



YOUTH VISION SOLUTIONS

# YVS Employee Handbook- Detroit

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2019-2020

## **WELCOME TO YOUTH VISION SOLUTIONS**

We are pleased you are part of the staff at YVS. We are very proud of the work our staff and volunteers do with our students and their families. We hope you will find your employment with us both rewarding and challenging.

The purpose of this handbook is to provide you with an understanding of the personnel policies in effect at the Youth Vision Solutions' Covenant House Academies. You are encouraged to read it thoroughly. If you have any questions regarding any sections, please contact the Human Resources Department.

The provisions of this handbook are guidelines only and are subject to change, modification or elimination in whole or in part at any time. Moreover, nothing in this handbook is intended to, or does create any type of contractual promise on the part of YVS. Your employment with YVS will be and remains "at-will," meaning that either you or YVS has the right to terminate your employment relationship at any time, with or without cause for any or no reason and with or without notice.

The contents and information contained in this handbook replaces all other previous handbooks. Therefore, all other handbooks are null and void. YVS will review and amend the handbook periodically and will provide any updates to all employees.

### **MISSION STATEMENT**

*The Covenant House Academies provide high school dropouts and at-risk youth in our communities with new opportunities to earn a high school diploma, improve their life skills and the academic foundation to continue on to higher education or post-secondary skills training. Aided with a compassionate and caring staff, the schools prevent poverty, underachievement and homelessness while offering hope, encouragement and a better chance for future success.*

### **VISION STATEMENT**

Youth Vision Solutions will fulfill its mission of providing educational opportunities to children and youth who are homeless or at great risk. In the spirit of open enrollment, educational services will be offered to all youth who seek help, with a priority of concern and commitment to those for whom no other service is available. We will make every effort to work with their families. We will collaborate with community agencies and associations and actively participate in community efforts to improve conditions of families and children. We will advocate with and on behalf of youth to raise awareness in the community about suffering. Our mission is based on the belief that all children and youth have the right to an education, and to love, respect and genuine concern. Our individual and shared philosophy will permeate all our activities.

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## **1.0 GENERAL POLICIES AND PROCEDURES**

### **1.1 Equal Opportunity Employment**

Youth Vision Solutions assures equal opportunities in all personnel actions, including recruitment, selection, placement, promotion and pay for all persons irrespective of race, gender, religion, creed, color, age, national origin, height, weight, marital status, veteran status, disability, or other legally protected class.

### **1.2 Employment At-Will**

YVS maintains an at-will employment relationship with all employees. Employment is at the will of the employer. The employer or the employee may at any time terminate the employment relationship with or without cause, and with or without prior notice, however if an employee fails to provide notice as required in 5.1A he or she may forfeit payout of accrued vacation time. The terms and conditions of this policy may be altered only in writing signed by the President & Superintendent.

### **1.3 ADAAA (ADA Amendments Act)**

YVS, in adherence with the ADAAA and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), will make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the Academies. Employees who require an accommodation must notify Human Resources in writing within 182 days of learning of the need for the accommodation.

### **1.4 Visitors**

Only those individuals who visit YVS Academies on business matters are permitted in the work areas.

Minor children, either related to staff or visitors of the Academy, must have prior approval of Human Resources to be on any Youth Vision Solutions property, unless the visit is brief (less than 30 minutes) for liability reasons.

All visitors to YVS Academy must sign in and report directly to the Main Office.

Former YVS employees must have the permission of the Superintendent to be on any YVS property, except in the Main Office of the Central Administration Building. All visitors must sign in/out of the visitors’ log. For specific visitor procedures contact the Building Administrator.

## **1.5 Representation of YVS through Spoken and Written Word**

1. Any person employed by or associated with YVS who wishes to represent YVS and its programs by speaking with others on a formal basis must obtain clearance through the Director of Marketing/Public Relations.
2. Any person employed by or associated with YVS who wishes to publish any information on YVS and its programs must obtain **prior** consent from the President and Superintendent, or the Director of Marketing/Public Relations.
3. All requests for general information about YVS should be directed to the Director of Marketing/Public Relations.

Branding elements are the individual components that make up our visual identity. They include our logos, color palettes, typography, graphic motif and messaging. Adhering to these standards consistently and appropriately will help us deliver relevant and meaningful communications.

Logo – to be used as provided, color should not be changed.

All external materials must include the YVS logo or letterhead. The Director of Marketing/Public Relations must approve all external communication forms, e.g. flyers, brochures and posters.

## **1.6 Media Relations**

All media calls or contacts should be directed to the Director of Marketing/Public Relations. Staff are not permitted to contact or speak to the media on behalf of Youth Vision Solutions without clearance from the Director of Marketing/Public Relations or the Superintendent. Contacts by the media, after hours or on weekends, by phone or in person, should be reported to the Director of Marketing/Public Relations. Media should be informed to call the Director of Marketing/Public Relations during regular business hours (M-F, 9am – 5pm). In the event that a reporter is on an impending deadline, please contact Teresa Ragland the Director of Marketing/Public Relations at 313-450-5241.

## **1.7 Smoking**

Mutual respect is the fundamental principle of our smoking policy. We encourage your respect for the comfort of fellow staff members and the students whom we serve. Smoking is prohibited in all YVS buildings. If smoking outside, it must be the federally-designated distance away from public school academies.

## **1.8 Reporting Violations of the Law**

Any YVS employee having information that another employee or official of the Academy may have violated the law or regulations of the State or Federal Government should bring such information to the immediate attention of the Academy Administrator.

The Michigan “Whistleblowers Protection Act” provides that no employee may be discriminated against or retaliated against for reporting any suspected violations to an

outside governmental agency. Employees who report the Academy to any governmental body for investigation will not suffer an adverse employment action for doing so. All violations will be reported to appropriate Academy or district personnel or the appropriate external Academy and investigated thoroughly.

## **1.9 Workers' Compensation**

YVS provides coverage under the Workers' Compensation Law for injuries sustained by a staff member either on the job or in connection with the job.

1. Any staff member injured on the job should be taken to the nearest emergency room if the injury is life threatening. All medical documentation related to the injury should be submitted to the YVS Human Resources Department immediately.
2. The employee should complete an "Incident Report" form within 24 hours of the injury or illness and submit to YVS's Human Resources Department. If the employee is unable to complete the form, the Human Resources Department is responsible for completing the form.

## **1.10 COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 requires employers to notify all employees about their rights under the act in the event that your employment at YVS ends.

You, your spouse or other dependents may choose to have your health care benefits continued for qualifying reasons at your expense.

If one of the following events occurs you will be notified about your COBRA rights:

- Your employment with YVS ends
- Your hours are reduced and your medical benefits end

For questions regarding COBRA see YVS's Human Resources Department.

## **1.11 Protecting Individually Identifiable Health Information**

It is the policy of YVS to protect all Individually Identifiable Health Information (IIHI) of its staff members. Access to IIHI will be restricted to those individuals with a need to know for lawful business of claims related purposes.

## **1.12 Sharing of Personal Information**

It is the policy of YVS to distribute relevant personal information regarding employees to other YVS staff on a need-to-know basis as determined by the President and Superintendent and YVS's Human Resources Department. This includes but is not limited to: employee or employee family member deaths or illnesses, funerals, births, marriages, etc.

Any personal information an employee would like to share with other YVS staff should be discussed with the Director of Human Resources.

## **2.0 EMPLOYMENT POLICIES AND PROCEDURES**

### **2.1 Job Postings**

All available positions at YVS will be posted in the Academies in designated areas (bulletin boards and staff lounges) for a period of at least 7 calendar days to allow qualified employees initial consideration for available positions. External recruitment will be done as necessary either after or concurrently with an internal posting.

Employees interested in applying for an internal job posting should submit a letter of interest and updated resume, by the end of the posting date, to the YVS Administrator for Academy-based positions or the Superintendent for District positions.

### **2.2 Job Descriptions**

A complete job description of each position within is maintained in YVS's Human Resources Department. Job descriptions are provided to all employees at time of hire or when revised. Employees are required to sign a copy of their job description to be filed in their personnel file. Copies of job descriptions can be obtained from YVS's Human Resources Department.

### **2.3 Identification Badges**

A YVS identification badge must be worn or carried by every staff member when on Academy property and on Academy business. ID badges are given as soon as possible after hire.

### **2.4 Orientation**

All new staff members are required to attend an orientation session with YVS's Human Resources Department. Employees will be notified of the scheduled orientation. Attendance is mandatory.

### **2.5 Personnel Records Change**

It is important that the personnel files be kept up-to-date. A staff member is requested to notify the YVS Human Resources Department by completing the appropriate forms for any of the following changes:

- Address
- Telephone number
- Marital status
- Number of Dependents
- Emergency contact information
- Certification/License Updates



## **2.6 Access to Personnel Records**

In compliance with the Bullard-Plawecki Act YVS allows employees to inspect information in their personnel records, at reasonable intervals, used to determine their qualifications for employment, promotion, transfer or compensation, and records relating to discipline and training.

Employees wishing to view their personnel file should contact the YVS's Human Resources Department. Employees may add a written statement of disagreement if they do not agree with information in their personnel files. The written response must be limited to one 8 1/2 x 11 sheet of paper and be completed and turned in within 5 working days of viewing the personnel file.

## **2.7 Annual Evaluations (Performance Reviews)**

All employees will be evaluated according to Michigan Department of Education guidelines.

Informal classroom observations will be completed by the Administrators periodically throughout the academic year, along with the annual formal evaluation at the end of the academic year. Evaluations will be completed by the Academy's Administrator or immediate supervisor and discussed with the employee. Supervisor and employee signatures should be obtained before submitting evaluation to YVS's Director of Human Resources.

District employees will be evaluated by the Superintendent in the same manner as above.

Annual pay increases, if approved for the fiscal budget, will be effective at the beginning of the Academy's academic year.

## **2.8 Employees Social Security Number and Information Privacy Act Policy**

At Youth Vision Solutions we are committed to responsible treatment and use of your non-public personal information. This Privacy Policy describes the non-public information we collect, why we collect it, and how we protect confidentiality. It also explains how and why in certain cases we may share such information with other parties. This policy applies to non-public personal information collected or used for all YVS employees for personal (i.e., payroll, fringe benefits, etc.), family (i.e., medical/dental insurance, etc.), business (i.e., employment verification, mortgage forms, etc.), and related purposes.

YVS's commitment to protecting non-public personal information extends particularly to protecting the privacy of employees' social security numbers and to complying with Michigan law in this regard.

## **2.9 Employee Expense Reimbursement**

Employees will be reimbursed for all authorized job-related expenses incurred in the course of performing required duties, including cost of approved transportation, lodging, and meals while on YVS business.

Approval must be received prior to incurring the expense, or the expense may not be reimbursed. Approval is given by Academy Administrators. Original receipts must accompany the expense report and must be turned in within 30 days of incurring the expense, along with any supporting materials and documentation.

YVS will reimburse employees for their cost of fingerprint checks for employment. The cost will be reimbursed on the first check following the one-year anniversary of the employee's hire date. Employees will need to provide HR with an original copy of their fingerprint receipt in order to obtain the reimbursement.

For more information see YVS's Human Resources Department, Superintendent or the YVS Finance Department.

## **2.10 Staff Training and Development**

Youth Vision Solutions may provide training and professional development opportunities both internally and externally for staff to enhance their job skills and knowledge based on topic, cost and YVS budget. See the Curriculum Director for additional information.

## **2.11 Staff Transfers**

The central office administration reserves the right to facilitate transfer of staff between and among the Covenant House Academies and Central Office when such transfer is deemed in the best interest of the students of the Academies, in general, or when such transfer is necessitated by financial needs, or when such transfer shall help satisfy an overall balance of staffing needs and curriculum expertise across the Covenant House Academies district.

Transfers will generally not be supported by central office when they are based purely on personal administrative or staff preferences or to avoid staff conflict, or when such transfer is based on other nonessential factors that are unrelated to the education of students.

## **3.0 CONDUCT POLICES AND PROCEDURES**

### **3.1 Staff Confidentiality**

Youth Vision Solutions believes that it is essential to respect and meet the individualized needs of every employee. This necessitates that all employees, volunteers and student interns maintain strict adherence to the rules and regulations of Youth Vision Solutions and to the Standards of Conduct as established by the employer.

1. Confidentiality should be maintained as much as possible when dealing with employee discipline and performance issues.
2. Confidential documents related to employees should be delivered in a sealed envelope marked “Confidential”.
3. Administrators or supervisors should not discuss employee’s personal or confidential issues with other employees in the Academy except on a need-to-know basis.
4. Salary information should not be shared among employees by co-workers, supervisors or directors.
5. The YVS Human Resources Department should be consulted if there is any question deciding how to determine the confidentiality of employee information.

### **3.2 Student Confidentiality**

Youth Vision Solutions believes that it is essential to respect and meet the individualized needs of every youth we serve. This necessitates that all employees, volunteers and student interns maintain strict adherence to the rules and regulations of Youth Vision Solutions and to the Standards of Conduct as established by the employer. It must also be understood that all clinical matters be viewed as strictly confidential and that all employees maintain a professional decorum when serving the Academy. YVS will also adhere to all HIPAA laws for students. Student records of any kind will not be disseminated, published or otherwise displayed where someone without a need to know could view the information.

1. No information should be released to anyone regarding the students of Youth Vision Solutions unless related to your specific job (those employees that work directly with students and must divulge information as part of their job) or approved by the Director of Marketing/Public Relations, the President and Superintendent.
2. Employees working in administration whose positions do not work directly with students should not release any information in regard to students to anyone.
3. No employee is permitted to allow media to interview, take a statement from or photograph students enrolled at the Academy or speak on behalf of YVS without clearance from the President and Superintendent, or the Director of Marketing/Public Relations.
4. Photos or videos may only be taken by visitors of YVS property or students with approval by and supervision of the President and Superintendent, or the Director of Marketing/PR.
5. All photos of students and information regarding students used in any YVS publication must be approved by the Direct of Marketing/PR or the Superintendent prior to being distributed.

### **3.3 Drug-Free Workplace**

Covenant House Academies are drug-free workplaces. All staff hereby are on notice that the unlawful manufacture, distribution, dispensation, possession, or use of an unlawful controlled substance or the improper use of lawful substances, including lawfully prescribed medications and over the counter products is prohibited in our workplace.

The use of unlawful, controlled substances and the use of alcohol in our workplace are prohibited.

As a condition of employment all staff must: (i) abide by the terms of this policy; and (ii) notify the YVS Human Resources Department of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Any Federal agency providing grant support shall be notified within 10 days after the YVS Human Resources Department receives notice of a conviction from an employee in accordance with the above paragraph, or within 10 days of YVS otherwise receiving actual notice of such conviction. The YVS staff member responsible for administering the particular grant shall also be responsible for providing the appropriate notice to the granting agency.

Upon YVS receiving notice of any criminal drug statute conviction, YVS may take action including but not limited to: (i) take appropriate personnel action against such employee up to and including termination, or (ii) require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

YVS shall make a good faith effort to continue to maintain a drug-free workplace.

#### Prohibited Activities

No employee may report to work or be on duty (including break and meal periods):

1. Under the influence of alcohol.
2. Under the influence of any controlled substance or drug (including abuse of prescription drugs).

No employee may possess, sell or distribute alcohol, drugs or controlled substances while on YVS property, in YVS vehicles, on YVS time (including break and meal periods) or on YVS business.

**Violations may result in disciplinary action up to and including termination of employment.**

#### A. Drug Testing:

##### Current Employees

Current employees will not be asked to submit to random alcohol or drug tests. However, employees may be required to submit to drug and/or alcohol testing if YVS has a reasonable suspicion that the employee is/was under the influence of drugs or alcohol while on duty on YVS property, on YVS time (including breaks and meal periods), or on YVS business.

#### B. Searches

***YVS reserves the right to search any desks, lockers, coats, containers and all other areas in or items on YVS property as part of an investigation of a suspected violation of this Policy.***

#### C. Notification of Drug Convictions

***An employee must notify the Director of Human Resources of any criminal drug statute conviction no later than five days after such conviction.***

***Within ten days of receiving notice of a drug conviction for violation of a criminal drug statute, YVS will take appropriate disciplinary action against such employee, up to and including termination, depending on the circumstances.***

### **3.4 Criminal History Records Checks**

Pursuant to the Michigan Revised School Code, Act 451 of 1976, the statute states employment in any public or chartered nonpublic school in the State of Michigan is conditioned on the applicant satisfactorily passing a criminal history record check. Youth Vision Solutions secures criminal history records (utilizing fingerprints) on all prospective employees/volunteers who work directly with youth as part of the screening process through the Michigan State Police.

Any full or part-time staff, whether hired by the Board, under contract to continuously and regularly work at the School, must submit, at the School's expense, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

### **3.5 Workplace Violence**

Employees shall not commit acts of violence or make threats of violence against co-workers, managers, supervisors, residents, members of the public or other persons in the workplace during working hours. This regulation is required to protect the safety of our workforce, our workplace and the public, as well as to promote high standards of conduct, integrity, efficiency and harmony in the workplace.

Violence and threats of violence can cause permanent injury or death. YVS will not tolerate any form of violent acts or threats of violence, whether serious or intended as a joke, prank, in jest or in connection with horseplay.

Any act of violence or threat to engage in violence on YVS property, on YVS projects, in YVS vehicles or during working hours shall result in discipline up to and including discharge, even if an employee later claims that there was no intent to carry out the threat or that the threat was a joke, prank, in jest, or in connection with horseplay.

To prevent violence in the workplace, YVS, in its discretion, may inspect any locker, desk, work area, computer terminal, package, purse, bag, container, toolbox, vehicle, or other personal belongings brought onto YVS property in connection with an investigation of any rule violation or in the maintenance of a safe workplace. Employees have no right to privacy in regard to any of these areas, belongings, containers or items. Employees will cooperate in all investigations of suspected rule violations or in connection with workplace safety.

All employees are expected to comply with this policy as a condition of continued employment.

**Prohibited Conduct:**

- A. No employee shall commit an act of violence or articulate a threat of violence on YVS property, in YVS vehicles, or during working hours (including meals and breaks).
- B. Threats made as a joke, prank, in jest, or in connection with horseplay are considered real threats under this policy and are strictly prohibited.
- C. Violent acts and threats of violence committed during non-working hours or away from the workplace are prohibited where:
  - 1. YVS, in its discretion, determines that the effects of the off-duty conduct may be carried onto workplace and/or may pose a threat to YVS employees, students or property.
  - 2. The conduct results in the conviction of the employee for an assault or other crime.
  - 3. The conduct is incompatible with continued employment at YVS.
- D. The possession, use, and/or distribution of guns (regardless of whether or not the employee holds a permit to carry), knives, clubs, or other weapons (including those used in the martial arts) on YVS property, on YVS projects, in YVS vehicles, or during working hours (including meals and breaks) is strictly prohibited unless the possession, use or distribution is authorized by YVS as part of your employment.
- E. Failure to cooperate in any YVS investigations of a suspected rule violation and/or in YVS's efforts to maintain a safe workplace, including any refusal to permit YVS in its discretion, to inspect any locker, desk, computer terminal, work area, package, purse, bag, container, toolbox, vehicle, or other personal belonging brought onto YVS property is strictly prohibited.

## **Reporting Violence And/Or Threats of Violence:**

- A. Employees of YVS must immediately report any violent act or threat of violence by another employee or by a citizen directed against them, any co-worker, supervisor, visitor, or other individual on YVS property, on YVS projects, in YVS vehicles or during working hours (including meals and breaks) to an Administrator. Violent acts or threats of violence must be reported even if it was part of a joke, prank, or horseplay. Employees are responsible for making the report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any Administrator receiving such a report must inform the Human Resources Department at the earliest possible opportunity.
- B. Even without an actual threat, employees should also alert an Administrator of any behavior they have witnessed, which they regard as threatening or violent, when that behavior is job-related or might be carried out at a YVS work location, or is connected to YVS employment.
- C. Employees are also required to report any violent act or threat of violence directed against themselves, any co-worker, supervisor, citizen, visitor or other individual even where the violent or threatening act occurs away from the workplace during non-working hours.
- D. An employee who is protected by a restraining or protective order, which encompasses YVS locations as being protected areas, must notify YVS Human Resources. Upon request, the employee must provide a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent.
- E. Due to the potential for permanent injury or loss of life, employees who do not make the reports described above, will be subject to discipline themselves up to and including discharge.
- F. YVS will make every reasonable attempt to maintain confidentiality of any report or threat of violence.
- G. YVS will promptly investigate any report of violence, threats of violence and/or alleged violation of the Policy and take whatever actions it deems appropriate in its sole discretion, to protect employees, students, and YVS property.

### **3.6 Illegal Harassment & Discrimination**

**There are three separate policies for bringing different concerns to the attention of management. For discipline disagreement see Appeal Policy 4.4. For all other concerns see Employee Complaints Policy 3.7.**

Youth Vision Solutions is fully committed to a policy of equal employment opportunity. Staff are evaluated on the basis of job qualifications – not race, creed, color, religion, national origin, lineage, citizenship status, sex, gender, age, disability, marital status,



height, weight or veteran status. This commitment governs decisions related to selection, retention, advancement, promotion, and salary increases. The policy of YVS is that no person shall threaten, or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances or any other form of illegal harassment may adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

It is the policy of YVS to prohibit illegal harassment of or by an employee, supervisor, volunteer, or any person doing business with YVS, and to commit to maintaining a work environment that is free from unlawful harassment.

The purpose of this policy is not to regulate our employees' personal morality or conduct. Rather, it is to insure that, in the work place, no one unlawfully harasses another individual.

All supervisory personnel have the responsibility for successful implementation of this policy in a uniform manner. Within their respective areas of responsibility, all supervisory personnel are accountable to the Superintendent and/or their respective Administrators for compliance with this policy.

Types of prohibited harassment and enforcement responsibilities are:

A. Sexual harassment, while not easy to precisely define, certainly includes the following:

1. Unwelcome sexual advances; requests for sexual favors; verbal or physical contact of a sexual nature such as uninvited touching; sexually related comments.
2. Statements or implications that submission or rejection of such conduct is a term or condition of continued employment, promotion or other condition of employment.
3. Conduct that interferes with a staff member's performance or creates an intimidating, hostile or offensive work environment such as improper joking, teasing, etc.

B. Verbal harassment includes:

1. Actions and derogatory or vulgar statements regarding a person's gender.
2. Sexually suggestive language; remarks about a person's physical anatomy or characteristics
3. Threats of physical harm.
4. Distribution of written or graphic sexual materials.

C. Physical harassment includes:

1. Touching another person in a sexually suggestive way.
2. Physical contact, such as hitting and pushing or threats to take such action.

(The foregoing examples of harassment apply equally to other forms of harassment.)

Conduct similar to that described above if based on race, age or any other legally protected classification is also prohibited by YVS.



All members of management will be held accountable for the effective administration of this policy. Any employee who feels that s/he has been subjected to sexual harassment, or any form of harassment as outlined in this policy, should immediately report the matter to their Administrator except as stated below. Every report of actual or perceived harassment will be investigated and corrective action will be taken where appropriate. No one will be retaliated against for making any report under this policy.

All complaints received by administrators are to be immediately reported to the YVS Human Resources Department. The procedure established for handling complaints of actual or even perceived sexual or other proscribed harassment is as follows:

The employee should report any discriminatory or harassing act quickly, hopefully within thirty days after the incident has occurred. Reports should be in writing, if possible, but all incidents, however reported, will be investigated.

Management will make a thorough investigation in as confidential a manner as possible under the circumstances. Upon completion of the investigation, a determination will be made as to whether the facts establish that the harassment occurred. If a violation of this policy took place, disciplinary action, up to and including termination will be taken at the discretion of the President and Superintendent.

Any incidents of further harassment and/or retaliation should immediately be reported. All information disclosed in the procedure will be held in confidence, to a reasonable extent, and will be disclosed on a need-to-know basis in order to investigate and resolve the matter.

Since YVS is committed to providing a discrimination-free work place, employees are encouraged to report all incidents of actual or perceived sexual harassment or other discrimination or harassment. No one will be retaliated against for having done so, even if the report cannot be verified by our investigation. However, demonstrably false accusations will result in severe disciplinary action, up to and including termination.

In addition to prohibiting illegal harassment, retaliation against anyone who makes or provides information in support of a claim of illegal harassment, is also prohibited, and if it occurs, should be reported to the YVS Human Resources Department immediately.

### **3.7 Internal Investigations**

YVS shall insure that internal investigations are conducted appropriately and in accordance with the policy and procedures established by YVS. At YVS this process will be used to investigate illegal discrimination and illegal harassment.

All employees, either directly or indirectly involved in incidents or allegations, may be interviewed during the investigation process. Employees participating in interviews may not be made aware of the outcome of the investigation. Employees refusing to participate in interviews may be subject to disciplinary action.

### **3.8 Employee Complaints**

**THERE ARE THREE SEPARATE POLICIES FOR BRINGING DIFFERENT CONCERNS TO THE ATTENTION OF MANAGEMENT. FOR HARASSMENT AND DISCRIMINATION SEE ILLEGAL HARASSMENT POLICY 3.5. FOR DISCIPLINE DISAGREEMENTS SEE APPEAL POLICY 4.4.**

Employees can file complaints against supervisors or coworkers for inappropriate behavior or conduct, unfair treatment, policy violation, improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance reviews, salary or wages.

Employees with complaints against supervisors or co-workers should use the following three steps to file a complaint related to the issues stated above:

**Step One** – Promptly bring the complaint to the attention of the immediate supervisor. The complaint must be filed within five working days of when the issue occurred. If the complaint involves the immediate supervisor, then it is permissible to proceed directly to Step Two. Employees can obtain a “Employee Complaint Form” from the Human Resources department. The immediate supervisor is to investigate the complaint, attempt to resolve it, and complete the appropriate section of the “Employee Complaint Form” within ten working days. The supervisor should discuss the results of the complaint with the employee. The supervisor should keep a copy of the “Employee Complaint Form” for file purposes.

**Step Two**– Appeal an unsatisfactory Supervisor decision to YVS Human Resources. YVS Human Resources will take necessary steps to review and investigate the appeal and will issue a written decision within five working days. A final and binding decision will be given to the employee within ten working days.

1. Employees are not penalized for proper use of this complaint procedure. However, it is not considered proper if an employee abuses the procedure by raising complaints in bad faith or solely for the purpose of retaliation or harassment. Implementation of the complaint procedure by an employee does not limit the right of YVS to proceed with any disciplinary action, which is not in retaliation for the proper use of the complaint procedure.
2. The time frames set in Steps One through Three are to be enforced. If an employee does not file a complaint within five days it will not be valid. Also, if an employee does not receive a response within the specified time they may proceed to the next step of the complaint within the time limits provided in each step.
3. Final decisions on complaints will not be precedent-setting or binding on future complaints unless officially stated as YVS policy.
4. Administrators, Superintendent and other members of management who investigate a complaint are to discuss it only with those individuals involved, or with those who are needed to supply necessary background information.
5. Administrators and Superintendent should consult with YVS Human Resources throughout the complaint process. If necessary, YVS Human Resources can assist or conduct the investigation.

**Step Three** – Appeal the decision to the next level of supervision if dissatisfied with the immediate supervisor’s decision, or initiate the procedure with the Superintendent if Step One has been bypassed. Such an appeal must be made within five working days of the immediate supervisor’s decision, by giving a copy of the completed “Employee Complaint Form” to the Superintendent. The Superintendent will confer with the employee, the immediate supervisor, and any other member of management considered appropriate. The YVS Human Resources Department will investigate all issues and communicate a written decision to all parties involved within ten working days.

Failure to follow these steps by the employee will result in YVS not considering the complaint.

### **3.9 Conflict of Interest**

No employee or a member of an employee’s immediate family may do business with YVS. Any and all exceptions to this policy must be approved by the President and Superintendent, except in the case of a request from the President and Superintendent, who then must receive approval from the YVS Board of Directors. Staff members who believe they have a conflict of interest should immediately notify their Administrator or YVS Human Resources.

### **3.10 Standards of Conduct**

All YVS employees will conduct themselves in a highly professional manner while carrying out their respective duties and responsibilities in the interest of providing quality care for the students we serve. Standards of conduct include but are not limited to guidelines within which employees need to function while effectively carrying out their jobs.

#### **Responsibilities of Staff:**

1. Staff should carry their Identification Badges (ID’s) at all times when on duty and be prepared to show it in the community.
2. Staff should be aware of all student rights and respect them at all times.
3. Personal items of staff, including purses, money, lighters, dangerous items, keys, etc. should be locked up and kept out of reach and sight of students, visitors, etc. Staff should not bring valuable personal items to the Academy.
4. Staff will present themselves as professionals at all times in relationship to fellow employees, other social service agency personnel, students and the community. Staff will demonstrate positive role modeling for the students at all times.
5. Staff will maintain a high standard of student and professional confidentiality. Student issues are not to be discussed in the community.
6. Staff will report any observed illegal activity to supervisory or administrative staff. Staff will always encourage students to respect laws and the legal system.
7. Staff will demonstrate and instill a respect for property at the Academy and elsewhere.

8. Staff will be considerate and courteous in dealing with students we serve, as YVS employees represent the adult world, parent care and authority to them. Families of our youth we serve also need to be treated with respect.

### **Prohibitions of Staff:**

1. Physical or corporal punishment is not used with students in any situation.
2. Excessive or inappropriate use of force should never be used with students.
3. Staff should never allow students to be verbally or physically aggressive with another student. Staff should endeavor to teach and encourage students to treat each other respectfully.
4. Staff will not ridicule, belittle or use sarcasm with students. Staff will never jokingly threaten to harm students. Staff should never communicate on a student's level when upset or angry.
5. Staff will avoid shouting or screaming at students. Staff will never use profane or vulgar language or "street" terminology.
6. Wrestling, boxing and roughhousing of any kind is not allowed as recreational activities.
7. Staff are strongly discouraged from giving any personal gifts of significant value or money to students except in emergency situations. If a gift is given, staff are encouraged to report such gifts to the Administrator as a matter of protocol.
8. No student may be taken to a staff member's private home or to anyone else's private residence related or known or another employment location of the employee.
9. Staff may not use personal vehicles for youth transportation except when approved by supervisory staff and with proper documentation of driver's license and personal auto insurance in personnel file.
10. Staff should not engage in any slanderous conversation or defame the character of any YVS personnel. Staff conflicts will be dealt with in a professional manner and never in the presence of youth. Profanity and vulgar language will not be tolerated. Appropriate adult role modeling is expected at all times. Staff should never engage in any sexual, racial or gender-based harassment in their language or actions.
11. Staff will not run personal errands or chores while on work time unless approval is given by the supervisor and/or the employee has punched out. YVS vehicles are not to be used for personal business. Staff are never to leave youth we serve unsupervised in personal or YVS vehicles.
12. Smoking is not permitted in Academy buildings, on grounds or in vehicles. All smoking related trash should be disposed of properly and not left on the ground. No alcohol consumption on the job is allowed on or off grounds. Similarly, staff should never come to work under the influence of alcoholic beverages.
13. Employees are subject to disciplinary action for any staff sleeping on the job at any time.
14. Individual student information needs to be shared in a professional manner with staff that will be working with students. Student information, phone numbers, addresses, however, cannot be shared with people outside YVS, as prescribed by the Family Education Right to Privacy Act (FERPA). Proper confidentiality must be maintained at all times.

15. Staff are not to engage in inappropriate conversation or gossip with other staff or students. Always keep personal relationships out of the workplace.

These standards, which are not an all-inclusive list, serve as at least a partial professional code of conduct and have been developed to maximize the potential for the students at the Covenant House Academies. These may be added to at the discretion of YVS administration at any time. These standards apply to all personnel at YVS. Failure to comply with these important standards of conduct may result in disciplinary action, up to and including termination.

For all situations not specifically addressed in these standards, all employees are expected to conduct themselves in a professional manner, consistent with YVS's policy and mission.

### **Fraternization with Students**

YVS is committed to providing an educational environment that fosters professional and personal growth in staff-student relationships. Central to the preservation of this environment is the trust that should characterize all interactions between a staff member and a student. As a matter of sound judgment and professional ethics, staff members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

The following basic policy statements apply:

1. The staff-student relationship lies at the foundation of the educational process and staff members' unbiased evaluation of students is an integral part of YVS's mission. Romantic and/or sexual relationships between a staff member and a student, even if consensual, creates the potential for favoritism (or the appearance thereof), thereby undermining the actual or perceived fairness of the evaluative process. Additionally, romantic and/or sexual faculty-student relationships can lead to a complaint of sexual harassment when the student feels that he or she has been exploited. Further, a student may be unintentionally coerced into a relationship by the difference in power and prestige between the staff member and the student. Moreover, third parties may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging whether favoritism is real or perceived. Even when the staff member has no current direct professional responsibility for a student, consensual romantic and/or sexual relationships may limit the educational opportunities or options for the student's future academic activities.
2. Accordingly, it shall constitute unprofessional conduct for YVS staff to engage in romantic or sexual relationships with students. For purposes of this policy, 'staff' is used to refer to any YVS employee.
3. Further, even simple social fraternization between staff and students may undermine the actual or perceived fairness of the evaluative process. Staff should maintain a purely professional relationship with all students, and staff social contact outside the school setting shall constitute unprofessional conduct.

4. This policy also applies to any employee at YVS with supervisory responsibility for students including, but not limited to, coaches, club advisors, and supervisors of student workers.
5. Violations of this policy will be considered misconduct and will be subject to discipline, up to and including discharge, in accordance with this Handbook, subject to applicable law.

#### **4.0 WORKING CONDITIONS POLICIES AND PROCEDURES**

##### **4.1 Hours of Work/Attendance Records**

All employees are expected to work their scheduled hours of work as determined by Youth Vision Solutions and the employee's supervisor.

All employees, except for contracted services, are required to utilize the SwipeClock system to track attendance.

The SwipeClock system is managed by YVS and tracks via a FOB reading at physical timeclocks placed at each Covenant House Academy School and Administrative Building.

FOBs and all SwipeClock instructions/training are provided by the Human Resource department.

The SwipeClock system does not eliminate responsibility for any attendance issues on behalf of the employee. Employees must adhere to all attendance and reporting for duty requirements as outlined by building administrator and/or supervisor.

##### Hours of work:

1. Detroit Campuses: 8:30 a.m. – 3:30 p.m. Monday through Friday, except where occasional staff meetings requiring extended hours may be required. In the event this occurs, as much advance notice as possible will be provided.
2. The Administration Office hours are 8:30 a.m. – 4:30 p.m. Monday – Friday.
3. The lunch period for staff is to be scheduled in cooperation with the building Administrator.
4. Employees must not leave the Academy for any reason except in cases of emergency and with supervisor approval. Employees leaving the Academy without supervisor approval will be disciplined up to and including termination.
5. Employees must sign out if they leave the Academy for any reason not related to their job.
6. Employees are not permitted to extend their working hours to make up lost time during their shift, unless approved by the supervisor.
7. Employees that receive permission from their supervisor to alter their normal work schedule must inform the YVS Human Resources Department in writing, have the request signed by his/her Administrator and approved by the Superintendent.



### Attendance Records:

1. Employees leaving their shift early without the Administrator's approval will result in disciplinary action.
2. Exempt employees will submit attendance records ONLY when paid leave time is to be deducted within the pay period for vacation, personal, sick, bereavement, holiday, or other forms of approved leave.
3. For scheduled time off a "Time Off Request" must be completed by the employee and submitted via the SwipeClock system to their Administrator in advance.
4. Employees taking a full day off will be required to use paid time off, if it is available. A "Time Off Request" must be completed by the employee and submitted to the Administrator for time scheduled off in advance.

### **4.2 Attendance**

The absence or tardiness of any employee places an unusual burden upon fellow employees and may interfere with the provision of quality of services. For this reason, regular attendance and promptness in reporting to work are particularly important and are factors considered in performance evaluation of all YVS employees.

Employees who violate the attendance policy will be subject to disciplinary action up to and including termination.

1. Call-offs must be communicated as far in advance as possible, but no less than 2 hours before the employee's scheduled start time.
2. If the employee must be unexpectedly tardy or absent from work, the employee must phone his immediate supervisor at work, home, pager or cell phone prior to the beginning of the employee's shift. Sending a text message or email is NOT an acceptable form of notification of absence or tardiness, unless given prior approval by the supervisor or administrator.

### **Definition of Terms/Procedures:**

#### **a. Excused absence:**

Absences shall be considered "excused" when due, but not limited, to any of the following:

#### **Scheduled time off:**

- Time off work with appropriate notice, documentation and/or approval, this includes vacation time, short-term disability, sick time that has been prearranged (FMLA, surgery, doctor appointments, etc.)
- Jury duty
- Bereavement leave
- Military leave
- Any other prearranged leave of absence.

**Scheduled time off must be requested by completing the “Request for Leave” form.**

**Unscheduled time off:**

Call-offs from scheduled workdays are considered unscheduled time off. This includes, but is not limited to call-offs for:

1. Personal or family illness (with or without medical certification)
2. Personal emergency
3. Vehicle break down
4. Inclement weather
5. Other

**b. Voluntary termination:**

Three (3) consecutive days of no-call/no-show or failure to return from an approved leave of absence shall be considered job abandonment, and likely voluntary termination.

**c. Tardiness:**

For tardiness purposes, an occurrence is a failure to report to work by an employee’s scheduled starting time. There is thus no “grace period”. A tardiness occurrence may also be reported when an employee comes back late from lunch or a break, or leaves work earlier than the scheduled ending time. Such misconduct also violates YVS work rules and may be addressed pursuant to that policy as well.

**d. Unexcused absence:**

Absences are considered “unexcused” when due, but not limited, to any of the following reasons:

1. No-call/no-show.
2. Call-offs without proper notification (calling in less than 2 hours in advance and/or not notifying direct supervisor).
3. Call-offs on the day prior to or after a scheduled holiday or an approved leave.
4. Leaving shift early.

All unexcused absences will result in the deduction of appropriate paid leave time, if applicable, and are subject to disciplinary action.

**e. Excessive absenteeism:**

1. Three or more instances of tardiness in a calendar month
2. One or more instances of unexcused absence in a calendar month
3. More than 3 occurrences of unscheduled time off during a three (3) month period.



#### **f. Pattern of absenteeism:**

Absences that follow a pattern that can be identified over a period of time (i.e. call-ins on Fridays, Mondays, before/after vacation or holiday, etc.)

**NOTE:** Unscheduled time off due to illness for three days or more may require medical certification before paid time off can be used.

Employees using more than five (5) consecutive days of sick time will be considered on Family and Medical leave if they meet the requirements (see FMLA policy). FMLA leaves will be considered an Excused Absence once all documentation is received.

Unscheduled time off without proper medical certification may be considered an unexcused absence and disciplinary action may be taken.

### **4.3 Progressive Discipline**

It is the policy of the Academy, when it deems it appropriate, to provide supervisory intervention when an employee's performance/behavior is not meeting Academy expectations. The process may include the following steps:

- Verbal warning
- Written warning
- Suspension (with or without pay)/Termination

Depending upon the severity of the infraction it may be necessary to skip certain steps of the Progressive Discipline process or to not use it at all. Administrators should consult with the Superintendent prior to doing so. In cases of gross misconduct, or if otherwise warranted in the Administrator's judgment, Progressive Discipline may be disregarded and immediate termination can occur.

The use of one or more of these steps in any order, lies within the sole discretion of YVS.

### **4.4 Appeal Policy**

**There are three separate policies for bringing different concerns to the attention of management. For harassment and discrimination see Illegal Harassment and Discrimination Policy 3.5. For all other concerns see Employee Complaint Policy 3.7.**

Any employee who has a grievance with respect to disciplinary actions may utilize the steps in this policy to voice complaints and appeals of disciplinary action taken against the employee.

This process is not to be used for complaints against co-workers, supervisors, managers, Academy policy, etc. This process is only to be used for disciplinary actions.

**Step one** - If any employee feels he/she has a grievance related to recent disciplinary action it should first be discussed with the immediate supervisor. The employee has three days to inform the supervisor of their complaint. The supervisor will review the appeal complaint with the employee and a determination will be made within 10 working days.

**Step two** - If the employee is still not satisfied with the results of “Step Two” the appeal complaint may be made to the Human Resources Department in writing within three days of the last determination. The HR Department’s decision will be given within ten working days after receipt of the appeal and will be final.

**Step three** - If the employee is dissatisfied with the supervisor’s decision, he/she may submit the problem to the next level of supervision in writing within three working days. The Superintendent’s written answer shall be presented to the employee and the supervisor within ten working days after receipt of the appeal.

Failure to follow these steps by the employee will result in YVS not considering the complaint.

#### **4.5 YVS Driving Policy**

The following rules apply to all employees that drive personal vehicles for Academy business:

1. Authorized drivers must abide by all State and local traffic ordinances.
2. No texting; it is now against the law in Michigan. No talking on cell phones (unless using a hands-free device) while driving on YVS business.
3. All authorized drivers are required to maintain a valid Michigan driver’s license and must be approved by the YVS Human Resources Department.
4. Staff required to drive as part of their job responsibilities must maintain a valid Michigan driver’s license and remain within the standards established by YVS in consultation with the insurance carrier (see MVR Monitoring Process below). Staff that fail to meet these requirements are subject to disciplinary action, up to and including termination.
5. Staff and students must wear seat belts **at all times** when driving on YVS business. Food and beverages are not to be consumed while driving on YVS time. There is no smoking allowed in personal vehicles if a student is present.
6. Any fines incurred for parking violations or moving violations are the sole responsibility of the driver of the vehicle.
7. Transporting unauthorized persons while on YVS time is strictly prohibited. This includes, but is not limited to: relatives, friends, off duty employees, hitchhikers or any person not employed or serviced by the Academy.
8. The YVS Human Resources Department will ensure that Motor Vehicle Reports (MVRs) are obtained for all authorized drivers. The YVS Human Resources Department will ensure the appropriate supervisor is made aware of all MVR updates that identify an authorized driver as an unacceptable driver, obtained through the MVR subscription process.

9. All authorized drivers must have a current (not expired), valid, unsuspended and unrestricted Michigan driver's license at renewal.
10. All employees driving personal vehicles to transport students or for YVS business must have valid proof of full coverage insurance on file with the YVS Human Resources Department at time of hire and at renewal. Notices will be sent to employees prior to the renewal date indicating that an updated copy must be submitted to Human Resources.
11. All new moving violations and major driving related infractions for authorized drivers, whether on personal time or Academy time, **MUST** be reported to the YVS Human Resources Department within 2 weeks of the occurrence (i.e., speeding tickets, DUI's, suspensions, etc). Failure to report violations will result in disciplinary action up to and including termination.
12. In the event of an accident while driving on YVS business, the first priority is for ensuring appropriate medical care for any injured person. A police report must be filed for all accidents, including parking lot damage and single vehicle damage. The YVS Human Resources Department and Superintendent must be notified as soon as possible, and no later than 24 hours after an accident. An incident report must be completed within the same time frame.

**VIOLATIONS:**

- |                         |  |
|-------------------------|--|
| <b>Type A Violation</b> | Includes (but not limited to) DWI/DUI/OWI/OUI, refusing substance abuse test, reckless driving, manslaughter, hit and run, eluding police officer, any felony, drag racing, license suspension, and driving while license suspended. |
| <b>Type B Violation</b> | Includes all vehicle accidents, regardless of fault.   |
| <b>Type C Violation</b> | Includes all moving violations not classified as Type A or Type B (speeding, improper lane changes, failure to yield, running red lights or stop signs).   |
| <b>Type D Violation</b> | Includes all non-moving violations (illegal parking, vehicles defects, etc.)   |

**DECLINATION, TERMINATION, OR REASSIGNMENT TO A NON-DRIVING POSITION:**

- One or more Type A violations in the preceding 36 months.
- Two or more Type B violations in the preceding 36 months.
- Three or more Type C Violations in the preceding 36 months.
- One Type B Violation and two Type C Violations in the preceding 36 months.

## **PROBATION (6 MONTHS):**

- One Type B Violation in the preceding 36 months.
- Two Type C Violations in the preceding 36 months.
- One Type C Violation and two Type D Violations in the preceding 36 months.
- Three Type D Violations in the preceding 36 months.

### **4.6 Personal Telephone Calls**

Employees are expected to refrain from use of the Academy telephone (office or cellular) for personal usage. Employees are also expected to refrain from the use of personal cellular phones for phone calls or texting during working hours

1. All Academy telephone call usage may be monitored by Youth Vision Solutions.
2. Personal calls at work should be avoided as much as possible, and should occur only in the case of an emergency.
3. Any staff member found abusing this policy will be subject to disciplinary action.

### **4.7 Electronic & Telephonic Communications**

It is the policy of the Academy that all electronic and telephonic communications systems and all communication transmitted by, received from, or stored in these systems are the property of Youth Vision Solutions and as such are to be used for job-related purposes.

The purpose of this policy is to ensure that all electronic and telephonic communication systems and equipment are utilized for Academy related business only. Any misuse of e-mail, internet and telephonic communications such as accessing and/or transmitting obscene, profane, or offensive material is prohibited. Staff who abuse or misuse the Academy's electronic and telephonic communication systems will be subject to disciplinary action up to and including termination.

No employee shall have any expectation whatsoever that any communication, transmission, document or information contained or stored in such systems is private or personal.

### **4.8 Personal Property**

Employees are expected to exercise reasonable care to safeguard items brought to work. Youth Vision Solutions does NOT assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work. Articles of personal property found on the premises should be returned to the owner, if known, or turned in to your immediate supervisor.

## **4.9 Academy Property**

Employees are responsible for using YVS's property and accounts for approved business purposes only. Employees are not authorized to borrow Academy property for personal use. This includes, but is not limited to, use of YVS vehicles, cellular phones, pagers, credit cards, calling cards, fueling cards, checking accounts, petty cash, tools, office supplies, equipment, office machinery, furniture, storage space, donations, software, food supplies or paper products. Unauthorized use shall be cause for disciplinary action up to and including termination.

Employees will be assigned keys as needed to fulfill job duties. Employees will sign a receipt for all keys issued. The employer reserves the right to charge employees for replacement keys or cost incurred due to lock replacement caused by an employee losing his/her keys.

## **4.10 Technology Resources**

Youth Vision Solutions generates and communicates large amounts of data/information relative to student records in the course of carrying out its business. YVS has put into service various computer and telecommunications resources ("Technology Resources") to aid in the handling of this data/information. This policy sets forth rules surrounding the use of these Technology Resources.

Youth Vision Solutions provides computer and Internet/Email access to support the business purposes of the Academy and to enhance the education of our students. No use of computers or the Internet should conflict with the primary business of the Academy. Employees who do not adhere to this policy may be subject to disciplinary action, up to and including termination.

### Purpose:

- To ensure uniform and appropriate use of Technology Resources, YVS has developed this Technology Resources Policy. The rules, obligations and standards described in this policy apply to all YVS employees, temporary workers, independent contractors, agents and other users wherever they may be located.
- To ensure the proper use of Academy computers and Internet/Email access by employees.
- To prevent unauthorized use of software owned by Youth Vision Solutions.

It is every user's duty to use the Technology Resources responsibly and in a professional, ethical, and lawful manner. In addition, every user is responsible for ensuring the security of YVS's Technology Resources.

The Technology Resources continuously evolve with each new design and decision and the expectation is that they will continue to evolve as YVS grows and its needs change. This evolution process grows out of normal and usual YVS management processes. Overall supervision of the Technology Resources has been assigned to the MIS department.

Use of Technology Resources is a privilege that may be limited or revoked at any time, with or without cause or notice, at the sole discretion of YVS.

Procedure:

- A. Use of Technology Resources – In General:** The Technology Resources have been conceived, procured, configured and programmed with overall YVS needs in mind. They are the property of YVS and may only be used for legitimate business and/or instructional purposes. Users are permitted managed access to the Technology Resources to assist them in the performance of their jobs and for no other reason.

No expectation of privacy:

Users understand and agree that:

- a) YVS retains the right, with or without cause of notice to the user, to access or monitor the Computer Information, including user email and internet usage. Computer information can, and likely will, be reviewed by others.
- b) Users have no expectations or privacy of any kind related to their use of the Technology Resources of any computer information; and;
- c) Users expressly waive any right of privacy or similar right in the computer information.

Ownership of Computer Information and Technology Resources

All of the Computer Information and Technology Resources are the sole and exclusive property of YVS. Any user files or email on the Technology Resources will become the property of YVS.

Passwords

- Responsibility for passwords: Users are responsible for safeguarding their passwords for access to the Technology Resources. Individual passwords should not be printed, stored online or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system using another user's password or account.
- Passwords do not imply privacy: Use of passwords to gain access to the Technology Resources or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system. YVS has global passwords that permit access to all material stored on its computer system regardless of whether that material may have been encoded with a particular user's password.

Security

- Accessing another user's files: Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of that file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not use the

computer system to “snoop” or pry into the affairs of others by unnecessarily reviewing their files and email.

- Accessing other computers and networks: A user’s ability to connect to other computer systems using Technology Resources or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- Computer security: Each user is responsible for ensuring that his or her use of outside computers and networks, like the Internet, will not compromise the security of the Technology Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the company’s network without authorization and to prevent the introduction and spread of viruses.

### Virus Detection

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the Technology Resources and for timely reporting of discovered viruses to the YVS Instructional Technology (IT) Department. To that end, all material received on disk or other magnetic or optical media and all material downloaded from the internet or from computers or networks that do not belong to YVS MUST be scanned for viruses and other destructive programs before being placed onto Technology Resources. Users should understand that their home computers and/or laptops may contain viruses. All disks transferred from these computers to Technology Resources MUST be scanned for viruses.

### Computer Repair/Project Requests

- Short Term: Users with problems such as error messages or inoperable equipment can contact the YVS IT Department for solutions. The YVS IT Department will generally fix the problems within a day, or give reasons and likely timetables.
- Long Term: Users with long-term projects must put the project in writing to their supervisor. The supervising department head will then review the request and forward it to the MIS Department. The YVS IT Department will analyze the feasibility of the project and make recommendations to the YVS management as appropriate. Where purchase orders are required, the purchase order should be developed in consultation with the YVS IT Department before forwarding to YVS management for signoff.

### Miscellaneous

- Compliance with applicable laws and licenses: In their use of Technology Resources, users must comply with all software licenses, copyrights and all other state, federal and international laws.



- Other policies applicable: In their use of Technology Resources, users must observe and comply with all other policies and guidelines of YVS. All computer records including email (as with other information stored in any media) will be subject to the company’s retention policies.
- No additional rights: This policy is not intended to, and does not grant, users any contractual rights.

## **B. Prohibited Activities:**

### Inappropriate or unlawful material

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate, including any comments that would offend someone on the basis of race, age, sex, sexual orientation, religion, political beliefs, national origin, or disability must not be sent by email or other form of electronic communication (e.g., bulletin board systems, newsgroups, chat groups, etc.), viewed on or downloaded from the internet or other online service, or displayed on or stored in the Technology Resources. Users encountering or receiving such material must immediately report the incident to the YVS IT Department.

### Prohibited activities

Users may not use the Technology Resources for personal financial gain or to solicit others for activities unrelated to YVS’s business or in connection with political campaigns or lobbying.

### Protection of YVS Software and Data

Users may not upload or transmit via email any software licensed to YVS or data owned or licensed by YVS without the express written permission of the YVS IT Department.

### Waste of Technology Resources

Users may not deliberately perform acts that waste Technology Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending non-business related mass email or chain email, spending excessive time on the internet, playing games, engaging in non-business related online “chat groups”, or otherwise creating unnecessary network traffic.

### Handling of large files

Because audio, video and picture files require significant storage space, these types of files may not be downloaded unless they are necessary for official business. All files that are downloaded must be scanned for viruses and other destructive programs. To the extent possible, users should schedule communications-intensive activities such as large print jobs and file transfers, mass emails, and streaming audio or video for off-peak times (i.e., before 9:00 am. and after 5:00 pm, Monday – Friday).



### Misuse of software

Without prior written authorization from the YVS IT Department; users may not do any of the following:

- a) copy YVS software for use on their home computers;
- b) provide copies of YVS software to any independent contractors or consultants of YVS or to any third person;
- c) install software (including screen savers and games) on any YVS workstation or server;
- d) download any software from the internet or other online service to any YVS workstation or server;
- e) modify, revise, transform, recast, or adapt any software; or
- f) reverse engineer, disassemble, or decompile any software

Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to the YVS IT Department.

### Copyright management information

Users may not alter copyrighted works in such a way as to change, obscure or remove information relating to the copyright owner, copyright notice information, the author of the work, the terms and conditions of use of the work, or identifying numbers or symbols referring to the foregoing information or links to such information.

### Online agreements

Without prior written authorization from the YVS IT Department, users may not accept or agree to be bound by any terms and conditions of use (other than standard terms and conditions or use for access to websites), license agreements, or other types of online agreements.

## **C. Use of Email:**

### In General

Users should endeavor to make each of their electronic communications truthful and accurate. Users should use the same care in drafting email and other electronic documents as they would for any other written communication. The quality of your writing will reflect on YVS. Always strive to use good grammar and correct punctuation. Please keep in mind that anything created or stored on the computer system, may, and likely will, be reviewed by others and that even deleted files may be recovered.

#### **D. Computer usage:**

- Computers should be used for Academy business only.
- Employees will abide by all software licenses held by YVS.
- Employees are prohibited from the unauthorized copying of software.
- Employees are prohibited from purchasing software for Academy.
- Employees are prohibited from installing any hardware or software on Academy computers without prior approval of the YVS IT Department.

#### **E. Internet/Email usage:**

Youth Vision Solutions' Internet/Email connection may not be used for any of the following activities:

- The Internet/Email is not to be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
- The Internet/Email is not to be used to access, send, receive or solicit sexually-oriented materials or messages.
- Downloading or disseminating of copyrighted material available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
- Software is not to be downloaded from the Internet without prior approval from the MIS Coordinator.
- The Internet/Email is not to be used to transmit personal comments or statements through email, listservs, or news groups that may be construed as an official position of Youth Vision Solutions.
- The Internet/Email is not to be used to send or participate in chain letter, pyramid schemes, or other illegal activities. It is not to be used to solicit or proselytize others for commercial purposes, causes, outside organizations, or other non-job-related purposes.

Authorized users: Users are encouraged to use the internet and intranet to assist them in the performance of their jobs. Authorized uses include, but are not limited to the following:

- Client and customer services, human resources, education and research.
- Electronic communication; and
- Professional purposed and procurement of information from external sources.

Internal monitoring: YVS has software and systems in place that can monitor and record all internet usage. For each user, these security measures are capable of recording each web site visited, each chat, newsgroup or email message, and each file transfer into and out of YVS's networks, and YVS reserves the right to do so at any time. Users should not have an expectation of privacy as to their internet usage. YVS will review internet usage and analyze usage patterns, and may choose to publicize this data to ensure that the Technology Resources are used in accordance with the provisions of this policy.

Disclaimer of liability for internet use: YVS is not responsible for material viewed or downloaded by users from the internet. The internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even harmless search requests may lead to sites with highly offensive content. In addition, having an email address on the internet may lead to the receipt of unsolicited email containing offensive content. Users accessing the internet do so at their own risk.

#### **4.11 Social Media Policy:**

Personal or private use of social media, such as Facebook, Twitter, Myspace, blogs, etc., may result in unintended consequences. While the Board respect employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could comprise the Academy Mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes Academy personnel online conduct that occurs off school property, including from the Academy's personal or private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and Academy employees from using or disclosing student education records without parental consent. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Academy personnel who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

#### **4.12 Dress Code**

All employees are expected to maintain an acceptable appearance appropriate to their position. All employees are expected to come to work looking clean and neat. All employees should be constantly aware that they act as role models for the students and also as a reflection of the organization. Casual dress days may be designated by the building administrator.

Anyone not adhering to the dress code policy will be informed by their immediate supervisor and requested to make changes as necessary. The following are considered inappropriate dress/appearance and are not permitted:

- Clothing too short, tight, transparent, low cut shirts
- Flip flops
- Inappropriate slogans
- Muscle shirts, tank tops, spaghetti string tank tops, camis, crop tops, etc.
- Sweat pants
- Body and facial piercings, other than normal ear piercings and moderate nose piercings; employees will be required to remove all other visible body/facial piercings during work hours
- Cover tattoos that are considered extreme, inappropriate in nature, obscene or maybe be deemed as possibly offensive.
- Employees will demonstrate good hygiene.
- Other dress code issues may be added / amended based on the discretion of the Superintendent.

See Human Resources for questions regarding suitability of attire.

#### **4.13 Inclement Weather/Emergency Closing**

It is the expectation of Administration that all employees report to work as scheduled. At times, emergencies such as severe weather, fire, power failures, civil or national emergencies can disrupt Academy operations. In extreme cases, these circumstances may require the closing of a work facility. The Superintendent or his designee will make this decision based on individual situations.

##### Procedure:

1. Unless otherwise notified, all employees that are capable of coming to work should do so as scheduled.
2. Except in cases of extreme hazardous road conditions where an official Travel Advisory has been issued, Administration is expected to report for duty.

#### **4.14 Credit Card Policy**

##### Purpose

Youth Vision Solutions, Inc. credit cards will be issued to Academy Administrators at the discretion of the Superintendent. Credit cards may be used to pay for approved expenses related to office supplies, graduation supplies, refreshments for meetings, postage, parking, student incentives, and bus tickets. Cards may also be used for hotel accommodations, meals, and parking while on company-approved travel. Charges for gasoline should not be made as mileage amounts will be reimbursed through employee expense reports under the YVS travel reimbursement policy.

The credit card may not be used to circumvent the Academy's purchasing process. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation, garnishment of wages to reimburse unauthorized amounts, and discipline or dismissal of the employee.

Credit cards must be safeguarded and should not be given to another staff member to make purchases of any kind.

All employees receiving an Academy credit card will read and sign this agreement listing the conditions of use. The Superintendent has the right to cancel the card at any time and require its return. Staff agrees to comply with the agreement's provision or the penalty and disciplinary action.

The business office will keep a current list of all personnel issued credit cards and the signed agreements.

The credit card will have a credit limit, and in no instance will expenditures charged to the card exceed this limit each month.

### Policy

Credit cards will be used solely for business purposes. Personal purchases of any type are not allowed.

- 1) The following purchases are not allowed:
  - a. Alcoholic beverages/tobacco products
  - b. Personal items
  - c. Telephones, related equipment, or services
  - d. Any other items deemed inconsistent with the values of the academy
- 2) Cash advances on credit cards are prohibited
- 3) It is the cardholder responsibility to provide tax exempt certificate information at the point of sales, to prevent taxes being charged.
- 4) Cardholder will be required to sign this agreement indicating they accept these terms. Individuals who do not adhere to this policy and procedures risk revocation of their credit card privileges and/or disciplinary action as determined by the Superintendent.

### Procedures

Receipts for all expenditures must be retained and submitted each month, within a given deadline. A receipt must be the original and must include sufficient information to establish the amount, date, place and the essential character of the expenditure.

The YVS Credit Card monthly summary form must be completed each month and contain a detailed line item description of all disbursements including the payee, nature of expense, and individuals involved. This form, along with receipts for all purchases will be provided monthly to the superintendent or business office designee for review and approval. The total expenditures on the form must agree to the credit card statement provided by the bank.

Staff will be provided a copy of their monthly credit card statement to ensure completeness and accuracy of their summary form.

Failure to submit the monthly summary form and receipts can result in disciplinary action and possible suspension of card holder privileges. Forms and receipts should be submitted to the business office by the requested date.

#### Termination of Employment

Prior to an employee's last day at the Academy, the credit card holder must submit all expenditures to the Business Office. It is the responsibility of the employee to ensure that their account is settled before leaving.

The credit card holder must surrender the credit card to the Superintendent or Board immediately.

Upon termination, the Business Office will notify the credit card provider and cancel the account on behalf the employee or the Academy.

#### **4.15 Cellular Telephone Policy**

If a cellular telephone has been provided to an employee, the employee understands that this telephone has been provided for business use only and is the property of YVS. This telephone must be surrendered to YVS immediately upon YVS request.

The employee agrees to refrain from using the device for personal use and/or in a manner which would cause harm to the company. The employee is responsible for this telephone and should it become displaced due to theft, loss, or become damaged, the employee is responsible for the cost (s) associated with replacing/repairing this telephone. Additionally, this telephone has been set up with a service plan covering its usages. The details of the service plan will be attached to an agreement the employee will sign. The employee understands and agrees that they are responsible for payment of any and all charges, which exceed this plan.

As such, the employee authorizes YVS to deduct from their paycheck; in a manner consistent will all applicable laws, any and all monies associated with the above provisions immediately after they have become known to YVS.

### ***5.0 SEPARATION POLICIES AND PROCEDURES***

#### **5.1 Termination/Resignation**

YVS reserves the right to terminate any staff member at any time for any reason including, but not limited to, the following: misconduct, negligence of duty, lack of qualifications, poor performance, or any other cause deemed valid by the Academy, or for no stated cause at all. Any staff member who wishes to resign is requested to do so within the framework of the YVS policy. Administrators CANNOT terminate any employee without first discussing their decision with YVS Human Resources and the Superintendent.

A. Resignation (Voluntary Termination)

Any staff member who wishes to resign from his/her position is requested to give notice at least two (2) weeks in advance. Failure to provide notice as requested above could result in the employee forfeiting payout of accrued vacation time. Notice should be given in writing and should be submitted to the staff member's Administrator, who will then submit it to the YVS Human Resources Department for placement in the staff member's file.

B. Suspension and Termination

YVS reserves the right to suspend a staff member immediately, pending an investigation, if there is an allegation of misconduct and/or negligence of duty, for example:

1. physical, sexual or mental abuse of students
2. use of alcohol or drugs while on duty, working under the obvious influence of these substances, and in some cases, showing any sign whatsoever of their use;
3. insubordination, such as refusal to follow a legitimate order or threatening an administrator;
4. theft of property belonging to the Academy, its students or staff;
5. falsification of Academy records;
6. breach of confidentiality;
7. endangering lives or welfare of residents;
8. any other conduct deemed to be inappropriate, including, but not limited to, the following:
  - a. demanding or accepting "kickbacks" on contracts;
  - b. buying or selling drugs in COVENANT HOUSE ACADEMIES;
  - c. carrying unauthorized weapons on YOUTH VISION SOLUTIONS premises;
  - d. cooperating in the use of students for prostitution;
  - e. sustained unauthorized contact with students or former students;
  - f. serious negligence of duty, such as: sustained and deliberate distraction from work because of personal business, long or repeated personal telephone calls, sleeping on duty;
  - g. failure to report serious misconduct of other employees;
  - h. breach of any personnel policy in this manual.

Investigations into such allegations shall follow the YVS procedures. If the allegations are unfounded, the staff person is to be reinstated with back pay.

### C. Involuntary Termination

Though no stated reason for termination is required, the primary reasons for dismissal tend to be:

1. excessive lateness or absences;
2. poor performance;
3. unsatisfactory probationary or annual evaluation;
4. any other conduct deemed to be inappropriate.

A staff member can be terminated for reasons of performance or attendance at any time with or without notice.

### D. Termination Date

The termination date is the last day worked by any staff member. At this time, the earning of benefit days ceases with the last working day. Any vacation time benefits accrued up to the last working day may be paid in a termination check in accordance with Academy policy at the discretion of YVS. (See Vacation Leave policy.)

### E. Final Paycheck

Before the end of the staff member's final day, he/she should complete his/her time sheet and turn it over to his/her Supervisor and/or Administrator. Checks will only be issued on regular paydays and not before. The final paycheck will be issued in the usual manner; those with direct deposit will receive funds deposited into their account and those with live checks will have their check mailed to the last known address on record.

## **5.2 Exit Interviews**

All staff members leaving the employ of the Academy for any reason will be required to have an exit interview with a member of the YVS Human Resources Department. The Administrator should schedule the appropriate time with the YVS Human Resources Department and the staff member. At this time, the staff member will be informed of the effect of termination on his/her benefits and the procedure for transferring coverage over on an individual basis.

## **5.3 Finalizing Termination/Resignation**

Employees leaving the employ of the Academy for any reason are required to return all Academy property issued by YVS prior to last day of employment and if applicable review position tasks and pending assignments with designated individual responsible for supervising position.



### Procedure:

1. All Academy property must be returned prior to final check distribution; this includes ID badge, keys, credit cards, cell phones, pagers, etc.
2. Any Academy property the employee may have at home including computer or paper files, work-related documents, etc. must also be returned prior to the final check being distributed.
3. The YVS IT Department will cancel and eliminate the employee's access to email, computer log-in, voicemail, etc. after employment ends.
4. All former employees, regardless of the reason for termination, must have the permission of the Superintendent or the YVS Human Resources Department to be on Academy property.
5. A memo is given to security stating former employees must have permission to be on campus, regardless of termination/resignation reason.

## **6.0 BENEFITS POLICIES AND PROCEDURES**

### **6.1 Employee Insurance Plans**

Youth Vision Solutions is committed to providing a competitive insurance benefits package to help insure long term financial and physical well-being. The plans available allow you to protect yourself and your dependents from catastrophic illness or disability. Some benefits are company paid while others require you to contribute in order to participate. To help stretch your insurance benefit dollars, we offer pre-tax premium payments for several benefit plans.

#### Eligibility & Enrollment

The following insurance benefits are offered to all active, full-time employees working at least 30 hours per week. As a full-time employee you and your qualified dependents are eligible for coverage on the first of the month following thirty days of employment.

In order to enroll in the plans or waive coverage you must complete the Benefits Election Form along with the applicable enrollment applications found in the Insurance Benefits Enrollment Packet. All enrollment forms should be given to Human Resources as soon as possible.

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Long Term Disability Insurance
- Term Life and Accidental Death and Dismemberment Insurance
- Individual Short Term Disability Insurance
- Accident Insurance

All insurance coverage will cease on the last day of the month following one of the following dates:

- Conversion from full-time to part-time employment,
- Separation date,
- Retirement,
- The date the plan is terminated by Youth Vision Solutions,
- The day before entering active, full-time service in the military or National Guard,
- When a person ceases to be a member of a class or classes of person who may be insured.

For complete coverage details, please refer to the Insurance Benefits Enrollment Packet. Youth Vision Solutions reserves the right to amend, suspend, or discontinue any of its benefit plans at any time.

## **6.2 Holidays/Schools Closed**

All full-time YVS employees are eligible to receive time off according to the yearly calendar approved by the YVS Board of Directors. Full time employees (those regularly scheduled to work 30 hours or more per week) will receive 8 hours for each approved full day.

## **6.3 Paid Personal Time Off (PTO)**

Youth Vision Solutions believes that employees should have opportunities to enjoy the time away from work to help balance their lives. YVS recognizes that employees have diverse needs for time off from work. YVS has established this paid time off (PTO) policy to meet those needs. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

### Eligibility

PTO is awarded upon hire or transfer into a benefits-eligible position. Eligible employees must be scheduled to work at least 30 hours per week on a regular basis. Employees working less than 30 hours per week on a regular basis, part-time employees and temporary employees are not eligible for PTO.

### Availability

PTO is available for use following completion of 30 days of employment.

### Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work with the exception of a company-required absence due to low workload or absences occasioned by the company. PTO may be taken in increment as low as one hour. However, PTO may not

be used for missed time because an employee reports late to work, except during inclement weather.

Whenever possible, PTO must be scheduled in advance via the Swipeclock system. The Human Resource department will train and review the SwipeClock timecard and request for time-off process with employees.

Employees are responsible for submitting requests in the system in accordance with attendance and PTO policies. Employees must notify Supervisor of any changes/modifications with requested time-off.

The SwipeClock request for time-off/PTO tracking is established to assure accurate attendance and time-off records, therefore, SwipeClock is a required process.

PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affect the operation of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

When PTO is used, PTO is paid at the employee's straight time rate. PTO is not part of any overtime.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

#### Payment upon Termination

After one (1) year of employment, an employee will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used. Employees whose positions are eliminated through a reduction in force or reorganization or whose hours drop below 20 hours per week are paid PTO on the effective date of the termination.

#### Carry Over

PTO will carry over year-to-year allowing up to a maximum of 100 hours carry over; total yearly PTO not to exceed 140 hours.

### **6.4 Leave of Absence (Non-medical)**

Employees may be allowed to take extended time off (5 days or more) for personal reasons, other than illness or vacation, without pay upon request and approval of Youth Vision Solutions for up to 12 weeks provided they have been continuously employed by YVS for one year. An employee requesting leave due to medical or family reasons may be eligible for the Family and Medical Leave Act (see FMLA policy 6-9).

1. Requests for non-medical leave of absence will be given individual consideration based on urgency of need and staff requirements.
2. A "Request of Leave of Absence" form stating the reason for leave and duration must be completed by the employee and turned into YVS Human Resources at least one month in advance of leave of absence or as soon as possible

3. The YVS Human Resources Department will review the “Request for Leave of Absence” and meet with the employee’s immediate supervisor to discuss the request.
4. Once a decision has been made the employee will be notified in writing and required to meet with Human Resources to finalize the details.
5. All benefits will be suspended for employees granted a non-medical leave of absence. Employees will be eligible to continue their medical benefits at their own cost (see COBRA policy). Arrangements must be made through the Human Resource department to continue medical coverage.
6. Employees on a leave of absence for more than four (4) weeks will have their anniversary date adjusted based on the period of time they are on leave. For example:  
Leave is granted from January 1st through March 28th. Original anniversary date was September 30th. The new anniversary date would be December 30th.
7. Youth Vision Solutions cannot guarantee that employees on a leave of absence will be able to assume their former position. However, employees may be given first consideration of any available positions for which they are qualified.
8. Before returning from a leave of absence, employees must notify the Human Resource department of their intended return date.
9. Employees unable to return within the approved leave time should call the Human Resource department as soon as possible to discuss other options.

Employees failing to return to work following the expiration of their leave will be considered a voluntary termination from the Academy.

## **6.5 Military Leave**

This policy provides time off and reemployment benefits to military personnel required to perform weekend drills, summer encampment or similar types of training duty or active duty in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

1. Employees are required to provide advance notice of impending military service.
2. While on military leave employees will not receive any pay from Youth Vision Solutions. Neither will they be required to use vacation or personal time while on leave.
3. Employees will be eligible to continue their health insurance coverage at their own expense for up to 18 months.
4. Employees will not accrue leave time while on leave but will maintain the current accrued time earned prior to the leave beginning.
5. Employees returning from military leave must submit an application for reemployment (written or verbal) within the required amount of time established by USERRA depending on their length of service.
6. Pension benefits will be treated as if no break in service occurred and contributions will be made to the pension on the employee’s behalf that would have been made if the employee had not been absent for military service.
7. Employees returning to work will be reinstated to a position as required by USERRA depending on their length of service and will be eligible for seniority, status and pay rights and benefits according to USERRA.

8. Military employees who serve 31 to 180 days cannot be discharged without cause for six months after reemployment. Those who serve more than 180 days cannot be discharged without cause for 12 months after reemployment.

All rights protected by USERRA will be enforced by YVS whether specifically stated in this policy or not. Questions regarding your rights regarding this policy should be addressed to the Director of Human Resources. Any employee service member will be advised of the full list of USERRA rights when accessing military leave.

### **6.6 Jury Duty**

Employees called to jury duty will not be disciplined, discharged, threatened or required to perform extra hours of work when summoned for or serving on jury duty. Before reporting for jury duty, employees must notify their supervisor and submit their jury summons.

Staff members summoned or subpoenaed to serve Jury Duty must notify their Campus Administrator immediately to determine whether their absence would be a hardship on the Academy, and to advise the appropriate authorities.

Youth Vision Solutions will pay a staff member serving Jury Duty their full salary.

All benefits continue for the staff members while they are serving Jury Duty.

### **6.7 Bereavement Leave**

Youth Vision Solutions will grant:

- three (3) days of paid time off for the loss of a member of an employee's family

Bereavement time must be used at the time of death. Up to five (5) days of paid time off may be granted for travel out of state.

1. Employees wishing to take bereavement leave must inform their immediate supervisor at least 24 hours in advance of the leave if possible.
2. Employees will be allowed three (3) days paid time off for the loss of an immediate family member.
3. Additional days off may be requested, however, the employee may be required to use personal time or leave without pay.

### **6.8 Family and Medical Leave Act**

Any eligible employee is entitled to 12 weeks of unpaid leave to attend to a variety of medical and familial responsibilities allowed under the Federal Family And Medical Leave Act.

Eligible Employee: In order to be eligible for family or medical leave, an employee must meet three requirements:

1. Has been employed by Youth Vision Solutions (YVS) for at least 12 months;
2. Has been employed for at least 1,250 hours during the previous 12-month period immediately preceding the commencement of the leave;
3. Is employed at a location where there are at least 50 employees of YVS within 75 miles.

Each eligible employee is entitled to a total of 12 weeks of unpaid leave calculated using a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave for one or more of the following reasons:

- A. For birth of a child and/or for the purpose of caring for the newborn child. The right to leave on this basis expires at the end of the 12-month period after such birth and must be concluded within this one-year period;
- B. For placement of a child with an employee for adoption or foster care. The right to leave on this basis expires at the end of the 12-month period after such placement and must be concluded within this one-year period;
- C. To care for the employee’s spouse, child or parent if such person has a serious health condition, illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or which requires continuing treatment by a health care provider. Intermittent leave or a reduced leave schedule will be permitted in place of 12 straight weeks where medically necessary; or
- D. Because of the employee’s own serious health condition, illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or which requires continuing treatment by a health care provider that renders the employee unable to perform the functions of his or her position. Intermittent leave or a reduced leave schedule will be permitted when medically necessary. If the treatment is foreseeable, the employee is required to make a reasonable effort to schedule treatment so as not to disrupt YVS operations any more than necessary.
- E. For a “qualifying exigency” which arises “out of the fact that a spouse, son, daughter or parent of employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.”
- F. Service member family leave provides eligible employees a total of 26 weeks to care for a service member with a serious injury or illness incurred in the line of duty. An eligible employee for this leave includes “the spouse, son, daughter, parent or next of kin (so designated by the service member to the military) of a covered service member.”

For the purposes of this Policy:

**Parent** means a biological parent of an employee or an individual who stands or stood in the place of a parent to an employee when the employee was a child.

**Child** means a biological, adopted or foster child, a step-child, a legal ward, or a child of a person standing in *loco parentis*, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

If a situation should occur where a husband and a wife, who are both employed by YVS, are entitled to leave under this policy, the combined number of weeks of leave to which both are entitled is limited to 12 weeks for leave arising under subsection A, B and for the care of a parent in subsection C above.

Intermittent Leave: An intermittent or reduced leave schedule may be taken under certain circumstances. Where the leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take an intermittent or reduced leave schedule only if agreed to by YVS. Where the leave is taken for an employee's own serious health condition or to take care of a sick family member, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

**Use Of Paid Leave**

Family and Medical Leave is unpaid except that any employee requesting leave pursuant to this policy for his or her own illness must apply all available time toward the 12-week period prior to using unpaid leave.

If the leave pursuant to this policy is to care for a spouse, child or parent, or for the birth or adoption of a child, an employee will not be required to use sick leave but will be required to use vacation leave toward the 12 week-period prior to using unpaid leave.

Use of paid leave is considered part of the 12-week entitlement and does not extend the 12 weeks.

**Notice of Leave and Verification of Medical Reason**

All employees must give YVS notice of upcoming leave requirements 30 days prior to the date leave is to begin, if possible, and if it is not possible to give such notice, as soon as the employee knows of their need for leave time. The request must be made to Human Resources.

**Return From Leave**

Upon return from any leave covered by this policy, the employee will be restored to the position held by him or her prior to the leave or to a position equivalent in benefits, pay and other conditions and terms of employment.



YVS requires that a “Physician’s Return to Work Release” be provided by the employee’s doctor before the employee may return to work from leave for their own serious health condition. An employee who has taken leave for his/her own medical condition is required to provide the physician’s note of the employee’s fitness for duty and present ability to perform the essential functions of his or her job with or without a reasonable accommodation.

Employees who fail to return to work at the conclusion of the 12 weeks allotted shall be considered to have abandoned their job, unless they have requested, and been granted, a reasonable accommodation which extends their leave.

### **Health Care Benefits**

An employee’s health care benefits will be continued by YVS for the entire period of the FMLA-protected leave. However, employees will still be responsible for paying their bi-weekly contributions to YVS on the day they would normally receive a paycheck. If an employee is using awarded leave time during FMLA the contributions will continue to be deducted from the employee’s check by YVS.

If the employee fails to return from a leave, the employee will be required to reimburse YVS for the monies expended incident to the purchase of those health care benefits unless the employee does not return because of a continuation, recurrence, or onset of a serious health condition (or other circumstances beyond the control of the employee) which would entitle the employee to a leave. A medical certification may be required for this exemption to apply and the certificate must be returned in 30 days.

### **Exemption For Highly Paid Key Employees**

YVS may deny restoration to a former position to a highly compensated employee where the denial is necessary to prevent substantial and grievous economic injury to YVS’s operations. Highly compensated employees are those employees who are among the highest paid 10 percent of YVS’s employees.

YVS will notify such employee of its intent to deny reinstatement on this basis as soon as YVS determines that such injury would occur. If the leave has already begun when such notice is given, and the employee elects not to return to work immediately, the employee gives up all rights to restoration.

### **Relationship to the Family and Medical Leave Act of 1993**

This policy has been developed to comply with the requirements of the Family and Medical Leave Act of 1993 and its accompanying regulations, including those effective January 2009. Should this policy conflict with the Act, the Act shall be deemed controlling. YVS also retains all rights under the Act and regulations even though they may not be incorporated into this policy.

## Handbook Update Matrix

<b>Date</b>	<b>Change</b>	<b>Editor</b>
7/11/13	Added Concussion & Social Media Policy. Updated formatting and added cover sheet and update matrix.	Staci Dodson
7/17/13	Updated School day scheduled and removed campus specific references per S. Childress request.	Staci Dodson
6/4/2014	Updated Mission Statement, Criminal background checks, driving policy and general changes for the 2014-2015 school year	Liz Lapierre
10/15/2014	Fraternization Policy	John Kava, Esq./Staci Dodson
4/7/2015	Various Updates as requested by the President & Superintendent. HR to Reissue to all Staff and obtain updated acknowledgement beginning of 2015-2016 School Year.	Staci Dodson/Kelley Jackson
09/6/2016	Amended PTO Policy.	Michael Krystyniak/Kathy Zadroga
05/24/2018	Updates as requested by the President/Superintendent to: <ul style="list-style-type: none"> <li>• Criminal History Records Check</li> <li>• Hours of Work/Attendance Records</li> <li>• Paid Time Off (PTO) Policy</li> </ul>	Michael Krystyniak/Kathy Zadroga