

The Arc of Hunterdon County

PERSONNEL POLICY

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INTRODUCTION – IMPORTANT NOTICE

This Handbook applies to all employees employed by The Arc of Hunterdon County (“the Arc” or “Arc”). We encourage you to read it carefully.

As you read this Employee Handbook, it is important for you to keep its purpose in mind.

This Handbook is a general guideline voluntarily adopted by the Arc for informational purposes only. From time to time, situations or problems may arise which, the Arc believes, require or deserve special handling, even though a policy stated in this Handbook may indicate a different general rule. **For this reason, this handbook is not intended to and does not create a contract of employment or any other contractual rights, obligations, or liabilities. This Handbook also does not establish any terms or conditions of employment.**

We hope that you will find the Arc a good and rewarding place to work. **However, your employment with the Arc is “at-will.” That means that you may end your employment with the Arc at any time, and for any reason or no reason at all, with or without advance notice. Similarly, the Arc has the right to end the employment relationship at any time, and for any reason or no reason at all, with or without advance notice.**

The Arc reserves the right to interpret the policies, rules, benefits, sections, and provisions contained in the Handbook as it deems appropriate. The Arc also reserves the right to amend, modify, change, or eliminate any or all of the policies stated in this Handbook at any time.

No representative of the Arc has any authority to enter into any agreement for employment for any specified period of time or to make any agreement which is in any way inconsistent with this Handbook or your status as an “at-will” employee.

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INTRODUCTION

WELCOME NEW EMPLOYEE!

On behalf of your colleagues, I welcome you to The Arc of Hunterdon County and wish you every success here.

We believe that each employee contributes directly to The Arc's growth and success, and we hope you will take pride in being a member of our team.

This personnel policy manual was developed to describe what we expect of our employees and to outline the policies, programs, and benefits available to eligible employees. Please familiarize yourself with the contents of the personnel policies as soon as possible, for it will answer many questions about your employment with The Arc. This is merely a handbook and in no way implies a contract with The Arc.

EMPLOYMENT WITH THE ARC IS VOLUNTARILY ENTERED INTO, AND THE EMPLOYEE IS FREE TO RESIGN AT WILL AT ANYTIME, WITH OR WITHOUT CAUSE; SIMILARLY, THE ARC MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT WILL AT ANYTIME, WITH OR WITHOUT NOTICE OR CAUSE.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey D. Mattison", with a long, sweeping horizontal line extending to the right.

Jeffrey D. Mattison
Executive Director

ORGANIZATION DESCRIPTION

I. SERVICES PROVIDED

The Arc of Hunterdon County is a non-profit organization devoted solely to promoting the welfare of persons with intellectual and developmental disabilities and their families. The Arc of Hunterdon County is affiliated with The Arc USA, a national organization that numbers nearly 1,900 state and local member chapters. It is also affiliated with The Arc of New Jersey.

II. MISSION

The mission of The Arc of Hunterdon County is:

...The Arc of Hunterdon County will empower individuals experiencing intellectual and developmental disabilities to live and work in the community on their own terms as proud, vital members of society

The Arc of Hunterdon County believes:

- Each person we serve is unique, possessing gifts that enrich the community.
- A person grows by realizing self-chosen goals.
- Employment for most people is a desirable and achievable goal.
- Supports are more highly valued by the degree to which they are facilitated in natural settings in the community.
- Our efforts focus on supporting and challenging the strengths of those we serve, not remedying the effects of their disabilities.
- In providing supports, we function as a team relying on the strengths and gifts of all team members, including the person we serve.

The Arc of Hunterdon County works and advocates for:

- A community in which parents of every new-born child with a developmental disability experience understanding, readily available assistance, and hope for a bright future.
- A community that houses and provides places to work for all of its citizens.
- A community that accepts the gifts and talents of people with disabilities, valuing the indispensable role they play.

The Arc of Hunterdon County Vision

We are the future of training, employment, recreational, residential and day services for individuals with intellectual and developmental disabilities.

We are fiscally responsible agency serving individuals in partnership with their families and are the provider of choice for quality person-centered services throughout Hunterdon County

The Arc of Hunterdon County Commitment

The Arc of Hunterdon County is committed to a person-centered philosophy in supporting individuals experiencing intellectual and developmental disabilities, along with their families, to foster a lifestyle that reflects the needs, goals, and desires of the person.

III. HISTORY

A group of Hunterdon County parents of children with intellectual and developmental disabilities came together in 1954 to join in working for a better life for their children. They formed the Association for Retarded Children of Hunterdon County and were chartered in 1956 to ensure permanence for their work.

In order to emphasize its “people first” conviction and to better communicate its message to all persons with developmental disabilities, the organization approved, in 1992, a change of name to “The Arc of Hunterdon County.” Today, parents, together with representatives of business, industry and the professions, continue the tradition of service and advocacy, working to develop and enhance the ability of the people they serve.

IV. STRUCTURE

The following is a brief description of The Arc’s organizational structure. For a complete organizational chart please contact the personnel department.

BOARD OF DIRECTORS
EXECUTIVE DIRECTOR
DEPUTY EXECUTIVE DIRECTOR
ASSOCIATE EXECUTIVE DIRECTORS
PROGRAM DIRECTORS
ASSISTANT PROGRAM DIRECTORS
SUPERVISORS / MANAGERS
DIRECT SUPPORT SPECIALISTS

V. FACILITIES AND LOCATIONS

The Arc of Hunterdon County presently operates **Group Homes** for individuals with developmental disabilities. Group homes allow clients the opportunity to live and work in the community while providing them with the assistance and 24-hour daily supervision they need.

The **Supervised Apartment/Supported Living Program** developed by The Arc of Hunterdon County provides adults with developmental disabilities with a less restrictive and more individualized living arrangement. This residential program assists individuals in achieving a higher level of independence within the community.

The **Adult Training Centers** offer a daily program for individuals with developmental disabilities aged 21 and over. The centers offer a 5.5-hour day of employment-related activities, volunteer opportunities, and other projects for the purpose of practicing skills and vocational tasks which can include sub-contract jobs and crew labor tasks.

The **Family Support Program** offers information, referral, respite, financial assistance, peer counseling for new parents, guidance and advocacy in educational issues, transition services, literacy programs, play group, special sitters training and registry, “Friend-to-Friend”

activities, frequent informational meetings on relevant topics, as well as individual and systems advocacy.

The Arc provides a multi-faceted program of **Recreation** and leisure activities in the community, trips and vacations, one-on-one recreational coaching, overnight respite for children and adults, and summer camp for children.

The Arc offers a program of **Saturday Respite Care** for young children, which operates three Saturdays a month from 10:00 A.M. - 4:00 P.M. A trained staff provides both individualized and group activities for the children. The Arc also offers individual respite program called **R~R**, through voucher payments.

VI. FUNDING

Funding for the residential and day programming is provided mainly by the NJ Division of Developmental Disabilities. Other funding sources include the United Way of Hunterdon County and the County of Hunterdon. The Arc of Hunterdon Foundation was established to raise, hold, manage, invest, and distribute proceeds of donations and other funds to benefit the individuals served by The Arc of Hunterdon County.

VII. ROLE OF THE PERSONNEL DEPARTMENT

The personnel department is always available to assist any employee with any question or problem relating to employment. Please contact the Personnel Department at the main office for assistance.

HARASSMENT & DISCRIMINATION

101 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Arc will be based on merit, qualifications, and abilities. The Arc does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, marital status, parental status, military status, or any other characteristics protected by law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Deputy Executive Director or the Executive Director. Employees can raise concerns and make reports without fear of reprisal. The Arc of Hunterdon County will not tolerate discrimination. Anyone found to be engaging in any type of discrimination will be subject to corrective action, up to and including termination of employment.

102 EMPLOYEE RELATIONS

The Arc of Hunterdon County does not discriminate in employment practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, marital status, parental status, military status, or any other characteristics protected by law.

The Arc believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with their supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that The Arc amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 WORKPLACE DISCRIMINATION / HARASSMENT POLICY

INTRODUCTION

It is the Arc's policy that you should be able to enjoy a work environment free from all forms of discrimination and harassment, whether based on gender, race, ethnicity, religion, age, disability, sexual orientation, veteran status, or any other legally protected characteristic. Both discrimination and harassment in the workplace are against the law, and the Arc is committed to preventing discrimination and harassment in any form.

Any employee found to have violated this policy against workplace discrimination and harassment, or to have made bad faith allegations of workplace discrimination or harassment, will be subject to disciplinary action, up to and including discharge, determined at the sole discretion of the Arc management. It should be expressly understood that, as stated earlier, nothing in this policy, however, limits the Arc's right to discharge any employee at any time or for any reason, with or without cause and with or without notice.

Nor will the Arc tolerate any retaliation against any person for initiating a discrimination or harassment complaint in good faith. Any employee found to have retaliated against any person who has initiated a good-faith complaint under this policy will be subject to disciplinary action, up to and including discharge, determined at the sole discretion of the Arc management.

Discrimination and Harassment Defined

Given the broad nature of potential workplace discrimination and harassment, it is difficult to state a specific definition covering all situations. Generally speaking, however, federal and state law prohibit an employer from (a) treating an employee less favorable than other employees (i.e., discrimination), or (b) creating an intolerable working environment for an employee (i.e., harassment) because of the employee's gender, race, color, ethnicity, religion, age, disability, sexual orientation, veteran status, or any other trait specified by state or federal law.

What Acts Constitute Discrimination and Harassment?

Federal and state governments, as well as the courts, continue to define what activities constitute workplace harassment. As a general matter, it is illegal to take into account a person's gender, race, color, ethnicity, religion, age, disability, sexual orientation, veteran status, or any other legally protected characteristic, when determining compensation or the terms, conditions, and privileges of employment. It is also illegal to treat any employee differently from others because of any of these legally protected characteristics.

Since discrimination and/or harassment can take many forms, it is impossible to describe all potential situations. You may find helpful the following examples of acts that may be perceived as harassing:

- "Ethnic" or other jokes based upon someone's membership in a protected category.
- Unwelcome comments, memos, telephone calls, electronic mail, or other communications referencing a person's sex, race, color, ethnicity, religion, age, disability, sexual orientation, veteran status, or any other protected status.
- Unwelcome teasing, jokes, or remarks.

- The use of slang, derogatory, or demeaning language.

It is important to understand that any unwelcome behavior may constitute workplace harassment, whether or not it takes place during business hours, and whether or not it takes place on the Arc property.

What is Sexual Harassment?

Sexual harassment is a particular form of workplace harassment. Like other types of workplace harassment, the precise definition of sexual harassment is constantly changing. However, federal and state governments, as well as the courts, have recognized two specific types of unwelcome behavior that can constitute sexual harassment.

The first type of sexual harassment has been labeled *quid pro quo* sexual harassment. *Quid pro quo* sexual harassment occurs when an employee is either expressly told, or it is implied, that the employee must submit to unwelcome behavior as a condition of keeping his/her job or remaining eligible for a benefit, raise, or promotion.

The second type of sexual harassment, the *hostile work environment*, can exist where unwelcome behavior, whether directed at a particular person or not, creates an intimidating, hostile, or offensive working environment. The question of whether a hostile work environment exists does not depend on whether the behavior was *intended* to be unwelcome, but whether it was *perceived* as unwelcome.

What Acts Constitute Sexual Harassment?

Almost all sexual harassment involves “unwelcome behavior” – acts that are not welcome or are offensive to the employee.

To alleviate any confusion, courts have begun to ask, when determining whether the allegations are valid, if a “reasonable woman” or a “reasonable man” in the recipient’s position would be offended by the alleged behavior. You may find helpful the following examples of acts that may be perceived as unwelcome behavior:

- “dirty” jokes, teasing, or remarks using sexually oriented language;
- nude or semi-nude photos, posters, calendars, cartoons, or drawings;
- obscene gestures, lewd actions, or leering;
- introduction of sexual topics into business conversation;
- requests for dates or sexual favors that are not mutual;
- unwelcome letters, telephone calls, or materials of a sexual nature;
- the use of slang, derogatory, or demeaning language;
- whistling or catcalls; and/or

- sexual comments about clothing, anatomy, or looks.

The Expectations of Victims of Workplace Harassment

All the Arc's employees have the right to a workplace free from discrimination and/or harassment. To ensure this freedom, you have the ability to:

- Voice any complaint regarding the existence of alleged discrimination or harassment;
- Have that complaint heard and/or investigated and resolved in accordance with the Statement of Procedure (which follows);
- Address your complaint to appropriate governmental authorities; and/or
- Be protected from any unlawful retaliation by the Arc or its employees.

The Arc's management is committed to following the Statement of Procedure when allegations of workplace discrimination or harassment are brought to its attention. Additionally, we encourage all employees to firmly respond to unwelcome behavior when it occurs. Unless victims of workplace harassment confront those who offend them clearly and promptly, the unwelcome behavior may continue, and it may claim other victims. When you confront an offender, remember that you have the strength of the law and of the Arc to support you.

The Expectations of Those Accused of Discrimination or Harassment

Because of the sensitivity of the issues raised and the potential consequences where discrimination or harassment is found to exist, accusations of discrimination or harassment can have serious effects on the professional and personal life of both victim and the accused. For these reasons, the Statement of Procedure has been designed to promote confidentiality to the greatest extent possible, consistent with a thorough investigation. The Statement of Procedure is also designed to give each party an opportunity to present the relevant facts.

Where, solely in the opinion of the Arc management, discrimination or harassment is believed to have occurred, the offender will be subject to disciplinary action up to and including discharge, determined at the sole discretion of the Arc management.

To minimize the effects on an accused individual who is found not to have committed discrimination or harassment, those accused can expect:

- An opportunity to present their version of the facts surrounding the alleged conduct in accordance with the Statement of Procedure;
- An investigation in accordance with the Statement of Procedure; prior to the resolution of which no disciplinary steps will be taken unless, in the sole opinion of the Arc management, the circumstances warrant; and/or
- Protection from retaliation by an employee where charges are determined to be without merit.

STATEMENT OF PROCEDURE

Use of these internal procedures does not preclude legal action. At any time, parties are free to consult their own counsel as they consider the courses of action open to them.

I

Any employee who feels that he or she has been subjected to discrimination or harassment can initiate a complaint by meeting with the Deputy Executive Director or the Director of Quality Assurance.

II

Once a complaint has been lodged, the complainant will meet with someone designated by the Arc to investigate the matter. The investigator will explain the process that will follow, and an investigation will begin.

Because an allegation of illegal discrimination or harassment, whether substantiated or not, can have damaging effects on careers and personal lives, every effort will be made throughout the process to protect the identities of the involved parties. However, during the course of the investigation it is possible that the identity of the parties will become known or apparent.

III

The investigation will begin by notifying the person accused of misconduct. The investigator will interview the respondent about the incident or conduct in question. If the respondent admits the conduct, and it is a violation of the Arc's policy, the Arc will take appropriate remedial action that may, at the Arc's management's sole discretion, include discharge. Input from the complainant will be considered in determining what disciplinary action to take; however, the final decision rests with the Arc management, not with the complainant.

When the conduct is admitted, the respondent will be afforded the opportunity to respond with any relevant facts. The investigator will perform any further fact-finding necessary including, but not limited to, witness interviews.

IV

The investigatory process will end with a confidential report to the Arc management detailing the allegations and the substance of any interviews. If, solely in the opinion of the Arc management, it is believed that a violation of this policy has occurred, any discipline will be on a case-by-case basis at the sole discretion of the Arc management.

***** PLEASE ASK FOR FURTHER DETAILS ON ALL MATERIAL COVERED IN THIS POLICY
THAT IS UNCLEAR OR YOU MAY NOT UNDERSTAND. *****

104 DISABILITY ACCOMMODATION

The Arc is committed to complying fully with the Americans with Disabilities Act (ADA) and the New Jersey Law Against Discrimination, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position, either with or without reasonable accommodation.

Reasonable accommodations, unless they pose undue hardship to the agency are available to all qualified employees with disabilities, where their disability does not affect the performance of essential job functions. All employment decisions are based on the particular situation in accordance with defined criteria, not on the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) and are entitled to equal consideration in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Arc will not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. The Arc is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

105 CONSCIENTIOUS EMPLOYEE PROTECTION ACT

Upon the New Jersey Conscientious Employee Protection Act of 1986, N.J.S.A. 34:19-1 et. seq., it is unlawful for any employer to take retaliatory action against an employee who:

1. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, with whom there is a business relationship, which the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law
2. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of the law, or rule or regulation promulgated pursuant to law, by the employer, or another employer, with whom there is a business relationship
3. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of the law, or a rule or regulation promulgated pursuant to law is incompatible with a clear mandate of public policy concerning the public health, safety, welfare, or protection of the environment

Before an employee can disclose or threaten to disclose an unlawful activity, policy or practice to a public body, the employee must serve written notification of the activity, policy or practice upon the employer, and allow the employer a reasonable opportunity to take corrective action. An employee may serve such written notification to his/her supervisor or the Executive Director of The Arc.

Such written notification shall not be required where the employee is reasonably certain that the activity, policy, or practice is known to one or more supervisors of the employer or where the employee reasonably fears physical harm as a result of the disclosure, provided that the situation is emergent in nature.

EMPLOYEE BENEFIT PROGRAMS

201 EMPLOYEE BENEFITS

Eligible employees at The Arc are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, State disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including legal requirements and factors set by the entity supplying the benefit, such as health insurance. Many of these benefits are governed by a Summary Plan Description. The Personnel Department can identify the programs for which you are eligible.

[If any of the benefits descriptions in the Handbook conflict with what is stated in the Summary Plan Description, the Summary Plan Description shall control.]

Some benefit programs require contributions from the employee, but some are fully paid by The Arc.

202 VACATION TIME POLICY

Vacation time with pay is available to eligible employees. Employees in the following employment classification(s) are eligible to take vacation time as described in this policy:

- **Exempt Director/Assistant Directors-**
 - Entitled to 12 days' vacation
- **Supervisory Personnel-**
 - Entitled to 10 days' vacation
- **Full-time employees-**
 - Entitled to .50 days per month upon initial eligibility up to a total of 5 days for the first year.
 - Years 2 through 15 entitled to 1 additional day for each additional year of employment up to a maximum of 20 days earned.
- **Part-time employees-**
 - Hours determined on a pro-rated basis

The amount of paid vacation time employees receive each year increases each year by 1 additional day until the maximum of 20 is achieved.

Employees may utilize vacation benefits after completing their first 90 days of employment. Vacation benefits are allotted according to the agency fiscal year, which runs July 1st through June 30th. Employees may use annual vacation benefits before they are accrued, however if the employee should leave the employ of the agency, any un-accrued vacation benefits will be deducted from the employee's final paycheck.

The agency asks employees for at least one-month advance notice for all vacation requests. Although every effort is made to accommodate vacation requests, a vacation request may be denied due to operational needs of the program/agency.

Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the agency's fiscal year, employee's vacation time will be accrued according to the Vacation Accrual Policy 202A. Terminated employees are not entitled to any remuneration for unused or accrued vacation time.

Employees will not be entitled to receive pay in lieu of taking vacation time unless special permission is granted by the Deputy Executive Director & Executive Director.

202A VACATION TIME ACCRUAL POLICY

The cash pay back of accrued vacation time is intended as an incentive for conscientious work habits and to reward the conscientious employee's longevity with The Arc of Hunterdon County.

Eligible employees upon their employment with The Arc of Hunterdon County can receive up to 20 days paid compensation for accrued vacation time, with the exception of Directors who may accrue up to 30 days of vacation time.

Requirements:

An employee must be employed by The Arc of Hunterdon County for at least 7 years upon termination of employment.

An employee will be considered ineligible if termination is due to any other reason than lack of work, illness, or retirement.

To be considered eligible an employee must give proper notice prior to termination. All non-supervisory employees must give two weeks notice and supervisory employees must give four weeks' notice. Terminated employees will forfeit any accrued vacation and will not be entitled to any remuneration.

Record keeping:

An accrual account will be established whereby the amount of money in the account will equal the liability generated by the accrual of vacation time. Adjustments will be made annually to the amount of vacation time accrued each fiscal year. Interest generated by this account will be transferred to The Arc of Hunterdon County's general fund.

Records shall be kept in the payroll department and will have an up to date account of vacation time accrued and used. Employees will be notified each September of the amount of time they have accrued through the fiscal year ended the previous 6/30. Transfers will be made into the account annually with the 6/30 close out or as required by the fund.

Process:

In the event an employee has available time, an employee may request to use the accrued time in two-week increments.

If an employee wishes to utilize more than two weeks accrued vacation, a special request must be sent to the Executive Director or Deputy Executive Director for approval. Approval will be dependent on the needs of the program and may be denied.

Employees also have the option of requesting up to 5 vacation days to be paid out annually. Requests for 5 day's pay out must be sent to the Executive Director or Deputy Executive Director for approval.

Employees, who have already accrued the maximum days of vacation time, will continue to receive their annual allocation of days; however, any unused vacation time over the 20 days will be forfeited at the end of the fiscal year.

Anyone holding more than the maximum accrual days at the time of this policy will have one year to utilize these days or may make a special request to the Executive Director or Deputy Executive Director be paid out for a portion of the overage days.

If there is a question as to how much accrued vacation time is available for use and how much is available as a cash payment, the employee may contact the Human Resource department in the main office.

203 HOLIDAYS

The Arc will grant holiday time off to all regular full-time employees on the designated holidays listed below.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Thanksgiving Holiday (fourth Thursday and Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

The Arc will grant paid holiday time off to all eligible employees. Holiday pay does not enter into any overtime calculations. Holiday pay for regular full-time employees is equivalent to one-fifth the hours per week an employee was hired to work.

Due to the nature of employment, residential employees will be required to work at least four holidays per year.

Regular full-time residential employees who do work on the designated holiday will have one month to utilize the holiday or it will be forfeited. No holiday time may be accumulated and used in lieu of other paid time.

To be eligible for holiday pay, employees must work on the last scheduled day immediately preceding the holiday and the first scheduled day immediately following the holiday.

If a designated holiday occurs while the employee is on vacation, holiday pay will be provided instead of the vacation time.

If eligible part-time employees and substitutes work on a recognized holiday, they will receive holiday pay at the rate of one and one-half times their straight-time rate for the hours worked on the holiday. Part-time employees and substitutes who do not work on a holiday do not receive holiday pay.

In addition to the designated holidays listed, eligible employees will receive one floating holiday in each fiscal year. To be eligible, employees must complete 90 calendar days of service in an eligible employment classification. These holidays must be scheduled with the prior approval of the employee's supervisor. The Arc of Hunterdon reserves the right to utilize this floating holiday as an additional scheduled holiday. Employees will be notified if this holiday is to be available for employee's use or if it is a pre-determined holiday.

A designated holiday that falls on a Saturday will be observed on the proceeding Friday. A designated holiday that falls on a Sunday will be observed on the following Monday.

204 SICK LEAVE BENEFITS

(Revised and Approved 9/12/12)

The Arc provides paid sick leave benefits to full-time and part-time employees for periods of temporary absence due to illness, injuries or anticipated medical procedures.

Eligible Regular full-time employees will accrue sick leave benefits at the rate of 1/2 day for every full month of service. Sick leave benefits are calculated on the basis of a fiscal year. Regular part-time employees earn sick time on a pro-rated basis. A sick day is only earned in every second month in which employees work more than 90% of their hired hours. No sick time is accumulated while an employee is on any type of unpaid leave.

Employees who are unable to report to work in any Residential Program due to illness or injury should notify their direct supervisor *at least 4 hours* before the scheduled start of their shift. All other employees must notify their direct supervisor *at least 2 hours* prior to the scheduled start of their shift. The direct supervisor must also be contacted on each additional day of absence. It is the supervisor's responsibility to notify the personnel department of the employee's absence.

If an employee is absent for three or more consecutive days without notifying their direct supervisor, they will be considered to have voluntarily terminated their position with The Arc of Hunterdon County.

Before returning to work from a sick leave absence of three calendar days or more, an employee must provide a physician's verification that he or she may safely return to work. If an employee fails to provide written documentation, they will not be allowed to return to work and may face additional discipline, up to and including termination.

Sick leave benefits will be calculated on the basis of the employee's base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

If an employee's sick leave can be considered a qualifying event under Family Medical Leave Act, the time will automatically be deducted from Family Medical Leave Act entitlement. The employee will be notified in writing of such an occurrence.

In the event an employee is sick and has available time, then sick time will be paid on the regular payroll basis until all accrued time has been used. After all sick time has been exhausted; the employee must utilize any accrued vacation and/or personal time. In the event the employee is sick and out for seven calendar days, he/she may become eligible for New Jersey temporary disability compensation. (Application forms may be obtained from the Personnel / Human Resource Departments). If an employee is sick due to an injury on the job, the Workers' Compensation coverage for the time lost will start on the eighth calendar day after the date of the injury. If an employee on Workers' Compensation has any accrued sick, vacation, or personal days available, they will be used on a *pro rata* basis to bring the employee to 100% of normal compensation.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 45 calendar days worth of sick leave benefits. If the employee's benefits reach this

maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance to below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness, injury or, anticipated medical procedures and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed.

205 SICK TIME ACCRUAL POLICY

The cash pay back of accrued sick time is intended as an incentive for conscientious work habits and to reward the conscientious employee's longevity with The Arc of Hunterdon County.

Eligible employees upon their termination of employment with The Arc of Hunterdon County can receive up to 45 days paid compensation for accrued sick time.

Requirements:

An employee must be employed by The Arc of Hunterdon County for at least 7 years upon termination of employment.

To be considered eligible an employee may not be terminated by the agency for cause, which includes, but is not limited to, violation of any agency policies or procedures. The employee must give notice prior to separation. All non-supervisory employees must give two weeks notice and supervisory employees must give four weeks notice. The employee must also sign a release of all claims against The Arc of Hunterdon County and its officers, employees, trustees, and all related people and entities.

Record keeping:

Records shall be kept in the personnel department and will have an up to date account of sick time accrued and used. Employees will be notified each September of the amount of time they have accrued through the fiscal year ending the previous June 30th.

Cash Payments:

Employees who leave The Arc of Hunterdon County's employment and meet the eligibility criteria depicted within this policy shall receive a cash payment equal to the amount of accrued sick time.

Employees can choose whether to receive the payment as a lump sum payment or continue to be paid on a bi-weekly basis by The Arc of Hunterdon County, on the normal payroll schedule, until the allowable amount of accrued sick time has been exhausted.

If an employee dies while employed, then 100% of the cash value of the accrued sick time will be paid to his/her beneficiaries. Employees must inform The Arc of Hunterdon County in writing of the person that they wish to designate as their beneficiary. This must be done when the employee is notified of the availability of accrued sick time and need only be done upon the first notification. If an employee wishes to change the beneficiary, they may do so at any time by submitting the request, in writing, to the personnel department. If no beneficiary is designated, the funds will revert back to The Arc of Hunterdon County's General Fund.

Payment of accrued sick time will be delayed for one pay period after termination. All benefits will be paid at the employee's regular rate of pay upon termination.

206 PERSONAL TIME

All regular full-time and regular part-time employees will be entitled to the following personal time:

- Regular full-time employees shall accumulate the equivalent of 3 days per year (1 every 4 months).
- Regular part-time employees shall accumulate the equivalent of 2 days per year (1 every 6 months).

Personal days must be authorized in advance and approved by a Supervisor. The request to use a personal day should be made within two hours in advance of an employees scheduled shift when the situation permits.

Personal days must be utilized in the year in which they are earned and cannot be carried over. A day is equal to 1/5 of the weekly hours the employee is hired for. Personal time can only be used after the 1st day of the quarter in which it is earned.

Personal days are available:

- 1st Personal Day – **July 1st**
- 2nd Personal Day– **November 1st**
- 3rd Personal Day– **March 1st**

207 UNPAID TIME OFF

(Revised and Approved 9/12/12)

Unpaid Time Off is **ANY** unpaid absence from work when the employee has either exhausted all Sick/Vacation/Personal time or does not receive any paid benefit time from the company.

All requests for unpaid time off must be approved in advance of the absence by either the Executive Director or Deputy Executive Director, or the employee will be considered to have voluntarily resigned.

All unpaid time off requests must be made in writing at least 30 days in advance stating the specific reason for the leave and the length of the requested leave

To request unpaid time off longer than 1 week in duration, an employee needs one (1) year of continuous employment. (No leave will be granted for longer than a 15 day period of time).

Only one (1) leave will be approved in a rolling twelve (12) month period.

No more than two (2) staff within a particular program may be on any type of leave (FMLA, NJFLA, NJ STD, Worker's Compensation, Vacation, etc.) at any given time.

Any employee who is granted unpaid time off will be asked to sign a statement outlining the duration of the time off and any conditions set forth by either the Executive Director or Deputy Executive Director.

Failure to return to work on the first day following the last day of leave may result in automatic termination of the employee without the right to the dispute resolution procedure.

If the employee granted unpaid time off is a full time employee and enrolled in any type of benefits in which premiums are paid through a payroll deduction, that employee will be required to pay their share of the premium to The Arc of Hunterdon County before the leave commences.

Upon return to work the employee, whenever possible and practicable, is reinstated in his/her previous position or the equivalent with the same benefits.

Should a request for unpaid time off be denied and the employee voluntarily changes his/her employment status within the agency as a result, said employee may not change his/her status again for at least 90 days upon their return

208 PENSION / RETIREMENT BENEFITS

The Arc provides a flexible annuity retirement plan for employees. Employees become eligible after one year of continuous work and 1000 hours of work. All eligible employees must be at least 21 years of age. The Arc will have open enrollment two times per year, January 1st and July 1st. Employees will receive retirement plan documents and vesting information upon enrollment.

Participants who are fully vested may borrow against their plan accounts up to certain limits. Married participants must have their spouses' written consent to any loan. A participant may not borrow more than once in any 12-month period.

All loans must be repaid by payroll deductions. Any loan will become immediately due and payable in full if the participant's service with the company ends or if the plan is terminated for any reason.

209 WORKERS' COMPENSATION INSURANCE

The Arc provides a comprehensive Workers' Compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. If an employee on Workers' Compensation has any accrued sick, vacation, or personal days available, they will be used on a *pro rata* basis to bring the employee to 100% of normal compensation.

Employees who sustain work-related injuries or illnesses must inform their supervisor and the Second Layer Emergency On-Call personnel immediately. No matter how minor an on-the-job injury may appear, it is imperative that it be reported immediately. An incident report must be submitted to the Human Resource Supervisor within 24 hours of the occurrence. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither The Arc nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by The Arc.

Employees must utilize health care providers as designated by The Arc.

210 HEALTH, DENTAL, AND LIFE INSURANCE

Health and Dental Insurance

Health and dental Insurance is offered to all regular full-time employees. It begins the first day of the month following the completion of the 90-day introductory period. Employees' qualified dependents must be enrolled at this time. After this date open enrollment will be in June. Enrollment forms must be completed 60 days prior to the effective date in order to insure coverage. It is The Arc's policy to charge a co-pay percentage for these benefits. Employees will be notified of the percentage of the co-pay prior to July 1 of the fiscal year.

Life Insurance

The Arc provides Term Life Insurance for all regular full-time employees after the introductory period.

Long-term Disability Insurance

The Arc provides a long-term disability (LTD) benefits plan to full-time employees in order to help them cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Arc and the LTD insurance company.

Monthly disability payments are available on the [181st] calendar day of disability at 66 2/3% of base salary at the time of the disability.

Details of the LTD benefits plan including benefit amounts, limitations, and restrictions are described in the plan document provided to eligible employees. Contact the Personnel Department for more information about LTD benefits.

211 BEREAVEMENT LEAVE

Employees who request to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to full-time and part-time employees.

Bereavement pay is calculated on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

The Arc defines "immediate family" as the employee's spouse, registered domestic partner, parent, child, sibling, grandparent or grandchild.

Employees will be allowed one bereavement day for relatives outside the immediate family, including the employee's uncle, aunt, nephew, in-laws or first cousins.

All exceptions are subject to the approval of the Executive Director.

212 JURY DUTY

The Arc encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time and part-time employees who have completed a minimum of 90 calendar days in an eligible classification may request a paid jury duty leave.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

The Arc will pay for only the first week of jury duty leave. If employees are required to serve jury duty beyond this period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) accrued or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report to work whenever the court schedule permits or if they have been rejected for a final selection on the jury.

Employees that are requested to spend time as trial or grand jury witness or defendant of a federal, State or district court must notify the Personnel Department in a prompt and timely manner of these obligations. The Personnel Department will review the individual's situation and will make a final recommendation to the Executive Director regarding compensation for the employee's time off.

Either The Arc or the employee may request an excuse from jury duty if, in The Arc's judgment, the employee's absence would create serious operational difficulties.

Any remuneration received from jury duty while the employee was receiving compensation from The Arc must be transferred to The Arc.

213 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Arc's health plan when a "qualifying event" would normally result in the loss of eligibility. Examples of qualifying events include resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and/or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at The Arc's group rates plus an administration fee. The Arc provides each eligible employee a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under The Arc's health insurance plan. The notice contains important information about the employee's rights and obligations.

214 EMPLOYEE FINDER BONUS

Employees may make referrals for new staff. They must meet agency requirements for hire in order for the referring employee to be eligible. At the time of the application, the prospective employee must list the referring employee's name on the employment application. Once the application is submitted for review by the agency no additions or changes will be allowed.

The referred employee must be hired and remain employed for six (6) consecutive months with The Arc of Hunterdon County, the referring employee will then receive a one-time referral bonus of \$100 per referred employee.

Should the referred employee remain employed with The Arc of Hunterdon County an additional twelve (12) months the referring employee will receive an additional bonus of \$150 for that referral.

Termination of either the referring employee or the referred employee during these periods will negate the bonus. Only current employees are eligible for this bonus.

215 EMPLOYEE TUITION REIMBURSEMENT POLICY

The agency may provide tuition reimbursement to full time employees with a minimum of one year of service to the agency provided there is sufficient funding in the budget at the end of the agency's fiscal year (July 1 - June 30). Formal education costs will be considered for reimbursement on a first come first serve basis.

The Executive Director is responsible for the final availability and eligibility determination.

TIMEKEEPING / PAYROLL

301 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, The Arc expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on The Arc. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor in advance of each anticipated tardiness or absence. Failure to do so will result in corrective action, up to and including termination of employment.

An employee calling out sick or late must make live contact with their program. They are not to leave a message on any recorded voice mail system.

If an employee is absent from work 3 or more consecutive days (excluding approved vacation or personal time) a doctor's excuse will be required in order to return to work. The doctor's excuse must state any limitations they may have and their duration. Employees will be terminated if a doctor's excuse is not presented after 3 days of absence.

302 WORK SCHEDULES

Work schedules and locations for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in work locations and in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

An employee may be required to accompany a client on a vacation. The employee will receive pay based on a predetermined number of hours for the duration of the trip. These hours will be determined by the Program Director and will be presented to the employee prior to the trip. If the employee's hours exceed the number of predetermined hours, the employee must notify the Personnel Department as soon as the employee returns to work.

It is the employee's responsibility to notify his/her immediate supervisor of all shifts worked outside of the program in an effort to maintain safety standards.

303 TIMEKEEPING

(Approved 6/18/13)

Accurately recording time worked is the responsibility of every employee. Federal and State laws require The Arc to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

It is expected that every employee person adhere to the schedule in the program. Employees need to clock IN / OUT via the electronic timekeeping method provided. They will also note in the system the beginning and ending time of any split shift, training, or departure from work for personal reasons.

At times, overtime must be worked. All overtime must be approved by Senior Management before it is performed. If you work overtime that was not approved in advance, you will still be paid the overtime, but you will also be disciplined for violating this policy. In the event that two or more special events occur simultaneously (i.e., holiday pay or overtime premium) the maximum payable rate will be twice the employees' regular hourly rate.

The electronic timekeeping system and its record is the property of The Arc of Hunterdon County. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

It is the employee's responsibility to verify their time records to certify the accuracy of all time recorded. The supervisor will review and then approve the time recorded before submitting it for payroll processing.

In addition, if corrections or modifications are made to the time record that negatively affects the employee; both the employee and supervisor will be notified.

304 OVERTIME

(Approved 7/2/13)

At times, staffing and scheduling restraints may require that employees work mandatory overtime. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. All overtime work must be authorized by a Senior Management member before it is performed. **Employees are asked to document the reason for all overtime hours with a note in their timecard for the workweek. Failure to note the reason for overtime will lead to disciplinary action.**

Employees who work overtime without receiving prior authorization from any Senior Management will still be paid overtime for the time worked, but may be subject to corrective action, up to and including termination of employment.

It is the employees' responsibility to notify his or her immediate supervisor of all shifts worked outside the program in an effort to maintain safety standards and reduce the working of excessive hours. If an employee is signing up to assist another program, it is the employees' responsibility to notify the scheduling manager that hours worked in their program will be overtime.

Employees may only work up to 20 (twenty) hours of overtime per week. It is the employees' responsibility to track these hours. If the employee fails to limit one's hours, he/she may be subject to corrective action, up to and including termination of employment.

Overtime compensation is paid to all nonexempt employees in accordance with federal and State wage and hour restrictions. Overtime pay is based on actual hours worked. In the event that two or more special events occur simultaneously (i.e., holiday pay or overtime premium) the maximum payable rate will be twice the employees' regular hourly rate.

Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

305 PAYDAYS

All employees are paid bi-weekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

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

In the unlikely event that there is ever an error in the amount of pay, due to no fault of the employee, the employee should promptly bring the discrepancy to the attention of the Payroll Department, so that corrections can be made as quickly as possible.

An overpayment of wages by The Arc may be deducted from future pay periods, providing the deduction meets State and federal deduction criteria.

In the event that a regularly scheduled payday falls on an agency holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

The Arc recommends that employees have their pay directly deposited into their bank accounts. Written authorization to The Arc requesting direct deposit is required before direct deposit can be initiated. Employees will receive an itemized statement of wages when The Arc makes direct deposits. Appropriate forms are available from the payroll department.

Any employee who opts to have their check mailed to them must realize that there are inherent delays in mail delivery. Replacement checks will not be issued until the Thursday following the pay date.

If an employee does not pick up their check by 4:30 on a scheduled payday, their check will be mailed unless the employee makes other arrangements in advance.

LEAVE OF ABSENCE

401 FMLA/NJFLA

In addition to the vacation and sick time described in the Employee Benefits section, the following types of leave are also acceptable under certain circumstances.

FAMILY LEAVE

Both the federal Family and Medical Leave Act (the “FMLA”) and the New Jersey Family Leave Act (the “NJFLA”) allow certain employees to take unpaid time off if the leave is for a particular purpose and the employee meets certain requirements.

The purpose of this section is to explain your rights and obligations under both the FMLA and the NJFLA. If you have any questions, or if you feel that a leave of absence may qualify under either law, you should contact your supervisor.

Why Can You Take Leave Under the FMLA or the NJFLA?

Not every leave of absence will qualify under the FMLA or the NJFLA. For a leave of absence to qualify under either law, it must be for one of the following reasons:

FAMILY LEAVE

Family Leave is available to allow an "eligible employee" time away from work to care for his or her spouse, child, or parent if one of these family members has a “serious health condition,” as the laws define that term.

PARENTAL LEAVE

Parental Leave is available under both the FMLA and the NJFLA because of the birth of a son or daughter of an eligible employee and in order to care for the newborn, or because of the placement of a son or daughter with the eligible employee for adoption, foster care, or other legally recognized child placement. Under the FMLA, Parental Leave must be completed within twelve (12) months of the birth or placement to which the Leave relates. Under the NJFLA, Parental Leave must start within twelve (12) months of the birth or placement to which the Leave relates.

MEDICAL LEAVE (UNDER THE FMLA ONLY)

Medical Leave is available to an "eligible employee" who has a “serious health condition” (as the FMLA defines that term) that makes the employee unable to perform the functions of his or her position.

Who Qualifies to Take Leave Under the FMLA and the NJFLA?

QUALIFIED EMPLOYEES UNDER THE FMLA

To take leave under the FMLA, you must meet the following criteria:

- You must have worked for the Arc for at least 12 months before the Leave is to start;

- In the 12-month period immediately before the Leave is to start, you must have worked at least 1,250 hours for the Arc;
- In the 12-month period immediately before the Leave is to start, you must have taken less than 12 weeks of FMLA-designated Leave; and
- The need for leave must meet the definitions of Family, Parental, or Medical Leave (described above).

QUALIFIED EMPLOYEES UNDER THE NJFLA

To take leave under the NJFLA, you must meet the following criteria:

- You must have worked for the Arc for at least 12 months before the Leave is to start;
- In the 12-month period immediately before the Leave is to start, you must have worked at least 1,000 hours (not including overtime) for the Arc; and
- In the 24-month period immediately before the Leave is to start, you must have taken less than 12 weeks of NJFLA-designated Leave; and
- The need for leave must meet the definitions for Family or Parental Leave (described above).

Terms and Conditions of Leave

NOTICE

Where the need for Leave is foreseeable (birth of a child or non-emergency surgery, for example), you must give thirty (30) days' advance notice to your supervisor. If advance notice is not feasible, or the need for Leave is not foreseeable (in medical emergencies, for example), you must give the Arc as much advance notice as is possible under the circumstances. When advance notice is impossible, you should provide notice of the need for Leave as soon as possible after the need for Leave arises.

When the need for Leave is foreseeable, requests for Leave should be in writing, state the reason for the Leave, and specify, to the extent possible, the beginning and ending dates of the Leave. When the Leave is not foreseeable, you should give notice of the need for Leave in writing or over the phone as soon as possible to do so. You must give all Leave requests, whether in writing or otherwise, directly to your supervisor or the Human Resources Supervisor.

MEDICAL CERTIFICATIONS

The Arc may require you to provide written certification from a health care provider, verifying the medical need for Leave, before being eligible for Leave. The Arc will provide you with the appropriate form for your health care provider to complete. You will be given a reasonable period of time (usually fifteen days) in which to have your health care provider complete the certification and return it to the Human Resources Office.

The Arc reserves the right to require updated certifications on a periodic basis. If you do not return the requested updated certifications within a reasonable period of time, the Arc may end your Leave and require you to return to work immediately or face disciplinary action, up to and including discharge.

The Arc also reserves the right to require, at its own expense, a medical examination by a professional designated by the Arc to determine your eligibility for Leave and/or continued Leave.

Before returning to work from any Leave under the FMLA due to your own “serious medical condition,” you must provide medical certification establishing your fitness-for-duty. You will not be allowed to return to work until you provide this fitness-for-duty certification from your medical provider.

The Arc also reserves the right to require, at its own expense, a medical examination by a professional designated by the Arc to determine your fitness-for-duty before you can return to work from any Medical Leave due to your own “serious medical condition.”

NATURE OF LEAVE

When you qualify for leave under the FMLA or the NJFLA, you are entitled to take up to twelve (12) weeks of unpaid leave, so long as the need for leave exists. Where medically necessary, Family and/or Medical Leave may be taken intermittently or on a reduced-leave schedule. However, you must attempt to schedule intermittent or reduced-leave so as to minimize the disruptions to the Arc’s operations. Also, the Arc may temporarily place you in a position that better accommodates an intermittent or reduced-leave schedule.

If you have any type of paid time off available, such as accrued vacation or sick days, you must use this paid time off at the same time you commence Leave under either the FMLA or the NJFLA. Once the paid time off is exhausted, the remaining Leave will be unpaid. In no case may you receive more than 100 percent of your regular net pay when all sources of income (including, if applicable, Workers' Compensation) are combined.

When you take a leave of absence under any of the Arc’s other leave policies, both the FMLA and the NJFLA may apply. In those situations, the Leave will count against the time you have available for Leave under both the FMLA and the NJFLA.

BENEFITS AND SENIORITY

During a Leave under either the FMLA or NJFLA (or both, as the case may be), there shall be no loss of benefits or seniority accrued before the Leave started. However, benefits and seniority shall not accrue during the Leave (except during the time you are also using accrued paid time off benefits, such as vacation pay).

INSURANCE COVERAGE

During a Leave of Absence covered by either the FMLA or the NJFLA, The Arc will continue your Medical insurance coverage, under the same terms and conditions as if you had not taken Leave. To maintain coverage, however, you must pay any premium co-payments on a timely basis.

Life, long-term disability, or any other insurance coverage afforded to you through the Arc may be continued as well, so long as you had already been properly enrolled in the insurance plan before the Leave commenced. Continued coverage will be at your sole expense. This provision does not apply if continued coverage is not permitted by the applicable plan document.

RESTORATION UPON RETURN TO WORK

Employees taking Leave under the FMLA or the NJFLA will be returned to the same or an equivalent position if they return to work at or before the time they exhaust their FMLA and/or NJFLA Leave, unless the Arc would have eliminated or changed the position even if the employee had not taken Leave.

This right to be restored to the same or an equivalent position does not apply if you take more time off than available to you under the FMLA or the NJFLA. In such a situation, the Arc has the right to return you to any available position or to end the employment relationship.

This restoration provision also does not apply if you are a "Key Employee," as defined by the FMLA or the NJFLA. You will be informed at the time you request Leave if you are a "Key" employee, which is defined as any employee who is among the highest paid 10% of the Arc's employees. You will also be informed of the significance of this classification in terms of the absence of a guarantee of a job at the conclusion of your Leave.

Questions About FMLA or NJFLA Leave

If you have any questions about this policy, or whether your leave of absence qualifies under the FMLA or NJFLA, please contact the Human Resources Supervisor.

402 PAID FAMILY LEAVE

In conjunction with any leave to which you are already entitled either by law or by company policy, employees may be eligible to receive wage continuation payments under the New Jersey Paid Leave Act (NJ-PLA). Legally required deductions from your paychecks to fund these payments (through the New Jersey Temporary Disability Fund) will begin on January 1, 2009. Employees may seek wage continuation payments for eligible leave as of July 1, 2009.

Eligible employees may receive wage continuation payments from the State for up to six weeks of consecutive leave. Payments will be equal to approximately 60% of your salary, up to a maximum of \$534 per week. The State, not the Company, administers the Fund and determines whether leave is eligible for wage continuation payments.

To be eligible, you must have earned from all employers (not just the Company) an average of \$143 per week during the previous 20 weeks before leave starts, or \$7,200 during the previous 12 months. If your leave lasts less than three weeks, you do not receive wage continuation payments in the first week. If the leave extends beyond three weeks, then the benefits will be paid retroactively for the first week.

Only leave for certain reasons is eligible for wage continuation payments. These payments are available when your leave is for:

- The care of a family member with a serious health condition;
- The birth of a child or legal placement of a child, such as through adoption or foster placement;
- Bonding with a child after birth or legal placement (must be taken within 12 months of the birth or placement).

A family member is defined as a child, spouse, domestic partner, civil union partner, or parent. "Child" means your biological, adopted, foster child, step-child, or legal ward less than 19 years of age (unless the adult child is incapable of self-care due to a disability).

"Serious health condition" is defined as an injury, illness, or impairment which requires care in a hospital, hospice, or residential medical care facility, or continuing treatment by a doctor or other recognized health care provider.

Eligible employees must provide at least 30 days notice of the need for leave (unless circumstances warrant shorter notice) to the Company and a medical certification issued by a health care provider as part of the eligibility process. The State may require additional information, as well.

You cannot collect wage continuation payments while receiving unemployment insurance, worker's compensation, or disability benefits for your own illness or injury.

Keep in mind that the NJ-PLA does not confer any right to take leave that you are not already entitled to by law or Company policy. If you have accrued paid time off (such as sick leave or vacation) available to you at the time your leave starts, you must utilize this accrued paid time off during the first two weeks of your leave. After two weeks, you may continue to use your accrued paid time off or utilize the NJ-PLA (for up to four weeks), at your option. After the

NJ-PLA is exhausted, you must again use any accrued paid time off until your leave ends or accrued paid time off is exhausted.

Note that the NJ-PLA does not offer any job protection. The Company retains the right to take any job action it deems necessary, including but not limited to reassignment or termination, while you are collecting wage continuation benefits under the NJ-PLA.

403 MILITARY LEAVE

The Arc of Hunterdon grants Military Leave to its employees under all the provisions set forth in The Uniformed Services Employment and Reemployment Rights Act (USERRA), which prohibits discrimination against persons because of their service in the Armed Forces Reserve, the National Guard, or other uniformed services. If you are in any branch of service, including the National Guard, and are called to duty, please see Human Resources for a full description of your rights and obligations.

GENERAL TERMS & WORK CONDITIONS

501 JOB OPENINGS

The Arc will post vacancies as they occur. Available positions will be posted for at least one week in the main office and via interoffice e-mail. The posting will list job qualifications, location, and the total number of hours per week for which the employee would be hired. Where qualified applicants are available internally, it is The Arc's preference to fill job openings by promoting from within. Employees with recent corrective action plans in their files are not eligible for a transfer.

502 EMPLOYMENT APPLICATIONS

The Arc relies upon the accuracy of information contained in the employment application, as well as upon the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in The Arc's exclusion of this individual from further consideration for employment or, if the person has been hired, termination of employment.

503 HIRING OF RELATIVES

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The employment of relatives within the organization may cause conflicts and affect employee morale.

The Arc of Hunterdon County may hire the relatives of persons who are currently employed by the Agency, only if they will not be working directly for, or supervising a relative. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the Executive Director will decide who is to be transferred with input from the individuals involved.

Any exception to the above noted policy must have the written approval of the Executive Director.

504 EMPLOYMENT REFERENCE CHECKS

From time to time, outside organizations or individuals file requests with The Arc of Hunterdon County seeking information about current or former employees. To ensure consistency and fairness, protect individuals' privacy rights, and maintain the security and confidentiality of all employment and personal information in its record systems, The Arc of Hunterdon County adheres to the following standards and procedures in dealing with all external requests for employment information.

The Arc of Hunterdon County will release the following information when responding to requests regarding current and former employees:

- The individual's start and end date of employment;
- Title of last position held; and
- Wage and salary information

The Arc will release additional information only when a signed consent form accompanies the request. This signed consent form will release The Arc of Hunterdon County from all potential liability related to the authorized disclosure.

The only exceptions to the above procedures apply to information requests received by The Arc from federal, State, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. The Arc normally honors all such requests and provides the information sought in the form requested by the agency or official.

To ensure consistency, fairness, and accuracy, all managers, supervisors and employees should refer any external requests for employment information about any of The Arc of Hunterdon County's former or current workers to the Personnel Department. No manager, supervisor, or employee of The Arc should respond to an external request for employment information. Violators of this requirement are subject to corrective action, up to and including discharge.

The Arc of Hunterdon County responds to is for verification of basic employment information about a former worker either through written correspondence or over the telephone. All information given to an external source must be documented on the Reference Release Form and maintained in the Employee's personnel file.

505 EMPLOYEE MEDICAL SCREENING

Post-offer medical screenings and/or Mantoux tests are required for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers.

A Mantoux or chest x-ray (required for those staff who have positive Mantoux Tuberculin skin tests) is required by law and must be renewed annually as a condition of continued employment.

The Arc of Hunterdon County provides its employees these required Occupational Health Screenings [excluding chest x-ray], at no out of pocket expense to the employee.

Therefore, the results of such screenings are property of The Arc of Hunterdon County and will not be provided to any employee. If an employee wishes to obtain copies of such results for their own personal use, they may do so by reimbursing The Arc of Hunterdon County the cost of the screening.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

506 SECURITY CLEARANCE CHECKS

Employment with The Arc is contingent upon a satisfactory security clearance and background check including electronic fingerprinting paid for by The Arc.

The Arc of Hunterdon County's required fingerprinting procedure is mandated as per The New Jersey Department of Human Services Division Circular #40, for all employees that come in contact with persons served by the Agency. Fingerprint records are captured via livescan under the New Jersey Applicant Fingerprint Project and be can resubmitted for subsequent examination. It is required that all employees be reprinted at least once every two years. Submission of fingerprint records from archive to meet this standard must conform with the guidelines defined in cooperation with the New Jersey State Police regarding changes to demographic data requirements.

The Arc reserves the right to revoke the offer of employment, or to place additional contingencies on continued employment, as a result of the clearance checks. Misrepresentation, falsification and/or omission of information on the Security Clearance Form are grounds for immediate dismissal for misconduct.

All information is maintained with the strictest confidentiality, released only on a "need to know" basis within the Executive and Administrative Staff levels.

Employees have the right to review the completed Security Clearance Form by submitting their request in writing to the Personnel Department.

507 ACCESS TO PERSONNEL FILES

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

Personnel files are the property of The Arc, and access to the information they contain is restricted. Only The Arc supervisors and management personnel who have a legitimate reason and the approval of the Executive Director may review information in a file. Terminated employees are not permitted access to their employment file.

Employees who wish to review their own file should contact the Personnel Department. With reasonable advance notice, employees may review their own personnel files in The Arc's offices and in the presence of an individual appointed by The Arc to maintain the files.

Current and terminated employees may request copies of relevant training and/or medical certificates by submitting a written request to the Executive Director. Only with the permission of the Executive Director will employees obtain copies of relevant certificates. They will be charged a nominal fee for each certificate copy.

508 PERSONNEL DATA CHANGES

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

All employees have access to company vehicles and may drive them during the course of doing business. For this reason, a valid driver's license must be kept on file at all times. If you lose your driving privileges for any reason, or if you have been arrested for any driving-related incident, you must notify the Personnel Department immediately. You may not operate a vehicle for Arc under these circumstances unless specifically authorized to do so.

509 TRAINING

I. PRE-SERVICE EMPLOYEE DEVELOPMENT PROGRAM

The Arc of Hunterdon County considers employee training and development a critical component of service delivery and as such the employee training program is an important personnel requirement. The Pre-Service Training Program includes a 30-day training program during which employees participate as learners in both formal classroom based training as well as practical training offered in programs or homes within the agency.

During the first week of employment, prior to working a direct care shift, as mandated by the Division of Developmental Disabilities, all employees will attend an orientation at the administrative office. This orientation will include an overview of various types of developmental disabilities and related specific support needs, emergency procedures, the philosophy of The Arc of Hunterdon County, procedures and policies on prevention of abuse and neglect, reporting procedures, individualized support plans, and specific needs of the individuals he/she will be working for. The training provided at the administrative office, prior to the individual's first direct care shift, will also include the Department of Human Services' module on Danielle's Law.

Additionally, during the first 30 days of employment, each employee will be scheduled to take the following formal Pre-Service courses:

- A) Overview of Developmental Disabilities
- B) Medications Administration
- C) Preventing Abuse and Neglect
- D) American Red Cross Adult CPR
- E) American Red Cross First Aid Basics
- F) Vineland Crisis Management Training
- G) Preventing Infectious Diseases; Using Universal Precautions
- H) Wheelchair Securement and Van Lift Operation
- I) Safe Lifting and Transferring
- J) Sexuality Policy Training
- K) Defensive Driving

Within **30 days** of employment, each **full-time** employee who will have direct support responsibilities shall successfully complete modules A-K. Within the first **90 days**, each **part-time** employee who will have direct support responsibilities shall successfully complete modules A-K. Each administrative employee will complete modules A, C, J, K, and day 1 of module F. Additionally administrative employees will complete additional modules as determined necessary by their supervisors as required by their positions.

All Pre-Service trainings shall be offered at least every 30 days.

A schedule of trainings will be made available to employees at the time of hire.

No employee shall be obliged to attend a pre-service training at a time when he/she has worked within twelve hours of the time the training is scheduled to begin, nor will he/she be obliged to work within twelve hours of the time the training is scheduled to conclude.

Employees arriving to training fifteen minutes past the scheduled starting time may not be admitted, at the discretion of the trainer.

If agency scheduled training dates conflict with employee schedules for any reason, including illness, the employee shall request the information and opportunity to attend the required trainings at another location. Once the supervisor/manager and employee choose a new training date and location, The Arc of Hunterdon training coordinator must be informed. The training coordinator shall make the training reservations for all locations outside of The Arc of Hunterdon. Not all trainings are available at alternate locations.

When a makeup test is required, the trainer will inform the employee of how much time he/she has to retake it, as directed by the requirements of each module.

Each employee shall renew his/her certificates in Red Cross Adult CPR annually, American Red Cross First Aid Basics every three years, and Crisis Management Training annually.

Each employee shall renew his/her certificate in Preventing Abuse and Neglect, Medication Administration, Universal Precautions, and Danielle's Law annually as well.

In all circumstances, employees must meet all pre-service training requirements within 90 days from the date of hire, or before the date of certificate expiration. In case of special circumstances, senior management can extend the 90-day period to 120 days. Failure to meet these requirements may result in immediate suspension without pay until the required certifications are completed or may result in termination.

II. IN-SERVICE EMPLOYEE DEVELOPMENT PROGRAM

Each employee shall comply with the requirement by the Division of Developmental Disabilities, which states that each full time employee hired on or before July 1st of each fiscal year will complete employee development training. The Arc of Hunterdon County requires that each full time employee participate in 30 hours of training annually. Part time employees shall complete 81% of the hours they are hired to work weekly. For staff hired after July 1st, training time will be pro-rated. Also, the first three months of employment are exempt, as the employee will be taking pre-service training during this time.

If an employee is on disability or family/medical leave, their required hours will be pro-rated.

Each employee shall review the Employee Development Program calendar annually or upon date of hire. He/she shall complete the registration form and forward it to his/her immediate supervisor as well as to the training coordinator.

Individual and in-program training may also be scheduled as per the request of supervisors/managers.

Each employee is responsible for choosing class dates and times that meet the needs of his/her individual work schedule, and the schedule is subject to the approval of his/her supervisor.

The training coordinator shall be notified by the employee within 24 hours of the training start time of any changes to the original registration schedule. This includes adding or

changing classes and canceling attendance at classes. In the case of illness, a two-hour notification will be requested.

Employees who fail to notify the training coordinator of an absence from a class for which they have registered may lose one training credit for each unexcused absence.

Employees arriving to training fifteen minutes past the scheduled starting time may not be admitted, at the discretion of the trainer.

Employees shall receive credits only for the time they are in attendance at a training.

Employees who are not pre-registered for any In-Service class may be excluded from that class, at the discretion of the training facilitator.

Any employee who facilitates a class for the In-service program shall receive training credits for the hours taught. If there are co-facilitators for training, they shall both receive credits for the full hours taught.

Pre-service trainings shall not count toward In-Service Employee Development Program Credits. Additionally, refresher training on CPR, First Aid, and Crisis Management shall not count toward In-Service Employee Development Program credits. However, refresher course hours for Medication Administration, Danielle's Law, Preventing Abuse and Neglect, and Universal Precautions will count toward In-Service Employee Development Program credits.

The Developmental Disabilities lecture series sponsored by the Boggs Center and other outside trainings shall be made available to all employees. Attendance at trainings for which there is a fee will be based upon available agency funding. Attending outside training relevant to one's job responsibilities shall count towards In-Service credits. Any employee who completes training hours outside The Arc of Hunterdon County shall receive training credits for those hours only if the classes are approved by The Arc of Hunterdon County and if the employee provides certification and/or verification of attendance and completion of the class. Training verification forms are available in the Public Folder on the server.

Employees who fail to complete their required pre-service, refresher, and/or in-service training hours are subject to corrective action up to and including termination.

510 PERFORMANCE EVALUATION

Performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Employees with recent corrective action plans in their files are not eligible for a transfer.

Performance evaluations are generally scheduled annually unless otherwise specified.

Funding for The Arc of Hunterdon is provided mainly by the NJ Division of Developmental Disabilities. Other funding sources include the United Way of Hunterdon County and the County of Hunterdon. Thus, salary funding depends on the funding The Arc of Hunterdon receives from these sources. As such, we cannot guarantee that any staff will receive an anniversary salary increase. We will make every effort to reward good job performance in a manner consistent with the funding we receive.

511 SAFETY

To assist in providing a safe and healthy work environment for employees, customers, clients, and visitors, The Arc has established a workplace safety program. This program is a top priority for The Arc. Its success depends on the alertness and personal commitment of all.

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

Each employee is expected to obey safety rules and to exercise caution in all work activities. Door codes and access to programs are limited to Arc personnel only. Any outside individual, not associated with the Arc, must be granted admittance in person and cannot remain unsupervised while on any agency property. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to corrective action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate supervisor and/or the Second Layer Emergency On-Call and complete the required incident report. The Human Resource Supervisor must receive reports of all employee incident reports within 24 hours. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. The injured party will be directed to an agency approved emergency service.

512 PRIVACY POLICY

For the Arc to protect our employees, enforce its policies, and maintain business operations, the Arc reserves the right to (a) monitor the work area using any appropriate means, and (b) search at any time any person or property on the Arc's Premises.

The Arc reserves the right to search any area on its premises, including but not limited to offices, workstations, desks, and lockers, even if these areas are locked. The Arc also reserves the right to inspect the personal belongings of any individual on its premises, including but not limited to purses, handbags, briefcases, etc.

513 USE OF EQUIPMENT

THE ARC OF HUNTERDON COUNTY'S EQUIPMENT

The Arc of Hunterdon County may provide equipment including but not limited to, computers, fax machines, telephones, removable data storage media, projectors, digital cameras, PDAs, and/or cell phones to employees at The Arc's expense, in order to access information for the benefit of the company and its clients. These devices are the property of The Arc of Hunterdon County, to be used only for business purposes, and shall be returned immediately upon request. Employees need to take all reasonable precautions to ensure the security of The Arc of Hunterdon County's property by locking equipment in the trunk of a car, covering equipment otherwise exposed through windows, and protecting equipment from the elements.

Personal storage devices/media, including but not limited to flash drives, disk drives, CDs/DVDs, may not be physically, electronically, or virtually attached to The Arc of Hunterdon County's equipment at any time nor will The Arc of Hunterdon County be responsible for any of these devices.

DATA STORAGE

All data generated during employment is the property of The Arc of Hunterdon County. At no time will employees keep electronic copies of data on their personal computers, external drives, USB drives, iPods or other medium.

SOFTWARE AND DIGITAL CONTENT

Employee software whether licensed, shareware, or freeware may not be installed on The Arc of Hunterdon County's equipment.

PHONE AND VOICEMAIL

In order to ensure that the telephone is available for clients' business purposes, the frequency and length of personal telephone calls must be limited. Personal long-distance calls are prohibited except in cases of emergency.

Employees are permitted to make and receive personal calls that are urgent or that cannot be scheduled outside of work hours.

Employees are required to reimburse The Arc for any charges resulting from their personal use of the telephone. Employees are required to keep a personal log and a log at their program noting the date, time and duration of any personal call. All personal calls should be infrequent and as brief as possible.

Employees should avoid using any telephone services that charge the company service fees, such as directory assistance, operator assistance or direct dial services. Employees are encouraged to use phone directories.

Employees are to report any incoming threatening, intimidating, harassing phone calls or messages to their Supervisor and/or any Senior Management member immediately.

Any employee found using the telephone service for unlawful, fraudulent, abusive calls or messages will be subject to corrective action up to and including discharge with possible criminal prosecution.

To ensure effective telephone communications, employees should always identify your program and yourself, and speak in a courteous and professional manner.

Voice mail, like other components of the Arc's communications system, is intended for business use only. While voice mail passwords are intended to limit access to authorized people only, employees should not have any expectation of privacy in connection with voice mail messages and should use the system accordingly. Use of the Arc's phones and voicemail system is your implicit permission to the Arc to listen to all conversations and messages. Employees with voice mail services are expected to respond to their messages and delete old messages promptly.

CELLULAR PHONES

In order to maintain employee productivity, The Arc has issued certain employees in programs with a cellular phone so that they can stay in contact with clients and co-workers while they are out of the program on business.

Cellular phones provided by the Arc of Hunterdon County are to be utilized for business purposes only.

Cellular phones are intended to be used for business purposes only. The Arc of Hunterdon County recognizes that some personal calls are necessary. Employees are permitted to make and receive personal calls only if they are of an emergency nature.

The Arc requires its employees to remember safety when using the cellular phone and its equipment at all times. State law mandates that motorists are not to use their cellular phones while operating any vehicle. Employees must pull over and park their vehicles in a safe location before using their cellular phone.

Cellular Phones and their corresponding equipment are considered property of the Arc of Hunterdon County. Employees will be required to execute a loan agreement when issued a cell phone, which will be in effect until the employee returns the cell phone. Employees are required to report any lost, stolen or broken cellular phone and/or cellular phone equipment promptly to the Deputy Executive Director. Any charges for the replacement of property will be assessed at that time.

ELECTRONIC COMMUNICATIONS

The Arc of Hunterdon County may provide access to email, the Internet, intranet, voicemail, cell phones, and other means of communications in order to access and communicate information for the benefit of the company. Every employee is responsible for using these tools in a productive manner. The following guidelines are established, toward meeting this purpose.

The Arc of Hunterdon County's systems are intended to be used only for business purposes.

These systems are not to be used for personal gain or the advancement of individual views. All messages must be communicated using your name and not an assumed name. The Arc forbids the storage, transmission or viewing of adult materials or any illegal conduct or activities on any Arc system or in any other form, whether done on The Arc of Hunterdon

County's premises or using The Arc of Hunterdon County's equipment. Creation, sending or forwarding of verbal or graphic messages which are intimidating, harassing, offensive, profane or hostile on the basis of race, gender, color, national origin, religion, disability, age or any other protected status is also prohibited.

Public tools such as Facebook, MySpace, Google docs and Twitter are not accepted as a means of conducting Arc business.

SECURITY ISSUES

All messages created, sent or retrieved on The Arc of Hunterdon County's systems are the property of The Arc. Employees and contractors do not have a privacy right in any matter that is created, sent or retrieved on or through The Arc of Hunterdon County's systems. All messages composed, sent, stored or received on these systems are and remain the property of The Arc and The Arc reserves the right to monitor, review and/or copy any messages stored or received, as well as any telephone and internet activity. The use of these systems is reserved for the conduct of company business and should not be used for personal reasons.

By using The Arc of Hunterdon County's electronic communications systems, employees consent to The Arc of Hunterdon County's monitoring, accessing, searching, copying, reviewing, and disclosing any documents or messages which they create, send, store, or receive on, as well as websites visited via, these electronic communications systems.

You must not disclose your password, messages, files or other information gained via The Arc of Hunterdon County's systems to unauthorized personnel. Consider the proprietary or confidential nature of The Arc of Hunterdon County's and its clients' information before relaying it via email. Do not presume that the information will be kept confidential.

514 USE OF VEHICLES

Vehicles essential to accomplishing job duties are expensive and may be difficult to replace. When using agency vehicles, employees are expected to exercise caution, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Before taking an Arc vehicle out on the road for any reason, the employee operating the vehicle must inspect it for safety, operating efficiency and for damages prior to departure. The supervisor must be notified if any vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Questions about an employee's responsibility for maintenance and care of vehicles used on the job should be directed to his/her supervisor.

Passengers are to be limited to clients and their families and agency staff who are scheduled to work at that particular time. No employee may operate or ride in an agency vehicle during non-working hours.

In case of an accident, employees operating the vehicle must notify the second layer on call, the police, and their Supervisor. They are expected to cooperate with authorities to the fullest extent. The vehicle operator must ensure that all parties who require medical attention receive it promptly. They must fill out the appropriate incident report immediately.

A camera is provided in every Arc vehicle for the proper documentation of the scene and any damages.

In the event that an Arc owned vehicle breaks down and must be towed, the employee must call the Property Manager and report the incident immediately.

Employees are expected to follow all Federal, State and Local laws when operating a vehicle. The proper usage of seat belt restraints is mandatory for all persons in the vehicle. Employees are required to obey posted speed limits. Taking notes, smoking and/or engaging in any other distracting activity while operating any vehicle is prohibited. An employee eating while operating the vehicle is strongly discouraged.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in corrective action, up to and including termination of employment.

Employees must be at least 18 years of age to drive agency vehicles excluding passenger vans for which the employee must be 21 years of age to operate. All employee driver licenses will be checked upon acceptance of employment and periodically during the duration of employment with The Arc of Hunterdon. As a condition of employment, an adverse report may result in corrective action, up to and including termination of employment. You must notify the Personnel Department immediately if you lose your driving privileges or if you are arrested for a driving-related incident even if it occurs during non-work hours.

Personal use of agency vehicles is prohibited and will result in termination. A Senior Management member or the Executive Director must give permission for a participant to be

transported in an employee's personal vehicle. At this time, the risks and liability assignment will be explained to the employee.

515 VEHICLE USE DURING INCLEMENT WEATHER

When inclement weather occurs, employees are to exercise sound judgment in regards to: The condition of the Arc owned vehicle, the condition of the roads, and current weather forecasts.

If schools in the program's municipality are closed due to inclement weather, employees are not to use an Arc owned vehicle for any reason. If an emergency should arise, employees are to follow the on-call procedures. If schools have a delayed opening, employees may use the vehicle after schools are in session. Exceptions may be granted by the Executive Director on a case-by-case basis.

Drivers are advised to not allow the fuel tank to go below one-half tank. They are to clear off all windows and wiper-blades of ice and snow and make sure that the side mirrors are visible. Drivers must follow the pre-trip check list, provided in each vehicle, before departing.

All Arc vehicles contain the following items to assist drivers in inclement weather conditions: kitty litter, a can of aerosol deicer, and an ice scraper. It is the responsibility of the vehicle driver to make sure these items are in the vehicle before they depart. Drivers must also make sure that these items are replenished in a timely manner after their use.

516 SMOKING

The Arc is committed to providing its employees with a comfortable working environment. Due to the increasing evidence of the dangers of tobacco smoke, The Arc seeks to limit the usage of tobacco on its premises. Employees are strongly encouraged not to smoke.

The Arc recognizes, however, that the decision to smoke is a personal one. While the Arc does not wish to interfere with that decision, it does want to protect those who have chosen not to smoke. Therefore, there will be absolutely no smoking or use of tobacco products or their related materials inside any of the agency facilities or vehicles. Smoking is restricted to safe, ventilated, exterior areas. There is to be no smoking in any entranceways to Arc buildings.

Excessive time spent smoking during employment hours is considered to be invasive to the agency and to the employee's performance of their job functions. Employees found to be taking excessive smoke breaks will be subject to corrective action.

Employees engaging in the use of tobacco products are to dispose of all their tobacco products and all related materials in proper receptacles. Any employee found to be irresponsible with any smoking materials or tobacco products will be subject to corrective action.

This policy applies equally to all employees, customers, clients, and visitors.

517 BUSINESS TRAVEL EXPENSES

Whenever possible, an agency vehicle should be used for business travel. If an employee chooses to use their own vehicle instead of an agency vehicle, they will not be eligible for reimbursement by the agency. When approved, The Arc will reimburse employees for business use of their vehicle on a per mile basis.

Employees must contact their supervisor for prior approval and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Employees who are involved in an accident while driving an agency vehicle on business must promptly report the incident to their immediate supervisor (see policy 508 use of vehicles).

The appropriate incident report(s) must be completed. Vehicles owned, leased, or rented by The Arc may not be used for personal use without prior approval by the Executive Director.

During the course of employment with the agency, an employee may be asked to travel for business purposes causing the employee to be away from home for more than a twenty-four-hour period. In such instances the Arc will reimburse employees for necessary travel-related expenses. Employees are expected to limit expenses to reasonable amounts.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by The Arc.

When travel is completed, employees should submit completed travel expense reports within 30 days. Receipts for all individual expenses should accompany reports.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for corrective action, up to and including termination of employment.

518 VISITORS IN THE WORKPLACE

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

Because of safety and security reasons, visitors must be approved by the manager/supervisor. No visitors are allowed between 9pm and 7am without prior approval of a Senior Management staff member.

Employees are responsible for the safety and behavior of their visitors.

Visitors under the age of 18 are the sole responsibility of their parent or guardian.

If an unauthorized individual is observed on The Arc's premises, employees should immediately notify their supervisor or, if necessary, the police.

519 EMPLOYEE PETS

The Arc considers the opportunity to bring a pet to work as a privilege and not a right. In order for an employee to bring a pet into work, as a visitor, the employee needs to obtain prior approval from their supervisor.

The visiting pet is the sole responsibility of the employee. The employee must prove that all safety and health precautions are in place for their pet. The owner of the pet will be responsible for any damages or injuries incurred by the pet. The Arc of Hunterdon County assumes no responsibility for damages or injuries.

If the visiting pet becomes intrusive or disruptive to others and impedes with the employee performance or natural course of business, the pet owner may be requested to remove the pet from the premises. Employees should report any instances of pet intrusiveness to their Supervisor. The Program Director will then determine the appropriate actions, if any.

520 EMERGENCY CLOSINGS

At times emergencies including, but not limited to, severe weather or power failures, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. These emergencies will be determined by the Executive Director. In the event that such an emergency occurs during non-working hours, the agency phone chain will be utilized.

In the event that transportation is canceled, day program employees will have until 11 a.m. to report to a previously assigned residential program until 4 p.m. All employees reporting to work will receive their regular daily pay.

Supervisors must be notified in advance if the employee intends to utilize an absence in lieu of reporting to the pre-assigned program. If employees do not report to their assigned program within the allotted time, they will be considered absent for the day. The day will be charged to the employee's bank of vacation or personal days. If the employee has no available time the day will be unpaid.

This time off will be treated as a regular absence and will be subject to corrective action, up to and including termination.

Administrative employees will need to report to the administrative office by 11 a.m. in order to be paid for the day.

Any exceptions to this policy will be at the discretion of the Executive Director.

521 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization and many reasons for the termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation-** voluntary employment termination initiated by the employee
- **Discharge-** involuntary employment termination initiated by the organization
- **Retirement-** voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

Upon termination, the Personnel Department and/or Senior Management member has the right to be present when the employee gathers their personal belongings. The employee is asked to surrender all Arc owned property and equipment. The employee is also to surrender any private passwords or combinations to Arc owned equipment.

The employee may not return to the Arc at any time after the termination process has taken place. If the employee wished to return for any reason, they must contact the Personnel Department for clearance.

The Arc will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, and repayment of outstanding debts to The Arc. Suggestions, complaints, and questions can also be voiced.

SINCE EMPLOYMENT WITH THE ARC IS BASED ON MUTUAL CONSENT, BOTH THE EMPLOYEE AND THE ARC HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT WILL, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT ADVANCED NOTICE, AT ANY TIME.

522 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with The Arc. Although advance notice is not required, The Arc requests at least two weeks written notice of resignation. Senior management staff is requested to give at least four weeks notice. Employees who do not give this requested notice lose the ability to receive payout of accrued sick leave.

Prior to an employee's departure, an exit interview will be scheduled by the Personnel Department to discuss the reasons for resignation and the effect of the resignation on benefits.

EITHER THE EMPLOYEE OR THE ARC MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE.

523 PERSONAL PROPERTY

The Arc of Hunterdon County will not be responsible for lost, stolen or damaged personal property. Employees are discouraged from bringing valuables to work.

524 RETURN OF PROPERTY

Employees are responsible for all Arc property, materials, or written information issued to them or in their possession or control. All Arc property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the Arc may also take all action deemed appropriate to recover or protect its property.

EMPLOYEE CONDUCT

601 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, The Arc expects employees to follow the rules of conduct that will protect the interests and safety of all employees, customers, clients and visitors of the organization.

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

- Abuse or neglect of clients
- Breach of confidentiality policy
- Theft or inappropriate removal or possession of agency property
- Theft or inappropriate possession of client property
- Theft or inappropriate possession of another employee's property
- Misuse and/or theft of employer financial systems
- Misuse and/or theft of the telephone systems, postage systems, vehicles and computers
- Falsification of timekeeping records
- Falsification of any personnel documentation
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer of use of alcohol or illegal drugs, weapons or explosive materials, in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Negligence or improper conduct leading to the damage of employer-owned or customer- owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Fighting and/or "Horseplay" on Arc premises
- Sexual or other unlawful harassment
- Excessive absenteeism or excessive lateness
- Any absence without notice
- Unauthorized absence from the workstation during the workday
- Any usage of client's belongings
- Violation of personnel policies
- The secret use of recording devices for the purpose of recording conversations
- Sleeping during your required shift.
- Violations of any federal, State or local laws

- Unsatisfactory performance or conduct

EMPLOYMENT WITH THE ARC IS WITH THE MUTUAL CONSENT OF THE ARC AND THE EMPLOYEE, AND EITHER PARTY MAY TERMINATE THAT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT ADVANCE NOTICE.

602 ABUSE/MISTREATMENT OR EXPLOITATION OF PARTICIPANTS

If allegations of any type of mistreatment, abuse or exploitation of any participant are made against an employee, the individual will be suspended from duty. This may be with or without pay while an investigation into the allegations transpires.

Any interference with an ongoing investigation will result in immediate termination.

If the allegations of any type of mistreatment, abuse or exploitation are substantiated, appropriate correction action determined by the Executive Director, Senior Management and Personnel Committee will be applied. Substantiated instances of any type of mistreatment, abuse or exploitation of any nature will result in immediate termination.

Unsubstantiated allegations will result in the employee receiving all benefits normally due them during the course of the investigation and the employee will be promptly re-instated to their former position.

Any employee suspended from duty will have no contact with any participants or employee, with the exception of limited contact with Senior Management personnel directly involved with an ongoing investigation.

603 CONFIDENTIALITY POLICY

It is The Arc of Hunterdon County's policy to ensure that the operations, activities, and business affairs of The Arc and our clients are kept confidential to the greatest extent possible. If, during their employment, employees acquire confidential or proprietary information about The Arc of Hunterdon County and its clients, the information is to be handled in strict confidence and not to be removed from The Arc's premises, discussed with outsiders, or discussed with individuals within The Arc who do not have a need to know. This prohibition against removing and disclosing confidential information lasts during the entire term of your employment and continues even after the end of your employment with The Arc of Hunterdon County.

604 DRUG AND ALCOHOL USE

It is The Arc's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on The Arc premises and while conducting business related activities off The Arc premises, or operating an Arc owned vehicle, no employee may manufacture, use, possess, distribute, dispense, sell, receive as a gift or be under the influence of alcohol, illegal drugs or other controlled substances.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees should report to the Program Director and the Executive Director if they will be taking any prescribed drugs during work hours that may alter their work performance.

Violations of this policy may lead to corrective action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Any unauthorized substances obtained will be turned over to the appropriate law enforcement agency. The Arc will deal with violations of this policy in accordance with all local, state, and federal laws.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, corrective action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through The Arc's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all The Arc policies, rules, and prohibitions relating to conduct in the workplace; and if granting leave will not cause The Arc any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify The Arc of a criminal conviction for drug related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Deputy Executive Director and/or the agencies HIPAA privacy officer without fear of reprisal. All information submitted will be kept confidential.

604A DRUG FREE WORKPLACE / TESTING POLICY

(Effective 12/1/10)

It is the policy of The Arc of Hunterdon County (herein referred to as the “Company”) that the use, sale, purchase, transfer, possession, or presence in one’s system of any controlled substance (except medically prescribed drugs) by any employees while on the Company’s premises, engaged in Company business, operating Company equipment, or while under the authority of the Company is strictly prohibited. The Company further maintains a policy that the unauthorized use, sale, purchase, transfer, possession, or presence in one’s system of alcohol or any other intoxicating agent by any employee while on the Company’s premises, engaged in Company business, operating Company equipment, or while under the authority of the Company is strictly prohibited. There are many reasons why we have implemented a drug and alcohol testing program, they include but are not limited to:

- Deter employees from abusing alcohol and drugs
- Prevent hiring individuals who use illegal drugs
- Provide a safe workplace for employees
- Protect the general public and instill consumer confidence that employees are working safely
- Benefit from workers’ compensation premium and group discount programs
- Comply with state, federal, and local laws and regulations

Aspects of the Company’s operations are subject to regulation by various federal, state and local agencies, therefore certain Company employees are subject to the terms and conditions of this Drug and Alcohol Policy, the terms and conditions of which are hereby incorporated within The Arc of Hunterdon’s Personnel Policy. This policy is also intended to comply with the drug testing requirements of the State of New Jersey’s Kominos Law. The serious impact of drug use and alcohol abuse has been recognized by the federal and state governments, and by the Company. This is a “Supplemental” or addition to your Employee Personnel Policy and it is meant to educate the Company’s employees about this enhanced program with the focus on drug and alcohol testing.

It is the Company’s intent that the policies and procedures in this Drug and Alcohol Policy be consistent with provisions contained in the Company’s Personnel Policy. In the unlikely event that the terms of this Drug and Alcohol Policy conflict with any provision contained in the Employee Handbook, the terms and conditions of this Drug and Alcohol Policy shall control. Violation of any provision contained in this Drug and Alcohol Policy shall be deemed a violation of the Company’s overall drug and alcohol policy and will result in disciplinary action, up to and including termination. NEITHER THIS POLICY NOR ANY OF ITS TERMS ARE INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OR CONTAIN THE TERMS OF ANY CONTRACT OF EMPLOYMENT. NEW JERSEY IS AN AT-WILL EMPLOYMENT STATE. THE EMPLOYER AND EMPLOYEE RELATIONSHIP CAN BE TERMINATED BY EITHER PARTY AT ANY TIME AND WITHOUT GOOD REASON. THE COMPANY RETAINS THE SOLE RIGHT TO CHANGE, AMEND, OR MODIFY ANY TERM OR PROVISION OF THIS POLICY WITH OR WITHOUT NOTICE. CONFIDENTIALITY/RECORDKEEPING. All employee drug and alcohol test records are considered confidential. For the purpose of this policy/procedure, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to designated employees. Employee alcohol and controlled substance test records will only be released in the following situations:

- To the active employee, upon request;
- Upon request of state or local officials with regulatory authority over the Company;
- An investigation;
- In a lawsuit, grievance, or other proceeding when legally applicable.

EMPLOYEE CATEGORIES SUBJECT TO TESTING

This Drug and Alcohol Policy applies to all employees.

Employees are strictly prohibited from engaging in the following activities:

Drug Prohibitions

- Use of any controlled substance, except when administered by, or under the instructions of, a licensed medical practitioner, who has advised the employee that the substance will not affect the employee's ability to perform a safety-sensitive function. Be advised that the use of marijuana for medicinal purposes is not a legitimate explanation. Under federal law, the use of marijuana does not have a legitimate medical use in the United States.
- These are the drugs that will be tested for. All Testing conducted according to SAMHSA's guidelines checks for a Five-Panel illicit drugs plus, alcohol (ethanol, ethyl alcohol). These five illicit drugs are:
 - Amphetamines (meth, speed, crank, ecstasy)
 - THC (cannabinoids, marijuana, hash)
 - Cocaine (coke, crack)
 - Opiates (heroin, opium, codeine, morphine, synthetic opioids)
 - Phencyclidine (PCP, angel dust)

Additionally, the urine will be tested for known adulterants and substituted urine.

- Sale, purchase, transfer, possession, or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on the Company's premises, engaged in Company business, operating Company equipment, or while under the authority of the Company.
- Testing positive for a controlled substance (except medically prescribed drugs).
- Refusal to submit to a post-accident, random, reasonable suspicion, return to duty, or follow-up drug test.

TYPES OF DRUG TESTING

Employees may be subject to each of the following types of drug and alcohol tests:

Pre-Employment (drug only)

Employees shall be subject to a drug test prior to employment. No employee shall be permitted to perform any company job function until they have received a negative drug test result.

Post-Accident

Accidents will be defined by the company and include, but are not limited to, automobile accidents and falls. They may include physical injury or damage to equipment, as examples. Employees involved in an accident will report to the company's workers compensation physician for testing immediately following an accident.

Random

Employees shall be subject to random drug testing. Random testing will be conducted without notice to randomly selected employees. The company provides the NJ Department of Human Services (DHS) with a list of all employees (Random Pool) on a quarterly basis. DHS randomly selects from the pool and provides the company with the names of individuals that must be tested each calendar quarter. Employees have the same chance of being selected each period and therefore may be selected more than once throughout the year. Employees selected and notified for a random drug test must proceed to the clinic for testing within 24 hours of notification.

Reasonable Suspicion/For Cause

Employees shall be subject to reasonable suspicion drug and alcohol testing if a supervisor believes or suspects that the employee is under the influence of drugs or alcohol (or both).

DRUG & ALCOHOL CONSEQUENCES

Consequences of refusing to submit to a required drug test. An employee who refuses to submit to a required drug test or who receives a verified adulterated or substituted drug test result will be immediately removed from performing job functions. Notwithstanding the foregoing, an employee that refuses to submit to a required drug and/or alcohol test will be subject to disciplinary action, up to and including termination.

Refusal to Submit to a Drug and/or Alcohol Test

You are considered to have refused to take a drug and/or alcohol test if you:

- Fail to appear at a collection site for any test (except a pre-employment test) within 24 hours, as determined by the Company, consistent with applicable agency regulations, after being directed to do so by the Company. This includes the failure of the employee to appear for a test when called by the Company's third party administrator;
- Fail to remain at the collection site until the testing process is complete; Provided that a person who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- Fail to provide a specimen;
- Fail to permit a monitored or observed collection if the Company ordered or if the collector required the collection to be monitored or observed;
- Fail to provide a sufficient amount of urine specimen, provided the Medical Review Officer (MRO) finds there was no medical reason for the employee to provide insufficient amount of urine;
- Fail or decline to take an additional drug test that the Company or collector has directed;
- Fail to undergo a medical examination or evaluation the MRO or the Company has directed;
- Fail to cooperate with any part of the specimen collection process;

- Fail, for an observed collection, to follow the instructions to raise and lower clothing and turn around;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process if the employee is found to have or wear a prosthetic or other device designed to carry clean urine or a urine substitute;
- Admit to the collector to having adulterated or substituted the specimen;
- Adulterate or substitute a urine specimen.

DRUG & ALCOHOL TESTING PROCEDURES

Drug and/or alcohol testing shall be conducted at a facility designated by the Company. Specimen collection, analysis and reporting shall be conducted in accordance with the procedures outlined below which are consistent with the federal regulations and all applicable guidance and state laws. These collection procedures are designed to protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct employee. Drug testing will be performed via urinalysis. Alcohol testing will be performed via breath testing.

Drug Testing Procedures

- An electronic drug testing Chain of Custody Form (CCF) will be used to document the chain of custody from the time the specimen is collected at the testing facility until it is tested at the laboratory.
- A collection kit, similar to those described in Federal government regulations must be used for the drug test.
- The collection of the specimen must be conducted at an authorized collection facility and must contain all necessary personnel, materials, equipment, facilities, and supervision to provide for collection, security and temporary storage and transportation of the specimen to a certified laboratory.
- The employee should have and present positive identification to the collector. The employee may also request positive identification of the collection site employee.
- The employee must provide a specimen meeting the specified volume and temperature requirements.
- All identifying information will be automatically entered on the electronic CCF by the collection site staff. The CCF will be signed by the collector, certifying collection was accomplished in accordance with the instructions provided. The employee must also sign the CCF indicating the specimen was his/hers.
- A urinalysis will be performed by a laboratory certified by the Department of Health and Human Services (DHHS) that has been retained by the Company. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance, and scientific analytical methodologies.
- The laboratory must report all test results directly to the Company's designated medical review officer (MRO). The MRO is responsible for reviewing and interpreting all confirmed positive, adulterated, substituted, or invalid drug test results. The MRO must determine whether alternative medical explanations could account for the test results. The MRO must also give the employee who has a positive, adulterated, substituted, or invalid drug test an opportunity to discuss the results prior to making a final determination. After the decision is made, the MRO must notify the Company's designated employer representative (DER).

SIGNS AND SYMPTOMS OF A DRUG AND/OR ALCOHOL PROBLEM

Any one or more of the following signs may indicate a drug and/or alcohol problem:

- Appears fearful, anxious, or paranoid for no reason
- Blackouts or the inability to remember what has happened
- Cold, sweaty palms; shaking hands
- Lack of motivation; appears lethargic or “spaced out”
- Pattern of absenteeism with vague excuses
- Red, watery eyes; pupils larger or smaller than usual; blank stare
- Regular (or daily) use or consumption
- Secretive or suspicious behavior
- Sudden mood swings, irritability, or angry outbursts
- Unexplained need for money; stealing money or items

Intervening when a drug or alcohol problem is suspected Although The Arc of Hunterdon County does not have a history of drug and alcohol abuse problems, the Company recognizes that drug abuse, alcoholism and alcohol misuse are problems throughout America. There are several good reasons why employees should be concerned if any of their coworkers are using drugs or alcohol on the job:

- The employee and their coworkers' health and safety may be at risk.
- Misuse by one employee may negatively impact the income of another.
- Creates a negative work environment.

No matter what the employee's position is in the organization, there are things that can be done to ensure that drug and alcohol abuse on the job never becomes a problem at the Company. Acceptance of any misuse puts the employee, the Company, and the public at risk. Accordingly, the Company requests that any signs or symptoms of drug use or alcohol abuse be reported to the employee's immediate supervisor. Alternatively, employees may report any signs or symptoms to the Company substance abuse testing administrator.

605 WORKPLACE VIOLENCE

The Arc of Hunterdon County does not tolerate acts of workplace violence committed by or against employees. The Arc strictly prohibits employees from making threats or engaging in violent acts. This is a zero- tolerance policy. Any employee found to be in violation of this policy will be subject to corrective action, up to and including termination.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically
- Statements or behavior that creates a reasonable fear of injury in another person
- Statements or behavior that subjects another person to extreme emotional distress
- Possessing, brandishing, or using a weapon or any type of explosive materials while on Arc premises or vehicle or while engaged in Arc business
- Intentionally damaging property
- Threatening to injure an individual or damage property
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment

General Security Practices:

- a. Employees are to immediately call the police if confronted with a potentially violent staff member.
- b. Arc employees are fully trained in all aspects of crisis management. Employees should be mindful of these techniques in times of violence. Do not attempt to physically restrain or physically remove a threatening or violent individual yourself with any other techniques than those taught during crisis management training.
- c. Employees must always report all violent, threatening, or harassing behavior to his/her supervisor. Employees must alert his/her supervisor to the presence of strangers in the work area or the presence of any suspicious packages.
- d. The Arc of Hunterdon County will immediately investigate any reported violence, harassment, or threats committed on its premises.

Under no circumstance should any employee make statements to the news media regarding incidents which occur on Arc property. All communication with the news media will be handled by the Arc's the Executive Director or the President of the Board of Directors.

Any employees who violate this policy are subject to corrective action, up to and including termination and referral to the authorities.

The Arc of Hunterdon will seek the prosecution of all of those who engage in violence on its premises or against its employees while they are engaged in Arc business.

606 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image The Arc presents to individuals served, their families, and to visitors.

During business hours, employees are expected to present a clean and neat appearance and dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

It is not possible to list all forms of inappropriate attire. The following are examples:

- Dangling bracelets, necklaces, earrings
- Shoes with open exposed toes – employees who work with the individual's served
- Short shorts (no shorter than 4" above the knee) and halter tops
- Ripped or torn clothing
- Clothing or tattoos with inappropriate or foul language or symbols
- Any type of clothing that reveals a person's midriff or undergarments

A Supervisor or Senior Management should be consulted if there are questions as to what constitutes appropriate attire

Updated July, 2018

607 MEDIA RELATIONS

It is the policy of The Arc to cooperate with news media and trade publications inquiries and communicate truthfully with the various media on matters appropriate for public knowledge. The Arc frequently solicits news coverage of its important developments, services, and special events to promote its public relations objectives.

In order to maintain consistency on important Arc positions, guidelines and procedures must be followed by all employees who receive inquiries from the news media or any publications.

No employee may grant an interview or release any information concerning Arc business or related issues without prior permission of the Executive Director. Requests must be made in writing and referred to the Executive Director in a timely manner.

Courtesy and common sense should always be used in dealing with reporters. If a reporter should ask to interview an employee or consumer, he or she will politely decline and explain that the Executive Director of the Arc of Hunterdon County is the person they can interview and to whom they should direct their inquiries.

The employee should obtain the reporter's name, the name of the publication, television, or radio station they represent, the phone number of the establishment and the topic or topics which they want to discuss. This information is to be immediately communicated to the Executive Director.

All press releases and promotions of Arc events are coordinated by the office of Community Relations and the Foundation Director. Any questions regarding the release of information, press releases, and Arc sponsored events should be promptly directed to these departments.

608 CORRECTIVE ACTION

The purpose of this policy is to state The Arc's position on administering equitable and consistent corrective action for unsatisfactory conduct in the workplace. The best corrective measures are procedures and/or actions that do not have to be enforced and comes from good leadership and fair supervision at all employment levels.

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

NOTWITHSTANDING THIS POLICY, EMPLOYMENT WITH THE ARC IS "AT WILL" AND BOTH THE EMPLOYEE AND THE ARC HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE

The Arc recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, immediate termination of employment.

By utilizing the following classifications of corrective actions, The Arc hopes that most employee problems can be corrected at an early stage, benefiting both the employee and The Arc.

The classifications of corrective actions are as follows:

- **Written Warning** - documented and placed in employee file
- **Suspension** - documented and placed in employee file, suspension occurs at the discretion of the Senior Management team.
- **Termination** - termination occurs at the discretion of the Executive Director.

EMPLOYEE GRIEVANCE

701 EMPLOYEE GRIEVANCE

The Arc is committed to providing the best possible working conditions for its employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Thus, The Arc encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from The Arc supervisors and management.

In the event that an employee disagrees with established rules of conduct, policies, or practices, the employee must express their concern through the use of the agency's problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with The Arc in a reasonable, business-like manner, or for using the problem resolution procedure.

The Arc has adopted the following procedure to ensure that each problem, complaint, suggestion, or question is handled in a standardized and equitable manner:

1. The employee presents the problem in writing to his/her immediate supervisor within five calendar days after the incident occurs. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact his/her supervisor due to the nature of the situation, the employee shall present the problem to the Executive Director or a senior management member.
2. Within 5 business days, the supervisor must respond to the problem either through discussion or a written response. It is expected that the supervisor will consult, when necessary, with appropriate management. It is the supervisor's responsibility to ensure that any discussion and/or response is properly documented.
3. If the employee feels that the problem is unresolved, the employee must then present the problem to the Executive Director or designee in writing within five business days of receipt of the supervisor's response. The Executive Director or designee will respond, in writing, to the employee with his/her decision within five working days of the receipt of the letter.
4. Within three calendar days, if the employee is still not satisfied, he/she must present the problem to the Board of Directors Personnel Committee, in writing. Contact information for the Personnel Committee can be obtained by contacting the Executive Director or designee at the main office.
5. The Personnel Committee will have ten working days to submit its decision, in writing to the Board of Directors. The Board of Directors will confirm the final decision, which may not be appealed, and the employee will be notified of the final resolution in writing.

ADDENDUM:
CODE OF ETHICS

The Arc of Hunterdon County

Code of Ethics

Mission Statement

Corporate Compliance

Code of Ethics- Staff Members

Code of Ethics- Board of Directors

Code of Ethics- Financial Practices

Code of Ethics- Agency Marketing Activities

Code of Ethics- Personnel Department

MISSION STATEMENT

To provide support, training, and opportunities for persons with developmental disabilities to achieve the greatest degree of independence and productivity, and become contributing, responsible, and proud members of society, and to support families of such persons by enhancing the quality of life for all family members.

VISION STATEMENT

The Arc of Hunterdon County works and advocates for:

- A community in which parents of every new- born child with developmental disabilities experience understanding, ready assistance, and hope for a bright future.
- A community that accepts children with disabilities into schools, its playgrounds, its friendships, its celebrations.
- A community that houses and provides places to work for all of its citizens.
- A community that accepts the gifts and talents of people with disabilities, valuing the indispensable role they play.
- A community that respects each of its members as part of the human family.

OUR BELIEFS

- Each person we serve is unique, possessing gifts that enrich the community,
- A person grows by realizing self-chosen goals.
- Employment is for most people a desirable and achievable goal.
- Supports are more highly valued by the degree to which they are facilitated in natural settings in the community.
- Our efforts focus on supporting and challenging the strength of those we serve, not on remedying the effects of their disabilities.
- In providing supports, we function as a team relying on the strengths and gifts of all team members including the person we serve.

DIVERSITY

The Arc of Hunterdon is committed to support of diversity in the workplace and throughout the agency. The Arc of Hunterdon is founded on the principle that all people possess unique talents and gifts and that only when all people are together in society is the society whole. Support for these premises runs throughout the agency's tapestry from Mission and Commitment, to staff training, to agency procedures. The agency is committed to cultural competence for the individuals supported and with regard to the workforce.

We embrace and encourage the uniqueness that each person brings to the table, both people receiving services and employees alike.

As such, all of the policies and procedures of the agency speak to diversity, respect for one another, the valued contributions of each member, and the standard that each person be treated with respect and dignity at all times. However, some specific policies speak to the more conventional understanding of diversity and inclusion as follows:

- Agency Mission, Vision, Commitment
- Personnel Policy # 101 – Equal Employment Opportunity
- Policy # 103- Workplace Discrimination/Harassment Policy
- 104 – Disability Accommodation
- 105 – Conscientious Employee Protection Act
- 601 – Employee Conduct and Work Rules
- 602 – Abuse/Mistreatment or Exploitation of Participants
- 605 – Workplace Violence
- Arc of Hunterdon Code of Ethics

CORPORATE COMPLIANCE

I. PURPOSE:

To assure that The Arc of Hunterdon, its Board of Directors and Employees are accountable for tracking federal funds (including those received indirectly through contracts with New Jersey state divisions) and overseeing how funds are being used and reported through the establishment of a corporate compliance program to ensure ongoing monitoring and compliance with all applicable federal, state and local laws and regulations.

II. PROCEDURES

- A. The responsibility of overseeing and coordinating the corporate compliance program will rest with the Compliance Officer. The Compliance Officer serves as the primary point of contact for monitoring and reporting on matters pertaining to corporate compliance. The Compliance Officer has authority to review all documents and other information that are relevant to compliance activities. The Deputy Executive Director who supervises the Director of Finance will serve as Arc's Compliance Officer. The duties and responsibilities of the Compliance Officer shall be as follows:
- Ensure that Arc takes reasonable steps to achieve compliance with its standards by utilizing monitoring and auditing systems reasonably designed to detect misconduct by its employees and agents.
 - Delegate appropriate levels of monitoring and review of systems to other staff and/or outside agencies to promote effectiveness, efficiency, and to avoid any potential conflicts of interest.
 - Encourage employees to report suspected fraud and other improprieties without fear of retaliation.
 - Assist management in coordinating internal compliance review and monitoring activities.
 - Report annually to the board of directors on matters related to corporate compliance.
 - Assist management and the board of directors in establishing methods to improve The Arc's efficiency and quality of services and to reduce the organization's vulnerability to fraud, abuse and waste.
- B. Arc shall have an annual financial audit conducted by certified public accountants to examine, on a test basis, evidence supporting the proper handling and reporting of amounts and disclosures relating to financial activity of the organization.
- C. The board of directors, or a subcommittee designated by the board, will annually meet with Arc's independent accounting firm for a report based on the annual audit.
- D. Arc employees, independent contractors, board members and volunteers will be informed of Arc's high standards of ethical conduct, and the procedures for reporting suspected unlawful activity, policy or practice such as waste, fraud or abuse of funds.
- E. Arc shall conduct an annual review of compliance with regards to the terms,

conditions and covenants contained in the organization's financing/loan agreements.

- F. Arc shall conduct and document an annual review of its billing practices to reasonably ensure that all activities adhere to Arc's code of ethical conduct and compliance policies and procedures.
- G. Arc shall conduct and document annual reviews of business and contractual agreement relationships to reasonably ensure that activities adhere to Arc's code of ethical conduct and compliance policies and procedures.
- H. The Risk Management Plan will be followed to manage risk to minimize loss to The Arc of Hunterdon.

III. RELATED POLICIES:

Refer also to The Arc of Hunterdon Code of Ethical Conduct, Confidentiality Policy and the Finance Manual.

CODE OF ETHICS-STAFF

As a member of The Arc of Hunterdon County's staff, I will:

- Represent The Arc of Hunterdon County and all persons receiving services in a professional and reputable manner.
- Respect the confidentiality of all persons receiving services.
- Empower people with developmental disabilities to choose and realize their individual goals of where and how they learn, live, work, and play.
- Only provide services and represent myself as knowledgeable in areas that I am adequately educated and trained in.
- Advocate on behalf of the people I support in accordance with the mission of The Arc of Hunterdon County.
- Focus my efforts on The Arc of Hunterdon County's mission and not my own person goals.
- Act as a resource on issues concerning people with developmental disabilities to the public, other clients, families, advocates, and other stakeholders as well as refer them to other agencies and services when deemed appropriate.
- Respect my co-workers and support their work.
- Respect the people I support and the choices they make.
- Continue to grow professionally in order to more effectively support the persons receiving services from The Arc of Hunterdon County.

CODE OF ETHICS- BOARD OF DIRECTORS

As a member of the Board of Directors, you need to be aware that more is expected of you because you are in a leadership role. Please review the following statements. Signing this code of ethics solidifies your commitment to be a responsible leader for The Arc of Hunterdon County.

As a member of The Arc of Hunterdon County's Board of Directors, I will:

- Represent the interests of all people served by The Arc of Hunterdon County, and not favor any special interests inside or outside of this agency.
- Not use my service on this Board to my own personal advantage or to the advantage of my friends and associates.
- Not divulge confidential information.
- Respect and support the majority decisions by the Board.
- Approach all Board business with an open mind, prepared to make the best decision for everyone involved.
- Do nothing to violate the trust of those who chose or elect me to this Board, or of those individuals and families whom The Arc serves.
- Focus my efforts on The Arc's mission and not my own person goals.
- Never exercise authority as a Board member except when acting in a meeting with the full Board or when I am delegated to act by the Board.
- Consider myself a trustee of The Arc of Hunterdon County and do my best to ensure that it is well maintained, financially secure; growing and always operating in the best interest of the individuals and families we serve.

CODE OF ETHICS- FINANCIAL PRACTICES

All financial matters and practices of The Arc of Hunterdon County will:

- Follow all applicable federal, State, and local laws.
- Follow the commonly accepted standards for sound financial management practices.
- Comply with The Arc of Hunterdon County's financial policies.

As a staff of The Arc of Hunterdon County's Finance Department, I will:

- Represent The Arc of Hunterdon County and all persons receiving services in a professional and reputable manner.
- Respect the confidentiality of all persons receiving services.
- Focus my efforts on The Arc of Hunterdon County's mission and not my own person goals.
- Respect my co-workers and support their work.
- Continue to grow professionally in order to more effectively support the persons receiving services from The Arc of Hunterdon County.
- Not use my service in this department to my own personal advantage or to the advantage of my friends and associates.
- Not divulge confidential information.
- Do my best to ensure that it is well maintained and financially secure.

CODE OF ETHICS- MARKETING ACTIVITIES

All marketing activities for The Arc of Hunterdon County will:

- Always be done keeping The Arc of Hunterdon County's mission in mind.
- Always be done with respect and dignity towards the individuals and families served by The Arc of Hunterdon County.
- Always represent the confidentiality of the persons receiving services.
- Never intentionally misrepresent The Arc of Hunterdon County, mislead, or misinform the public.

As a staff of The Arc of Hunterdon County's Marketing Team, I will:

- Represent The Arc of Hunterdon County and all persons receiving services in a professional and reputable manner.
- Respect the confidentiality of all persons receiving services.
- Focus my efforts on The Arc of Hunterdon County's mission and not my own person goals.
- Respect my co-workers and support their work.
- Continue to grow professionally in order to more effectively support the persons receiving services from The Arc of Hunterdon County.
- Not use my service in this department to my own personal advantage or to the advantage of my friends and associates.
- Not divulge confidential information.
- Never intentionally misrepresent The Arc of Hunterdon County, mislead, or misinform the public.

CODE OF ETHICS- PERSONNEL DEPARTMENT

As a staff of The Arc of Hunterdon County's Personnel Department, I will:

- Support, promote and apply the principles of human rights and dignity in the workplace, the profession and society.
- Uphold laws and regulations relating to my employer's activities.
- Behave and speak in a manner consistent with the profession's values and best interests.
- Strive to balance organizational and individual needs and interests in the practice of the profession.
- Avoid or disclose any potential conflict of interest, which might influence personal actions or judgments.
- Consider the information obtained in the course of business as confidential.
- Support other Human Resource professionals.
- Maintain the highest standards of professional and personal conduct.
- Encourage my employer to make fair and equitable treatment of all employees a primary concern.
- Strive to make my employer profitable both in monetary terms and through the support and encouragement of effective employment practices.
- Instill in the employees and the public a sense of confidence about the conduct and intentions of my employer.
- Maintain loyalty to my employer and pursue its objectives in ways that are consistent with public interest.

VIOLATIONS TO CODE OF ETHICS

Allegations of violations to the aforementioned Codes of Ethics will be addressed using existing policies.

Staff violations: Implementation of applicable personnel policies including corrective action, up to and including termination.

Board violations: Implementation of applicable Board policies.

EMPLOYEE ACKNOWLEDGEMENT FORM

The personnel policy handbook (the “Handbook”) describes important information about The Arc, and I understand that I should consult the Personnel Department regarding any questions not answered in the Handbook.

I HAVE ENTERED INTO MY EMPLOYMENT RELATIONSHIP WITH THE ARC VOLUNTARILY AND ACKNOWLEDGE THAT THERE IS NO SPECIFIED LENGTH OF EMPLOYMENT. ACCORDINGLY, EITHER THE ARC OR I CAN TERMINATE THE RELATIONSHIP AT ANYTIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT ADVANCE NOTICE.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy may occur, except to The Arc’s policy of employment-at-will. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director and the Board of Directors of The Arc of Hunterdon County have the ability to adopt any revisions to the policies.

Furthermore, I acknowledge that this Handbook is not a contract of employment. The policies in the Handbook describe standard operations at the Arc, which may be amended, eliminated, or suspended at any time. I have received access to these policies on our agency website and know where to find them when needed, and I understand that it is my responsibility to read, understand, and follow those policies.

I have also received a Training Manual and Health Benefits Package (only for full time employees).

Employee Signature

Date

Employee’s Name (typed or printed)

Witness Signature

Title / Department