CONTRACT DISCLAIMER AND ACKNOWLEDGEMENT OF EMPLOYEE
HANDBOOK AS REFERENCE SOURCE FOR PERSONNEL POLICIES

NOTICE: PLEASE READ CAREFULLY

This handbook is intended to serve as a practical guide to Community Partners in Action's (the "Agency") current personnel policies and practices and to serve as your personal reference in answering questions that you may have about your job. Please ensure that you have read it thoroughly. If you do not understand something in this handbook, please consult your supervisor.

Since this handbook is only a summary of the Agency's expectations compiled for the convenience of our employees, it is not intended to cover all topics or circumstances. In addition, the policies and procedures in this handbook are guidelines only and are not to be construed as an expressed or implied contract of employment, a promise of employment for any specified time, or a guarantee of benefits or working conditions between any employee and the Agency. In order to adapt to its changing needs, the Agency reserves the right to revise, discontinue, suspend, or modify any part(s) of this handbook at any time without prior notice and any such action shall apply to existing as well as future employees. Your continued employment after any of these policy changes indicates your agreement with these policies.

Additionally, the Agency reserves the right to respond to specific situations in whatever manner it believes best suits the needs of the organization. Consequently, the Agency's actions, from time to time, may vary from the attached policies and procedures, or any subsequent policies and procedures implemented. Furthermore, the Agency's actions may from time to time be guided by policies and procedures that are not contained in this handbook.

The handbook does not change any of the terms and conditions of the "at-will" employment relationship that has been established between the Agency and its employees. That is, the Agency may terminate employment and/or other terms and conditions of employment with or without cause, and with or without notice, at any time. Furthermore, this "at-will" employment relationship may not be changed by any written document or by conduct unless the Executive Director specifically acknowledges such change in writing. No supervisory, management or any other employee or representative at the Agency has any authority to make a commitment of guaranteed or continuing employment to any employee, and no document or publication of this Agency should be interpreted to make such a guarantee. As such, this handbook does not give any employee any contractual right to enforcement of the policies and procedures contained herein, nor does it create any right to continued employment.
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(Revised October 2014)

WELCOME TO Community Partners in Action

To our new employees, this Handbook is a word of welcome from, and your introduction to Community Partners in Action. For our employees who have been with us, we take this opportunity to express our thanks and appreciation for the fine contribution you have made to our Agency.

The success of our Agency depends on the daily performance of each and every employee and his or her ability to work with others efficiently. The continuing success and growth of Community Partners in Action depends on you. We hope you will share our pride and accomplishments.

You were selected to join Community Partners in Action because we believe you have those qualities we look for in our employees. Our Agency's reputation is based on the hard work and dedication of employees like you. We are proud and pleased to have you with us.

Again, welcome to Community Partners in Action.

Maureen Price-Boreland, Esq.
Executive Director
ABOUT THE AGENCY

**Community Partners in Action**, (CPA) is a non-profit agency building community by providing services that promote accountability, dignity, and restoration for people affected by the criminal justice system.

CPA programs are designed to assist offenders in reformation and re-integration into society; to supplement the efforts of the various state agencies which have an interest in offenders; to encourage citizen participation; and to promote public understanding of the issues in the prevention and punishment of crime.

This has been the mission of CPA since 1875 when the Friends of Prisoners Society was inaugurated by Connecticut’s educational, legal, and religious leaders to work in the brand new field of criminal rehabilitation. Among the noted people on the group's first Board of Advisors was Samuel Clemens (Mark Twain).

Within a short time, the name of the group was changed to the Connecticut Prison Association and it became well known as a leader in the field. Between 1901 and 1950 CPA not only worked directly with hundreds of inmates annually as they served their time and after release, but the agency was also instrumental in a number of criminal justice innovations. The Indeterminate Sentencing Law of 1901, the establishment of the State Probation System (1903), the building of the Reformatory for Young Offenders (1909) in Cheshire, the opening of the Women’s Farm and Prison in Niantic (1929), and the consolidation of the County Jails into a centralized state system in 1955 was all accomplished with the direct involvement and political influence of the CPA.

From 1950 to 1980 a major change took place in criminal justice. The term "correction" symbolized a new approach, and CPA was in the forefront of the creation of a Department of Correction by the state legislature in 1967. By the early 1980's, CPA was a leading advocate of alternatives to incarceration, as offender populations soared and overcrowding became a hot political issue.

The last twenty years of the century saw another radical swing in public policies and correctional policies. Rising to the challenges of the times, CPA experienced a shift in programming which extended opportunities for offenders in job placement, the arts, the treatment of AIDS and substance abuse, along with a growing list of community alternatives. During that period the name of the agency was changed to Community Partners in Action.

Since the founding of the agency in 1875, changes unimaginable to prior generations have been experienced, creative responses to each shift in the cultural picture have been initiated, and enormous good has been done through the work of CPA staff, volunteers and board members. The agency continues to provide quality services and to respond to the needs of the time in ways that are unique and unparalleled.
GENERAL EMPLOYMENT POLICIES

Employment-At-Will Policy

Your employment with the Agency is "employment-at-will". This means that you have the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice. The Agency also has the right to terminate the employment relationship at any time for any or no reason, with or without cause and with or without notice.

Equal Opportunity Policy Statement

It has always been the policy and will continue to be the strong commitment of Community Partners in Action, and a requirement for all contractors and subcontractors who do business with the Agency, to provide equal opportunities to all qualified persons solely on the basis of job-related skills and experience, ability and merit.

Community Partners in Action will continue to take action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, gender, national origin/ancestry, age, disability, sexual orientation, gender identity/expression, marital or civil union party status, veteran status, or any other legally protected status.

This policy applies to every aspect of employment including, but not limited to: promotion, demotion or transfer; recruitment or recruitment advertising; hiring; evaluation; discipline; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. Community Partners in Action, its contractors and subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal opportunity.

The Agency expects all employees to contribute to the nondiscriminatory environment. Managers support employees in their efforts. Prohibited conduct includes sexual harassment and derogatory or offensive comments about race, color, religion, gender, national origin/ancestry, age, disability, sexual orientation, gender identity/expression, marital or civil union party status, veteran status, or any other legally protected status. Our policies outline disciplinary steps managers take when employees act in a manner that Community Partners in Action believes may be considered discriminatory or otherwise inappropriate.

Consistent with Community Partners in Action's commitment to equal employment and non-discrimination, Community Partners in Action recognizes that employees who have entered into civil unions and same-sex marriages are entitled to certain rights pursuant to Connecticut law. Therefore, Community Partners in Action extends the applicable provisions of this Handbook to qualifying civil union partners and members of same-sex marriages in the same manner as spouses of employees.
Community Partners in Action further agrees and warrants that we are in compliance with all laws and regulations of the United States and the State of Connecticut regarding equal employment opportunity and public accommodations with respect to our programs, clients, employees and volunteers.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resource Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge from employment.

**Work Place Harassment and Discrimination**

The Agency will not tolerate verbal or physical conduct by any employee that discriminates against any co-workers, clients, visitors, or others associated with the Agency, on the basis of any legally protected status, or which harasses, abuses, disrupts or interferes with another’s work performance or which creates an intimidating, offensive or hostile working environment.

Discrimination or harassment can take many forms. It may be, but is not limited to: words, conduct, adverse job action, signs, jokes, pranks, intimidation, physical contact, or violence. While all forms of discrimination and harassment based on an employee's legally protected status are prohibited, including but not limited to any adverse job action or intimidation based on race, color, religion, gender, national origin/ ancestry, age, disability, sexual orientation, gender identity/expression, marital or civil union party status, veteran status, or any other legally protected status. It is the Agency's policy to emphasize that sexual harassment and abuse is illegal and prohibited by both state and federal law.

In order to maintain a work environment that is free from any form of sexual harassment or abuse, the Agency puts all employees including executives, managers and supervisors on notice that sexual harassment or abuse of employees, clients, visitors, or others associated with the Agency, is unacceptable conduct. Specifically, it is in violation of the Agency’s policies for there to be:

a) Sexual abuse of an individual in the care or custody of CPA by a CPA employee, contractor, intern or volunteer.

b) Sexual abuse of an individual in the care or custody of CPA by another individual in the custody of CPA

It is also contrary to the Agency's policies for any employee to sexually harass another by:

a) Making unwelcome sexual conduct or requests for sexual favors a condition of an employee's continued employment; or

b) Using an employee's submission or rejection of such conduct as the basis for making employment decisions (e.g. promotions, raises); or

c) Creating a work environment in which conduct of a sexual nature substantially interferes with an individual's work performance or creates an atmosphere that is intimidating, hostile or offensive to employees.
Although not an inclusive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

- Unwelcome sexual advances, propositions or flirtations;
- Unwelcome attention of a sexual nature such as degrading comments, suggestive or lewd remarks, propositions, jokes, tricks or noises;
- Unwanted hugs, touches, kisses or requests for sexual favors;
- The threat or suggestion that continued employment, advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
- Retaliation for complaining about harassment.

All employees are further advised that sexually explicit or sexually offensive material has no place within the Agency’s facilities. Such material may not be posted, displayed, or even possessed within the facility. Possession of such material, even if it is not posted or publicly displayed, will be considered a violation of company policy and will subject the individual to disciplinary action.

Any employee who reasonably believes that the actions or words of a supervisor or fellow employee or any outside party in the workplace constitute unwelcome harassment, abuse or unlawful discrimination has a responsibility to report such conduct to his or her supervisor. If an employee is uncomfortable raising his or her complaint with someone to whom s/he reports, or if the complaint involves someone in his or her direct line of command, then that employee should bring the complaint to any management representative or the Human Resources Director.

The Agency will not tolerate reprisal against an employee who files a complaint of unlawful harassment, abuse or discrimination. However, any employee who is determined to have made up false accusations of unlawful harassment, abuse or discrimination will also be subject to appropriate disciplinary action, up to and including termination.

Confidentiality at the time of reporting the incident will be preserved to the maximum extent possible. However, all allegations of unlawful harassment, abuse and discrimination must be investigated promptly. In this regard, the reporting employee, the alleged harasser, abuser or discriminator and any other employees aware of the incident are required to treat this information in a confidential manner.

The Agency will take prompt action upon the receipt of a complaint of unlawful harassment, or discrimination to investigate the allegations and take appropriate action. In compliance with the Prison Rape Elimination Action, where sexual abuse is alleged, there will be a request for a criminal investigation to be conducted by the Connecticut State Police.

Any employee determined to have committed unlawful harassment, abuse or discrimination will be subject to appropriate disciplinary action, up to and including termination. Moreover, any individual who makes unwelcome advances, threatens or in any way discriminates or harasses another employee based on a legally protected status may be personally liable for monetary damages for such actions and their consequences.
Any employee who reasonably believes that he or she has been harassed or abused in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities. An employee also may pursue a harassment complaint with the Federal Equal Employment Opportunity Commission. Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred.

**Employment of Qualified Disabled Individuals**

The Agency is committed to complying with all applicable provisions of state and federal laws protecting the rights of qualified disabled individuals. It is the Agency's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Agency will provide reasonable accommodations to a qualified individual with a disability, as defined under applicable law, who has made the Agency aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Agency. Applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department.

**Procedure for Requesting an Accommodation**

On receipt of an accommodation request, the Agency will review with you and identify the precise limitations resulting from the disability and the potential reasonable accommodation(s) that the Agency might make to enable you to perform the essential functions of the job. As part of this process, an employee or applicant may be required to provide authorization for the Agency to communicate with and obtain documentation from their doctors regarding the medical condition(s) for which reasonable accommodation is sought, and may further be required to be evaluated by a doctor of the Agency's choice. All such medical information discussed and received will be treated as confidential to the extent required and permissible by law.

**Communications and Problem Solving**

The Agency encourages all employees to bring forward their suggestions and ideas about how the Agency can be made a better place to work, how our work can be improved, and how our service to clients can be enhanced. Please bring any such suggestions and comments to your supervisor.

Whenever an employee has a problem or complaint, we expect that employee to speak up and communicate directly with us. In such cases, employees can take the following steps:

1. First talk to your immediate supervisor. Your supervisor is most familiar with you and your job, and therefore, is in the best position to assist you.

2. If your supervisor cannot help you resolve the matter, you can speak to any member of the management team who will give your problem or complaint prompt consideration.

3. You may also contact the Human Resources Director regarding your problem or complaint should you feel that your matter has not been resolved via program management.
When warranted in the Agency's judgment, efforts will be made to address employee concerns and/or to take corrective action. Personal problems between employees are not to be acted on at work.

If there is a work-related problem with a co-worker, the first step is to speak directly with that person. If that direct discussion is not effective, or if your supervisor or manager is the person with whom you are having a problem, you may seek resolution from any member of the management team, the Human Resources Director, the Executive Director or his/her designee.

Note: The decision of the Executive Director will be binding at this point unless you were terminated involuntarily or disciplined. In that case, you may present your case in writing to the Board of Directors.

**Open Door**

The Agency recognizes that unanswered questions, problems or complaints can result in dissatisfaction and can impact the working relationship. Therefore, if there is a problem or complaint, you should review it with your supervisor or with Human Resources as soon as possible.

The Agency will give your issue appropriate consideration and, to the extent possible, resolve the matter or reach a compromise acceptable to all involved.

**Privacy Protection Policy – Personal Information**

The Agency may collect certain personal information in the course of business, including Social Security numbers, driver's license numbers, bank account numbers, credit or debit card numbers, identification cards, passport numbers, alien registration numbers and health insurance identification numbers, where such information is otherwise not lawfully made available to the general public from federal, state or local government records or widely distributed media. The Agency will take reasonable steps to protect the confidentiality of any such personal information collected.

Including but not limited to:

- Limit access to the Social Security numbers we collect to appropriate persons
- Prohibit unlawful disclosure of the Social Security numbers we collect
- Review these safeguards on a regular basis
- Train our employees in the proper handling of Social Security numbers we collect and any other personal information
- Obtain the agreement of our outside business partners who have authorized access to Social Security numbers to protect the confidentiality of the Social Security numbers.

Access to Social Security numbers and other such personally identifiable information shall be limited to those employees and others whose duties require such knowledge. Employees of this Agency are prohibited from disclosing directly or indirectly, Social Security numbers and other such personally identifiable information to anyone unless there is a lawful business justification for the disclosure. Any violation of this policy will be dealt with by appropriate disciplinary action, up to and including termination.
Prior to disposing of documents or computer files containing Social Security numbers or other personally identifiable information collected in the course of business, the information will be destroyed or made unreadable or irrecoverable.

ABOUT YOUR JOB

Orientation

The Human Resources Department and your supervisor will provide you with an orientation program. It has been designed to acquaint you with information about our Agency, the policies of CPA, and the procedures that apply to your job assignment.

New employees will receive a copy of our employee handbook and will be required to fill out all necessary forms, including tax forms and an I-9 Employment Eligibility Verification form. In addition, employee benefits and other policies and programs will be reviewed with Human Resources.

Supervisors will provide new employees with an orientation to their job, area of work, program and safety procedures, and an introduction to their co-workers. On the job training will be provided by your supervisor as needed.

Introductory Period

Your first 90 days of continuous employment with the Agency is considered an introductory period, but may be extended at management’s discretion. During this period, you have the opportunity to demonstrate the proper attitudes and abilities for the job for which they were hired. You will become familiar with your responsibilities and get acquainted with fellow employees. This introductory period also affords an opportunity for you and your supervisor to closely evaluate whether there is an appropriate fit between you and your job.

Any employee who completes the introductory period is eligible to participate in the Agency's benefit programs, contingent upon the individual eligibility requirements of each program. The Agency currently offers sick time, medical and dental benefits, employee life insurance, a retirement plan, vacation and holiday pay. Prior to completion of the introductory period, you will not be entitled to take any paid time off. Please review the specific sections of this Handbook for further information on eligibility for each of the current benefits and procedures for requesting and scheduling time off.

Employees failing to meet the Agency’s standards of performance, attitude, attendance or otherwise during the initial introductory period, or at any time during employment, are subject to termination. Further, completion of the introductory period does not change the at-will nature of your employment.

Address and Personal Information

In order for employment information, paychecks, and W-2 forms to be delivered to you expediently, Human Resources must have an accurate record of your current home address and telephone number or another number where you can be reached. It is also important that we have the same information for the person to contact on your behalf in case of emergency. The Agency will not be held responsible for not having current address and phone number information.
Employees are encouraged to utilize ADP’s online self-service feature (http://portal.adp.com) to update all personal information such as address, telephone number and emergency contact.

Please contact Human Resources within 10 days, and provide written details of any change in marital or family status, such as marriage, divorce, separation, birth, death, etc.

These changes could affect income tax withholding, hospitalization, insurance benefits, etc. For your protection, we try to keep Agency records up to date.

**Paychecks and Pay Schedule**

For payroll purposes, the pay period is bi-weekly with payday on the Thursday following completion of the preceding pay period.

There are certain deductions we are required to make by law. Your payroll stub itemizes the deductions made from your gross earnings. Federal or state laws require that we make deductions for Social Security, Federal Income Tax, State Income Tax, State Disability Insurance where applicable, and any other legally mandated taxes or deductions. In addition, there may be deductions for items that you authorize.

You are responsible for your paycheck after it has been issued. If there is an error in your paycheck, please report it immediately to your supervisor or the Human Resources Department.

The Agency strongly encourages direct deposit for all employee paychecks. Direct deposit is available to all employees whose bank is a member of the National Clearing House Association. The start-up cost and bi-weekly fees of the service are paid by the Agency. Through this service, your paycheck is automatically deposited into your bank account on payday. Your paycheck can be electronically deposited into your savings, checking or check card account. A pay stub record, including your withholding information is provided as proof of deposit. You can utilize ADP’s online self-service feature (http://ipay.adp.com) at any time to view your pay statements and W-2 forms. Please contact the Human Resource Department for additional details.

If you are receiving a paper check and it is lost or otherwise missing, it should be reported immediately to the Human Resources Department so that a stop payment order may be initiated. If it is determined that such stop payment is not effective, the Executive Director shall determine if and when a replacement check should be issued. If stop payment is confirmed, a replacement check will be issued promptly.

If your paycheck will be picked at Administration by someone other than you, it is necessary for you to provide written authorization. The Agency will not release your paycheck to another individual unless we have this written authorization signed by you.

Employees are expected to conduct all personal banking during personal time. Any questions that you may have about your paycheck or the deductions made should be addressed to your Supervisor or the Human Resources Department.

**Wage Assignments and Garnishments**
The Agency is obligated to comply with any court ordered wage assignments or garnishments against your wages and will deduct such amounts from your wages. The Agency is legally required to process these orders and will not cease unless notified by court order or other legal process.

**Exempt/Non-Exempt Employees**

Consistent with applicable federal and state wage and hour laws, employee classifications fall into one of two categories: "exempt" or "non-exempt." These terms are defined by the Fair Labor Standards Act, which is a federal law requiring that certain employees be paid at least the minimum wage and overtime for hours worked over 40 hours a week. However, the law provides that some employees are "exempt" from this requirement, and therefore do not have to be paid a specific hourly wage or overtime. You will be advised whether your position is an exempt or non-exempt position.

**Exempt (salaried):** Exempt employees do not have any limits on the hours that may be worked in a given work or pay period. They are expected to work the hours needed to accomplish their job responsibilities without receiving extra pay for the number of hours worked.

**Non-Exempt (hourly):** Non-exempt employees are paid an hourly rate and are eligible for overtime pay at the rate of one and one-half times their regular hourly rate of pay for hours physically worked in excess of 40 hours per workweek.

**Employee Classifications**

Depending upon Agency requirements, employees may be placed into one or more of the following job status classifications. These classifications do not guarantee employment for any specified period of time, however the level of benefits that you are eligible for may depend on your employee classification. Your classification may change during your tenure.

**Regular Full-time:** a regular full-time employee is an employee hired for an indefinite period and regularly scheduled to work at least 32 hours per week. These employees are eligible for participation in all employee benefits subject to the terms and conditions of each benefit program.

**Regular Part-time:** A regular part-time employee is an employee hired for an indefinite period and regularly scheduled to work less than 32 hours per week. part-time employees receive all legally-mandated benefits such as workers’ compensation insurance, and limited paid sick leave. See the Benefit & Services section of the Handbook for eligibility guidelines and details.

**Per diem employees:** A per diem employee is an employee hired for an indefinite period who do not have regular schedules, and fill in for other employees who are out sick, on vacation, or for other reasons.

**Independent Contractors,** who work on a fee-for-services basis according to the provisions of a written agreement, are not employees.

**Overtime**
From time to time, all non-exempt employees may be required to work overtime. For the purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. This means that if such employees are on vacation or out of work for some other reason during a week, those hours not actually worked will not be counted towards your overtime calculation.

Overtime is paid to any non-exempt employee who works in excess of 40 hours in any given week. Overtime is paid at a rate of one and one-half times the employee's regular hourly rate of pay. Because of the non-profit nature of our Agency, overtime is permitted only on those occasions when the needs of the Agency require it.

All employees must have their supervisor's permission to work overtime. Employees who work unauthorized overtime will be compensated for such time worked, but will be subject to disciplinary action. Refusal to work requested overtime may be deemed insubordination which will subject employees to disciplinary action, up to and including termination of employment.

Employees working in the Agency’s residential programs are expected to work mandatory overtime as determined by program management. Speak with your program manager or supervisor for specific details.

**Performance Management**

**Performance Reviews**

Performance reviews are conducted annually. Your supervisor will generally conduct these reviews with you. Your review will evaluate how well you achieved your objectives, as well as the skills, abilities and behaviors utilized to achieve those objectives. The purpose of the review is to build awareness of your progress, areas of strength and where improvement is needed.

While satisfactory reviews are necessary for consideration of any pay raises and while performance reviews, in general, may be relied upon for other decisions relating to employment, nothing about the existence or implementation of the performance review process alters the "at-will" employment relationship that exists at the Agency.

**Training & Professional Development**

CPA believes that its greatest potential for growth, continuity, and good will is based upon the talents and efforts of its employees. The achievement of this potential is the direct result of the collective efforts of all employees. To achieve its goals, CPA encourages its employees to develop and to use their talents and abilities to the fullest extent.

Employees are encouraged to discuss their thoughts about their performance and career development at any time during the year, including at the time of any performance review, and to provide any constructive comments they may have about their goals and performance objectives, or the Agency's operations, policies and management practices.

Supervisors may determine when there is a need for training, but employees also bare responsibility for their own personal and professional development. CPA expects that employees will work to the fullest
extent of their abilities and inform supervisors when they feel training or other development opportunities would be beneficial.

**Job Duties and Descriptions**

The Agency will instruct employees about their job duties upon hire and throughout their employment and reserves the right to change those duties as may be necessary for operational needs. One way to communicate job duties may be through written job descriptions, which the Agency may implement and change from time to time.

Job descriptions generally contain the following information: Job title; purpose; essential duties and responsibilities; qualifications; physical requirements; and work environment. Accordingly, job descriptions help employees and supervisors communicate about job responsibilities and expectations. However, job descriptions are only guidelines. Therefore, regardless of whether a current written job description exists for any particular job, employees will be expected to devote their best efforts to the Agency and to perform in good faith all duties that may be assigned, d whenever they are assigned.

**Promotion: Job Postings**

CPA makes every effort to promote capable and experienced individuals from within, based on demonstrated ability to assume greater responsibility. At the same time, we may need to recruit and hire outside the Agency to attract the most qualified individuals for a particular opening, and we reserve the right to do so to fill any job opening.

Current job openings are posted online at our website [www.cpa-ct.org/employment-opportunities.php](http://www.cpa-ct.org/employment-opportunities.php). Vacancy notices are also posted at each program and made available to all staff. The posting period will be no less than five working days. The posting period will be noted on the Job Posting.

External candidates may be considered for openings at the same time as internal candidates.

I. **Internal Posting Procedure**
   - Employees interested in applying for a posted position must complete an internal application. The internal application must be signed by the immediate supervisor for acknowledgement purposes and forwarded to Human Resources within the posting period. Human Resources will review all internal applications for a posted opportunity and discuss with the employee’s supervisor. If the employee does not meet the eligibility requirements or does not possess the minimum job qualifications for the position, he/she will not be considered further and will be advised by Human Resources.

   - The Hiring Manager will schedule an interview with each qualified internal candidate and notify Human Resources of all interview applicants. Each applicant interviewed for a posted position will be advised of the results by Human Resources after all candidates have been interviewed and a selection decision has been made.
• Typically, if an internal employee is selected for a position, the offer will be made to the employee by Human Resources, at which time the compensation and work schedule will be communicated.

• An agreeable transfer date for the successful candidate will be arranged by both present and future supervisors based on the level of the new position and program needs. Typically:

  1. Non-exempt positions and professional exempt position – Up to 2 weeks from date of offer.
  2. Management position – Up to 4 weeks from date of offer.

II. Eligibility

  1. Employees whose last performance evaluation was rated as “Meets Job Requirements” or better.
  2. Employees who has not had a disciplinary notice within the past 6 months.
  3. Employee who has not been involved in an allegation or finding of sexual harassment or abuse, internal or external to the agency.
  4. Employees who has completed the minimum time of service requirement in their current position (6 months).

*The above requirements may be waived for employees posting for a lateral or lower level position at the discretion of management and Human Resources.*

*The Agency reserves the right to make exceptions for unique situations.*

Hours of Work

Each workweek begins on Monday at 12:00 a.m. and ends on Sunday at 11:59 p.m. The regular working days for each week are Monday through Friday and the regular hours of business are from 8:30 a.m. to 4:00 p.m. Work schedules, however, vary throughout the agency, especially in the residential programs. Supervisors will advise you of your individual work schedule. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled. These hours may be modified by the Agency at any time.

Time Records

Federal and State law require that an accurate record be kept of the hours worked by all employees. Completion and submission of time records provides a convenient and accurate method of accomplishing this. It is your obligation to fully and accurately complete your own time record on the ADP system. If your program uses the hand punch time clock, it is your responsibility to scan your time when you report to work and when you leave at the end of your shift. Any errors on your time record must be corrected by your immediate supervisor prior to his/her approval of the time record.

You are prohibited from filling in anyone's time record other than your own and from allowing anyone to fill in your time record. You are also prohibited from scanning in or performing any work earlier than 5
minutes before the start of your regular shift or more than 5 minutes after the shift ends unless overtime or an exception has been approved in writing and in advance by your supervisor.

You must be ready to start work at the beginning of your shift. Any violation of this policy will result in disciplinary action up to and including termination of employment.

Alteration, falsifying, tampering with time records, or recording time on another employee’s time record will result in disciplinary action up to and including termination.

If we do not receive your correct and legible time record information by the end of each pay period, your paycheck may not accurately reflect the number of hours worked. Payment may be delayed until the next payroll processing period.

**Meal and Break Periods**

Under current Connecticut law, you are entitled to a 30 minute unpaid scheduled meal break during each shift that lasts longer than 7 and one-half consecutive hours. CPA provides employees with a 30 minute paid meal break.

If you have personal business that must be attended to during the work day, please do so during scheduled break periods or your meal period.

**Attendance and Punctuality**

As an employee, your regular attendance and punctuality are crucial to the smooth operation of the Agency. The failure to meet this obligation jeopardizes the ability of the Agency to fulfill its function. Therefore, excessive absenteeism or tardiness will result in discipline up to and including termination of employment.

If it should become necessary for you to be late or absent, you are required to contact your supervisor as soon as possible, but in any case, not later than 2 hours before the start of your regular shift. When you call you should inform your supervisor the reason for failure to report to work as scheduled, and when you expect to return to work so that your supervisor is able to arrange scheduling of workloads during your absence. If your supervisor is not available, you should leave a message but must also keep trying to reach your supervisor personally. **If your supervisor is not available that day, you are required to contact the next higher level of management to report that you will be absent or late.** Simply leaving a message is not sufficient.

The Agency does not tolerate unexcused absences. An excused absence means that you have requested and received your supervisor’s permission to be absent for a certain day. An unexcused absence is defined as all other absences when your supervisor has not approved the time off, or where you have failed to make appropriate attempts to contact your supervisor as outlined in the procedure above, or do not have available paid time off (sick, vacation or personal days).
Although the Agency recognizes that you will occasionally have good reasons for being absent or tardy, excessive or chronic absenteeism and/or tardiness cannot be accepted and will result in discipline up to and including termination.

Employees must submit appropriate medical documentation to justify any absences due to illness of three (3) days or more and may be required to provide medical documentation for other absences in the discretion of the Agency. Employees seeking to return to work following an absence of three (3) or more days due to medical reasons will also need to provide documentation to verify fitness to return to work, or to identify and medical restrictions that may exist at such time.

CPA utilizes a point system to manage employee’s attendance. Please refer to the Attendance Standards policy (Appendix A).

**BENEFITS AND SERVICES**

*About Our Benefit Program*

The following sections summarize the benefits the Agency currently provides to you. Please note that the benefits descriptions contained in this handbook are merely highlights of the programs and benefits provided. These plans are described in greater detail in the summary plan descriptions and official plan documents. In the event of any conflict, the official plan documents will govern.

Further, the Agency or its designee retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans. The Agency or its designee may modify or eliminate any benefits or programs it currently provides, as well as increase the cost to employees of such benefits and programs. This discretionary authority extends to all issues concerning benefit eligibility and entitlement.

*Medical Insurance Coverage*

The Agency currently offers all regular employees scheduled to work 25 or more hours per week the option to participate in its health insurance plan (medical, dental, vision). Employees become eligible to participate on the first of the month following their 90 day introductory period.

The cost of these benefits is shared with the employee. The employee's portion is paid through payroll deduction and is tax deferred. Details of the plans, including coverage limitations, inclusions and costs to employees are contained in the information provided by the Human Resources staff during orientation.

*Life Insurance And Accidental Death And Dismemberment*

The loss of income due to the death of a wage earner can put a serious financial burden on any family. The Agency currently provides you with life insurance to help you provide for your family in the event of your death. Regular employees scheduled to work 25 or more hours per week become eligible for Agency
provided life insurance and accidental death and dismemberment after completing their 90 day introductory period.

Details about life insurance and accidental death and dismemberment benefits including coverage limitations, inclusions and costs to employees are contained in the insurance booklets you receive when you become eligible for the plan.

401(k) Retirement Plan

To help employees save for retirement years, the Agency currently offers a 401(k) retirement plan.

Employee Contribution/Elective Deferrals

All employees are eligible upon hire to participate in the Agency’s 401(k) plan through payroll deduction. Employees contribute a specific dollar amount or percentage of their salary and those contributions are payroll deducted and tax deferred. The 401(k) plan also offers an after-tax deduction as a designated ROTH contribution. Employee contributions are not matched by CPA.

Employer Contribution/Defined Contribution

The defined contribution is CPA’s contribution to the employee’s retirement account, independent of employee contributions. To be eligible for the defined contribution, employees must complete one (1) year of service and be employed on the last day of the Plan year (June 30th). Employees are 100% vested in any contributions from CPA after three years of service. A year of service is a one-year period beginning on your first day of employment, or any anniversary of that date, in which you complete at least 1,000 hours of service. Hours of service are credited on the basis of actual hours for which you are paid or entitled to payment.

Flexible Spending Account Plan

To offset the costs of health care insurance and non-covered medical expenses, this pre tax benefit offers a Health Care Spending Account and a Dependent Care Spending Account. Employees are eligible for participation in the Flexible Spending Account Plan after one year of employment.

Mileage Reimbursement

Mileage is reimbursed when employees travel for Agency business.

Personal Development

CPA provides on-going training opportunities for staff and encourages participation in workshops and seminars for professional development.

Up to $100 per fiscal year is available to all employees for individual personal development activities approved by the Deputy Director.

The Nurtur Program
CPA provides this confidential resource and referral service for the benefit of all its employees and their families. It is an employee assistance program, which provides you with information, assistance, and solutions for any problem you have to solve, choice you have to make, interest you might have, or dream you wish to pursue. It is free of charge for all CPA employees and their families.

**Paid Vacation**

The Agency provides a paid vacation program for its employees. Our vacation plan is based on length of continuous service with the Agency. Vacations will be scheduled consistent with the needs of each Program as determined by the Program Manager. You should submit requests for vacation on the CPA Request for Time Off form available from your supervisor or the Human Resource Office. Conflicts concerning the vacation schedule will be resolved on a first come, first serve basis.

**VACATION ELIGIBILITY**

Currently, employees will earn vacation time according to the following schedule. You must have at least 3 months of service before you may begin using vacation time.

<table>
<thead>
<tr>
<th>Length of Service on Anniversary Date</th>
<th>Vacation Days Regular Full-time (scheduled to work 32+ hours weekly)</th>
<th>Vacation Days Regular Part-time (Scheduled to work 20-31 hours weekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>6 (.5 day per month)</td>
<td>3 (.25 day per month)</td>
</tr>
<tr>
<td>1st Anniversary to 5th</td>
<td>12 (1 day per month)</td>
<td>6 (.5 day per month)</td>
</tr>
<tr>
<td>5th Anniversary to 10th</td>
<td>18 (1.5 days per month)</td>
<td>9 (.75 day per month)</td>
</tr>
<tr>
<td>10 years or more</td>
<td>24 (2 days per month)</td>
<td>12 (1 day per month)</td>
</tr>
</tbody>
</table>

**VACATION USAGE**

Employees should attempt to use all vacation time within the fiscal year in which it is earned. If you determine that you will be unable to use vacation during this time period, a maximum of 10 vacation days will automatically carry over; the remainder will be forfeited.

Upon separation, employees will be paid for any earned but unused vacation time.

**Paid Holidays**

The following are paid holidays observed by the Agency each year.

- New Year’s Day
- Martin Luther King Day
- Lincoln’s Birthday
- President’s Day
- Good Friday
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
Memorial Day  Christmas Day

All time worked by non-exempt employees on the following holidays will be paid at his/her regular rate of pay for the holiday, plus time and a half the regular rate for actual hours worked on the holiday.

New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

If an employee is scheduled to work on the holiday but calls out, they will not receive holiday pay.

Personal Days

CPA grants personal days to regular full-time and regular part-time employees to attend to personal business or doctor’s appointments. The Supervisor must approve personal days in advance. Personal days cannot be carried over to the next year. Upon separation of employment, or any reason, employees are not compensated for unused personal days.

<table>
<thead>
<tr>
<th>Years Employed</th>
<th>Personal Days Regular Full-time (scheduled to work 32+ hours weekly)</th>
<th>Personal Days Regular Part-time (scheduled to work 20-31 hours weekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year</td>
<td>1 day</td>
<td>.5 day</td>
</tr>
<tr>
<td>1st to 5th anniversary</td>
<td>2 days</td>
<td>1 day</td>
</tr>
<tr>
<td>From 5th anniversary</td>
<td>3 days</td>
<td>2 days</td>
</tr>
</tbody>
</table>

Bereavement Days

In the event of death in the immediate family, regular full-time and regular part-time employees are granted bereavement leave with pay. This benefit is available after 90 days of employment.

“All Immediate Family” is defined as employee’s spouse, children, mother, father, sister, brother, stepmother, stepfather, stepchildren, stepsister, stepbrother, grandparents, grandchildren, mother-in-law, father-in-law, and persons living in the same household.

Up to five (5) days paid bereavement leave will be provided to eligible employees, based on an employee’s regular work schedule. Bereavement pay is based on an employee’s base pay for a regular work-day.

Up to two (2) days paid bereavement leave will be provided to eligible employees in the event of death of a family member outside the definition of immediate family.

In the event of death of someone who is not a family member, employees must take accrued vacation or personal time.

Employees are required to furnish proof of death and/or relationship of deceased upon return from leave to Human Resources.
Employees who are not eligible for paid Bereavement Leave may be entitled to unpaid leave depending on all circumstances involved, including Agency needs.

**Paid Sick Leave**

Community Partners in Action provides paid sick leave to eligible employees who may need time off for all medical-related reasons. Sick leave can be taken for any illness, injury or health condition of the employee or for his/her spouse or child or for preventative medical care for any of the same.

An employee who is the victim of family violence or sexual assault may also take paid sick leave for medical care and for other reasons related to the family violence or sexual assault (such as to obtain services from a victim services organization; to relocate due to the violence and/or assault; or to participate in any civil or criminal proceedings related to the violence and/or assault).

Paid sick leave is granted to regular employees for all conditions requiring medical attention: illness, hospitalization, surgery, pregnancy, childbirth, and outpatient treatments.

Regular full-time employees and regular part-time employees working at least 20 hours per week:

Paid sick leave shall be accrued by regular, full-time employees working at least 32 hours per week at the rate of 1 day per month. Regular part-time employees working 20 to 31 hours per week earn paid sick leave at the rate of 1/2 day per month. Unused sick time may be accrued from year to year to a maximum of 65 workdays.

Regular part-time employees working an average of 10 to 19 hours per week:

Paid sick leave shall be accrued by regular part-time employees who have completed at least 680 hours of work after January 1, 2012 and have worked at least an average of 10 or more hours per week in the most recent quarter of the calendar year at a rate of one (1) hour of paid sick leave for each 40 hours worked (regular or overtime hours) up to a maximum of 40 hours per calendar year. Unused sick time may be accrued from year to year to a maximum of 40 hours per calendar year.

For all eligible employees, the first 40 hours of paid sick leave may be used in one (1) hour increments, up to an entire work day. For employees working more than 20 hours per week, sick time may only be taken in ½ day or full day increments once the 40 hours has been used. An employee who has used 40 hours of sick leave in a given calendar year will be expected to schedule his/her doctor, dentist and other medical appointments either before or after his/her scheduled work time. Time missed either shall be made up or covered by using personal or vacation time.

Sick time does not accrue during leaves without pay or where the only pay received by the employee is pay under the Agency’s disability insurance plan.

In all cases of illness or injury you are required to notify your Supervisor of the reason for absence at the earliest possible time each day of absence. Failure to report absences may result in discipline up to and including termination of employment. The supervisor or person designated to act in the supervisor’s absence must receive the call from the employee. In cases of extreme emergency, the call may be made by a family member.
At the supervisor’s request, an employee who has been absent for three or more consecutive days may be required to provide a note from the applicable health care provider establishing the need for time off. Employees who call in sick before or after a holiday or vacation day may be required to provide a note from the health care provider establishing the need for time off.

Once regular employee working 20 or more hours per week has exhausted his/her first 40 hours of paid sick leave, the employee may use up to 1/2 of his/her accrued sick time to cover an absence when they stay home to be with a sick child, parent or spouse/civil union partner. An absence of 3 or more consecutive days requires a note from the health care provider establishing the need for time off.

Upon separation of employment for any reason employees are not compensated for accrued but unused sick time.

Please refer to the Paid Sick Leave policy (Appendix E)

**Workers' Compensation**

If you should suffer a work related injury, you will be protected through our workers' compensation insurance policy. This program is paid entirely by the Agency and provides for payment of medical expenses and weekly compensation benefits.

It is extremely important that you notify your Supervisor immediately of any accident, no matter how slight. Failure to report an accident may result in a delay or a rejection of workers' compensation benefits.

Upon submission of a medical certification that you are able to return to work, you may be offered the same or a comparable position to the one you held at the time of leaving depending on the Agency's needs. The Agency reserves the right to require an employee to return to work on a light-duty work program in accordance with a doctor's certification if a suitable position is available.

**Return-to-Work Policy**

I **POLICY**

It is the policy of Community Partners in Action (“CPA”) to return employees to work as soon as medically possible following an illness or work-related injury. To that end, whenever it is reasonably feasible CPA provides modified duty assignments to employees who are recovering from an illness or work-related injury, generally for a maximum of 16 weeks.

II **SCOPE**

The Return-to-Work Program is available to employees who have work restrictions due to illness or work-related injuries. Modified duty assignments are temporary job duty arrangements intended to complement and facilitate the healing process, while providing the Agency with coverage for critical program positions.

II **GOALS**
• To return the employee to their original pre-injury assignment or an equivalent position at full capacity, if available.
• To minimize and in some cases eliminate lost work days due to an illness or work-related injury.
• To provide valuable and meaningful work to the recovering worker, that is achievable within the medical restrictions placed on the employee.

III ELIGIBILITY
All employees with work restrictions due to illness or work-related injuries are eligible to participate in the Return-to-Work Program. To be considered, they must:
• Be actively employed.
• Be unable to perform any of the essential duties of their position.
• Have physician certification as to the ability to return to work with specific work capabilities.

IV SCOPE OF RESTRICTED DUTY ASSIGNMENTS
The nature of the Agency’s work creates significant limitations on the availability of restricted duty assignments. While the Agency will attempt to provide modified job duties to all eligible employees who possess the appropriate skill level, the availability of a restricted duty assignment is not guaranteed.

LEAVES

Family and Medical Leave
In accordance with state and federal law, all eligible employees will be allowed to take an unpaid leave of absence for designated family or medical reasons. State and federal law protects such eligible employees who exercise their rights and fulfill their obligations under this policy from discharge or discrimination. The Agency reserves the right to modify this policy to comply with legislative changes, administrative regulations or as business dictates.

Please refer to the Family and Medical Leave of Absence policy (Appendix C).

Procedure For Requesting Other Leaves
If you desire a leave of absence not covered by the Family and Medical Leave Policy submit a request in writing including the following information:

(a) Period for which leave is desired;
(b) Reason for leave; and
(c) The dates on which the initial leave is anticipated to begin and to be completed.

The request must be submitted to the employee's Supervisor who will recommend approval or disapproval of the leave. Only the Executive Director can grant final approval for a leave.

Unless agreed to in writing by the Agency, if you engage in any other employment during the term of an approved leave of absence, you will be deemed to have voluntarily resigned your employment with the Agency.
Maternity-Related Disability Absences

Any pregnant employee will be provided with a reasonable leave of absence during any period of time when she has been certified by her health care provider as being disabled from the pregnancy. While the length of any such maternity leave may vary depending on individual circumstances, it is generally expected to be no longer than 6-8 weeks.

Because a maternity leave of absence is unpaid, employees must use all of their available vacation and sick or personal days prior to being allowed any unpaid maternity leave time. Vacation, sick and personal days so used will be counted as part of the total leave time allotted.

Employees are expected to provide the Agency with as much advance notice as possible if they do not intend to return to work following their pregnancy so that appropriate staffing decisions can be made.

The Agency will continue to provide health insurance benefits coverage (if applicable) during a maternity leave of absence as long as the employee continues to pay her share of the applicable premiums.

Jury Duty Leave

CPA encourages employees to fulfill their civic responsibilities by serving Jury Duty when required. Employees called to jury duty shall notify their supervisor as soon as the jury duty notice is received. Employees must submit verification of attendance at jury duty. Employees are paid full salary during the period of jury service up to a maximum period of 14 days. An employee who is excused for any part of a day of jury duty is expected to report to work and notify their supervisor of their availability.

Military Leave

Employees who perform and return from military service in the United States armed forces, the Military Reserves or the National Guard shall have and retain rights of reinstatement, seniority, vacation, layoffs, compensation and length of service pay increases as may be provided by the laws of the United States and the State of Connecticut.

Witness and Crime Victim Leave

Employees who are crime victims will be permitted reasonable time off to attend a court proceeding or participate in a police investigation relating to their criminal cases. Witness and crime victim leave will be unpaid, unless the employee chooses to use any available paid vacation, sick or personal days for such leave. A crime victim is defined as an employee who: (a) suffers direct or threatened physical, emotional or financial harm as a result of a crime; or (b) is an immediate family member or guardian of a homicide victim or a minor, physically disabled or incompetent person who suffers such harm. In addition, the Agency will not take adverse actions against any employee for having a restraining order issued on the employee’s behalf in a domestic violence case or having a protective order issued on the employee’s behalf by a court of any state. Further, the Agency will not take any adverse action against any employee because he/she obeys a legal subpoena to appear in court as a witness in any criminal proceeding.

Family Violence Victim Leave
Employees who are victims of family violence will be permitted to take up to twelve (12) days of leave during any calendar year in which the leave is reasonably needed for one or more of the following reasons: (1) to seek medical care or counseling for physical or psychological injury or disability; (2) to obtain services from a victim services organization; (3) to relocate due to the family violence; or (4) to participate in any civil or criminal proceeding related to or resulting from such family violence.

Family Violence Victim leave will be unpaid, unless the employee chooses to use any available paid time off, including paid sick leave. The maximum amount of leave, paid and unpaid, is twelve (12) days.

Employees who seek such leave will need to provide at least a seven (7) day notice of the need for a leave if foreseeable, or notice as soon as practicable if the need for a leave is not foreseeable. The agency may require appropriate certification of the need for a leave. Certification provided will be maintained in a confidential manner and will be only be disclosed as required by law or to protect the employee’s safety in the workplace, provided that the employee is given notice prior to disclosure.

The Agency will not discriminate or take adverse actions against any employee for being a victim of family violence or for having to attend or participate in a court proceeding related to a civil case in which the employee is a family violence victim.

GENERAL GUIDELINES

Bulletin Boards

From time to time, the Agency will post important information such as safety materials, upcoming events, policy updates, job postings and notices required by law on bulletin boards in the main office and at appropriate program sites.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board and only notices authorized by the Agency and pertaining to Agency business are permitted to be posted. It is your responsibility to check the bulletin boards regularly for information.

Electronic Communications

Electronic communications (such as e-mail, computers and voicemail) and other information systems are not to be used in any way that may be disruptive, offensive to others, or harmful to morale.

Any such transmission of communications containing anything offensive, such as sexually explicit images, messages or cartoons, ethnic slurs, racial epithets, or anything that may be construed as harassment based on actual or perceived race, national origin, sex, sexual orientation, gender identity/expression, marital or civil union party status, age, disability, religious or political beliefs or any other protected class is strictly prohibited as against Agency policy and federal and state law and will lead to disciplinary action, up to and including termination of employment.

The electronic communication systems should be used for Agency business only. The electronic communication systems should not be used to solicit others for commercial ventures, religious or political causes, outside Agencies, or other personal matters unrelated to your job.
The Agency may access its electronic communications systems and obtain the communications within the systems, without notice to users of the system, in the ordinary course of business when the Agency deems it appropriate to do so. The reasons for which Agency may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and insuring that the Agency's operations continue appropriately during an employee's absence.

The Agency may store electronic communications on magnetic media for a period of time after the communication is created. From time to time, magnetic media copies of communications may be deleted. No one is permitted to attempt to gain access to another employee's electronic communication system messages without appropriate authorization. All electronic communication system passwords must be given to the Information Technology Director and the right to access all electronic communication system files at any time is retained by the Agency. Use of passwords not given to the Information Technology Director is prohibited. Violation of this policy may result in discipline up to and including termination of employment.

**Notice Concerning Electronic Monitoring**

From time to time, for a number of reasons including, but not limited to, maintaining security and preserving a hostile-free environment, the Agency may or does monitor certain employee communications and activities. These practices are for the protection and security of all of us.

To eliminate the possibility that employees might be surprised by such monitoring, the Agency is providing all employees with notice that the Agency may or does periodically perform the following types of electronic monitoring.

**COMMON TYPES OF MONITORING INCLUDE, BUT ARE NOT LIMITED TO:**

- Reviewing telephone usage
- Accessing voice-mail messages
- Video surveillance of employee work areas
- Accessing computer files
- Reviewing computer usage
- Reviewing Internet usage
- Reviewing e-mails
- Recording and/or reviewing employee entrance and exit from Agency premises [through the use of hand punch time clock devices or other means]
- Reviewing employee travel and entertainment expenses
- Recording and/or reviewing employee usage of business equipment including, but not limited to, telephones, computers, photocopiers, fax machines, and printers

The Agency may conduct other types of electronic monitoring not identified above, and without advance notice, where:

1. it is necessary for security purposes in public areas, or
2. the Agency reasonably believes an employee or employees are violating the law, Agency policy, the legal rights of the Agency or its employees, or
3. the Agency reasonably believes an employee or employees are creating a hostile work environment.

If you have any questions about the Agency's electronic monitoring policy, contact the Human Resources.
Outside Employment

CPA neither encourages nor objects to employees holding outside employment. Such employment, however, must not conflict with the performance of assigned CPA duties nor be in competition with CPA.

CPA employees involved in an outside business of any kind are not allowed to make or receive phone calls or otherwise use the resources of the Agency for that outside business. This prohibition includes, but is not limited to: conducting sales, recruiting staff or engaging in discussion of the products or services of that outside business during CPA work hours.

At no time can an employee's outside business be introduced to CPA clients.

Gifts and Gratuities

The Agency prohibits employees from accepting gifts or gratuities from clients or other individuals (e.g. family members of clients) whom CPA serves or from persons or firms with whom the Agency does business. Acceptance of such gifts or gratuities by any CPA employee may be cause for disciplinary action up to and including termination of employment. Employees may not use their positions for personal gain.

Confidentiality

As part of your responsibilities at Community Partners in Action, you may learn of or be entrusted with sensitive information of a confidential nature. During your employment, any information, including but not limited to client information, staff salaries, performance evaluations, phone numbers and addresses, research and development activities, or personnel history or actions, shall be considered and kept as the private and privileged records of the Agency, and must not be divulged to any firm, individual or institution except on the direct written authorization of the Human Resource Director of the Agency. Your failure to honor this confidentiality requirement may result in disciplinary action up to and including termination of employment.

If you leave employment for any reason, we expect you to continue to treat as private and privileged any such sensitive information. You should not release any such sensitive information to any person, firm, or institution without the express written approval of the Human Resource Director. The Agency may pursue legal remedies for unauthorized disclosure of sensitive, confidential information.

Media Involvement

The Executive Director or her/his designee are the only CPA personnel permitted to speak with any media source (television, radio or newspaper) about agency policies, programs, program participants or any agency related business or incident. Media inquiries must be reported immediately to the Executive Director.

Visitors

To provide for the safety and security on the Agency's premises, 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, ensures the safety of personnel and clients on the premises, and avoids potential distractions and disturbances.

All visitors must first register with the site Receptionist or other designated person. Authorized visitors must be escorted to their destination. You are responsible for the conduct and safety of your visitors. If an unauthorized individual is observed on the Agency's premises, immediately notify your supervisor or, if necessary, direct the individual to the main entrance.

In addition to the restrictions on visitors, off duty employees are not permitted on the premises without permission from management or a business reason for being there.

**Solicitations**

We believe that employees should not be disturbed or disrupted in the performance of their job duties. For this reason, solicitation of any kind by any individual is prohibited while either person is on working time.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Agency is prohibited. Distribution of literature by non-employees on Agency premises is prohibited at all times.

**Safety**

You are expected to be safety-conscious and to assist the Agency in finding conditions on the premises that might cause an accident or create a fire hazard. You should report any unsafe conditions to your Supervisor. Familiarize yourself with the locations of fire extinguishers, fire exits, first aid kits, and emergency equipment.

Employees who violate safety standards and cause hazardous or dangerous situations may be subject to disciplinary action, up to and including discharge from employment. In addition, failure to report and, when appropriate, remedy hazardous or dangerous situations may also result in disciplinary 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 should immediately complete a First Report of Injury form.

All employees should review the Agency’s Risk Management Plan.

**Firearms**

Bringing explosives, firearms or weapons of any type onto Agency premises or onto someone else's premises while performing CPA business or otherwise representing the agency is strictly prohibited. A valid permit to carry firearms is not an exception or exemption from this regulation.

**Workplace Violence Prevention**
The Agency has a ZERO TOLERANCE policy against any form of intimidation, threats or violence in the workplace. Any form of intimidation, threat or violent act is STRICTLY PROHIBITED. Violations of this policy include but are not limited to: participating in, provoking or otherwise contributing to any threat or violent act in the workplace; abuse, assault, battery; and oral or written threats, intimidation, and harassment.

Because it is often difficult to distinguish between a real threat and one made in jest, all threats will be treated as real and, therefore, even threats of violence spoken only in a joking manner are strictly prohibited by this policy. Accordingly, foul language, fighting or interference with others through “horseplay” is not allowed.

Any employee who makes a threat, whether expressed or implicit, exhibits threatening behavior, or engages in any violent act or other violation of this policy on Agency property or otherwise in the course of his/her employment, shall be removed from the premises as quickly as safety permits, and shall remain out of work pending the outcome of an investigation. Depending on the circumstances involved, the Agency’s response may include, but is not limited to, reassignment of job duties, discipline up to and including suspension and termination of employment, and/or criminal prosecution of the person(s) involved.

All Agency personnel are responsible for notifying the Human Resources Department and/or their supervisor of any violation of this policy, including but not limited to, any threats they have witnessed, received, or have been told that another person witnessed or received. All reports will be investigated fully and promptly. Any intentionally false or misleading report will be grounds for disciplinary action.

Use of Agency Property

Unauthorized employee use of any Agency equipment and supplies for non-work related purposes is strictly prohibited. Examples of equipment and supplies that employees may not use without authorization include the following: computers/printers, copiers, telephones, fax machines, postage meter, and work supplies (pens, papers, tape, etc.). Unauthorized use or negligence in the care and use of Agency property shall subject an employee to disciplinary action, up to and including termination. Unauthorized persons are also prohibited from entering Agency premises or using Agency property.

All records, files, documents, equipment and other materials, or copies thereof, relating to the Agency's business, shall be and remain the sole property of the Agency. These materials shall not be removed from the Agency's premises except when required in connection with the performance of an employee's duties for the Agency, and shall be promptly returned to the Agency and not retained by any employee upon request at any time and upon termination of employment with the Agency.

Employees must return all Agency property in their possession by their last day of employment. Agency property includes, but is not limited to parking pass, keys, uniforms and identification cards.

The Agency purchases or licenses the use of computer software from a variety of outside companies. Employees must not make, acquire or use unauthorized copies of software that has been purchased or licensed by the Agency, or any employee of the Agency, for use at work or at home. Unauthorized software reproduction is illegal, and employees who violate this policy shall be disciplined appropriately, depending on the severity of the violation.
Drivers

Employees are expected to exercise care and good judgment in their use of agency motor vehicles. This includes driving in a prudent fashion at all times, obeying all state traffic laws and regulations, and reporting any tickets, infractions or suspension of license to your immediate supervisor. All employees who drive for the agency (whether using agency-owned vehicles or personal vehicles for agency business) are required to maintain good driving records for insurance coverage purposes. Your driving is a direct reflection on you and the agency. Violation of this policy, including negligence in the care or use of agency vehicles may be cause for disciplinary action up to and including termination of employment. Please refer to the Transportation Policy in the CPA Risk Management Plan.

Clean Work-space

It is part of our jobs to keep our workplace neat and orderly. You are expected to keep your work area neat and orderly at all times. Neatness and good housekeeping are signs of efficiency. In addition, in case of emergency, it is necessary that all hallways and passageways be clear of boxes, chairs or anything else that might hinder an escape route, should an emergency arise.

Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repair or replacement to your supervisor immediately.

Dress Code

As an employee you are also a representative of the Agency in the eyes of the public. Therefore, it is important that you report to work properly groomed and wearing appropriate attire. It is expected and a necessary part of your job duties that you dress neatly and in a manner consistent with the nature of the work you will be performing. Any employee who reports to work inappropriately dressed may be asked to leave and return properly groomed and dressed.

Acceptable attire is "business casual" which includes slacks with shirts, sweaters or jackets for men and dresses, slacks or skirts with shirts, sweaters or jackets for women. For all employees, tank or halter tops, and worn or tattered shoes or sneakers are not acceptable. All clothing should be clean, pressed and without rips or holes. You must have a neat and appropriate appearance.

Personal Property

Your personal belongings are your responsibility at all times. Please ensure that personal articles of value are secured. The Agency assumes no responsibility for an employee's personal property including money, articles of clothing, vehicles, etc.

Inspections of Personal or Agency Property

The Agency wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, weapons, explosives, or other improper materials. To this end, the Agency prohibits the possession, storage, transfer, sale, solicitation or use of such materials on its premises. The Agency expects and requires your cooperation in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the Agency. Accordingly, any agent or representative of the Agency may inspect them,
as well as any articles found within them, at any time, with or without prior notice. The Agency also reserves the right to inspect packages that may be carried onto or off of the premises.

**No Smoking Policy**

Smoking is strictly prohibited in and around all Agency buildings, except for specifically designated outdoor smoking areas. Please check with your supervisor or Human Resources for further details regarding these designated areas.

**Personal Mail**

It is against CPA policy to have your personal mail and packages delivered to you at work. The Agency is not equipped to handle nor does it accept in any way the responsibility for your personal mail.

**Personal Phone Calls**

Personal use of the telephone during working hours should be limited to emergencies only. All incoming emergency and/or important personal messages will be appropriately handled by the office. Misuse or abuse of Agency telephones for personal reasons will be grounds for disciplinary action.

**Wireless Phones**

Employees may not use wireless phones to make or receive personal phone calls during working hours, but may use them during breaks and lunch periods, provided there is no significant disruption or noise arising from usage. Because of safety concerns, Community Partners in Action forbids the use of wireless phones while driving on agency business.

**Inclement Weather**

If a CPA facility or program is open, employees are expected to be at work.

If a CPA facility or program is closed to staff for the day, regular full time and regular part time employees will be paid. Special part time employees will take the time without pay. The closing of a CPA facility or program will be communicated to the Hartford Alternative In the Community (860-525-6691) by 7:00 a.m.

**Employment of Relatives**

Relatives or members of the household of a current employee, who qualify for jobs on their own merits, may be given consideration for employment. If hired, persons living in the same household or who are otherwise related or involved in any intimate, personal relationship shall not be placed in a position where they will be supervised by a member of their household or family. If such a relationship develops between a supervisor and an employee, we may transfer one or both of the parties involved to another position or terminate employment of one or both of the employees.
Relatives are defined to include a spouse, siblings, children, stepchildren, parents, parents-in-law, grandparent, grandchildren, aunts, uncles and first cousins.

**Standards of Conduct**

All employees are expected to comply with the Agency’s standards of conduct and performance. Any noncompliance with these standards may result in disciplinary action up to and including termination. Conduct that interferes with the Agency’s operations, discredits the Agency, or is offensive to fellow employees, customers, consultants, visitors, or any other party connected to the Agency, will not be tolerated. All employees are expected to conduct themselves in a manner that is conducive to the efficient operation of the Agency.

Discipline up to and including termination may be imposed for any of the following conduct, as well as for any other conduct that the Agency deems to be inappropriate or disruptive to its operations.

1. Deliberate destruction of, or damage to, Agency property
2. Failure or refusal to comply with the Agency alcohol and drug policy
3. Gambling or soliciting gambling on Agency property
4. Smoking in prohibited areas
5. Parking in prohibited areas
6. Horseplay or other disorderly conduct
7. Completing another employee’s time record, or allowing another employee to complete yours
8. Creating hazardous or unsafe conditions, including littering grounds or work areas
9. Failure to complete job assignments
10. Inefficiency or negligence in performing job
11. Other unsatisfactory performance
12. Violation of Attendance Standards Policy
13. Violation of Off-Duty Conduct Policy
14. Violation of Information Security Policy
15. Violation of any Agency or program policy or procedure
16. Visiting, loitering, loafing during working time, or disturbing other employees at work
17. Violation of safety regulations
18. Unauthorized disclosure, use or theft of the Agency’s confidential information
19. Inappropriate relationship with a client
20. Use of abusive or threatening language
21. Immoral, indecent or unlawful conduct
22. Creating a disturbance, fighting, or threatening another employee
23. Failure to fully and truthfully disclose all facts related to workers’ compensation insurance claims
24. Being dishonest with any member of management about a work related matter
25. Insubordination
26. Sleeping on the job
27. Walking off the job during working hours or leaving the Agency premises without permission
28. Theft of personal or Agency property
29. Falsification of Agency records, including time records, employment applications, and benefit applications
30. Possession or use of firearms or other weapons on Agency premises or in the course of performing Agency duties
31. Improper or unauthorized use of an Agency vehicle
32. Violating Agency ethics rules
33. Positive result on a random or reasonable suspicion drug test
34. Failure to notify supervisor and the Executive Director of any federal, state or local summons, arrest or conviction within five days after such summons, arrest or conviction
35. Summons, arrest or conviction of a misdemeanor and/or felony or a conviction requiring imprisonment
36. Sexual harassment or abuse

The Agency reserves the right to determine what form of discipline, if any, is appropriate for specific employee behaviors, given the particular facts and circumstances present in each instance, and what outcome would be in the best interests of the Agency. As such, the Agency makes no promise, explicit or implied, of continued employment.

**Drug and Alcohol Free Workplace Policy**

1. **Purpose**

   The Agency is committed to establishing and maintaining a workplace that is safe for employees and conducive to high work standards. The services that the Agency performs for the community require that employees and operating practices meet the highest standards of quality and safety. To promote safe and efficient operation of the workplace and to comply with applicable state and federal laws, it is the policy of the Agency to maintain a work force that is free from the effects of illegal drugs and the abuse of alcohol or legal drugs. Employees who abuse alcohol or drugs are a danger to themselves, to other employees, and to the Agency's community and business interests.

2. **Scope**

   This policy applies whenever an applicant becomes a final candidate for employment. This policy also applies to all employees of the Agency, including full-time, part-time and temporary workers, and any former employee who is being rehired within the twelve months of the termination of his or her employment, as well as to vendors, contractors or other third parties on the Agency's premises.

   The Agency reserves the right to interpret or change this policy in whole or in part without notice. Nothing in this policy alters an employee's status, nor does the policy constitute a term of any contract of employment between the Agency and any person. The Agency retains the right to terminate any employee at any time with or without cause.

3. **Consequences**

   Failure or refusal of an employee or applicant to cooperate fully with any portion of this policy, or to submit to or comply with any drug and alcohol testing as may be lawfully required or requested, will be grounds for disciplinary action up to and including termination or denial of employment.

   Any vendor, contractor or other third party on the Agency's premises found in violation of this policy will be subject to appropriate actions including, but not limited to, immediate removal from the premises.

   Where appropriate, any violation of this policy may also be reported to the appropriate law enforcement agencies.
4. **Guidelines**

It is a standard of conduct for employees of the Agency not to use illegal drugs and not to abuse alcohol or prescription or over-the-counter drugs, either on or off the job. No employee may use, sell, manufacture, receive, distribute, dispense, possess alcohol, any illegal drug or drug paraphernalia or equipment, or be under the influence of alcohol or any illegal drug or abuse prescription or over the counter drugs. This prohibition applies to employees while on agency property, while operating agency or personal vehicles on agency business, or while off premises where such behavior compromises the Agency's business interests, or undermines the public confidence in or harms the reputation of the Agency, or adversely affects the employee's job performance, job safety and/or ability to fulfill agency responsibilities.

It is against agency policy to report to work under the influence of alcohol or drugs. Being under the influence of alcohol, an illegal drug, or abuse of any prescribed or over the counter drugs on agency premises, while operating agency or personal vehicles on agency business, while doing agency business or during working hours is absolutely prohibited.

Although the consumption of alcohol while on agency premises, while operating agency or personal vehicles on agency business, while doing agency business or during working hours is prohibited, there may be occasions, at the sole discretion and expressed approval of the Executive Director, at which limited alcohol consumption may be permitted (e.g., at a holiday party).

5. **Prescription Drugs**

Employees may keep prescription drugs and over-the-counter medication on the Agency's premises provided: the prescription drugs have been prescribed by a doctor for the person in possession of the drug, the drug is kept in its original container, and at the Agency's request, documentation can be provided for the prescription.

Employees taking prescription drugs and over-the-counter medications that may impair work performance must report such use to the Executive Director prior to starting work. The employee's schedule or duties may be adjusted to accommodate this situation.

6. **Searches**

Employees, their possessions, and agency-issued equipment and containers under their use or control are subject to search and surveillance at all times while on agency premises, while operating agency or personal vehicles on agency business, while doing agency business or during working hours, with or without notice. An employee's refusal to consent to a search or inspection when requested by the Agency constitutes a violation of agency policy and is grounds for disciplinary action, up to and including termination.

7. **Arrests & Convictions**

Existing employees are required to notify their supervisors and the Executive Director of any federal, state or local drug arrest or conviction no later than five days after such arrest or conviction.
As required, the Executive Director or his designee will notify the federal or state contracting or granting agency within ten days of receipt of any employee conviction notice and the Executive Director will also take appropriate disciplinary action, up to and including discharge.

8. **Education and Assistance**

At its discretion, the Agency may offer the following to employees in order to maintain a drug free workplace: employee education, employee assistance, supervisory training, and drug detection programs.

Employees who are experiencing work-related problems or performance deficiencies resulting from drug or alcohol use may request, or be required to seek, counseling help. If an individual has been referred for counseling and refuses to participate, the Agency may take disciplinary action, up to and including termination.

9. **Confidentiality**

All information relating to drug and alcohol testing and/or drug or alcohol use by applicants or employees will be treated confidentially. The Agency will assign the task of maintaining confidential files/information on issues of substance abuse to a designated employer representative (DER). All tests will be maintained with other employee medical records in accordance with the privacy protections afforded by applicable law.

Test results and/or information regarding an employee's or applicant's use of drugs or alcohol will only be disclosed to agency personnel on a need-to-know basis or as otherwise required by law.

10. **Testing**

The Agency may test employees for drug and alcohol use when the agency has reasonable suspicion to believe that an employee is unable to perform or is deficient in performing his/her job responsibilities due to the influence of drugs or alcohol. Generally, reasonable suspicion means, but is not limited to, direct, individualized observation of: employee use, possession, sale or distribution of controlled substances, drug paraphernalia or alcohol; aberrant behavior by an employee while at work; a noticeable or substantial change in work performance; or physical symptoms or manifestations of being under the influence of controlled substances or alcohol.

Any employee who is in a position that has been designated as "safety-sensitive," or who is an applicant for any such position(s), will be subject to alcohol and drug testing as further described in a separate policy for all such affected individuals.

**Limited English Proficiency (LEP)**

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

The Agency is committed to complying with the LEP Executive Order. The Order states that all people who are LEP should have meaningful access to federally conducted and federally funded programs and
The Agency will comply with all applicable provisions of the Order by taking reasonable steps to provide content rich services to clients in Spanish, Portuguese and Polish.

**EMPLOYEE SEPARATION**

**Employment Termination**

Because employment with the Agency is based on mutual consent, both the employee and the Agency have the right to terminate the employment relationship at anytime for any or no reason, with or without cause and with or without notice.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Upon termination of employment for any reason, the Agency reserves the right to recoup from an employee's final paycheck any amount of vacation or sick time which has been paid to that employee but which has not yet accrued, or wages which have been advanced to the employee and not yet earned.

**Notice**

It is the employee’s obligation, when resigning, to provide the Agency with a minimum of two (2) weeks of notice. Management staff is expected to provide longer notice of 1 or 2 months. Adequate notice gives the Agency time to advise you of the benefits and to secure a replacement. Resignations must be submitted in writing.

Employees who have given notice to terminate employment with CPA will no longer be able to use sick days, unless they are able to provide a physician’s statement.

Any regular employee who terminates employment at the Agency and is rehired within one year of the termination date as a regular employee retains his/her previous years of service and benefits associated with the Agency.

**Exit Interview**

The Human Resources Director or designee may conduct and record an exit interview with any employee leaving the Agency. This interview is an opportunity for the Agency to thank the employee and to provide information regarding eligibility for retirement funds and insurance continuance. It is an opportunity for the employee to share with management their experience of working for CPA.

**Return of Equipment/Supplies**
Prior to the end of the last day of work the employee must return all Agency equipment and property to his/her supervisor or to Human Resources. This includes, but is not limited to, the return of all beepers, cell phones, parking pass, identification cards and keys.

**Benefits Continuation (COBRA)**

Federal law, known as COBRA, may allow employees and their dependents who are covered by our health insurance program to temporarily continue that coverage following certain qualifying events (such as termination of employment), when health coverage would otherwise end. COBRA continuation rights are described in greater detail in the separation information you receive when you enroll in our health insurance program. If you need additional information, please contact Human Resources.

**Release of Information**

All requests for information about current or former employees shall be referred to the Executive Director or her/his designee. Any employee who fails to comply with this policy shall be subject to disciplinary action, up to and including termination.

Unless the Agency receives a written authorization from a current or former employee to release personnel information about that individual to a third party, or is otherwise legally obligated to release personnel information, the Agency will only confirm in writing the employee’s dates of employment, salary history, and job title, in response to any request for personnel information or for a reference.

**Staff Reduction/Lay-Off**

All of the positions at the Agency are funded through contracts with state, federal and private agencies, usually for a one-year period. Continued employment with the Agency may be affected by contractual arrangements. The Agency makes every reasonable effort to inform employees in a timely manner as to the status of year-to-year contract renewals and negotiations for continuing contracts.

Should the Agency be unable to continue an employee who has rendered satisfactory service in his/her current position because of budget cuts or reorganization, including transfers of personnel or discontinuance or curtailment of a department, project, program, or area of service, the employee shall be laid-off. The Agency shall attempt to identify some other mutually satisfactory assignment, when possible.

**Breaks in Service**

A former employee who is rehired will be treated as a new employee, unless the break in service is for twelve (12) months or less. Former employees who were discharged or who left voluntarily without giving appropriate notice will not be eligible for rehire.

A rehired employee with a break in service of twelve months or less will be eligible for holidays, group health, dental and life insurances on the first day of the month following rehire provided they have previously satisfied the three month waiting period when employed by us.
Nothing about the existence or implementation of CPA’s action plan for attendance should be construed as a departure from the “at-will” employment relationship between CPA and its employees.

**POLICY**

In order to insure quality performance of services, CPA must rely on a staff of dependable employees. Employees are expected to work as scheduled and are expected to minimize unscheduled absences and lateness. While it is recognized that absences will occur for any number of valid reasons, it is the expectation of CPA that employees be responsible about their jobs and maintain excellent attendance records.

Regular attendance on the job and punctuality are essential employee functions and important to the value of CPA’s operation and to fellow employees. Frequent or unexplained absences from work or tardiness in reporting for work will seriously impair the value of service to CPA and its clients and may result in action up to and including separation of employment. Therefore, the following attendance standards have been established to provide a consistent and appropriate plan to address absenteeism and lateness. These standards are subject to change at the discretion of CPA in order to respond to its business needs or to specific situations.

**DEFINITIONS**

**No Show** - Absences where: (1) employees fail to contact their supervisors in accordance with departmental call out procedures prior to the start of their shifts and thereafter fail to report to work as scheduled; or (2) employees who contact their Supervisors in accordance with Departmental call out policies prior to the start of their shifts to state that they will be late and thereafter fail to report to work within the amount of time allowed by the Department.

**Unexcused Absence** - Absences taken when employee has exhausted (as applicable) available sick days, approved personal days, approved leaves of absence, and approved bereavement leave.

**Lateness** - Employees not reporting to work on time to start their scheduled shifts or not returning to their assigned work stations on time when returning from breaks as required by the department.

**Early Out** - Employees leaving work prior to the end of their assigned shift without approval by the department (includes employees mandated to work beyond the hours of their assigned shift).
Pattern Lateness/Absence - Employees consistently late or absent at a specific time or day of the week, weekends, or holidays.

PROCEDURES

Employees who are going to be absent or late must telephone their supervisors in advance or as soon as possible in accordance with departmental call out procedures. Notification of absences and lateness is required for each day of absence and lateness unless employees who will be absent for a certain number of days receive approval from their Supervisors that they will not be required to call each day.

Employees who have used all their available sick days under the Sick Leave Benefit Program must exhaust all vacation days or personal holidays for sick days before using any unpaid time-off.

Perfect Attendance – CPA recognizes the value of perfect attendance and will reward employees appropriately. Please refer to the CPA Perfect Attendance Incentive Program.

For each incident of “no-shows,” unexcused absence, lateness, pattern lateness/absence, or “early-outs,” employees will receive points as follows:

- ½ Point - Each incident of lateness or early out.
- 1 Point - Each incident of unexcused absence or pattern lateness/absence.
- 2 Points - Each incident of a no show.

ACTION PLAN

Points will be determined by counting points accumulated within a 12 month cycle. The 12 month cycle begins from the date of the first occurrence.

Whenever points are designated for an employee due to attendance issues, employees will be provided with an Absentee/Late Notice. In addition, unless CPA determines otherwise based on its business needs and/or its analysis of specific situations, the following action will be taken:

1 Point ORAL WARNING
2 Points WRITTEN WARNING
3 Points 1 DAY UNPAID SUSPENSION
4 Points FINAL WARNING
5 Points SEPARATION

In an effort to allow employees the opportunity to improve their attendance issues, the most current Absentee/Late Notice will remain active for 6 months from the date of issuance. After the 6th month the level of discipline will be reduced one level. For example: an employee was issued an Absentee/Late Notice at a Written Warning level on 1/3/04. The employee had no attendance issues as of 6/4/04.
Therefore, the employees discipline level should be reduced to an Oral Warning. If the employee continues to have no attendance issues as of 1/3/05, the employees discipline level should be completely cleared.

**ACTION PLAN (continued)**

At each phase of discipline in the action plan, employees may communicate any information they believe is relevant to enable the Department to make an informed decision.

Employees’ Attendance Records including points accumulated while working in one department will remain active upon transfer to another department.

Nothing about the existence or implementation of CPA’s action plan for attendance alters the “at-will” employment relationship which exists between CPA and its employees.

**RELATION TO OTHER POLICIES**

Absences relating to approved vacations, personal holidays, holidays, approved leaves of absence, bereavement leave, occupational injury or illness, jury duty, military leave, lay-off for lack of work and inclement weather absences (when CPA has declared such day(s) emergencies) are covered under separate CPA Policies.

All employees are further advised to review the provisions of the CPA’s Family and Medical Leave Policy that contain important information which may apply.

All employees are encouraged to contact Human Resources with any questions regarding this policy or to discuss any matters that may be impacting upon their attendance issues at work.
APPENDIX B

OFF-DUTY CONDUCT POLICY
EFFECTIVE: September 1, 2007
PAGE: 1 of 1

POLICY

All employees are expected to comply with CPA’s standards of conduct and behave in a manner that is conducive to the efficient operation of CPA at all times.

Any action by employees at work or while off-duty that compromises CPA’s business interests, or undermines the public confidence in or harms the reputation of CPA or adversely affects the employee's job performance, job safety and/or ability to fulfill CPA responsibilities will result in disciplinary action, up to and including termination.

Conduct that interferes with CPA’s operations, discards CPA, or is offensive to fellow employees, clients, visitors or any other party connected to CPA will not be tolerated, regardless of where or when such conduct occurs.

Employees may not cause any information to be printed in the media or post any information via the Internet that is inconsistent with or interferes with their duties for CPA or CPA’s business practices or principles. Rather, employees shall conduct themselves in the public and toward the public in a civil and professional manner that connotes a service orientation and that will foster public respect and cooperation.

Employees may not refer to or otherwise identify their employment with CPA in the context of any postings on a personal website or in any other venture of a personal nature. Furthermore, unless expressly authorized, employees may not make or post any public statements that could reasonably be considered to represent the views of CPA. In addition, employees may not divulge or willfully permit to have divulged any information gained by reason of their position, for anything other than its official, authorized purpose.
In accordance with the Connecticut and Federal Family and Medical Leave Acts (hereinafter referred to collectively as “FMLA”), eligible employees may take a leave of absence for certain designated reasons. This policy presents a general overview of FMLA entitlements and requirements. If this policy conflicts with applicable law, applicable law controls.

EMPLOYEE ELIGIBILITY:

- Employee must have worked for the Agency for a minimum of twelve (12) months, and
- Employee must have worked at least 1,000 hours during the 12-month period prior to the start of the FMLA leave. Only hours actually worked – regular worked time plus overtime – count towards this requirement. Paid leave (such as vacation, sick leave, holidays) and unpaid leave, including FMLA leave, are not included.

Unpaid family and/or medical leaves may be granted for the following reasons:

- **Serious Health Condition of Employee, Employee’s Child, Parent or Spouse/Civil Union Partner.**
  
  Child may be a biological child, foster child, adopted child, stepchild, legal ward or child of person standing in loco parentis (in place of parent), who is under the age of 18, or over the age of 18 and unable to care for himself/herself because of a mental or physical disability.

  Parent must be a biological parent, foster parent, adoptive parent, stepparent, legal guardian, or individual who stood in loco parentis to an eligible employee or an eligible employee’s spouse or civil union partner.

  An eligible employee’s spouse may be a husband or wife or same sex spouse as defined or recognized under Connecticut law and, for purposes of the Connecticut Family and Medical Leave Act, a civil union partner. Civil union partners are not eligible for leave under the federal Family and Medical Leave Act.

  To be considered a serious health condition, the condition must be an illness, impairment or physical or mental condition that involves inpatient or outpatient care. Inpatient care generally involves treatment at a hospital, hospice, or residential medical care facility. Outpatient care generally requires continuing treatment by a health care provider.

- **Birth, Adoption or Foster Care Placement.**
  
  A family leave of absence will be provided upon the birth, adoption, or foster care placement of a child by an eligible employee.

- **To Serve as an Organ or Bone Marrow Donor.**
o **Serious Injury or Illness of a Covered Service Member.**

An employee who is a spouse, son, daughter, parent or next of kin of a covered service member is eligible to take family leave to care for the serious injury or illness of such individual.

An eligible employee’s spouse is either a husband or wife.

Son or daughter may be a biological child, foster child, adopted child, stepchild, legal ward or child of person standing in loco parentis (in place of parent), who is under the age of 18, or over the age of 18 and unable to care for himself/herself because of a mental or physical disability.

Parent must be a biological parent, foster parent, adoptive parent, stepparent, legal guardian, or individual who stood in loco parentis to an eligible employee.

Next of kin means the nearest blood relative of the eligible employee.

To be considered a covered service member, the individual must be a current member of the Armed Forces, including a member of the National Guard or Reserves (or a member of the Armed Forces, including a member of the National Guard or Reserves, who is on the temporary disability retired list) who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy; or is otherwise in outpatient status; or is otherwise on the temporary disability retired list.

To be considered a serious injury or illness, it must be an injury or illness incurred by the service member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

o **Because of a Qualifying Exigency.**

An employee whose spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation is eligible to take family leave for the following qualifying exigencies: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) other activities which arise out of the covered military member’s active duty or call to active duty status that the employer and employee agree qualify as an exigency and agree as to the timing and duration of such leave.

**EMPLOYEE OBLIGATIONS:**

o Employees are required to use their available paid vacation, sick and other time off during a family or medical leave of absence for any reason, except as provided below. That portion of the leave of absence that is used under these conditions will be with pay according to Agency policies.
Notwithstanding the above, employees will not be required to use their available paid sick time for any FMLA absence due to the birth, adoption or foster care placement of a child. However, while as stated above employees will be required to use all available paid non-sick time while taking FMLA leave due to the birth, adoption or foster care placement of a child, employees will further have the right to use up to two (2) weeks of accrued but unused sick time during FMLA for this reason, provided they meet any applicable requirements of the sick leave policy.

While as stated above all accrued paid vacation, sick and other time off must be used in accordance with Agency policy before an employee is eligible to utilize any unpaid family or medical leave, an employee will not be required to utilize any such paid leave during an FMLA leave if she/he is simultaneously receiving payments under Workers’ Compensation laws.

The maximum amount of family and medical leave allowed, whether it includes paid and/or unpaid leave or whether it includes time off during which an employee is receiving payments under Workers’ Compensation laws, will not exceed the maximum leave entitlement as described below.

Since the purpose of leave under this policy is to enable employees to maintain their ability to continue employment with the Agency, an employee may not work elsewhere while on FMLA leave.

When planning medical treatment or seeking intermittent leave, the employee must consult with his/her immediate supervisor and/or the Human Resources Department and must make a reasonable effort to schedule the treatment or intermittent leave so as to avoid unduly disruptive effects on the Agency’s operations.

Employees needing FMLA leave must, at a minimum, follow the Agency’s usual and customary call-in procedures for reporting an absence, absent unusual circumstances.

Whenever an eligible employee’s medical or family leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment, or to care for others, the employee must provide at least thirty days advance written notice to the Human Resources Department. If such prior notice is impossible, as in the case of an unforeseen medical emergency or qualifying exigency, an eligible employee must provide notice as soon as practicable after s/he learns of the need for the leave (typically within one or two working days of learning of the need for leave). Failure to comply with these notice rules is grounds for, and may result in, deferral or denial of the requested leave.

All leaves due to a serious health condition of an eligible employee, or an eligible employee’s son/daughter, parent or spouse/civil union partner, or due to a serious injury or illness of a covered service member, must be accompanied by a medical certification from the appropriate health care provider identifying, among other things, appropriate medical facts regarding the condition and its probable duration. Such medical certification must be provided before the leave begins, or in any event, within 15 days after the leave begins, unless the employee can demonstrate that it is not practicable to do so despite his/her good faith efforts. Failure to comply with these medical certification requirements is grounds for, and may result in, deferral or denial of the requested leave.

Subsequent medical re-certification will be required as necessary, but no more than once every thirty days after receipt of the initial medical certification.
All leaves due to a qualifying exigency must be accompanied by a certification as has been prescribed by the Secretary of Labor.

In response to a request for leave necessitated by the serious health condition of the employee or others, the Agency may require the employee to obtain a second opinion from a health care provider selected and paid for by the Agency.

While on leave, employees are, at a minimum, required to report on the 1st day of each month to the Human Resources Department regarding the status of the family or medical condition(s) and their intent to return to work.

Under Agency policy, employees are required to provide at least two weeks of advance notification of the date they intend to return to work from a leave of absence.

**MAXIMUM LEAVE ENTITLEMENT:**

The maximum FMLA leave entitlement for employees eligible under this policy is 16 weeks in the two-year period measured from the 24-month period measured from the date of the employee’s first day of FMLA leave due to: (1) the serious health condition of the employee or the employee’s child, parent, parent-in-law or spouse/civil union partner; (2) birth, adoption or foster care placement; or (3) to serve as an organ or bone marrow donor. Employees may further be eligible for additional leave under the Federal Family and Medical Leave Act in the second year of the two-year period for reasons qualifying for leave under the Federal Family and Medical Leave Act.

The maximum FMLA leave entitlement for employees eligible under this policy due to a qualifying exigency is 12 weeks in the first year of the 24-month period identified above (and potentially 12 weeks in the second year of such period as well).

The maximum FMLA leave entitlement for employees eligible under this policy due to the serious injury or illness of a covered service member is 26 weeks in the one-year period measured from an employee’s first day of FMLA leave taken.

The maximum amounts of FMLA leave stated herein do not afford eligible employees the ability to take more leave if they have multiple qualifying reasons than they otherwise would be entitled to take for a single qualifying reason during the applicable time period.

Any absences that qualify as FMLA leave runs concurrently with an absence under Workers’ Compensation laws.

Any time spent performing “light duty” work does not count against an employee’s FMLA leave entitlement, whether such “light duty” work has been required by the Agency or requested by the employee. Therefore, any employee’s right to restoration of his or her job is held in abeyance during the period of time (if any) the employee performs light duty (or until the end of the applicable FMLA leave period).
When spouses or civil union partners are both eligible employees of the Agency, they are each individually eligible to receive the maximum leave time allowable for their own serious health condition or the serious health condition of a son/daughter or spouse/civil union partner, or to serve as an organ or bone marrow donor. For purposes of leave due to a qualifying exigency, married employees are each individually eligible to receive the maximum leave time allowable for each. For purposes of family leave taken due to the birth, adoption or placement of a son/daughter or for the serious health condition of a parent or parent-in-law, married persons and civil union partners are eligible for the maximum leave allowable to one individual eligible employee. For purposes of leave taken due to the serious injury or illness of a covered service member (or for a combination of leave taken for this reason and any other qualifying reason), married employees are eligible for the maximum leave allowable to one individual eligible employee.

An eligible employee may take intermittent leave or leave on a reduced schedule (up to the amount of the maximum leave entitlement) when medically necessary due to the employee’s own serious health condition, or the serious health condition of the employee’s son/daughter, parent or spouse/civil union partner, or due to the serious injury or illness of a covered service member. An eligible employee may further take intermittent leave or leave on a reduced schedule (up to the amount of the maximum leave entitlement) due to a qualifying exigency or to serve as an organ or bone marrow donor. Employees seeking to take intermittent leave or leave on a reduced schedule are subject to the same notice, medical certification and other employee obligations identified above. In addition, if such intermittent or reduced schedule leave is requested, the Agency reserves the right to temporarily transfer the employee to an available alternative position with equivalent pay and benefits (but not necessarily equivalent duties) that better accommodates this type of leave.

Intermittent or reduced schedule leave may not be taken upon the birth, adoption or foster care placement of an employee’s son/daughter unless agreed to by the employee and the Agency.

There is no obligation under the FMLA to guarantee an employee’s original job or an equivalent position beyond the maximum period specified above.

**MAINTENANCE OF HEALTH BENEFITS:**

An eligible employee’s medical benefits will continue during a leave of absence up to the maximum amount of leave afforded under this policy. While on paid leave, the Agency will continue to make payroll deductions to collect the employee’s share of the medical insurance premiums. While on unpaid leave, the employee must continue to pay his/her share of the medical insurance premiums, either in person or by mail. The payment must be received as directed by the Agency. Failure of the employee to pay the premium may result in loss of coverage.

Employees have a 30-day grace period in which to make required premium payments. If payment is not timely made, health insurance coverage may be cancelled, if the employee has been notified in writing at least 15 days before the date that coverage would lapse. At the Agency’s option, the Agency may pay the employee’s share of the premiums during FMLA leave if the coverage were to lapse due to failure of the employee to make timely payments, and then recover such payments from the employee upon return to work.
o Should an employee’s health insurance lapse due to non-payment while on FMLA leave, the Agency will again provide health insurance benefits according to the applicable plans when the employee returns from the leave of absence.

o If an employee does not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition (or serious injury or illness in the case of a covered service member) which would otherwise render the employee eligible for FMLA leave; or (2) other circumstances beyond the employee’s control, the Agency reserves the right to seek reimbursement from the employee for its share of health insurance premiums paid on the employee’s behalf during the employee’s FMLA leave.

RIGHTS UPON RETURN FROM LEAVE:

o Upon the conclusion of an FMLA leave (or the expiration of the maximum family or medical leave provided by law, whichever occurs first), an employee may return to work with all seniority, retirement or fringe benefits s/he had at the commencement of such leave. There will be no accruals of such benefits (including vacation, floating holiday or sick leave) during an FMLA leave.

o Upon the conclusion of an employee’s FMLA leave (or the expiration of the maximum family or medical leave provided by law, whichever occurs first), an employee will be reinstated to the position s/he held prior to such leave. If the job previously held by an employee is unavailable, an equivalent position with equivalent pay, benefits, and other terms and conditions of employment will be provided. If an employee is medically unable to perform his/her prior job, s/he will be offered work suitable to his or her physical condition, if such work is available, at the pay rate appropriate to that job.

o If an employee cannot return to work at the expiration of the maximum FMLA leave allowed, the Agency has no obligation under the FMLA to restore an employee to any position. An employee on leave or returning from leave has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave period.

FITNESS FOR DUTY CERTIFICATION:

o In accordance with applicable law and Agency policy governing returns to work after a medical absence, employees returning to work after a medical leave due to their own serious health condition (other than an employee taking intermittent leave or leave on a reduced schedule) must present a fitness-for-duty certification from their health care provider to the Human Resources Department prior to their return to employment.

o If there are any medical restrictions upon an employee’s return to work, the health care provider should state these restrictions in the certificate provided. It is the employee’s responsibility to notify the Human Resources Department prior to his/her return to work and make them aware of any restrictions.

o Employees will not be eligible to return to work after a medical leave without being medically cleared to do so. In addition, the Agency reserves the right to have its own health care provider and/or the Human Resources Department contact the employee’s health care provider for purposes of clarification of the employee’s fitness to return to work certification. Under no circumstances will
An employee’s direct supervisor makes contact with the employee’s health care provider for purposes of determining fitness for duty (or any other medical certification issue pertaining to FMLA).
Introduction
Computer information systems and networks are an integral part of business at Community Partners in Action. The company has made a substantial investment in human and financial resources to create these systems. The enclosed policies and directives have been established in order to:

- Protect this investment.
- Safeguard the information contained within these systems.
- Reduce business and legal risk.
- Protect the good name of the company.

Violations
Violations may result in disciplinary action in accordance with company policy. Failure to observe these guidelines may result in disciplinary action by the company depending upon the type and severity of the violation, whether it causes any liability or loss to the company, and/or the presence of any repeated violation(s).

Administration
The information technology Director is responsible for the administration of this policy.

Contents
The topics covered in this document include:

- Statement of responsibility
- The Internet and e-mail
- Computer viruses
- Access codes and passwords
- Physical security
- Copyrights and license agreements

Statement of responsibility
General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities.

Manager responsibilities
Managers and supervisors must:
1. Ensure that all appropriate personnel are aware of and comply with this policy.
2. Create appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this policy.

IT Director Responsibilities
The IT Director must:
1. Develop and maintain written standards and procedures necessary to ensure implementation of and compliance with these policy directives.
2. Provide appropriate support and guidance to assist employees to fulfill their responsibilities under this directive.

The Internet and e-mail
The Internet is a very large, publicly accessible network that has millions of connected users and organizations worldwide. One popular feature of the Internet is e-mail.

Policy
Access to the Internet is provided to employees for the benefit of Community Partners in Action and its customers. Employees are able to connect to a variety of business information resources around the world.

Conversely, the Internet is also replete with risks and inappropriate material. To ensure that all employees are responsible and productive Internet users and to protect the company’s interests, the following guidelines have been established for using the Internet and e-mail.

Acceptable use
Employees using the Internet are representing the company. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

- Using Web browsers to obtain business information from commercial Web sites.
- Accessing databases for information as needed.
- Using e-mail for business contacts.

Unacceptable use
Employees must not use the Internet for purposes that are illegal, unethical, harmful to the company, or nonproductive. Examples of unacceptable use are:

- Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- Broadcasting e-mail, i.e., sending the same message to more than 10 recipients or more than one distribution list.
- Conducting a personal business using company resources.
- Transmitting any content that is offensive, harassing, or fraudulent.

Downloads
File downloads from the Internet are not permitted unless specifically authorized in writing by the IT manager.

Employee responsibilities
An employee who uses the Internet or Internet e-mail shall:

1. Ensure that all communications are for professional reasons and that they do not interfere with his/her productivity.
2. Be responsible for the content of all text, audio, or images that (s)he places or sends over the Internet. All communications should have the employee’s name attached.
3. Not transmit copyrighted materials without permission.
4. Know and abide by all applicable CPA policies dealing with security and confidentiality of company records.
5. Run a virus scan on any executable file(s) received through the Internet.
6. Avoid transmission of nonpublic customer information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.

**Copyrights**

Employees using the Internet are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the company and/or legal action by the copyright owner.

**Monitoring**

All messages created, sent, or retrieved over the Internet are the property of the company and may be regarded as public information. Community Partners in Action reserves the right to access the contents of any messages sent over its facilities if the company believes, in its sole judgment, that it has a business need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. *This means don’t put anything into your e-mail messages that you wouldn’t want to see on the front page of the newspaper or be required to explain in a court of law.*

**Computer viruses**

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of corporate resources.

**Background**

It is important to know that:

- Computer viruses are much easier to prevent than to cure.
- Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

**IT responsibilities**

IT shall:
1. Install and maintain appropriate antivirus software on all computers.
2. Respond to all virus attacks, destroy any virus detected, and document each incident.

**Employee responsibilities**

These directives apply to all employees:
1. Employees shall not knowingly introduce a computer virus into company computers.
2. Employees shall not load diskettes of unknown origin.
3. Incoming diskettes shall be scanned for viruses before they are read.
4. Any associate who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the IT manager.

**Access codes and passwords**

The confidentiality and integrity of data stored on company computer systems must be protected by access controls
to ensure that only authorized employees have access. This access shall be restricted to only those capabilities that are appropriate to each employee’s job duties.

IT responsibilities

The IT manager shall be responsible for the administration of access controls to all company computer systems. The IT manager will process adds, deletions, and changes upon receipt of a written request from the end user’s supervisor. Deletions may be processed by an oral request prior to reception of the written request. The IT manager will maintain a list of administrative access codes and passwords and keep this list in a secure area.

Employee responsibilities

Each employee:
1. Shall be responsible for all computer transactions that are made with his/her User ID and password.
2. Shall not disclose passwords to others. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
3. Will change passwords at least every 45 days.
4. Should use passwords that will not be easily guessed by others.
5. Should log out when leaving a workstation for an extended period.

Supervisor’s responsibility

Managers and supervisors should notify the IT manager promptly whenever an employee leaves the company or transfers to another department so that his/her access can be revoked. Involuntary terminations must be reported concurrent with the termination.

Human resources responsibility

The Personnel Department will notify IT monthly of associate transfers and terminations. Involuntary terminations must be reported concurrent with the termination.

Physical security

It is company policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

Employee responsibilities

The directives below apply to all employees:
1. Diskettes and CDROM’s should be stored out of sight when not in use. If they contain highly sensitive or confidential data, they must be locked up.
2. Diskettes and CDROM’s should be kept away from environmental hazards such as heat, direct sunlight, and magnetic fields.
3. Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor.
4. Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided.
5. Since the IT manager is responsible for all equipment installations, disconnections, modifications, and relocations, employees are not to perform these activities. This does not apply to temporary moves of portable computers for which an initial connection has been set up by IT.
6. Employees shall not take shared portable equipment such as laptop computers out of the plant without the informed consent of their department manager. Informed consent means that the manager knows what equipment is leaving, what data is on it, and for what purpose it will be used.

7. Employees should exercise care to safeguard the valuable electronic equipment assigned to them. Employees who neglect this duty may be accountable for any loss or damage that may result.

**Copyrights and license agreements**  
It is CPA’s policy to comply with all laws regarding intellectual property.

**Legal reference**  
CPA and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose CPA and the responsible employee(s) to civil and/or criminal penalties.

**Scope**  
This directive applies to all software that is owned by CPA, licensed to CPA, or developed using CPA resources by employees or vendors.

**IT responsibilities**  
The IT manager will:
1. Maintain records of software licenses owned by CPA.
2. Periodically (at least annually) scan company computers to verify that only authorized software is installed.

**Employee responsibilities**  
Employees shall not:
1. Install software unless authorized by IT. Only software that is licensed to or owned by CPA is to be installed on CPA computers.
2. Copy software unless authorized by IT.
3. Download software unless authorized by IT.

**Civil penalties**  
Violations of copyright law expose the company and the responsible employee(s) to the following civil penalties:
- Liability for damages suffered by the copyright owner
- Profits that are attributable to the copying
- Fines up to $100,000 for each illegal copy

**Criminal penalties**  
Violations of copyright law that are committed “willfully and for purposes of commercial advantage or private financial gain (Title 18 Section 2319(b)),” expose the company and the employee(s) responsible to the following criminal penalties:
- Fines up to $250,000 for each illegal copy
- Jail terms of up to five years
Conflict of Interest Policy

Community Partners in Action (CPA) strives to maintain the highest ethical standards in all policies, procedures and programs and to avoid any conflicts of interest. The Agency’s decisions will be made without bias or favoritism on the part of any of its employees. Each employee must comply with the policies and procedures of the Agency, maintain the confidentiality of information required in the performance of his or her duties and not use his or her position or knowledge acquired in carrying out job responsibilities and duties for personal gain or as a representative of other interests, public or private.

The following considerations should serve as a guide to the types of activity by an employee that might constitute a conflict of interest under this Policy.

Purpose
All employees are expected to conduct their activities in such a way to avoid any appearance of bias, impropriety, favoritism or conflict of interest, and to avoid loss or embarrassment to the Agency that might arise from actual or perceived improper influence on the Agency’s decisions or from disclosure or private use of information regarding the Agency’s operations or plans. The purpose of this Policy is to protect the integrity of the Agency and the public confidence in the manner in which this Agency carries out its mission. This policy provides guidelines for handling perceived, potential and actual conflicts of interest.

Covered Individuals
All CPA employees are covered by this Policy.

For the purposes of this Policy, “family or family member” is defined to include an employee’s spouse, children, mother, father, sister, brother, stepmother, stepfather, stepchildren, stepsister, stepbrother, grandparents, grandchildren, mother-in-law, father-in law, sister-in-law, brother-in law, aunts, uncles, cousins and all persons living in the same household.

Activities Considered a Conflict of Interest
In general terms, a conflict of interest may occur if an outside interest, relationship or activity: (i) influences, may appear to influence or has the potential to influence or to appear to influence the ability of an employee to exercise objectivity or (ii) impairs the ability of an employee to perform his or her responsibilities in the best interests of the Agency.

An employee is considered to have a potential conflict of interest when:

- An employee, his/her family member, or his/her close personal friend has a financial interest that could conflict with the interest of the Agency in any manner. For example, and without limitation, a conflict of interest will arise what an employee, his/her family member, or his/her close personal friend has a personal business interest in or derives income from an entity doing or seeking to do business with the Agency, or is employed by, acts as a consultant to, or holds any office in such an entity.
POLICY: CONFLICT OF INTEREST

An employee participates in managerial or consulting services to any outside entity that does or seeks to do business with the Agency, except with the Agency’s prior knowledge and consent.

An employee receives compensation, gifts, favors, entertainment or other benefits of more than a nominal value from any outside concern which does or seeks to do business with the Agency. Nominal value is considered less than $30.

An employee discloses or uses confidential, special or inside information of or about the Agency or its clients for personal benefit or the benefit of any family member or close personal friend.

An employee, his/her family member or close personal friend, influences or seeks to influence the Agency’s grant making, business, administrative or other material decisions for personal gain or advantage.

An employee participates in deliberations or actions resulting in the purchase of goods or services from any organization in which an employee or his or her family member or close personal friend has a financial interest.

An employee uses the Agency’s time, personnel, equipment, supplies or goodwill for other than Agency approved activities, programs and purposes.

Violations of the Policy
Violation of this Policy, or incorrect or incomplete responses to the Policy’s disclosure requirement, will be treated as serious misconduct. Please notify the Human Resources Director should you have a question or wish to report a perceived or actual conflict of interest. The Agency will utilize the following guidelines:

1. The Human Resources Director shall investigate the facts and seek advice as necessary to fully investigate perceived, potential or actual conflicts of interest and review with the Executive Director.

2. If a supervisor has reasonable cause to believe that an employee has failed to disclose actual or potential conflicts of interest, the supervisor shall report that information to Human Resources.

3. If, after completing the investigation, the Agency determines that the employee has in fact failed to disclose or has violated the policy, the Agency may take appropriate action, up to and including termination of employment and other remedies provided by law.
POLICY: CONFLICT OF INTEREST

By signing this policy, I acknowledge understanding of the above policy and acceptance of the policy guidelines and constraints.

Print Employee Name: __________________________________________

Employee Signature: __________________________________________

Date: __________________________________________

Date of Last Revision: 10/2014
Position Responsible: Human Resources Director
Date Adopted: 9/2014
APPENDIX F

HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

Community Partners in Action

Employee Name: _____________________________________________

Job Title: _____________________________________________

I acknowledge that I have received a copy of Community Partners in Action’s Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. If I have any questions, I understand that it is my responsibility to ask my supervisor or Human Resources.

I understand that the agency reserves the right to change my hours, wages and working conditions at any time. I understand and agree that, other than in a written document signed by the Executive Director of the Agency, a manager or representative of the Agency has no authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement other than at-will.

I understand and agree that the Handbook may be changed at any time. My continued employment indicates my agreement to work under those changes.

I understand that it is my responsibility to read and comply with all the policies contained in the Handbook and any revisions made to it, including the Agency’s Electronic Monitoring Policy contained in pages of this Handbook. I acknowledge that I have read and understood the Agency’s Electronic Monitoring Policy and agree to comply with it. To the extent consent is required, I hereby give the Agency consent to (a) monitor my Internet, telephone and e-mail usage; (b) listen to and/or record telephone conversations; and (c) listen to stored voice mail messages.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at the Agency is employment at-will that may be terminated at the will of either the Agency or me. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between me and the Agency concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representation concerning my employment.

This Acknowledgment of Receipt is provided in duplicate. Please sign both copies retaining one for your records. Please forward the duplicate original to Human Resources.

Print Employee Name: _____________________________________________

Employee Signature: _____________________________________________

Date: _____________________________________________