**Communities In Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

Employee Handbook of Personnel Policies

Board Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

*CISNC 2016*

**INTRODUCTION**

This handbook references statements of personnel policies and procedures. It is designed to provide employees with information concerning the policies of Communities in Schools of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County (CIS). These written policies should increase understanding, guide decisions on matters of policy and help to assure uniformity throughout the organization. All employees are encouraged to read this document carefully.

In the event an employee has concerns or questions pertaining to this Employee Handbook, the employee should contact his or her immediate supervisor.

**MISSION STATEMENT**

The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life.

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**Definitions**

**“Bullying” -** is any unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

**“Harassment” -** Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person’s race, creed, color, sex, sexual orientation, national origin, age, physical or mental handicap, veteran or status as a disabled veteran. Harassment that affects job benefits, interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic material, or offensive physical actions. Unwelcome sexual advances, requests for sexual favors or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching or brushing against another.

**“Immediate Family”** - Immediate family includes the following: husband, domestic partner, wife, son, step-son, step daughter, aunts, uncles or cousins, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

**“Non-exempt (salaried)” –** Some non-exempt employees may be classified as salaried non-exempt. These employees will be paid on a salary basis for the regular hours worked to perform their position and will be eligible for overtime for an hours worked in excess of 40 in a work week.

**“Non-exempt (hourly)” -** Most hourly employees are non-exempt employees. Salaried employees who are not administrative, professional, or managerial employees (as defined by the U.S. Department of Labor) are generally not exempt from the FLSA overtime provisions.

“**Exempt” –** An exempt employee is a salaried employee earning at least $455 per week who holds an administrative, professional, or management position. Exempt employees are not eligible for overtime pay in accordance with the federal Fair Labor Standards Act (FLSA). Certain outside sales persons and a few other job categories are also exempt.

## Exempt Employees

**I – Employment Policies**

1. *Equal Employment Opportunity*

CIS is an equal opportunity employer and shall comply with all applicable federal, state, and local labor laws. It is the policy of the organization to recruit and employ persons for all jobs without regard to race, creed, color, sex, sexual orientation, gender identity, national origin, age, physical or mental handicap, veteran, or status as a disabled veteran. Decisions on employment will be based solely on the individual's qualifications for the position being filled.

Promotion, training, compensation, transfer, retention and all other terms or conditions of employment will be based on the individual's performance, experience, abilities, skills, and interests.

Further, all personnel programs and benefits will be administered without regard to race, creed, color, sex, gender identity, sexual orientation, gender identity, national origin, age, physical or mental handicap, veteran, or status as a disabled veteran.

1. *Americans with Disabilities Act*

CIS complies with all applicable provisions of the Americans with Disabilities Act (ADA), so as not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. CIS will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made CIS aware of his or her disability, provided that such accommodation does not constitute an undue hardship on CIS.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or the Executive Management CIS encourages individuals with disabilities to come forward and request reasonable accommodation.

An employee or job applicant who either has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Executive Management. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

1. *At-Will Employment Statement*

North Carolina is an “At-Will Employment” state. Employment with CIS may be terminated by either the employee or CIS at any time, with or without notice. This classification applies to all employees employed by CIS.

1. *Immigration Law Compliance*

CIS employs only United States citizens and/or aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act (IRCA) of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees who have questions or seek more information on immigration law issues are encouraged to contact the Executive Management. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

In accordance with North Carolina state law, all employment will be verified in the federal E-Verify system.

1. *Drug-free Workplace*

CIS maintains a safe workplace free from the influences of alcohol and unlawful use of controlled substances. CIS will comply with the requirements of the Drug-Free Workplace Act of 1988, and the laws of the state of North Carolina.

CIS prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance of any employee while at any site, and at any time during which any employee is acting in the course and scope of his or her employment with CIS.

It is a condition of employment that each employee shall notify his or her supervisor of his or her arrest and/or conviction of any criminal drug statute no later than twenty-four (24) hours after such occurrence.

Violation of this policy shall subject an individual to personnel action by CIS inclusive of possible termination of employment with CIS or the requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by “CIS, a Federal, State or local health, law enforcement, or other appropriate agency.

*For Cause Drug Testing*

To ensure a safe and healthful working environment, employees will be subject to random drug and/or alcohol tests. Refusal to submit to any testing may result in disciplinary action, up to and including termination of employment. A positive test result for a prohibited substance shall result in disciplinary action up to and including termination.

Procedure:

• All screenings are performed at the expense of CIS, at a medical facility designated by CIS.

• Screening shall be done at random (with or without cause).

• Screening may be conducted at the request of a supervisor.

• Results shall be sent to the Executive Management.

Results shall be kept confidential.

Any positive result may be challenged by the employee by submitting to another test at the expense of the employee within 24 hours of the results. However, it is the sole discretion of CIS as to the acceptance of a subsequent test result.

1. *Harassment-Free Workplace*

CIS strives to maintain a work environment that is free of discrimination and all forms of harassment. CIS will not tolerate unlawful harassment of the employees by anyone, including any supervisor, co-worker or third party.

All employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify their supervisor so the situation can be promptly investigated and remedied. If it is the supervisor who is responsible for the harassment, reporting shall be made to the Executive Management and/or Chair of the Board of Directors. CIS will maintain the confidentiality of those involved in any reporting and any investigations.

If an investigation confirms that harassment has occurred, corrective action will be taken. Corrective action may include discipline up to and including immediate termination of employment. CIS forbids retaliation against anyone who has reported harassment or who has co-operated in the investigation of harassment complaints.

Additionally, CIS prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business. Bullying can be:

* An isolated incident or persistent incidents
* Carried out by a group or an individual
* Either direct or indirect
* Verbal or physical
* Some examples of bullying include:
  + Abusive or offensive language
  + Unwelcome behavior
  + Unreasonable insults or criticism (especially in public)
  + Teasing and/or spreading rumors
  + Trivializing of work or achievements
  + Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

1. *Conflict of Interest Policy*

All employees shall adhere to the Conflict of Interest Policy. Any and all deviation from the Conflict of Interest Policy can subject the employee to corrective action, including and up to termination.

1. *Whistleblower Policy*

A whistleblower as defined by this policy is an employee or volunteer of CIS who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate Board officials are charged with these responsibilities. A whistleblower shall be free from retaliatory actions.

Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed or for goods not delivered and other fraudulent financial reporting.

If an employee or volunteer has knowledge of or concern about illegal or dishonest fraudulent activity, the employee or volunteer must file a written complaint with the Board Chair. This may be done anonymously using the form designated for this purpose. The completed form is attached to an email addressed to the Board Chair to an email address established for this purpose, such as [compliance@cis--.org](mailto:compliance@cis--.org). Good judgment must be exercised in order to avoid baseless allegations. Anyone willfully filing a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. To the greatest degree possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law or to provide accused individuals their legal rights of defense. CIS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decrease, or poor work assignments and threats of physical harm. Any whistleblower who believes that he or she is being retaliated against must contact the Executive Management or the Board Chair immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

1. *Pre-employment Screening and Background Checks*

Pre-employment/pre-service screening will be performed on all new employees (including AmeriCorps/VISTA members and interns), consultants and volunteers working with students on behalf of CIS, as well as at the discretion of CIS, be performed on existing staff and volunteers as well. The pre-employment screening process includes completion of a written application or receipt of resume, an in-person interview, reference checks and a criminal background check. In addition to the background check, other relevant factors may be reviewed such as previous employment, education, professional credentials, driving record, social security number trace, national sex offender records. Credit Reports may be requested and run at the expense of CIS and solely upon express, written approval by the employment candidate.

Completion of a comprehensive background investigation is required for paid staff, AmeriCorps/VISTA members, interns, consultants and volunteers, and is a requirement for continued service with the organization. Additionally, background investigations will be repeated no less than every three years after the initial screening process. Screening procedures will be completed prior to permitting any new hire or new volunteer to have direct contact with students and/or access to confidential or sensitive data. Supervisors will closely monitor activities of new hires, ensuring they have no access to students or confidential data prior to satisfactory completion of the background investigation. If questions arise as the result of a background investigation, it is the responsibility of Executive Management to decide upon the resolution of background results showing questionable offenses.

Process for conducting background checks

*Affiliate describes how they follow these requirements and provide documentation for each individual:*

* *Name of background check vendor*
* *Describe process for securing documentation of actual background check and results*
* *Describe how documentation is securely maintained*
* *Date of receipt of results of initial background check*
* *Results of initial background check*
* *Date individual started working with students/data*
* *Date(s) of receipt of results of subsequent background check(s)*
* *Results of subsequent background check(s)*

The following are required for service to CIS:

**Education Verification** (Paid Staff Only)

**Employment Verification** (Paid Staff Only) - Ten years of prior employment will be documented and all prior employment within the past five years will be verified. All gaps in employment within the past five years that are greater than 12 months in length will be verified by contacting professional references.

**Department of Motor Vehicles** (Paid staff Only) - This report provides a minimum of three years and up to a ten-year driver’s record history, to included date of issue, expiration date, status, infractions and restrictions. In addition to a pre-employment screening CIS may conduct this annually for all employees to ensure their continued eligibility to drive in the course of their employment. All costs associated with this annual check will be paid for by CIS.

**Criminal Record Search** (All) - A criminal records search will be conducted at the highest court in all counties where the person has resided, worked or attended school in the past seven years. Any misdemeanor conviction, felony conviction, open arrest warrants, and/or related activities are reported.

**Social Security Number Trace** (All) - A search is conducted on an individual’s connection to his or her social security number to determine if there is any background information not reported by that individual.

1. *Hiring of Relatives/Nepotism*

Members of the CIS Board of Directors or their immediate family member shall be ineligible for consideration for employment by the organization. Employees may not hold a job over which a member of their immediate family exercises any level of supervisory authority.

Neither any person nor any company owned by a person who is a member of the immediate family of an employee exercising any level of supervisory authority, be eligible to contract for services directly with CIS. Any company awarded a contract for services shall ensure that its employees do not have supervisory authority over the services rendered in the event the company’s employee(s) is a family member of an employee.

1. *Hiring of Board Members*

CIS will not employ current Board Members. If a Board Member wishes to apply for an open position, he/she must first resign from the Board before making application.

*L. Confidentiality Agreement*

CIS values the protection of confidential information. During the course of service for CIS an employee may learn confidential information affecting the lives of students and families. It is the policy of CIS that employees will not disclose confidential or privileged information belonging to, or obtained through their affiliation with CIS to any person, including relatives, friends and business and professional associates, unless CIS has authorized disclosure. All employees are required to sign a Confidentiality Agreement.

**II – Employment Status**

1. *Employment Classification and Categories*

Each employee is designated as one of the following classifications: NONEXEMPT or EXEMPT from federal and state wage and hour laws. An employee’s NONEXEMPT or EXEMPT classification may be changed only upon written notification by CIS management.

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

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work 30 or more hours per week. Generally, they are eligible for the CIS benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. Employees in this category will be eligible for sick leave, vacation leave, or holiday benefits on a pro-rata basis, unless otherwise stipulated in the letter of hire.

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

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits (such as Social Security and workers’ compensation insurance) are provided to temporary employees.

1. *Introductory Period*

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence resulting from training or other obligations will automatically extend an introductory period by the length of the absence. If CIS determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended for a specified period to be designated by the end of the initial 90 days. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CIS uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or CIS may end the employment relationship at any time during or after the probationary period, with or without cause or advance notice.

During the initial introductory period, new employees are eligible for Worker’s Compensation Insurance, Social Security, retirement benefits, sick leave, and holidays. Introductory employees will accrue vacation leave but may not use it until after completing the introductory period or with special permission from the Executive Management.

1. *Performance Evaluation*

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation shall be conducted at the end of an employee’s introductory period. Performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meetings goals. After the initial evaluation, regular evaluations shall occur on an ongoing 3 month cycle with an annual review conducted on a 12-month cycle, based on the fiscal year observed by CIS.

Merit-based pay adjustments may be awarded by CIS in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon the overall financial status of the organization and the information documented by this formal performance evaluation process.

1. *Employee Termination*

As an employee at-will, one can resign or be terminated at any time, for any reason (except those prohibited by law). There are generally three types of termination of employment:

* 1. Employee Resignation – Employment with CIS is voluntarily entered into and employees are free to resign at any time. Reasonable notice should be given by an employee voluntarily terminating employment. Employees who resign without providing and working a two week notice shall forfeit any and all accrued vacation time earned. Vacation leave may ***not*** be taken in lieu of the two week notice.
  2. Reduction in Force – Conditions may necessitate reductions to the current workforce or elimination of position(s). Management reserves the right to make the decision to lay off an employee. Reasonable notice will be given by management when possible.
  3. Termination – This termination may occur for any other reason deemed necessary by the organization or not prohibited by law.

1. *Personnel Data Changes*

It is the responsibility of each employee to promptly notify his/her immediate supervisor of all changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

1. *Access to Personnel Files*

CIS maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, records of training, documentation of performance appraisals, salary information, and other employment records.

Personnel files are the property of CIS, and access to the information they contain is restricted. CIS personnel files shall be reviewed only by those who have a legitimate reason to review information contained therein.

Employees who wish to review their own file should contact their supervisor. With reasonable advance notice, employees may review their own personnel files in the CIS office and in the presence of their supervisor.

**III – Employee Benefits**

1. *Benefits Package*

CIS is committed to providing a competitive benefits package to all eligible employees. Annually, CIS will review the options available and will provide employees the option to participate in the offered programs. Generally CIS provides medical, dental, life, disability and retirement benefits for all regular full-time employees. Part time employees meeting certain eligibility criteria may also be eligible for some benefits. A full description of all benefits offered can be found in our Summary of Benefits which can be obtained from your supervisor. If you are interested in participating in a particular program, please contact your supervisor for additional information.

1. *Inclement Weather*

*For Non-School Based Sites:* In the event of inclement weather the offices of CIS will make every attempt to remain open. All employees will be expected to report to work unless they receive information indicating the office in closed. However, ultimately all employees must make a determination about their ability to come to work based upon conditions where they live and their own ability to safely drive in such weather. In the event of inclement weather, please notify your supervisor by the beginning of the work day.

If inclement weather is forecasted, it is strongly recommended that all employees prepare for the possibility of an office closing by taking any appropriate materials or technology home with them the night before so they may work from home to facilitate continued operations.

*For CIS Schools:*In the event of inclement weather, CIS will operate in accordance with the local school district. In the event of a school closing, the employee will be asked to work from home as much as possible to make use of that time.

1. *Military Leave*

CIS provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the CIS military leave policy should be directed to the Executive Management. Employees should notify their supervisor as soon as they become aware of a military service obligation.

1. *COBRA Benefits*

CIS complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of the covered employee’s employment, reduction in the covered employee’s working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage. For further information on COBRA policies and procedures, please contact your supervisor.

1. *Holidays*

All employees are entitled to paid holiday benefits. Full-time employees are entitled to all holidays on a paid basis. Part-time employees are entitled to paid holiday time on a *pro rata* basis. The following days, and other such days as the CIS Board of Directors may designate, will be observed as holidays:

FOR EXAMPLE

New Year’s Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans’ Day

Thanksgiving Day

Thanksgiving Friday

Christmas (3)

When a holiday other than Christmas Day falls on a Saturday or Sunday, Monday will be the observed holiday. With respect to Christmas, the business days preceding and following Christmas Day shall also be holidays. If a recognized holiday falls during an eligible employee’s paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

1. *Sick Leave*

Full-time employees shall earn sick leave at the rate of \_\_\_ day(s) (\_\_\_ hours) per full calendar month of service, at a maximum of \_\_\_\_\_\_ days per year. Part-time employees may earn sick leave on a *pro rata* basis. No employee will be granted paid sick leave in excess of that which is earned. Sick leave shall be cumulative with maximum accumulation limited to \_\_\_\_\_\_\_ hours. Sick leave may be taken in one-hour increments. Upon termination of employment, whether for resignation or dismissal, employees shall not be paid for accumulated sick leave.

Leave from work may be charged to sick leave if the absence is due to personal or immediate family member illness, injury, child birth, physical disability, physical or dental examinations or treatment.

An employee may use a maximum of \_\_\_\_ days sick leave when there is a death in the immediate family. Leave extending beyond 3 days must be charged to vacation leave or leave without pay, in accordance with those policies.

1. *Vacation Leave*

It shall be the policy of CIS to grant paid vacation leave in order to encourage employees to renew physical and mental capabilities so that they remain fully productive. Vacation leave also covers absences due to personal obligations and in lieu of sick leave for personal illness or illness in the immediate family. Full-time employees shall earn vacation leave as shown below:

Years of Employment Days Leave Per Year

1 -2 \_\_\_

3-4 \_\_\_

5-9 \_\_\_

10-14 \_\_\_

15-19 \_\_\_

20+ \_\_\_

Part-time employees are granted vacation on a *pro rata* basis.

Vacation leave shall accumulate from month to month, up to a maximum of \_\_\_ days leave. Any leave in excess of \_\_\_ days that is not taken by the end of a fiscal year shall be lost. Each employee is encouraged to use his or her earned vacation leave each year.

Vacation leave shall be earned at a rate of 1/12 of authorized yearly leave per month, beginning with the date of hire. Employees on vacation when a holiday occurs shall not be charged with vacation leave for said holiday.

Vacation leave may be taken at times approved by an employee’s immediate supervisor. Vacation leave may be denied by the supervisor when granting of leave would prevent efficient operation of the office or site.

Upon termination of employment, having given proper notification, employees shall be paid for any accumulated vacation leave up to but not exceeding \_\_\_ days. However, if CIS\_\_\_ terminated employment for cause, forfeiture of unused vacation time may result.

1. *Family Medical Leave*

Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees may be granted up to a total of 12 weeks of unpaid leave per 12-month period, as determined below, for any of the following reasons: (i) birth of the employee’s child or to care for the newborn child; (ii) the placement of a child with the employee for adoption or foster care or to care for the newly placed child; (iii) to care for the employee’s child, spouse, or parent (but not in-law) with a serious health condition; or (iv) the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job. A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Employees who have worked for CIS for at least one year and a minimum of 1,250 hours in the twelve months preceding the request may be eligible for up to 12 weeks of leave during a rolling twelve month period. For the purposes of determining available leave, the 12-month period during which employees may be eligible for leave will be calculated on a rolling 12-month period measured backwards from the date the employee is requesting leave.

Employees requesting leave must obtain the appropriate forms from the CIS Administrative Office and submit the completed forms to their supervisor at least days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider’s statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required.

An eligible employee is entitled up to 12 workweeks of unpaid leave during a 12-month period for any FMLA qualifying reason(s). Employees will be required to first use any accrued paid leave time as part of that 12 week period before going on unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

Employees may continue health care coverage under the group health plan during the leave on the same terms and conditions as would have applied had they not taken the leave. Employees who fail to return from leave may be required to repay any premiums CIS paid to maintain their benefits coverage during the leave.

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

So that an employee’s return to work can be properly scheduled, an employee on family leave is requested to provide CIS with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed-upon return date, CIS will assume that the employee has resigned.

**IV – Payroll**

1. *Paydays*

All employees are paid direct deposit on the 15th and the final workday of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Each payday, employees will receive an itemized statement of wages earned and paid via direct deposit.

1. *Administrative Pay Corrections*

CIS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the disputed amount to the attention of their supervisor.

1. *Pay Advances*

CIS does not provide pay advances on unearned wages to employees.

1. *Overtime (non-exempt employees)*

Non-exempt employees may NOT be scheduled for more than 40 hours per work week without the express written permission of the Executive Management. Such permission must be granted in advance for the overtime to be worked.

CIS is committed to comply with all aspects of the Fair Labor Standards Act. All overtime will be paid at the end of the specific pay period in which the overtime was taken and in accordance with the FLSA guidelines. Supervisors must accurately review any circumstances that might create compensable travel time to ensure that CIS is fulfilling its commitment to employees.

1. *Pay Deductions and Wage Garnishments*

For information on state and federal wage deductions and/or garnishments, please contact your supervisor.

**V – General Workplace Guidelines**

1. *Personal Appearance*

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image CIS presents to stakeholders and visitors.

During business hours or when representing CIS, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom according to the professional requirements of their position.

Supervisors are responsible for establishing a reasonable dress code appropriate to the job that is performed and the location at which it takes place. Employees should consult their supervisor if they have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

When on school property, CIS employees must adhere to the dress policies established by the relevant school district. Employees should determine those policies in advance of the visit.

*B. Return of Property*

Employees are responsible for items issued to them by CIS or in their possession or control. Accordingly, employees must return all property immediately upon request or upon termination of employment. Where permitted by applicable laws, CIS may withhold from the employee’s check or final paycheck the cost of any items that are not returned when required. Examples of such property may include:

* Credit cards
* Identification Badges
* Keys
* Manuals
* Cell Phones
* Computers/Software

*C. Company Events*

CIS may sponsor fundraisers or special events for the general public to raise awareness about CIS. Depending upon the nature of these events, alcohol may be served. It is requested that all employees refrain from consuming alcoholic beverages at these events. It may, however, be permissible at the discretion of the Executive Management for alcohol to be served and consumed by CIS employees at other occasions as indicated.

*D. Tobacco Free Workplace*

Any and all tobacco products are strictly prohibited at any time while on duty and in the presence of students, either on or off CIS grounds. Signs will be posted in a manner and location that adequately notify all personnel of the 100% tobacco-free schools policy and that any and all tobacco products are strictly prohibited in the following areas:

* In any building, facility, or vehicle owned, leased, rented or chartered by Communities In Schools;
  + On any school or youth center grounds and property – including athletic fields and parking lots – owned, leased, or rented or chartered by CIS; or
  + At any school-sponsored or school related event on-campus or off campus.

*E. Crisis Management Plan*

All personnel should be aware of the current crisis management plan established for the school(s) where they are based, work, or visit, and should be able to fully implement this policy should the need arise. A copy of this policy will be on file where the CIS personnel are located on campus. All school-based personnel must participate in preparedness activities as required by the school and/or the school district.

*F. Emergency Action Plan*

CIS recognizes that our people drive our business. As our most critical resource, employees are safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. No duty, no matter what its perceived result, is more important than employee health and safety.

General Guidelines in an Emergency:

Stay calm and think through your actions. Know important emergency numbers, such as:

* Fire/Police/Ambulance 911
* Human Resources

Be aware of your surroundings:

* Know where stairwell exits are located at all locations at all times
* In the event of an emergency, use only stairs—do not take elevators.
* Do not hesitate to call or alert others if you believe that an emergency is occurring.

Fire Evacuation:

* Upon hearing the alarm, immediately evacuate the location using the closest exit—do not use the elevators or delay evacuation to gather personal belongings, finish a phone call or wait for friends.

1. *Facilities Access and Visitors*

CIS cares about the safety and security of its employees. In an effort to maintain the maximum safety and security possible at a minimum inconvenience to you, we have guidelines in place regarding facility access and visitors.

All employees will have access to the facility during working hours. Employees are required to follow any instructions concerning the care and security of the facility that may be provided. Outside of working hours, there will be limited access to the workplace due to restrictions imposed by our landlord and/or school site partners. If you need to access the facility outside of normal working hours, please contact the Executive Management or your local supervisor to discuss your needs and make arrangements for such access.

1. *Attendance*

CIS expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at the starting time each day. Absenteeism and tardiness place a burden on both co-workers and CIS.

When you are unable to work due to illness or an accident, please promptly notify your supervisor. In the event your immediate supervisor is unavailable, you must speak with a manager. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and your supervisor is not notified of your status, it will be assumed after three consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

You will be compensated for authorized absences according to the provisions described in this handbook and supporting policies. Authorized absences beyond the time allowed under that policy are authorized without compensation.

Generally, our standard working hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday at our administrative office. The hours at local sites will operate in alignment with the school’s operational schedule.

1. *Open Door Policy*

To foster an environment where employees and management feel comfortable communicating with and voicing concerns to one another, CIS uses an Open Door Policy. Basically, this policy means that all of the managers’ doors are open to all of the employees, and employees are free to talk with management at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with a manager, from complaints to suggestions and observations. Addressing these concerns allows CIS to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your immediate supervisor, but the Open Door Policy also gives you the option of discussing them with Executive Management. All of these parties will be willing to listen to the issue and assist in a resolution.

1. *Safety Policy*

CIS wants to ensure that our employees remain safe and injury-free at all times. CIS intends to comply with all applicable safety laws. In order to guarantee that accidents are avoided whenever possible, we expect our employees to refrain from horseplay, careless behavior and negligent actions. It is the CIS policy to maintain a safe and secure working environment for all employees, students and stakeholders.

While working, employees must observe safety precautions for their safety and for the safety of others. All work areas must be kept clean, and free of clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must comply with the following procedure:

* Report the accident to your supervisor immediately
* Obtain pertinent information from your supervisor concerning where to seek medical treatment
* Obtain the necessary medical treatment
* Fill out an Accident Report, regardless of the severity of the injury

Employees who fail to comply with this procedure are subject to disciplinary action.

1. *Solicitation, Distributions & Use of Company Bulletin Boards*

Understanding that employees may occasionally wish to communicate with their co-workers to advertise personal items for sale or to participate in fundraisers for non-profit organizations, children’s schools and other non-work events, we allow use of lunch rooms and electronic bulletin boards to distribute such information. Management reserves the right to monitor such communications and remove them if inappropriate or not in the best interest of operations.

In respect for other’s efficiency, please do not use work email, voicemail or other resources as a means to solicit or distribute non-work materials. Activities that disrupt work hours or operations are prohibited.

Persons not employed by CIS may not solicit employees for any purpose on CIS premises.

1. *Workers’ Compensation Policy*

CIS is committed to adhering to all local, state and federal laws pertaining to Workers’ Compensation.

**VI– Employee Conduct**

1. *Code of Conduct*

CIS and its employees must, at all times, comply with all applicable laws and regulations. CIS will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. CIS does not permit any activity that fails to stand up to the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing CIS operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor who, if necessary, should seek the advice of the Executive Management.

1. *Employee Conduct and Work Rules*

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

* Theft or inappropriate removal or possession of property
* Falsification of timekeeping records
* Working under the influence of alcohol or illegal drugs
* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace or while operating employer-owned vehicles or equipment. Where alcohol is served as a normal course of business, employees representing CIS are required to act responsibly.
* Fighting or threatening violence in the workplace
* Boisterous or disruptive activity in the workplace
* Negligence or improper conduct leading to damage of employer-owned or affiliate-owned property
* Insubordination or other disrespectful conduct
* Violation of safety or health rules
* Smoking in prohibited areas
* Sexual or other unlawful or unwelcome harassment
* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
* Excessive absenteeism or any absence without notice
* Unauthorized absence from work station during the workday
* Unauthorized use of telephones, mail system, or other employer-owned equipment
* Unauthorized disclosure of business “secrets” or confidential information
* Violation of personnel policies
* Unsatisfactory performance or conduct

Employment with CIS is at the mutual consent of CIS and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice in accordance with the Employee Termination section above. Upon voluntary termination of employment, having given proper notification (of two weeks), employees shall be paid for their vacation balance at the time of separation.

1. *Progressive Discipline Policy*

The purpose of this policy is to state the CIS position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Our own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with CIS is based on mutual consent and both the employee and CIS have the right to terminate employment at will, with or without cause or advance notice in accordance with the Employee Termination section above, CIS will use progressive discipline at its discretion.

The following outlines the CIS progressive discipline process which may include:

* **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
* **Memorandum of Concern:** This document will outline for the employee specific deficiencies that require immediate improvement and outline the required outcomes.
* **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee’s personnel file. Employees should recognize the grave nature of the written warning.
* **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

CIS recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive disciplinary steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses but may be examples of unsatisfactory conduct that will trigger discipline.

When progressive discipline is used, we hope that most employee problems can be corrected at any early stage, benefiting both the employee CIS.

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

CIS reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

1. *Outside Employment*

Employees may hold outside jobs as long as they meet the performance standards of their job with CIS and inform their immediate supervisor upon acceptance of another position. All employees will be judged by the same performance standards and will be subject to CIS scheduling demands, regardless of any existing outside work requirements.

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

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

1. *Conflict of Interest*

CIS expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of CIS. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. All employees are required to sign the Conflict of Interest Policy. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor. If it is determined a conflict of interest does exist, the employee should complete and sign the Conflict of Interest Disclosure Form.

1. *Relationships with Clients and Suppliers*

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with CIS, or that provides goods or services, or both to CIS if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf CIS.

1. *Gifts, Entertainment and Favors*

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which CIS has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with CIS might be inclined to, or be perceived to, place them under obligation. In the event a gift is personally received, it must be disclosed so as to prevent the appearance of impropriety. This does not mean a gift may never be accepted, but that if there is any question concerning the effect of the gift on the business dealings of CIS, the gift must be declined.

1. *Kickbacks and Secret Commissions*

Regarding CIS business activities, employees may not receive payment or compensation of any kind. In particular, CIS strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

1. *Organization Funds and Other Assets*

Employees who have access to CIS funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in CIS instructional manuals or other explanatory materials, or both. CIS imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor so that CIS can promptly investigate further.

When an employee’s position requires spending CIS funds or incurring any reimbursable personal expenses, that individual must use good judgment on behalf of CIS to ensure that good value is received for every expenditure.

Organization funds and all other assets of CIS are for organization purposes only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

1. *Organization Records and Retention*

Accurate and reliable records of many kinds are necessary to meet CIS’s legal and financial obligations and to manage the affairs of CIS. The books and records of CIS must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

* False expense, attendance, production, financial, or similar reports and statements
* False advertising, deceptive marketing practices, or other misleading representations

See the Records Retention Policy for additional details.

1. *Dealing With Outside People and Organizations*

Employees must take care to separate their personal roles from their CIS positions when communicating on matters not involving CIS business. Employees must not use CIS identification, stationery, supplies, and equipment for personal or political matters.

1. *Prompt Communications*

In all matters relevant to stakeholders, suppliers, government authorities, the public and others in CIS, all employees must make every effort to achieve complete, accurate, and timely communications responding promptly and courteously to all proper requests for information and to all complaints.

1. *Privacy and Confidentiality*

When handling financial and personal information about those with whom CIS has dealings and who receive services from CIS, observe the following principles:

* Collect, use, and retain only the personal information necessary for CIS business, and whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
* Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
* Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use personal information only for the purpose for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

1. *Complaint Policy*

CIS strives to openly communicate with all employees. Any concerns employees have should be promptly be reported to management so that a solution may be devised.

Examples of some complaints employees may have:

* Suggestions for improvement
* Concerns about working conditions
* Issues with co-workers
* Concerns about treatment at work

When a complaint is voiced, we will do our best to remedy the situation. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns. Please contact your supervisor with all complaints or suggestions.

1. *Violence in the Workplace*

CIS will provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, CIS will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to CIS employees, stakeholders, guests, vendors and persons doing business with CIS.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

* Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
* Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
* Any other conduct or acts that management believes represent an imminent or potential danger to work place safety or security.

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a supervisor. CIS will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, CIS will take action appropriate for the circumstances. Where appropriate and/or necessary, CIS will also take whatever legal actions are available and necessary to stop the conduct and protect CIS employees and property.

1. *Weapons in the Workplace*

CIS prohibits the possession of firearms or any other lethal weapon on CIS property, in a vehicle being used on CIS business, in any CIS-owned or leased parking facility, or at a work-related function. This applies to all employees and visitors on CIS property, even those who are licensed to carry weapons. The only exception to this is an employee who is required to possess weapons in order to fulfill his or her job duties.

Some examples of prohibited weapons include:

* Firearms (pistols, revolvers, shotguns, rifles and bb guns)
* Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
* Metal knuckles
* Bows and arrows
* Tasers

We prohibit weapons to ensure the safety and security of all employees and persons visiting CIS. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact your supervisor.

1. *Mandatory Reporter of Child Abuse and Neglect*

CIS seeks to provide a safe and secure environment for all children receiving our services. Our goal is to prevent the children served by CIS of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County from incidents of misconduct and to protect them if there is a suspicion that such incidents have taken place. In the state of North Carolina, according to mandatory reporting requirements, every individual is responsible for reporting any suspected child abuse and it is illegal to not report child abuse. This state law overrules the policy of any employer or institution. Refer to the Mandatory Reporter of Child Abuse and Neglect Policy for additional details.

1. *Computer and E-mail Usage*

Computers, computer files, the e-mail system, and software furnished to employees are CIS property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored. Newly hired employees will be assigned passwords which they have the option to change and provide to the Executive Director, and they will be maintained in confidential personnel files. When annual performance reviews are conducted, employees must submit a complete list of all current passwords to the Executive Director. The Executive Director is also required to follow these procedures by providing passwords to the Board Chair.

CIS strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, CIS prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

CIS purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may only use software on local area networks or on multiple machines according to the software license agreement. CIS prohibits the illegal duplication of software and its related documentation.

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system. The computer system belongs to CIS and may only be used for business purposes.

All email messages must reflect the CIS commitment to professionalism and be consistent with the CIS mission and philosophy. Email communications are required to include the CIS signature and logo in conformity with the CIS Branding Manual.

Employees should notify their immediate supervisor or any member of the leadership team upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

1. *Internet Usage*

Internet access to global electronic information resources on the World Wide Web is provided by CIS to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of CIS and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of CIS. As such, CIS reserves the right to monitor Internet traffic and to retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by CIS in violation of the law or CIS policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

* Sending or posting discriminatory, harassing, or threatening messages or images
* Using the organization’s time and resources for personal gain
* Stealing, using, or disclosing someone else’s code or password without authorization
* Copying, pirating, or downloading software and electronic files without permission
* Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
* Sending or posting messages or materials that could damage the organization’s image or reputation
* Sending or posting chain letters, solicitations, or advertisements not related to CIS business purposes or activities

1. *Use of Telephone and Mail Systems*

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

Personal use of telephones for outgoing calls, including local calls, should be limited. Employees may be required to reimburse CIS for any charges resulting from their personal use of the telephone. The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

1. *Employee Interaction with Students*

Prior to providing supports to individual students and entering their information into CISDM, employees must secure written consent from parents or legal guardians that include permission to broker/provide supports to students and to access, track and report all required data. Signed consent forms are securely maintained and retained for a minimum of 3 years.

CIS expects all staff interacting with students on behalf of CIS to act in the best interests of youth at all times. To that end, all employees must sign and adhere to the Code of Conduct for Interaction with Students.

Acknowledgement

Receipt of Employee Handbook

The Employee Handbook is designed to introduce employees to the organization, familiarize you with   
CIS policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, expressed or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice in accordance with the handbook. This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state and local laws will take precedence over policies when applicable.

Personnel policies are applied at the discretion of CIS, and CIS reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. All personnel policies, procedures and/or handbooks may be obtained from your supervisor. We may notify you of such changes via email, posting on the CIS intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of the CIS Employee Handbook, and understand that it is your responsibility to read and comply with the policies referred to within and any policy revisions. Furthermore, you acknowledge that you are employed “at-will” and that this handbook is neither a contract of employment nor a legal document.

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Signature Date

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Please print your full name

Please sign and date one copy of this notice and return it to your supervisor. Retain a second copy for your reference.