



**EMPLOYEE HANDBOOK
CODE OF PERSONNEL POLICIES**

REVISED 1/2020
Approved by the Board of Directors 12/19/16

WELCOME NEW EMPLOYEE!

On behalf of your colleagues, we welcome you to Alpert Jewish Family Service and Levine Jewish Residential and Family Service. We wish you every success here.

We believe that each employee and volunteer contributes directly to Alpert JFS' and LJRFS' mission of assisting families and our community, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and volunteers and to outline the policies, programs, and benefits available to eligible employees. Employees and Volunteers should familiarize themselves with the contents of this handbook as soon as possible, for it will answer many questions about employment and volunteering with Alpert JFS and LJRFS.

All policies pertain to employees of both Alpert JFS and LJRFS except where specified.

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

Sincerely,

Marc D. Hopin,
Chief Executive Officer

Michael A. Lampert
President of the Board

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Alpert JFS/Levine JRFS and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Alpert JFS/Levine JRFS to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Alpert JFS/Levine JRFS continues to grow, the need may arise and Alpert JFS/Levine JRFS reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Alpert JFS/Levine JRFS to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

This handbook seeks to be in compliance with all applicable state and federal laws and regulations, and when a Federal or State Law or regulation conflicts with any policy in this handbook the applicable law or regulation will supersede the conflicting agency policy.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Alpert JFS/Levine JRFS, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with Alpert JFS/Levine JRFS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Alpert JFS/Levine JRFS can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Alpert JFS/Levine JRFS' policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Alpert JFS/Levine JRFS has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

ORGANIZATION DESCRIPTION

MISSION – Alpert JFS

The Mission of Alpert Jewish Family Service is to serve the Jewish Community and fulfill its obligation of TIKKUN OLAM by:

1. Serve the Jewish Community primarily, but not exclusively,
2. Provide a wide range of needed social services to strengthen individuals and families,
3. Participate in identifying, addressing and assisting in the coordination of community needs; and
4. Fulfill its mission guided by Jewish traditions and values.

MISSION – LJRF

Levine Jewish Residential and Family Services, Inc. is a private, voluntary social service agency established to provide residential services and services to persons with a variety of disabilities, to administer services to strengthen family life, to aid the welfare of children, and to promote healthy personality development and satisfactory social functioning of individuals

FACILITIES AND LOCATIONS

Alpert JFS/Levine JRFS main office is located at 5841 Corporate Way, West Palm Beach, FL 33407

Mailing address: P.O. Box 220627, West Palm Beach, FL 33422

Our Branch offices are located at:

5887 Lake Worth Road, Lake Worth, FL 33463

3801 PGA Blvd. Suite 600 Palm Beach Gardens, FL 33410

LJRFS Residential locations are

1. The Friedman/Goldfeld Residence
2. The Dekelboun Residence
3. The Apartment Program

AGENCY HISTORY

Alpert JFS was created as a pilot project of the Jewish Federation of Palm Beach County in 1972. The purpose of the project was to assess the needs within the community for counseling, crisis intervention, family life education and social service assistance. The Jewish Family & Children's Service was incorporated as a not-for profit organization in 1974.

Jewish Residential and Family Service was created as a subsidiary corporation in 1998 to develop and operate residential services for Jewish disabled adults and others who might need such service. It operates under the overall control of Alpert JFS and is managed by the same senior management team.

ORGANIZATIONAL STRUCTURE

The agency is governed by a Board of Directors, which represents the community we serve. We have a subsidiary agency, Levine Jewish Residential and Family Service which provides residential services for mentally disabled adults. The two organizations share a common committee structure. There is a separate Board of Directors for Levine Jewish Residential and Family Services. The positions of treasurer and secretary are shared in common. Our Board of Directors, through its committee structure, oversees agency operations and sets policy and direction. The Board empowers a CEO who is responsible for agency operations and carrying out the policies of the Board.

The CEO has overall responsibility for all operations of the agency. The Chief Administrative Officer and Chief Program Officer act in the CEO's place and the CPO has specific responsibilities for a number of programs. The Clinical Director has overall clinical responsibility for all programs of both Alpert JFS and LJRFS. The Clinical Director also supervises several specific programs.

HUMAN RESOURCES

The role of the Human Resource Department is to provide the Agency with structure and the ability to meet business needs through managing the Agency's most valuable resources, its employees.

MANAGEMENT PHILOSOPHY

Alpert Jewish Family Service and Levine Jewish Residential & Family Services are committed to providing a management structure that attempts to promote the agency's mission. It provides an administrative climate, which seeks to encourage and enhance each employee and volunteer's effort while working with the agency.

NATURE OF EMPLOYMENT

Employment with Alpert JFS/Levine JRFS is employment-at-will voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Alpert JFS/Levine JRFS may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Alpert JFS/Levine JRFS and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at Alpert JFS/Levine JRFS' sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the CEO of Alpert JFS/Levine JRFS.

EMPLOYEE RELATIONS

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

Communication and collaboration between disciplines are encouraged. Authority to resolve problems is given to appropriate personnel, whenever possible.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Alpert JFS/Levine JRFS amply demonstrates its commitment to employees by responding effectively to employee concerns.

In order to facilitate communication with the management, all employees (other than temporary) participate in the selection of a member(s) of the staff who shall endeavor to represent their interests and concerns on the Human Resources Committee of the Board. The staff representative(s) shall participate fully in all matters before the committee, except employee grievances.

Any changes, additions or modifications of Personnel Policy provisions are to be made in conjunction with, and approval of, the Board of Directors of the Agency. The Personnel Policies shall be reviewed by the Human Resources Committee at the beginning of each fiscal year in order to provide for any changes that may be indicated or appropriate.

The Board of Directors will provide agency personnel with written notification of any changes in Personnel policies adopted.

STAFF RECOGNITION COMMITTEE

The Staff Recognition Committee provides an opportunity for staff to recognize and acknowledge each other for their contribution and commitment to the Agency. This program is a non-monetary recognition program and includes all staff (management included).

The committee meets monthly to discuss various recognition initiatives to be established throughout the year. There are no requirements to be a member of the committee, if interested; staff would notify the Director of Human Resources of their interest to participate.

EQUAL EMPLOYMENT OPPORTUNITY

Objective

Alpert JFS/Levine JRFS is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to make these principles and mandates. Alpert

JFS/Levine JRFS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, genetic information, marital status, familial status, sexual orientation, gender identity or expression or any other characteristic protected by law. Alpert JFS/Levine JRFS conforms to the spirit as well as to the letter of all applicable laws and regulations.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between Alpert JFS/Levine JRFS and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Termination.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Alpert JFS/Levine JRFS.

Dissemination and Implementation of Policy

The EEO Officer of Alpert JFS/Levine JRFS, who reports to the CEO, will be responsible for the dissemination and ultimate implementation of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

Alpert JFS/Levine JRFS administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement " Equal Opportunity Employer Minorities/Females/Disabled/Protected Veterans."
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires applicant and/or employees to report to a member of management, an HR representative or the CEO any apparent discrimination or harassment. The report should be made within 48 hours of the incident.

- The EEO Officer promptly notifies outside counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.
- Review annually, the agency's EEO policy with all supervisor/management employees, and a written record shall be made and maintained identifying the time and place of the training, attendees and subject matter discussed. EEO Officer will make recommendations, where appropriate to correct any deficiencies found in the agency's program to ensure that this policy and procedures are being carried out.

Harassment

Harassment is a form of unlawful discrimination and violates Alpert JFS/Levine JRFS policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment also includes unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information, marital status, familial status, sexual orientation, gender identity or expression. Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Reporting of Complaints

Alpert JFS/Levine JRFS encourages employees to report all incidents of harassment to a member of management or the HR department, and have the right to file complaints directly with the EEO Officer, whose name and contact information is listed at the end of this policy. Alpert JFS/Levine JRFS annually conducts harassment prevention training for all employees, and maintains and enforces a separate policy on harassment prevention, complaint procedures and penalties for violations. Alpert JFS/Levine JRFS investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be

tolerated. Alpert JFS/Levine JRFS will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment. Upon completion of each investigation, the EEO Officer will inform every complainant of all their avenues of appeal. Following are the addresses for avenues of appeals.

Any questions or concerns or comments regarding this policy can be directed to the EEO Officer:

Stephanie Itkin – Director of Human Resources
561-684-1991
Stephanie.Itkin@AlpertJFS.org

Company EEO Officer See name and contact information above.	Florida Commission on Human Relations 4075 Esplanade Way, Room 110 Tallahassee, FL 32399 (850) 488-7082 or (800) 342-8170
U.S. Dept. of Labor, Regional Director Office of Federal Contract Compliance 61 Forsyth Street, SW, Room 7B-75 Atlanta, GA 30303 (404)-893-4545	Federal Highway Administration Florida Division 545 John Knox Road Suite 200 Tallahassee, FL 32303 (850) 553-2200
U.S. Equal Employment Opportunity Commission Miami District Office 100 SE 2 nd Street Suite 1500 Miami, FL 33131 (800) 669-4000	U.S. Equal Employment Opportunity Commission Tampa District Office 501 East Polk Street, Suite 1000 Tampa, FL 33602 (800) 669-4000

HIRING OF RELATIVES

Nepotism shall mean the employment of relatives, the utilization of family members as consultants, vendors or contractors, and/or the involvement of family members as members of the Board of Directors.

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

marriage.

Relative shall mean an individual who is related to another as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandmother, grandfather, granddaughter, grandson, great grandparent, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to a person in a direct line of authority who otherwise holds himself or herself out as or is generally known as the person who the employee, in direct line of authority, intends to form a household, or any other person having the same legal residence as the person in direct line of authority.

No individual shall be employed, serve as a member of the Board of Directors or Board of Trustees, or be hired as a consultant, vendor or contractor by any agency which will (1) result in the existence of a subordinate superior relationship between such individual and any relative of such individual through any line of authority or (2) result in multiple family members serving as members of the Board of Directors. A relative employed in the direct line of authority at the time that this nepotism policy is passed will be identified by name and position. These individuals will be allowed to continue in their present positions. If they leave Alpert JFS/Levine JRFS, they will not be replaced with a relative as defined herein.

No job applicant who is related to a member of the Alpert JFS/Levine JRFS staff or to a member of the Board of Directors shall be favored or penalized should they wish to make application for a position within Alpert JFS/Levine JRFS.

The employment, supervision and/or promotion of relatives in the same division of an organization may cause serious conflicts and problems. This may result in favoritism and may affect employee morale. In addition to the potential problems of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Alpert JFS/Levine JRFS may be hired only when the appropriate arrangements to mitigate any conflict have been made. If they will be working directly for, or supervising a relative or will occupy a position in the same line of authority within the organization, alternative arrangements will be made. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Alpert JFS/Levine JRFS employees cannot be transferred into such a position without previous discussion and alternative arrangements being made. If the relative relationship occurs after employment, the individuals concerned will decide who is to be “transferred” to another supervisor, under a different line of authority, or may request that a new, special structure be developed. If that request or decision is not made within 30 calendar days, management will decide. In instances where such a transfer is not practical, or in the agency’s interest, the CEO will determine a method by which employment may be continued without conflict of interest. In the event that the CEO or a member of senior management is involved in such a relationship, the Executive Committee will determine the appropriate structure, together with the Executive Board of Directors. Such a structure may include the setting of compensation and the evaluation of the

identified employees directly by the Executive Committee.

In other cases where a problem with conflict arises within the organization because of relative relationships, even if there is no supervisory relationship involved, the parties may be separated by additional reassignment or even terminated from employment.

AMERICANS WITH DISABILITIES ACT

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities, and when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Alpert JFS/Levine JRFS to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Agency's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same considerations for employment as any other applicant.

Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Alpert JFS/Levine JRFS will reasonably accommodate qualified individuals with disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Agency. Please contact Human Resources with any questions or requests for accommodation.

All employees are required to comply with the Agency's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the Agency's ADA policy. The Human Resources department, in conjunction with other members of Management, is responsible for implementing this policy, including the resolution of reasonable

accommodation, safety/direct threat and undue hardship issues.

IMMIGRATION LAW COMPLIANCE

Alpert JFS/Levine JRFS is committed to employing only United States citizens and resident aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Alpert JFS/Levine JRFS within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resource Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

EMPLOYEE CONTROL OF AGENCY ASSETS

No employee, volunteer, consultant, or member of the Board of Directors of Alpert JFS/Levine JRFS may have a direct or indirect interest in the assets, leases, business transactions or delivery of professional services of agency.

Any conflict or potential conflict with this policy must be reported, in writing, to the CEO. A plan must also be submitted to resolve this conflict.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Alpert JFS/Levine JRFS wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the CEO for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Alpert JFS/Levine JRFS. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, acquisition of private clients, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision of the agency or a client that may result in a personal gain for that employee or for a

relative as a result of Alpert JFS/Levine JRFS' business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose this to an officer of Alpert JFS/Levine JRFS as soon as possible so that safeguards can be established to protect all parties, and to avoid the appearance of impropriety.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Alpert JFS/Levine JRFS does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Alpert JFS/Levine JRFS

Additionally, employees may not steer or direct referrals of our applicants or clients to themselves or other individuals or organizations.

No employee, volunteer, ambassador or third party service provider who is in any way involved with Alpert JFS/Levine JRFS shall serve as guardian, attorney in fact, health care surrogate, personal representative or trustee of any non-immediate family member without disclosing this fact to Alpert JFS/Levine JRFS and obtaining prior written approval.

OUTSIDE EMPLOYMENT

You may hold an outside job as long as you can satisfactorily perform your Alpert JFS/Levine JRFS job and the job does not interfere with our scheduling demands.

Outside employment is considered the performance of any service for an employer other than the Alpert JFS/Levine JRFS, before, during or after an employee's regular working hours or while the employee is out on approved leave. The following conditions must be satisfied before outside employment will be approved:

- Type of outside work and location must be disclosed to your immediate supervisor;
- Outside employment shall not occur during the employee's regular or assigned workhours at Alpert JFS/Levine JRFS;
- Outside employment shall not occur while employees are on sick leave or Family and Medical Leave Act (FMLA) leave.
- The agency's equipment and resources shall not be used for outside employment;
- Outside employment shall not interfere with the efficient and expected performance of the employee's duties at the agency as defined by the employee's supervisor, and will not be considered an excuse for poor performance, absenteeism, tardiness, or an inability to work overtime;

All employees will be judged by the same performance standards and will be subject to Alpert JFS/Levine JRFS' scheduling demands, regardless of any existing outside work requirements.

Additionally employees may not engage in outside activities which are competitive with current or proposed activities of Alpert JFS/Levine JRFS. All employees will be asked to sign a "Prohibited Practices / Non-disclosure agreement" with the agency as a condition of employment. If Alpert JFS/Levine JRFS determines that an employee's outside work interferes with performance or the ability to meet the requirements of Alpert JFS/Levine JRFS as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Alpert JFS/Levine JRFS.

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

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

PROHIBITED PRACTICES

The protection of confidential business information and trade secrets is vital to the interests and the success of Alpert JFS/Levine JRFS. For Prohibited Practices, **see Appendix I**

All employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

EMPLOYEE REFERRAL FEE

Staff will be paid an Employee Referral Fee \$100, through payroll, under the following conditions:

- The referred person is hired by the Agency and satisfactorily completes their ninety day introductory period.
- The referred person is not managed or supervised by the employee making the referral.
- The employee making the referral is employed by the Agency at the time the referral is to be paid.
- The employee making the referral is not a part of Human Resources or Executive Management.

Management reserves the right to discontinue the Employee Referral Fee policy, with notice, at any time.

EMPLOYMENT CATEGORIES

It is the intent of Alpert JFS/Levine JRFS to clarify the definitions of employment classifications

so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will, at any time, is retained by both the employee and Alpert JFS/Levine JRFS.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Alpert JFS/Levine JRFS management.

In addition to the above designation each employee will belong to an employment category and an employment level. The agency also will maintain a "Job Classification" chart outlining specific job classifications and qualifications for those classifications.

INTRODUCTORY PERIOD

The first 90 days of employment for new employees of Alpert JFS/Levine JRFS is considered an introductory period. The introductory period provides a new employee the opportunity to become familiar with Alpert JFS/Levine JRFS. During this time, a new employee's work hours, skills and general work performance will be evaluated.

Successful completion of the introductory period does not give rise to or create an employment contract for any period of time or a guarantee of continued employment. Employment with Alpert JFS/Levine JRFS is at-will.

Employees should read the information for each specific benefits program for the details on eligibility requirements.

REGULAR FULL-TIME

Generally, they are eligible for Alpert JFS/Levine JRFS or the LJRFS' benefit packages, subject to the terms, conditions, and limitations of each benefit program. Note: Regular full-time employees who work 30 hours or more per week or 20 Direct Service Units may or may not be eligible for Health Insurance. They should refer to the current Health Insurance Policy for additional information.

REGULAR, PART-TIME employees regularly scheduled to work less than the full-time work schedule, i.e. 30 hours per week are eligible only for those benefits required by law or less than 20 DSU. Note: Part time employees are ineligible for vacation, sick leave, or holiday time off. Full time employees who convert to part time status will forfeit any accrued unused sick time and will have one year to use any accrued unused vacation time.

PERSONNEL RECORDS

Alpert JFS/Levine JRFS maintains a personnel file on each employee. The personnel file

includes such information as the employee's job application, resume, licenses, records of training, documentation of performance appraisals and salary increases, and other employment records.

The Agency maintains a separate medical file and a third file for non-medical, confidential information for individual employees.

Personnel files are the sole property of Alpert JFS/Levine JRFS, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Alpert JFS/Levine JRFS who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact Human Resources. With reasonable advance notice, employees may review their own personnel files in Alpert JFS/Levine JRFS' offices and in the presence of an individual appointed by Alpert JFS/Levine JRFS to maintain the files. Employees may file rebuttals to evaluation, disciplinary actions, references and similar documents in their personnel records.

EMPLOYMENT REFERENCE CHECKS/BACKGROUND CHECKS

To ensure that individuals who join Alpert JFS/Levine JRFS are well qualified and have a strong potential to be productive and successful, it is the policy of Alpert JFS/Levine JRFS to check the employment references, and verification of appropriate licenses and education of all applicants (including full-time, part-time). All applicants offered employment will also undergo criminal background checks (level 1 or 2 depending on position), drug testing, TB testing, a credit and driving check when applicable.

The job application requires that the interviewee identify whether he/she was ever convicted of, pled nolo contendere to, or had adjudication withheld because of a felony. All applicants will sign a waiver so that the appropriate background checks (may include fingerprints) and other screenings can occur.

Current employees may undergo additional background checks as determined by the job description. All employees go through a criminal background check every five years. Local law enforcement records are also verified for all new hires, and rechecked every five years.

An applicant will not start employment with the Agency until the Background Screening Results report is returned "clear" of problems. This holds true for those employees who are required to drive as part of their duties. Driver's records are "cleared" by the agency's Liability Insurance Company. Driver's licenses will be processed annually for violations if employees are in safety-sensitive positions or drive as an essential function of the job responsibilities. If applicable, LJRFS applicants who are required to drive an agency vehicle will be asked to take the DOT physical exam.

Credit Checks will be required of all potential job applicants who work in the finance/payroll department and the Guardianship program. Credit checks are re-verified every two years per position requirement.

The Human Resources Director will respond only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be written and will confirm only dates of employment, and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Employees are required to report any situation or incident that may affect their employment with the Alpert JFS/Levine JRFS or may have an impact on the image of the Alpert JFS/Levine JRFS, including but not limited to any drug-related criminal charges, whether occurring on or off duty, to Human Resources within three (3) days of the event.

Individuals who previously worked for the agency, have been terminated, and then rehired more than 90 days after their termination must undergo the complete background check process.

DOT Medical Certification and Re-Certification

DOT certified employee must meet current federal and state medical certification requirements applicable to their jobs at all times. DOT certified employees may be subject to a DOT medical re-certification examination conducted by a licensed DOT "medical examiner". Medical re-certification examinations may be required following medical leave of six (6) weeks or more or appropriate discretion, or as required by state and/or federal DOT medical certification regulations.

VOLUNTEER MANAGEMENT

It is the policy of the organization to complete background checks on all volunteers, according to their placement within the organization. All applicants offered employment will also undergo criminal background checks (Level 1 or 2 depending on placement), drug testing, TB testing, a driving check when applicable. Volunteer records will be maintained with the Director of Community Outreach in a confidential file.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Alpert JFS/Levine JRFS of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department. Many of these changes may also be updated using our online Data Management system.

All personnel records are the property of the Alpert JFS/Levine JRFS.

EMPLOYMENT APPLICATIONS

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

PERFORMANCE EVALUATION

Employees are strongly encouraged to discuss job performance, efficiency, and effectiveness of service delivery and goals on an informal, day-to-day basis or in formal staff meetings. Significant areas of concern or of merit should be provided to the employee, whenever they occur, in written form, and will be included in the employee's personnel record.

Job performance is evaluated at the end of an employee's introductory period. This period allows the supervisor and the employee to discuss the job responsibilities, standards for productivity, and performance requirements of the new position. Additional performance evaluations are conducted annually on or by the end of each fiscal year to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Individualized standards for productivity will be determined at performance evaluations.

Employees are asked to sign their evaluations as an indication that they have read it. They may obtain a copy of the evaluations if they desire. Employees who disagree with any part of their written evaluations may place a rebuttal in their personnel charts. Written receipt of that rebuttal will be provided to the employee.

DISCIPLINARY ACTION

Alpert JFS and Levine Jewish Residential Service reserve the right to take action against employees who demonstrate the behaviors delineated above or other behaviors deemed to be against the interest of the agency, its clients, employees and/or volunteers.

Such action may include any or all of the following actions: Verbal or written warning or immediate termination for cause.

Employment with Alpert JFS/Levine JRFS is at the mutual consent of Alpert JFS/Levine JRFS and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice, except as delineated in these policies.

PROMOTIONS

Alpert JFS/Levine JRFS encourages employees to assume higher-level positions or lateral transfers for which they qualify. Generally, employees must be in their job for at least one year before applying for a change in position; however, exceptions may be reviewed with the CEO. In addition, employees must be in good standing to be considered for a promotion.

Employees who wish to formally apply and interview for a position must notify their supervisor/manager prior to the interview. Employees may also discuss the position with the Human Resources Director in order to determine if their skills fit the requirements of the desired job, before applying.

JOB DESCRIPTIONS

There shall be a job description for each position at the Agency. The job description shall include: the category, classification of the position, position supervision, the educational and experience requirements, license requirements (if any), and a general description of the essential duties and training requirements.

LICENSURE

Should it be determined that licensure becomes a program requirement, a timeframe will be established for licensure completion. Not completing the licensure in the timeframe outlined may be grounds for dismissal.

An applicant must be licensed where required by state law. Licenses may also be required in specific job classifications. Licenses are strongly recommended for all staff with appropriate credentials. Licensure may be considered in employee advancement, evaluations, and compensation

Reimbursement for Licensure

Full time regular employees who are eligible for and are seeking licensure may receive reimbursement, with prior approval of the CEO, for the license application fees, the reasonable expenses incurred in taking a preparatory course, and the reasonable out of pocket expenses incurred in taking the licensing exam under the following conditions:

1. The employee has worked for the agency for at least one year.
2. The employee has not previously failed that licensure examination.
3. The employee agrees to return to the agency all monies paid by the agency under this provision, if the employee leaves the agency within one year of receiving those monies.

GRIEVANCE PROCEDURES

Open communication between employees and immediate supervisors is encouraged. Alpert JFS/Levine JRFS wants to ensure its staff their ideas, suggestions and complaints will be heard.

Staff should feel free to voice ideas, suggestions or complaints without fear of reprisal or retribution. It is also the policy of management to attempt to resolve disputes that may arise between or among fellow employees or between employees and their supervisors. Disciplinary actions, including terminations, are not subject to this grievance procedure.

An employee is directed to discuss complaints with the immediate supervisor, Senior Management or the Director of Human Resources. Most matters can be resolved at one of these levels. However, if the employee is not satisfied with the results of a discussion with his/her immediate supervisor, and a resolution could not be found with the assistance of Senior Management or Human Resources, staff has the right of utilizing the agency's grievance procedure as outlined below.

Filing a Grievance:

Issue is brought to the attention of the Senior Management Team or the HR Director. Should there be no satisfactory resolution of the issue within 10 days of being presented to the senior management team, or the HR Director:

1. A brief written explanation shall be sent to the Chief Executive Officer (CEO).
2. The CEO will acknowledge receipt of the grievance within two working days and begin to investigate the grievance.
3. Within 30 working days, the CEO will communicate, in writing, to the grieving party the outcome of the investigation and the disposition.
4. The grieving staff member, shall have 10 days after receipt to respond, in writing, either accepting the decision or ask for a hearing.

If a Hearing is requested:

1. Within 30 days of the receipt of the grieving staff member's request, the CEO will convene a hearing.
2. The Hearing Committee shall consist of the CEO, the Chief Program Officer, and a department head other than the employee's. The CEO may include the chair of the Human Resources Committee of the Board in a consultative capacity. The employee submitting the grievance will have the option of attending the hearing. The staff representative to the Human Resources Committee shall not be present.
3. Following the hearing, the Committee shall enter into executive session, reach a decision regarding the grievance and within 10 days convey that decision, in writing to the aggrieved staff member.
4. The decision of Hearing Committee is final.
5. There is no further means of appeals, rights, or recourse.
6. The hearing proceedings of the committee are confidential.
7. The person making the grievance has the option of attending the hearing.
8. A copy of the notification of resolutions will be placed in the employee file.

In the event of a complaint involving the Senior Management or agency Executive Team, a committee designated by the Board will fulfill the investigatory and decision making role in this

process.

EMPLOYMENT TERMINATION

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

Resignation - a voluntary act initiated by the employee to terminate employment with Alpert JFS/Levine JRFS. Alpert JFS/Levine JRFS requests at least two weeks' written notice of resignation (ten business days). Accruals will stop when notification of resignation is given (no more than one month in advance of termination date). If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire, and accrued vacation will not be paid.

Discharge- involuntary employment termination initiated by the Agency. If Alpert JFS/Levine JRFS, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time will result.

Layoff - involuntary employment termination initiated by the Agency for non-disciplinary reasons.

Upon termination, employees must return all equipment, identification cards and other items in their possession, which are the property of Alpert Jewish Family Service and Levine Jewish Residential Service. Employees will be required to terminate their assignments, appropriately transfer clients and in general conduct themselves in a way, which reflects positively on the agency and themselves. Failure to do so may result in loss of accrued vacation or other benefits.

For policy regarding the prohibition of referral to current or former staff in private practice see the General Policies and Procedures Manual.

EXIT INTERVIEW

Prior to an employee's departure, the Human Resources Director will meet with the individual to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Alpert JFS/Levine JRFS, and details regarding final pay. Employee reference policy will be discussed at this time. Suggestions, complaints, and questions can also be voiced. In addition, an exit interview will be forwarded to the employee to gain a better understanding of the reasons for resignation and the effect of the resignation on benefits.

EMPLOYMENT AT WILL

Since employment with Alpert JFS/Levine JRFS is based on mutual consent, both the employee and Alpert JFS/Levine JRFS have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the

following manner. All accrued, vested benefits that are due and payable at termination will be paid. 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.

EMPLOYEE BENEFITS

GENERAL INSURANCE INFORMATION

Alpert JFS/Levine JRFS provides certain benefits for all regular full-time employees. A regular full time employee works at least 30 hours or 20 Direct Service Units per week. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Please refer to the current Employee Benefit Guide located on the P Drive under Manuals for a comprehensive list of benefits.

The following summary descriptions of Alpert JFS/Levine JRFS group employee benefits are included for illustration purposes only and are not meant to give the specific details of the benefit plans. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the descriptions contained in this or any other Alpert JFS/Levine JRFS publication and the official policy or plan documents, the language of the official policy or plan documents controls. Employees are directed to read their policy and plan documents for detailed information. Moreover, please note that the types of benefits provided as well as the level of employee contributions are subject to annual review and approval by the Board. Alpert JFS/Levine JRFS may modify or terminate any of its current insurance policies and contribution requirements at any time.

MEDICAL/DENTAL/VISION

Alpert JFS/Levine JRFS offers medical, dental and vision plans for all regular full time employees. The Agency pays a significant portion of the employee's portion of the medical premium. Dependent coverage is also available and coverage information will be provided to each employee at the time of enrollment. Premiums for dependent coverage are paid for by the employee.

LIFE INSURANCE/AD&D/LTD/EAP

Agency paid Life Insurance, Accidental Death & Dismemberment and Long Term Disability is offered to all regular full time employees. The Agency also offers access to an Employee Assistance Program.

BENEFITS CONTINUATION (COBRA)

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at Alpert JFS/Levine JRFS's group rates plus an administration fee.

The "COBRA administrator" provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Alpert JFS/Levine JRFS's health insurance plan.

RETIREMENT PLAN

403b Thrift Plan

Part time and full time employees are eligible to participate in the Agency's 403b plan. Please refer to the plan document for additional information.

VACATION LEAVE

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full time employees will begin to accrue upon hire; however, you will not be eligible to use your accrued leave until the completion of your 90 day introductory period.

Paid vacation time can be used in minimum increments of 1 hour for Alpert JFS/Levine JRFS non-exempt employees. To take vacation, employees should request advance approval from their supervisors. Employees should verify they will have enough time accrued at the time of their requested vacation. Requests will be reviewed based on a number of factors, including tenure, business needs and staffing requirements. Vacation plans should not be made without prior approval from your supervisor. If you take un-authorized (not approved by a supervisor) vacation, you will not be paid for it. Taking un-authorized vacation, may lead to disciplinary action up to and including termination. The Agency does not offer unpaid vacation time.

NOTE: Certain professional staff receives vacation pay based on units of direct service per month, rather than a specific number of hours per month – refer to current Compensation Plan.

It is the policy of Alpert JFS/Levine JRFS that when a salaried employee requests leave for an entire workday, the number of hours deducted from accrued leave is for a full work day regardless of the number of hours that employee has worked during the rest of the week.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through their date of notice (no more than one month prior to termination date). However, if the employee fails to give required notice, has not been employed for a minimum of six months, or if Alpert JFS/Levine JRFS, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time will result. Vacation will stop accruing when notice has been given (no more than one month prior to date of resignation).

Full time employees who convert to part time status will have the ability to use any accrued unused vacation time while still employed.

Vacation - Nonexempt

Years of Service	Hours Worked Per Week	Hours Accrue Per Pay Period	Max Accrual
0-4	30	2.5	60 (2 weeks)
5 +	30	3.75	90 (3 weeks)
0-4	37.5	3.125	75 (2 weeks)
5+	37.5	4.68	112.5 (3 weeks)
0-4	40	3.33	80 (2 weeks)
5+	40	5	120 (3 weeks)

Vacation - Exempt

Years of Service	Hours Worked Per Week	Hours Accrue Per Pay Period	Max Accrual
0 - +	30	3.75	90 (3 weeks)
5+	30	5	120 (4weeks)
0 - +	37.5	4.68	112.5 (3 weeks)
5+	37.5	6.25	150 (4 weeks)
0 - +	40	5	120 (3 weeks)
5+	40	6.66	160 (4 weeks)

SICK LEAVE

Alpert JFS/Levine JRFS provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries or bereavement.

As a full time employee, sick leave will begin to accrue upon hire; however, you will not be eligible to use your accrued leave until the completion of your 90 day introductory period.

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

NOTE: Certain professional staff receives sick pay based on units of direct service per month, rather than a specific number of hours per month – refer to current Compensation Plan.

Paid sick leave can be used in minimum increments of 1 hour for Alpert JFS/Levine JRFS. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household or a parent, grandparent, child, grandchild living elsewhere, sibling, or Domestic Partner. A legally prepared "Declaration of Domestic Partnership" or other legally acceptable document is required as proof of the relationship.

Employees who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for four or more consecutive days due to illness or injury, a physician's statement will be required verifying the illness or injury and its beginning and expected ending dates and that the employee can safely return to work. Such verification may be requested for other sick leave absences, as well and also may be required as a condition to receiving sick leave benefits.

It is the policy of Alpert JFS/Levine JRFS that when a salaried employee requests leave for an entire workday, the number of hours deducted from accrued leave is for a full work day regardless of the number of hours that employee has worked during the rest of the week.

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

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 60 workdays worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

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

Full time employees who convert to part time status will forfeit any accrued unused sick time.

Sick – Exempt and Nonexempt

Years of Service	Hours Worked Per Week	Hours Accrue Per Pay Period	Max Accrual
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0-+	30	3	360 (12 weeks)
0 - +	37.5	3.75	450 (12 weeks)
0 - +	40	4	480 (12 weeks)

TIME OFF TO VOTE

Alpert JFS/Levine JRFS encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Alpert JFS/Levine JRFS will grant up to two hours of unpaid time off to vote. (Employees will be given an opportunity to make up the time).

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of a member of his/her immediate family, the employee should notify his or her supervisor immediately. Unpaid leave, of up to 5 days, will be granted to allow the employee to attend the funeral and make any necessary arrangements associated with the death and/or to sit Shiva. Accrued vacation or sick leave may also be used for this leave.

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

Alpert JFS/Levine JRFS defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

JURY DUTY

Alpert JFS/Levine JRFS encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two weeks of paid jury duty leave over any one year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are regular full-time employees.

*Note: for staff on the “**Compensation Plan**” jury duty pay will be calculated in the same manner as sick leave.*

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Alpert JFS/Levine JRFS or the employee may request an excuse from jury duty if, in Alpert JFS/Levine JRFS’s judgment, the employee’s absence would create serious operational difficulties.

Alpert JFS/Levine JRFS will continue to provide health insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by Alpert JFS/Levine JRFS according to the applicable plans.

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

WITNESS DUTY

Alpert JFS/Levine JRFS encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by Alpert JFS/Levine JRFS or in their capacity as an employee of Alpert JFS/Levine JRFS, they will receive paid time off for the entire period of witness duty.

*Note: for staff on the “**Compensation Plan**” witness pay will be calculated in the same manner as sick leave.*

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Alpert Jewish Family Service and Jewish Residential & Family Service. Employees are free to use any available paid vacation leave to receive compensation for the period of this absence.

The subpoena should be shown to the employee’s supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee’s absence. The employee is expected to report for work whenever the court schedule permits.

HOLIDAYS

LEGAL HOLIDAYS

Alpert JFS is closed for the following Legal holidays

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

JEWISH HOLIDAYS

Alpert JFS also observes many Jewish holidays. Please refer to the current year's holiday schedule located on the P drive.

NOTE: Certain professional staff receives holiday pay based on units of direct service per month, rather than a specific number of hours per month. Please see: Compensation Plan

A recognized public holiday that falls on a Saturday or Sunday will be observed on the preceding Friday or following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive up to 8 hours holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Nonexempt staff and their supervisors often agree to a variety of different work schedules, i.e., four day work weeks, different daily schedules to accommodate their personal needs, etc. When a holiday comes out on a day that is either a longer day or shorter day than our usual work day, it is questionable as to what compensation the employee with the accommodated schedule is entitled to. The agency takes the total number of hours the employee is expected to work each week and divide it by 5. Hence, the employee is paid 1/5 of a work week for a holiday up to a maximum of 7.5 hours.

LJRFS HOLIDAYS

If an LJRFS nonexempt employee works the legal holiday, they are entitled to be holiday pay to be determined by the actual number of hours worked in addition to being paid for their regular work time.

LJRFS employees will not be paid holiday time if they work on any of the Jewish holidays

where Alpert JFS is closed. If they work the Jewish holiday they will be paid as if it were a regular work day.

All full time LJRFS staff who are assigned to the Corporate Office as their primary work site, will be paid in the same manner as Alpert JFS staff is paid for all holidays and emergency closing when the Corporate Office is closed. All full time LJRFS salaried employees working in residential locations are also entitled to the Jewish holidays.

LJRFS PERSONAL DAY

All LJRFS staff who work at least 30 hours per week, and who have worked for LJRFS for at least one year are eligible for one personal day a year. With supervisor's approval, the personal day can be taken any time between July 1st and June 30th. The personal day cannot be carried over from one year to the next. If the personal day is not used within a year, it will be forfeited. Every year on July 1st, eligible LJRFS staff members will receive one personal day to be used by June 30th. LJRFS Program Directors are not eligible for Personal Days.

REINSTATEMENT OF BENEFITS FOR REHIRES

Individuals who previously worked for the agency, have been terminated, and then rehired within a year's time, are entitled to have earned leave benefits reinstated if these benefits have not been used or been paid for when they left the Agency. Rehired individuals are entitled to "holiday" pay if they are rehired within a year's time.

TIMEKEEPING

Accurately recording time worked is the responsibility of every exempt/nonexempt employee. Federal and state laws require Alpert JFS/Levine JRFS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period, their holidays, vacation, and sick leave. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. If you work in the evenings or on weekends, that time should also be accurately recorded. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to certify the accuracy of all time recorded and approve the online timesheet. The supervisor will review and then electronically approve it for payroll processing.

WORK SCHEDULES

Alpert JFS

The normal work schedule for all non-exempt employees is 7.5 hours a day, five days a week, excluding time for lunch. The agency's workweek begins on Monday 12:01 a.m. and ends on Sunday 12:00 midnight. Supervisors will advise employees of the times their schedules will normally begin and end. 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 each day and week.

Exempt employees are required to meet their specific work assignments, attend meetings and schedule their daily schedules according to the needs of the agency with the approval of their supervisors.

LJRFS

The normal work schedule for all non-exempt employees is 40 hours per week, excluding time for lunch. Supervisors will advise employees of the times their schedules will normally begin and end. 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 each day and week.

PAYDAYS

All employees, with the exception of AmeriCorps Members, are paid semimonthly on the 15th and last days of the month. AmeriCorps Members are paid monthly on the last day of the month.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, please refer to the current pay schedule located on the P drive.

Pay advices may be accessed through our online payroll system. If a paycheck is produced, paychecks will only be given directly to the employee or mailed to his/her home, as listed in the agency records, unless written permission is received authorizing another person to receive his/her paycheck.

PAY ADVANCES

Alpert JFS/Levine JRFS does not provide pay advances on unearned wages to employees.

OVERTIME

POLICY: The purpose of this policy is to contain costs and increase accountability for the management of overtime expenses. Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws, and will be paid at an overtime rate of one and one-half times their regular base rate of pay for all hours worked in excess of 40 hours in one week. Exempt employees do not receive overtime compensation. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay. Therefore all overtime must be approved in advance and in writing. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment. Supervisors will be held accountable for staff overtime that is incurred without prior authorization.

ADMINISTRATIVE PAY CORRECTIONS

Alpert JFS/Levine JRFS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Payroll or the Human Resources Department so that corrections can be made as quickly as possible.

PAY DEDUCTIONS AND SETOFFS

The law requires that Alpert JFS/Levine JRFS make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Alpert Jewish Family & Children's Service and Levine Jewish Residential & Family Service also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Alpert JFS/Levine JRFS matches the amount of Social Security taxes paid by each employee.

Alpert JFS/Levine JRFS offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Pay Setoffs are pay deductions taken by Alpert JFS/Levine JRFS, usually to help pay off a debt or obligation to Alpert JFS/Levine JRFS or others. The agency will abide by all applicable law relating to garnishments and judgments.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

SALARY INCREASES

Alpert JFS/Levine JRFS policy on salary increases is merit based (and subject to budget

allowance). Merit based pay adjustments are awarded in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process and budget constraints. The total amount of increase should not be in excess of the amount approved by the Board of Directors as part of the approval of the agency's working budget.

Employees hired after April 1 (or employees whose job position has changed) are not eligible for an additional merit increase until they have been employed throughout an entire fiscal year.

DOMESTIC VIOLENCE LEAVE POLICY

Employees who have been employed for three months or more may request and receive up to three (3) working days of leave in any 12-month period if the employee, or a family or household member, is a victim of domestic violence.

The employee may use leave under this policy for the following: To seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence; to obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence; to obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence; to make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or to seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

"Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave under this policy must provide to his or her employer reasonable and appropriate advance notice of the leave along with sufficient documentation of the act of domestic violence.

An employee requesting leave under this policy must, before receiving the leave, exhaust all annual or vacation leave, personal leave, and sick leave, if applicable, which is available to the employee.

An employee will not be discharged, demoted, suspended, retaliated against, or in any other manner discriminated against an employee for exercising his or her rights under Florida's Domestic Violence Act. All information relating to the employee's leave under this section will be kept confidential.

Employees should contact human resources or the CEO for additional information.

WORKERS' COMPENSATION INSURANCE

Alpert JFS/Levine JRFS provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and **complete an "incident report"**. No matter how minor an on the job injury may appear, it **MUST** be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Failure to report a work-related illness or injury may result in disciplinary action including dismissal for cause.

Neither Alpert JFS/Levine JRFS nor the insurance carriers are liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational social, or athletic activity sponsored by Alpert JFS/Levine JRFS

OTHER INSURANCE

Unemployment Insurance

Alpert JFS/Levine JRFS provides Unemployment Insurance as provided by law. Employees who are terminated may apply for such payments, as they are eligible for. Terminated employees should contact the Florida Department of Economic Opportunity to file a claim online and for additional information.

PROFESSIONAL LIABILITY INSURANCE

Alpert JFS/Levine JRFS maintains liability insurance covering the professional acts of its employees and volunteers.

EDUCATIONAL ASSISTANCE

Alpert JFS/Levine JRFS recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal

development through formal education so that employees can maintain and improve job related skills or enhance their ability to compete for reasonably attainable jobs within Alpert Jewish Family Service and Jewish Residential and Family Service. Therefore the following standards will be utilized in determining educational assistance:

ACADEMIC COURSES

When the Agencies' budget allows, academic courses required for licensure or certification are to be compensated 100% of the cost. Academic course work for the purpose of enhancing skills, knowledge and abilities will be considered on a course-by-course basis and, if approved, will be fully reimbursed at the rate for comparable courses at a public institution. The course must be considered work related and beneficial to the agency. The request for academic courses must be submitted and approved prior to the first day of class. Alpert JFS/Levine JRFS has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. No employee will be compensated for more than 12 credits per 12-month period.

Approved employees may not receive reimbursement for more than 12 credit hours per fiscal year. The registration fee and text books of the institution will be the responsibility of the employee. The required form must be completed and submitted.

Any employee requesting educational expenses toward a degree program must submit an educational proposal, which will describe the degree requested, and how it will benefit the agency.

When budgetary restraints limit the amount of educational assistance available, the CEO will determine the employees assisted and the amount available for each employee. He/she will be assisted in that determination by the guidelines approved by the Board Human Resources Committee and reviewed/amended from time to time.

While educational assistance is expected to enhance employee's performance and professional abilities, Alpert JFS/Levine JRFS cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase.

The employee requesting academic expenses must meet the following conditions:

1. The individual must be a "full time" employee.
2. The employee has worked for the agency for at least one year.
3. The employee must have at least an "overall rating of "meets job expectations" on their last yearly performance evaluation
4. The course work must be beneficial to the overall operation of the agency.
5. The employee must receive a C or better in undergraduate course work, or a B or better in graduate course work.
6. Approval is at the discretion of the immediate supervisor and the CEO.

Please note: Alpert JFS/Levine JRFS invests in educational assistance to employees with the

expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily or involuntarily separates from Alpert JFS/Levine JRFS's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee agrees to return to the agency all monies paid by the agency under this provision if the employee leaves the agency within one year of receiving the monies.

Further, request for reimbursement must be received by the agency within one month of having completed the course.

CONTINUING EDUCATION CREDITS AND MISC. WORKSHOPS

When the agency's budget allows, employees may apply for 100 % reimbursement for workshops and educational training that meets the Continuing Education Requirements of their profession or which assists in the development of appropriate work skills. Such requests must be submitted in writing prior to the workshop or training, a copy of the announcement must accompany the proposal and must clearly indicate that it has been approved for the appropriate CE's.

The request must meet the following criteria:

1. The individual must be a "full-time" employee.
2. The employee has worked for the agency for at least one year.
3. The employee must have at least an "overall rating of "meets job expectations" on their last yearly performance evaluation.
4. The employee must have attended agency sponsored CE courses if available and appropriate.
5. The workshop or training program must be beneficial to the overall operation of the agency.
6. The workshop or training program must be in the South Florida area unless special permission is obtained from the CEO.
7. The employee must provide proof of attendance.
8. No employee will be reimbursed for more than one workshop or training program per fiscal year, although time off with pay may be given for additional workshops or programs.
9. Approval is at the discretion of the immediate supervisor and the CEO.
10. Request for reimbursement must be received by the agency within one month of having completed the course.
11. The course requested must be one not provided by the agency during the past year or one scheduled during the next six months.

DENIALS:

If the immediate supervisor does not approve an employee's request, he/she may appeal

their proposal for consideration to the CEO. His/her decision shall be final.

Please note: Alpert JFS/Levine JRFS invests in continuing education to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily or involuntarily separates from Alpert JFS/Levine JRFS's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee agrees to return to the agency all monies paid by the agency under this provision if the employee leaves the agency within one year of receiving the monies.

Further, request for reimbursement must be received by the agency within one month of having completed the course.

CONFERENCES, NATIONAL AND LOCAL

Attendance at local and national conferences serves the same purpose as providing continuing education opportunities. The following guidelines shall be used in assisting the agency in determining whether or not to approve national or local conference attendance requests.

LOCAL CONFERENCES/WORKSHOPS/SEMINARS:

All reasonably priced and relevant local conferences will be compensated 100% when the agency's budget allows. These are conferences not requiring an overnight stay and are subject to approval by the immediate supervisor. Request for reimbursement must be received by the agency within one month of having attended the conference.

NATIONAL OR REGIONAL CONFERENCES/WORKSHOPS/SEMINARS:

Approval for conferences and workshops requiring overnight stay will be subject to supervisor approval. If approved, the conference or workshop registration fee will be covered 100% when the agency's budget allows. All other expenses will be covered according to the Agency's Business Travel Expense Policy. Participants attending the same conference/workshop/seminar will be required to share lodging when possible.

All grant monies, where appropriate, should be exhausted/used prior to the allocation of agency monies. Grant expenditures shall be reimbursed according to the contracted guidelines governing said reimbursement, and will conform to the grant standards of reimbursement.

CRITERIA FOR APPROVAL OF LOCAL OR NATIONAL CONFERENCE/WORKSHOP ATTENDANCE

The same criteria as used for approval of *CONTINUING EDUCATION CREDITS AND MISC. WORKSHOPS* shall be used in determining approval of local or national workshop attendance. In addition:

1. Employees presenting at workshops or conferences shall be given priority in determining

- approval.
2. No employee is guaranteed attendance at local or national conferences or workshops.
 3. Request for reimbursement must be received by the agency within one month of having attended the conference.

Please note: Alpert JFS/Levine JRFS invests in continuing education to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily or involuntarily separates from Alpert JFS/Levine JRFS's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee agrees to return to the agency all monies paid by the agency under this provision if the employee leaves the agency within one year of receiving the monies.

Further, request for reimbursement must be received by the agency within one month of having completed the course.

SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Alpert JFS/Levine JRFS has established a Workplace safety program. This program is a top priority for Alpert JFS/Levine JRFS. The Safety Officer has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Alpert JFS/Levine JRFS provides information to employees about Workplace safety and health issues through regular staff training, internal communication channels such as supervisor-employee meetings, bulletin board posting, memos, or other written/electronic communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the Workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Safety Officer. Reports and concerns about Workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to 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 notify Human Resources. The employee and appropriate supervisor or witness completes an incident report. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

USE OF ELECTRONIC COMMUNICATIONS SYSTEMS

Telephones, Fax Machines, etc.

Employees should practice discretion in using company telephones when making any personal calls. Employees working in public areas should make personal calls during their rest periods and from a non-public area.

Personal use of telephones for long-distance and toll calls is not permitted without the expressed permission of the employee's supervisor and/or the CEO. Employees will be required to reimburse Alpert JFS/Levine JRFS for any charges resulting from their personal use of the telephone.

The use of Alpert JFS/Levine JRFS-paid postage for personal correspondence is not permitted.

The use of the agency's copiers of fax machines for personal use is not permitted without the permission of the administration. Employees will be required to reimburse Alpert JFS/Levine JRFS for any charges resulting from their personal use of the copiers.

Computer, Internet and E-mail Usage Policy

Computers, computer files, software, and the e-mail system furnished to employees are property of the Alpert JFS/Levine JRFS and are intended solely for business use. Employees should not use a password, access a file, retrieve any stored communication, or load any software disks without authorization. To ensure compliance with this policy, computer, e-mail and internet usage may be monitored. The Alpert JFS/Levine JRFS strives to maintain a workplace free of harassment and that is sensitive to the diversity of its employees. Therefore, Alpert JFS/Levine JRFS prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

Personal Computer Systems

Personal computers are provided to each staff member for the purpose of accomplishing assigned work. The following policies relate to use, care, and maintenance of these systems.

1.Ownership. The computer system is the property of the Alpert JFS/Levine JRFS. The CPU unit, monitor, and related peripherals may not be removed from the premises unless the user is expressly authorized to do so by the Network Administrator, and the Chief Financial Officer.

2.Maintenance. All maintenance and repair work will be performed by the Network Administrator or a person authorized by the Network Administrator. No outside vendor or any other third party is to be contacted for maintenance or repair work without the consent and prior written notification of the Network Administrator or the Chief Financial Officer.

3.*Hardware/Peripherals.* Alterations to computer hardware or the installation of additional peripheral items is not allowed unless approved by the Network Administrator.

4.*Screen Saver.* A screen saver that is not a standard part of the operating system may not be installed. Screen savers are incompatible with the system and/or cause conflicts. If they are loaded, they will be removed at the discretion of the Network Administrator.

5.*Wallpaper.* Any image that is not a standard part of the operating system may not be used as a background wallpaper on the desktop user interface.

6.*Software.* Additional software programs may not be installed by the user without the prior knowledge of and written approval of the Network Administrator or the Chief Financial Officer. Making copies of installed software for personal or home use is prohibited by software licensing agreements. Violations of this policy may result in disciplinary action and may be reported to the appropriate law enforcement authorities.

Network Infrastructure

The computer network is designed to facilitate storage, retrieval and sharing of information by staff. The network infrastructure and the information contained within it is a valuable asset. The following policies govern access and protection of this resource:

Network User Password. The Network Administrator assigns each new user a password in order to access the network. Passwords are then changed by the new user. Passwords are intended to prevent unauthorized access to the network and thereby prevent loss or damage to the organization's information resource. Users should not share password information with other users or outside parties.

- **User's Personal Folder.** Each user is assigned a personal folder area on the file server for storing information created or used while engaged in normal work activity. Although network security settings are in place to prevent access to a user's private folder area by other users, any information a user considers to be of a personal, confidential nature should not be placed on the network. The Alpert JFS/Levine JRFS is not responsible for any access, disclosure, or loss of such information resulting from actions by other network users.

- **Staff Access to Personal Folders.** In situations where there is a legitimate work need to access information residing in a user's personal folder and the user is absent, the Network Administrator is authorized to provide access to the department supervisor or a staff member designated by the department supervisor. Determination of legitimate work need is at the discretion of the department supervisor.

- **Department Files.** Each department is assigned a public user area for the storage of files that need to be accessed by other departments. Creation, transfer, and/or deletion of files from these public areas should not be done without the department supervisor or Network Administrator's approval.

Vandalism or Sabotage

1. Physical Acts. Any activity by an individual that poses a potential or real threat to network operations, causes physical damage to any desktop PC or to the network infrastructure, or results in the damage or loss of electronic information may be subject to disciplinary action, up to and including termination of employment. Such activity includes, but is not limited to:

- Unauthorized deletion of files from the network file server other than from a user's own personal folder area.
- Unauthorized changes or deletions of all or part of any desktop computer's operating systems software. Unauthorized changes to any desktop PC's hardware or software network configuration.
- Disruption of electrical power to any network device, desktop PC, printer, or any other computer related item with the intent of causing physical equipment damage, corruption of files, or the loss of information.
- Alteration, theft, or damage to network servers, desktop PCs, printers, network hubs, network cabling, wiring closets, or any other network equipment or peripherals.
- Alteration, theft or damage of tapes, disks, or any other electronic media which contain archived information or are used for archival purposes.
- Unauthorized entrance into the secured file server area.
- Virus Attacks. Safe-computing practices are to be followed in order to protect the network infrastructure and information from attack by software viruses. The following safe practice rules are to be followed and enforced.
- Virus protection software installed on desktop PCs is not to be disabled or removed by the user.
- The transfer of any files from external sources onto the network or onto desktop PCs must first be approved by the Network Administrator (e.g. importing files from home or other sources or installing software programs).
- The Network Administrator is to be notified immediately of any virus alert messages generated by anti-virus software installed on the user's desktop PC or generated by the network and displayed on the user's desktop PC screen.
- Software bombs. The creation or placement of a software bomb onto the network or any desktop PC may be cause for disciplinary action, up to and including termination of employment. A software bomb is characterized, but not limited to, any executable file or software code that has the potential or does result in the inoperability of a network file server or desktop PC by causing deletion or damage to critical operating system files, disk sector information, or the creation of a runaway process which disables the network.

INTERNET ACCESS

The internet is a valuable resource for information gathering and communication. All e-mail data that is composed, transmitted, or received via our computer communications systems, and all internet access records, are considered to be part of the official records of the Alpert JFS/Levine JRFS and as such, is subject to disclosure to law enforcement or other third parties. Internet and email usage is monitored on a regular basis. Consequently, employees should always ensure that business information is contained in e-mail messages and other transmissions are accurate, appropriate, ethical, and lawful. Any information, even after deleted, can be retrieved from the system. The following internet access guidelines should be adhered to:

- ***Right of Access***: Internet access is made available to a user based on individual job-related requirements. Whether or not an individual is allowed access is dependent on the judgment of the department supervisor.
- ***Personal Use***. Accessing the internet for incidental or personal use is allowed with permission from the department supervisor, but only before or after regularly scheduled work hours, or during the user's lunch hour. Installation or access of personal AOL software and/or accounts is prohibited.
- ***Content***. Data that is composed, transmitted, accessed, or received via the e-mail system must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- ***Solicitation***. E-mail and the internet may not be used to solicit others for commercial ventures or purposes (this includes running an on-line business or selling items through on-line auctions), religious or political causes (including, but not limited to, political campaigning or lobbying), outside organizations, or other non-business matters.
- ***Illegal Activity***. Access to the internet is not to be used for the purpose of promoting, soliciting, or engaging in any activity that would be judged illegal in a court of law.
- ***Downloading of Information***. The following guidelines should be adhered to regarding the download of information from any web site:
 - Web page content can be printed to any local or networked print device for the purpose of reviewing the content.
 - Graphic images Alpert JFS/Levine JRFS featured from web page are the property of the content provider and are governed by copyright laws. Material obtained from a web site may not be reused for commercial, business purposes or in published material without the consent of the content provider.

- No freeware, shareware or trial/demo software is to be downloaded from the Internet without prior approval of the Network Administrator.
- Downloading of music, video and MP3 files is not allowed at any time.

• **Monitoring of Usage.** Software monitoring is used to monitor internet activity. Alpert JFS/Levine JRFS featured information may include, but is not limited to, user identification, connect time, and sites browsed. Information contained in these logs will be disclosed upon request of the user's department supervisor and with the approval of the President of the Board of Directors, or CEO.

INTER-OFFICE AND INTERNET E-MAIL

E-mail has the very positive attribute of affording quick and efficient communication; however, its faceless nature tends to foster an attitude of anonymity and informality which could lead to improper use. In addition to the Internet Access guidelines, the following guidelines are intended to promote good email habits and define the appropriate use of both internal and internet email.

• **Message Content.** Content should not be vulgar, profane, insulting, offensive, or sexually-oriented. This does not include content directly related to work projects. The term content is meant to include not only text but also graphic images. In the event that you receive unwanted, unsolicited, unintentional e-mail that you find offensive, you must notify the Network Administrator or Chief Financial Officer immediately.

• **Confidentiality.** Information communicated by electronic message to internal employees may not be re-transmitted externally without the permission of the CEO.

• **Privacy.** There should be no expectation of privacy in regard to the contents of e-mail sent or received.

• **Legal Disclosure.** If required to do so by appropriate legal authority or for appropriate business reasons, the electronic messages of any employee are subject to access and disclosure. Employees should notify their immediate supervisor, the Network Administrator or the Chief Financial Officer or any member of management upon learning of violations of this policy. Employees who violate any portion of this policy may be subject to disciplinary action, up to and including termination of employment.

PERSONAL WEB SITES AND WEB LOGS(BLOGS) POLICY

Personal web sites and web logs (blogs) have become prevalent methods of self-expression in our culture. Alpert JFS/Levine JRFS respects the right of employees to use these mediums during their personal and off-duty time. Personal web sites and blogging are an inexpensive, informal, and timely way to participate in an exchange of ideas and information. However, information posted on a web site or web log is widely available to the public, and therefore, the agency has established the following guidelines for employee participation in blogging.

Off-duty blogging.

Employees may maintain personal websites or web logs on their own time using their own equipment and facilities. Employees must ensure that blogging activity does not interfere with their work, create a conflict of interest or in any way tarnish the public image of the agency, or hurt the agency's position in the community.

Should a conflict occur, demonstrating that an employee's off-duty conduct is antithetical to the agency's mission services or public image, Alpert JFS/Levine JRFS reserves the right to enforce proper disciplinary procedure.

On-duty blogging.

Employees may not use company facilities and equipment at any time to create or maintain personal websites or web logs. The agency monitors its facilities and equipment to ensure compliance with this restriction.

Post disclaimers.

If an employee identifies himself or herself as an agency employee or discusses matters related to the agency on a website or web log, the web log must include a disclaimer on the front page stating that it does not express the views of the agency and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the agency or the agency's business. Employees must keep in mind that if they post information on a web log that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition.

Employees should not use a web log to criticize the agency's competition and should not use it to compete with the agency.

Confidentiality.

Do not identify or reference agency clients, employees/co-workers, or vendors without express permission. Do not post pictures of agency property or co-workers on the Internet without express permission. Employees may not disclose any confidential information. When in doubt, ask before publishing.

New ideas.

Please remember that new ideas related to work or the agency's business belong to the agency. Do not post them on a web log without the agency's permission.

Trademarks and copyrights.

Do not use the agency's or others' trademarks on a personal website or reproduce the agency's or others' material without first obtaining permission.

All agency policies that regulate off-duty conduct apply to personal websites/blogging activity including, but not limited to, policies related to illegal harassment, employee code of conduct, non-competition, protecting confidential and/or proprietary information, and additionally employees are expected to comply with all applicable federal and state laws.

If personal websites and blogging activity is seen as compromising the agency, Alpert JFS/Levine JRFS may request a cessation of such commentary and the employee may be subject to counseling and disciplinary action up to and including immediate termination of employment. For any questions about these guidelines or any matter related to personal websites or blogs, contact the HR department.

SOCIAL NETWORKING POLICY

Alpert JFS/Levine JRFS recognizes that social networking sites such as Facebook, MySpace, Twitter, etc. have become an integral part of everyday life for most people. We all have a stake in upholding the reputation and integrity of our agency, and therefore, the guidelines listed below should be followed. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your supervisor and Human Resources if you are uncertain.

1. Employees should expect to have no right to absolute privacy when they post on a social networking site. Information posted on your site should comply with the agency's confidentiality, harassment and all other related policies within this manual.
2. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the agency. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the agency.
3. Information published on your blog(s) should comply with the agency's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
4. Be respectful to the agency, other employees, clients, and all others connected with the agency.
5. Social media activities should not interfere with work commitments.
6. Your online presence reflects the agency. Be aware that your actions captured via images, posts, or comments can reflect that of our agency.
7. Do not reference or cite agency clients, employees, or anyone related to the agency without their express consent. In all cases, do not publish any information regarding a client.

8. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
9. Agency logos and trademarks may not be used without written consent.

Any employee who publishes damaging information about the agency or abuses the social networking policy will be subject to disciplinary action up to and including termination of employment.

USE OF PERSONAL CELL PHONES

The use of personal cell phones while on agency premises is disruptive and inhibits the appropriate conduct of agency business. Employees are allowed to receive reasonable or emergency calls on agency phones. The use of cell phones when driving on Agency time is prohibited.

Therefore, all employees with personal cell phones must turn them off or put cell phones on vibrate when entering the agency's various premises or when entering clients' homes. Employees who use their personal cell phones for agency business and who must be available on a continuing basis (i.e. Alpert JFS transportation coordinator Case Manager,) may leave their phones on, but in vibrate mode. Employees who must use their cell phone to make an urgent personal telephone call may do so either outside agency premises or from their own or an empty office.

SMOKING

In keeping with the Agency's intent to provide a safe and healthful work environment, smoking in the workplace is strictly prohibited, in the building, including use of tobacco or tobacco-like products, including "vaping" with E-cigarettes (or any electronic smoking device designed to resemble a cigarette, cigar, cigarillo or pipe and will also be prohibited in or directly around the building.

Fire safety procedures require that individuals leaving the building to smoke must swipe/sign in/out.

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

USE OF EQUIPMENT, VEHICLES, AND FACILITIES

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

Please notify the supervisor if any equipment, machines, tools, or facilities' vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The

supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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

Employees, with the expressed written permission (email acceptable) of the CEO, may use facilities, computers, cameras, and other designated equipment or vehicles for personal use. Such equipment becomes the responsibility of the employee. He/she must use reasonable care in securing such facilities/equipment and maintain it in good working condition. Employees shall be held responsible for any repairs or replacement necessitated by lost or broken agency equipment in their possession. The employee, by using the equipment or facilities recognizes that he/she may be liable for reimbursing the agency for the value of the personal use (i.e. cost of copies).

EMERGENCY CLOSING PROCEDURES AND COMPENSATION POLICY

At times, emergencies such as severe weather, fires, power failures, or other threats to the safety or health of employees, visitors, clients or volunteers, can disrupt agency operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. Employees have an obligation to reach a supervisor or management employee to determine the status of the agency. When appropriate, attempts to reach employees by telephone will be made. Employees are responsible for maintaining current cellular, home, and other emergency numbers with the HR office.

When Alpert JFS operations are officially closed due to emergency conditions, the time off from scheduled work will be paid up to 5 days. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. If a non-exempt (critical) employee is asked to work on a day the agency is closed for an emergency situation, they will receive their regular pay in addition to emergency pay which will not exceed the equivalent of a standard work day.

If an employee has requested vacation time and an emergency/disaster occurs during the requested vacation time and the Alpert JFS office is closed, the employee is considered not available to the Agency and vacation time will be deducted from their leave time.

If the Alpert JFS office is opened after a disaster and an employee is unable to return to work, he/she must use his/her vacation leave. The Agency is not required to pay an employee who is unable to get to work.

In instances where the employee is unable to come to work because of a localized emergency, but the agency is able to open, the worker must use accrued vacation or be considered on "leave without pay."

Jewish Residential—The Residential Program is never closed. All employees are considered Critical Staff.

Please see **EMERGENCY PROCEDURES** in the General Policies and Procedures Manual

DISASTER HURRICANE POLICY

When severe weather approaches, Alpert Jewish Family and Children's Service will determine if and when to close the office. Employees shall assist in preparing the office once weather alerts are issued. Preparations include, but are not limited to, such tasks as disconnecting computers and other electrical equipment, as well as packing up documents and materials. Employees must provide the Human Resources Director with contact information during and after the storm/disaster.

Alpert Jewish Family Service also recognizes the importance of personal preparation of each employee's home and family. Once a severe weather watch is issued, employees may schedule and use accrued vacation time to make personal preparations. Once a hurricane warning is issued and the **office is closed**, employees will be compensated for their regular workday, up to a maximum 7.5 hours per day. The number of hurricane/disaster compensated days each calendar year will be a maximum of five (5), or at the discretion of the CEO. If the office remains closed, employees may use accrued vacation time until the office reopens. Once the office officially reopens, employees are expected to return to work.

LJRFS is open 24 hours/7 days a week regardless of weather conditions. Employees will be compensated for every hour worked if part of the emergency disaster team during the storm. Employees not part of the emergency disaster team will be compensated for their regularly scheduled workday, up to a maximum of five (5) days, or at the discretion of the CEO.

LJRFS employees who work at the main office will follow the Alpert JFS Disaster Hurricane policy.

After a Storm

Alpert JFS will determine when it is appropriate to re-open the office after a hurricane. Employees must contact the agency regarding the office status, or will be notified by their supervisors of a predetermined method of notification. Employees are responsible for providing their supervisor and the Human Resources Department with current contact information.

Critical and Non-Critical Staff (Your Job Description Identifies your Critical/Non-Critical Classification)

- **Critical Personnel:** Once an employee's self and family are secure, Critical Personnel are expected to be available for work and are expected to contact the agency or their supervisor. If Critical Personnel leave in advance of a disaster, it is expected that they will make themselves available to the Agency when it is safe and reasonable to do so. Failure to do so may result in disciplinary action.
- **Non-Critical Personnel:** Non-Critical Personnel can use their vacation time to

leave in advance of a disaster, if they have permission from their supervisor.

PAYROLL POLICY DURING A DISASTER

The Agencies will make every effort to produce payroll in a timely manner. Everyone's cooperation is needed in this effort. If we are able to produce a payroll using current timesheets, we will do so.

If we are unable to produce the payroll because of a disaster, we have used the following procedure and plan to continue to use it.

If the Payroll of the fifteenth or the last day of the month is due, and the disaster prevents our being able to produce a current payroll, we have asked that the payroll for the same pay period in the prior month be produced, and any adjustments necessary will be made at the first opportunity. In other words, if we were unable to produce a payroll for October 1, 2012, we would ask our payroll company to produce the payroll of September 1, 2012. Any adjustments needed (mileage, overtime, etc.,) would be made as soon as we were able.

It is also highly recommended that you consider direct deposit. Even if we can produce a payroll, there is no way we can promise that we will be able to deliver your paychecks to you.

If for some reason, we are unable to distribute paychecks from the main office, our alternate site is Levine Jewish Residential and Family Service, Group Home 2, 198 Sparrow Drive, Royal Palm Beach FL; Phone No. (561) 753-5389

BUSINESS TRAVEL EXPENSES

Alpert JFS/Levine JRFS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location, according to written policy. The CEO must approve all business travel in advance.

Employees whose travel plans have been approved should make all travel arrangements with pre-approval from their supervisor.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Alpert JFS/Levine JRFS. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

1. Airfare or train fare for travel in coach or economy class or the lowest available fare. (Employees wishing to purchase a ticket greater than the lowest available fare must pay the difference.

2. Car rental fees, only for compact or mid-sized cars, unless a larger car is specifically approved.
3. Fares for shuttle or airports bus service, where available; costs of public transportation for other ground travel.
4. Taxi fares, only when there is no less expensive alternative or with permission.
5. Mileage costs for use of personal cars, only when less expensive transportation is not available.
- 6 .Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings, except when conference or educational events are being held in a different level hotel.
7. Cost of meals, no more lavish than would be eaten at the employee's own expense.
8. Tips not exceeding 18% of the total cost of a meal or 15% of a taxi fare.
9. Charges for telephone calls, fax, and similar services required for business purposes.
10. Charges for one personal telephone call each day, of reasonable duration.
11. Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the Agency may not be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees must submit completed travel expense reports within 14 days. Receipts for all individual expenses should accompany reimbursement request. Request for reimbursement of expenses for meals and other expenses, excluding transportation, lodging, and registration fees, should not exceed \$100/day without prior approval.

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

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

VISITORS AND CHILDREN IN THE WORKPLACE

In order to provide for the safety and security of all employees, clients and the facilities at Alpert JFS/Levine JRFS and to insure that only authorized personnel have access to the Organization's facilities, the following policy should be followed:

Visitors, Guests, and Clients

Only authorized visitors are permitted in the workplace. All visitors must sign in at the front desk and obtain a visitor's badge. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances in the workplace. Employees must accompany their clients while the clients are in the inner halls of the agency. Employees are responsible for the conduct and safety of their visitors.

Except when authorized by the appropriate supervisor, all guests, including but not limited to relatives, friends of employees, and employees from other agencies that do not have official business with a particular department will be restricted from prolonged visits to the workplace.

If an unauthorized individual is observed on Alpert JFS/Levine JRFS' premises, employees should immediately notify their supervisors or, if necessary, direct the individual to the main entrance.

Children

A child brought to the workplace in unavoidable situations will be the responsibility of the employee/parent and must be accompanied by and under the direct supervision of the employee/parent at all times. The employee is responsible for the safety and conduct of his/her children at all times while visiting the workplace, including but not limited to, adherence to Alpert JFS/Levine JRFS' strict standards regarding Confidentiality.

On the occasion when an employee must bring his/her child to work, the following guidelines must be followed:

- Children should only be brought to work in emergency situations and as a last resort. If a child must accompany a parent to work, alternate arrangements should be made for the child to be picked up as soon as possible.
- Bringing sick children to work is strictly prohibited at all times.
- Children in the workplace may be permitted only with proper prior supervisor notification and approval, and never on a routine and/or regular basis.
- If an employee's child is brought to work, they must be supervised by the employee at all times, and may not "explore" on their own.

INCIDENT/ACCIDENT REPORTING POLICY

Personal Incident

Every employee is obligated to seek appropriate medical treatment upon suffering an injury during his or her workday. The employee must immediately, verbally notify the supervisor, the senior management staff available, or if after normal business hours, the emergency on call professional. He/she must file an incident report, in writing, to hi/her supervisor. Complete procedures are outlined on the "incident form".

Property Incident

Every employee and volunteer is obligated to attempt to protect their own (used in the performance of their duties) or agency property against damage. Employees and volunteers are required to report verbally immediately to their supervisor, the senior management staff available or if after normal business hours, the emergency on call professional. They must file an incident report, in writing, to their supervisor.

Client Incident

Every employee/volunteer is required to act immediately on behalf of clients who have become ill or have been hurt in an accident to insure that the client is treated in the most appropriate way. Workers and volunteers must report verbally immediately to their supervisor, the senior management staff available or if after normal business hours, the emergency on call professional. They must file an incident report, in writing, to their supervisor that same day.

Failure to report on the incidents/accidents listed above as stated may subject the employee to a penalty or suspension.

MILEAGE REIMBURSEMENT

The Agency shall pay employees and student interns the rate of reimbursement, determined annually by the Board of Directors, for the use of their automobiles on agency business. Volunteers may be reimbursed on an individual basis, upon approval of the appropriate supervisor. Persons requesting reimbursement shall provide to the Agency proper documentation as required by the Agency prior to reimbursement. Requests for mileage must be submitted in the electronic timekeeping system and approved by your manager. Requests submitted after 60 days may be denied.

Any employee, independent contractor, or volunteer who contemplates utilizing his/her personal car for business purposes must carry full and complete liability insurance and a valid Florida driver's license. Proof that this provision has been met must be provided by such employee, volunteer or independent contractor prior to the use of their automobile on agency business. The agency reserves the right to require a copy of the employee, volunteer, or independent contractor's driving record. Notice of any change in the employee, volunteer or independent contractor's insurance or license must be provided to the agency in writing.

When an employee leaves from his/her home to travel to and from an assignment or an out of office appointment, he/she should deduct the normal mileage to and from their home to their office. i.e. If your mileage to and from your assigned office is 10 miles, you would deduct 20 miles from your mileage calculation.

CELLULAR PHONES AND CAMERA-EQUIPPED MOBILE PHONES

Use of Telephones, Cellular Phones and Camera-Equipped Mobile Devices

Effective Date: April 2011

This policy outlines the use of personal cell phones at work, the use of camera-equipped phones and related mobile devices that individuals may bring into the work site, the personal use of business cell phones, and the safe use of cell phones by employees while driving.

Procedures

1. Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Personal cellular phones should be placed in the “off” position during work hours, and turned “on” during break times only. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard the company encourages is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

The company will not be liable for the loss of personal cellular phones brought into the workplace.

Personal Phone Calls

The employer recognizes that employees will occasionally need to place and receive personal phone calls during the workday. In all cases personal calls should be minimal, whether the calls are placed and received using company phones or personal phones. Receiving and placing excessive calls is disruptive to others. Therefore, abuse is subject to disciplinary action following normal company procedures. All personal cell phones and other communication devices are required to be kept in silent mode while employees are on duty.

2. Personal Use of Company-Provided Cellular Phones

Where job or business needs demand immediate access to an employee the company may issue a business cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred.

If an employee experiences a severe personal emergency that results in the need to use the company's cellular phone, he or she is required to report this use to the Accounting Department within 48 hours. The employee will be asked to sign a form specifying the number called and the reason for the call, as well as a specific authorization to deduct the cost of the call from his or her paycheck when the bill is received. Failure to report such use may result in disciplinary action. Failure to reimburse the company for the cost of the call will result in tax liability for the employee as well as possible disciplinary action.

Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested

(for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

3. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy.

The sending or receiving of text messages or e-mails while driving is strictly prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

4. Special Responsibilities for Managerial Staff

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Camera-equipped Mobile Devices

This policy serves to define the use of camera-equipped phones and related mobile devices that individuals may bring into the work site. While the company does not wish to unreasonably constrain the use of such devices, the company has a more fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information. This policy applies to all employees and all visitors while on company premises. Employees who

have visitors on company premises are responsible for ensuring that the visitors are made aware of this policy and that such devices are left in visitor vehicles or the reception area.

General Rules

1. Camera-equipped devices belonging to employees are not permitted on the premises except in employee break areas or at company sponsored social events. While at work, employees should plan to keep devices locked in their personal vehicles; camera-equipped devices are not to be kept in the facility.
2. Camera-equipped devices issued by the company to designated employees are permitted in most work areas with the exceptions noted in rules 3 and 4.
3. No camera-equipped devices are permitted in the company's designated research areas at any time without the express permission of the executive office.
4. No camera-equipped devices are to be taken into any company restroom, exercise area, or shower facility at any time.

Related Information

If state law requires any modification to this policy the company will re-issue the policy to conform to state law.

CELL PHONE REIMBURSEMENT

In some positions in the agency the ability to stay in touch with the agency or with clients when not in the office, is a critical part of a staff member's duty. It is appropriate, therefore, that Alpert JFS/Levine JRFS reimburse, some portion of the cost of maintaining a cell phone account. The following criteria shall be used in determining which staff are eligible for cell phone reimbursement, how much, and under what conditions,

- A. Who is eligible
 - a. Senior Management and Exempt employees in Guardianship, Case Management, Enhanced Companion Program, Psychiatry, Domestic Abuse and Residential programs
 - b. IT, Building and Facilities personnel
 - c. Other individuals designated by the CEO upon written recommendation of the staff members supervisor
 - d. The CEO reserves the right to cancel a staff members reimbursement at any time for any reason
- B. Phone service
 - a. Major cell phone providers are preferred (i.e. ATT, Verizon, TMobile etc)
 - b. If using a smart phone / PDA it must be able to utilize "good link" synchronous software
- C. Availability
 - a. Persons who receive cell phone reimbursement agree to have the phone on and

respond within one hour of receiving a call. Failure to be available as stated may result in termination of the reimbursement.

- b. Cell phone numbers of staff will not be distributed and will only be available to the staff members supervisor, senior management or the on call staff member

D. Amount to be reimbursed

- a. The Basic reimbursement shall be a maximum of \$50.00 per month
- b. Persons with data service (if authorized by the CEO) shall be a maximum of \$90.00 month.

Procedure for reimbursement

- A. Requests for reimbursement are based on a monthly cell phone bill submitted annually
- B. Requests must be approved by the staff members' supervisor
- C. Reimbursement will be for the lesser of the billed amount or the maximum allowance.

STAFF SATISFACTION SURVEYS

All staff will be asked to complete a Staff Satisfaction Survey annually. The Clinical Director will explain the survey to the staff.

MEDICAL LEAVE

The agency follows the guidelines of the Family Medical leave Act. See **Appendix I**

MILITARY LEAVE

Employees who are required to serve in any branch of the Armed Forces of the United States or are engaged in military reserve service will be given leave, in accordance with all applicable federal and state laws.

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Agency until the end of the month in which the military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by Alpert JFS/Levine JRFS according to the applicable plans.

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

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

PREGNANCY-RELATED ABSENCES

Alpert JFS/Levine JRFS will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Alpert JFS/Levine JRFS expects employees and volunteers to follow rules of conduct that will protect the interests and safety of all employees and the organization. Additionally all employees and volunteers are required to adhere to the code of conduct delineated by the National Association of Social Workers.

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

1. Theft or inappropriate removal or possession of property
2. Falsification of timekeeping records
3. Working under the influence of alcohol or illegal drugs
4. Possession, distribution, sale, transfer, or inappropriate use of alcohol or illegal drugs in the Workplace, while on duty, or while operating employer-owned vehicles or equipment
5. Fighting or threatening violence in the Workplace
6. Boisterous or disruptive activity in the Workplace
7. Negligence or improper conduct leading to damage of employer-owned or customer-owned property
8. Insubordination or other disrespectful conduct
9. Violation of safety or health rules
10. Smoking
11. Sexual or other unlawful or unwelcome harassment
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the

Workplace

13. Excessive absenteeism or any absence without notice
14. Unauthorized absence from work station during the workday
15. Failure to adhere to policy regarding use of telephones, mail system, or other employer-owned equipment
16. Unauthorized disclosure of business "secrets" or other or confidential information
17. Violation of personnel policies
18. Unsatisfactory performance or conduct in conflict with the "National Association of Social Workers Code of Ethics or the code of ethics of the profession to which they employee belongs.

CODE OF ETHICAL CONDUCT FOR EMPLOYEES AND VOLUNTEERS

The Alpert Jewish Family Service/Levine Jewish Residential & Family Service are committed to the maintenance of the highest ethical standards. Everyone involved in the operation of Alpert JFS/Levine JRFS must be aware of the existence of ethical considerations, and that the interests and reputation of the Agency come first.

Specific Rules

- (a) No employee may use his/her affiliation with Alpert JFS/Levine JRFS for direct or indirect personal profit (beyond compensation paid by the Agency), nor may any employee directly or indirectly accept any gift, payment, service or special privilege, or other favors, from any person or business organization that does or seeks to do business with the agency. (This does not prohibit acceptance of perquisites customary to the industry involved, such as no-charge upgrades by a hotel.)
- (b) Every employee shall disclose to management (or the Board, if appropriate) any financial interest in a business or entity from which Alpert JFS/Levine JRFS is considering a purchase of goods or services; and Alpert JFS/Levine JRFS shall not sell any goods or services to any such business or entity (except a member agency) without prior disclosure to the Board. No such purchases or sales shall be at prices less advantageous to Alpert JFS/Levine JRFS than the price would be in a transaction with a third party.
- (c) Travel and other expenses must be accomplished at the lowest cost level consistent with efficient business practice. Such expenses must be in keeping with the goal of a charitable organization, which is to maximize funds available for the constituencies which we serve.
- (d) No child, spouse, or first degree relative of any employee shall be employed or retained by the Alpert JFS/Levine JRFS without full disclosure and the express approval of the President (or the Executive Committee, as may be appropriate).
- (e) Employees shall strive to avoid conflicts of interest as well as the appearance of any such conflict.
- (f) No employee may use information obtained as an employee for personal gain.

(g) No staff member or volunteer shall act as guardian/trustee except in cases when he or she is related to the ward by blood, marriage, or adoption, or when he/she has maintained a close relationship with the ward or the ward's family and serves without current or future compensation.

It should be noted that the Alpert JFS/Levine JRFS concern extends beyond whether a particular action is technically legal. Of equal importance to the organization is whether such action could be viewed by the public as improper, unethical, or inappropriate. The specific rules listed above are examples rather than a full description of the behavior which could be deemed to be unethical or creating the appearance of being unethical. Obviously, all violations of laws are ethical issues as well. Any employee who is aware of prohibitive activities occurring within the organization has a duty to report. Violations of law or ethical standards shall lead to the discharge of an employee and/or other serious consequences.

PUBLIC RELATIONS

It is the policy of our Agency to demonstrate our purpose, function, and role in the community social service system in order to broaden awareness of our agency mission and inform the public concerning the needs and challenges of the people we service. The Agency uses a variety of formal and informal approaches including: newspaper and magazine articles, television broadcasts, radio spots, public service announcements, speeches before religious and civic groups, appearances at community fairs, and distribution of brochures and flyers. The Agency's public education program is ongoing and expanding in order to accommodate geographic and Agency programmatic growth. The Chief Marketing Officer answers inquiries from the public regarding agency functions and agency programs. There is ongoing cooperation with community social services and outside funders to provide them with information that will allow them to fulfill their obligations to the community. The Chief Marketing Officer further updates and revises local, state, and national guidebooks as well as local newspaper listings to assure that the public has accurate information on how to access our services.

WHISTLEBLOWER POLICY-PERCEIVED VIOLATION

General

Alpert JFS/Levine JRFS Code of Ethics and Conduct ("Code") requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the agency, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Agency prior to seeking resolution outside the Agency.

Reporting Violations

Alpert Jewish Family Service and Levine Jewish Residential and Family Service encourage employees to share questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the employee's supervisor is in the best position to address an area of concern. **For suspected fraud, violation of the applicable laws and regulations that relate to accounting, internal accounting controls, and auditing matters, or when an employee is uncomfortable or not satisfied with following the Agency's employee relations and problem-solving procedures, individuals should contact the Chairperson of the Audit Committee of the Board of Directors.** The Audit Committee Chairperson has specific and exclusive responsibility to investigate all reported violations and work with the Audit Committee, if required, until the matter is resolved. The Audit Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing.

Chair of the Audit Committee--Compliance Officer

The Agency's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his discretion, shall advise the CEO and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization's Compliance Officer is the Chair of the Audit Committee.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

DRUG AND ALCOHOL USE

It is Alpert JFS/Levine JRFS' desire to provide a drug-free, healthful, and safe Workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In keeping with the policy delineated below, all employees will be drug tested upon employment. The cost of the initial drug test will be paid by the employee and reimbursed upon successful completion of the new employees beginning probationary period. Random drug tests will take place on a quarterly basis. The cost for those random tests will be borne by the agency(s).

While on Alpert JFS/Levine JRFS premises and while conducting business-related activities off Alpert JFS/Levine JRFS premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs. No employee may inappropriately use alcohol. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the Workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

If an employee is involved in a workplace accident or when the CEO believes an employee to be impaired and in order to help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. The cost of the drug test will be borne by the agency(s).

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the CEO to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Alpert JFS/Levine JRFS' health insurance benefit coverage.

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

Employees with questions on this policy or issues related to drug or alcohol use in the Workplace should raise their concerns with their supervisor or the CEO without fear of reprisal.

SEXUAL, CREATION OF A HOSTILE WORKPLACE, AND OTHER UNLAWFUL HARASSMENT

HARASSMENT

It is Alpert JFS/Levine JRFS's policy to provide a work environment free of harassment, which results in discrimination. Alpert JFS/Levine JRFS will not tolerate any form of harassment based upon an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, genetic information or other protected status. For these purposes, the term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, or other protected status. The term harassment also includes sexual advances, requests for sexual favors and other conduct of a sexual nature. Any employee violating this policy will be subject to corrective action, up to and including discharge.

Harassment on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, or other protected status is defined as conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of behavior which could be construed as harassment include, but are not limited to, the following:

- degrading any group or class of people;
- assigning less desirable work or working conditions to members of such protected groups based solely on their group membership; or,
- Treating protected individuals in a demeaning fashion.

Sexual Harassment is defined as unwelcome physical or verbal sexual conduct where:

- submission to the conduct is either an explicit or implicit term or condition of employment;
- submission to or rejection of the conduct is used as a basis for employment decisions affecting the person doing the submitting or rejecting; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's

work performance or creating an intimidating, hostile or offensive work environment.

Examples of behavior that could be construed as sexual harassment include, but are not limited to:

- explicit or implicit threats to withhold pay increases, benefits or working conditions in exchange for sexual favors or sexual activity;
- promises to improve pay, benefits or working conditions in exchange for sexual favors or sexual activity;
- demands for sexual favors or sexual activity;
- subtle pressure for sexual favors or sexual activity; or,
- deliberate, repeated or unsolicited verbal comments, gestures or physical actions of a sexual nature (*i.e.*, lewd or lascivious remarks and unnecessary touching, patting or pinching).

WHAT TO DO ABOUT HARASSING CONDUCT...

An employee who believes he/she has been subjected to harassing conduct should immediately contact the Administrator or Director. A prompt investigation will be conducted of each and every complaint and appropriate action will be taken. Complaints will be handled confidentially, to the extent possible. The Administrator has the responsibility for investigating and resolving complaints of harassment.

In the event of a complaint involving the CEO of Alpert JFS/Levine JRFS, a committee comprised of Alpert JFS/Levine JRFS'S Trustees shall fulfill the investigative role in the process.

The Consequences of Unlawful Harassment

This policy applies to all employees of Alpert JFS/Levine JRFS. Any employee, including any supervisor or agent, who is found to have engaged in unlawful harassment will be subject to appropriate discipline, up to and including termination.

No Retaliation or Reprisals

Employees have a duty to report any harassment experienced or observed, regardless of whether the alleged harassment is being perpetrated by an Alpert JFS/Levine JRFS employee or any other third party. Under no circumstances will a person be retaliated against because of a bona fide report of what he/she perceives to be harassing conduct.

NO GOSSIP POLICY

In the workplace, gossip is an activity that can drain, distract and interfere with employee job satisfaction and work productivity. At its worst gossip involves vicious rumors that create animosity among co-workers, causes disruptions in the workforce and violates agency harassment, confidentiality and code of ethics policies. Gossip is rarely a form of flattery and in most circumstances lacks any real validity, and it can cause irreparable damage. When individuals

assume to know and talk about the private affairs of others, they display an unprofessional, unattractive and unacceptable attitude at work. Additionally, employees who spend their time “standing around the water cooler” catching up on the latest gossip are wasting valuable work time and affecting their ability to be productive.

We all have participated in this, yet most of us say we don’t like it. In order to create and maintain a more professional workplace environment, we are making a commitment to change our work atmosphere to become gossip-free.

***gos·sip n.** Rumor or talk of a personal, sensational, or intimate nature. A person who habitually spreads intimate or private rumors or facts. Trivial, chatty talk or writing.*

You will notice that gossip is a verb - which means it is something you DO. That also means that is something you choose to do – and you can choose NOT to do it. You enter into gossip by choice – you can opt out of the activity at work. In order to end gossip means to end a particular type of communications – and that can be talk or email communications.

- Gossip always involves a person who is not present.
- Unwelcome and negative gossip involves criticizing another person.
- Gossip often is about conjecture that can injure another person’s credibility and reputation.

In order to have a professional and gossip-free workplace we will:

1. Not speak *or insinuate* another person’s name when that person is not present unless it is to compliment or reference regarding work matters.
2. Refuse to participate when another mentions a person who is not present in a negative light, change the subject or tell them we have agreed not to talk about another.
3. Choose not to respond to negative email or use email to pass on private or derogatory information about any person in the agency.
4. While off the job:
 - Do not speak to another co-worker about people at work in a derogatory light.
 - Consider your surroundings when discussing any type of work-related matters relating to co-workers or clients of the agency. Conversations in public places should be limited to information that is non-confidential and does not include references that could identify a person or situation. Remember to consider, at all times, what is in the best interests of the agency.
5. If a co-worker does something unethical, incorrect, against procedures, or disruptive use the proper channels to report this to an appropriate person in authority to take corrective action.
6. Purpose to focus on work, be professional and ethical, and expect the same from others.

The work of this agency will be conducted with respect, concern and courtesy toward all clients, co-workers and the general public. Malicious, careless and personal gossip of any type will not be tolerated. Failure to observe the above standards could lead to corrective action up to, and including, termination.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Alpert Jewish Family Service and Levine Jewish Residential and Family Service expect employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Alpert JFS/Levine JRFS. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Employees are required to log in and log out of our electronic system.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in disciplinary action, up to and possibly including termination of employment. Any no-call/no-show lasting two consecutive days will result in immediate termination of employment.

PERSONAL APPEARANCE-DRESS CODE

In order to promote a professional and safe workplace environment, dress should reflect a professional image and demonstrate respect for the people we serve. Alpert JFS/Levine JRFS personnel are expected to dress in appropriate attire and to adhere to standards of dress and appearance appropriate for their position. Personnel are expected to maintain good personal hygiene (clean, neat hair and nails) at all times. Personnel are also encouraged to avoid using strong fragrances that might trigger allergy conditions in their co-workers or clients.

PROCEDURE

A. All staff is required to come to the agency wearing:

- Professional/business-casual clothing
- Clothing that is neat
- Clothing that is not ripped
- Clothing that is clean and pressed
- Clothing that is appropriate for what you are doing that day

B. The following are guidelines for employees working in the agency:

General-all Staff

- Blue denim jeans are permitted on Fridays unless seeing a client or someone within the

community.

- No shorts or pants shorter than mid-calf.
- No clothing with sexual, chemical, political, or inappropriate logos.
- No exposed midriffs.
- Skirts, dresses, and culottes shall be no shorter than two inches above the knee.
- Clothing should not be-revealing (i.e., low-cut blouses).
- No leggings **only**.
- No sweatpants or exercise pants.
- Appropriate dress shoes; (No Beach or leather flip flops).
- Dress shirts w/ dress slacks/business casual or suit should be worn.

D. The following are specific guidelines for employees working at a Levine Jewish Residential & Family Service Facility

- Knee length shorts or pants or neat and clean jeans without holes.
- No exposed midriff
- No scrubs
- No sweatpants or exercise pants.
- No leggings **only**.
- No hanging jewelry (necklaces, bracelets, stud earrings only)
- No long fingernails that could cause injury to clients

Group Home – No open-toed shoes (for safety reasons).

Apartment Program – No beach or leather flip-flops. All shoes must have a strap or closed back.

Employees may wear clothing appropriate to a specific task, i.e. horticulture, lawn care, heavy cleaning as long as it is clean and neat at the beginning of the task, and employees change to more appropriate dress at the day's completion of the task

Residential staff is required to adhere to the General-all-Staff dress code policy when entering the agency. Exceptions include individuals picking up/dropping off residential clients or packages to/from the agency.

Each supervisor will be responsible for enforcing the dress code with his/her staff. Supervisors are strongly encouraged to consult with the Human Resources Director regarding any dress code issues.

Repeated failure to adhere to this policy may result in disciplinary action up to and including termination.

ENGLISH ONLY POLICY

Although it is the policy of Alpert JFS/Levine JRFS to encourage diversity and inclusiveness in all of its business pursuits, there are some occasions when the agency will require that its employees converse or take direction and guidance in English. Thus, this English-only policy will provide specific circumstances where English-only rules are required to be observed.

1. English will be used when dealing and working with clients, co-workers, or supervisors who only speak English, and with clients who express a preference or the expectation that our employees are proficient in English.
2. All task directions and work directives will be provided in English and, while employees are engaged in such work-related efforts or on project teams, they will be expected to communicate in English to promote efficiency.
3. During emergencies or situations when workers must speak a common language to promote safety.
4. The use of the company Internet and intranet, as well as all work-related e-mailing, is expected to be communicated in English, unless client requirements state a preference that another language be used.

Employees having concerns or questions regarding this policy should address them with their immediate supervisor or Human Resources for resolution. Alpert JFS/Levine JRFS remains committed to the expression of its diversity efforts, which include the use of languages other than English, but realizes that specific business operational requirements necessitate that communication be in English. Thus, in meeting these operational requirements, the use of English during work times (excluding breaks and non-work times) will be required.

Employees violating this policy will be subject to disciplinary action appropriate to the offense committed.

RETURN OF PROPERTY

Employees are responsible for items issued to them by Alpert Jewish Family & Children's Service and Levine Jewish Residential & Family Service or in their possession or control, such as the following:

Credit cards
Equipment
Identification badges
Keys
Manuals
Vehicles
Written materials
Cell Phones

Employees on or before their last day of work must return all Alpert JFS/Levine JRFS property. Where permitted by applicable laws, Alpert JFS/Levine JRFS may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Alpert JFS/Levine JRFS may also take all action deemed appropriate to recover or protect its property.

SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by Alpert JFS/Levine JRFS may not solicit or distribute literature in the Workplace at any time for

any purpose.

Alpert JFS/Levine JRFS recognizes that employees may have interests in events and organizations outside the Workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.) Certain solicitations which are in keeping with the mission of the agency may be permitted by the CEO.

Examples of impermissible forms of solicitation include:

1. The collection of money, goods, or gifts for community groups, religious, political, or charitable organizations.
2. The sale of goods, services, or subscriptions outside the scope of official organization business
3. The circulation of petitions
4. The distribution of literature not approved by the employer
5. The solicitation of memberships, fees, or dues
6. In addition, the posting of written solicitations on company bulletin boards or in "E" mail, is restricted. These bulletin boards and "E" mail display important information, and employees should consult them frequently for:
 - a. Affirmative Action statement
 - b. Employee announcements
 - c. Internal memoranda
 - d. Job openings
 - e. Organization announcements
 - f. Payday notice
 - g. Workers' compensation insurance information
 - h. State disability insurance/unemployment insurance information

If employees have a message of interest for the Workplace, they may submit it to a member of Management for approval.

CLIENT COMPLAINTS/GRIEVANCES

(For Formal Client grievance procedures see Policies and Procedures Manual)

Alpert Jewish Family Service and Levine Jewish Residential & Family Service is desirous of providing the best possible services to its clients and the community in general. The Agency desires to ensure that its employees act with the highest professional standards.

Community members and clients who feel an employee of the Agency has not acted in accordance with high professional standards may alert the Agency by discussing the complaint with their worker (if a client), the CEO, supervisor or members of the Board. For those clients wishing to notify the Agency in writing, forms are available in each Agency office and will be delivered directly to the CEO.

Upon receipt of a complaint, the employee shall notify the CEO, in writing, along with their

assessment of the validity of the complaint. (Board members are asked to do the same.) The CEO will then investigate the complaint within 30 days of the submission. He/she will, if necessary, take appropriate corrective action. He/she will then notify the author of the complaint, of action taken. If the action taken is of significance to the overall operation of any program of Agency, the CEO will notify the appropriate committee of the Board.

When the complaint alleges that an employee or volunteer has engaged in a serious breach of ethics, the CEO shall suspend that employee/volunteer from all relevant duties (pay for the employee will continue). The CEO shall make a determination regarding the necessity for further action against the employee. Such further action shall be governed by the welfare of the agency's clients and the Agency itself.

LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Alpert JFS/Levine JRFS supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Alpert JFS/Levine JRFS will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Alpert JFS/Levine JRFS will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact a member of the Management Team for information and referral to appropriate services and resources.

CONFIDENTIAL RECORDS

To establish guidelines relative to any confidential information and to establish uniform procedures for the safeguarding, storage and destruction of any Alpert JFS/Levine JRFS confidential records (client or employee).

Definitions:

Record

Includes any form of communication, representation or record related to the conduct of Alpert JFS/Levine JRFS business prepared, owned, used or retained by the Alpert JFS/Levine JRFS or its employees.

Confidential

Business information of an impersonal nature, the disclosure of which would be detrimental to Alpert JFS/Levine JRFS interests.

Personal and Confidential

Information of a personal nature and certain types of business information that must be controlled on a strict need-to-know basis, such as, client records and employee records. Personal and confidential information includes personnel actions (promotions, demotions, resignations, etc.) compensation and benefits data, performance appraisals, medical information and psychological assessment reports.

Extra-Sensitive Information

Any information for which unauthorized disclosure would result in potential damage to Alpert JFS/Levine JRFS.

Policy:

It is the policy of the Alpert JFS/Levine JRFS to regard and respect certain information as proprietary and confidential. As such, this information is maintained and managed by the Agency and is not available for public review. Information which falls into the categories of "confidential", "personal and confidential", and/or "extra sensitive" will be accessible only to authorized persons or individuals designated as having a Need to Know.

Responsibility for properly transmitting, distributing, and storing confidential information, as well as the penalty for violation is clearly outlined with this policy.

Safeguarding Confidential Information

The primary responsibility for safeguarding confidential information rests with management. Managers and supervisors should:

- Provide secure storage for sensitive documents during working hours and when not in use.
- Ensure that confidential information is properly packaged prior to transmittal.
- Ensure that recipients have a legitimate need to know. This is especially important when extra sensitive information is involved.
- Limit reproduction and distribution of sensitive information to what is absolutely necessary.
- Make sure that information is properly identified and marked.
- ***All confidential information must be disposed of in a manner that prevents accidental disclosure. Destroy only by shredding or some other secure method any confidential information.*** Employees should ask for assistance if they are unsure of disposal methods to use prior to disposing of any confidential documents.
- Ensure that only secure means of transmittal are utilized.
- Review these procedures regularly with all employees who are involved in the handling or securing of proprietary information.

Marking Confidential Information

The employee who originates or reproduces confidential information is responsible for marking or stamping such material as "Confidential".

Reproduction and Storage

Any department that is responsible for reproducing confidential information ("reproduction" in this context includes typewriting) should make sure that access is kept to a minimum and granted only to those individuals with a need to know.

When not in use or in transit, confidential information should be stored in a cabinet or other container secured with a locking device. The combination or key should be similarly safeguarded, and not kept in an unlocked desk or file cabinet as a convenience for daily access.

Disciplinary Action

Violation of this policy may lead to disciplinary action up to and including termination of employment

SUSPICIOUS PACKAGES & ENVELOPES

Alpert JFS/Levine JRFS has compiled this policy to inform and assist employees in response to dealing with potentially suspicious packages/envelopes received at the agency. It should serve as a guide for more efficient internal communication and provide a basic understanding of duties and responsibilities in the process of addressing this issue for Alpert JFS/Levine JRFS's staff and volunteers.

Although a package could contain a biological, chemical or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. The fact that you receive a package without a return address is no reason in itself to be alarmed, particularly if you are accustomed to getting those types of packages from a known sender. However, it is our responsibility to remain vigilant and treat packages that you find suspicious as if there is a real threat. Staff responsible for incoming mail should be especially vigilant.

What is a suspicious package?

A good rule of thumb to use when evaluating a package would be "Is it unusual, considering normal incoming mail and packages?" The following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Excessive weight
- Wrapped in brown paper with twine
- No return address
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Deliver
- Hand-written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words

- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter?

Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.
- You may place the package and contents in a zip-lock style plastic bag if available.
- Do not move the package from its current location.
- Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
- If possible, wash your hands with soap and water to prevent spreading any powder to your face.
- Immediately contact the Safety Officer or a member of management.
- Do not allow others to enter the area.
- The CEO will notify the appropriate agencies and personnel depending on the situation.
- List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
- Remain calm. Exposure does not mean that you will become sick. Emergency responders, Public Health officials and/or Environmental Health and Safety will provide specific information and instructions.
- Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.
- Testing of individuals exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until Health Department test results are available.
- There is no need for any decontamination of individuals who have not had direct contact with the letter or package that contains an unknown substance.
- Should any tests be required, the results will be reported to individuals as soon as they are known, either by Environmental Health and Safety, or appropriate Public Health officials.

Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

- You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- Immediately contact the CEO or the Safety Officer.
- The CEO will notify the appropriate agencies depending on the situation.
- Individuals that may have been exposed will be contacted as soon as any test results are known.

Issues Concerning Exposures

According to this plan the Agency would notify Local, State, and/or Federal Authorities, as appropriate, depending on the type of (suspected) exposure. The Agency would follow the guidelines established by these agencies as necessary.

In general, the Agency would cover only those incidents, which are directly related to Agency facilities, in a variety of ways. Employees with credible exposure would be covered by workers compensation (if applicable) or their individual health insurance, including pharmaceuticals (antibiotics) which may be required.

Credible incidents shall be reported to local law enforcement (police) and the Palm Beach County Health Department. These agencies will provide criminal and epidemiological investigation.

Appropriate personal protective equipment will be recommended by Environmental Health and Safety for workers having credible potential for exposure. For example, mailroom workers have been provided training and offered gloves and respiratory protection against possible anthrax-contaminated mail.

ANTI-VIOLENCE & WEAPONS

Includes weapons in the workplace and complies with new FL state law (guns at work)

We are committed to preventing workplace violence and making Alpert JFS/Levine JRFS a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at anytime.

To foster a safe work environment, Alpert JFS/LJRF employees are required to conduct themselves in a proper and orderly manner on Agency premises, at Agency sanctioned activities, or during the performance of Agency-related activities outside Agency premises, to avoid incidents of intentional or unintentional injury to themselves or to others.

Agency employees who engage in violent acts or engage in behavior that threatens the safety of employees or visitors in the workplace will be subject to immediate and appropriate disciplinary action, up to, and including, termination of employment and/or notification of appropriate law enforcement authorities. Violent and/or threatening behavior is defined as physically harming another, shoving, pushing, harassing, intimidating, coercing, illegally brandishing weapons, and threatening or speaking of engaging in any of said activities.

To better aid the prevention of workplace violence or unintentional injury, the Agency strictly prohibits any and all employees, as well as any other person entering our premises, from possessing (as hereinafter defined) any instrument or object considered a weapon (as hereinafter defined) on any Agency-owned or leased premises or properties (including, but not limited to, buildings, sidewalks, and walkways, with the exception of any parking lot, where an employee (defined to include an independent contractor, volunteer, intern or similar individual working/volunteering for the employer), possess a legally owned firearm that is locked inside or to, a private motor vehicle in a parking lot when the firearm owner is lawfully in the area, at Agency sanctioned activities, and during the performance of Agency-related activities outside Agency premises.

For the purpose of this policy, a "Weapon" is defined as any object that may be used to intimidate or inflict bodily harm, and which shall include, but not be limited to, the following items: knives of all types, box cutters, firearms (loaded or unloaded), pellet guns, chains, clubs, metal knuckles, unauthorized tools, explosives, or other dangerous chemicals. Excluded are work-related items that have been authorized by the Agency.

For the purpose of this policy, "Possession" shall mean having an illegal weapon on one's person or in an area subject to one's control on Agency premises, in any vehicle in parking lots and/or areas regularly utilized for parking by Agency employees, with the exception of those individuals that possess legally owned firearms (have a concealed weapons permit) that are locked inside or to a private motor vehicle. An Agency employee who finds an illegally owned weapon on Agency premises or at an Agency sanctioned activity and surrenders the weapon immediately to the Agency security personnel shall not be considered in possession of the illegal weapon.

The Agency reserves the right at any time, and at its discretion, and without prior notice, to search all persons entering Agency premises, Agency property, Agency-owned or leased vehicles, (including but not limited to clothing, packages, containers, briefcases, purses, lockers, desks and filing cabinets) for the purpose of determining whether any weapon has been brought onto said premises or property in violation of this Policy. The exception, in accordance with Florida State law (Fla. Stat. 790.251), is that the Agency shall not inquire about or search employees' private motor vehicles, parked on Agency premises, for weapons that are legally owned and locked inside or to said vehicles.

Therefore, employees, with the exception of those that possess legally owned weapons that are locked inside or to private motor vehicles, should have no expectation of privacy. Employees are required to cooperate fully. Any employee failing or refusing to promptly permit a legally compliant search under this policy will be subject to appropriate disciplinary action, up to, and including, termination of employment.

Each Agency employee is responsible for reporting injuries or acts of violence or threatening behavior to his or her supervisor, the Agency's Safety Officer, or the Human Resources Department. Employees should not place themselves in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will do our best to protect the identity of a person who makes a report when practical. However, in certain circumstance this may not be possible. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the Human Resources Department. Alpert JFS/Levine JRFS wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

The Agency shall comply with all federal and state laws and shall not in any manner discriminate against or interfere with any employee, for exercising his/her right to keep and bear arms in accordance to Florida Statute 790.251.

VEHICLES

Policy:

The purpose of this policy is to ensure the safety of those individuals who drive Alpert JFS/Levine JRFS vehicles or who drive their own vehicles on Alpert JFS/Levine JRFS business, and to provide guidance on the proper use of those vehicles. Vehicle accidents are costly to our agency, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such Alpert JFS/Levine JRFS endorses all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

DRIVER GUIDELINES AND REPORTING REQUIREMENTS

1. Alpert JFS/Levine JRFS vehicles are only to be driven by authorized employees, except in case of repair testing by a mechanic.
2. Any employee who has a driver's license revoked or suspended shall immediately (and in no event later than 24 hours) notify the Human Resources Department, and their supervisor, and ***immediately discontinue operation of the Alpert JFS/Levine JRFS vehicle, or driving on Alpert JFS/Levine JRFS business.*** Failure to do so may result in disciplinary action, up to and including termination of employment.
3. Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior will not be tolerated. DOT vehicles are equipped with monitors for the security of our staff and residents. The Director of Transportation is notified of speeds over 10 miles per hour over the posted speed limit. Speeding violations will be reviewed by the employee's direct manager, raised up to Senior Management on a case by case basis and may lead to disciplinary action up to and including termination of employment.
4. All accidents in Alpert JFS/Levine JRFS vehicles or while on Alpert JFS/Levine JRFS business*, regardless of severity or damage, must be reported to the police and to the Human Resources Director and immediate supervisor. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). If you drive on behalf of the Agency, traffic violations on personal time must also be reported to the Human Resources Director within 24 hours or by the next business day.
5. Accidents in personal vehicles while on Alpert JFS/Levine JRFS business* ***must*** follow

these same accident procedures. Accidents involving the employee's personal injury, regardless of severity, must be reported to the Human Resources Director for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident to the appropriate legal enforcement agency or to the Alpert JFS/Levine JRFS may result in disciplinary action, up to and including termination of employment.

6. Drivers must report any moving or parking violations received during the operation of a Alpert JFS/Levine JRFS vehicle, or any moving violations while driving a personal vehicle on Alpert JFS/Levine JRFS business* and are required to complete a "Report of Accident/Incident" form, within 24 hours.
7. Please notify the Safety Officer if a Alpert JFS/Levine JRFS vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The employee's supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

** Alpert JFS/Levine JRFS business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.*

Employees must have a valid and current driver's license to operate an agency or a personal vehicle with valid auto insurance (proof of insurance is required) while on Alpert JFS/Levine JRFS business driving their own vehicle. Employees are expected to drive in a safe, courteous, and responsible manner and to maintain a good driving record. The Human Resources Director, with the oversight of the CEO is responsible for reviewing records, including accidents, moving violations, complaints, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to determine suspension or revocation of driving privileges, or other disciplinary action. Criteria that may indicate an unacceptable record includes, but is not limited to:

- One or more Type "A" violations listed below.
- Three or more moving violations* in a year.
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, may be taken into consideration.
- Any combination of three accidents and/or moving violations (excluding Type "A" violations) in a year.

**Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed satisfactory by the CEO, or his/her designee.*

Type "A" Violations include:

- **Driving while intoxicated or under the influence of drugs**

- **Negligent homicide arising from the use of a motor vehicle**
- **Operating a vehicle during a period of suspension or revocation**
- **Using a motor vehicle in the commission of a felony**
- **Aggravated assault with a motor vehicle**
- **Operating a motor vehicle without the owners' consent (felony)**
- **Reckless driving**
- **Racing**
- **Hit and run (bodily injury or property damage)**
- **Failure to report an accident**
- **Illegal passing of a school bus**
- **Other violations considered serious by State Law**

Motor Vehicle Records prior to employment for positions requiring driving as an essential job function and no less frequently than once every year; proof of automobile insurance will be obtained if driving own vehicle. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy by the CEO, will result in a loss of the privilege of driving a Alpert JFS/Levine JRFS vehicle and/or employment with the Alpert JFS/Levine JRFS.

Driver Safety Rules

1. The use of an Alpert JFS/Levine JRFS vehicle, or an employee driving their own vehicle while on Alpert JFS/Levine JRFS business, while under the influence of intoxicants and other drugs, including those legally prescribed (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances employees are required to pull off to the side of the road to a safe location and stop the vehicle before placing or accepting a call.
3. There shall be no eating, drinking, smoking or grooming or personal hygiene activities in or while operating an Alpert JFS or LJRFS vehicle or while and employee is driving their own vehicle on Alpert JFS or LJRFS business.
4. No driver shall operate a Alpert JFS/Levine JRFS vehicle, or their own vehicle on Alpert JFS/Levine JRFS business when his/her ability to do so safely has been impaired by illness, fatigue, injury, prescription medication, or other cause.
5. All drivers and passengers operating or riding in an Alpert JFS/Levine JRFS vehicle **must** wear seat belts, even if airbags are available. Any employee transporting a child/youth is expected to use child safety seats and seat belts appropriately to ensure the safety of all.

6. No unauthorized personnel or individuals are allowed to ride in Alpert JFS/Levine JRFS vehicles, or in private vehicles while on Alpert JFS/Levine JRFS business. Alpert JFS/Levine JRFS vehicles must be used only for Alpert JFS/Levine JRFS business.
7. Drivers are responsible for the security of Alpert JFS/Levine JRFS vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
8. All state and local laws must be obeyed.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - Call for medical aid if necessary.
 - Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him or her to notify the police.
 - Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - Complete a “Report of Accident/Incident” form. Pertinent information to obtain includes: license number of other drivers; insurance information from other drivers; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
2. Do not discuss the accident with anyone at the scene except the police. Employees are expected to fully cooperate with authorities, and to provide accurate factual information regarding the accident. However, they should not make any statements other than in reply to questions of investigating officers. Employees are not to argue with anyone.
3. Provide the other party with your name, address, driver’s license number, and insurance information.
4. Immediately report the accident to the supervisor and Human Resources and provide a copy of the accident report and/or your written description of the accident as soon as practical if not immediately.
5. There will be a formal accident review conducted on each accident to determine cause by the CEO/Clinical Director.

Personal Automobiles

1. The Alpert JFS/Levine JRFS has non-owned and hired auto insurance coverage , which only protects the Alpert JFS/Levine JRFS and provides coverage if an employee causes an accident or an injury to someone while an employee is driving their own vehicle on Alpert JFS/Levine JRFS

business. This coverage does not cover physical damage to employee's vehicles, nor does it provide coverage for family members, friends, etc., riding in an employee's vehicle.

2. Those employees who use their personal vehicle for Alpert JFS/Levine JRFS business will be reimbursed for mileage pursuant to section IV, Procedure, A) Travel – Local under the Business and Travel Expense policy in the Policies and Procedures Manual. Reimbursed mileage is defined as mileage driven over and above the employee's normal commuting mileage.

3. Drivers must carry the minimum legal requirements of insurance coverage (e.g. \$10,000 personal injury protection (PIP) and \$10,000 property damage liability) and should carry minimum liability coverage in the amount of \$100,000/\$300,000.

APPENDIX I

PROHIBITED PRACTICES/CONFIDENTIALITY STATEMENT

FAMILY & MEDICAL LEAVE POLICY (FMLA)

AMERICANS WITH DISABILITIES ACT (ADA) REASONABLE ACCOMMODATION POLICY

PROHIBITED PRACTICES/CONFIDENTIALITY STATEMENT

As a condition of employment by Employer of Employee with Alpert JFS/Levine JRFS, during your employment with Alpert JFS/Levine JRFS of Palm Beach County, Inc., you have access to valuable, confidential, business or professional information that otherwise does not qualify as trade secrets. You also may have substantial relationships with specific prospective or existing clients. This agreement applies to Palm Beach and Martin Counties. Employee agrees that during the term of employment. Employee shall not compete with the Employer. The specific terms of this Agreement are as follows:

Prohibited Practices: Prohibited Practices shall include:

1. During employment with Alpert JFS/Levine JRFS
 - A. Working in a SIMILAR POSITION or providing any service similar to services provided by Alpert JFS/Levine JRFS.
 - B. Providing those services directly or indirectly, as an employee, agent, officer director, independent contractor, consultant or otherwise,

Definition; Similar Position: A Similar Position shall include the providing, directly or indirectly, of mental health counseling in its broadest sense, including, but not limited to, clinical social work, psychotherapy, mental health counseling and activities performed by persons practicing such professions and activities or the supervision, training, management, and/or consulting regarding same.

C. Outside employment that constitutes a conflict of interest is also prohibited. Employees may not receive any income or material gain from individuals outside Alpert JFS/Levine JRFS for materials produced, services or referrals rendered while performing their jobs. In addition, employees who perform their jobs at an off-site (host) locations are specifically prohibited from accepting employment with, or receiving income or material gain from the host site.

2. Following termination of Employment: For a period of one year following termination of employment (for any reason - voluntary or involuntary), at Alpert JFS/Levine JRFS, Employee agrees to the following:

A. Employee agrees not to solicit, directly or indirectly any clients, corporate or individuals of Alpert JFS/Levine JRFS

B. Employee agrees not to utilize client and prospect lists, marketing methods of Employer, proprietary and/or unique service provision methods, advertising, records, and any materials or programs of Employer

C. Confidentiality and Privacy. Employee agrees that during employment and following termination of employment, to respect the privacy of clients and hold in confidence all information obtained in the course of your employment at Alpert JFS/Levine JRFS.

Other Provisions: Other provisions of this agreement.

1. Agreement Regarding Retention of Records: The Employee acknowledges that all records or other work product generated by the Employee in the course and scope of their employment with Alpert JFS/Levine JRFS is the sole property of Alpert JFS/Levine JRFS. The Employee acknowledges and fully provides his/her consent to permit the Alpert Jewish Family & Children's Service of Palm Beach County, Inc./Levine Jewish Residential and Family Service to solely maintain and/or retain any and all records generated by the Employee as a result of his/her services to individuals through the Alpert Jewish Family & Children's Service/Levine Jewish Residential and Family Service. Furthermore, the Employee further agrees to allow the Alpert Jewish Family & Children's Service/Levine Jewish Residential and Family Service to solely retain and/or maintain any and all records generated as a result of the Employee's service to individuals through the Alpert Jewish Family & Children's Service/Levine Jewish Residential and Family Service in the event that the Employee leaves the employment of Alpert JFS/Levine JRFS.

Alpert JFS/Levine JRFS will maintain the confidentiality of the service records retained and maintained by it pursuant to all applicable statutes and regulations.

2. Area of Effectiveness: Item 1. shall be effective in Palm Beach County, Florida.
2. Shall be effective in North America

3. Intention that this Agreement be Enforceable: Employer and Employee intend that this Agreement be enforceable. Employee acknowledges that any remedy at law for any breach of this Agreement would be inadequate. In the event a court of competent jurisdiction determines that the scope of business restricted or the time of geographical limitation imposed are too broad to be capable of enforcement, such court may ignore such provisions and instead enforce such provisions as to such scope, time and geographic area as the court deems proper. A breach of any condition or term of employment of Employee by Employer shall not be grounds for a breach of this Agreement.
4. Attorney's Fees: The Employer and Employee agree that in connection with any litigation arising out of this Agreement, the prevailing party shall be entitled to recover all costs incurred including reasonable attorney's fees and costs including those at appellate levels.
5. Fine Print: Florida Law shall govern This Agreement. Venue for any action shall be in Palm Beach County, Florida. Any waiver, alteration, or modification, cancellation, or replacement of this Agreement shall not be valid unless in writing signed by the Employer and Employee. This Agreement shall be binding upon Employer and Employee, his/her personal representatives, successors, devisee, heirs and assigns. This Agreement supersedes all prior agreements between the parties.
6. Think this Agreement over and have an attorney review it before signing: The Employee acknowledges that he/she was given at least three full business days from the date of receipt of this Agreement and the date it had to be signed to begin/continue employment. Employee was advised to, and had the opportunity to, seek the advice of an attorney of Employee's own choosing prior to signing this Agreement. Although Employer prepared this Agreement, the Employee (and the Employee's attorney) had the opportunity to request changes and modifications to this Agreement prior to its execution by the Employee. This Agreement shall not, therefore, be interpreted more strictly against the drafting party.

FAMILY AND MEDICAL LEAVE POLICY

What is Family Medical Leave?

The federal Family & Medical Leave Act of 1993 (FMLA) as amended in 2008 requires employers with 50 or more employees to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (**Basic FMLA Leave**), as well as the military family leave entitlements (**Military Family Leave**) described in this policy. The agency posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the US DOL on Employee Rights and Responsibilities under the FMLA. The FMLA Notice is posted in the lunchroom, back entrance, Group Homes, Apartment Program Offices, and Suite 105. The function of this policy is to provide employees with a general description of their

FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by the law. Alpert JFS/Levine JRFS will not interfere with, restrain or deny the exercise of any right provided under the Family and Medical Leave Act (“FMLA”) or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. Employees may file FMLA complaints with the Department of Labor or bring a private lawsuit.

General Provisions

Family and Medical Leave (“FML”) allows an eligible employee to take up to twelve weeks of *job-and benefit-protected-leave* from work within a twelve-month period to; attend to specific family and medical needs; or for any qualifying exigency arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation; and allows eligible employees to take up to 26 weeks of job-and-benefit protected leave in a single 12-month period to care for a covered service member with a serious injury or illness.

Job-protected leave means that, generally, upon return from FML, the Alpert JFS/Levine JRFS will reinstate an employee to his/her prior position if available or, alternatively, a comparable position for which the employee is qualified.

Benefit-protected leave means that the Alpert JFS/Levine JRFS will maintain coverage for an employee under the group health plan while the employee is on leave. Any share of health premiums normally paid by the employee must continue to be paid by the employee during the FML period. If an employee fails to return from leave, the Alpert JFS/Levine JRFS may recover the health insurance premium it paid for the employee during the FML, unless the failure to return to work is due to the employee’s serious health condition or other circumstances beyond the employee’s control.

Eligibility

Employees are eligible for FMLA leave if they:

1. Have worked for the agency for at least 12 months in the last 7 years
 2. Have worked at least 1,250 hours for the company during the 12 calendar months immediately preceding the request for leave; *and*
 3. Are employed at a work site that has 50 or more employees within a 75-mile radius.
- Employees with any questions about their eligibility for FMLA leave should contact the HR department for more information.

Leave Purposes - When Leave Can Be Taken

Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any “rolling” 12-month period, measured backward from the date of any leave for one of the following reasons:

1. To care for the employee’s son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent (“covered relation”) with a serious health condition;
4. For incapacity due to the employee’s pregnancy, prenatal medical or child birth; *or*
5. Because of the employee’s own serious health condition that renders the employee unable to perform an essential function of his or her position.

When leave is taken, Alpert JFS/Levine JRFS will first substitute for unpaid leave any accrued paid leave (*e.g.*, sick leave, vacation leave), which will be charged against the employee’s outstanding unpaid medical leave entitlement. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the agency’s normal leave policy.

Married couples. In cases where a married couple is employed by the same company, the two spouses together may take a *combined total* of 12 weeks’ leave during any 12-month period for reasons 1 and 2, or to care for an employee’s parent with a serious health condition.

Military Family Leave

There are two types of Military Family Leave available.

1. Qualifying exigency leave. Employees meeting the eligibility requirements described above maybe entitled to use up to 12 weeks of their Basic FMLA unpaid leave entitlement during any “rolling” 12-month period, measured backward from the date of any leave to address certain qualifying exigencies.

Leave may be used if the employee’s spouse, son, or daughter, or parent who is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.)

Qualifying exigencies are available to a family member of a military member in the National Guard or Reserves , and also to eligible families of any member of the Armed Forces who is on active duty in a foreign county or is called to active duty in a foreign country and may include:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events
- Arranging for alternative childcare
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the service member (up to 5 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member’s active duty status)
- Other activities arising out of the service member’s active duty or call to active duty and agreed

upon by the agency and the employee.

2. Leave to care for a covered service member. There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave (an eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member) to take up to a total of 26 weeks of unpaid leave to care for a ***covered service member*** during a ***single 12-month period***. (Next of kin is defined as the closest blood relative of the injured or recovering service member.)

A ***covered service member*** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a ***serious health condition***; or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

A ***serious injury or illness*** for a member of the armed forces (including a member of the National Guard or Reserves) is one that was incurred by a service member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating; or for a veteran who was a covered service member of the Armed Forces (including a member of the National Guard or Reserves), is one that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

The ***single 12-month period*** for this type of leave begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the employer for other types of FMLA leave. An eligible employee is limited to a ***combined total*** of 26 workweeks of leave for any FMLA-qualifying reason during the ***single 12 month*** period.

Married Couples. When both husband and wife work for the same employer, the aggregate amount of leave that can be taken by the husband and wife is 26 weeks in a single 12-month period, if the leave is to care for a covered service member with a serious injury or illness.

Pay, Benefits, and Protections During FMLA Leave

Leave is unpaid. Family medical leave is unpaid leave (although employees may be eligible for short- or long-term disability payments and/or workers' compensation benefits under those insurance plans).

Substitution of paid time off for unpaid leave. If an employee does not choose to substitute accrued paid leave, the employer may require the employee to substitute accrued paid leave for unpaid FMLA leave, as determined by the terms and conditions of the employer's normal leave policy.

If an employee requests leave because of birth, adoption, or foster care placement of a child, any accrued paid vacation *[personal leave or sick leave]* first will be substituted for unpaid family/medical leave.

If an employee requests leave because of the employee's own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid vacation *[personal leave or sick leave]* first will be substituted for any unpaid family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's salary. An employee's family medical leave runs concurrently with other types of leave, i.e., paid vacation.

For leave taken for a qualifying need, an employee may elect or the employer may require substitution of paid personal, vacation, or sick leave time for unpaid FMLA leave. The same rules apply as if the employee took FMLA leave to care for a family member with a serious health condition or for the birth or placement of a child.

For leave to care for a seriously injured or ill family member in the military an employee may substitute paid personal, vacation, or sick leave time for unpaid FMLA leave. The same rules apply as if the employee took leave for his or her own serious health condition. The employer will not provide paid sick leave in any situation in which the employer would not normally provide any such paid leave.

Medical and other benefits. During an approved family medical leave, the agency will maintain the employee's health benefits as if the employee continued to be actively employed. If paid leave is substituted for unpaid family medical leave, the agency will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium.

An employee's healthcare coverage will cease if the employee's premium payment is more than 30 days late. If the payment is more than 15 days late, the agency will send the employee a letter to this effect. If the agency does not receive the co-payment within 15 days after the date of that letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the agency for the cost of the premiums paid by the agency for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments,

the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work. The agency decides what, if any, other benefits will continue to accrue during leave periods. There is no obligation to continue to provide or accrue any benefits other than health care under FMLA.

Intermittent And Reduced-Schedule Leave

Leave because of a serious health condition, or either type of family military leave may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday) if medically necessary. If leave is unpaid, the agency will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on a planned intermittent or reduced-schedule leave, the agency may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits (but not equivalent duties).

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

The employee will be required to provide Certification of Health Care Provider that intermittent leave is medically necessary.

Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

How To Request FMLA – Employee Responsibilities

If the need to use FMLA leave is foreseeable, the employee must give the agency at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

Whenever possible, requests for FMLA leave should be submitted to Human Resource using the Request for Family/Medical Leave form available from Human Resources. The Human Resources Director submits the request to the PEO.

When submitting a request for leave, the employee must provide sufficient information for the agency to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave.

Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the agency if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also will be required to provide a certification and periodic recertification supporting the need for leave. An employee's failure to return from leave, or failure to contact his/her supervisor on his/her scheduled date of return, will be considered a voluntary resignation.

Employer Responsibilities

When an employee requests leave, the agency will inform the employee within five business days, whether he or she is eligible under the FMLA. If the employee is, the employee will be given a written notice that includes details on any additional information he or she will be required to provide. If the employee is not eligible under the FMLA, the agency will provide the employee with a written notice indicating the reason for ineligibility.

If leave will be designated as FMLA-protected, the agency will inform the employee in writing generally within five business days, and provide information on the amount of leave that will be counted against the employee's 12 or 26 week entitlement.

Medical certification

If the employee is requesting leave because of the employee's own or a covered relation's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification.

Employees may obtain Medical Certification forms from the Human Resources department. When the employee requests leave, the agency will notify the employee of the requirement for medical certification and when it is due (no more than 15 days after the employee requests leave).

If the employee provides at least 30 days' notice of medical leave, he or she should also provide the medical certification before leave begins.

Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The agency, at its expense, may require an examination by a second healthcare provider designated by the agency, (for basic FMLA leave, not military FMLA leave), if it reasonably doubts the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, the agency, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

The agency may require subsequent medical recertification (for basic FMLA leave, not military FMLA leave) for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the agency may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. Failure to provide requested certification

within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided.

Reporting While On Leave

If an employee takes leave because of the employee's own serious health condition or to care for a covered relation, the employee must contact the agency on the first and third Tuesday of each month regarding the status of the condition and his or her intention to return to work. In addition, the employee must give notice as soon as practicable (within 2 business days, if feasible) if the dates of the leave change, are extended, or were unknown initially.

Exemption For Highly Compensated Employees

Highly compensated employees (i.e., highest-paid 10 percent of employees at a worksite or within a 75-mile radius of that worksite) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the agency. (This fact-specific determination will be made by the agency on a case-by-case basis.) The agency will notify employees if they qualify as "highly compensated" employees if the agency intends to deny reinstatement, and of employees' rights in such instances. **Substitution of paid time off for unpaid leave.** If an employee does not choose to substitute accrued paid leave, the employer may require the employee to substitute accrued paid leave for unpaid FMLA leave, as determined by the terms and conditions of the employer's normal leave policy.

If an employee requests leave because of birth, adoption, or foster care placement of a child, any accrued paid vacation [personal leave or sick leave] first will be substituted for unpaid family/medical leave.

If an employee requests leave because of the employee's own serious health condition, or to care for a covered relation with a serious health condition, any accrued paid vacation [*personal leave or sick leave*] first will be substituted for any unpaid family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's salary. An employee's family medical leave runs concurrently with other types of leave, i.e., paid vacation.

For leave taken for a qualifying exigency, an employee may elect or the employer may require substitution of paid personal, vacation, or sick leave time for unpaid FMLA leave. The same rules apply as if the employee took FMLA leave to care for a family member with a serious health condition or for the birth or placement of a child.

For leave to care for a seriously injured or ill family member in the military an employee may substitute paid personal, vacation, or sick leave time for unpaid FMLA leave. The same rules apply as if the employee took leave for his or her own serious health condition. The employer will not

provide paid sick leave in any situation in which the employer would not normally provide any such paid leave.

Return from FMLA

An employee is requested to contact his/her supervisor at least two weeks prior to the end of his/her leave to inform the agency of the employee's availability to return to work. The agency will require appropriate medical certification before an employee returns to work, and may also require on-going medical certifications from an employee on leave due to his/her own or a family member's serious health condition. An employee's failure to return from leave, or failure to contact his/her supervisor on his/her scheduled date of return, will be considered a voluntary resignation. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Helpful Definitions

For purposes of the Alpert JFS/Levine JRFS's FML policy, the following **definitions** apply:

1. A **child** is anyone under 18 years who is an employee's biological, adopted, or foster child, stepchild, legal ward, or an adult legally dependent child. This may also include a child for whom the employee has day-to-day responsibility;

2. A **parent** is a biological, foster or adoptive parent, stepparent, legal guardian, or someone who plays or has played the role of parent, but does not include parents-in-law;

3. A **spouse** is anyone recognized as a spouse through a legal marital relationship; and,

4. A "**Serious health condition**" means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**

- Continuing treatment by a health care provider, which includes:

(1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:

- treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**

- one treatment by a health care provider (*i.e.*, an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (*e.g.*, prescription medication, physical therapy); **or**

(2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health

care provider is not necessary for each absence; **or**

(3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**

(4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**

(5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Helpful Definitions Specific to Service member Caregiver Leave

For purposes of the “Alpert JFS/Levine JRFS’s Family Military Leave – Service member Caregiver Leave policy, the following **definitions** apply:

1. **Next of kin of a covered service member** means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.

2. **Son or daughter on active duty or call to active duty status** means the employee’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or call to active duty status, and who is of any age.

3. **Parent of a covered service member** means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

4. **Covered Service member** is both of the following:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

- A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
5. **Veteran** is a person who served in the active military, naval, or air service, and who was discharged or released from such service under the conditions other than dishonorable.

AMERICANS WITH DISABILITIES ACT (ADA) REASONABLE ACCOMMODATION POLICY

Alpert Jewish Family Service/Levine Jewish Residential Service is committed to the fair and equal employment of individuals with disabilities. It is Alpert Jewish Family & Children's Service/Levine Jewish Residential Service's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities ADA (ADA) as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

Disability

"Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job.

Reasonable Accommodation

The agency will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations where a workplace barrier may interfere. A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

There are three types of reasonable accommodations that may be considered:

1. Changes to the job application process so that a qualified applicant with a disability will receive equal consideration for the job opportunity;
2. Modifications to the work environment so that the qualified individual with a disability can perform the essential functions of the job; *or*

3. Adjustments that will allow a qualified individual with a disability to enjoy the same benefits and privileges of employment as other similarly situated employees without disabilities.

Essential Job Functions

For each position, the job description typically will identify essential job functions. The Human Resources Department will generally review job descriptions on a periodic basis to evaluate job functions designated as essential. If there are any questions about the job requirements, they should be directed to your supervisor or manager, or the Human Resources Department.

Requesting a Reasonable Accommodation

An employee with a disability is responsible for requesting an accommodation from the Human Resources Department or his or her supervisor, and providing medical documentation regarding the disability when requested. Once medical documentation is received, the Human Resources Department will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job. Based on this interactive process, a reasonable accommodation will be selected that is most appropriate for both Alpert Jewish Family Service/Levine Jewish Residential Service and the individual employee. While an individual's preference will be considered, Alpert Jewish Family Service/Levine Jewish Residential Service is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for Alpert Jewish Family Service/Levine Jewish Residential Service. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the agency's overall financial resources, the financial resources of the particular facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the organization, and the type of operation.

Safety

All employees are expected to comply with all safety procedures. Alpert Jewish Family Service/Levine Jewish Residential Service will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A direct threat means a significant risk to the health or safety of one's self or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat will be made by the Human Resources Department and will be based on factual, objective evidence. A written copy of the determination will be given to the employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

Confidentiality

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Complaint Procedure

It is the policy of Alpert Jewish Family Service/Levine Jewish Residential Service to prohibit any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported using the harassment complaint procedure. Any employee found to have engaged in retaliation against an employee for making a request for reasonable accommodation under this policy, registering a complaint under this procedure, or for assisting in the investigation of any registered complaint will be subject to immediate disciplinary action up to and including discharge.

Alpert Jewish Family Service/Levine Jewish Residential Service is committed to complying fully with the Americans with Disabilities Act (ADA) as amended and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Alpert Jewish Family Service/Levine Jewish Residential Service is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Alpert Jewish Family Service/Levine Jewish Residential Service will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Alpert Jewish Family Service/Levine Jewish Residential Service is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA as amended and all other applicable federal, state, and local laws.