



*I'll need him to be there for me*

# **PERSONNEL POLICIES AND PROCEDURES MANUAL**

# Welcome!

We are happy to have you join our team. The word “team” is not to be taken lightly. We function together, as a team, each of us learning and performing multiple functions, to satisfy our clients. Each of us is committed to performing those functions to the best of our abilities, every day. We expect you to become an active, contributing member of our team, aspiring to the same goals. Our success, as an Agency and as individuals, depends on each of us doing our best every day, in our performance and our attitude, to exceed the expectations of our clients and coworkers.

## MISSION STATEMENT

Community Fatherhood will increase the involvement of fathers and father figure in the lives of children through special programs and/or training opportunities in South Central Michigan.

## PHILOSOPHY

Community Fatherhood shall promote the empowerment of fathers and father figures by providing information and resources. Community Fatherhood will interact with all fathers in a respectful dignified manner while valuing their right to self-determination. Community Fatherhood is committed to improving the communication and awareness between the community systems response to fathers and their families.

# WHO WE ARE AND WHAT WE DO

## WHO WE ARE

Community Fatherhood is an organization dedicated to providing services in Southwest Michigan.

Community Fatherhood has been in existence for one year serving fathers and father figures and their families in Calhoun, Barry, Branch, Kalamazoo and St. Joseph counties.

## WHAT WE DO

### Education

- Provide Positive Parenting Classes
- Provide awareness of domestic violence
- Provide ways to stay connected with their children
- Coach fathers on how to be a 24/7 dad
- Assist with creating a balanced work/life family
- Provide tools for co-parenting
- Encourage healthy relationship between spouse/significant other
- Promote parental responsibility of Fathers
- Teach life skills (cooking, mechanics, finance)
- Demonstrate money matters (educate in credit)
- Teach how to care for a sick children (Doctor Dad)
- Provide ways to stay involved with your children
- Assist in guiding fathers with GED/college classes
- Improve tools toward raising healthy children
- Teaching skills for parenting the young, teenager, young adult
- Provide explanation of the difference between child support/parenting time

### Mentoring

- Organize peer support group
- Provide groups for encouragement and accountability
- Promote social, personal and parental responsibility of fathers
- Provide opportunities to discuss current family life issues
- Develop and coordinate "Dad's Club"
- Offer family outings to encourage involvement and family development
- Mentoring youths

### Referral Services

- Mental health, substance abuse
- Drivers License, traffic tickets
- Parenting time, child support

# ABOUT THIS HANDBOOK

This Handbook is designed to acquaint you with Community Fatherhood and give you a ready reference to answer most of your questions regarding your employment with us. We intend for this Handbook to offer two-way communication: what you can expect from us and what we expect from you.

The contents of this Handbook constitute only a summary of employee benefits, personnel policies, and employee regulations in effect at the time of publication. This Handbook is descriptive only and should not be understood to create any kind of employment contract or any agreement for the provision of any benefits or for maintaining any policies. The Agency reserves the right to add, change or delete at any time with or without notice to its employees, anything contained herein. All changes are effective when made, whether made without prior notice to any employee.

Similarly, according to the laws of the State of Michigan and Community Fatherhood policy, all employees are “at will employees.” This means that each employee’s employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the employee or Community Fatherhood. Only the Executive Director of Community Fatherhood can alter the at-will policy on behalf of the Agency, and then only in a written document addressed to an individual and bearing the signature of the Executive Director. Any past or future representations made to you, which contradict this statement should be considered by you to be null and void.

If you have questions about any part of this Handbook please contact your supervisor, the office manager, or the executive director.

This “Employee Handbook” is effective January 13, 2011  
It was approved by the Community Fatherhood Board of Directors on  
January 13, 2011

# Table of Contents

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## General

Introduction.....	Page 8
Scope.....	Page 8
Personnel Philosophy.....	Page 8
Board and Staff Relations.....	Page 9
Misconduct Policy.....	Page 9
Management Rights .....	Page 11
FMLA/COBRA Disclaimer.....	Page 12

## Employee Classifications

Fair Labor Standards Act Classification.....	Page 12
Exempt.....	Page 12
Non-Exempt .....	Page 12
Employee Type .....	Page 12
Full-Time Employee .....	Page 12
Part-Time Employee .....	Page 12
Temporary Employee .....	Page 12
Casual/Substitute Employee .....	Page 12
Acting Employee.....	Page 13
Grant Employee .....	Page 13
Interns .....	Page 13

## Employment Policies

Equal Employment Policy .....	Page 13
At-Will Employment Status .....	Page 13
Conditions of Employment .....	Page 14
Acknowledgement of Policy Receipt .....	Page 14
Confidentiality Policy.....	Page 14
Overview of Confidentiality Policy .....	Page 14
Statutory Basis For Confidentiality/Definitions .....	Page 15
Release of Client Information .....	Page 15
Service Recipient-Initiated Disclosure .....	Page 15
Verbal Release of Information .....	Page 15
Release of Records for Client Who Is A Minor .....	Page 15
Program Initiated Disclosure (Exceptions to Confidentiality including Mandated Reporting) .....	Page 16
Agreement to Observe Confidentiality .....	Page 17
Ethical Standards of Conduct.....	Page 17
Harassment Policy.....	Page 19
Drug Free Workplace.....	Page 21
Violence Free Workplace .....	Page 24
Political Activity .....	Page 25
Media Contacts .....	Page 25
Conflict of Interest .....	Page 25
Secondary Employment .....	Page 26
Americans with Disabilities Act (ADA) .....	Page 26
Infectious Diseases .....	Page 26
Smoking .....	Page 26
Nepotism .....	Page 27
Post Offer/Pre-employment Checks .....	Page 27
Probationary Status .....	Page 27
Work Hours and Work Assignments .....	Page 28
Days and Hours of Work .....	Page 28
Work Assignments .....	Page 28

Flexible Work Hours .....	Page 28
Work Week for Exempt Employees .....	Page 28
Work Week for Non-Exempt Employees .....	Page 28
Evening Meetings .....	Page 28
Standard Workweek .....	Page 29
Punctuality and Attendance .....	Page 29
Breaks and Meal Periods .....	Page 29
Anniversary Dates .....	Page 30
Performance Appraisals .....	Page 30
Conference/Meeting Attendance Outside of Community Fatherhood .....	Page 30
Reimbursement of Employee Business and Travel Expenses .....	Page 30
Cell Phone Reimbursement .....	Page 31
Mileage Reimbursement .....	Page 31
Supervisory Relationships .....	Page 32
Training and Employee Development .....	Page 32
Work Outside the Office .....	Page 33
Inclement Weather/Site Emergencies .....	Page 33
Injury / Illness Procedure .....	Page 34
Grooming and Appearance .....	Page 34
Standards of Employee Conduct .....	Page 35
Progressive Disciplinary Action .....	Page 35
Grievance Procedure .....	Page 35
Resignation, Layoff or Termination .....	Page 37
Release of Information .....	Page 39
Job Expenses .....	Page 39
Transportation Policy .....	Page 39
Agency Files, Facilities & Equipment .....	Page 40
Computers, e-mail & Internet .....	Page 40
Personal Telephone Calls .....	Page 41
Mail .....	Page 41
Agency Tools and Equipment .....	Page 42
Search of Agency Property, Facilities & Personal Property .....	Page 42
Personnel Records and Reports .....	Page 42
Verification of Employee Wages .....	Page 43
Employment References .....	Page 43
Performance Evaluations .....	Page 43
Visitors .....	Page 44
Employee Volunteering .....	Page 44

### **Employee Benefits**

Your Second Paycheck .....	Page 45
FICA and Medicare Mandatory Contributions .....	Page 46
Paid Time Off (PTO) Leave Time.....	Page 46
Career Development Leave .....	Page 46
Parental Leave .....	Page 48
Bereavement Leave .....	Page 48
Military Leave .....	Page 49
Jury Duty Leave .....	Page 49
Paid Holidays.....	Page 49
Worker's Compensation.....	Page 50
Liability Insurance .....	Page 50

### **Employee Services**

Employee Orientation.....	Page 51
---------------------------	---------

### **Pay Practices**

Pay Period.....	Page 51
-----------------	---------

Recording Time .....	Page 51
Overtime .....	Page 51
Payday .....	Page 51
Paycheck Corrections .....	Page 52
Payroll Deductions.....	Page 52
Garnishment/Child Support .....	Page 52

**Safety**

Safety Guidelines .....	Page 52
Accident Reporting .....	Page 53
Vehicle Accidents.....	Page 53
Protective Equipment .....	Page 53

# GENERAL

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## **Introduction**

By their nature, personnel policies provide only the basic foundation for guidance of the personnel function. They are necessarily general statements because they cannot speak to every possible condition or situation that may arise.

These policies are designed to promote understanding, equal opportunity, equal pay for equal work, and career opportunities to obtain and retain individuals qualified to accomplish the goals, objectives, and commitments of Community Fatherhood Services (Community Fatherhood"" or "Agency"). The Community Fatherhood Governing Board will be responsible for establishing Personnel Policies, with the executive director and executive director will also be responsible for interpreting and implementing those policies and establishing reasonable rules governing day-to-day activities. Nothing contained in these policies is intended to create any contractual obligation on the part for Community Fatherhood. These policies supersede and have control overall prior and existing policy statements, representations, understandings or agreements, whether verbal or written, dealing with the same subject matter.

These policies have been adopted by the board of directors and apply to all employees of the Community Fatherhood (CF), unless otherwise specifically excluded. They describe the general philosophy of Community Fatherhood and provide information to inform employees of their benefits and obligations. Nothing in the existence or administration of these policies should be construed to create anything other than an at-will employment relationship between Community Fatherhood and its employees.

Suggestions for changes to be made in the policies should be directed to the executive director, who at his/her option may present the proposed changes to the Community Fatherhood Board of Directors. Community Fatherhood reserves the right to modify, amend or delete any provision in these policies at any time. No such modification, amendment or deletion will be valid, however: unless it is approved by the board of directors. A copy of the personnel policies and amendments will be provided to all employees upon hire and at each complete revision.

## **Scope**

Except as otherwise stated, the policies and procedures described herein are applicable to all employees of Community Fatherhood. Each program within Community Fatherhood may have policies and procedures particular to the program. Please see your supervisor for information on these policies and procedures.

## **Personnel Philosophy**

Staff is employed to provide day-to-day managerial guidance, program expertise, research capability, and operational continuity to carry out the policy and program directions promulgated by the Governing Board.

Community Fatherhood is committed to work environments in which relationships and conditions are characterized by dignity, courtesy, professionalism, accountability and equitable treatment.



The Agency encourages all employees to talk to their supervisor or the executive director about problems or ideas that could improve our working environment. When employees do so, supervisors should take their suggestions seriously. Where appropriate, the supervisor should discuss the problem or idea with the Executive Director.

The governing board of Community Fatherhood will employ an executive director. The executive director will carry operational responsibility for the Agency and will be the person accountable to the Governing Board for the management of the Agency. The executive director will serve as the Agency's official spokesperson and Public Information Officer. The executive director will be responsible for the final decision to hire and release all staff members for the organization except where program regulations modify that responsibility by requiring the board of director's approval before action is taken. However, the executive director retains the right to delegate responsibility for personnel actions, consistent with applicable program rules and regulations.

### **Board and Staff Relations**

The board of directors is the policy-making body of Community Fatherhood. The human resources committee reviews and recommends periodic amendments, modifications and deletions to the personnel policies of Community Fatherhood. The committee also recommends to the Board compensation schedules for Agency employees.

Members of the board of directors act as a board. Individuals are not authorized to give suggestions, orders, directions or assignments to any member of the staff at any time. If suggestions, orders, direction or assignments are given to an employee by a member of the board of directors, the employee should inform the member that these should be made directly to the Executive Director. Attendance of employees at board meetings during regular working hours will require prior approval of the executive director and will be charged as paid time off, unless employees are expressly requested to attend such a meeting by the executive director or the chairperson of the board. Employees who attend such meetings will respond to items under discussion by the board during such meetings when directed to do so by the chairperson of the board.

Employees should direct any concerns relating to internal Agency matters to their appropriate supervisor and should refrain from contacting Board members directly relating to the same. If an employee has a concern that he or she deem proper to discuss at a Board meeting, prior approval should be obtained relating to the same by submitting a written request to the executive director at least ten (10) days prior to the date of the board meeting.

### **Misconduct Policy**

The purpose of this policy is to ensure that all employees and volunteers understand and follow the appropriate steps if they have first hand knowledge of misconduct committed by the Executive Director, other staff or the board of directors of Community Fatherhood. Community Fatherhood has Personnel Policies that cover a variety of employment policies that remain in effect, and all employees have an obligation to report misconduct to their supervisor and/or the Executive Director.

For purposes of this policy, misconduct may include, but is not limited to

- Actions that violate the organization's policies.
- Fraud (see below).

- Forgery or alteration of documents.
- Disclosure to any external party of proprietary information or confidential personal information obtained in connection with employment with or service to the organization.
- Unauthorized personal or other inappropriate (non-business) use of the organization's equipment, assets, services, personnel, or other resources.
- Acts that violate federal, state or local laws.
- Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct by subordinates).
- Acts that knowingly violate the terms and conditions of grants and other funding sources.

Fraud is further defined to include,

- Theft, embezzlement, or other misappropriation of assets (including assets of or intended for the organization as well as those of our donors, members, funding sources, partner agencies, vendors, contractors, suppliers, and others with whom the organization has a business relationship).
- Intentional misstatements in the organization's records, including intentional misstatements of accounting records or financial statements, or of program accomplishments.
- Authorizing or receiving payment for goods not received or services not performed.
- Authorizing or receiving payment for hours not worked.
- Forgery or alteration of documents, including checks, timesheets, contracts, expense vouchers, purchase orders, and receiving reports.
- Intentional misstatements or misrepresentations designed to qualify wrongfully one for benefits such as worker's compensation and/or unemployment compensation.

The responsibility of employees and volunteers to immediately report suspected misconduct to the chairperson of the finance Committee, unless that person is suspected of misconduct, then the report of misconduct should go to the chairperson of the board of directors.

Any reprisal against a reporting individual because that individual, in good faith, reported a suspected act of misconduct is prohibited and will in turn be considered misconduct.

Proper handling of allegations is imperative. Suspected misconduct involving the executive director, staff or board members or officers must be investigated by the finance committee. **An employee or volunteer first hand knowledge of suspected misconduct should write a brief description of the misconduct and mail it to the appropriate chairperson.** The contact information for the chair of the finance committee and board chair can be found in the Community Fatherhood organizational chart, or by contacting the executive director via telephone or email.

The finance committee or members of it with the board chairperson will investigate the suspected misconduct. After reviewing the allegations and questioning the individual bringing the suspected misconduct forward, the finance committee has the authority to determine if further investigation is warranted.

Investigation into suspected misconduct will be performed without regard to suspected individual's position, length of service, or relationship with the organization. In fulfilling its investigation responsibilities, the finance committee will have the authority to seek the advice of and/or contract for the services of outside firms, including attorneys, CPA firms, forensic accountants and investigators, and so on.

Properly designated members (with signed copy of confidentiality statements on file) of the investigative team (as authorized by the finance committee) will have free and unrestricted access to all of the organizations records and premises, whether owned or rented, at all times. They will have the authority to examine, copy and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas, and computers without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

Neither the existence nor the status or results of investigations into suspected misconduct will be disclosed or discussed with any individual other than those with legitimate need to know to perform their duties and fulfill his or her responsibilities effectively.

Based on the results of the investigation, disciplinary action may be taken. Disciplinary action will be coordinated with appropriate representatives from the board. The seriousness of the misconduct will be considered in determining appropriate disciplinary action, which may include

- Reprimand
- Probation
- Suspension
- Demotion
- Termination
- Reimbursement of losses or damages
- Referral for criminal prosecution or civil action

This listing of possible disciplinary actions is for information purposes only and does not bind the organization to follow any particular policy or procedure.

### **Management Rights**

The Board of Directors and executive director are responsible for managing Community Fatherhood. To fulfill the responsibility, the board and executive director must have options to exercise when the occasion warrants. The areas in which Community Fatherhood must maintain its options include, service, performance standards, job descriptions, job classifications, location of any operation, the size of the workforce , hours of work, starting and quitting times for employees, scheduling work, assignment and distribution of overtime, hiring, discipline and discharge, assignment of work, direction of the workforce, rules of conduct, transfers, promotions and demotions, layoff and recall, filling vacancies, wages and other benefits. Nothing in these policies is intended to limit Community Fatherhood's management rights.

### **FMLA and COBRA Disclaimer**

Community Fatherhood, because of the size of the organization, is not required to participate in FMLA (Family Medical Leave Act) or health insurance continuation coverage known as COBRA (Consolidated Omnibus Budget Reconciliation, Act of 1985).

## **EMPLOYEE CLASSIFICATIONS**

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The Agency maintains a job classification system based on a job analysis showing the relationship of each position to the others within the organization. A job description will be maintained for each position and will include job title, supervisory relationship, exempt/non-exempt status, duties and qualifications.

### **Fair Labor Standards Act Classification**

*Exempt:* The positions of executive director, program manager and similar positions of general executive, administrative, managerial and/or professional responsibility are exempt from overtime provisions of the Fair Labor Standards Act. Employees in these positions are paid on a salary basis and expected to work whatever hours are necessary to perform their job without expectation of overtime compensation.

*Non-Exempt:* All other positions within the Agency will be considered non-exempt and will be subject to the overtime provisions of the Fair Labor Standards Act. Overtime compensation of time and one-half will be paid for all approved hours worked in excess of forty (40) hours per week.

### **Employee Type**

*Full-Time Employee:* An individual employed to work thirty (30) hours or more per week and a work schedule of fifty-two (52) weeks per year will be considered a full-time employee. A full-time employee will be entitled to the benefits within these Policies and Procedures except where otherwise indicated.

*Part-Time Employees:* An individual employed to work less than thirty (30) hours per week and a work schedule of fifty-two (52) weeks per year will be considered a part-time employee. A part-time employee will be entitled only to those benefits indicated as specifically applicable pursuant to these Policies and Procedures.

*Temporary Employee:* Temporary employees may be full-time or part-time and are regularly scheduled to work in a position for a specific limited period of not to exceed six (6) months or 180 calendar days. Temporary employees will not attain seniority will be compensated in wages only. No temporary employee can become a regular employee of the Agency without going through the prescribed hiring process.

*Casual /Substitute Employee:* These are employees called to work only as needed on a substitute or casual basis for Full and Part-Time employees. These employees will not attain seniority will be compensated in wages only. No casual or substitute employee can become a regular employee of the Agency without going through the prescribed hiring process.

*Acting Employee:* An employee who is assigned for two weeks or more the total responsibility of a job, which has different responsibilities, and pay range than his or her current position. These employees may be full or Part-Time. They will have entitlements to benefits as outlined above in those employee types but must meet minimum position requirements.

*Grant Employee:* An individual employed for the sole purpose of carrying out the mission of a grant and whose duration of employment is subject to the terms and conditions of the grant and the policies and procedures designated by Community Fatherhood. These employees may be full or Part-Time. They will have entitlements to benefits as outlined above in those employee types.

*Interns:* An intern is placed at Community Fatherhood for an approved internship through an accredited educational program or facility and is designated as an intern. They will have no entitlement to benefits.

## EMPLOYMENT POLICIES

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### **Equal Employment Policy**

Community Fatherhood is an equal opportunity employer. Decisions regarding hiring, placement, upgrading, demotion, transfer, recruitment, advertising and solicitation, layoff, termination, rates of pay, other forms of compensation, selection for training and any other aspect of employment are made on the basis of qualifications, credentials, experience and agency needs without discrimination because of age, race, creed, color, gender, sexual orientation, national origin, religion, marital status, weight, height, political beliefs, or disability.

Any otherwise qualified employee with a disability who needs a reasonable accommodation to perform the essential functions of his/her job should make a written request for such accommodation to the executive director as soon as the need for accommodation becomes known. Any employee seeking accommodation must also provide Community Fatherhood with evidence sufficient to establish his/her legal entitlement to accommodation consideration.

### **At-Will Employment Status**

Employment with Community Fatherhood is not for any specific duration of time or term. Just as an employee may terminate his or her employment with the agency at any time for any reason, the agency reserves the same right to terminate an employee at any time and for any reason. Nothing in any job description, employment agreement, personnel policy or future evaluation will alter the at-will nature of this employment agreement.

No representative of Community Fatherhood other than the executive director, with written approval by the board of directors, has the authority to enter any agreement or contract for employment for any specific period or to otherwise modify the "at will" employment status. Any such modification to the "at will" employment status must be in writing, signed by the executive director and approved by the board of directors.

### **Conditions of Employment**

Employees of Community Fatherhood will be citizens of the United States or possess a valid working visa. Prior to hire, the applicant must make full disclosure of any criminal convictions or pending charges. In addition, a criminal background records check and central registry check will be required prior to employment and annually thereafter.

Each employee who must drive a motor vehicle on agency business is required to provide a valid and appropriate driver's license and proof of insurance. Each employee who must drive a motor vehicle on agency business must sign and abide by a Driver's Pledge.

### **Acknowledgement of Policy Receipt**

Employees are required to acknowledge receipt of all Community Fatherhood policies and their job description by signing a statement verifying that these documents have been received, read, and understood. The acknowledgement becomes part of the permanent employee file.

### **Confidentiality Policy**

By law and common courtesy, the employees and volunteers of Community Fatherhood are required to hold any information gathered in the performance of their duties (either relating to people requesting assistance from the agency, or relating to fellow employees/agents) in strictest confidence. No information will be released to any unauthorized person, inside or outside the agency, without prior signed written release of information from the person the information is about.

**The policy of Community Fatherhood to hold confidential all communications, observations and information made by, between, and/or about service recipients, including the identity of persons served.** This includes all service recipient, service, and administrative records, including any logs or records resulting from telephone contacts and any other work product of Community Fatherhood staff *relating to service recipients*.

### **Overview of Confidentiality Policy**

Confidentiality is critical to the services and advocacy Community Fatherhood provides to Community Fatherhood. Confidentiality is essential to the safety of recipients and their children. Recipients need to trust that they can confide sensitive and intimate information fully and freely to Community Fatherhood staff (privately and in group sessions). Confidentiality is a fundamental foundation both of client and provider safety, and of the integrity of services.

The development of this written policy serves to consolidate and codify the policies of confidentiality in use and practiced by the Community Fatherhood, (hereinafter referred to as "CF").

Confidential communications are provided to clients and/or children receiving services from Community Fatherhood, (hereinafter referred to as "service recipients").

The policy of Community Fatherhood to hold confidential all communications, observations and information made by, between, or about service recipients, including the identity of persons served. This includes all service recipient, service, and

administrative records, including any logs or records resulting from telephone contacts and any other work product of Community Fatherhood staff *relating to service recipients*.

### **Release Of Client Information**

#### **Service Recipient-Initiated Disclosure**

The service recipient has the right to make decisions regarding disclosure of their confidential records and communications. All efforts will be made by Community Fatherhood to ensure that the service recipient is giving informed, voluntary consent with respect to any release of information.

Where a service recipient wants Community Fatherhood to release information to a third party, she/he should review the requested information and evaluate the benefits and drawbacks of releasing the information before deciding whether or not to give consent for its release. Community Fatherhood has the responsibility to ensure that the service recipient is informed regarding the scope of the information to be disclosed , the purpose of the information the duration for which the release is valid and the ramifications of disclosure.

The service recipient's consent must be in writing, signed and dated by both the service recipient and Community Fatherhood and must include the scope and nature of the specific information to be released , the name of the individual or organization to whom the information will be released , the length of time that the release is effective, the means by which the information will be transmitted , and the purpose for which the information is released . Blanket or general releases should never be executed . The service recipient should be informed at the time that the release is signed that it can be revoked at any time.

Should Community Fatherhood receive a written release of information that has been approved by the service recipient, but initiated by another program or individual, the steps outlined previously should be followed before information is released .

#### **Verbal Release of Information**

A service recipient may provide an emergency verbal release of information in very limited circumstances. Community Fatherhood staff must clearly document the emergency circumstances necessitating the verbal release. The Community Fatherhood staff, who is accepting the verbal release of information should be certain of the identity of the service recipient. The scope of the information to be released should be as narrow as possible. The release should be witnessed and signed off on by another staff person. The verbal release should be followed up with a written release as soon as possible.

#### **Release of Records for Client Who Is A Minor**

In cases involving a minor, the parent or legal guardian, who initiated contact with Community Fatherhood on behalf of the minor make the decide whether or not records are released , in consultation with the minor child if age appropriate. Community Fatherhood reserves the right not to release the minor child's records if the executive director believes that the release of information would likely place the child, siblings and/or parent at risk of future harm.

## **Program-Initiated Disclosure (Exceptions To Confidentiality)**

Threats of Harm to the Service Recipient by Self or by Another Party In the event that Community Fatherhood believes that a service recipient's safety or welfare is in serious and imminent danger, Community Fatherhood may report this to law enforcement and/or other helping professionals. This can be done only with the approval of the executive director designate when this occurs at night or on the weekend. Community Fatherhood will only disclose information necessary to safeguard the client and/or the client's children and will be limited to identifying information about the client, the suspected nature of the imminent harm, and the reason Community Fatherhood is concerned . This provision will also apply in circumstances which a service recipient has made credible threats of suicide or serious harm to self, and a thorough client assessment has been made .

Credible Threat of Harm to Others In the event that a service recipient makes a credible threat of harm to another individual, cannot be dissuaded from this action, and there is substantial likelihood that the client will act upon this threat, Community Fatherhood may report this to law enforcement, the intended victim, or another person who may warn the intended victim of imminent danger. This can be done only with the approval of the executive director or his or her designate when this occurs at night or on the weekend. Community Fatherhood will only disclose information necessary to prevent the threatened action. The service recipient will be informed that such a report has been made .

Reports to Child Protective Services [or Adult Protective Services]- Mandated Reporting Community Fatherhood staff are required to report to the proper authorities any known or suspected child abuse or neglect.

Community Fatherhood staff are allowed to make these reports on behalf of Community Fatherhood and should report only that information, which is related to the circumstances of the suspected child abuse/neglect. Whenever possible there should first be supervisory consultation with the executive director or his or her designate. If supervisory review is not feasible before the report is made , it should be obtained after the fact. An oral report will be made immediately to Protective Services, followed by filing a written report (form FIA-3200) within 72 hours. The yellow copy of the FIA 3200 should be given to the executive director, who will retain it in the "3200 file". Volunteers and student interns should promptly notify appropriate staff (preferably their supervisor of any child abuse/neglect concerns.

- a. In circumstances which the service recipient is not the suspected perpetrator, and where the client is willing to make the report, Community Fatherhood staff will assist and witness the client making the oral report to Protective Services, and Community Fatherhood staff will follow up with the written report. If the client does not want to make the oral report, staff will inform the client who Community Fatherhood is making the report (unless Community Fatherhood staff determines that notifying the client beforehand may jeopardize the child's safety).
- b. In circumstances which the service recipient is the suspected perpetrator, the client should be given prior notification that a report will be made only if it is determined that providing such notification will not risk the safety of the child. In these situations Community Fatherhood's first obligation is to protect the child. However, this does not negate Community Fatherhood's obligation to protect the confidentiality,



interests, rights, or safety of the client as long as they do not conflict with the protection of the child.

Knowledge of Criminal Acts Committed by a Service Recipient Community Fatherhood's confidentiality policies do not protect service recipients if a search or arrest warrant is validly executed on Community Fatherhood's premises. Should staff learn of an arrest warrant before it is effectuated, staff should notify the person subject to the arrest warrant of its issuance and encourage the service recipient to immediately contact counsel and turn her or himself into the issuing authority or law enforcement agency. In all cases, the executive director or designate should be notified of any action regarding an arrest warrant.

In the situation which the client is suspected /accused of committing a crime against Community Fatherhood, Community Fatherhood personnel, or another client, which results in a police report, such a report is not deemed a "communication" from the client and therefore is not specifically protected. Only information necessary and relevant to the report may be divulged.

If there is reasonable suspicion that a crime has been committed on Community Fatherhood premises, Community Fatherhood has the discretion to contact law enforcement to assist with the investigation. This would include allowing law enforcement on the premises and allowing them to speak with staff and/or volunteers. The executive director should always be consulted to make this decision.

### **Agreement to Observe Confidentiality**

**All service recipients, staff, volunteers, board members, student interns, subcontractors, and visitors must sign a written agreement to maintain confidentiality. Failure to maintain confidentiality will be considered grounds for terminating services or the relationship with the agency.**

All service recipients, whether they are receiving services in person or on the telephone, will be informed of the confidential nature of our services, and of the exceptions to confidentiality. Persons served by telephone will be informed of the importance of maintaining confidentiality regarding the procedures for accessing shelter and/or location of the shelter and services. Onsite service recipients will be informed of the confidentiality policy, and asked not to disclose any information regarding other clients, both during receipt of services and after termination of services.

A copy of Community Fatherhood's confidentiality policy will be posted in the Administrative Office for the benefit of service recipients. Confidential information will be released only in accordance with the guidelines specified in this document.

### **Ethical Standards of Conduct**

Employees, volunteers and interns are to conduct themselves in a professional manner when working with a client, with a coworker, other agency representative, community member, or at any location which the association with Community Fatherhood can be made. Interaction with clients, coworkers, other agencies and community resource persons will be conducted courteously, fairly, honestly, and respectfully.

All employees/volunteers/interns are expected to be thoroughly familiar with the Ethical Standards of Conduct and will sign that they have received, read, and understand the standards and will abide by them.

The ethical standards of conduct have been established to protect all employees and Community Fatherhood from injury, litigation, or other threats to well being, and to promote harmonious and efficient working conditions. General expectations of all employees, volunteers, and interns include,

- Conducting themselves professionally at all times
- Behaving in a trustworthy manner, acting honestly and responsibly
- Treating coworkers, board members, volunteers, callers and guests, clients, and other agency and community workers with respect and dignity
- Reporting concerns about the competence and/or professionalism of another employee or volunteer to the appropriate supervisor and not discussing him or her with other staff and/or volunteers
- Maintaining a positive working environment
- Fully complying with Community Fatherhood's Confidentiality Policy and honoring confidential information, communications and materials as detailed in the Policy
- Speaking on behalf of Community Fatherhood only with the authorization of the executive director or designate
- Clearly distinguishing statements and actions made as a private individual and those as a representative of the agency.
- Not advertising services or the purchase of any product while acting on the behalf of Community Fatherhood
- Turning over monetary or material compensation received for program services to the Community Fatherhood organization
- Avoiding inappropriate and/or excessive personal use of Community Fatherhood equipment, telephones, computers, copy machines, e-mail or Internet service
- Showing sensible regard for the social and moral expectations of the communities in which they work
- Reflecting an attitude of cooperation, respect for diversity, respect for individuals, and team building.
- Reporting incidents of professional misconduct or harassment to the appropriate supervisor and the Executive Director.

Expectations of employees, volunteers, interns, and subcontractors *in relationships with clients* include,

- Respecting client's right to self-determination as well as respecting client's values and belief systems. Community Fatherhood employees/volunteers will not impose their own values and attitudes on clients nor will they discuss their personal problems with clients.
- Respecting the inherent dignity and worth of each client
- Promoting the well-being of the client
- Respecting individual differences and racial, cultural and ethnic diversity
- Seeking to enhance clients' sense of empowerment
- Seeking to resolve conflicts between client's welfare and other community systems in a responsible and professional manner

- Providing services to clients only in the context of a professional relationship based on valid informed consent, ensuring clients' comprehension when clients are not literate or have difficulty understanding the language
- Representing oneself as competent only within the boundaries of her/his education, training, knowledge and awareness of community resources, and/or other relevant professional experience
- Seeking appropriate supervisory direction when they are at their limitations of their individual capabilities and competencies
- Informing clients when a real potential conflict of interest arises and taking reasonable steps to resolve the issue in a manner that makes the clients' interests primary
- Not engaging in any activity, which exploits the trust or dependency of a client
- Not discussing confidential information in any setting unless privacy can be ensured
- Not engaging in sexual activities or sexual contact with current or former clients under any circumstances
- Immediately advising his or her supervisor if a client is a relative, current or former friend, or person with whom he or she have had a sexual relationship
- Not sexually harassing clients, including sexual advances, sexual solicitation, favors, or other verbal or physical conduct of a sexual nature
- Not using derogatory language in written or verbal communications to or about clients
- Not borrowing money from, or lending money to, clients. Neither will employees purchase or accept goods or services from current clients.
- Not providing services to clients outside or separate from Community Fatherhood.

### **Harassment Policy**

Community Fatherhood is committed to a work environment in which individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Community Fatherhood expects that all relationships among persons in the organization will be free of bias, prejudice and harassment.

It is the policy of Community Fatherhood that harassment on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, disability, marital status, citizenship, height, weight, political beliefs or any other characteristics protected by law or for any other reason is not acceptable.

Community Fatherhood does not condone or allow harassment of others, whether engaged in by fellow employees, supervisors, managers, clients, volunteers, vendors or other non-employees who conduct business with Community Fatherhood. Any employee who violates this policy may be subject to discipline and up to termination.

This policy applies to the workplace and in any work-related setting outside the workplace, such as off-site business meetings, seminars, conferences and business-related social events.

**Reporting of,** Any person who believes he or she has been subjected to or has witnessed harassment should report it immediately to his/her supervisor or the executive director with whom the employee feels comfortable. Each report will be

investigated thoroughly, immediately and as confidentially as practical. Prompt and appropriate remedial action will be taken to eliminate harassment from the workplace. Responsive action may include but may not be limited to training, referral to an Assistance Program and/or disciplinary action such as a warning, reprimand, reassignment, temporary suspension without pay or termination, as Community Fatherhood believes appropriate under the circumstances. No employee will be retaliated against for making good faith complaints or for good faith participation in an investigation.

**Definitions and Explanations:** “*Sexual harassment*” is illegal under federal, state and local laws. Sexual harassment is defined in Michigan statute and federal regulations as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s employment;
2. Employment decisions are based on an individual’s submission to or rejection of such conduct;
3. Conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to unwanted sexual advances or request for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiency; leering, whistling or touching; insulting or obscene comments or gestures; workplace display of sexually suggestive objects or pictures; other physical, verbal or visual conduct of a sexual nature and taking retaliatory action against an employee for discussing or making a sexual harassment complaint.

“*Harassment*” is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, creed, religion, national origin, gender, sexual orientation, age, disability, marital status, citizenship, height, weight, political beliefs or any other characteristic protected by law or for any other reason, and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with the individual’s work performance;
3. Otherwise adversely affects an individual’s employment opportunities.

Harassment includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Community Fatherhood encourages all individuals who believe they are being subjected to such conduct promptly to advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the issue.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and like harassment or discrimination itself will be promptly investigated and addressed. Retaliation is subject to disciplinary action up to and including termination.

False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith maybe subject to disciplinary action up to and including termination.

### **Drug Free Workplace**

Community Fatherhood is committed to providing a safe work environment and to fostering the well being and health of its employees. Community Fatherhood has established a Drug Free Workplace policy to ensure that we can meet our obligations to our employees, clients, and the public.

In a drug free workplace alcoholic beverages, controlled substances and illegal drugs are not allowed on Community Fatherhood owned or controlled property. If alcoholic beverages, controlled substances, illegal drugs or associated paraphernalia are brought onto the premises, and/or if they are consumed, used, administered or sold on the premises, whether before, during or after a scheduled work shift, and/or if an employee comes onto Agency premises under the influence of such substances, he or she will be subject to disciplinary action and up to discharge from employment.

Community Fatherhood also cautions against use/abuse of prescribed or over-the-counter medication that can affect workplace performance. An employee using a prescription drug or over-the-counter medication is responsible for being aware of any potential effects the medication may have on his/her ability to perform job duties in a safe and effective manner, and for reporting any potential adverse impact on safety or job performance to his/her supervisor prior to beginning work. An employee may be suspended or discharged if the agency concludes that he/she cannot perform their job properly or safely because of using/abusing over-the-counter or prescribed medication. It is also important that employees identify any legal drugs that may be in their system before taking any drug tests.

In the event that management has reasonable suspicion that an employee is in possession of or under the influence of alcoholic beverages, controlled or illegal substances of any kind, management reserves the right to request the employee to submit to alcohol and/or drug testing in accordance with this policy. In addition, the Agency reserves the right to search the employee's office, locker, work area, desk or other Agency property under the employee's control to determine whether or not drugs or alcohol are present.

In the event of reasonable suspicion by management, refusal by the employee to undergo requested testing or sign all necessary waiver and consent forms or submit to a search could result in immediate termination of employment. Employees may be suspended without pay, pending receipt of drug and/or alcohol tests and/or evaluation results by the Agency. When the Agency's investigation is completed, the employee will be advised of the action to be taken.

Alcohol and/or drug testing is required following a work related accident or injury requiring outside medical treatment, when that testing does not directly interfere with medical treatment for the injury. Alcohol and/or drug testing is required following any accident while driving a personal vehicle on Agency business when such testing does not directly interfere with medical treatment for an injury. Finally, such testing is required when an employee is found to be engaged in unsafe work practices.

Notification to law enforcement agencies will be made , at the discretion of the Agency, regarding violations of this policy as appropriate and/or necessary. This decision will be made by the executive director in consultation with the employee's supervisor. The Agency will also cooperate fully with law enforcement officials in the investigation of any suspected drug-related activities. Community Fatherhood will comply with all federal and state laws that require employee drug testing.

We strongly urge and support an employee who has a substance abuse problem to seek professional help. All employees are expected to be concerned about working in a safe environment and should encourage their fellow employees who may have an alcohol or drug problem to seek help.

As a reminder, you should be aware that an employee under the influence of drugs and/or alcohol may elect other options instead of reporting to work in an intoxicated condition. These options include,

1. Call your supervisor and report that you will be absent from work. Whether or not there would be any disciplinary measures taken will be based on the employee's attendance record, not on the reason for a particular absence.
2. The employee may call a substance abuse provider for assistance with drug or alcohol related issues.

***Drug and Alcohol Testing:*** Community Fatherhood reserves the right to enforce drug testing as one way we can reinforce our Agency position on "no drug use" and protect our workplace from the negative effects of alcohol and drug abuse. We hope to deter people from coming to work when they are unfit for duty. We also hope to discourage alcohol and drug users from joining our organization in the first place.

Following is a list of situations for which drug testing may be used :

*Pre-employment test:* We may test job candidates after the offer of employment and before their first day on the job. A negative test result is required for consideration of employment.

*Post Accident/Injury test:* We may test employees involved in work related accidents requiring outside medical attention, or any employee involved in an accident while driving his or her personal vehicle on Agency business, or an employee involved in unsafe practices to help determine whether alcohol or other drug use was a factor.

*Reasonable Suspicion and For Cause tests:* We may test employees who show obvious signs of being unfit for duty (For Cause) or have documented patterns of unsafe and/or suspicious work behavior (Reasonable Suspicion).

If an employee is having work performance problems, displaying behavior, or emitting odors that may be alcohol or drug related, or is otherwise demonstrating conduct that may be in violation of this policy, the supervisor, with concurrence of the executive director will require the employee to submit to a drug and/or alcohol test.

When an employee is suspected of drug and/or alcohol use as a result of reasonable suspicion or for cause, the employee will be asked to provide any relevant information or evidence, which could provide a rational explanation of the observed behavior.

Under no circumstances will the employee be allowed to drive his or her own vehicle to a collection site, residence or place of lodging.

*Post Treatment/Follow-up:* We may periodically test employees who return to work after participating in an alcohol or other drug rehabilitation program.

Once notified of the request for a drug and/or alcohol test, an employee must proceed immediately to the designated collection site.

**Positive Drug or Alcohol Test Results:** The Agency reserves the right to assess different penalties depending on the circumstances and evaluate each case on an individual basis. A partial list of factors taken into consideration include seriousness or degree of the violation, history of prior violations, length of employment, job duties, job performance and work record, and supervisor recommendation.

Community Fatherhood has several options when an employee has a positive test for drugs or alcohol. Depending on the situation and circumstances the response may include referring the employee for treatment and/or disciplinary action up to and including termination.

Community Fatherhood maintains a zero tolerance for positive drug and/or alcohol tests for employees whose primary job function includes driving personal vehicles on Agency business. If drivers test positive for alcohol and/or drug use will be immediately terminated.

**Medical Review Officer:** Community Fatherhood will utilize the services of a Medical Review Officer (MRO) for all drug testing. An MRO is a licensed medical doctor who has special training in substance abuse. An MRO helps to protect both the employer and the employees. For example, if a drug test is positive, the MRO reviews the results, makes sure the chain of custody procedures were followed and contacts the employee to make sure that there are no medical or other legitimate reasons for the positive result. For example, some prescription medications can cause a positive result. Only after the MRO has reached a conclusion does the MRO report the result to the employer.

**Treatment Program:** Employees referred for treatment are required to complete the recommended treatment program as a condition of continued employment. Expense of the treatment program will be the responsibility of the employee, except to the extent covered by medical insurance.

Employees placed on an unpaid leave of absence due to their participation in a rehabilitation program may be eligible for disability pay pursuant to a disability insurance program.

Following successful completion of any approved treatment program, the employee may be required to submit to random drug/alcohol tests during the first year, and follow-up testing for up to five years. Failure to adhere to this condition is grounds for immediate termination. All follow-up testing will be at the expense of the employee.

### **Violence-Free Workplace**

The Agency maintains a policy of zero tolerance for violence or threats of violence by Community Fatherhood employees, clients, vendors, volunteers, contractors or visitors. All employees are expected to conduct themselves so as to maintain a workplace free of violence, threats of violence, bullying and other disruptive behavior. All reports of such incidents will be taken seriously and will be dealt with appropriately. No reprisals will be tolerated against an individual who complains of, reports, or participates in the investigation of any incident of alleged violence or threats of violence. Weapons of any kind are not allowed on Agency property.

Violence and violent threats may include the following:

- Physical fighting, including pushing, shoving, hitting, or in any way hurting another employee, vendor, client, volunteer, contractor or visitor
- Destruction or sabotage of property
- Verbalized or written threats toward another employee, vendor, client, volunteer, contractor, or visitor
- Claiming to possess possession of a weapon or ammunition when on Agency property
- Belligerent, combative or argumentative conduct, including hostility, swearing and persistent loud, angry statements made to other employees, vendors, clients, volunteers, contractors, or visitors
- Displaying overt signs of extreme stress, resentment, hostility or anger
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Any employee who believes that he/she has been threatened, treated in an abusive manner, or who has witnessed violent behavior should report the incident to their supervisor or the executive director as soon as possible. Individuals violate this policy may be removed from the premises. Employees are subject to disciplinary action up to and including termination for any act of violence or threat of violence that, in the judgment of Community Fatherhood management, they may have committed. An employee who is terminated for violating this policy will have their final paycheck mailed to his or her home and will be instructed not to return to any Community Fatherhood property.

Community Fatherhood needs each employee's cooperation to implement this policy effectively and maintain a safe working environment. While we do not expect employees to be skilled at identifying dangerous persons, employees are expected to exercise good judgment and to inform their supervisor or the executive director if any employee, client, volunteer, vendor or visitor exhibits behavior that could be a sign of a dangerous situation or if he or she have been the subject of violent threats of behavior.

Any employee who is being threatened or harassed outside of work, or who has a PPO (personal protection order) against an individual, is encouraged to inform Community



Fatherhood of these events so that necessary precautions can be taken to help ensure our employees' safety during working hours.

### **Political Activity**

All employees have the right to freely express their political views and participate in partisan political activity on their own time. Employment with Community Fatherhood will not be offered as a consideration or reward for the support or defeat of any political party, candidate for public office, or political issue. Employees will not:

1. Use their official employment authority or influence for the purpose of interfering with or affecting the result of an election, nomination for office or ballot issue;
2. Use Agency resources for advocacy for or against a particular political party, candidate or issue;
3. Directly or indirectly use a position with the Agency for the purposes of political coercion;
4. Be a candidate for elective office in a partisan election.

Employees who violate the political activity provisions of this policy will be subject to disciplinary action up to and including termination.

The Agency may from time to time elect to take a position on particular candidates or issues. This can only be done at the Board's discretion and by Board vote.

### **Media Contacts**

If an employee is contacted by the media for information concerning Community Fatherhood and/or issues related to domestic violence or sexual assault, the employee will direct him or her to contact the executive director or designee in her or his absence. If the media representative claims that their business cannot wait, the staff member can attempt to reach the executive director at home and should not give out this number. Staff members are to firmly decline to answer news media questions themselves.

### **Conflict of Interest**

Community Fatherhood employees will not accept anything of value that does or may in fact or in appearance influence the employee in the discharge of his or her duties. Staff will not accept money or gifts of monetary value for providing services to clients.

The use of Agency resources for personal gain or benefit is prohibited.

Employment outside of Community Fatherhood, paid consultations or presentations secured as a result of Community Fatherhood employment that involve duties, which in the opinion of the employee's supervisor should be performed as part of Community Fatherhood employment must receive prior approval by the employee's supervisor and the Executive Director. Failure to receive approval may result in a determination of conflict of interest and may result in a disciplinary action up to and including termination.

Employees who because of their position can make decisions, which could be reasonably inferred to be a conflict of interest will inform their supervisor of any such decision that could potential create a conflict of interest. Employees who deliberately place themselves in any conflict of interest will be subject to disciplinary action, up to and including dismissal.

### **Secondary Employment**

Employees of Community Fatherhood may accept other (secondary) employment in addition to their employment at Community Fatherhood. In every case, the person's employment with Community Fatherhood is considered as the primary employment. There is zero tolerance for conflicts such as scheduling, performance of responsibilities, time commitments, etc. between Community Fatherhood employment and other employment. There also is a zero tolerance for a person's secondary employment causing a negative influence on Community Fatherhood work-related decisions. When such conflicts occur the employee must either resign from Community Fatherhood or from the secondary employer. The employee will inform his or her supervisor of other (secondary) employment and instances in which secondary employment may negatively influence Community Fatherhood work related decisions.

### **Americans with Disabilities Act (ADA)**

This Federal law requires employers to make accommodations to disabled employees as defined by the ADA where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an accommodation of their disability by notifying the Agency in writing of the need for accommodation within 182 days of the date the disabled employee knows or should know that an accommodation is needed. Failure to properly notify the Agency will preclude any claim that the employer failed to accommodate the disabled employee.

### **Infectious Diseases**

An increasing number of people afflicted with infectious diseases and illnesses. The possibility exists that an employee, client, volunteer or a member of an employee or client's family may contract an infectious disease or illness. Universal precautions should be taken at all times.

Our concern for each employee, volunteer and client, our sense of fairness, and the legal requirements of our state, dictate that we treat all persons with an infectious disease or illness as we would any other employee, volunteer or client afflicted with a long-term, disabling disease. That is, such people will continue their employment or association as would any other employee, volunteer or client.

Consistent with our usual practice and the law with respect to employee illnesses, uninfected employees of the Agency will be expected to continue to perform his or her responsibilities, which may include normal day-to-day dealings with the infected person. This will continue to be a requirement as available medical evidence indicates a person cannot become infected with the virus through normal business contact with a fellow employee who has the disease.

### **Smoking**

In the interest of providing a safe and healthy environment for employees, clients, visitors and in accordance with the Michigan Clean Indoor Air Act, P.A. 198 of 1986, the Community Fatherhood governing board of directors has adopted a No Smoking Policy. Smoking is prohibited throughout Community Fatherhood facilities and in any vehicle while transporting clients and their children.

Smoking is permitted only outside buildings in designated areas. Smokers are expected to completely extinguish smoking materials and to properly dispose of their cigarette butts and ashes in proper ash containers and not on the ground.

**Nepotism**

Due to the small size of Community Fatherhood, hiring relatives or close friends of existing staff is discouraged . The executive director has the discretion to make an exception when the employees in question do not work in proximity.

No employee may supervise a relative, or a person with whom the supervisor has or has had a dating or romantic relationship. Should a relationship occur between a supervisor and an employee, the executive director must be notified and the supervisory relationship will be terminated .

- 1) No person will be employed by Community Fatherhood while he or she or a member of his or her immediate family, as defined below, serves on a Community Fatherhood board or committee that has authority to order personnel actions affecting the employee’s job.
- 2) No person will be employed by Community Fatherhood in a position over that a member of his or her immediate family, as defined below, exercises supervisory authority.
- 3) No person will be employed by Community Fatherhood while either he/she or a member of his/her immediate family, as defined below, serves on a board or committee that, either by rule or practice, regularly nominates, recommends or screens candidates for the program by which he/she is employed .
- 4) For the purpose of this section of the policy, immediate family is defined as those who hold any of the following relationships with the employee or potential employee:

Spouse	Grandparent	Brother-in-law
Father	Stepparent	Sister-in-law
Mother	Stepchildren	Son-in-law
Sibling	Step siblings	Daughter-in-law
Son	Father-in-law	Any person with whom
Daughter	Mother-in-law	the individual resides

Employees must notify Community Fatherhood immediately if such a relationship develops with another employee. Community Fatherhood employees who do not comply with the nepotism provisions of this policy will be subject to disciplinary action up to and including discharge.

**Post Offer/Pre-employment Checks**

Applicants offered a position must have a criminal background check, I-9 E-Verify and central registry check and possibly a drug screen prior to employment.

Required drug screens will be conducted at a clinic of the employer’s choosing. Results from an employee’s personal physician or another provider of the employee’s choosing will NOT be accepted.

**Probationary Status**

The probationary period for new employees will be 90 days.

Based upon employee performance, the probationary period may be extended for a period not to exceed 90 days, if it is determined by the employee's supervisor that additional time is necessary for continuing employee instruction and review. If a

probationary period is extended, the supervisor will document the reasons and the length of the extension for the personnel file. If documentation of an extension does not occur, the probationary period will be deemed to have been successfully completed at the end of the 90 day period.

### **Work Hours and Work Assignments**

***Days and Hours of Work:*** The workweek of Community Fatherhood generally consists of thirty six (36) hours. The Administrative offices are open Monday through Friday from 8:30 a.m. – 4:30 p.m. Lunch periods are to be arranged with the appropriate supervisor so that each individual office is covered adequately throughout the day. The executive director may, within his or her complete discretion, establish different work hours when necessary to accomplish the goals and objectives of the Agency or to accommodate the needs of an employee, when practicable.

***Work Assignments:*** To ensure that our clients are provided the best service, work assignments are based on matching employee qualifications with client and Agency needs. From time-to-time, it may be necessary to reassign employees to a different team, location or job responsibility. Such assignments will be made at the discretion of each employee's immediate supervisor or the Operations Team.

***Flexible Work Hours:*** Flexible work hours are designed to provide Full-Time non-exempt employees the opportunity to vary their daily schedule within the established guidelines. Supervisor's has the responsibility to ensure that the department has adequate coverage for accomplishing its business objective during the Administrative Office's core hours from 8:30 AM – 4:30 PM, Monday through Friday. Requests for flextime must be in writing and include why the change in work hours is needed and the duration of the change. Each supervisor has the right to approve or deny the request. However, if approved, the supervisor is required to do so in writing, setting the employee's flexible work hour schedule and its duration.

***Work Week for Exempt Employees:*** Exempt employees' work schedules frequently will not or do not coincide with normal office hours. Exempt employees are expected, with their supervisor's consent, to schedule their working hours to accomplish all assigned tasks at the appropriate time.

***Work Week for Non-Exempt Employees:*** The workweek for non-exempt employees will generally coincide with the normal operating hours (unless modified by the director or under flextime) and will generally consist of thirty-six (36) hours per week. Every effort will be made to keep overtime hours for non-exempt employees to a minimum. When overtime is necessary, it must be scheduled and approved by the employee's supervisor in advance and the employee will be compensated at the rate of 1-1 /2 times their regular pay for those hours worked in excess of thirty-six (36) in one (1) workweek. *Non-exempt employees cannot be provided excused or compensatory time off as compensation for overtime. An employee who fails to obtain approval before working the overtime may be subject to disciplinary action.*

***Evening Meetings*** Reasonable requirements for employee attendance at evening meetings or at other non-normal hours are a necessary part of the obligations of certain employees. Non-attendance or refusal of an employee to meet his/her obligations in this Community Fatherhood respect will be deemed insubordination and adequate cause

for disciplinary action including termination. Prior approval from the supervisor will be required for non-attendance at mandatory meetings.

**Standard Workweek:** For the purpose of computing overtime and completing time and attendance reports, the workweek is considered to begin on Sunday and to end the following Saturday.

**Punctuality and Attendance:** The efficient, effective operation of the Agency requires punctuality and regular attendance of all employees. Employees are expected to report for work on time, prepared to perform assigned duties. Excessive or habitual tardiness or absenteeism will result in disciplinary action up to and including termination. Unauthorized absence from work may result in disciplinary action up to and including termination of employment.

An employee who does not report to work as scheduled will not be paid for time lost if he or she:

- 1) Fail to personally contact his or her supervisor by 8:00 a.m. or 1/2 hour after the employee's scheduled starting time. If the supervisor is not available, the employee must contact another member of the Operations Team.
- 2) Fail to obtain approval for an absence.
- 3) Absent themselves when a request for leave has been denied .
- 4) Offer an excuse for an absence not acceptable to the supervisor.

Excessive or habitual tardiness or absence is defined as any or all of the following:

- 1) Being absent more than three (3) unplanned instances within a quarter. An "instance" is defined as the total days consecutively absent (not counting weekends or holidays) for a particular illness or related reason. For example, if an employee has the flu and is out five (5) consecutive days, the absence will count as one instance. "Instances" do not include leave under other legally required leaves of absence.
- 2) Being absent or tardy without supervisory approval.
- 3) Failing to be ready to begin job duties at the beginning of the scheduled work shift or returning late from breaks or lunch more than three (3) times per quarter.
- 4) Developing a record of tardiness or absence that shows a pattern (for instance, always sick the Monday after payday).

An employee who does not report for work three (3) consecutive working days, does not notify their supervisor any of those days and is otherwise absent without leave will be considered to have abandoned their position and voluntarily resigned.

### **Breaks and Meal Periods**

Community Fatherhood does pay for breaks and meal periods if the employee remains in the shelter/office and covers phones or works at her/his desk during a meal break. Community Fatherhood does not pay for non-exempt employees to leave the office to go out for a meal, run errands or go home, etc. Non-exempt employees out in the field are not paid for the time they take a meal period between appointments. Non-exempt employees who want to take a ½ hour or 1 hour meal period away from their desk may

do so however, that time is not paid. The actual hours worked for the day need to be accurately recorded on the time sheet.

Employees are entitled to one fifteen-minute break per every four hours worked in succession. Employees must still cover phones and emergencies as needed.

### **Anniversary Dates**

The first day of the employee's employment will be recorded in the organizational records as the employee's anniversary date. This date is used to calculate benefits.

### **Performance Appraisals**

All new or promoted employees will be given frequent feedback on their job performance, with a formal evaluation to occur on or about 90 days from the start of employment/promotion.

The immediate supervisor will conduct performance appraisals annually during the month of September or more frequently at the request of the employee or at the discretion of the supervisor, with the approval of the executive director. The employee will have the opportunity to disagree, in writing, with the evaluation. The performance reviews are to be signed by the supervisor and the employee, and a copy is maintained in the personnel file. The results of evaluations may be used to determine various personnel matters, including employee retention, promotion, and compensation. At the time of each employee's annual evaluation, the executive director may establish a new pay rate, if merited, which falls within the salary range for the job position. Neither this policy, nor the content of any performance review will affect an employee's at will status.

An evaluation of the executive director will be completed no less than annually. At the direction of the vice chair of the board of directors, each board member will complete an evaluation form for the executive director. The vice chair will compile the report and present the evaluation to the executive director with a summary report of the appraisals to the Board along with salary recommendations. The summary document once approved, will become a part of the Executive Director's personnel record. The individual appraisal forms will be destroyed.

### **Conference/Meeting Attendance Outside of Community Fatherhood**

Travel time is only compensated when it occurs during non-exempt employee's normal working hours, whether travel is on a weekday or weekend. Regular meal periods and rest periods are not considered compensable. If a non-exempt employee spends more than 8 hours per day at an approved conference or meeting, she/he should adjust subsequent workdays to keep within 40 hour work week.

A supervisor may authorize time off (using PTO or without pay) for staff members to attend conferences or meetings not directly related to their employment but that may enhance their professional development. Requests are to be developed by the employee, stating time requested and purposes of attending the event, and be submitted through normal channels to the supervisor who will consult with the executive director for anytime being taken without pay.

### **Reimbursement of Employee Business and Travel Expenses**

Employees who use his or her personal vehicle while conducting agency business will be compensated using the rate established by the board of directors multiplied by the

actual number of miles driven while on agency business. Mileage rates are reviewed by the executive director annually and adjusted as deemed necessary to determine the reimbursement rate. Mileage will be reimbursed from only the employee's worksite to the pre-determined destination point and back to the office. If the employee does not start the day at the office, the mileage normally driven to the office should be deducted .

Mileage documentation should be submitted to the immediate supervisor for approval the last business day of each month.

### **Cell Phone Reimbursement**

Community Fatherhood employees in designated positions are required to have cell phones for safety when performing home visits, client transportation, and daily traveling during regular and on-call hours for Community Fatherhood. Employees are be reimbursed up to \$30.00 per month upon submission of the original summary page of their monthly cell phone provider bill or the Internet version (the documentation must show the period being billed , total amount billed, employee or family name and the service provider).

Staff are required to turn in their reimbursement request with the required documentation by the 2<sup>nd</sup> of each month for payment with the first payables of the month. If this is not received in the required time line, reimbursement will be generated with the following month's payments.

### **Mileage Reimbursement Policy**

Community Fatherhood employees use their own vehicles in the performance of their positions. This includes performing home visits, client transportation, presentations, meetings, and daily traveling during regular and on-call hours for Community Fatherhood. Employees are be reimbursed on a per mile basis for each mile driven for work related activities. Each year, in September, the current rate per mile will be determined by the executive director based on a number of factors and consultation with others in the nonprofit arena. The rate will be effective each year from October 1<sup>st</sup> through September 30 (the agency fiscal year) and will not necessarily change each year. (2010-2011 mileage rate is \$.55 per mile.)

A mileage reimbursement form must be completed Bi-weekly with completed documentation and an employee reimbursement form completed by the employee and approved by the supervisor.

All staff are eligible for the reimbursement if they use their vehicle for work related transportation/travel.

The traveler is responsible to maintain a valid driver license, a properly maintained vehicle and appropriate insurance.

To calculate mileage always use the shortest or most direct route between the point of departure and the destination and if travelling to a new location document with directions and mileage from MapQuest or another mapping software.

Mileage from your residence to your assigned work site and from your worksite to your residence is not reimburseable.

Staff are required to turn in their reimbursement request with the required documentation with their timesheets at the end of each pay period for payment with the first payables of the month. If this is not received in the required time line, reimbursement will be generated with the following pay period.

### **Supervisory Relationships**

The organizational chart provides the ladder of supervision for all Community Fatherhood positions. The Annual Board Review of Management Functions identifies specific supervisory positions and their duties.

Supervision is provided on both a formal and an informal basis. The Case Management Policy identifies the minimal frequency of case review by the supervisor.

- Supervisors are expected to orient staff members to program expectations, basic skills, ethical responsibilities and standards.
- Supervisors are expected to establish a program directed toward developing the skills, knowledge, and understanding of their staff.
- Supervisors are responsible, through the evaluation process, for assisting staff members in need of remedial assistance and following up on their progress.
- Supervisors are expected to evaluate the performance of staff members in a fair, considerate, and equitable manner.
- Supervisors are expected to maintain the confidentiality of their relationships with their staff members.

Employees and volunteers are responsible for alerting their supervisor to any conditions that may be potentially disruptive, damaging, or that may limit their effectiveness.

Some examples of criteria used in supervision are

- Case review to ensure appropriate case notes, documentation of services, and completion of necessary forms
- Feedback from service recipient evaluations
- Willingness to participate in staff development opportunities
- Reliability in following through with assigned responsibilities and supervisory direction
- Timeliness in submitting statistical reports
- Complete, accurate, and timely submission of time sheets, mileage sheets, cell phone, reimbursement requests, and travel vouchers
- Conservation of Community Fatherhood resources
- Participation in scheduled staff meetings and in-service trainings
- Ability to grow along with clients, coworkers, colleagues from other agencies/programs, and the public

### **Training and Employee Development**

Supervisors are responsible for maintaining a competent, well-trained staff. Each new employee will receive training prior to assuming his or her duties as well as on-the-job training.

It will focus on the following areas:



- Community Fatherhood Ethical Standards
- History of the agency, mission and philosophy
- Confidentiality
- Empowerment model of service delivery
- Empathic and active listening skills
- Problem solving skills
- Goals and objectives setting skills
- Information on community resources
- Basic first aid and medical emergency response procedures
- Basic security and safety procedures

All employees are to complete orientation and on-the-job training in their job area. This training is conducted by the supervisor and/or a peer. The amount of time required for this training depends on the nature of the job assignment and the ease with which the new employee can perform the job tasks.

All program staff must attend the Community Fatherhood in-service training programs conducted no less than quarterly. The supervisor will work with the Training Committee to plan in-service training sessions and request input from the Executive Director. Staff may be excused from training due to illness or other reasons only with the approval of their supervisor. The supervisor will keep staff informed of external training opportunities such as workshops, seminars, potential speakers from area human service agencies, etc. Each employee is offered the opportunity to attend no less than one outside training annually, related to the job function.

### **Work Outside the Office**

When planning to work outside of the office (e.g., appointments with clients, Courthouse, at another agency, etc.), employees are expected to clear their proposed schedule with their supervisor. Employees are responsible for advising their supervisor of their whereabouts at all times when working away from their assigned office. Hourly, non-exempt employees who must work outside of the office are expected to spend a minimum of one hour per day in their offices to assist with phones, complete paperwork, communicate with coworkers, etc. Taking work home should be done only with prior approval from the supervisor, with the expectation of specific work to be accomplished. Employees are expected to follow confidentiality policies and procedures when completing paperwork outside of the office.

### **Inclement Weather or Emergencies**

While we ask that all our employees make every effort to report to work, only you know the conditions of the roads you must travel and can decide whether doing so would endanger your personal safety. If any employee feels uncomfortable, unsafe or is to make it in or chooses to leave early, they must notify their supervisor before the start of their shift or as soon as they think he or she must leave early for his or her own safety. Time lost for arriving late or leaving early may be made up within three (3) working days.

In the event one or more of the Agency sites is closed due to severe inclement weather or an unforeseen emergency, the executive director or designee will contact Community Fatherhood supervisors. Supervisors will then contact their employees individually.

Depending on the severity of the situation or emergency, the Executive Director, with input from the supervisors may decide to close certain sites. In this situation, employees may be compensated for lost time. No more than three (3) days in the fiscal year may be approved. Any additional situations of lost time due to inclement weather or other emergency situations may be covered by the employee's PTO.

Any site that requires 24 hour/365 day a year staffing will be handled on a case by case basis at the discretion of the executive director with consultation of the affected supervisors with a primary goal of maintaining adequate staffing for the shelter and crisis line.

### **Injury / Illness Procedure**

When medically possible, an employee must immediately notify his/her supervisor of a job-related personal injury. If not immediately possible this must be done as soon as is reasonably possible. Failure to do so may affect the employee's eligibility for Worker's Compensation benefits and may result in disciplinary actions.

The supervisor must then contact the executive director who will contact the appropriate clinic and, if necessary, fax the appropriate authorization form and, if due to a vehicle accident, advise that a drug test is required.

### **Grooming and Appearance**

The four considerations in grooming and appearance, the first is that employees remain respectful of our clients and coworkers at all times, another is that we conduct ourselves professionally. Part of respectfulness and professionalism is the manner in which we dress in the work environment. A third is that each of us has the responsibility to represent Community Fatherhood in a professional manner to those with whom we come into contact. A fourth is the comfort of our staff.

Employees are expected to be appropriately groomed and dressed in attire that is appropriate to their job duties and which will project a professional image and show respect to our community, fellow employees, clients, volunteers, vendors and other visitors. Clients often form opinions about the quality of our service based in part on personal appearance.

To make working conditions comfortable and pleasant for everyone, employees are asked to always be aware of the importance of practicing good personal hygiene (e.g., bathing, brushing teeth, using deodorant, etc.) and arriving at work clean and well groomed.

Casual clothing is acceptable in office areas but a professional image is still necessary. Therefore, employees are expected to use good judgment when selecting casual attire for the office. Clothing with slogans, logos, or symbols with sexual, drug, or alcohol connotations are not acceptable attire.

Summer time especially presents difficulty in maintaining comfort and professional appearance. "Appropriate summer clothing" is used in the following paragraphs and is defined as shorts or skirts 2" above the knee and shirts/blouses neat, clean, modest in appearance and conservative and "dressy" in cut and style. This is a work environment that is attempting to take into consideration respect for our clients, professionalism, and

positive representation of Community Fatherhood. If you question whether an article of clothing is inappropriate for the work environment, it probably is.

Staff may wear appropriate summer clothing taking into consideration the demands of their responsibilities, schedules and activities. When responsibilities require a professional appearance, for example meetings with people outside Community Fatherhood, it is expected that staff will dress accordingly and forego even appropriate summer clothing.

Employees who report to work inappropriately groomed or attired may be asked to leave and change into acceptable clothing. In such instances, the time away from work will be without pay.

### **Standards of Employee Conduct**

All jobs exist within Community Fatherhood for the express purpose of serving the needs and interests for our clients. With this in mind, employees are expected to conduct themselves in a way that addresses those needs and furthers those interests, and to exhibit conduct that shows care and respect for each other and our clients. Specifically, employees are expected to,

- 1) Treat each other with courtesy and respect, particularly in the presence of clients;
- 2) Be supportive of and cooperative with each other so that full emotional energies may be directed to the service of our clients;
- 3) Treat clients with unfailing courtesy and respect, even when it is necessary to be assertive, so that their request to the Agency for help does not result in a greater burden upon them;
- 4) Treat all information gathered in the course of work, whether gathered in fulfilling a job function or casually, in the strictest confidence; not discussing or disclosing such information outside the Agency or to those within the Agency without the "need to know" without specific and prior release from the affected person(s);
- 5) Perform assigned duties in a diligent and conscientious fashion at all times.

The Agency will make every effort to treat employees, volunteers and consultants fairly and consistently. Constructive criticism about Community Fatherhood, its supervisors, fellow employees, etc, should be made to the appropriate people and should not be made either outside of Community Fatherhood or in casual gossip within the organization. Anything less than professional behavior is not only inappropriate, but is also a hindrance to the well being of all concerned and may result in disciplinary action.

### **Progressive Disciplinary Action**

Reasonable order and conformity to rules are necessary in every organization to maintain harmony and promote efficiency. Acts of misconduct will result in disciplinary action up to and including termination. The appropriate discipline to be imposed is a matter within the discretion of the Agency. State, federal or local laws, rules and standards may supersede Community Fatherhood guidelines. Written documentation of all disciplinary incidents will be maintained in the employee's personnel file. The following types of disciplinary action may be imposed .

- 1) A written warning: A written record in memorandum form of the offense and the action taken will be provided and explained to the employee and a copy will be placed in the employee's personnel file.

- 2) A written "Disciplinary Report": A written record using the form "Employee Disciplinary Report" will be provided and explained to the employee and a copy placed in the employee's personnel file.
- 3) Special probationary status: The employee will be placed on a special probationary status not to exceed three (3) months.
- 4) Suspension: The employee will be placed on a disciplinary unpaid leave of absence for a period determined by the employee's supervisor and the Executive Director. The length of suspension will depend upon the seriousness of the offense.
- 5) Discharge: Employment is terminated .

### **Grievance Procedure**

This procedure is established as a process to register complaints on decisions that may adversely affect an employee's condition of employment with the Agency that includes, promotions, demotions, transfers, disciplinary actions and/or termination.

**Step 1:** The employee will submit the grievance in writing with his/her immediate supervisor. The grievance must contain the following information and must be submitted within five (5) working days. The grievance must contain:

- 1) The specific action or incident on which the grievance is based .
- 2) The date the action occurred and/or the date the employee first learned of the action (if applicable).
- 3) Sufficient detail to identify and clarify the basis for the grievance.
- 4) The reason the employee believes the action was unjustified and/or how he/she was treated unfairly, and/or the specific policy (organization, funding source, or written agreement provision) that was violated and how it affected the employee.
- 5) Relief desired by the employee.
- 6) Brief summary of the results of the employee's attempt to obtain satisfactory adjustment.

The supervisor, or their designate will respond to the employee's grievance in writing within five (5) working days from the time the grievance is received .

**Step 2 – First Appeal:** If the employee is not satisfied with the Step 1 determination or the supervisor failed to respond to the grievance within the time prescribed the individual may file a written appeal with the executive director. This appeal must be filed within five (5) working days of the supervisor's response or the last day the supervisor was required to respond and must contain the information outlined in Step 1. The Executive Director will review the facts of the appeal and issue a written determination within five (5) working days. The determination will be distributed to the parties of the appeal. The determination by the executive director will be final, except in an appeal involving a violation of the policy on Equal Employment Opportunity. In this situation, the determination of the executive director may be appealed to the Grievance Committee of the Governing Board.

**Step 3: Second Appeal:** An appeal to the Grievance Committee in Equal Employment Opportunity appeals must be filed within five (5) business days of the Executive Director's response or the last day the executive director was required to respond and must contain the information outlined in Step 1. The Grievance Committee may, at its discretion, meet with the employee and other witnesses and/or review the decision from the grievance documents.

The Grievance Committee will have the authority to determine and recommend resolutions up to and including modifying disciplinary penalties and including reinstatement with full back pay.

Composition of the Grievance Committee: The composition of the Grievance Committee will consist of two (2) members from Community Fatherhood 's Governing Board of Directors and no less than one (1) but preferably two (2) members of the board auxiliary or other committee. The Chairperson of the Governing Board will appoint these individuals within five (5) business days of the Board receipt of the grievance if not previously determined. The Chairperson of the Governing Board will designate a committee chairperson to preside over the grievance meetings. A Grievance Committee meeting will not be conducted unless three (3) of the Grievance Committee members are present. The initial meeting of the Grievance Committee must be within five (5) business days of their notice of need.

Time of Determination: The Grievance Committee will render a determination to the parties of the appeal within fifteen (15) working days following the date of the initial meeting of the Grievance Committee regarding the appeal. This timeline may be extended by agreement of the parties involved.

Form of Determination: The determination will be in writing and signed by the Chairperson of the Grievance Committee. The decision of the Grievance Committee will be final within the Agency. The Governing Board will be provided with a report on the Grievance Committee's determination within sixty (60) days.

### **Resignation, Layoff or Termination**

In the absence of a written employment agreement signed by the Executive Director of the Agency, any employee may resign at any time and the Agency may terminate employment at any time for any reason not prohibited by law.

*Voluntary Resignation:* In the event of voluntary resignation e.g., ending the employment relationship at the employee's initiative), employees are expected to give and work a minimum of two (2) weeks advance written notice of their intent to leave Community Fatherhood employment. *Employees who fail to provide (and work) such notification will forfeit payment of accrued but unused Paid Time Off benefits. Paid time off/Holiday time cannot count as part of the two (2) week's notice.* Probationary employees are ineligible for payment of accrued annual leave benefits upon resignation.

When an employee is absent for three consecutive days without notifying their supervisor or the executive director of their absence, the reason for it, and the expected date of return, the Agency considers the employee voluntarily have resigned his or her position, effective at the end of the third day of absence, because two week's notice is not given, no payment of accrued leave will be given.

If an employee leaves the employment of the Agency within ninety (90) calendar days of their start date, they may be charged for the cost of the post-offer/pre-employment and/or drug screen and/or criminal background check.

*Layoff.* Economic, funding or business circumstances may dictate a temporary or permanent reduction in the size of the workforce. In the event it is necessary to lay off employees, Community Fatherhood, when practical will give two (2) weeks notice.

*Layoff Policy:* In effectuating a layoff, the following procedures will be undertaken. There may be circumstances requiring an immediate reduction that prohibits all these steps from being undertaken:

- (a) The Agency will identify those positions in departments in which the workload or funding will not support current levels of employment.
- (b) The Agency will determine if the reduction in workforce is temporary or permanent.
- (c) The Agency may inquire, after making such a determination, whether voluntary reduction in approved hours is possible.
- (d) The Agency may determine whether temporary reassignment of staff and/or salary adjustment is appropriate.
- (e) The Agency may determine whether permanent reassignment of staff and salary adjustment is a possibility.

Having made such determinations, the Agency will retain employees in specific jobs who are, at the Agency's sole discretion, the most qualified to perform the work available based on skills, aptitude, productivity, attendance and general performance record. Where those factors are relatively equal, length of service will control. Depending on funding availability, accrued but unused paid time off may be paid at the time of layoff, held until the employee is recalled to work, or forfeited. If paid out, payment will be made in accordance with usual payouts of this time.

*Involuntary Termination:* In the event it is necessary to involuntarily terminate employees such termination will be effective immediately. Employees terminated for disciplinary reasons will forfeit payment of accrued but unused paid time off.

*Exit Interviews:* For staff that have voluntarily resigned, the employee's supervisor will conduct an exit interview during an employee's last five days of employment. The general purposes of this interview are to

- Obtain the correct address of the employee, spouse and dependents covered by health insurance.
- Arrange to collect keys, Agency credit cards, badge, equipment or tools, or any other Agency property on the last day of employment.
- Learn of conditions or situations that may need to be considered in the development of organization policies and practices.

Employees wishing to have an exit interview with the executive director should call and make an appointment to do so.

*Final Paycheck:* The employee's final paycheck will be processed upon receipt of a completed and signed final timesheet and signed documentation, and the return of any

agency property keys, credit cards, computer, ID badge, and any outstanding paperwork. Once these items are received the final paycheck will be available on the normal payday for the last pay period worked. Employees terminated due to violation of our Drug Free Workplace or Violence policy will have their final check mailed to their home.

*Health insurance and other benefits:* will terminate at midnight on the date employment ceases regardless of the reason.

### **Release of Information**

Employees will not release information of general, policy, or statistical nature unless:

1. In connection with a routine, required report, completion of which is part of the employee's job description or a specific assignment from the supervisor; or
2. A prior review of the information and format to be released has been made by the supervisor and the executive director; or
3. The executive director has given prior specific or blanket authority to that employee to release certain categories of general information without prior review.

### **Job Expenses**

It is the policy of Community Fatherhood that approved expenses incurred, specific to the performance of an individual's job or duties will be paid within the allowable limitations established in the Community Fatherhood Financial Procedures Manual governing its travel policy.

### **Transportation Policy**

Certain staff, due to the nature of their positions and as determined by their supervisor or executive director, are expected to use their own vehicles in the daily performance of their jobs. Staff in these positions, are required to provide the Agency on a semi-annual basis a Certificate of Insurance that documents adequate automobile liability insurance as required by the State of Michigan and have a valid Michigan driver's license.

Should such driver's license or liability insurance be suspended or revoked at any time, it will be the employee's responsibility to notify his or her supervisor. Failure to promptly notify the supervisor of an adverse driving or insurance status could result in disciplinary action, up to and including termination. All persons transporting program participants in the course of their employment with Community Fatherhood will at all times, operate their vehicle in a safe and prudent manner in strict accordance with the laws of the State of Michigan. Smoking in any vehicle while transporting clients and their children is prohibited .

Any Community Fatherhood employee operating a motor vehicle in the performance of his or her job which is directly involved in an accident, such as collision with a motor vehicle or person, or a collision with a fixed object will be referred to an occupational medicine facility within one (1) hour of the accident for medical attention, a physical examination, and a drug/alcohol screen.

Any employee (or volunteer), driving a personal vehicle, and conducting Agency business who is suspected of being under the influence of or impairment by intoxicating liquor or controlled substances may be requested to submit to a drug/alcohol screen.

When a supervisor suspects an employee is under the influence of or impaired by intoxicating liquor or controlled substance, the employee will be directed to accompany his/her supervisor to have their condition reviewed by another Operations Team member. Should the employee's supervisor and/or the other Operations Team member concur that a reasonable basis for suspicion exists as of such employee's condition; the employee may be requested to submit to a drug/alcohol screen before being allowed to drive. The supervisor will accompany the employee to an occupational medical facility for the drug/alcohol screen. Refusal by the employee to submit to such screening will result in disciplinary action up to and including termination.

### **Agency Files, Facilities & Equipment**

The purpose of this policy is to establish ownership of Agency files and set forth guidelines for the proper handling of same. Also to establish the Agency's policy on proper use of Agency facilities, equipment, phones, facsimile machines and computers.

All employees share the responsibility for ensuring that Agency property is protected . Agency property includes not only tangible materials like desks, computers, tools and equipment, also intangible property such as proprietary information and client information. Proprietary information includes all information obtained by employees during the course of their work for Community Fatherhood. This policy manual, for example, is proprietary information. Other examples of proprietary information include, client lists, client files, computer records, personnel records and grant applications.

As a condition of employment, employees may not use or disclose any proprietary information obtained during the course of employment with the Agency, except as required to perform Agency job duties. Failure to adhere to these standards may result in disciplinary action up to and including termination of employment.

Employees are expected to return all items containing proprietary information to the Agency prior to leaving its employ. Failure to do so could result in legal action by Community Fatherhood or its clients.

Hard copy files may not be used for other than Agency business without the express permission of the supervisor or executive director.

Agency stationary must not be used for personal correspondence. Any type of communication on Agency stationary might be considered an official communication.

### **Computers, Email & Internet**

To protect data and software on Community Fatherhood's computers, employees are prohibited from loading personal software, downloading software or other materials (for example music) from the Internet onto the Agency's computers without consulting with their supervisor and/or Executive Director. Computers are for Agency business but may be used for limited personal business. Employees may not copy Agency software for personal use.

The Agency's e-mail, computers, Internet, website, faxes and voice mail systems are the Agency's property and intended to be used solely for Agency business. Except for use of the Agency's Internet e-mail as specified below, any personal use or use by non-employees (this includes, spouses/children/relatives or friends) is prohibited. These systems should be held to the same high standards as all other Agency business



communications. These systems are not to be used in ways disruptive, offensive to others, or that may be construed to violate the Agency's various policy statements on discrimination, equal opportunity employment and harassment. The supervisor should be notified of unsolicited, offensive materials received by any employee on any of these systems. The Agency's decision regarding these matters will be final.

Community Fatherhood reserves the right to access, intercept, monitor, copy, review, download and disclose any communication or files you create or maintain on these systems. As such, employees should not have any expectations of privacy. Further, at its discretion, the Agency may suspend its regularly scheduled deletion of all or parts of communication or files you create or maintain on these systems without notice.

When using the Internet's e-mail system, the Agency allows a reasonable amount of communication with family members and/or friends, provided the standards listed in this policy are not violated, productivity of the employee is not affected and the Agency's Internet e-mail system does not experience any adverse system problems.

When using the Internet's information systems, Community Fatherhood will not allow use of or access to the Internet in any manner that may violate copyright laws. The Agency requests that use of the Internet be limited to and used for business and educational purposes only. In addition, except for specific business use or if special approval is received from the executive director, use of Internet software that provides continuous updates to your PCs are not permitted. This slows down overall resources for other users. The Agency's Internet system is accessed through an approved Internet firewall and the Agency strictly prohibits accessing the Internet directly via modem, unless the accessing computer is not connected to the Agency's network. Materials downloaded from the Internet or from other computers or networks that do not belong to the Agency MUST be scanned for viruses and other destructive programs before being placed onto the Agency's computer systems. In addition, Community Fatherhood will not be responsible for any damages, direct or indirect, arising out of the use of its Internet resources. When using the Internet, you are expected not to send materials of a sensitive nature or that constitute confidential information about the Agency and/or its clients, unless the information is properly encrypted to prevent interception by third parties.

Noncompliance with this policy will result in appropriate disciplinary action, up to and including termination.

### **Personal Telephone Calls**

Personal telephone calls should be limited both in time and nature to avoid interfering with performing job duties. Long distance calls made from work must be placed collect to the receiving party or by using a personal phone credit card. Employees who charge long distance calls to the Agency are subject to disciplinary action up to and including termination.

### **Mail**

Our Agency cannot accept responsibility for personal mail or packages. Therefore, we request that employees not have personal mail or packages delivered to Community Fatherhood.

### **Agency Tools and Equipment**

When using Agency tools and equipment, employees are expected to use such items with care and caution and avoid injury to themselves or others. Also employees are expected to operate such items in accordance with the manufacturer's specifications to avoid any damage to the tools or equipment. When in doubt regarding how to operate any equipment, employees must refer to the manufacturer's user's manual or ask a supervisor for assistance. Employees are expected to immediately inform their supervisor if any tool or equipment malfunctions.

Tools and equipment may be used only at Agency property sites and offices unless necessary to complete work at another location. Employees are responsible for the return of all Agency tools and equipment taken to another location.

In some cases, employees may be assigned certain tools or equipment necessary to properly perform his or her job duties. Employees will be requested to sign a receipt for such items. It is possible that employees may be held financially responsible for any lost tools or equipment issued to them. Upon resignation or termination of employment, all tools and equipment issued to employees must be returned to the Agency. Failure to do so could result in legal action against the employee.

Employees are required to immediately report to his or her supervisor any damage to Agency tools or equipment so that repairs and/or replacement can be arranged.

Personal use of Agency tools and equipment is prohibited except where otherwise noted in these policies. This includes the use of computer equipment and/or software.

### **Search of Agency Property, Facilities and Personal Property**

For the safety and security of our employees, visitors, clients, volunteers and property, Community Fatherhood reserves the right to inspect and search the contents of Community Fatherhood premises, facilities, and property, such as work stations, desks, lockers, restrooms, computer files and so on at any time, with or without consent or notification.

Community Fatherhood also reserves the right to inspect the contents of vehicles, packages, containers and other items, including personal property which an employee or visitor brings onto Community Fatherhood premises. Employees, clients, volunteers and visitors will be notified that a search of their property will take place. Any employee who refuses to promptly permit a search under this policy will be subject to discipline up to and including discharge. Any client, volunteer or visitor who refuses to promptly permit a search will be asked to leave. Local law enforcement officials will be contacted as necessary.

### **Personnel Records and Reports**

The executive director will develop and maintain a personnel information system that will retain the necessary information on applicants and employees to ensure compliance with these policies.

***Change in Personal Information:*** The employee's responsibility to notify the executive director of any changes in name, address, telephone number, and number of dependents, health status or other pertinent information. This is for the employee's own

protection in case of emergency, to ensure proper deductions for tax purposes, and to make certain appropriate insurance protection is maintained.

In addition, you are legally required to notify the executive director immediately of any changes in family status such as the following: marriage, divorce, legal separation, birth, adoption, legal custody, or a dependent ceasing to be a dependent.

The employee may also wish to inform the supervisor of any change in status of skills, knowledge, or ability.

***Access to Personnel Records:*** An employee may inspect his or her personnel file by making an appointment with the Executive Director. Appointments will be at a time both convenient for the executive director and outside of the employee's normal work hours.

The employee's supervisor, the Executive Director, the Human Resources Committee of the Governing Board, and any lawful licensing agent will be the only other individuals who may have access to the employee's personnel records without a specific prior release from the employee.

Employees will have the right to have placed in their personnel file their statements in rebuttal or defense of any adverse statements contained in that file.

#### **Verification of Employee Wages**

From time-to-time, employees may need the Agency to verify wages for loans or other reasons. While we are not required to provide such information, we do so as a courtesy. All requests for wage verifications must be directed to the Executive Director. Community Fatherhood will not be held liable for information provided when the request is directed to someone other than the Executive Director. To protect confidentiality, we will only release such information when we have written authorization from the employee.

#### **Employment References**

For reference check inquiries of former employees, the executive director is the designated contact for communicating to outside sources any information regarding the work history of former employees. Supervisors and coworkers should not respond to inquiries from outside sources relative to job performance, reasons for leaving, rehire eligibility, salary, or other pertinent employment history, other than referring the caller to the Executive Director. To protect confidentiality, unless we have written authorization from the employee to release additional information, we will only release dates of employment and job titles.

#### **Performance Evaluations**

Performance evaluations serve to familiarize the supervisor with the employee's perception of the job and to apprise the employee of the supervisor's expectations and assessment of job performance.

Performance evaluations may be used to substantiate requests for or denials of pay increases, making transfer or promotion decisions or as supportive evidence for disciplinary actions.

#### ***Performance Evaluations During the Initial and Disciplinary Probationary Periods:***

- (a) Probationary employees must be evaluated by their immediate supervisor at the end of the initial probationary period when the supervisor elects to extend the probationary period. This evaluation must include the reasons for the probationary extension and the length of the extension (not to exceed 90 days).
- (b) Employees under disciplinary probation will be evaluated at the beginning and end of the stated disciplinary probationary period.

**Performance Evaluations at Other Times:** All employees, other than those serving a probationary period will be evaluated by their immediate supervisor once each year in September. Evaluations may be conducted more frequently, at the supervisor's option.

**Guidelines for Conducting Performance Evaluations:**

- (a) The supervisor will schedule an employee conference during the employee's scheduled work hours.
- (b) The employee will complete a self-evaluation form and turn it into the supervisor prior to the scheduled conference.
- (c) The supervisor will review the employee's performance evaluation, item-by-item, with the employee.
- (d) If the employee disagrees with any portion of the evaluation, the employee may respond to the evaluation within thirty (30) days by writing and submitting such response to the director for a final disposition. The response will be placed in the employee's personnel file.
- (e) The employee will be given a copy of all performance evaluations and a copy will be placed in the employee's personnel file.

**Visitors**

Visitors must be accompanied by an employee at all times. This policy applies to family members, guests, and former employees. When visitors arrive, they will be asked to wait in the lobby area until an employee can accompany him or her to meeting or working locations. Visitors may be asked to sign an Agreement to Observe Confidentiality.

**Employee Volunteering**

This policy will clarify volunteer endeavors for Community Fatherhood by Community Fatherhood staff. While it is hoped staff will want to consider volunteering their time for agency events not associated with their regular work duties, Community Fatherhood will never require that any staff member "volunteer" for any Community Fatherhood event and there will be no promise of advancement for volunteering and no penalty for not volunteering.

By the Fair Labor Standards Act (FLSA), a volunteer is an individual who performs services for "civic, charitable, or humanitarian reasons" without expectation of compensation. Under the FLSA, "[t]ime spent in work for public or charitable purposes at the employer's request, or under [its] direction or control, or while the employee is required to be on the premises, **[is time worked and is compensable]."** However, time spent voluntarily in such activities outside of the employee's normal working hours is not hours worked." Further, employers must not coerce or pressure an employee into "volunteering" his/her time for service to the employer. Most important, employees may not volunteer to perform the same type of services for their employer that he or she are normally employed to perform.

Community Fatherhood will always follow applicable wage and labor laws that direct the classification of employees and volunteers and defines compensable work time.

The U.S. Department of Labor opinion states that "it would not consider time spent by employees of a non-profit in voluntary activities as compensable working time if the following applied:

- The services are voluntary, with no coercion by the employer, no promise of advancement and no penalty for not volunteering.
- The employee does not replace another employee or impair the employment opportunities of others by performing work, which regular employees otherwise perform.
- The employee serves without contemplation of pay.
- The activity does not take place during the employee's regular working hours or scheduled overtime hours.
- The volunteer time is insubstantial in relation to the employee's regular hours."

A person is not considered an employee for FLSA purposes if the individual volunteers freely for Community Fatherhood without contemplation or receipt of compensation. Community Fatherhood may encourage employees to volunteer their services for public or charitable purposes outside of normal working hours without incurring an obligation to treat that time as hours worked so long as participation is optional and non-participation will not adversely affect working conditions or employment prospects.

If an employee is interested in volunteering for the agency, he or she should direct their completed and signed Employee Volunteer Screening Tool request to his or her supervisor, will forward it to the executive director for review and approval. Employees are not permitted to volunteer for the organization without written approval from the executive director. The Employee Volunteer Screening Tool will be used by the executive director to determine whether it is appropriate to approve an employee's request to volunteer for a particular agency activity, event, project, etc. and will be filed for documentation. Participation in volunteer activities for Community Fatherhood by employees will be truly voluntary and non-participation will not negatively impact a person's employment and/or participation will not positively impact employment, directly or indirectly. Community Fatherhood ensures that the right or expectation of continued employment does not affect an employee's decision to participate or not participate in a charitable activity or volunteering. All volunteering must be performed during non working hours and/or overtime hours.

## EMPLOYEE BENEFITS

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### **Your Second Paycheck**

Your employment with Community Fatherhood provides you much more than a regular paycheck. Each payday you receive a check you can cash and another you don't actually see. That second paycheck is your Community Fatherhood benefit package.

The money that Community Fatherhood spends for your second paycheck provides a wide range of benefits paid holidays, paid time off, worker's compensation insurance, unemployment insurance, and social security.

In the event there is a discrepancy in the benefits described in this handbook, a contract benefit summary, or the actual contract, the actual contract will prevail.

Please keep in mind that these benefits are not guaranteed for a specific duration, and both the benefits themselves and the terms under which they are extended are subject to change at any time with or without notice.

Community Fatherhood provides the following benefits through a series of plans designed for the protection of our employees. Please contact the executive director for detailed benefits information.

**FICA and Medicare Mandatory Contributions**

FICA (Federal Insurance Contribution Act) is that insurance provided by the Federal Government through Social Security and Supplemental Security Income to protect workers with supplemental income in the case of old age, disability, or loss of a covered individual (survivor's benefits). The cost of FICA is shared by Community Fatherhood and the employee.

**Paid Time Off (PTO) Leave Time**

All full and part-time permanent staff members accrue a bank of paid time off that may be used for vacations, sick time, or personal business. Community Fatherhood recognizes that individual staff people have different needs at different times for paid time off (PTO). Staff are encouraged to take and use their accrued time on a regular basis.

An employee's PTO bank is based on the number of hours a staff member is regularly scheduled to work. This regular schedule is determined when an employee is hired and can only be changed only by a written memo from the supervisor to the executive director and documented in the personnel file. Any one-time or occasional schedule variations (such as an employee working approved overtime) does not result in additional PTO hours.

The chart below indicates how PTO is allotted to staff based on the number of years they have worked for the organization and the number of scheduled hours. Some exceptions may be in place.

Scheduled Hours	6 mos-1 year	1 to 4 years	5 to 9 years	10 to 14 years	15 years +
New PTO Time	8 days prorated	17 days	22 days	27 days	One additional day earned each year for each 5 years of service over 15 Years
(Previous Vacation/Sick /Personal Time)	(limited to accrued amount)	(17 days)	(22 days)	(22 days)	
Scheduled Work Hours					
40 hours	64 hrs	136 hrs	176 hrs	216 hrs	15-19 years +1
32 hours	51.20 hrs	108.80 hrs	140.80 hrs	172.80 hrs	20-24 years +2

31 hours	49.6 hrs	105.40 hrs	136.40 hrs	167.40 hrs	25-29 years +3
30 hours	48 hrs	102 hrs	132 hrs	162 hrs	30-34 years +4
24 hours	38.40 hrs	81.60 hrs	105.60 hrs	129.60 hrs	35-39 years +5
16 hours	25.60 hrs	54.40 hrs	70.40 hrs	86.40 hrs	

When a staff person's hours change on a permanent basis by written authorization, PTO levels change accordingly.

Overtime hours do not accrue additional paid time off. PTO will be adjusted for employees who take unpaid leaves of any kind or during leave time paid by another source (e.g. worker's compensation). PTO does not count toward computation of overtime.

PTO will be distributed in whole to each eligible staff member on the first day of the fiscal year (October 1) and must be used by the end of the fiscal year (September 30) unless prior approval is requested. The maximum carry-over is 80 hours. To obtain approval for up to a six month extension (March 31) of no more than 80 hours, a written request indicating the dates PTO will be used during the extension time is required. Requests must be approved by the supervisor and Executive Director. If PTO is not used within 18 months of distribution (March 31 of the following fiscal year) the time will be permanently lost. Employees are encouraged to plan well ahead of this deadline, as supervisors may not be able to approve last minute requests for time off. All PTO carry-over hours must be used first prior to the use of current year PTO.

Once PTO days are exhausted for the year, any other time off will be without pay and must be pre-approved by the supervisor and the Executive Director.

PTO days must be scheduled ahead of time (preferably 1 to 2 weeks in advance) and must be approved by the appropriate supervisor. Exception to this is for personal emergencies, illness, or unplanned circumstances. In the event of these situations, employees are expected to notify their supervisor immediately, and make a reasonable attempt to speak with them directly as soon as possible. Once that employee directly contacts his or her supervisor, the supervisor will then plan the day with the staff member, assess whether he or she is likely to be in the office at any point, decide what work (if any) the employee can do that day, and determine how to cover any meetings, appointments or other commitments on the employee's schedule. After that conversation, the supervisor will determine about whether or not the employee can use PTO to cover some or all of the missed work time. Emergency PTO is approved at the discretion of the supervisor. PTO may be used by an employee in the event of personal illness, or that of any family member, or minor or adult person who is normally dependent upon the employee for his or her day to day care. If more than three consecutive "unscheduled" PTO days are used for illness, a physician statement will be required to return to work.

PTO is never guaranteed to be approved, however we will do everything we can to make it work for employees. However, PTO can be canceled even after being approved should the needs of Community Fatherhood so require.

Community Fatherhood may change any part of this time off package in any way and at any time.

Casual and temporary staff members are not eligible for paid time off and do not accrue paid time off while they work in a casual/temporary position.

If an employee terminates employment for any reason, PTO will be calculated for the current fiscal year and any PTO owing the employee for the current fiscal year will be paid in his or her last payroll check. If the employee has used more PTO than is calculated for that point in the fiscal year, the final check will reflect a deduction to cover the PTO not earned for that fiscal year. No scheduled extended PTO from a prior fiscal year will be paid to employees once termination is in process. This is true even if prior approval was received .

### **Career Development Flexibility**

Career development flexibility is any prior-approved arrangement for educational opportunities that will enhance the employee's ability to serve the Agency. Career development flexibility may be available to full-time employees. Employees may be granted such flexibility to further their employment-related education. Such flexibility must not prevent the employee's discharge of regular duties.

A request for career development flexibility will be developed with the supervisor. In making a recommendation, the supervisor will consider the merits of the employee, the benefits to the Agency and to the employee, and whether or not the opportunity is offered during hours not conflicting with the discharge of duties. Such recommendations will be submitted through normal channels the executive director has the authority to grant the flexibility.

Community Fatherhood provides career development opportunities for its staff through participation in work-related training events, professional meetings, conferences, workshops, seminars, courses, and similar events. Staff members will attend these events as directed, for the Agency, with approved expenses being paid for those events by Community Fatherhood.

### **Parental Leave**

Employees may request Parental Leave for the birth or adoption of a child. Employees will be required to use all accumulated PTO prior to unpaid time being used. The employee must ordinarily provide thirty (30) days notice when the leave is "foreseeable". A Parental Leave may be granted by Community Fatherhood, upon approval of the Executive Director, for a maximum of two months (combination of paid and unpaid leave.) Community Fatherhood will pay 85% of the health/dental insurance premium (employee will pay the co-pay of 15%) for a maximum of two months.

At the request of the executive director, the board of directors may consider requests for an extension of parental leave for up to one additional month.

No vacation or sick time will be accrued when an employee takes a parental leave without pay.



### **Bereavement Leave**

In the event of a death in the immediate family, full or part time employees actively reporting to work will be eligible for a paid leave of absence for bereavement. Employees will receive three (3) days with pay based on their normal work schedule. Immediate family is defined as current spouse, father, mother, sibling, son, daughter, father-in-law, mother-in-law, grandparents, stepparent, stepchildren, step-sibling, grandparents-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law and any person with whom the individual resides.

If there is a death of someone who is not an immediate family member or additional time is needed for attendance of funerals, making necessary arrangements and/or settling affairs, employees may request PTO leave or leave without pay.

### **Military Leave**

In the event an employee is drafted or called to active duty in the armed forces of the United States, he or she will be granted an unpaid Military Leave of Absence and will be given all the rights and privileges consistent with federal and state statutes and regulations.

Employees fulfilling a summer training obligation to a United States Military Service Reserve or federally authorized National Guard unit as part of an initial enlistment will be granted such time off work as is necessary to meet their obligation.

### **Jury Duty Leave**

Employees subpoenaed to serve jury duty will be paid by the Agency an amount equal to the difference between the fee received for such services (not to include mileage) and his/her pay for regularly scheduled hours of work during such time as he/she performs jury duty.

To qualify for compensation, employees subpoenaed for jury duty must do the following:

- 1) Notify the immediate supervisor in advance and furnish proof of the requirement to appear in court;
- 2) Actually report to the designated court as requested;
- 3) Submit to their supervisor proof of all compensation (except mileage) received while serving as a juror.
- 4) If the employee is released from court early and has more than one-half (1/2) of their regularly scheduled hours remaining, he/she must report to work.

Employees who volunteer for jury duty without being subpoenaed are not eligible for jury duty payment and must use PTO leave.

### **Paid Holidays**

The following days are recognized as holidays, and those employees who must work on those days will be paid at a rate of two times the regular hourly wage, times the number of hours worked. For employees not working the holiday, full-time employees will be paid eight hours pay at regular wages and part-time employees will be given prorated pay at regular wages. In addition to the six designated holidays, staff will be entitled to six additional self-selected holidays at their normal rates and hours.

Community Fatherhood will have the following six designated paid holidays:

New Year's Day	Memorial Day	Independence Day (July 4)
Labor Day	Thanksgiving Day	Christmas Day

Each employee will also have six additional self-selected holidays (SSH) to use throughout the year at their discretion but at the approval of their supervisor. These holidays can be used in conjunction with a vacation or other holiday but only one (1) self-selected holiday can be used per occurrence. For example, if you take the day after Thanksgiving as a self-selected holiday, you can also take the day before the holiday as a self-selected holiday with prior approval from your supervisor.

If the holiday occurs on Saturday, the preceding Friday will be observed and if the holiday occurs on Sunday, the following Monday will be observed. Special occasions may be declared an Agency holiday or partial holiday by the Executive Director.

Unless on approved vacation or prearranged sick leave employees are required to work their regularly scheduled hours preceding and following a holiday to receive holiday pay.

When an exempt employee is required to work on a "paid holiday," that person will receive an equivalent number of hours off at another time in lieu of taking the holiday.

When a non-exempt employee is required to work on an "agency designated paid holiday," that person will receive compensation at the rate of two times his or her regular base salary for the actual hours worked.

Otherwise eligible employees do not receive holiday pay when they are on worker's compensation, short-term disability or personal leave of absence and not otherwise receiving wages from Community Fatherhood.

The executive director must approve all work on a holiday.

### **Worker's Compensation**

Workers' Compensation insurance covers an employee involved in an on-the-job injury. It provides the employee protection to cover medical expenses and loss of wages to the extent not less than the minimum required by the State of Michigan. The cost of this insurance is borne by Community Fatherhood.

All employees are required to report any accident or injury occurring while on the job to their supervisor no matter how trivial they think it may be. If an employee does not report an accident or injury, he or she may forfeit some or all of his or her Workers' Compensation benefits and also be subject to disciplinary action for failure to report. In cases of work-related accidents and/or injuries, Community Fatherhood reserves the right to choose the medical provider and may require drug testing.

### **Liability Insurance**

All full and part-time employees, volunteers, and student interns are covered under a professional liability insurance policy for the Community Fatherhood organization.

# EMPLOYEE SERVICES

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## **Employee Orientation**

The executive director or designate conducts a New Staff Orientation program for new employees prior to or shortly after his or her first day of employment. This orientation is designed to familiarize the new employee with the Agency, the Employee Handbook, benefits and other information. The new employee's supervisor will provide an orientation to the new employee's particular position and job responsibilities as well as Community Fatherhood policies and procedures.

# PAY PRACTICES

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## **Pay Period**

Our payroll week starts at 12:01am on Sunday morning, and ends at 12:00am (midnight) Saturday. The normal workweek is 36 hours, 7.20 hours per day, Monday through Friday hours vary depending on schedules. Starting times may vary to best accommodate our program and/or client schedules. Therefore, you should check with your supervisor concerning your particular work schedule. Our pay periods are bi-weekly pay periods

## **Recording Time**

Your timesheet is the means by which your paycheck is computed. Therefore, it is important that you accurately record your time daily. Timesheets are due to your supervisor at the end of the last scheduled workday during the pay period. Employees expecting to be on an authorized paid leave during the end of a pay period should submit a timesheet before starting that leave. Supervisors are required to provide signed and completed timesheets for all employees to the executive director by noon on the first working day after the last day of a pay period.

## **Overtime**

A reasonable amount of overtime may be part of your employment. Nonexempt (hourly) employees will be paid one-and-one half (1-1/2) times their base pay for hours worked in excess of 40 per week.

Overtime pay is based on actual hours worked. PTO leave, personal leave of absence or other types of leave do not count toward hours worked in determining overtime hours. Failure to work scheduled overtime may result in disciplinary action. All overtime must have prior authorization from your immediate supervisor. Working overtime without permission could result in disciplinary action.

## **Payday**

Community Fatherhood runs payroll on a bi-weekly (26 pay periods per year) basis, unless modified from time to time by the Executive Director.

Timely payment of employees is conditional upon timely submission of timesheets by the employee. Each employee will complete and submit a timesheet to his/her supervisor

at the end of the last scheduled workday during the pay period. Employees expecting to be on an authorized paid leave during the end of a pay period should submit a timesheet before starting that leave. Supervisors are required to provide signed and completed timesheets for all employees to the executive director by noon on the first working day after the last day of a pay period. Community Fatherhood reserves the right to hold paychecks until the next pay cycle if timesheets and/or time sheet documentation is not accurately completed and signed.

In conditions of extreme medical or family emergency, the executive director may authorize early release of a regular paycheck to an employee.

To ensure the continued and timely receipt of a paycheck, Community Fatherhood encourages employees to use “direct deposit.”

### **Paycheck Corrections**

The Agency’s intent is to issue correct paychecks. If your paycheck is incorrect, see your immediate supervisor. Your supervisor is responsible for resolving your pay problems and contacting the executive director for correction. Your immediate supervisor must authorize all corrections, you should not go to the executive director until you have discussed the problem with your supervisor. Errors will be corrected as soon as practicable and special checks will be issued if the error is over \$20. Otherwise, corrections will be included in your next paycheck.

### **Payroll Deductions**

Employees are provided with the following payroll deduction services:

- Agency Logo Clothing
- United Way Pledge Contributions

### **Garnishment/Child Support**

When the Agency receives a court order to garnish an employee’s wages, the Payroll Department will provide the affected employee with a copy of the court order. Current law requires the Agency to withhold up to 25% of net income for garnishments and up to 50% of net pay for child support.

## **SAFETY**

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Safety and health involve individual responsibility on the part for every employee. The Agency expects all employees to constantly be aware of any action or condition is or might be unsafe or unhealthy and to act and work in a safe manner.

If an employee is involved in an accident or suffers a personal injury arising out of and in the course of Agency business, employees are required to report the matter promptly to his or her supervisor and to complete a written “Injury/Incident” and submit it to the executive director immediately.

Our intent is to prevent personal injury to our employees. Our goal is that, 1) safety hazards be eliminated or reduced, 2) unsafe acts or conditions be reported and corrected and 3) employees maintain a safety consciousness.

### **Safety Guidelines**

1. Equipment: Do not operate or make repairs on machinery or equipment unless you are trained , qualified, and authorized to do so.
2. Unsafe conditions and acts: Report any unsafe condition, malfunction of a safety devise, or any safety hazard immediately to a supervisor. Employees will not operate any machine not properly guarded. No employee will activate, reactivate or operate a piece of equipment that has been posted for repair.
3. Good housekeeping: Work areas should be kept clean, orderly and free of objects that may result in injury. You should always keep your individual area clean and free from objects that could cause accidents or injury to you or to others.
4. Repair: of any electrical device will only be done by qualified personnel.
5. Safety Devices: available on machinery or equipment must be used and should never be removed.
6. Dress Code: See Employment Policies, Grooming and Appearance.

### **Accident Reporting**

All accidents and injuries, no matter how minor they may seem must be reported promptly to your supervisor and the Executive Director. The following procedure is to be used if you are involved in, or observe an accident on Agency property:

1. Report the accident to your supervisor and/or executive director immediately. If your supervisor is not available, report the accident to the next responsible management person.
2. Assist injured people but do not risk aggravating an injury through ill-advised attempts at treatment.

Report the time and place of the accident, any witnesses, and the extent of the injury. Failure to report an accident or injury may subject the injured employee to the possibility of having his or her Workers' Compensation benefits contested or even denied.

### **Vehicle Accidents**

If you are driving a personal vehicle on Agency business and are involved in an accident, collect all necessary information such as names, addresses and phone numbers of all others involved as well as witnesses. Report the accident to your supervisor and the executive director immediately.

### **Protective Equipment**

We are concerned with the safety of each person at Community Fatherhood. Each employee also has a personal responsibility to be concerned with the safety of others.

Personal protective equipment is required and provided in some areas and employees must properly use such equipment and maintain it in good condition.