital and individual counseling services.
- **CHILD WELFARE DEPARTMENT:** Our child welfare services are active in caring for abused, neglected, abandoned and runaway children through licensed family homes. After an assessment of each child's needs, a permanent plan is determined and services are initiated. The Agency will provide an appropriate level of service intensity to meet the need.

- **COMMUNITY SERVICES DEPARTMENT:** Through a variety of programs, the agency attempts to meet the basic needs of families in the provision of “food, shelter, clothing, medical care and limited emergency financial assistance.”

I-3 Code of Ethics

1. All Catholic Charities policies, programs and practices shall support the sanctity and dignity of human life from the moment of its conception until death, the value and integrity of the human person, the sacredness of the union of man and woman in marriage, the value of people's social relationships to one another and to community, and the central role of the family in human life and society.
2. We will reach out to help those who are suffering and shall adopt, in the allocation of limited resources, a preference for serving the neediest and the most vulnerable members of the community.
3. We will acknowledge and support the right of all people to set and pursue their own life goals, within the limits of the common good, whereby they can freely enter into participation with others in order to fulfill their common human potential and contribute to the building of a more humane community.
4. We will identify ourselves to the pluralistic community as a means by which Catholic Charities seeks to fulfill its social mission. We will seek full support and participation of the People of God through representation of policy-making boards of directors and advisory committees. We will seek the involvement of volunteers in the programs of the agency.
5. We will collaborate with other individuals, groups, and social agencies on issues, policies and programs which are compatible with a Judeo-Christian value system, in the interest of achieving the fullest measure of charity and justice.
6. In all our policies, procedures and practices, we will be faithful to Biblical values, the social teaching of the Church and relevant sections of the Code of Canon Law.
7. We will function faithfully within the mission and structures of the diocese with proper respect for the role of the Diocesan Bishop.
8. We will assure conformity with relevant civil law in its governance, and at the same time, we will hold ourselves free to peacefully seek to change oppressive civil laws.
9. We will seek to realize in action the virtues of charity and justice in all relationships with staff, volunteers, the people served and the larger community.
10. We will recognize confidentiality as a living principle within the agency and establish policies and procedures to assure the protection of the privacy of the relationship established with its clients and other relevant bodies.
11. We will hold ourselves fully, consistently and publicly accountable for our programs and fiscal operations, and seek objective certification that we meet those standards of quality in our performance that have been established for the field of social service, through accreditation and licensing, as appropriate.
12. We will support and advocate for those freedoms and structures in society that contribute to pluralism in social welfare and cooperation between public and voluntary sectors.
13. We will subscribe to and advocate for the principle of subsidiarity, its concern to leave the highest degree of freedom to the individual that is consonant with the common good, to recognize the family as the primary institution for meeting the human needs of its members, and for active, vigorous mediating groups and voluntary organizations in society with particular reference to the parish as a caring community.
14. In conformity with Catholic social teaching, we will support the legitimate, necessary and important responsibility of government for programs essential for the general welfare.

ARTICLE II — GENERAL EMPLOYMENT INFORMATION

II-1 Personnel Policies

Catholic Charities (including the Catholic Children's Home) has established a number of formal Personnel Policies that should guide all employees' work within the agency. These policies are part of the Administrative Manuals of the agency and are located in each of the Area Offices and Facilities. All current staff have been given a copy of the Personnel Policies prior to the implementation date. New employees are given a copy of the Personnel Policies section during their orientation day at the Facility Personnel Office. Should any employee lose or misplace their personal copy, the copy located in the Facility Office is available for reference. Facility Office copies of the Administrative Manuals will be kept up to date at all times.

*The official, detailed policies are **not** contained in this Handbook.* In general, the policies of Catholic Charities, including CCH, provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, national origin, age, handicap, or status as a Vietnam-era or special disabled veteran unrelated to ability to perform the job in accordance with applicable federal, state and local laws governing non-discrimination in employment. It is Catholic Charities' policy to hire, place and promote, acknowledging the most qualified person. This policy of non-discrimination applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Although CCH does not require its employees to be of the Roman Catholic faith, it is expected that all employees will conduct themselves at all times in a manner consistent with the missions and doctrines of the Roman Catholic Church and Catholic Charities. Catholic Charities and CCH expressly prohibit any form of unlawful employment harassment based on race, color, religion, sex, national origin, age, handicap or status as a Vietnam-era or special disabled veteran. Improper interference with the ability of CCH employees to perform their expected job duties is not tolerated.

Please see the Catholic Charities Administrative Manual for all agency policies concerning the general establishment of Personnel Practices for the agency.

II-2 Medical Examinations

All employees at CCH must have a pre-employment physical examination before or within thirty (30) days of employment. (Written confirmation of a scheduled doctor's appointment for this exam will be accepted as meeting this requirement). The examination shall include findings that permit certification that the employee is free of communicable diseases, including active tuberculosis, and physical or mental conditions which affect their ability to perform assigned duties. The Hepatitis B vaccine is also available to all CCH employees. Cooks, nutritionists, dietitians, kitchen helpers and others assisting in the preparation, serving and handling of food and utensils must have culture tests when required by the examining physician or by local health ordinances. As part of CCH employment procedures, this pre-employment physical examination may include alcohol and drug screening. Failure to comply with this request will result in disciplinary action and possible termination. The employee must submit a completed health certificate (provided by CCH) as evidence of the examination and results. Any offer of employment that an applicant receives from CCH is contingent upon, among other things, satisfactory completion of this examination and a determination that the applicant is capable of performing the responsibilities of the position that has been offered.

As a condition of continued employment, all staff members shall be re-examined at least once every two (2) years. It is the employee's responsibility to secure the needed physical examination. Records of all physical examinations and resulting certificates are kept in your personnel file and are held in strict confidence.

Additionally, at any time during the course of your employment, you may be asked to furnish a physician's statement certifying that you are in good health and able to perform your job without placing yourself or others at risk. In such cases, you will be allowed to continue working unless your physician indicates that continued work would represent a "clear and present danger" to yourself or to others.

Catholic Charities and CCH reserve the right to obtain a second medical opinion concerning an employee's condition.

II-3 Orientation/Training

In order to help you adapt as quickly as possible to Catholic Children's Home and your immediate work area, the agency has an orientation program which begins upon hire. During your first orientation day, the Records & Benefits Officer will coordinate an informational session to share agency organizational structure and to discuss basic CCH and Catholic Charities' policies relating to personnel practices. You will have an opportunity to ask any initial questions you might have relating to your job. During this orientation, you will also receive important information regarding the performance requirements of your position, compensation, and benefit programs, plus other information necessary to acquaint you with your job and CCH. You will also be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, Department of Children and Family Services' (DCFS) forms, federal and state tax forms, formal application, and certain "release of information" authorizations. At this time, you will be required to present CCH with information establishing your identity and your eligibility to work in the United States in accordance with applicable federal law. Please use this orientation program to familiarize yourself with CCH and SMC, our policies and our benefits. We encourage you to ask any question you may have during this program so that you will understand all the guidelines that affect and govern your employment relationship with us. You will be given a copy of the agency policies relating to Personnel Practices, your job description and a Personnel Handbook as they are explained to you. You will be given a "Statement of Understanding". As evidence of receipt of the handbook, you will sign this form. Later, after you have read (and understand) the handbook, sign and return this "Statement of Understanding" form to the Records & Benefits Officer to place in the personnel file.

To insure harmonious relationships, an orientation/training period shall apply to new employees, rehired or newly promoted employees (regardless of employee classification). The orientation/training period is six months for all staff, except school employees, who are on the orientation/training period for five months of the school year.

During the orientation/training period, you will be given specific training related to the work you will be doing. The specific elements of your orientation/training will vary according to what job and/or position you hold. Also during this period you have the opportunity to demonstrate proper attitudes and abilities for the position for which you are employed. Consultation and on-going feedback to all employees during the orientation/training period will be conducted by their supervisors, at least monthly. A determination, before or at the end of the six month period, will be made based on these consultations as to the employee's continuing employment status. The successful completion of this period should not be construed as creating a contract or as guaranteeing employment for any specific duration or as establishing a "just cause" termination standard.

II-4 Personnel Files

Catholic Charities and the Catholic Children's Home maintain personnel files for each employee within the agency. The permanent, original personnel file is kept in the Administrative Services Department of the Catholic Children's Home. These files contain documentation regarding all aspects of the employee's tenure with the agency, such as performance evaluations, beneficiary designation forms, disciplinary action notices, and letters of commendation. These files are confidential records and are available only to authorized personnel. Each employee may examine his/her personnel file at reasonable intervals. If an employee is interested in reviewing his/her file, contact the Records & Benefits Officer to schedule an appointment.

To ensure that your personnel file is up to date at all times, staff are required to notify the Records & Benefits Officer and supervisor, in writing, as to any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

II-5 Job Posting

The agency attempts to promote Catholic Children's Home and Catholic Charities employees to open positions whenever a current employee is the best qualified candidate for the open position. The agency shall announce open positions through posting notices on major bulletin boards within each office of the agency. The announcements shall be posted for a minimum of five (5) working days. Any employee who has completed orientation and is interested in an open position is encouraged to apply for the position either through his/her supervisor or directly with the Records & Benefits Officer.

The Executive Director has the ultimate responsibility for hiring and terminating all staff. Supervisors, Coordinators and Administrators may be required to become involved in interviewing appropriate candidates for open positions. Observations, notes, etc., from such interviews will be discussed with the Administrator who will recommend final selections to the Executive Director who will make all final hiring decisions. After final approval is received from the Executive Director by the Administrator, the successful applicant will receive confirmation of the specifics of their employment, job description, and pay status. All other applicants shall receive a written "thank you" letter for applying.

II-6 Complaint Procedure

Each member of management is responsible for creating an atmosphere free from *discrimination* and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

If you experience any job-related harassment based on your sex, race, or other factor or you believe you have been treated in an unlawful discriminatory manner, promptly report the incident to the Executive Director, or his designee, who will directly investigate the matter or assign an internal investigative team and take appropriate action based on the findings.

Your complaint will be kept confidential to the maximum extent possible. If CCH determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee.

CCH prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigation of any complaint of harassment or unlawful discrimination, CCH determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

Please see Catholic Children's Home Administrative Policy relating to the agency's Complaint Procedure.

II-7 Employee Grievances

All CCH supervisors and employees are responsible for respecting the rights and dignity of their co-workers. All personnel have the right to work in an atmosphere free of any type of harassment or discrimination. It is recognized that employees may feel they have been subjected to unjust treatment or work conditions that interfere with their ability to perform their job duties. All employees have the right to express these concerns, if presented in a professional manner. It is the policy of CCH to provide a formal mechanism for the expression of concerns related to perceived or actual unjust treatment. Employees are prohibited from filing grievances that contain false or embellished information.

Prior to filing a formal grievance, employees are expected to make a good faith effort to remedy their concerns with their direct supervisor. If the employee is dissatisfied with the resolution or responsiveness of the supervisor, they may utilize the agency's formal employee grievance process.

All employees desiring to file a formal grievance must first contact the Associate Administrator to express their intent. The Associate Administrator will mail the appropriate form to the employee's home address and provide instructions regarding the process. The Associate Administrator will inform the Administrator of any contact from employees related to the filing of grievances. The employee desiring to file a formal grievance will submit the written complaint form to the Supervisor within ten days of the receipt of the form. The employee must notify the Associate Administrator within this timeframe if the intent to file has been rescinded.

All formal grievances received by the Supervisor will be reviewed in consultation with the Associate Administrator. The Associate Administrator may authorize a conflict resolution meeting, disciplinary action or a remediation plan of action. The employee is notified in writing of the Associate Administrator's decision within two weeks of the receipt of the complaint. The Administrator and the Executive Director are informed of all actions taken regarding employee grievances.

Authorized conflict resolution meetings are utilized by the agency as a good faith attempt to remedy employee grievances. All parties are expected to participate with an emphasis on open discussion, problem solving and compromise, where indicated. Communication is expected to be objective, professional and respectful. Recommendations and expectations regarding resolution strategies are documented by the Administrator. All parties receive a copy of this documentation. The Executive Director has the authority to appoint participants for conflict resolution meetings.

In the event an employee remains dissatisfied with the action taken regarding their formal grievance, they are required to notify the Associate Administrator of their intent to file their grievance directly with the Administrator. The Administrator will review the complaint and may authorize a subsequent conflict resolution meeting, disciplinary action or a remediation plan of action. The Administrator will consult the Executive Director on all directly filed grievances. The employee will be notified in writing of the Executive Director's decision

within two weeks of the receipt of the direct complaint. The decision of the Administrator and Executive Director is final.

It is the policy of CCH to maintain strict confidentiality of any information related to the employee grievance process. Information is disclosed only to those individuals with a “need to know” as determined by the Administrator. Violation of this policy is grounds for disciplinary action up to and including termination. Furthermore, retaliation against employees filing formal grievances by any staff member is strictly prohibited and subject to similar consequences. Formal grievance process information is kept in the applicable employee file.

II-8 Sexual Harassment

It is the policy of CCH to expressly prohibit any form of unlawful employment harassment. This includes, but is not limited to, harassment based on race, color, religion, sex, national origin, age handicap or status as a Vietnam-era or special disabled veteran. Improper interference with the ability of CCH employees to perform their expected job duties is not tolerated.

Specific to the issue of sexual harassment, CCH prohibits:

- a) unwelcome sexual advances, requests for sexual activity and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 - submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment
- b) offensive comments, jokes, innuendoes, revelations or other sexually oriented statements.

Employees who believe they have been subjected to sexual harassment should follow the guidelines as directed on the "Illinois Law Prohibits Sexual Harassment" poster that is posted in every office. These include, but are not limited to:

Let the harasser know that you are offended by this conduct and want it to stop.

If a second incident occurs, let the person know politely and firmly that you are not interested. Do not worry about being subtle.

Write down what happened to you, when it happened, who was there, and what all the parties involved said. Keep records of subtle or overt job related promises or threats.

Consider writing a letter to the harasser stating the facts and asking him or her to stop. Indicate that a copy of the letter will be sent to a responsible supervisor.

Talk with other people in the department whom you trust. Often, the person harassing you may be bothering others as well. These witnesses may also be willing to testify to the facts.

Though not required by law, we request that you inform your immediate supervisor of the incidents. If your supervisor is the sexual harasser, please inform their supervisor, the Associate Administrator or the Administrator. Sexual harassment charges against the Executive Director should be directly reported to the Corporate Board of Directors.

The appropriate supervisor will report their complaint directly to the Executive Director who will investigate the situation or assign an ad hoc investigation team.

The Executive Director will determine the validity of all complaints. The agency does not tolerate any form of retaliation against employees registering sexual harassment complaints. Appropriate disciplinary action, up to and including discharge, will be taken against the offending employee if credible evidence is presented. Conversely, employees judged to have submitted false information regarding a sexual harassment, will be subjected to similar disciplinary action.

Again, the Illinois Law poster regarding sexual harassment in the workplace is posted for reference to all employees.

II-9 Employee Protection (Whistleblower) Policy

All employees have the right to report any violation of Agency policies, practices or activities which are believed to be violation of State and/or Federal law and the afforded protection provided if such violations are reported.

The Catholic Children's Home required employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees must practice honesty and integrity in fulfilling their responsibilities. Employees are required to adhere to all policies and regulations that apply to the Agency as well as State and Federal law. All employees have a right to report and are encouraged to report reasonable suspicion of misconduct based on a reasonable good faith belief that the activities are in violation of State or Federal law, or Agency policy.

Catholic Children's Home will promptly investigate the allegation(s) and will then take the appropriate action to correct any unlawful activity identified. The Agency is dedicated to maintaining an open line of communication of its employees and will not hinder an employee's right to report suspected misconduct or questionable practices. Further, if an employee acts in good faith and reports suspected misconduct or activities, the employee may not be treated adversely.

Any Agency employee who retaliates or attempts to retaliate against an employee who reports suspected misconduct or questionable practices will be subject to discipline up to and including termination.

The anonymity of the employee and the reported suspected misconduct will be kept confidential to the extent possible consistent with the need to conduct a thorough investigation. An employee who in good faith reports suspected misconduct should submit a written complaint to the Personnel Director or Director of Operations, who will then inform the Executive Director. If the allegation is against the Executive Director, the complaint should then be sent to the Corporate Board of Directors.

The Executive Director will review the allegations and determine the appropriate personnel (internal or external) to conduct the investigation. The Human Resources Committee of the Corporate Board will be informed of the complaint and the results of the investigation. The Committee will provide direction regarding the appropriate resolution.

The act of reporting suspected misconduct that proves to have been made maliciously, recklessly, or with the knowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline up to and including termination of employment.

ARTICLE III — COMPENSATION POLICIES

III-1 Employee Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, CCH classifies their employees as follows:

- **FULL-TIME REGULAR EMPLOYEES** — Employees hired to work 40 or more hours per work week, depending upon program assignment, on a regular basis. Such employees may be “exempt” or “nonexempt” as defined below. Employees working a ten-month schedule are regular full-time employees.
- **PART-TIME REGULAR EMPLOYEES** — Employees hired to work fewer than forty hours per week on a regular basis. Such employees may be “exempt” or “nonexempt” as defined below.
- **TEMPORARY EMPLOYEES** — Employees engaged to work full-time or part-time on the CCH payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. Such employees may be “exempt” or “nonexempt” as defined below. Temporary employees are not eligible for any benefits unless otherwise specified.

(Note that a temporary employee may be offered and may accept a new temporary assignment with Catholic Children’s Home and thus retain temporary status).

(Note that employees hired from temporary employment agencies for specific assignments are employees of their respective agency and not that of the Catholic Children’s Home).

- **NONEXEMPT EMPLOYEES** — Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable Federal wage and hour laws.
- **EXEMPT EMPLOYEES** — Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty (40) hours in a work week. Executives, professional employees, and certain employees in administrative positions are typically exempt. You will be informed of your initial employment classification and of your status as an exempt or non-exempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed by the Records and Benefits Officer of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to the Records & Benefits Officer.

III-2 Hours of Work, Work Schedule, Leaving the Premises

The general business hours for the Catholic Children’s Home are 7:30 a.m. to 5:00 p.m. Monday through Friday. Work schedules differ from one department to another and from one position to another.

You will be expected to record your own time worked in accordance with the established CCH policies and procedures. A fifteen (15) minute rest period is allowed in the morning and in the afternoon. The Facility may request workers to forego a rest period as the need arises.

Adjusted Schedules: Due to the demand of client services, evenings may be selected by various professional staff for scheduling appointments beyond regular hours. Such employees will be expected to notify and receive approval from their supervisor for their adjusted time request. The use of “adjusted hours” is subject to the following rules:

1. Employees are required to *earn* adjusted hours *before* they can be scheduled and used.
2. The employee’s supervisor must provide advance written approval before adjusted hours can be used by the employee. (Itineraries must be approved by the supervisor with a copy provided to the Executive Secretary or other designated person).
3. Adjusted hours earned in a week must be carried forward into the following week. If the adjusted hours are not consumed during that week, they expire and are not eligible for use in any subsequent week.
4. In computing recorded time to determine adjusted hours earned in any given week, adjusted hours carried over from the prior week must be subtracted from the recorded time total. (This is necessary to ensure that adjusted hours are not carried over beyond one week.)

CCH is open each and every day of the year providing twenty-four hour care. Hours for staff will be determined by the Administrator under the direction of the Executive Director. Employees are expected to be working on the premises of CCH during their regularly scheduled hours, unless they have properly notified their supervisor of illness or other absence.

III-3 Timesheets, Paychecks

All employees must complete a “Daily Service Sheet” or a “Time Sheet” as required by their job category.

Daily Service Sheets completed by Professional/Administrative staff are utilized for two purposes: (a) recording time spent per program; and (b) management/supervisory tool regarding the staff member as an employee.

Time Sheets are the basis for computing hourly employee earnings. The Time Sheet should be filled out no earlier than the start of your day/shift, and no later than after the end of your day/shift, unless you will be working overtime authorized by your supervisor or the Administrator. You will be paid only for the hours worked. If an employee thinks an error has been made concerning his/her pay, this matter should be brought to the attention of the Executive Secretary, who is the payroll manager for the Catholic Children’s Home.

Employees are required to enter their complete legal signature on their Time Sheet at the end of the last worked shift in any pay period. All Time Sheets must be approved by the employee’s supervisor before being sent to the Executive Secretary.

All employees are encouraged to utilize direct deposit with the banking institution of their choice. An Earnings Statement will be mailed to the local office on or before the scheduled pay day. Earnings Statements should be examined by the employee as soon as received and any errors or discrepancies reported immediately to the Executive Secretary, who is the CCH payroll manager.

III-4 Pay Period

Salaried employees will be paid semi-monthly with payroll periods ending and checks deposited on the 15th and the last day of each month. If a pay period ends on a weekend, Earnings Statements will normally be deposited on the previous Friday. Should there be an unusual delay, notification will be made as to when the Earnings Statements will be deposited.

Hourly employees will be paid bi-weekly, 26 times a year; checks will be deposited every other Friday for the previous two-week period. In case of a holiday, checks will be deposited for employees the prior workday. Should there be an unusual delay, special notification will be made as to when deposited funds will be available. For hourly employees, the work-week will begin on Monday and end the following Sunday.

The agency will not honor any pay advance requests.

III-5 Payroll Deductions and Change in Personal Status

The following deductions are made from your paycheck: (a) F.I.C.A. (Social Security); (b) Federal income taxes; (c) State income taxes; and (d) any other voluntary or involuntary deductions allowed by law. Your supervisor and the Records & Benefits Officer are to be notified promptly of any changes in your employment status. The following information is necessary for the payroll department, in the event of emergency and/or to keep your personnel file current:

- Legal name, as it appears on Social Security Card
- Address and phone number
- Person to be notified in case of emergency
- Marital Status
- Number of Dependents claimed for income tax purposes (W-4)

III-6 Overtime Pay Procedures/Compensatory Time

Compensation for overtime is paid in accordance with applicable federal and state laws. In order to be compensated, all overtime must be authorized in writing, in advance, by the Executive Director or, in his/her absence, the Administrator, except in bona fide emergency situations, in which case a supervisor may approve overtime, in writing, in advance, and notify the Administrator at the beginning of the next working day. If you are classified as a nonexempt employee (see III-1 “Classification of Employment” for the definition of “nonexempt employee”), you will receive compensation for approved overtime work as follows:

- a) You will be paid at straight time (i.e. your regular hourly rate of pay) for all hours worked through the 40th hour in any given work week.
- b) You will be paid 1½ times your regular rate of pay for all hours worked beyond the 40th hour in any given work week.

Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

You will normally receive payment for overtime in the pay period following the period in which such overtime is worked, providing that your time sheet has been properly prepared, approved by your supervisor, and forwarded to payroll for processing in a timely manner.

Department heads, supervisors and professional staff, because of the demand of their work, may be required to work more than forty (40) hours in a week. Said staff will be granted compensatory time (comp. time) in lieu of additional reimbursement. A record of time accumulated and time taken is to be kept by the Records & Benefits Officer. Compensatory time may be accumulated up to a maximum of sixteen (16) hours at any one time. As with overtime for nonexempt employees, comp. time for professional staff may only be accumulated with prior approval by the Supervisor. Approved comp. time earned and not taken during any single pay period will be accumulated, not to exceed the sixteen (16) hour maximum. All comp. time to be taken must be approved, in advance, through the appropriate chain of command.

III-7 Wage and Salary Administration Program

To attract and retain above-average employees, CCH endeavors to pay salaries competitive with those paid by other employers in our industry and in the applicable labor market of our agency.

Each position at CCH is reviewed on a regular basis. Periodically, the Facility may revise its job descriptions, evaluate individual jobs to ensure that they are rated and paid appropriately, and review job specifications to ensure that they are directly job related.

Your salary will be reviewed on an annual basis, and if you are granted a salary increase, it will normally be effective on your anniversary date or one year from your last salary increment.

Your total compensation at CCH consists not only of the salary you are paid but also of the various benefits you are offered, such as group health and life insurance and your retirement plan, as described in a later section of this Handbook.

Questions regarding our salary administration program or your individual salary should be directed to your supervisor or the Executive Secretary.

III-8 Performance Evaluations

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement, when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis. You will also receive periodic written evaluations of your performance.

As previously stated under the orientation/training period policy, all new employees will be considered to be in a “trainee status” of employment. At the end of this orientation/training period, all employees will receive their first formal performance evaluation.

Formal performance evaluations, thereafter, will occur periodically. Usually a formal performance evaluation will occur on or about the anniversary date of hiring. (Employees in the school programs may follow a different time frame.) In addition, if you are promoted or transferred to a new position, your performance will normally be evaluated in writing after you have been in your new job for six months. Your promotion date or transfer date will thereafter be the basis for your annual evaluation date. At no time should the period between evaluations exceed one calendar year.

All written performance reviews will be based on your overall performance in relation to your job responsibilities, completion of minimum training hours required by your department, and will also take into account your conduct, demeanor, and record of attendance and tardiness.

Adjustments in wages or salary are based upon programmatic budget considerations and your record of employment as documented in your performance review and may occur after each performance evaluation, transfer, promotion or demotion. A salary adjustment may be deferred if your job performance is substandard.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary issues.

ARTICLE IV — TIME-OFF BENEFITS

IV-1 Vacation Benefit

Because we recognize the importance of vacation time in providing the opportunity for rest, recreation and personal activities, Catholic Children's Home grants annual, paid vacation to its full-time regular and part-time regular employees. The amount of vacation to which you are entitled depends on your length of service, as of your anniversary date, as follows:

Full-time Regular Employees:

YEARS OF SERVICE AS OF ANNIVERSARY DATE	ANNUAL VACATION ALLOWANCE	MONTHLY ACCRUAL SCHEDULE	MAXIMUM ACCRUAL SCHEDULE
1 through 2	12 days	1 day	18 days
2+ through 5	18 days	1 1/2 days	27 days
5+ through 15	20 days	1 2/3 days	30 days
15 and over	24 days	2 days	36 days

- Paid vacation will be earned each month on the last day of the month.
- New employees must begin before the last day of the month to be credited with paid vacation for the month.
- Vacation time cannot be taken in advance.
- Vacation days must be requested in writing, in advance, from the immediate supervisor and may be approved, based on the needs of the office/facility.
- Vacation does not accrue during periods when employee is on leave of absence without pay or is laid off unless it is a military leave of absence (*see IV-8, Military Leave*).
- Newly hired full-time regular and part-time regular employees may not take vacation entitlement days until completion of initial orientation period.
- While on vacation, if an employee becomes ill, a physician's verification would be required to convert a paid vacation to paid absence/sick day.
- Twenty (24) days is the most vacation time that an employee may take in a calendar year.
- Vacation requests for time beyond three (3) consecutive weeks require the approval of the Administrator or Executive Director.
- Upon separation of employment, employees who have successfully completed their probationary period will be paid for accrued vacation time.

Temporary employees are not eligible for paid vacation. Regular part-time employees who work 20 hours per week or more are eligible for 50% of the same vacation benefits as full-time employees.

As ten month full-time employees receive the holiday schedule of their program, they are not eligible for vacation benefits as outlined above. Twelve month full-time school

employees earn holidays and vacations as every other non-school employee and are not additionally eligible for school-specified days off.

Vacation may be taken as time accrues at any point during the year. However, you may not accrue vacation time beyond the above maximum accrual schedule. For example, if an employee has reached the maximum accrual of days before the last day of the month (date for next accrual), no crediting of vacation days would take place. Days lost due to reaching accrual limit shall not be recovered. No additional days will be accrued until accrued amount is under the maximum allowed.

IV-2 Holidays and Holiday Pay

The Catholic Children's Home recognizes certain days of religious and historical importance. All full-time and part-time employees (regular and probationary) who would otherwise be scheduled to work, will receive the following paid holidays:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Lincoln's Birthday	
President's Day	Third Monday in February
Holy Thursday.....	½ day –Thursday before Good Friday
Good Friday or Easter Sunday	
Memorial Day	Last Monday in May
Independence Day.....	July 4
Labor Day	First Monday in September
Columbus Day	
Veterans Day	
Thanksgiving Day.....	fourth (4 th) Thursday in November
Day after Thanksgiving	
Christmas Eve Day	December 24
Christmas Day.....	December 25

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. You are notified prior to the beginning of each calendar year of the actual dates on which each of these holidays is observed.

In order to be eligible to receive holiday pay, you are required to work your regularly scheduled hours immediately preceding and following the holiday.

In accordance with CCH policy, an approved paid absence day is considered a day worked for the purpose of holiday pay eligibility. Verification from a physician may be required in the case of a paid sick day taken before or after a holiday. Before approval will be granted, careful attention will be given to determine adequate staff coverage for the care of children.

Holiday pay will be calculated as follows:

All non-exempt full time regular and part time regular employees will receive Holiday Pay (eight [8] hours pay: full time employees; and, four [4] hours pay: part time employees).

Additionally, those non-exempt full time regular and part-time regular employees required to work the holiday will receive Regular Day Rate of Pay and Premium Holiday

Pay ($\frac{1}{2}$ of hours actually worked on that calendar day at regular rate, full time employees, and $\frac{1}{4}$ of hours actually worked on that calendar day at regular rate, part time employees).

There is no compensation for temporary employees who are not required to work on any of the listed holidays or the day the holiday is observed. Temporary employees who actually work on any of the above holidays will be paid their regular pay.

IV-3 Paid Absence Days

A good attendance record is an important factor in every employee's annual evaluation. Due to illness, an employee may need to use time off. For this reason, CCH provides sick leave for employees according to the following categories:

- Full-time twelve (12)-month regular employees — Twelve (12) days per year accumulated at the rate of one (1) day per month, credited on the tenth of each month. New employees must begin before the last of the month to be credited with paid absence day for the month.
- Full-time ten (10)-month regular employees — Ten (10) days per year accumulated at the rate of one (1) day per month (August through May, credited on the last of each month).

New employees hired after the beginning of a new school year must be employed prior to the tenth (10th) of the month to be credited with paid absence day for the month in which hired.

- Employees hired for the summer school session will be credited with one (1) paid absence day at the beginning of the summer session.
- Part-time regular employees — Regular part-time employees who are scheduled to work twenty (20) hours per week or more are eligible for fifty percent (50%) of the same sick benefits as full-time employees. This works out to six (6) full days (or 12 half days) per year accumulated at the rate of one-half (½) day per month, credited on the last of each month. Please consult your Records & Benefits Officer for exact benefits as they apply to you.

Sick leave may be carried from one year to the next, but the accrual total may never exceed sixty (60) days. No payment is made for unused accrued sick leave upon separation. These types of paid absence days may be used for employee illness or incapacity not covered by worker's compensation. For actual incapacity associated with pregnancy/childbirth, it is treated the same as any other medical condition necessitating absence from work.

Due to the nature of the work within CCH, the facility requires the employee to receive approval from the Administrator for the use of paid absence days in excess of five (5) working days. CCH may request a physician's written verification of incapacity at any time from the employee's treating physician or from a physician chosen by the agency. Generally, a physician's verification is required for absences in excess of five (5) consecutive days or a lesser duration, where there appears to be a pattern of absence developing. Use of Sick Leave is limited to the employee's amount of accumulated time and/or by the Doctor's medical release for the employee to return to work. Paid absence days may not be taken in less than one-half (½) day increments.

IV-4 Personal Leave

Additional paid time is allowed for personal absences during a calendar year—three (3) days for regular full-time salaried employees, 22.5 hours for full-time hourly employees and 12 hours for part-time regular employees (who are scheduled to regularly work 20 hours a week or more). This time may be used at any time during the year and can be combined with other paid absences if desired. Personal time will be prorated for new employees based on month of employment and status as follows:

Full-time salaried employees hired in January, February or March will be given two personal days to be used after their 6-month orientation period. Anyone hired July through December will not be allotted any personal days because they will start with three days the following January and will be allowed to use them after their 6-month orientation period.

Full-time hourly employees hired January, February or March will be given 15 hours of personal time to be used after their 6-month orientation period, employees hired April, May or June, will be allotted 7.5 personal hours to be taken after their 6-month orientation period. Any eligible full-time employee hired July through December will not be allotted any personal time because they will start with 22.5 hours the following January and will be allowed to use them after their 6-month orientation.

Part-time hourly employees hired January, February or March will be given 8 hours of personal time to be used after their 6-month orientation period. Employees hired April, May or June, will be allotted 4 personal hours to be taken after their 6-month orientation period. Any eligible part-time employee hired July through December will not be allotted any personal time because they will start with 12 hours the following January and will be allowed to use them after their 6-month orientation.

Personal time for new employees *cannot* be taken until they have completed their 6-month orientation period. The employee's supervisor must approve use of personal time in advance. Personal time must be used prior to the end of the calendar year in which they are available and cannot be carried over into the next calendar year.

The Paid Time Off Request Form must be submitted for approval prior to taking personal time and immediately after sick time is used.

IV-5 Bereavement Leave

If there is a death in a regular employee's immediate family, paid absence days, not to exceed three (3) days will be granted, as required by the individual circumstances after notification of the employee's immediate supervisor or Records & Benefits Officer. Immediate family includes spouse, child, sibling, parents, grandparents, grandchildren, step-parents, step-children, mother-in-law and father-in-law. If there is a death of a near relative other than an immediate family member, a paid absence of one (1) day may be granted with prior approval from the employee's supervisor and Associate Administrator. If additional bereavement time is needed, employee may request emergency use of vacation or personal days, from their immediate supervisor.

For regular part-time employees working less than a full-time schedule, bereavement leave of absence pay will be calculated based on the average scheduled number of hours worked in the pay period.

IV-6 Jury Duty Leave

CCH wishes to assist each employee in the performance of his/her responsibilities as a citizen. Therefore, employees who are selected to serve on a jury will receive from the agency the difference between an employee's regular earnings and jury pay for the duration of the employee's summons for jury duty. Upon receipt of their jury duty check, employees are to notify and submit a copy to the agency stating the amount in order for the agency to reimburse the staff member for the difference, if any, from the normal pay. When the jury is in recess for one-half (½) the day or more, an employee is expected to report to work for the balance of the day.

Persons engaged in "essential occupations" such as Direct Child Care within CCH are not ordinarily subject to jury duty. Should such an employee receive a notice that he/she is to serve on a jury, the notice should be submitted to the Records & Benefit Officer with a copy to his/her supervisor. If the law provides, CCH may prepare a letter requesting release of such employees from jury duty.

IV-7 Family and Medical Leave Act of 1993 (FMLA)

The Family and Medical Leave Act of 1993 states: “Upon request, an employer must grant an employee UNPAID leave for up to 12 work-weeks during any 12 month period if the leave is requested for any of the covered reasons. An employee is eligible for the leave provided he or she has been employed by the employer for at least 12 months and has worked at least 1,250 hours during the previous 12-month period. If both the husband and wife have the same employer, they are only entitled to an aggregate leave of 12 work-weeks during a 12 month period.”

Catholic Charities and the Catholic Children’s Home, in compliance with the FMLA guidelines, allow limited use of Time Off Benefits during an approved leave of absence. The purpose of this policy is to define leaves of absence to eligible staff members in accordance with the FMLA.

This policy applies to all staff members who have worked at the nonprofit for at least one year at the time the leave is requested and have completed at least 1,250 hours of service during the twelve-month period preceding the leave request.

Eligible staff may be granted up to twelve (12) weeks unpaid leave in any twelve (12)-month period:

- a) For the birth of a staff member’s child, or upon placement of a child with the staff member for adoption or foster care. This leave will normally be taken in one block of time unless special arrangements for “intermittent” or “reduced work schedule” are approved by the Executive Director. CCH requires the maximum use of up to thirty (30) accumulated benefit days (Sick, Vacation and/or Personal days) to be used as “paid leave time” during a family medical leave under the FMLA.
- b) When the staff member is needed to care for a child, spouse or parent who has a serious medical condition. CCH allows the maximum use of up to thirty (30) accumulated benefit days (Sick, Vacation and/or Personal days) to be used as “paid leave time” during a family medical leave under the FMLA.
- c) When the staff member is unable to perform his or her functions due to a serious health condition. In line with the Sick leave section of this Handbook, all accumulated Sick time must be used prior to the approval of Vacation and Personal time usage.
- d) The total of paid and unpaid leave under this policy is not to exceed twelve (12) weeks.

For the purposes of this policy, the following definitions will serve:

- Child: Anyone under eighteen (18) years who is the staff member’s biological, adopted or foster child, stepchild, legal ward or an adult legally dependent child. This may include a child for whom the staffer has day-to-day responsibility.
- Parent: Biological, foster or adoptive parents, stepparents, legal guardians, or any individual who stood in place of parents for a staff member when the staff member was a child.
- Spouse: A husband or wife as defined by applicable state law.
- Serious health condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care, or any period of incapacity requiring absence from school or work of more than three calendar days and involving continuing treatment by a health care provider.

Procedure for requesting family or medical leave:

- a) A Request for FMLA form must be completed by a staff member requesting leave, and submitted to Records & Benefits Officer thirty (30) days before commencement date. If thirty (30) days advance notice is not possible, FMLA leave must be given as soon as possible.

- b) When the leave is due to a staff member or family member's serious health condition, the staff member must provide written documentation from the health care provider.
- c) Recertification of the serious health condition may be required during leave.
- d) While on leaves, employees are required to contact the Records & Benefits Officer every fifteen (15) days to advise the nonprofit of any change or improvement in condition.
- e) When the leave is for planned medical treatment, the staff member must attempt to schedule the treatment so as not to disrupt the Facility's or Agency's operations.

Status of benefits during leave:

During leave under this policy, the staff member is responsible for any insurance payments normally deducted through payroll. Prior to leave, the Records & Benefits Officer will explain the payment obligations to the staff member.

If a staff member fails to return to work at the end of the leave, the Agency may recover from the staff member the cost of any payments made to maintain the staff member's coverage, unless the failure to return was beyond his or her control.

A staff member on leave will not lose any employment benefits accrued prior to leave, unless a benefit is used by the staff member during the leave, such as accrued annual or sick leave. Sick and annual leave and seniority does not accrue while a staff member is on unpaid family and medical leave.

Return to work:

Before being permitted to return to work from a leave for the staff member's own serious health condition, the staff member will be required to provide certification from his or her health care provider that he or she is able to resume work.

Upon return from leave, most staff members will be reinstated in the following priority of position reassignment: if available, the same position held before leave, or reassignment to an equivalent position with equivalent pay, benefits and other conditions of employment.

If possible, staff members on leave should notify their supervisor at least two weeks before the end of the leave to inform the Children's Home of their availability to return to work.

Failure to return from leave, or failure to contact the Records & Benefits Officer on the scheduled date of return, may be considered voluntary termination of employment.

IV-8 Military Leave

Leaves of absence without pay for Military or Reserve duty are granted to full time regular employees. If you are called to active military duty or to the Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to the Records & Benefits Officer as soon as practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

All benefits that operate on an accrual basis (e.g., vacation and paid absence days) will continue to accrue during days of your military leave. Group health benefits do not apply for any treatment or service resulting from war or any act of war, declared or undeclared.

IV-9 Mother Nature Day Policy

In the event of a catastrophic event or severe adverse weather conditions, The Catholic Children's Home has established the following policy regarding office closures and absence day recording. First and foremost, every employee and their family's safety is our top concern. In situations such as tornadoes, earthquakes, water supply contamination, severe snow and/or ice storms, terrorist attack, etc. it may be necessary to close the local The Catholic Children's Home office or facility due to untenable working conditions an/or inaccessibility. The following stipulations apply:

- Only the Administrator may declare a Mother Nature Day at their discretion. In the absence of the declaration of the Administrator, the Associate Administrator makes the decision.
- Each office must establish a "telephone tree" whereby all employees can be notified of the declaration of a Mother Nature Day on a timely manner.
- Once a Mother Nature Day has been declared, the office is officially "closed". Employees are not permitted to work in the office once a Mother Nature Day is declared regardless of whether or not they can make it in to the office.
- This policy does not apply to situations where a Mother Nature Day has not been declared (the office is open), but the employee is prevented from reporting to work due to personal/individual circumstances or hardships. Policies and procedures related to the use of other forms of paid absence time are applicable in these situations.
- Employees already utilizing other approved paid absence time(i.e.; sick, vacation, personal, bank, etc.)are eligible to substitute a Mother Nature Day if it is declared on a day they were scheduled to be absent.
- If a Mother Nature Day is declared during the course of a business day (early dismissal), employees will be allowed to leave and will be paid the balance of the scheduled work day not to exceed 8 hours of salaried employees and 7.5 hours for hourly employees.
- Part-time employees will be compensated for their regularly scheduled hours on a declared Mother Nature Day and for the remaining scheduled hours of the day in early dismissal situations. Part-time employees are not eligible for Mother Nature Day compensation if they were not scheduled to work the day it is declared.
- Employees are to record "Mother Nature Day" on their timesheets to indicate use of the paid absence time. Only the Area Director, or an Executive Team member, can authorize Mother Nature Day usage.

Employees working in divisions of Catholic Charities that operate 365 days per year:

If an employee works on a declared Mother Nature Day, they will receive a compensatory paid absence day that must be used within 30 days.

- **ARTICLE V — GROUP HEALTH AND RELATED BENEFITS**

V-1 General information

The Catholic Children’s Home has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement.

Specifics of our group health and life insurance and retirement-related programs are described in summary plan description booklets. Booklets are provided once you are eligible to participate in these programs. (See following sections for eligibility.)

CCH reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefit at its discretion. (This reserved right may be exercised in the absence of financial necessity.)

For more complete information regarding any of our benefit programs, please contact our Records & Benefits Officer.

V-2 Employee Health & Dental Insurance Benefits

All full-time employees working at least thirty-five (35) hours a week or a part-time employee working at least twenty (20) hours a week are eligible to participate in the Medical/Health Plan offered by the Diocese of Springfield. The majority of the cost of membership for the employee is paid by CCH. Employees are required to make a co-payment.

- a) Initial enrollment for Medical/Health Plan must be made within thirty (30) days of employment. Failure to fill out the form in the allotted time will result in filling out an “Evidence of Insurability” form. No payment will be made for covered medical expenses incurred in connection with a preexisting condition until the earliest of either 1) the end of a period of ninety (90) consecutive days during which no medical expenses have been incurred or treatment received in connection with that condition, or 2) the individual has been covered under the plan for twelve (12) consecutive months.
- b) Family membership is available — the cost of this plan, less the employee membership paid by CCH, is paid by the employee.
- c) Specific coverage of the Group Plan may change from year to year. Inquiries regarding specific coverage may be directed to the Records & Benefits Officer.
- d) Information regarding changes in dependent coverage should be turned in to the Records & Benefits Officer by the end of the month. Changes will be made effective the first of the following month.
- e) Membership is cancelled when employment with CCH is terminated. An individual may, however, transfer to an individual policy as outlined in the Health Care Plan Booklet. COBRA Continuation — On April 27, 1986, a new Federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “Continuation coverage”). This continuation of coverage is offered at group rates in certain instances where coverage under the plan would otherwise end. However, this legislation does not apply to church plans. The Diocese of Springfield Lay Employee Health Care Plan is a church plan, and as such, is not required to offer COBRA Continuation to their employees or their dependents.
- f) Continued membership under the current Group Health Plan will be offered for retired employees if they were a participating member at the time of retirement. Cost of regular membership (in the case of early retirement with an employee under the age of sixty-five (65) with ten (10) through twenty-four (24) years of service) or cost of Medicare supplement (in the case of normal retirement with employee sixty-five (65) years of age or older with five (5) through twenty-four (24) years of service), is paid by the continuing retired member. Cost of regular membership or Medicare supplement for early or normal age retired employees with twenty-five (25) years of service is paid by CCH. Inquiries concerning specifics of coverage and cost of coverage may be made to the Record & Benefits Officer.

V-3 Life Insurance Benefits

Upon commencing employment at CCH, an employee will be provided with information concerning the life insurance policy and will be asked the name of a beneficiary. Thereafter, a change in the beneficiary will require that an employee notify the Records & Benefits Officer.

The life insurance is provided by the Diocese of Springfield and is available for all employees who work a minimum of twenty (20) hours a week. The life insurance proceeds will be paid to the beneficiary of the policy in the event of the death of an employee from natural causes. Accidental death doubles the amount of the insurance proceeds. The cost of the life insurance will be paid by CCH.

The policy is automatically canceled when an employee leaves the employ of CCH. Within thirty-one (31) days of termination of employment, however, an individual may contact the insurance company and convert this policy to an individual policy at a cost determined by the company. The current life insurance policy may be continued by retiring employees in conjunction with the election to continue membership in the Group Health Insurance Plan benefits as outlined in the Group Health Insurance section of this handbook. Cost of continuation of life insurance will be paid by the retired employee unless he/she has twenty-five (25) years of service with the Agency. Inquiries concerning life insurance continuation may be made with the Records & Benefits Officer.

V-4 Retirement Program

Retirement benefits are available to eligible lay employees through the Diocesan Lay Employees Pension Plan. The plan is described in detail in a booklet to be distributed to an employee by the Records & Benefits Officer.

V-5 Worker's Compensation

All employees are protected under the Illinois Worker's Compensation Act from losses incurred as the result of injury or accident in the course of employment. *It is important, therefore, that you report any and all accidents, however minor, to your supervisor immediately.* Questions regarding worker's compensation insurance should be directed to the Records & Benefits Officer.

V-6 Unemployment Insurance Benefits

The Catholic Children's Home participates in the Illinois Unemployment Insurance Program. Employees may apply for benefits, upon leaving the agency, to the appropriate state office. The Illinois Department of Employment Security will determine eligibility.

V-7 Tax Deferred Annuity/Savings Plans

The Catholic Children's Home makes available to all employees the option of participating in tax deferred annuity and savings plans through payroll deduction. Please see the Records & Benefits Officer for more information.

V-8 Reimbursement for Expenses

Employees will be reimbursed for authorized expenses incurred in connection with their employment at CCH provided these expenses have been approved by their Supervisor/Administrator. Receipts are to be presented and attached to a completed reimbursement expense form and approved by the Department Supervisor prior to issuance of checks. Mileage and/or expenses are reimbursed on the 3rd Thursday of the month if received in Springfield by the 5th working day of the month. If received later, check will be issued the following month. When large expenditures are involved, prior authorization by the Administrator must be secured.

When authorized personnel use their own cars in connection with authorized travel, a mileage allowance, toll fees and reasonable parking charges will be reimbursed upon presentation of the approved request. When two (2) or more ride together, only one is to request reimbursement. Those employees who frequently use their personal autos for business use, are required to purchase appropriate auto insurance coverage for their own financial protection. Catholic Charities' and CCH's coverage does not prevent an injured party from pursuing legal action against the employee in addition to the Agency and/or the Facility.

The following expense limits are established by Catholic Charities. The actual reimbursement process will be designed and implemented by the Budget Control Office of the Catholic Children's Home:

- a) Mileage: CCH reimburses work mileage at the rate of .40 cents per mile. Staff members are expected to provide their own transportation to their assigned working place. Most employees have an office to which they report on a daily basis and the mileage to that office and returning home from that office shall not be reimbursed.

If workers complete work duties (visits to client's homes, office deliveries, etc.) on the way to work or on the way home from work, they can be reimbursed for the distance that exceeds the normal amount between home and work. This can be computed, if necessary, by subtracting the round trip mileage (home to work and back) from the total miles driven for the day. Other travel from the office to other work places (e.g., a client's home or to a meeting at another location) are reimbursed at the standard agency rate. Note that the program supervisor must review and approve these requests before they can be acted upon by the Budget Control Office of the Catholic Children's Home.

- b) Meals: CCH will reimburse under the following schedule for meal expense.
- Breakfast - reimbursed with a receipt at a maximum of \$4.00. In order to qualify for breakfast reimbursement, the employee must have left their home before 7:00 a.m.
 - Lunch - reimbursement with a receipt at a maximum of \$8.00.
 - Supper - reimbursement with a receipt at a maximum of \$12.00. In order to qualify for supper reimbursement, the employee must not have returned home prior to 8:00 p.m.

If the employee is in attendance at conferences or work that will utilize the entire day, CCH will reimburse on a per diem basis of \$24.00.

- c) Hotel/Motel: When an employee is required by CCH to attend a conference or convention or spend the night away from their home office area, the agency will reimburse with receipts, either the conference required motel bill or a maximum limited by the current rate used by the State of Illinois.

- d) Miscellaneous fees: If, in the course of work, an employee is required to park in a per day parking lot or pay toll fees, CCH will reimburse the employee for the actual cost. Receipts must accompany any reimbursement request.

ARTICLE VI — EMPLOYEE RESPONSIBILITIES

VI-1 Guidelines for Appropriate Conduct

As an integral member of the CCH team, you are expected to accept certain responsibilities, adhere to acceptable principles in matter of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that, both in your professional and in your personal life, you refrain from any behavior that might be harmful to you, your co-workers, and/or the agency, or that might be viewed unfavorably by the public at large.

Every individual employee is responsible for familiarizing themselves with changes in policies and procedures. Policy changes are distributed as needed to every employee by the Administrative Services Office of the Agency.

Whether you are on duty or off, your conduct reflects on CCH and Catholic Charities. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the agency considers inappropriate include, but are not limited to, the following:

- “indicated” as a perpetrator of child abuse/neglect, spouse abuse, elder abuse;
- violations of the agency’s policy regarding compliance with the Drug-Free Workplace Act of 1988.
- possession of firearms or weapons by non-security personnel on CCH or Catholic Charities premises or while on agency business;
- disregarding safety or security regulations;
- failure to report injuries, accidents, or safety hazards;
- violating CCH nondiscrimination and/or sexual harassment policy;
- insubordination and/or a pattern of insubordination;
- failing to maintain the confidentiality of the agency, co-workers, client or parent information;
- unethical, neglectful, abusive or discourteous conduct to any persons served by CCH;
- fighting or using obscene, abusive, or threatening language or gestures;
- altering, falsifying or making a willful misstatement of facts on any work record, employment application or Time Sheet;
- theft of property from co-workers, clients, the Catholic Children’s Home, or Catholic Charities;
- failure of supervisory personnel to document and take corrective action, in line with personnel policies, towards their staff when necessary;
- a pattern of absenteeism or repeated tardiness;
- failure to report to work, as scheduled, after an authorized break, vacation or leave of absence;
- repeated, unnecessary, or unauthorized use of company supplies, particularly for personal purposes;
- unauthorized duplication of any keys of CCH;

- failure to obtain permission of supervisor to leave work premises during working hours;
- failure to remain alert and awake during working hours;
- loitering before or after working time;
- soliciting or accepting gratuities from clients;
- reporting to work intoxicated or under the influence of unprescribed drugs, and illegal manufacture, possession, use, sale, distribution or transportation of drugs;
- medication mismanagement;
- bringing or using alcoholic beverages on CCH property or using alcoholic beverages while engaged in CCH business, except when authorized by the Executive Director or Administrator.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the agency/facility, based on violations either of the above or of any other CCH policies, rules or regulations, you will be subject to disciplinary action up to and including dismissal.

(Please see Catholic Children's Home Administrative Policy for the official policy of the agency.)

VI-2 Discipline Policy

The primary purpose of discipline is to assure conformance with the policies and procedures of the Agency which have been established as an aid in achieving the objectives and mission of Catholic Children's Home. Proper administration of disciplinary measures develops professionalism and teamwork that are necessary to achieve the objectives of CCH.

- **SUPERVISORY (VERBAL) FEEDBACK** (Initial intervention otherwise known as verbal feedback):

When an employee is new to CCH, and is just beginning to learn what the expectations of the job are, they will be given feedback by their supervisor, trainer or others to help them learn their jobs. These initial "teachings", called verbal feedback, are instructional in nature. Generally, this will correct the employee's actions and will not lead to discipline. This opportunity to help employees become successful in their jobs is called verbal feedback. Again, this is NOT, itself, a Disciplinary Step. **The correction of misconduct is a disciplinary step, and is considered a verbal warning.**

There are various forms of discipline: **verbal warning, written warning, suspension** (with or without pay), and **termination** (discharge). The administration of discipline by the supervisor toward an employee may embrace all of these disciplinary forms in a progressive manner or may include only one of them, depending upon the gravity of the offense.

- **VERBAL WARNING:** Verbal warning is a form of discipline which is appropriate to correct repetition of minor instances of misconduct. A written document will be made as a way of recording this verbal warning.
- **WRITTEN WARNING:** Prior to the issuance of a written warning, the incident/misconduct will be discussed with the Executive Director or Administrator. The Director must give prior approval to the issuance of the warning letter. Instances of employee misconduct which are not so serious as to warrant suspension or discharge may be corrected by a written warning. The warning should be in writing with a copy of the warning incorporated into the employee's personnel file and a copy given to the Executive Director or Administrator. The entire contents of the warning letter and a copy of Article VI-1 shall be discussed with the employee, and the employee shall be asked to sign a statement that the discussion occurred. Any employee who receives three written warnings within one year for any type of infraction will be subject to termination (discharge).
- **SUSPENSION:** Suspension is a forced absence from work, with or without pay. This form of discipline will be used by a supervisor with the knowledge and prior approval of the Executive Director or Administrator. This form of discipline allows the Agency and the staff person to gain time to review the circumstances of misconduct and/or to correct instances of serious misconduct.
- **TERMINATION:** Termination (discharge) of an employee may be based upon a single violation of the Catholic Children's Home policy or may be based upon a series of

violations and must have the written approval of the Executive Director or Administrator.

No guide will substitute for the supervisor's judgment in the use of the above forms of discipline. However, certain general rules may be recommended as an aid to supervisors in arriving at equitable solutions to disciplinary problems. As issues arise, supervisors are encouraged to use the expertise and experience of the Associate Administrator, by meeting with him (her) in consultation.

The procedure outlined in Section VI-1 does not alter the "at will" status of employment.

VI-3 Child Abuse Reporting

As a licensed child welfare facility, all employees of CCH are mandated to report incidents or suspected incidents of child abuse and/or neglect. Suspected cases of abuse or neglect must be reported immediately to the Administrator and the Executive Director. In such cases, the Child Abuse Hotline (1-800-25ABUSE) must be contacted. Each employee is required to follow departmental procedures regarding reporting such incidents.

All employees, as well as those acting in behalf of CCH, are to respect the dignity of children entrusted in their care. They must avoid treatment of children which can be perceived as verbal, physical, sexual, or emotional abuse. CCH will not assume any responsibility or liability for an employee or volunteer who inflicts bodily injury or personal injury consisting of or arising out of corporal punishment, sexual or physical abuse, sexual exploitation or any other similar act, harm, injury or damage to any person in the care of its employees or others acting in its behalf in its program or activities, whether or not committed by or with the knowledge or consent of any injured.

(Please see Catholic Children's Home Administrative Policy for the official policy of the agency.)

VI-4 Confidentiality

The policy of the Catholic Children's Home of the Diocese of Springfield in Illinois is to treat each person with respect and dignity. This is consistent with the history of Catholic Charities USA regarding agency-client interaction as well as with the positions presented in the Bishops' Pastoral on Families. It is also in keeping with the laws of the State of Illinois concerning confidentiality.

All licensed individuals to whom the Mental Health and Developmental Disabilities Confidentiality Act applies are expected to carry out the form as well as the intent of the law. Other individuals in the employ of the Catholic Children's Home are expected to carry out duties as if they were covered under the Illinois Mental Health Code.

Employees of CCH will be asked to sign a statement of confidentiality at the time of hire and periodically throughout their terms of employment to acknowledge their awareness of, and reaffirm their commitment to, this policy. Employees found to be violating this policy are subject to disciplinary action, up to and including discharge, and may also be subject to civil and/or criminal penalties for violations of, among other things, applicable confidentiality laws.

(Please see Catholic Children's Home Administrative Policy for the official policy of the agency.)

VI-5 Secondary Employment

Full-time employees are expected not to hold any positions other than their assignment at CCH. Any exceptions, such as outside teaching or consulting, must be approved by the Executive Director or Administrator. In examining an employee's request concerning dual employment, consideration will be given to:

- the amount of responsibility involved in each position;
- the employee's ability to assume additional responsibility while satisfactorily serving the agency as the primary employer;
- the strain imposed upon co-workers because of the secondary employment.
- the approval of the Administrator.

VI-6 Attendance

The Catholic Children's Home expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the agency has established paid absence days to compensate full-time regular and part-time regular employees for certain time lost for legitimate reasons. *(Please refer to the appropriate sections of this Handbook for information regarding these benefits.)* Should you be unable to work because of illness, you must notify your supervisor of your absence, unless you are granted an authorized leave, in which case different notification procedures apply. *(Please refer to the unpaid leave of absence policy earlier in this Handbook.)* Failure to properly notify the agency will result in an unexcused absence day (unpaid day).

If you are absent due to illness or injury for more than five consecutive workdays, a statement from a physician, certifying that you are physically able, is required before you will be permitted to return to work. In such instances, the agency also reserves the right to require you to submit to an examination by a physician designated by CCH at its discretion.

In addition, CCH may require you to either submit a statement from your physician or to be examined by an agency designated physician in other instances at its discretion, such as where abuse of this policy is suspected (for example, where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Absenteeism or tardiness that is either unexcused or excessive in the judgment of the facility is grounds for disciplinary action, up to, and including, discharge.

VI-7 Personal Appearance, Demeanor, and Work Station Care

Discretion in style of dress and behavior is essential to the successful operation of the respective programs of CCH. As all employees are role models for children and families, they are required to dress in appropriate attire and to behave in a professional manner. Each employee's attire should give due recognition to the fact that, in all work-related contacts with clients and community, the employee officially represents CCH.

Employees are also required to keep their work environment clean and orderly. Before departing at the completion of the workday, employees should lock all files and cabinets and clear all work material from desk and cabinets, especially materials of a sensitive or confidential nature.

As agency property, Supervisory staff maintains the right to open and inspect the contents of desks, file cabinets, and other agency-owned storage units/property.

Employees failing to adhere to proper facility standards with respect to appearance, demeanor and workstation care may be subject to disciplinary action.

VI-8 Smoking

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking within the Catholic Children's Home buildings is strictly prohibited. Employees and visitors are permitted to smoke only in personal vehicles parked 15 feet away from the building. Because CCH may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any nonsmoking area will be subject to disciplinary action. Please contact the Records & Benefits Officer if you have any questions regarding the smoking policy. Complaints regarding violations of this policy may be filed under the Catholic Children's Home complaint resolution procedure, which is described elsewhere in this Handbook.

VI-9 Telephone Usage

Employees are discouraged from making personal phone calls while at work. When they are necessary, they should be kept to a minimum length of time. Excessive numbers of personal phone calls take the employee away from important business and/or client matters. Making personal long distance phone calls is prohibited except in emergency situations.

VI-10 Visits by Acquaintances

While family and friends are certainly important, work is not the place to visit with friends and family members. It is expected that such visits will be infrequent and brief.

VI-11 Solicitation or Distribution of Literature

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed material of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time without the express permission of the Administrator. Any memo intended for general distribution or to staff of a particular department must be submitted to the Administrator for approval prior to distribution. Employees who are not on working time (e.g., those on lunch or breaks) may not solicit employees who are on work time for any cause or distribute literature of any kind to them.

Non-employees are likewise prohibited from distributing material or soliciting employees on Catholic Children's Home premises at any time.

Employees may not post, tape, tack or affix in any way, any form of literature, printed or written material, photographs, or notices of any kind on agency bulletin boards, or anywhere else on agency property except on the bulletin board specifically designated for employee use. This bulletin board is maintained in the employee break room and mailroom. Employees who wish to post personal notices (e.g., sale of cars, rental of apartment), on the employee bulletin board must first contact the Administrator for approval.

Violation of this policy shall be grounds for disciplinary action up to and including discharge.

VI-12 Termination of Employment

Employees desiring to terminate their employment relationship with CCH are urged to notify the agency at least twenty (20) working days in advance of their intended termination. Such notice should be given in writing to the Administrator with copies to your immediate supervisor and the Records & Benefits Officer. Accumulated vacation, sick time or personal days may not be used during this period. Proper notice generally allows the facility sufficient time to calculate all accrued overtime (if applicable) as well as payment for accrued vacation time and to include such payment in your final paycheck. Accrued paid absence days (sick/personal days) are not payable upon termination of employment.

Employees who plan to retire are urged to provide CCH with a minimum of two (2) months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely matter.

As mentioned elsewhere in this Handbook, all employment relationships with CCH are on an at-will basis. Thus, although the agency hopes that our relationships with employees are long-term and mutually rewarding, CCH reserves the right to terminate the employment relationship at any time.

Exit interviews with the immediate supervisor are normally scheduled for outgoing employees after receipt of notices of resignation or intent to retire and for employees whose termination is initiated by CCH. The purposes of this interview are to ensure that all necessary forms are completed, to collect all agency property that may be in the employee's possession, (e.g., agency credit cards, keys, prescription drug card, cell phone, beeper) and to provide employees with an opportunity to discuss their job-related experiences. With proper notice and the return of all possessions of the agency, the employee will generally receive their final paycheck no later than the second regularly scheduled payday following their last working day of employment (final paycheck receipt is dependent upon employee's date of termination).

At the end of the employee's last working day, he/she will be regarded as permanently separated from employment. Should such separated employee be rehired, he/she will be re-employed as a new employee. Visits to the agency for any reason by a former employee must be arranged, in advance, with the Administrator.

VI-13 Drug-Free Workplace

It is the policy of the Catholic Children's Home to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1980. The use of controlled substances is inconsistent with the behavior expected of employees; subjects all employees, clients we serve and visitors to our facilities to unacceptable safety risks, and undermines the agency's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in agency business off agency premises is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that in the opinion of the Catholic Children's Home, it impairs an employee's ability to perform on the job and threatens the reputation and integrity of the agency.

To educate employees on the dangers of drug abuse, CCH has established a drug-free awareness program. Periodically, employees of CCH will be required to attend training sessions at which the dangers of drug abuse, Catholic Charities policy regarding drugs, the availability of counseling, and the agency's employee assistance program will be discussed. Employees convicted of controlled substance-related violations in the workplace (including pleas of *nolo contendere*, i.e. no contest) must inform the agency within five days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the agency may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

(Please see Catholic Children's Home Administrative Policy for the official policy of the agency.)

VI-14 Fire, Safety and Health Guidelines; Emergency Codes

The personal safety and health of each CCH employee, the residents, students and clients is of primary importance. The prevention of work-related injuries and illnesses is of such significance that it will be given precedence over operating productivity whenever necessary and feasible. CCH will make every effort practical to assure the personal safety and health of all employees by providing a healthy and safe working environment.

For the Catholic Children's Home's Fire, Safety and Health Program to be successful, all employees must comply with the following rules at all times:

- a) All employees are responsible to ensure that their work areas are maintained in a clean, neat and orderly fashion. Eat only in approved areas and clean the areas as soon as possible;
- b) While in the course of daily activities, employees are to be constantly watchful for any condition that appears abnormal. Specifically, employees must close doors and windows that they notice are open and write work orders to correct any noticed structural safety hazards;
- c) If an employee observes any unsafe conditions such as broken or frayed electrical wires, or smells leaking gas, unusual odors, etc., he/she should report it immediately to the Administrator;
- d) Employees should not use any material in their work areas that are labeled flammable;
- e) If smoke is detected coming from any area, the alarm should be sounded and evacuation procedures should be followed;
- f) Smoking is NOT permitted in any Catholic Children's Home buildings, except in authorized and designated outside areas. Employees should know these areas and use the ashtrays provided in extinguishing cigarettes. It is every employee's responsibility to ensure that federal, state, and local laws governing permitted smoking areas are observed;
- g) All accidents involving residents, employees or visitors, involving personal or property injury incurred on-the-job or on-the-premises or related to Catholic Children's Home property, no matter what the extent of damage or injury, MUST:
 1. be reported within 24 hours to both your supervisor and the Administrator;
 2. be called in to the CCH "Accident Hot Line", as soon as possible (telephone number: 465-3594, ext. 225)
 3. have a written accident/incident report filed, signed by the supervisor and submitted to the Administrator.

Accidents involving the Catholic Children's Home vehicles REQUIRE that:

1. a police report be filed;
2. the Accident Hotline is called;
3. both your supervisor and Administrator be notified within 24 hours; and
4. that a written accident report be signed by your supervisor and submitted to the Administrator.

Employees should remember that they are the most important part of the CCH Fire, Safety and Health efforts. Without their help and full cooperation, the program cannot succeed. Employees should exercise good fire prevention and safety practices at all times.

VI-15 Personal use of Grounds/Property

Private use of Property: Catholic Children's Home grounds and property may not be used by staff or outside individuals or groups without the express permission of the Administrator or Executive Director. If such permission is granted, the individual or group using the property assumes all responsibility for repair or replacement in the case of damage or loss. Accidents resulting from said property usage are not the responsibility of CCH. Use of CCH property requires a certificate of insurance and liability coverage in an amount specified by the Executive Director/Diocesan Policy. A liability waiver must also be signed prior to its use.

Parking of personal vehicles — Staff may park on CCH property during working hours. Staff parking of personal vehicles on grounds at any time is done so at the individual's own risk. Parked vehicles must be locked at all times.

Keys: Keys are considered CCH property and, as such, loss or misplacement will result in the individual being charged for replacement of said keys, locks and any labor to install locks.

VI-16 Vehicle Usage

All employees, volunteers and passengers authorized to use CCH vehicles are covered by the fleet automobile insurance provider of the Diocese of Springfield in Illinois. In order to drive any facility or agency vehicle, an employee is required to

- have completed the Child Care Driver Application (DCFS Form 671),
- provide their driver's license information to the Agency.
- have completed the Medical report on an Adult in a Child Care Facility (DCFS Form 602), and
- have a copy of their valid driver's license on file with CCH.

Employees will not be permitted to drive an agency vehicle until the results of the Child Care Driver Application has been received by the agency. If, for some reason, CCH receives notification of the ineligibility of a staff member to transport children, the employee and supervisor will be notified.

In addition to the above, other requirements must be followed:

- The driver must have a valid driver's license with an acceptable record of safe driving.
- The transportation needs of Catholic Children's Home clients should be in agency vehicles only. If a personal vehicle is used for any agency purpose, the owner of the vehicle will be paid mileage as specified by CCH policy. (As stipulated earlier, the personal vehicle must be covered by one's own insurance, since CCH will not be liable for accidents or injuries occurring from such usage. [*refer to Article V-9, "Reimbursement for Expenses"*]).
- All drivers transporting children or operating an agency vehicle must have an appropriate license classification for the vehicle being used.
- Catholic Children's Home requires all passengers, as well as the driver, to wear seat belts (and shoulder restraints where installed) while the vehicle is in motion.
- Inspection of vehicle before use for safety-related concerns.
- Appropriate mileage logs completed and returned, with keys returned to the designated office area.
- It is the driver's responsibility to ensure that the insurance/liability card is in the vehicle.
- When transporting more than five children in a van, there must be two staff (one driving and one sitting in the rear of the van).
- Cleanliness and care of the vehicle is the responsibility of the driver.
- It is the responsibility of the driver to ensure there is a minimum of one quarter tank of gas in vehicle upon return.
- Agency issued gasoline credit cards may only be used for agency vehicles. Use of agency credit cards for personal vehicles is strictly prohibited.
- The user must report any necessary repairs to their supervisor and Administrator.
- No youth or non-agency/facility employee may ever be allowed to operate an agency vehicle with the exception of the driver's education car while accompanied by a staff member.
- Accidents must be reported following guidelines set in Article VI-14.
- All licenses submitted are checked with the Department of Motor Vehicles for safety violations.
- The Agency will update their list of drivers annually and confirm licenses are still valid.

VI-17 Automobile Insurance

Individuals that CCH has authorized to use their personal vehicles while conducting business of CCH must have their personal automobile insurance coverage as primary for the vehicle and all occupants.

In addition to providing driver's license information annually to the Agency, drivers authorized to drive personal vehicles for Agency business must provide proof of auto insurance to the individual supervisor or authorizer of the trip.

VI-18 Child Safety Laws

In order to insure the safety of children, all staff must adhere to the following procedures.

1. Prior to transporting a child, the worker must ensure that:

- there are enough safety belts for each person traveling in the vehicle
- make certain that all safety belts are working properly
- no person may operate any 1965 or later model vehicle unless the front seats are equipped with 2 sets of safety belts;
- any child restraint system(s) being utilized are approved seats that meet the U.S. Department of Transportation Standards. (If the seat was purchased new, be certain to send in the registration card so the manufacturer can reach you in the even of a recall.)
- restraint systems or seats you do not know the history of are not permitted.

2. Insure that the following safety requirements and the Illinois Passenger Protection Act are followed when transporting children:

- do not start your vehicle until all safety belts are fastened;
- a shoulder belt should go over the shoulder and across the body diagonally. It should never be worn under the arm;
- all children must be properly secured in a seat belt;
- each driver and front seat passenger of a motor vehicle must wear a properly adjusted and fastened seat safety belt;
- any child under 8 must be secured in a proper child restraint system which includes a booster seat;
- if the vehicle used to transport children under eight years of age is equipped with lap belts only in the back seat and the child weighs more than 40 pounds, the child may be transported in the back seat wearing the lap belt only;
- if a combination lap and shoulder belt is available, the child must be secured in a booster seat;
- infant seats to be used: infant only (baby carrier) and convertible;
- the child must be in a rear facing restraint system only until the child is 1 year old and 20 pounds;
- rear facing straps should be at or below shoulders;
- once a child reaches 1 year old and 20 pounds, the car seat can be turned around and used convertible seat or forward facing only seat;
- convertible seat used must make sure the harness straps are in top slot straps and must be on or above the shoulder when forward facing;
- the seats with harness straps, the straps are only good up to 40 pounds, then use the booster seat until child is over the age of eight;
- the seat should be securely stable and should not move more than one inch in either direction;

- if you have a vehicle that has lap only, children that are supposed to be in a booster seat can be only in the lap belt. You can secure the other safety seats with lap belts only;
- all persons in the front seat must have a seat belt on no matter where they are sitting;
- middle back is best position if you can use it;
- no one in the front seat unless child is over 12 years old and 4 ft. 9 in. and 80 pounds.

Police may stop a vehicle for the sole purpose of a seat belt check. Failure to adhere to these procedures and laws may result in progressive disciplinary action and/or the following type action;

- first violation is punishable by a fine of not more than \$50, waived upon proof of possession of an approved child passenger restraint system defined under the Act;
- subsequent violation is a petty offense punishable by a fine of not more than \$100.

VI-19 Transportation of Children

When agency personnel provide for or arrange for the transportation of children to or from their home, whether a permanent home or a foster family home, to other prearranged sites, ie: to another placement, for visits with family member, to a physician or to another professional, the following procedures must be followed:

1. All persons who transport children on behalf of the Agency must hold a valid driver's license and have insurance, as required by the Illinois Vehicle Code (625 ILCS 5).
2. In accordance with the Child Care Act of 1969, all drivers must:
 - a. be 21 years of age or older
 - b. hold a valid driver's license which has not been revoked or suspended for one or more traffic violations during the three year period immediately prior to date of application.
 - c. not have been convicted of more than two offenses against traffic regulations governing the movement of vehicles within a twelve month period
3. All drivers shall have answered the following questions in writing. Employees of the Agency shall have the written responses placed in their personnel files. Persons who answer "yes" to either of the questions below shall not be permitted to transport children.
 - a. Has your driver's license been revoked or suspended within the past three years for driving under the influence, manslaughter or reckless homicide?
 - b. Have you caused an accident which resulted in the death of any person within the past five years?
4. The Agency's emergency procedures must be followed in the event of an accident, serious illness or severe weather. Copies of these procedures and other pertinent information is provided to all persons driving on behalf of the Agency.
5. Age appropriate safety restraints, which are federally approved and labeled as such, shall be used at all times when transporting children in vehicles having a gross weight of less than 10,000 pounds, except that individual safety restraints are not required when children ride as passengers in taxicabs or common carriers or public utilities.
6. No more than one child may be in each seat belt or safety restraint.
7. Restrictions placed on the driver's license of an individual must be strictly adhered to.

VI-20 Visits by Acquaintances and /or Family Members

While family and friends are certainly important, work is not the place to visit with friends and family members. There are many potentially dangerous situations and safety hazards in all of our area offices and locations which could lead to unwelcome liability issues for the Agency . While we have worker's compensation insurance to cover our employees in the workplace, any situation where an unauthorized person were to get hurt could place us in a very costly position and one that could jeopardize our future insurability. Employees with daycare emergencies should take immediate action to find alternate child care or use any accrued time off benefits to provide for their child's well being. It is every employee's responsibility to insure that they have adequate childcare during work hours with the Agency. Only in an emergency situation is an employee allowed to bring their children into the workplace and it is expected that any such visits will be infrequent and brief in duration.

VI-21 Electronic Communications & Equipment

While in the employ of The Catholic Children's Home, you may be authorized access to Agency owned and/or vendor-contracted electronic equipment, software, and /or communication services. This includes, but is not limited to, computers, computer networks, computer-related hardware, operating systems, and software as well as telephones, cellular technologies, voice and e-mail, personal digital assistants, FAX machines, video equipment and teleconferencing, photocopying machines, printers, typewriters, and storage media/devices. As such, you are required to abide by all legal and Agency policies and procedures mandated for their use. These technologies are the sole property or are legally contracted to the Catholic Children's Home and will be used only in Agency related business and activities consistent with the Agency's mission. These Systems must never be employed for illegal, immoral, or unethical purposes.

Should your job be subject to Department of Children and Family Services (DCFS) rules, you may be required to submit confidential information via the Internet and electronic transmission. In these cases, there are strict guidelines regarding the submission of confidential information. These rules will be explained to you in detail during employee orientation and the DCFS Foundation Training that you will attend.

If assigned electronic privileges, you are obligated to limit all communications and contact to Agency-related business only. The conduct of personal business for purposes of socialization or entertainment is strictly forbidden. Specifically included, but not limited to, are the following prohibitions:

- Falsifying Information or Records
- Unauthorized Removal of Data, Software, or Equipment from Premises
- Electronic Hacking or Equipment Modification/Tampering
- Unauthorized Dissemination of Confidential Information
- Unauthorized Storage, Printing, or Reproduction of Files
- Tampering with Equipment, software, or Systems
- Employing Another's Username and/or Password
- Intrusion into Another's Electronic Workspace and/or Files
- Playing or Downloading Games
- Engaging Chat Rooms, Social Websites, and Personal Contacts
- Conducting Personal Shopping
- Guest Child Access to Equipment or Communication Devices/Services
- Accessing and viewing Morally Objectionable material
- Violating Federal and/or State Laws

Agency computer software is protected under U>S> and, in some cases, international copyright laws and is licensed for exclusive use in Agency hardware equipment and activities only. Duplicating, modifying, or installing software outside or Agency-owned equipment in any manner not expressly preapproved by the Agency's Administrator is prohibited.

Displaying or disseminating materials that can be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment by creating a hostile work environment, violates Agency policy and the law.

Be advised that despite the appearance of privacy, electronic communications are not necessarily private because of the global nature and increasingly sophistication of communications technology. Internally, The Catholic Children's Home reserves the right to audit all communications using Agency owned or contracted equipment and services. This includes the right to monitor, access, retrieve, read all messages and track electronic activities. If warranted, such messages and/or

electronic activities may be disclosed to diocesan administration, law enforcement, or other relevant third parties without prior notice.

Evading, ignoring, or violating any of these prohibitions may subject you to legal prosecution, disciplinary action, and/or immediate termination.

Questions regarding this policy should be directed to the Associate Administrator.

EMPLOYEE HANDBOOK REVIEW STATEMENT

I understand that the information contained in the Revised (March 2011) Catholic Children's Home Handbook represents guidelines only and that CCH reserves the right to modify this handbook or amend or terminate any policy, procedures, or employee benefit program at any time, or to require and/or increase contributions toward these benefit programs.

I understand that this handbook is not a contract of employment between myself and CCH and that I should not view it as such.

I further understand that no Supervisor or representative of CCH, with the exception of the Executive Director, has any authority to enter into any agreement guaranteeing employment for any specified period of time. I also understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by both the Executive Director and myself.

I certify that I have received and reviewed the copy of the Revised (March 2011) Employee Handbook and agree to abide by the guidelines set forth.

Employee's Printed Name

Employee Signature

Dated