



Tuesday, June 5, 2018 at 2:00 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614
Call-in: 866-866-2244
Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for March 19, 2018 Governance Committee Meeting (Pg. 2)

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. ACTION ITEMS

- A. Board Officers Recommendation for FY 2018-2019 (Pg. 4) A. Patel
- B. Approval of Updated Employee Handbook (Pg. 5) H. Sovich

IV. DISCUSSION ITEMS

V. ADJOURNMENT

UPCOMING MEETINGS

Board of Directors Meeting- Monday, June 11, 2018 at 3:00 pm

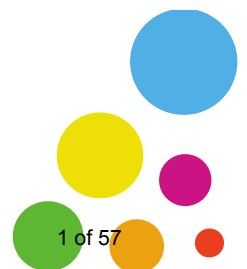
UPCOMING EVENTS

Rule Workshop for New Program Assessment in School Readiness (CLASS)- Monday, June 11, 2018 from 6:00 pm – 7:00 pm at the ELCHC’s Institute for Early Childhood Professionals.

Provider Updates Meeting- Saturday, July 14, 2018 at 9:00 am at Hillsborough Community College (Dale Mabry Campus).

Kid’s Day- Sunday, July 29, 2018 at the Florida State Fairgrounds from 10:00 am - 3:00 pm.

Back to School Fair- Saturday, August 4, 2018 at Westshore Plaza from 10:00 am - 3:00 pm.





GOVERNANCE COMMITTEE

UNAPPROVED MINUTES

Monday, March 19, 2018 at 4:00 pm.
6800 N. Dale Mabry, Suite 134
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Luke Buzard*, Angela Chowning*, Kelley Parris*, and Aakash Patel*

Committee Members Absent:

Dr. Shawn Robinson

ELCHC Staff:

Gordon Gillette and Kelley Minney

Other Attendees:

*Indicates attendance by phone.

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 4:00 pm.

Approval of January 22, 2018 Governance Committee Meeting Minutes.

Luke Buzard made a motion to approve the January 22, 2018 Governance Committee Meeting minutes. Angela Chowning made a second. The motion carried unanimously.

Gordon Gillette, ELCHC Chief Executive Officer, informed the Committee that due to the timing of the statewide meetings in April, that the Board of Director's meeting on April 23, 2018 at 3:00 pm would be moved to April 16, 2018 at 3:30 pm. Mr. Gillette noted that he had attended the Association of Early Learning Coalitions (AELC) meeting on Friday, March 16, 2018 in Jacksonville, Florida.

Chair Patel stated that a welcome reception for Gordon Gillette would immediately follow the Board of Director's meeting on April 16, 2018 at the ELCHC's Institute for Early Childhood Professionals (IECP).

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

There was no Old Business.

ACTION ITEMS

Board Membership Application

Kelley Minney reviewed the recommended revisions to the Board Membership Application:

- 1. Remove gender, age, veteran status, and disability
- 2. Remove ethnicity, if approved by attorney Steve Lee
- 3. Change Statement of Interest to be more specific and make application more direct:
 - a. Include three references,
 - b. Educational background
 - c. Experience working with young children and families
 - d. How the Coalition would benefit from their involvement on the Board
 - e. Which Committees of interest
 - f. Does 5% of income come from early child care

Luke Buzard made a motion to approve the application as stated. Kelley Parris made a second. The motion carried unanimously.

DISCUSSION ITEMS

Board Membership Applicant

Gordon Gillette reviewed an application for new board membership, and stated that the Committee should begin to form a slate of nominees to go before the full board at the June Board meeting.

Board Membership Selection Process

Gordon Gillette recommended that the Committee take a strategic approach to the Board membership selection process, and, with the help of staff, conduct a global analysis of the diversity of current membership to learn where new board applicants could, potentially, fill in the gaps of expertise and experience.

The Committee requested the following action items from staff:

- 1. A general review of current board demographics as they exist.
- 2. A review of Board attendance.

Gordon Gillette stated that he would share his goals and expectations at the next Executive/Finance Committee meeting. Mr. Gillette, added that a strategic planning retreat was scheduled for May 21, 2018, where he would seek feedback on the progress of his 90-day plan.

ADJOURNMENT

Citing no further business, Luke Buzard made a motion to adjourn the meeting at 4:26 pm. a second was made. The motion carried unanimously.

Read and approved by: _____
Lynne T. Hildreth, Secretary **Date**

ELCHC GOVERNANCE COMMITTEE MEETING – June 5, 2018

ACTION

ITEM III.A.

ISSUE: **Board Officers Recommendation for FY 2018-2019**

RECOMMENDED ACTION: Recommend a Slate of Candidates to serve as Officers of the Board of Directors

NARRATIVE:

The Governance Committee has the responsibility of recommending a slate of candidates to serve as officers of the Board of Directors.

Article IV, Section 1 of the ELCHC Bylaws

The Officers of the Corporation shall be a Chair of the Board, a Vice Chair, a Secretary, and a Treasurer and other officers as the Board of Directors may elect.

Article IV. Section 2 of the ELCHC Bylaws

The Officers of the Corporation, other than the Chair shall be elected annually by the Board of Directors at its annual meeting. Each Officer so elected shall hold office for a one-year term or until he or she shall resign, shall be removed or otherwise disqualified to serve.

FY 2017-2018 Officers

Aakash Patel, Chair

Dr. Shawn Robinson, Vice Chair

Lynne Hildreth, Secretary

Joe McElroy, Treasurer

ELCHC GOVERNANCE COMMITTEE MEETING- June 5, 2018

ACTION

ITEM III.B

ISSUE: Approval of Updated Employee Handbook

FISCAL IMPACT: None

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approval of Updated Employee Handbook

NARRATIVE:

The ELCHC Employee Handbook has not been updated since January 3, 2013. Upon review by Human Resources, numerous items require corrections and deletions.

Key topics requiring action:

- Paid Time Off for part-time employees – deleted
- Pre-employment drug testing required- deleted
- Employee Dress Code – updated to more specific attire deemed acceptable/unacceptable
- Tuition Reimbursement Policy – clarified courses acceptable for reimbursement
- Paid Parental Leave – addition – four weeks paid parental leave for mothers and fathers for birth , adoption or foster care of a child
- Updated other numerous subjects for clarity and adherence to Best Practices
- Final Draft reviewed and approved by Attorney Karen Buesing

Updated Employee Handbook is attached.



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

EMPLOYEE HANDBOOK

Early Learning Coalition of Hillsborough County, Inc.
6800 N. Dale Mabry Highway, Suite 158
Tampa, Florida 33614
Phone: (813) 515-2340

EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY

Welcome to the Early Learning Coalition! This handbook is intended to give you a broad summary of information you should know about the Early Learning Coalition of Hillsborough County. The information in this handbook is general in nature; should questions arise, consult your supervisor, Human Resources or the CEO. While we intend to continue the policies, rules and benefits described in this handbook, The Early Learning Coalition, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook at any time. Only Human Resources is authorized to issue interpretations, subject to CEO or Board approval. Please do not hesitate to speak to Human Resources if you have any questions about the Coalition or its personnel practices.

VISION

That all Hillsborough County children grown up in a safe, supportive, and nurturing environment where:

1. Their physical, social, emotional and intellectual health is a primary focus of attention at home and in the community.
2. Their families are supported in ways that promote good parenting.
3. Their families and caregivers are supported in promoting each individual child's well-being and readiness to succeed in school and life.

MISSION

Promoting success for all children and their families through high quality early education services.

STRATEGIC PRIORITIES

- High Quality Early Learning
- Organizational Excellence
- Public Engagement
- Parent Support & Education

VALUES

- Integrity
- Consistency
- Transparency
- Accountability
- Innovation
- Benevolence

This handbook and subsequent updates will be distributed and/or available to all employees.

TABLE OF CONTENTS

GENERAL POLICIES.....	1
POLICY REVIEWS.....	1
ADMINISTRATION.....	1
APPLICABILITY.....	1
EQUAL EMPLOYMENT OPPORTUNITY.....	1
AMERICANS WITH DISABILITIES ACT (ADA) AND REASONABLE ACCOMMODATION	1
COMMITMENT TO DIVERSITY	2
NON-DISCRIMINATION AND HARASSMENT-FREE WORKPLACE	2
COMPLAINT PROCEDURE	3
CONFLICT OF INTEREST, ETHICAL STANDARDS AND POLITICAL ACTIVITY PURPOSE AND APPLICABILITY.....	4
WORKPLACE VIOLENCE PREVENTION.....	6
DRUG-FREE AND ALCOHOL-FREE WORKPLACE	6
TOBACCO-FREE WORKPLACE.....	7
WORKPLACE SAFETY	7
EMERGENCY CLOSINGS.....	8
SOCIAL MEDIA ACCEPTABLE USE	8
EMPLOYMENT OF FAMILY MEMBERS.....	9
WHISTLE BLOWER	10
COMMUNICATION SYSTEM.....	11
COMPUTER SOFTWARE LICENSING	12
OWNERSHIP OF WORK PRODUCTS	12
PASSWORDS	13
ELECTRONIC MAIL/INTERNET MONITORING	13
OUTLOOK CALENDARS	13
INTERNET USE.....	13
VOICEMAIL MONITORING.....	14
ELECTRONIC COMMUNICATIONS.....	14
CHILD ABUSE AND NEGLECT	15
CONFIDENTIALITY	15
MEDIA INTERACTION.....	15
PERSONAL PROPERTY.....	16
VISITORS	16
PARKING	16
CARE OF EQUIPMENT, SUPPLIES AND MATERIALS	16
CONFLICT MANAGEMENT AND RESOLUTION.....	16
EMPLOYEE CLASSIFICATIONS	17
FULL-TIME EMPLOYEES.....	17
PART-TIME EMPLOYEES	17
SEASONAL EMPLOYEES.....	17
NON EXEMPT EMPLOYEES.....	17
EXEMPT EMPLOYEES	17

COMPENSATION	17
PAY PERIODS	17
LONGEVITY PAYMENTS	17
OVERTIME	17
TIME SHEETS.....	18
PROMOTIONS	18
PAY DEDUCTIONS.....	18
DIRECT DEPOSITS	19
GARNISHMENT/CHILD SUPPORT.....	19
EXEMPT EMPLOYEES: AUTHORIZED DEDUCTIONS.....	19
TIME OFF.....	20
PAID TIME OFF.....	20
HOLIDAYS.....	20
BEREAVEMENT LEAVE	21
USERRA – LEAVE OF ABSENCE FOR UNIFORMED SERVICE.....	21
CIVIL AIR PATROL LEAVE.....	22
PAID PARENTAL LEAVE POLICY	22
FAMILY AND MEDICAL LEAVE.....	23
MILITARY CAREGIVER LEAVE	25
AMOUNT OF LEAVE FOR SPOUSES EMPLOYED BY THE ELCHC	26
INTERMITTENT/REDUCED SCHEDULE LEAVE.....	27
EMPLOYEE NOTICE REQUIREMENTS.....	28
NOTICE OF ELIGIBILITY AND NOTICE OF RIGHTS AND RESPONSIBILITIES	29
CERTIFICATION REQUIREMENTS	29
NOTICE OF DESIGNATION OF FMLA LEAVE	30
PERIODIC STATUS REPORTS AND INTENT TO RETURN TO WORK	30
SUBSTITUTION OF PAID LEAVE.....	30
BENEFITS DURING LEAVE	31
JOB REINSTATEMENT	32
ADDITIONAL INFORMATION.....	32
JURY DUTY.....	33
DOMESTIC VIOLENCE LEAVE.....	33
EMPLOYMENT WHILE ON LEAVE.....	35
EMPLOYEE BENEFITS	35
LIFE INSURANCE COVERAGE	35
HEALTH COVERAGE.....	35
DISABILITY COVERAGE	35
DENTAL COVERAGE.....	35
VISION COVERAGE	35
EMPLOYEE ASSISTANCE PROGRAM	36
WORKERS’ COMPENSATION.....	36

COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT).....	36
SUPPLEMENTAL CARE INSURANCE.....	37
RETIREMENT	37
WORKING CONDITIONS	37
SCHEDULED WORK WEEK.....	37
ATTENDANCE AND PUNCTUALITY	37
MEAL BREAK.....	38
FLEXIBLE WORK SCHEDULE.....	38
REIMBURSEMENT OF WORK EXPENSES.....	38
DRESS CODE.....	39
CASUAL DRESS CODE STANDARDS	40
TRAVEL AND MOTOR VEHICLE OPERATION/SAFETY	40
APPOINTMENT AUTHORITY	40
PRE-EMPLOYMENT AND BACKGROUND DOCUMENTS	41
PROVISIONAL STATUS.....	41
EMPLOYEE PERSONNEL RECORDS	41
PERFORMANCE EVALUATION.....	42
DEFINITION AND GENERAL EXPECTATIONS	42
SCHEDULED EVALUATION	42
EVALUATION FORMAT	42
EMPLOYEE EVALUATION PROCESS.....	42
PROFESSIONAL DEVELOPMENT	43
DEFINITION.....	43
CONFERENCE ATTENDANCE AND STAFF DEVELOPMENT ACTIVITIES	43
PROFESSIONAL DEVELOPMENT	43
APPROVED TRAINING INSTITUTIONS	44
TUITION REIMBURSEMENT ELIGIBILITY	44
PROFESSIONAL ORGANIZATION AFFILIATION	44
CORRECTIVE ACTION/SEPARATION.....	44
CORRECTIVE ACTION	44
VOLUNTARY SEPARATION.....	46
EXIT INTERVIEWS.....	46
REFERENCES	46

GENERAL POLICIES

Policy Reviews

The School Readiness Coalition of Hillsborough County, doing business as the Early Learning Coalition of Hillsborough County, Inc. ("ELCHC"), is responsible for the establishment, amendment and/or repeals of personnel policies and shall review such policies, no less frequently than every two fiscal years. The contents of this Employee Handbook (EH) are presented as guidelines for some of the ELCHC's current policies and procedures and they will be changed and updated by the ELCHC, when necessary and at its discretion. The contents are not intended to create a contract between the ELCHC and any employee and do not affect the "at-will" nature of an employee's employment. All employees are employed "at-will," meaning either they or the ELCHC can terminate the employee's employment at any time, with or without reason. All employees must sign an Acknowledgement Receipt form attesting to the receipt of the EH and indicating willingness to comply with all the EH personnel practices.

Administration

The Chief Executive Officer (CEO) is appointed by the ELCHC Board and serves at the Board's pleasure and subject to the provisions of any employment contract. The CEO is responsible for the implementation of the personnel policies, and may delegate authority for specific functions at his/her discretion or as indicated in these policies. Unless otherwise stated, the CEO has the authority to execute all personnel actions authorized in these policies, subject to budgetary constraints and applicable federal and state laws or administrative regulations. The CEO, or his/her designee (referred to hereafter as the "CEO/OHD"), may make an exception to policy, if extraordinary circumstances are present. Employees will be provided with relevant resources, as needed.

Applicability

These personnel policies are applicable all employees and those individuals who have been employed in a position where an offer letter has been executed.

Equal Employment Opportunity

The ELCHC is an Equal Opportunity Employer. The ELCHC maintains and a policy that prohibits discrimination against any employee or applicable for employment because of sex, sexual orientation, gender identity, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law. The ELCHC's policy of equal employment opportunity and nondiscrimination extends to recruitment, employment, advancement and promotion, compensation and benefits administration, training and development, and other personnel actions.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

It is the ELCHC's policy to comply with the Americans with Disabilities Act and Amendments Act. If a qualified individual with a disability needs an accommodation to perform the essential functions of the job, the ELCHC will work with that individual to identify and implement a reasonable accommodation, so long as it does not pose an undue hardship. If you need an accommodation, please contact Human Resources with your request. Please keep in mind that your request may require information from your physician substantiating your disability and the need for an accommodation and information about what accommodation might

enable you to perform the essential functions of the job. To the extent that the ELCHC requests medical information in connection with any request for an accommodation, it is our intention to comply with the Genetic Information Non-Discrimination Act. If you request information from a medical provider to be provided to us, we ask that you include the following notice in your request to the provider: *The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*

Commitment to Diversity

The ELCHC is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in ELCHC policy and the way we do business at ELCHC and is an important principle of sound business management.

Non-Discrimination and Harassment-Free Workplace

Discrimination and harassment based on a characteristic such as sex, sexual orientation, gender identity, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law, are not tolerated by the ELCHC.

It is the ELCHC's policy to provide a work environment free of discrimination and harassment. To that end, discrimination and harassment of the ELCHC's employees by management, supervisors, coworkers, or nonemployees who are in the workplace are absolutely prohibited. Further, it is prohibited to retaliate against anyone for making a good faith complaint of discrimination or harassment, or cooperating in an investigation of a discrimination or harassment complaint. The ELCHC will take all steps necessary to prevent and eliminate discrimination or harassment.

Definition of Unlawful Harassment

"Unlawful harassment" is unwelcome conduct that is based on any protected category where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Unlawful harassment includes, but is not limited to: epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on sex, sexual orientation, gender identity, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law.

Definition of Sexual Harassment

“Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or* Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments
- Inquiries into one’s sexual experiences
- Discussion of one’s sexual activities

All employees should take special note that, as stated above, retaliation against an individual who has made a good faith complaint about sexual harassment, and against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the ELCHC.

In addition, while many unprofessional behaviors may not rise to the level of harassment under the law, they can be as destructive as harassment. Such behavior may include: rude, insulting or demeaning comments or behavior; or threatening, intimidating, coercing or bullying comments, gestures or behavior; or otherwise interfering with the job performance of coworkers or other third parties. Such behavior is a violation of the ELCHC’s policy and will not be tolerated. Employees must be respectful and courteous to one another and third parties, and conduct themselves in a professional and civil manner.

Complaint Procedure

The ELCHC’s policy requires that employees promptly report discrimination and harassment. If you believe you have been the victim of discrimination or harassment, or have witnessed discrimination or harassment, you should immediately notify Human Resources or the CEO/OHD. In addition, the ELCHC encourages you to tell a harasser to stop, and that his or her behavior is unwelcome and offensive. The ELCHC forbids retaliation against employees because they have made a good faith report of discrimination or harassment, or participated in an investigation of a discrimination or harassment complaint.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a good faith complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the ELCHC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflict of Interest, Ethical Standards and Political Activity Purpose and Applicability

The allocation and administration of public funds requires the promotion and maintenance of both the substance and appearance of objectivity and integrity. Employment with the ELCHC obligates the employee to accept certain restrictions on political activities which may not be present with other employers. The provisions of this section are also applicable to all temporary and seasonal employees and contract personnel.

Conflict of Interest and Ethical Standards/Code of Conduct

Employees shall disclose to the CEO/OHD all actual or potential employment, board memberships, appointments or activities which may possibly constitute or reasonably be presumed to constitute a conflict of interest, compromise of objectivity or restrict job performance.

- Employees may not serve on the governing board of any agency or organization, which is an applicant, or recipient of the ELCHC funding.
- Employees shall promptly terminate or decline any employment, Board memberships, appointments or activities deemed by the CEO/OHD to constitute a real or perceived conflict of interest, compromise of objectivity or interference with their ability to perform the duties of their position in a timely and/or efficient fashion.
- If the employee disagrees with the determination of the CEO/OHD he/she may dispute the decision through the normal complaint procedure.
- If at any time an employee engaged in a previously approved employment, board membership, appointment or activity becomes aware of any change in the circumstances and/or conditions which justified the original approval of the activity or any new condition or circumstance that may constitute or give rise to the perception of conflict of interest or compromise of integrity, the employee shall immediately notify the CEO/OHD. The CEO/OHD shall then review the situation to re-determine the appropriateness of the employee's continued involvement.
- The ELCHC expects its employees to observe the highest standards of business ethics. The ELCHC wants to avoid any perceptions of conflicts, as well as actual conflicts. Employees will exhibit honesty and integrity in their actions with internal and external persons with whom they interact.
- No employee should take any action on behalf of the ELCHC that they know, or reasonably should know, violates any applicable law or regulation. This obviously includes such activities as bribery, kickbacks, making false statements and misrepresentations.

- The ELCHC prohibits all employees and their family members from accepting or giving gifts, gratuities, or entertainment from individuals and firms, with whom the ELCHC does business.
- Employees are expected to avoid any investment or ownership, directly or indirectly, of a substantial interest in a customer, subcontractor, supplier or other service firm that or might be doing business with or in competition with the ELCHC, or with a present or prospective ELCHC customer. A “substantial interest” is one that will or might be significant or of relevance to any ELCHC transaction or its results, or can at any time be so perceived. Whether an ownership is “substantial” depends upon all circumstances, and will most likely be determined retrospectively. Therefore, full disclosure and advance request for interpretation as provided under the “implementation” provisions of this policy is strongly encouraged in all cases. Such disclosure will, in most cases, eliminate any actual or potential conflict of interest or policy deviation.
- Serving as an officer, director, employee, committee member, agent or representative to or consultant of any company, firm or business other than the ELCHC must never be undertaken when such service conflicts with the ELCHC’s interests, or detracts from or infringes in a significant way on the employee’s time or responsibilities with the ELCHC, or is with an organization that is a vendor to or provider with the ELCHC.
- Equipment, material, and supplies purchased are for ELCHC business purposes only. Using or diverting the ELCHC’s know-how, internal information, equipment, materials, supplies or the time and services of its personnel for any purpose not compatible with the ELCHC’s best interests is prohibited.
- An employee’s relative who has a financial interest in an entity that does business with the ELCHC, or is an officer, director, employee, committee member, agent or representative of such entity may be a conflict of interest. For the purpose of this section, an “employee’s relative” means: father; mother; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; spouse; grandfather; grandmother; great uncle; great aunt; 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; or half-sister. Employees should avoid such conflicts of interest. If such a relationship exists, or if at any time it is discovered that such a relationship exists, immediately complete the “Conflict of Interest Information Form,” so it can be forwarded to both the CEO/OHD and Board Chair. A Conflict of Interest Information Form can be obtained from supervisors. Failure to submit this form can result in disciplinary action, up to and including termination.

Conflicts of interest may arise in situations where personal relationships between employees may represent an appearance of favoritism or lack of objectivity. Where two employees are related or become involved in a relationship that may trigger these concerns, the ELCHC may take steps to eliminate the conflict. The relationship that may raise these concerns should be reported to the CEO/OHD and/or Human Resources. Such steps may involve transfer or reassignment so that the employees involved are not in the same department and/or do not share any type of reporting relationship or chain of command, or in some circumstances, termination.

Political Activities

Employees of the ELCHC are subject to all Florida statutes applicable to political activity by government-funded employees. Knowledge of, and compliance with, applicable statutes is the responsibility of the individual employee whether or not such information is made available to them by the ELCHC. Employees should be as aware of the importance of the appearance of objectivity, neutrality and non-partisanship as its substance in the exercise of their legal and political rights. Employees shall advise the CEO/OHD of their intention to declare candidacy for a political office or assume a leadership role in any political campaign. The employee shall also indicate the steps that he/she will take to assure that this activity does not conflict with assigned job responsibilities at the ELCHC.

Workplace Violence Prevention

The ELCHC is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at ELCHC-sponsored functions.

All ELCHC employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or Human Resources. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the ELCHC, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Drug-Free and Alcohol-Free Workplace

It is the policy of the ELCHC to maintain a drug and alcohol-free work environment that is safe and productive for employees and others having business with the ELCHC. The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on ELCHC or client premises or while performing services for the ELCHC is strictly prohibited. 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. The ELCHC also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

The ELCHC reserves the right to conduct random drug-testing and to conduct "Reasonable-suspicion drug testing". "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of our policy based on specific objective facts and reasonable inferences. Among other things, such facts and inferences may be based upon:

1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of drug use, provided by a reliable and credible source.
4. Evidence that an individual has tampered with a drug test during his or her employment with the current employer.
5. Information that an employee has caused, contributed to, or been involved in an accident while at work.
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

Any employee who has had a workplace injury must undergo a test for drugs and alcohol. If an injured worker refuses to submit to a test for drugs or alcohol, the employee may forfeit eligibility for medical and indemnity benefits.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law. The ELCHC will not retaliate against any employee who makes a report of any injury suffered at work. Retaliation will not be tolerated, and any employee who believes he or she is being retaliated against for engaging in such conduct must report it to Human Resources and/or a member of the management.

An employee must provide written notification to Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The ELCHC will take appropriate personnel, action up to and including termination, consistent with the law.

Tobacco-Free Workplace

Tobacco use is not allowed in ELCHC buildings or work areas at any time. Tobacco use includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges. Tobacco use is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business. All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to notify medical emergency services.

The ELCHC prohibits the possession of weapons on its property at all times, including ELCHC vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding

pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. To the extent required by Florida law, employees are not prohibited from possessing legally owned firearms within their private vehicles in the parking lot, as long as those firearms remain locked in their private vehicles. However, under no circumstances shall such firearms be brought into the ELCHC or surrounding areas or otherwise brandished or carried on ELCHC property, except solely for lawful defensive purposes. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The ELCHC reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on ELCHC property.

Emergency Closings

The ELCHC will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees and exempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take Paid Time Off.

Approved PTO requests that coincide with emergency closings may not be withdrawn. Employees who are on approved PTO or had taken the day off will have the time off subtracted from their PTO balance as would have occurred if the ELCHC did not close.

Social Media Acceptable Use

The ELCHC encourages employees to share information with co-workers and with those outside the ELCHC for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the ELCHC has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Myspace, among others.

Off-duty Use of Social Media. Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the ELCHC considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Respect. Demonstrate respect for the dignity of the ELCHC, its partners, providers, employees and those we serve. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender. Refrain from posting subject matter that is in conflict with ELCHC values.

Post disclaimers. If an employee identifies himself or herself as an ELCHC employee or discusses matters related to the ELCHC on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the ELCHC 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 ELCHC or the ELCHC's business. Employees must keep in mind that if they post information on a social media site that is in violation of ELCHC policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Do not identify or reference ELCHC partners, providers, vendors or those we serve without express permission of the ELCHC. Employees may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask Human Resources before publishing.

New ideas. Please remember that new ideas related to work or the ELCHC's business belong to the ELCHC. Do not post them on a social media site without the ELCHC's permission.

Links. Employees may provide a link from a social media site to the ELCHC's website during employment (subject to discontinuance at the ELCHC's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the ELCHC's site and to register the site with the ELCHC.

Trademarks and copyrights. Do not use the ELCHC's or others' trademarks on a social media site, or reproduce the ELCHC's or others' material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Employment of Family Members

Family members of current employees generally are considered for employment on the basis of their qualifications. A family member is defined as spouse, parent, stepparent, child, stepchild, daughter-in-law, son-in-law, foster child, brother, stepbrother, sister, stepsister, grandparent or grandchild of either the employee or his/her spouse or any person regularly residing in the employee's household. However, where the hiring or employment of an employee's relative would result in the types of prohibited employment relationships identified below, the ELCHC will not accept or consider such applications for employment.

Prohibited Employment Relationships: The hiring of a family member is prohibited if employment of such an individual would result in the creation of:

- a. A supervisory/subordinate relationship between a family member and an employee:
- b. If a direct supervisory or managerial relationship would be established, family members of a current employee cannot be considered as applicants for an open position.
- c. An actual conflict of interest or the appearance of a conflict of interest: Generally this bars the hiring or employment of an employee's family member in any position that has auditing or control relationship to the employee's job.

Marriages or Relationships between Employees: Employees who marry or establish a close personal relationship may continue in their current positions as long as it does not adversely affect the work environment or create an adverse impact on work performance. If issues arise from such personal relationship, one of the employees may be required to resign.

Enforcement of Policy: All questions and issues relating to an employment of family member situation or concern should be addressed to the CEO/OHD. Employees who become subject to this policy's provisions, due to marriage or commencement of a close personal relationship, must inform their supervisor and/or the CEO/OHD as soon as practical. All decisions and personnel actions taken as a result of this policy must be reviewed and approved by the CEO/OHD. This policy shall apply without regard to sex and without regard to the sexual orientation or gender identity of the participants in a relationship of the kind described. The ELCHC is committed to an equal employment opportunity workforce and seeks to ensure compliance with applicable non-discrimination laws.

Whistle Blower

Employees of the ELCHC, who report certain violations of law or policy, are protected from retaliation by the Whistle-Blower's Act, sections 112.3187-112.3188, Florida Statutes.

- The ELCHC shall not dismiss, discipline, or take any other adverse personnel action against an employee for disclosing information pursuant to the provisions of this policy.
- The ELCHC shall not take any adverse action that affects the rights or interests of an employee in retaliation for the employee's disclosure of information under this policy.
- The provisions of this policy shall not be applicable when an employee discloses information known by the employee to be false.

Nature of Information Disclosed

The information disclosed under this policy must include:

- A violation or suspected violation of a law, policy, rule, or regulation committed by an employee or agent of the ELCHC, which creates and presents a substantial and specific danger to the public's health, safety or welfare: or
- An act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, or gross neglect of duty committed by an employee or agent of the ELCHC.

Written complaints concerning the above must be submitted to the CEO/OHD or Human Resources, who will then conduct or arrange for a prompt investigation. Employees who know of actual, potential or

suspected instances of fraud, program mismanagement, employee misconduct or management abuse in the operation of department programs ELCHC or its agents, may also notify the state Office of the Inspector General, 850-717-8605; whistleblower@oel.myflorida.com.

Employees and Persons Protected

This policy protects employees and persons who disclose information on their own initiative in a written and signed complaint; who are requested to participate in an investigation, hearing, or other inquiry conducted by any agency or federal government entity; who refuse to participate in any adverse personnel action prohibited Fla. Stat. § 112.3187; or who file any written complaint to the CEO/OHD. Retaliation will not be tolerated, and any employee who believes he or she is being retaliated against for engaging in such conduct must report it to Human Resources and/or the CEO/OHD.

No remedy or other protection under this policy applies to any person who has committed or intentionally participated in committing the violation or suspected violation for which protection under this policy is being sought.

Communication System

For the purposes of this Policy, the term Communication System is defined as including tools provided in the office setting such as business phones, computers/laptops and faxes and as well as any personal or business handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to I-pads, tablets, cell phones, digital wireless phones, radio phones/walkie-talkies, telephone pagers), personal digital assistants with wireless connection capabilities (PDAs), or other wireless devices. The ELCHC reserves the right to modify or update this policy at any time.

Use of Communication System/Device for Personal Use at Work. While at work, employees are expected to exercise discretion in using both business and personal devices for personal use. Excessive personal calls or other types of communication during the workday, regardless of the system/device used, can interfere with the employee's productivity and be distracting to other employees. Employees should restrict their personal calls or other communication needs during work time and should use personal cell phones and devices (for any reason including direct call, text, social media, or other use) during scheduled break or lunch periods in non-work areas. Other personal calls or communication should be made during non-work time whenever possible and employees should ensure that their family members and friends are instructed of this policy. The ELCHC is not liable for the loss or damage to and/or loss of cell phones or other personal devices brought to the workplace.

To ensure the effectiveness of meetings, employees are asked to silence all personal cell phones or other communication devices or, if possible, leave them at their desk. If the need arises to accept a call during a meeting, please exit the meeting space to answer the call to minimize disrupting the meeting.

Guidelines for Compliance

- Employees should limit personal communication (regardless of the system/device) to approved break or lunch times to the maximum extent possible.

- Frequent or lengthy personal phone or device use is not acceptable as it may adversely affect the employee's productivity and disturb others.
- Employees are encouraged to use common sense when making or receiving personal phone calls at work. For example, employees should speak quietly, keep calls very short and reserve personal or intimate details for non-work hours.
- Business phone use and personal cell phone use, even when permitted, must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability). Business phone use must always follow good customer service guidelines.
- Personal cell phones generally should not be used for business-related purposes.
- Employees should turn off personal cell phone ringers or change ringers to "mute" or "vibrate" during work hours.
- The use of cameras and/or recording devices on cell phones or other electronic devices for personal use during working time is prohibited to protect the privacy of the employer as well as of fellow employees.
- The ELCHC recognizes that cell phones have become an integral part of everyone's lives and do permit employees to bring their cell phones to work. All employees are expected to exercise good judgement when using personal cell phones.

Disciplinary Consequences. The ELCHC retains the right to monitor employees for excessive or inappropriate use of communication systems. If it is discovered that an employee's communication system/device usage causes a decline in productivity, disrupts the work environment or interferes with others, the employee may face disciplinary action up to and including termination.

Computer Software Licensing

The ELCHC purchases or licenses the use of various computer software programs. Neither the ELCHC nor any of the ELCHC's employees have the right to duplicate computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to 5 years in prison. The ELCHC does not condone the illegal duplication of software. Employees must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well. Employees learning of any misuse of software or related documentation within the ELCHC shall notify management. Employees, who reproduce, acquire or use unauthorized copies of computer software, will be subject to discipline, up to and including termination. Even if legally obtained and fully licensed, no software or program may be installed on ELCHC computers without the express consent of the ELCHC network administrator.

Ownership of Work Products

All work created, received or stored on ELCHC computers or computer systems, including drawings and documents, is property of the ELCHC (or the funding source) and is protected by federal copyright law. Such work product may not be taken or transferred from ELCHC premises or ELCHC computers except for the ELCHC's benefit. No employee may delete work product or programs without permission from the CEO/OHD.

Passwords

All ELCHC user passwords (e-mail, voice-mail, documents) should never be disclosed to anyone and are to be made available to the employees' supervisor.

Electronic Mail/Internet Monitoring

All email communications are subject to Florida's Government in the Sunshine Laws and considered public records. The ELCHC recognizes the employees' need to be able to communicate efficiently with fellow employees. The e-mail system is for business use. Employees are prohibited from displaying or transmitting sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging of others. Any employee, supervisor or agent of the ELCHC who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination. Employees should use good judgment in relying solely on emails, when it may be more appropriate to discuss subject matters on a face-to-face basis with their co-workers and/or other stakeholders.

Outlook Calendars

All ELCHC employees are required to maintain their Outlook calendar. This serves a variety of purposes ranging from timesheet reporting and approval, PTO tracking, scheduling meeting times, time and travel reimbursement reviews.

Internet Use

Use of chat rooms, games, travel pages, shopping, stock trading, hate/discrimination sites, pornography sites, instant messaging, and viewing of all other non-work related websites is an inappropriate activity during the work day or work time. Employees involved in these activities are subject to disciplinary action up to and including dismissal.

- The ELCHC is committed to maintaining a work environment free of harassment. In keeping with this commitment, the ELCHC will not tolerate the inappropriate use or downloading of any materials that are discriminatory, defamatory, harassing, insulting, offensive, pornographic or obscene.
- It is prohibited for anyone to copy or send to unauthorized persons any confidential or proprietary information, and/or to use or copy software protected by copyright and other laws protecting intellectual property. It is prohibited for any unauthorized staff member to gain access to any other staff member's electronic communications.
- Employees should not expect their email communications or use of ELCHC computer information systems to be confidential or private.
- Employees shall not use unauthorized codes or passwords to gain access to others' files. All ELCHC e-mail passwords must be made available to ELCHC management at all times. The ELCHC reserves the right to review any files, messages or communications sent, received, or stored on the ELCHC's computer system.
- Employees violating this policy are subject to discipline, up to and including termination of employment. Employees using the ELCHC's computer system for defamatory, illegal, or fraudulent purposes are also subject to civil liability and criminal prosecution.

Voicemail Monitoring

It is recognized that employees' need to be able to communicate efficiently with our partners, providers, vendors, those we serve, and fellow employees. Therefore, a voice mail system is available to facilitate the transmittal of business-related information. The voice mail system is for business use only. The use of the ELCHC's voice mail system for personal communications or for non-job related solicitations including, but not limited to, religious or political causes, is strictly prohibited. Employees also are prohibited from transmitting sexually explicit messages, ethnic slurs, racial epithets or anything, that could be construed as harassment or disparaging of others.

- All messages are ELCHC records. Employees should have no expectation of privacy in connection with voice mail messages. Management reserves the right to enter, search and/or monitor the private ELCHC voice mail system and the voice mail of any employee without advance notice and consistent with applicable laws.
- For effective customer service purposes, employees should utilize the "out-of-office assistant" or "call forwarding" features when absent from the office for 1 or more days. The messages should include the name and phone number of a "back-up staff," designated by their supervisor, to be contacted for urgent matters.
- Violation of this policy may result in disciplinary action, up to and including termination.

Electronic Communications

All electronic communications are considered public records and must adhere to the following guidelines:

- Any use of the ELCHC's name or service marks outside of the course of an employee's employment without the express authorization of the CEO/OHD and board chair is prohibited.
- Under no circumstances will an employee post to or otherwise make available on the internet, directly or indirectly, ELCHC information of a confidential, sensitive or otherwise proprietary nature;
- The ELCHC's e-mail system may not be used for distribution of proprietary confidential or non-public information to persons or entities outside the ELCHC.
- Internet e-mail communications concerning sensitive, confidential or proprietary ELCHC information must always be limited to only those who have a work-related need to know the information;
- All postings to the internet via ELCHC's computer system must comply with the ELCHC's internet use policy. Employees should not use the ELCHC's electronic communications systems to express personal opinions relating to the ELCHC on the internet as such communications may imply that the ELCHC endorses the message. Employees, who on their own time and via their own computer, wish to express personal opinions regarding the ELCHC, should be wary of the danger that such opinions may imply inappropriate access to and dissemination of confidential, sensitive or proprietary information. Opinions concerning the ELCHC that are expressed should clearly indicate that they do not reflect the opinion of the ELCHC, its officers or management;
- All employees are personally accountable for messages and internet postings that they originate or forward using the ELCHC's electronic communications systems. Misrepresentations, obscuring, suppressing, or replacing an employ's identity on

communication systems is prohibited. Creating or constructing electronic communications so they appear to be from someone else is prohibited.

Child Abuse and Neglect

The ELCHC will abide by the Florida Department of Children and Families, or any successive authorities, guidelines as to reporting procedures of child abuse and neglect. The Child Abuse and Neglect Policy of the State of Florida is outlined in the state's published website, at <http://www.myflfamilies.com/service-programs/abuse-hotline/frequently-asked-questions> and is required reading for all staff members.

Every employee of the ELCHC must strictly follow Florida Department of Children and Families guidelines for reporting abuse and neglect. No exceptions to this policy are permitted.

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the DCF.

All reports are considered confidential and access to reports is limited by specific Florida Statutes criteria. A list of occupations is specified in the Florida Law as mandatory reporters. A mandatory reporter's name is maintained on a confidential basis.

Reporters are required to contact the Florida Abuse Hotline when there is reasonable suspicion. Telephone 1 (800) 962-2873 Fax 1 (800) 914-0004 TDD 1 (800) 453-5145

Florida state laws are specific regarding child and vulnerable adult abuse and neglect. Every employee is responsible for having knowledge of and reading the following document located at <http://www.dcf.state.fl.us/abuse/definitions.shtml>. This document answers detailed questions regarding the State of Florida's legal criteria and reporting procedures.

Confidentiality

The ELCHC operates in accordance with the Government-in-the-Sunshine Law. However, records of a child enrolled in the Voluntary Prekindergarten Education Program or the School Readiness Program held by the ELCHC are confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. For purposes of this section, such records include assessment data, health data, records of teacher observations, and personal identifying information of an enrolled child and his or her parent.

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the ELCHC. Employees unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including termination, for knowingly or unknowingly revealing information of a confidential nature.

Media Interaction

The ELCHC seeks a strong relationship with the media. Effective communications with the media are critical to the ELCHC's ability to carry out its mission and promote continued support. To maintain this relationship and to ensure productive interactions, all media calls should be forwarded to the Communications Team. In the event that the Communications Team is unavailable, media calls should be directed to the CEO/OHD or Human Resources.

Personal Property

The ELCHC is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables, should not be left in areas where theft might occur.

Visitors

No visitors shall be allowed in areas other than the lobby, unless accompanied by a staff member and are never allowed in any part of the office after hours. Employees cannot enter the premises outside normal working hours without the prior consent of their supervisor.

Parking

The ELCHC is not responsible for loss, damage or theft of employees' vehicle or its contents. Lock vehicle doors when parking and do not leave valuables in a vehicle.

Care of Equipment, Supplies and Materials

Employees are expected to demonstrate proper care when using the ELCHC's property and equipment. No property may be removed from the premises without the proper authorization of management. If an employee loses, breaks or damages any property, it should be reported to their supervisor, at once. Waste and misuse, even in small ways, can be costly when a large number of people are involved. All employees should be as conservative and resourceful with ELCHC supplies and materials.

Conflict Management and Resolution

The ELCHC respects and acknowledges misunderstandings and frustrations may arise in the workplace. The ELCHC will seek a resolution that embodies principles of equality, respect and accessibility. Should a conflict in the workplace arise, employees are encouraged to pursue discussion of their work-related concerns with their supervisor(s) and/or Human Resources. If you observe conduct that you believe to be wrongful, you are to report the matter to the Human Resources Manager. Any allegations of harassment or discrimination must be reported to the Human Resources Manager or the CEO/OHD.

The ELCHC expects employees to conduct business according to the highest ethical standards of conduct. Any employee who believes that the ELCHC is engaging in any activity that is in violation of a law, rule or regulation should report his or her concerns to either the Human Resources Manager or the CEO/OHD immediately. Employee complaints will be thoroughly investigated and will be handled as discreetly as possible. Any person electing to utilize this complaint resolution procedure will be treated courteously, and the complaint will be handled as swiftly as possible.

No retaliatory action will be taken against any employee because the employee in good faith: has disclosed or threatened to disclose to any appropriate governmental agency any activity, policy, or practice of the

ELCHC that is in violation of a law, rule or regulation; has provided information to or testified before an appropriate government agency or entity conducting an investigation or inquiry into any alleged violation; or has objected to or refused to participate in any activity, policy or practice of the ELCHC which is in violation of a law, rule or regulation. Retaliation will not be tolerated, and any employee who believes he or she is being retaliated against for engaging in such conduct must report it to the Human Resources Manager or the CEO/OHD.

EMPLOYEE CLASSIFICATIONS

Full-Time Employees: Regularly scheduled work periods are 37.5 hours per week. Any employee, who has been duly appointed by the CEO/OHD and satisfactorily completed a provisional employment period.

Part-Time Employees: Regularly scheduled work periods not to exceed 29 hours per week. Applicable federal, state and local statutes and regulations cover part-time employees, but they are not eligible for employee benefits established by the ELCHC.

Seasonal Employees: An employee hired into a position for which the customary annual employment is 6 months or less. Applicable federal, state and local statutes and regulations cover seasonal employees. However, they are not eligible for other employee benefits established by the ELCHC.

Non-Exempt Employees: Those employees who do not fall within one of the recognized exemptions of the Fair Labor Standards Act.

Exempt Employees: Those employees who are compensated on a salary basis and fall within one or more of the recognized exemptions under the Fair Labor Standards Act.

COMPENSATION

Pay Periods. Employees are currently paid bi-weekly (every 2 weeks). Compensation decisions are generally made annually in connection with the budget approval process. Other adjustments may be made from time to time in the discretion of the CEO/CFO in accordance with the changes in employee roles or duties.

Longevity Payments

It is the policy of the ELCHC that tenure of a fulltime employee who continues to exemplify a solid performance should be recognized in one-time only monetary and non-monetary ways. The ELCHC may award longevity payments to eligible fulltime employees to recognize their contributions to the organization. Employees who have completed at least:

- 10 years of employment shall be eligible for a longevity payment of \$500.00
- 15 years of employment shall be eligible for a longevity payment of \$1,000.00
- 20 years of employment shall be eligible for a longevity payment of \$1,500.00
- 25 years of employment shall be eligible for a longevity payment of \$2,000.00

Overtime. All non-exempt employees subject to the provisions of the Fair Labor Standards Act shall be compensated for any hours worked in excess of 40 hours in a consecutive seven-day work week at 1.5 times

their normal rate of compensation. Only hours actually worked will be included in the calculation. Paid time off, holiday pay and any other type of compensation will not be included in the calculation of hours for overtime purposes. All overtime must be approved in advance by the employee's immediate supervisor or such other person(s) as the CEO/OHD may authorize. Non-exempt employees who work more than 40 hours in a workweek without prior written authorization will be paid overtime for such time, but will be subject to discipline, up to and including termination of employment. **All hours worked must be recorded.** Employees are never permitted to work off-the-clock.

Time Sheets. For reporting and allocation purposes, all employees must submit a timesheet. Recording time worked accurately is the responsibility of every employee. Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. Non-exempt employees are not permitted to begin work before their scheduled start times, to work through their lunch break, or to work past their regular hours without prior authorization from their supervisor. Overtime work must always be approved by the employees' supervisor, 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. It is the employee's responsibility to sign their timesheet to certify the accuracy of all time recorded. The supervisor will review and sign the timesheet before submitting for payroll processing.

A reminder will be distributed, indicating the due date for submitting completed timesheet. From time to time the due date may change due to holidays. Employees are responsible for submitting a completed timesheet if on PTO or out of the office. Failure to complete could result in a delayed paycheck. When reporting PTO time, employees must report in .25 hour increments.

There may be an occasion where the CEO/OHD determines that the office will be closed due to an emergency situation, or other reason, for all or part of the day. Employees who were scheduled to work during that time may record their normal work hours as "Administrative Leave" on their timesheet. Employees who are not scheduled to work due to their work schedule or PTO time should not include those hours as Administrative Leave. Jury Duty should be recorded as Administrative Leave.

Promotions

Employees may be provided opportunities for advancement through promotion to a position of greater responsibility when such promotional opportunities are in the best interests of ELCHC. Movement to another position is considered a promotion when the new position requires a significant increase in responsibilities and skills.

Upon receipt of an internal candidate's written application for a position, the hiring supervisor must inform the candidate's existing immediate supervisor of the employee's interest.

Pay Deductions

The ELCHC is required by law to make certain deductions from an employee's pay each pay period. Such deductions typically include federal income taxes, Social Security and Medicare. Once eligible, voluntary deductions for health care and the like can be made after an employee completes the necessary

authorization forms. All deductions are listed on the paycheck stub. Employees will receive W-2 form (Wage and Tax Statement), totaling all their statutory deductions, according to IRS rules.

Direct Deposits

Employees pay will be deposited directly into their bank account through the ELCHC's direct-deposit program. Employees must complete and sign a direct deposit authorization form.

Garnishment/Child Support

When an employee's wages are garnished by a court order, the ELCHC is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The ELCHC will honor federal and state guidelines, protecting a certain amount of an employee's income from being subject to garnishment. Deductions for federal, state and city tax liens also can be made by the ELCHC without prior employee authorization. Employees will be notified when deductions are taken.

Exempt Employees: Authorized Deductions

The values the hard work and dedication of our exempt employees. Subject to the exceptions provided below, an exempt employee will receive the full salary for any week in which the employee performs any work without regard to the number of days or hours worked. Exempt employees need not be paid for any workweek in which they perform no work.

Exceptions. Deductions from pay are allowed under the following exceptions:

1. The ELCHC is not required to pay the full salary in the initial or last week of employment. The will pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment.
2. When an exempt employee takes unpaid leave under the Family and Medical Leave Act, the will pay a proportionate part of the full salary for time actually worked. The ELCHC is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.
3. Deductions from pay may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents) in accordance with our workers' compensation, leave of absence and/or other written policies or practices. The ELCHC is not required to pay any portion of an employee's salary for full day absences for which the employee receives compensation under disability, workers' compensation or other plans, policies or practices. Deductions for such full day absences also may be made before the employee has qualified under the plan, policy or practice, and after the employee has exhausted the leave allowance thereunder.
4. The ELCHC will not make deductions from pay for absences of an exempt employee due to jury duty, attendance as a witness or temporary military leave. However, the ELCHC may offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due that week.
5. Deductions from pay of exempt employees may be made for penalties imposed in good faith for infractions of safety rules of major significance, or for infractions of workplace conduct rules set forth in a written policy that applies to all employees.
6. Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.

If an employee believes that an improper deduction was made from his/her salary, he/she should immediately notify Human Resources. The ELCHC will reimburse the employee for any improper deductions and will take steps to ensure that the improper deduction does not re-occur.

TIME OFF

Paid Time Off

Paid Time Off (PTO) combines annual leave and sick leave, in an effort to better accommodate individual employee needs and is available to eligible full-time employees to provide opportunities for rest, relaxation and personal pursuits. It is the employee’s responsibility to maintain reasonable PTO in the event of illness. An employee with no available PTO must obtain prior written authorization from his/her supervisor before taking any time off. In the event an employee has to take time off and there is no PTO remaining, paychecks will be adjusted to reflect earnings for actual time worked. PTO begins accruing upon employment; accrual is not subject to completion of the probationary period. However, PTO may not be taken during the first 90 days of employment for purposes other than illness.

Full-time employees are eligible to accrue PTO, as indicated in the following table:

Years of Service	Maximum Paid Time Off (PTO)	Accrual Rate for Full-Time Employees (Per Pay Period)
Less than 3 years	20 days	5.769 Hours
3-5 Years	25 days	7.212 Hours
6-10 years	30 days	8.654 Hours
11-14 years	35 days	10.096 Hours
15+ years	40 days	11.538 Hours

All employees are required to use a minimum of 37.5 hours of PTO per year. Each employee is subject to maximum PTO balance, which is the sum of the PTO carried over from the prior calendar year and the applicable maximum PTO noted on the above chart. Unless otherwise negotiated, any employee who ceases to be employed by the ELCHC will be eligible for payout of accrued PTO up to a maximum of 300 hours.

Employees should request planned leave, in writing, from their supervisors, no less than two weeks in advance of the requested time off. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Employees unable to report to work due to illness, must telephone, email their supervisor prior to the scheduled start time, in order to be eligible for PTO. If their supervisor is unavailable when called, leave a message for them and report the absence to Human Resources.

Holidays

The ELCHC observes the following 10 holidays for which fulltime employees will be paid:

- New Year's Eve Day
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

If a holiday falls on Saturday, the holiday will be observed the Friday before the holiday. If a holiday falls on Sunday, the holiday will be observed on the Monday after the holiday.

Bereavement Leave. Any employee shall be granted up to 3 full work days paid leave to attend the funeral of a family member (as defined on page 13).

USERRA – Leave of Absence for Uniformed Service

The ELCHC complies with the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) which protects the job rights of individuals who voluntarily or involuntarily leave employment positions to perform service in the uniformed service, as defined under USERRA. Persons entitled to benefits under USERRA have the right to be re-employed when they leave employment with the ELCHC to perform service in the uniformed services if they: (1) ensure that the ELCHC receives advance written or verbal notice of their service; (2) have five years or less of cumulative service in the uniformed service while with the ELCHC; (3) return to work or apply for reemployment in a timely manner after conclusion of service; and (4) have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If such persons are eligible for reemployment, the ELCHC will restore them to the job and benefits they would have attained had they not been absent due to military service or, in some cases, a comparable job.

Anyone who (1) is a past or present member of the uniformed service; (2) has applied for membership in the uniformed service; or (3) is obligated to serve in the uniformed service, will not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment, based on that status. In addition, the ELCHC will not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Employees who leave their jobs to perform military service, have the right to elect to continue existing employer-based health plan coverage for themselves and their dependents for up to 24 months while in the military, with premiums to be paid in accordance with applicable law.

The ELCHC permits employees to take leaves of absence for performance of services in the uniformed service in accordance with applicable law. If you have questions about your entitlement to military leave,

health insurance coverage during the leave, reinstatement rights following the leave, or other issues relating to a military leave of absence, you may contact Human Resources.

Civil Air Patrol Leave

Eligible employees who serve as members of the Florida Wing of the Civil Air Patrol (“Civil Air Patrol member”) will be provided with up to fifteen (15) days of unpaid leave annually to participate in a Civil Air Patrol training or mission. To be eligible, the employee must be a senior member of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification, and must have been employed with the ELCHC for at least ninety (90) days immediately preceding the commencement of leave.

An employee who needs Civil Air Patrol leave must provide his or her supervisor as much notice as possible of the intended dates of the beginning and end of leave. An employee taking leave under this policy may, but is not required to, substitute available PTO for otherwise unpaid leave.

At the completion of leave, the employee must promptly notify the ELCHC of his or her intent to return to work. The ELCHC is not required to allow a Civil Air Patrol member to return to work upon the completion of his or her Civil Air Patrol leave if: (1) the ELCHC’s circumstances have so changed as to make employment impossible or unreasonable; (2) employment would impose an undue hardship on the ELCHC; (3) the employment from which the member takes such leave is for a brief, nonrecurring period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period; or (4) the ELCHC had legally sufficient cause to terminate the member at the time he or she commenced such leave.

An employee who returns to work for the ELCHC following his or her Civil Air Patrol leave is entitled to: (1) the seniority that he or she had on the date his or her leave began and any other rights and benefits available as a result of such seniority; and (2) any additional seniority that the employee would have attained at his or her place of employment if he or she had remained continuously employed and any other rights and benefits available as a result of such seniority.

Paid Parental Leave Policy

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee’s own child or the placement of a child with the employee in connection with adoption or foster care. Paid parental leave is not charged against the employee’s other paid leave benefits, but runs concurrently with FMLA leave. The maximum amount of paid days received is four (4) weeks per event.

If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to FMLA leave if eligible. See Family and Medical Leave policy for additional information.

Seasonal and part-time employees are not eligible for paid parental leave under this policy.

Continuation of Benefits

Health insurance benefits will continue to be provided during this leave under this policy at the same rate as in effect before the leave was taken regardless of length of service, provided the employee has at least one full year of service. Paid leave benefits will continue to accrue.

Requirements for Obtaining Paid Leave

The employee must provide notice of the anticipated leave as soon as possible and in any event at least 30 days in advance (unless a medical situation arises, in which case the employee must provide notice as soon as practicable) to Human Resources, provide appropriate documentation and return to Human Resources.

After the 4 weeks of the paid parental leave have been exhausted, subsequent leave will be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy will run concurrently with FMLA leave. After the paid parental leave is exhausted, the employee is required to apply any other available paid leave, which will also run concurrently with FMLA leave.

Family and Medical Leave

The ELCHC will grant family and medical leave in accordance with the requirements of the Family and Medical Leave Act ("FMLA"). No greater or lesser leave benefits will be granted than those set forth in the FMLA.

Employees must contact Human Resources as soon as they become aware of the need for FMLA leave. Employees will also need to make a written request for FMLA leave to Human Resources. Specific notice requirements for requesting FMLA leave are discussed below.

Employee Eligibility

To be eligible for FMLA benefits, an employee must:

1. Have been employed by the ELCHC for a total of at least 12 months as of the date leave commences;
2. Have worked at least 1,250 hours during the 12 months immediately preceding the start of the requested FMLA leave; and
3. Be employed at a worksite where at least 50 employees are employed by ELCHC within 75 miles of that worksite when the employee give notice of the need for leave.

In determining eligibility for FMLA leave, employees reemployed under the Uniformed Services Employment and Reemployment Rights Act ("USERRA") will be given credit for any months and hours of service he or she would have been employed but for the USERRA-covered service.

Leave Entitlement

Under the FMLA, eligible employees are entitled to receive up to a total of 12 workweeks (or up to 26 workweeks for Military Caregiver Leave) of unpaid leave during a 12-month period.

Eligible employees may use FMLA leave for any one, or more, of the following qualifying reasons:

1. For the birth of the employee's child or to care for the newborn child;
2. For the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job;

5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status) (referred to as "Qualifying Exigency Leave"); and
6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember (referred to as "Military Caregiver Leave").

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider.

For purposes of measuring the 12-month period for FMLA entitlement for numbers one (1) through (5) five, the ELCHC uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. The 12-month period for FMLA leave taken for Military Caregiver Leave, number six (6) above, will be calculated on a going forward basis starting with the first day of leave. The employee's entitlement to leave taken for Military Caregiver Leave will expire at the end of the 12-month period and any unused leave will be forfeited.

An employee's entitlement to leave for a birth or placement of a child under categories numbers one (1) and two (2) expires at the end of the 12-month period beginning on the date of the birth or placement, and any such FMLA leave must be concluded within this one-year period.

The ELCHC may count time taken off for prenatal care and pregnancy complications against the FMLA leave entitlement.

Qualifying Exigency Leave

Eligible employees may take FMLA leave for a qualifying exigency while the employee's spouse, son, daughter, or parent (the "military member" or "member") is on "covered active duty" or call to "covered active duty" status (or has been notified of an impending call or order to covered active duty). "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country. "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10, United States Code.

Qualifying exigencies include:

1. Issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
2. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of a covered military member;
3. Certain childcare and related activities arising from the covered active duty or call to covered active duty status of a military member, such as arranging for alternative childcare, providing

24

childcare on a non-routine, urgent, or immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the covered active duty or call to covered active duty of the military member;

4. Making or updating financial and legal arrangements to address a military member's absence while on covered active duty or call to covered active duty status;
5. Attending counseling provided by someone other than a health care provider, for oneself, the military member, or the child of the military member, the need for which arises from the covered active duty or call to covered active duty status of the military member;
6. Taking up to fifteen (15) calendar days of leave to spend time with a military member who is on short-term temporary, rest and recuperation leave during deployment;
7. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the military member's covered active duty status, and addressing issues arising from the death of a military member while on covered active duty status;
8. To care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty, including arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.
9. To address other events which arise out of the military member's covered active duty or call to covered active duty status provided that the ELCHC and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

Military Caregiver Leave

An employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a "covered servicemember" with a serious injury or illness may take up to a total of 26 weeks of leave during a single 12-month period to care for the servicemember. The 12-month period begins to run on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 weeks of leave for any FMLA-qualifying reason during the 12-month period. However, only 12 of those 26 weeks may be used for a FMLA-qualifying reason other than to care for a covered servicemember. In other words, an employee may take his or her 12 weeks of family and medical leave for the birth of a son or daughter of the employee and in order to care for such son or daughter; for the placement of a son or daughter with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency, and then may take additional time, up to a combined total of 26 weeks of leave, to care for a covered servicemember with a serious injury or illness. For example, an eligible employee may, during the single 12-month period, take 16 workweeks of FMLA leave to care for a covered servicemember and 10 workweeks of FMLA leave to care for a newborn child.

A "covered servicemember" is a current member of the Armed Forces, including a member of the Regular Armed Forces, 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 “covered servicemember” also includes a “covered veteran” who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. A “covered veteran” means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. An eligible employee must commence leave to care for a covered veteran within five years of the veteran’s active duty service, but the single 12-month period may extend beyond the five-year period.

In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, a “serious injury or illness” means an injury or illness that was incurred by the covered servicemember 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 the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

In the case of a covered veteran, a “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is: (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember’s office, grade, rank, or rating; or (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or (iii) a physical or mental condition that substantially impairs the covered veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Amount of Leave for Spouses Employed By the ELCHC

Spouses who are both employed by the ELCHC will be limited to a combined total of 12 workweeks of FMLA leave for:

1. Birth and care of the employee’s newborn child;
2. Placement of a child for adoption or foster care with the employee and to care for the newly placed child; or
3. To care for an employee’s parent who has a serious health condition.

Spouses who are eligible for FMLA leave and are both employed by ELCHC may be limited to a combined total of 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness (Military Caregiver Leave). However, a combined total of no more than 12

workweeks out of the 26 workweeks may be taken by spouses for the birth, adoption, or placement of a child with the couple, or to care for an employee's parent with a serious health condition.

Intermittent/Reduced Schedule Leave

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

Intermittent or reduced schedule leave may be taken when there is a medical need for leave to care for the employee's own serious health condition, to care for the employee's spouse, parent, son, or daughter with a serious health condition, or to care for a covered servicemember with a serious injury or illness, and the medical need can be best accommodated through an intermittent or reduced leave schedule. FMLA leave may also be taken intermittently for a qualifying exigency arising out of the covered active duty status or call to covered active duty of a military member.

Employees needing intermittent or reduced schedule leave for planned medical treatment must work with the ELCHC to schedule the leave so as not to unduly disrupt its operations, subject to the approval of the health care provider.

Leave to care for a newborn or for a newly placed child for adoption or foster care must be taken all at once and may not be taken intermittently or on a reduced leave schedule. This restriction on intermittent leave or a reduced leave schedule does not apply for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.

When an employee takes FMLA leave on an intermittent or reduced leave schedule basis, the ELCHC will account for the leave using an increment no greater than the shortest period of time that the ELCHC uses to account for use of other forms of leave provided that it is not greater than one hour. An employee's FMLA leave entitlement will not be reduced by more than the amount of leave actually taken.

Where it is physically impossible for an employee using intermittent leave or working a reduced leave schedule to commence or end work mid-way through a shift, the entire period that the employee is forced to be absent is designated as FMLA leave and counts against the employee's FMLA entitlement. The period of the physical impossibility is limited to the period during which the ELCHC is unable to permit the employee to work prior to a period of FMLA leave or return the employee to the same or equivalent position due to the physical impossibility after a period of FMLA leave.

Employees needing intermittent or reduced schedule leave must work with the ELCHC to schedule the leave so as not to unduly disrupt its operations, subject to the approval of the health care provider.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee, a family member, or a covered servicemember, including during a period of recovery from the employee's own serious health condition, a serious health condition of a spouse, parent, son, or daughter, or a serious injury or illness of a covered servicemember, the ELCHC may require the employee to transfer temporarily, during the period that the intermittent or

27

reduced leave schedule is required, to an available alternative position for which the employee is qualified, with equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position. When the employee no longer needs to continue the intermittent or reduced leave schedule, the employee will be placed in the same or equivalent job as the job he or she left when the leave commenced.

Employee Notice Requirements

Absent unusual circumstances, employees requesting FMLA leave are required to submit a written request for FMLA leave to Human Resources, setting forth the reasons for the requested leave, the anticipated duration of the leave, and the anticipated start of the leave. Employees giving notice of the need for FMLA leave must explain the reasons for the leave so as to allow the ELCHC to determine that the leave qualifies under the FMLA. If the employee fails to explain the reasons, leave may be denied. Where an employee does not comply with the ELCHC's notice requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

An employee must provide the ELCHC at least 30 days advance notice before FMLA leave is to begin if the need for the leave is *foreseeable* based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. For foreseeable leave due to a qualifying exigency, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

"As soon as practicable" means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day.

When the need for FMLA leave is foreseeable at least 30 days in advance and an employee fails to give timely advance notice with no reasonable excuse, the ELCHC may delay FMLA coverage until 30 days after the date the employee provides notice. When the need for FMLA leave is foreseeable fewer than 30 days in advance and an employee fails to give notice as soon as practicable under the particular facts and circumstances, the ELCHC may delay FMLA coverage depending on the facts of the particular case.

When planning medical treatment, the employee must consult with the ELCHC and make a reasonable effort to schedule the treatment so as not to disrupt unduly the ELCHC's operations, subject to the approval of the health care provider.

Absent unusual circumstances, employees are expected to provide notice of *unforeseeable* FMLA leave in accordance with the ELCHC's regular and customary call-in procedures as outlined in the ELCHC's Attendance and Punctuality Policy. Specifically, employees are expected to call their supervisor at least thirty minutes prior to their scheduled starting time if they are going to miss work. If unusual circumstances prevent an employee from complying with the ELCHC's regular and customary call-in

procedures, the employee must provide the ELCHC with notice of the need for FMLA leave as soon as practicable under the circumstances. If an employee does not comply with the ELCHC's regular and customary call-in procedures, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

Notice of Eligibility and Notice of Rights and Responsibilities

When an employee requests FMLA leave, or when the ELCHC acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the ELCHC will notify the employee of the employee's eligibility to take FMLA leave within five (5) business days, absent extenuating circumstances. Eligible employees will also be provided with notice of their rights and responsibilities under the FMLA, including any requirements for the employee to furnish the ELCHC with certifications necessary to support the employee's request for FMLA leave.

Certification Requirements

At the time an employee requests leave for a serious health condition of the employee or the employee's immediate family member, the employee will be required to obtain a medical certification from the health care provider of the employee or the employee's ill-family member, which substantiates the need for the requested leave.

Eligible employees who request Qualifying Exigency Leave may be required to provide the ELCHC with a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service.

The ELCHC may also require that an employee seeking Qualifying Exigency Leave submit a certification from the employee to support his or her request for Qualifying Exigency Leave.

Eligible employees who request Military Caregiver Leave may be required to provide the ELCHC with a certification completed by an authorized health care provider of the covered servicemember and a certification completed by the employee and/or covered servicemember to support the employee's request for Military Caregiver Leave.

For purposes of confirmation of family relationship, the ELCHC may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship.

The employee must provide the requested certification to the ELCHC within 15 calendar days after the ELCHC's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts or the ELCHC provides more than 15 calendar days to return the requested certification.

In the case of *foreseeable* leave, if an employee fails to provide certification in a timely manner, normally within 15 calendar days from the date that the certification is requested, then the ELCHC may deny FMLA coverage until the required certification is provided.

In the case of *unforeseeable* leave, the ELCHC may deny FMLA coverage for the requested leave if the employee fails to provide a certification within 15 calendar days from receipt of the request for

certification unless not practicable due to extenuating circumstances. Absent such extenuating circumstances, if the employee fails to timely return the certification, the ELCHC may deny FMLA protections for the leave following the expiration of the 15-day time period until a sufficient certification is provided. If the employee never produces the certification, the leave is not FMLA leave.

The ELCHC may contact the employee's health care provider for the purposes of clarification and authentication of the medical certification. The ELCHC may also require an employee to obtain, at the ELCHC's expense, a second medical certification from a health care provider of its choosing. If the opinions of the health care providers differ, the ELCHC may require the employee to obtain, at the ELCHC's expense, certification from a third health care provider, jointly approved by the ELCHC and the employee, whose conclusion shall be final and binding.

In some circumstances, during FMLA leave, the ELCHC may require an employee to furnish it with recertification relating to a serious health condition that justified the leave.

Notice of Designation of FMLA Leave

When the ELCHC has enough information to determine whether the leave is being taken for a FMLA-qualifying reason (e.g., after receiving a certification), the ELCHC will notify the employee whether the leave will be designated and will be counted as FMLA leave within five (5) business days, absent extenuating circumstances.

The ELCHC may retroactively designate leave as FMLA leave with appropriate notice to the employee provided that the ELCHC's failure to timely designate leave does not cause harm or injury to the employee. In all cases where leave would qualify for FMLA protections, the ELCHC and an employee can mutually agree that leave be retroactively designated as FMLA leave.

Periodic Status Reports and Intent to Return to Work

In some circumstances, during leave, the ELCHC may require an employee to furnish it with periodic reports of the employee's status and intent to return to work. If the employee gives the ELCHC unequivocal notice of the employee's intent not to return to work, the ELCHC's obligations to continue the leave, maintain health benefits and restore the employee may cease.

If the circumstances of an employee's FMLA leave change and the employee intends to report to work prior to the scheduled date of his or her return, the ELCHC will require the employee to provide notification of at least two (2) business days, when feasible, prior to the date the employee intends to report to work. The ELCHC may deny restoration when such notice is not provided. Likewise, an employee is required to provide the ELCHC at least two (2) business days notification, when feasible, if it will be necessary for the employee to take more leave than originally anticipated.

Substitution of Paid Leave

An employee is required to substitute any accrued PTO and other paid leave to run concurrently with otherwise unpaid leave when FMLA leave is requested. Any paid leave used for an FMLA qualifying reason will be charged against an employee's entitlement to FMLA leave. This includes leave for disability or workers' compensation injury/illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12 workweek (or 26 workweeks, where

applicable) leave period. After all paid leave time has been exhausted, the remaining leave shall be unpaid.

Benefits During Leave

The ELCHC will maintain, for up to a maximum of 12 workweeks of FMLA leave (or 26 weeks of leave for Military Caregiver Leave), any group health insurance coverage, including family coverage, that the employee was provided before the leave on the same terms and conditions as if the employee had continued to work during the leave period. In addition, the employee will be entitled to new or changed plan/benefits to the same extent as if the employee was not on leave.

Employees taking leave are still responsible for their normal portion of premium payments to maintain health insurance coverage. The employee must make arrangements with Human Resources to pay the employee's share of health insurance premiums.

Except as required by the Consolidated Omnibus Budget Reconciliation Act of 1986 ("COBRA") and for "Key Employees", the ELCHC's obligation to maintain health benefits during leave (and to restore the employee to the same or equivalent employment) under FMLA ceases if and when the employment relationship would have terminated if the employee had not taken FMLA leave (e.g., if the employee's position is eliminated as part of a nondiscriminatory reduction in force and the employee would not have been transferred to another position); an employee informs the ELCHC of his or her intent not to return from leave (including before starting the leave if the ELCHC is so informed before the leave starts); or the employee fails to return from leave or continues on leave after exhausting his or her FMLA leave entitlement in the 12-month period. In addition, an employee has no greater right to benefits than if the employee had continuously worked during the FMLA leave period.

If a "Key Employee" (as defined below) does not return from leave when notified by the ELCHC that substantial or grievous economic injury will result from his or her reinstatement, the employee's entitlement to group health plan benefits continues unless and until the employee advises the ELCHC that the employee does not desire restoration to employment at the end of the leave period, or the FMLA leave entitlement is exhausted, or reinstatement is actually denied.

The ELCHC's obligation to maintain health benefits also stops if the employee's premium payment is more than 30 days late. The ELCHC will provide at least 15 days written notice in advance that coverage will cease if payment is not received.

If the ELCHC elects to maintain group health insurance coverage for an employee who has failed to make premium payments during FMLA leave, the ELCHC is entitled to recover from the employee the employee's share of any premium payments missed by the employee during the FMLA leave.

The ELCHC may also recover premiums it has paid to maintain health insurance coverage if an employee fails to return to work from unpaid FMLA leave for a reason other than the employee's own serious health condition or the employee's immediate family member serious health condition or another reason beyond the employee's control.

The ELCHC may elect to continue other ELCHC provided “non-health” benefits during unpaid FMLA leave to ensure that the employee will be eligible to be restored to the same benefits upon returning to work. However, at the conclusion of FMLA leave, the ELCHC is entitled to recover from the employee the employee’s share of premiums it paid to maintain other “non-health” benefits during unpaid FMLA leave.

Job Reinstatement

Under most circumstances, upon return from FMLA leave, an employee will be reinstated to his or her previous position, or to an equivalent position with equivalent pay, benefits, and other employment terms and working conditions. An employee’s use of FMLA leave will not result in the loss of any employment benefit that he or she earned or to which he or she was entitled before the start of FMLA leave.

However, upon return from FMLA leave, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee would have been laid off had the employee not gone on FMLA leave, or if the employee’s position has been eliminated during the FMLA leave, then the employee will not be entitled to reinstatement.

The ELCHC reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of the ELCHC’s employees employed within 75 miles of the worksite (“Key Employees”) if such denial is necessary to prevent substantial and grievous economic injury to the ELCHC’s operations.

When FMLA leave was caused by the employee’s own serious health condition that made the employee unable to perform the essential functions of his or her position, the ELCHC may require the employee to present a fitness-for-duty certificate. The ELCHC may delay restoration until the certificate is provided.

The ELCHC will not interfere with, restrain, or deny the exercise of any right provided by the FMLA. The ELCHC will not refuse to hire or to discharge or discriminate against any individual for opposing or complaining about any unlawful practice under the FMLA or for being involved in any proceedings related to the FMLA.

Additional Information

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact HR Department immediately. The ELCHC will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

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.

If you have questions regarding this FMLA policy, please contact Human Resources. The ELCHC is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the ELCHC's other leave policies in this Handbook or contact Human Resources.

Jury Duty

The ELCHC recognizes jury duty as a civic responsibility and an opportunity for meaningful service. Employees who receive a summons to serve on jury duty must submit a copy of the summons and subsequent proof of service to Human Resources.

The ELCHC will continue to pay non-exempt employees on jury duty their normal rate of pay for the period they are on jury duty up to five business days. Exempt employees will continue to receive their salary for any workweek in which they perform any work for the ELCHC. However, an employee will not be compensated for more than 7.5 hours in one-day, or for more than 37.5 hours in any week. Time paid for jury duty does not count as time worked for purposes of calculating overtime. If the employee is paid by the court for jury service the check must be endorsed over to the ELCHC Finance department. If on any day during jury duty the employee is excused by the court, and it is possible to complete three hours of a scheduled workday, the employee is required to report to work. To be eligible for payment of wages during jury service and subject to applicable law, employees must provide the ELCHC with sufficient evidence indicating the dates and hours of jury service and payment received for jury duty. No employee will be discharged from employment by the ELCHC because of the nature or length of service on a grand or petit jury.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, PTO will be used for this purpose.

Domestic Violence Leave

An employee who has been employed with the ELCHC for at least three months may be eligible for up to three (3) working days of paid leave in a twelve (12) month period to undertake activities resulting from acts of domestic violence when the employee or a family or household member of an employee is the victim of domestic violence. The ELCHC will determine the amount of leave available on a "rolling" twelve (12) month calendar measured backwards from the date Domestic Violence Leave commences.

Procedure

The purpose of the leave is to allow the employee to engage in one of the following activities:

1. To seek an injunction for protection against domestic violence, repeat violence, dating violence or sexual violence;
2. Obtain medical or mental health care or counseling for the employee or a family or household member to address physical or psychological injuries resulting from domestic violence;

3. Obtain services from a victim-services organization, including a domestic violence shelter or rape crisis center, as a result of an act of domestic violence;
4. Make the employee's home more secure from the perpetrator of domestic violence or to seek new housing to escape the perpetrator; or
5. To seek legal assistance or attend and prepare for court-related proceedings in addressing issues arising out of acts of domestic violence.

Notice and Certification

Except in acts of imminent danger, employees must provide appropriate advance notice of the need for leave. In addition, the employee must certify the need for leave by providing the ELCHC with a letter signed by an authorized person from a health care provider, attorney of record, counselor, law enforcement agency, clergy, domestic violence victim services organization. The letter must be provided in advance of the leave, whenever the need for leave is foreseeable. When the need for leave is not foreseeable, the letter must be provided no later than upon the employee's return to work. In the ELCHC's sole discretion, the ELCHC may accept appropriate documentation (such as copies of police reports, notice of court hearings, petition for injunction, new housing lease, etc.), where a letter is not feasible.

Exhaustion of Other Types of Leave:

An employee seeking leave under this policy must, before receiving the leave, exhaust all paid time off, if applicable, that is available to the employee.

Effect on Benefits

During an approved Domestic Violence Leave, the ELCHC will maintain any health insurance coverage you may have under the ELCHC group health plan. You will not lose any employment benefits accrued prior to the date on which your Domestic Violence Leave commenced.

Employee Rights

While the ELCHC will not take any adverse action against the employee as a result of taking leave under this section, employees seeking Domestic Violence Leave remain subject to all of the ELCHC's rules and regulations and have no greater rights to employment than if they had not taken leave under this section.

Upon timely return from Domestic Violence Leave, the employee will be returned to the position held prior to the commencement of the Leave with no reduction in the level of pay.

Definitions

For purposes of this policy:

- "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, or any crime, of which the underlying factual basis has been found by a court to include an act of domestic violence.
- "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

34

in the past as 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.

- “Victim” means any individual who has been subjected to domestic violence.

Employment While On Leave

Employees are prohibited from holding any type of outside employment (whether as an employee, contractor or otherwise) during any leave of absence, including FMLA or any other form of leave.

EMPLOYEE BENEFITS

The ELCHC may provide eligible employees with the opportunity to participate in one or more group health, life, vision, disability and/or dental insurance plans. The ELCHC reserves the right not to offer such opportunities, to modify any insurance plan or plans in any manner, to substitute one or more new plans for one or more existing plans, and to terminate any insurance plan or plans, at its sole discretion and without advance notice, to the extent permitted by applicable law. Please consult Human Resources for additional information regarding the benefits described below. Currently we provide the following:

Life Insurance Coverage

An ELCHC paid term life insurance policy equal to \$10,000 is provided for employees who are employed 30 hours or more per week.

Health Coverage

An ELCHC paid group health insurance policy is provided for each person employed 30 hours or more per week. The ELCHC will pay for a portion of an employee’s personal health insurance and dependent coverage as financial resources allow. Employee contributions will be reviewed annually and will be adjusted based on the cost of health care coverage and the ELCHC’s financial resources.

Disability Coverage

The ELCHC provides both a short-term and long-term disability policy for all employees who are employed 30 hours or more per week. This insurance is intended to assist employees unable to work due to extended illness or disability. Eligibility criteria are set forth by the policy and are determined solely by the insurance carrier.

Dental Coverage

Dental insurance may be purchased by employees working 30 hours or more per week.

Vision Coverage

Vision insurance may be purchased by employees working 30 hours or more per week.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The ELCHC wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees 3 visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any available services that might be needed.

The ELCHC encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the ELCHC, nor is the ELCHC given any information on who chooses to use the services. For questions or additional information about this program, please contact Human Resources.

Workers' Compensation

Workers' compensation provides compensation for medical expenses and wage losses to employees due to an employment related injury or illness.

The ELCHC pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. The ELCHC abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room. The injured employee will be required to undergo a drug and/or alcohol test if it is a work-related injury. If an employee refuses to be drug tested after a workplace injury or accident, he/she may be subject to disciplinary action, up to and including immediate termination of employment. Failure to report an accident may result in a delay or denial of a claim, and may result in disciplinary action. If medical care is required, you must be treated at a facility specified by the ELCHC. Ask your supervisor where to go for care. You must continue treatment until the situation is resolved and all work restriction have been lifted. You must provide medical documentation to substantiate the need for time off from your job. If you must be off work for a month or more, you must provide medical documentation at least monthly and/or prior to the expiration of your last excuse. The ELCHC will not retaliate against any employee who makes a report of any safety hazard or injury suffered at work. Retaliation will not be tolerated and must be reported to Human Resources and/or the CEO/OHD.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

ELCHC Employee Handbook
Updated May 2018

When an employee leaves the ELCHC his/her health care coverage, if applicable, will end for the employee and the employee's covered dependents as specified in the ELCHC's Plan documents. Under the federal legislation entitled Consolidated Omnibus Budget Reconciliation Act of 1986, commonly known as COBRA, coverage can be continued for a limited time period. One of the provisions of this Act requires employers to allow terminated employees and dependents that would otherwise lose their coverage to continue group health coverage. This means that an employee may continue the employee's group health benefits for up to a limited period of time if the employee's employment terminates for any reason other than gross misconduct. The employee's dependents may also continue their coverage under certain circumstances if they also had the employee's group health coverage. The employee and/or the employee's covered dependents will pay the full cost of the COBRA continuation coverage plus an administration fee by making monthly payments to the ELCHC. For further details, please contact Human Resources.

Supplemental Care Insurance

Supplemental Care insurance may be purchased by employees for themselves and their eligible family members.

Retirement

- Social Security - All employees are covered by Social Security (F.I.C.A.)
- 401(k) Plan-The ELCHC recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan. Eligibility and all other matters relating to these plans are explained in the Summary Plan Description that can be obtained from Human Resources. The ELCHC will contribute up to 10% of base pay, as funding allows.

WORKING CONDITIONS

Scheduled Work Week

Full-time employees generally are expected to work from 8:30 a.m. to 4:30 p.m. Monday through Friday. Seasonal and Temporary employees are expected to work as scheduled by their supervisor. Any variations in work schedules must be approved in advance by the employee's supervisor.

Attendance and Punctuality

Punctuality and attendance are essential to the proper operation of our business and are conditions of employment. Employees are required to report to work at the beginning of the scheduled workday, ready to begin work. Unexcused absences and/or tardiness may result in disciplinary action, up to and including termination.

If an employee expects to arrive at work late or be absent from work, the employee must personally notify his/her supervisor in advance. If the employee cannot give advance notice, as in the case of sudden illness or accident, the employee is expected to call his/her supervisor at least thirty (30) minutes prior to the employee's scheduled starting time. Separate notice should be provided for each day, unless the leave has been approved in advance by the supervisor. Any employee who is absent from work for three or more consecutive days without notifying their supervisor will be deemed to have voluntarily resigned.

An employee who expects to be absent for more than one day must inform his/her supervisor as soon as the employee learns of the expected absence, stating how long the employee expects to be absent. If an employee subsequently realizes the absence will be longer than originally expected, the employee must notify his/her supervisor again.

Meal Break

Employees are entitled to a 30-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period. Employees on meal break are not permitted to perform any work for the ELCHC.

Flexible Work Schedule

The CEO/OHD may approve a flexible work schedule for an employee, as long as such flexible hours are consistent with the maintenance of an effective and efficient working environment and the employee's position. Human Resources may approve an occasional flexible work schedule. Any such approved flexible work schedule is subject to review, reevaluation and revision by the CEO/OHD and may be terminated or modified, if it is determined that continuation is inconsistent with the need for an orderly and efficient operation. Non-exempt employees working a flexible schedule must still record all hours worked.

A flexible work schedule may depend on the particular position, expectations for work coverage, and may vary, depending on the needs of the organization and/or the community.

Reimbursement of Work Expenses

The ELCHC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Management must approve all business travel in advance. Employees are expected to limit expenses to reasonable amounts. Employees will submit reimbursement requests, in accordance with the ELCHC procedures.

- Employees may claim mileage reimbursement from their homes to work locations outside of the assigned ELCHC office. Reimbursable miles are limited to the number of miles driven in excess of the number of miles involved in the individual's daily commute (round trip) for work. This calculation applies even in cases where the individual does not normally drive to the primary work location: e.g., the individual typically uses public transit for the round-trip commute. This calculation does not apply if the individual drives to a place other than the usual work site on a non-normal workday.
- The reimbursement rate for travel (meals, mileage, etc.) is aligned with the State of Florida's reimbursement rates established in F.S. § 112.061.
- Some employees may be required to have access to an automobile, as a condition of employment. The employee is responsible for maintaining state minimum liability insurance at their expense. Automobile Drivers License/ Insurance: Employees for whom an automobile is a condition of employment or who must operate a vehicle in the course of their work activity may be required to show proof of insurance and possession of a valid driver's license. All employees who drive on behalf of ELCHC must immediately notify the ELCHC if their license is suspended or revoked, or if they are in an accident while working on behalf of ELCHC.

- Staff shall follow the ELCHC established written procedures for reimbursement of business related expenses. Responsibility for submission of requests for reimbursement rests with the employee. Requests for reimbursement should be submitted bi-weekly in format, content, and detail prescribed by the ELCHC and approved by the employee's immediate supervisor.

Dress Code

The ELCHC strives to maintain a professional workplace environment. All ELCHC employees are expected to present a polished, businesslike image to partners, providers, vendors, those we serve and the public.

Although it is impossible and undesirable to establish an absolute dress code, the ELCHC will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. The ELCHC may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his/her manager or supervisor.

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. Non-exempt employees will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards unless they apply accrued PTO. Employees who disregard this policy and its standards will be subject to discipline.

Reasonable Accommodation of Religious Beliefs

The ELCHC recognizes the importance of individually held religious beliefs to persons within its workforce. The ELCHC will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Employees requesting a workplace attire accommodation based on religious beliefs should contact Human Resources.

Business Dress Code Standards

An Employee's clothing should always be in keeping with customary acceptable attire for the workplace, office and meeting with partners, providers, vendors, those we serve, and the public. Clothing that is not allowed while working includes, but is not limited to, the following:

- Shirts with language or graphics (other than with the ELCHC logo)
- Attire that is revealing or provocative
- Clothing that allows bare midriffs
- Sweat pants, shorts or jeans
- Leggings unless paired with a tunic style top
- See-through blouses or shirts
- Sports bras, halter tops, tank tops or tops with spaghetti straps
- Flip-flops, sneakers

Casual Dress Code Standards

Casual dress is permitted on Fridays. When meeting clients, business dress guidelines must be observed, unless the client has specifically requested otherwise.

Casual Dress for Fridays is defined as follows:

1. Shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf, polo and T-shirts. Examples of inappropriate shirts include those with inappropriate slogans, tank tops, muscle shirts, camouflage and crop tops.
2. Pants: Casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts, camouflage and pants worn below the waist or hip line.
3. Footwear: Casual slip-on or tie shoes, sandals, and athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

No Retaliation

The ELCHC prohibits any form of discipline, reprisal, intimidation, or retaliation for requesting a reasonable accommodation for grounds protected by federal, state, or local law.

Travel and Motor Vehicle Operation/Safety

Each employee is solely responsible for operating and maintaining their personal vehicles in a safe manner and is accountable in complying with all state and local driving rules and ELCHC regulations when operating a motor vehicle in the conduct of ELCHC business. All employees will follow the safe driving rules (i.e. obeying speed limits, no cell phone use or texting) and laws of the State of Florida when operating a motor vehicle in the conduct of ELCHC business. Should employees become involved in an accident while driving on ELCHC business, notify the proper authorities and ensure that an accident report is completed before the Close of Business (COB) on the day of the accident.

Each employee responsible for driving on business related travel will be asked to provide proof of a valid driver's license.

It is mandatory for all ELCHC employees operating motor vehicles to use seat belts while conducting ELCHC business. This includes all employees operating motor vehicles while engaged in ELCHC business, and employees riding as a passenger in a vehicle while on ELCHC business. Violation of this policy may result in disciplinary action. Employees are prohibited from using cell phones or other electronic devices while driving a vehicle on ELCHC business, including retrieving or making voice calls, texting, emailing, using navigation, or searching the Internet, unless such electronic device is equipped and used with a hands-free device.

Employees must report to Human Resources if they are in a motor vehicle accident while on ELCHC business. Employees are responsible for any and all traffic, parking, accident, and moving violation citations, tickets, and related fees they receive relating to their use of a vehicle on ELCHC business.

Appointment Authority

The appointing authority, for all employees of the ELCHC, shall be the CEO/OHD. All appointment letters shall include the pay rate, official title, exempt/non-exempt status of the position, starting date and any special conditions under which the appointment is offered. A copy of the appointment letter shall be filed in the employee's personnel record.

Pre-Employment and Background Documents

All new hires employment history will be verified as well as their highest obtained education level as a condition of continued employment.

All potential employees of the ELCHC will be required to have a background screening check completed by the Florida Department of Law Enforcement (FDLE) prior to their first day of employment. This FDLE background screening will then be subject to renewal background screenings every 5 years. Results will be reviewed for the purposes of making decisions regarding hiring and maintaining employment, based on the nature of the offense and job responsibilities. Background screening is conducted in accordance with the Level II standards set forth in Chapter 435, Florida Statutes. The ELCHC participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Failure to provide required documentation or evidence of falsification or misrepresentation of any information, which significantly influenced the decision to employ, constitutes grounds for termination.

Provisional Status

All employees must complete a period of service as a provisional employee. The provisional employment period shall be 90 days for all positions.

The purpose of the provisional employment period is to allow both the employee and the ELCHC to assess the compatibility of the employee's knowledge, skills, judgment quantity and quality of work, work habits and personal relations skills with the ELCHC and its organizational mission.

The provisional employee shall not receive credit toward the completion of a required period of provisional employment for any voluntary administrative leave granted. During the employee's provisional employment period and thereafter, he/she may be terminated at any time with or without cause. Completion of the provisional employment period does not guarantee employment for any period of time; all employees are employed at will.

Employee Personnel Records

Human Resources is the designated custodian of personnel records and is responsible for their maintenance and security. Personnel records shall include records of employee qualification, evaluation, personnel and compensation decisions, disciplinary actions and such other material as may be appropriate under applicable law.

Any memoranda, reports, correspondence or other material, which, in the judgment of the custodian of the personnel records, is not routine, administrative or typical of materials generally filed in ELCHC personnel records, shall be initialed by the employee prior to their inclusion in the personnel record. Such initialing indicates only that the employee has read the document in question and is aware that it is to be filed in

41

his/her personnel record.

Employees may request access to their own personnel files verbally, in person, or in writing. An employee's inspection and/ or copying of personnel records is subject to the Florida's Public Records Act. The custodian of the personnel records (OHD) shall be present throughout any outside examination of the personnel record to assure that no material is removed, added, or altered in the course of an examination.

The ELCHC must maintain up-to-date information about our employees for record-keeping and emergency purposes. Any change of personnel status (name, address, telephone number, dependents, marital status, emergency contact information, etc.) must be immediately reported to the ELCHC.

PERFORMANCE EVALUATION

Definition and General Expectations

Performance evaluations are the means by which an employer and an employee periodically assess in a systematic fashion the degree to which previously established task and performance objectives have been met. Evaluations are intended to assess performance for the period being evaluated, task and performance objectives for the future, and personal and career development goals. Employees are expected to consistently support the agency's mission and adhere to the ELCHC's shared values. The mission and values guide how we interact with partners, providers, vendors, those we serve, our colleagues and the public. Successful individual work or teamwork is dependent on employees that resonate and align their work with the mission and values, both personally and professionally. Our mission is "Promoting success for all children and their families through high quality early education services."

Scheduled Evaluation

ELCHC will conduct formal annual performance evaluations at fiscal year-end for each employee. Frequent informal feedback is encouraged by both supervisor and employee. The goal is to for the feedback to be 2-way in nature.

At the conclusion of the required 90 day provisional employment period an evaluation shall be completed with a specific recommendation for retention or termination.

Evaluation Format

Evaluations shall be completed in writing in standard format(s), approved by the CEO/OHD. Evaluations are to be completed by the employee's immediate supervisor. Other individuals who regularly exercise a role in the employee's day-to-day work activities may formally or informally provide input into the employee's evaluation.

Employee Evaluation Process

The evaluation process should actively involve both the employee and the immediate supervisor(s) to strengthen, not only the employee's performance, but how the employee's performance contributes to the overall capability of the ELCHC.

- Supervisors should share the employee evaluation with Human Resources, prior to sharing the evaluation with the employee, if a Performance Improvement Plan is required.
- The employee will be provided a copy of the proposed evaluation for discussion with the immediate supervisor. To the extent appropriate, all or part of the content of this discussion may, at the discretion of the immediate supervisor, be incorporated into the final evaluation.
- The employee shall sign the final evaluation. The employee may at that time or any time within 10 calendar days file a written comment covering any points with which he/she disagrees. The statement shall become a part of the evaluation.
- The immediate supervisor shall sign the evaluation and any written statement submitted by an employee, such signature indicating only that he/she has read the statement.
- The employee shall receive a signed copy of his/her final evaluation.
- Written performance evaluations become a permanent part of the employee's personnel record.

PROFESSIONAL DEVELOPMENT

Definition

The value of attendance at conferences, seminars, workshops and meetings, and/or enrollment in educational courses is recognized as a significant contributing factor to personal professional development and enrichment and expansion of the services provided by the ELCHC. The ELCHC aims to provide opportunities for such experiences for its employees consistent with the scope of ELCHC's mission, the employee's job assignment and available financial resources.

Conference Attendance and Staff Development Activities

- Conference attendance and staff development activities shall be regularly reviewed by the employee's immediate supervisor.
- Annual budgets shall recognize the need for conference and staff development activities. The CEO/OHD is responsible allocating these resources among employees consistent with the mission and needs of ELCHC.
- Consistent with the mission and needs of the ELCHC as well as budgetary constraints, attendance at conferences, seminars, workshops, etc. that do not directly benefit the agency but may benefit staff for other purposes, may be considered on a limited basis at the convenience of the agency. The ELCHC support may take the form of full or partial reimbursement and/or released time depending on the nature of the staff development activity.

Professional Development

Professional development activities may be required of ELCHC personnel to strengthen his/her effectiveness in the assigned work area or professional development activities can be voluntary and relate to the achievement of mutually compatible ELCHC and employee career objectives.

Only full time employees are eligible for participation in professional development activities subject to the available resources.

Approved Training Institutions

Unless waived by the CEO/OHD, employees will be reimbursed for professional development/ educational activities only for attending accredited colleges or universities.

Tuition Reimbursement Eligibility

After one year of employment, fulltime employees are eligible for reimbursement of up to \$1,000.00 tuition expenses annually, only after successful completion of the course with a grade of "B" (or its equivalent) or better. The course may apply to the employee's position or if the course is required as a prerequisite to a business and/or education related degree.

- The costs of courses unsuccessfully completed or dropped is the responsibility of the employee. However, reimbursement may be authorized by the CEO/OHD if the employee is unable to satisfactorily complete the course due to disability, maternity leave, ELCHC-initiated action unrelated to conduct to the employee, or being involuntarily called into active military service.
- Requests for reimbursement of approved professional development activities must be supported by adequate documentation. If the employee is receiving financial aid from any other source, it must be applied to the identified costs prior to application of ELCHC resources.
- If the employee terminates employment with the ELCHC during the course of the professional development activity, the employee must reimburse the ELCHC unless waived by the CEO/OHD.
- Reimbursement requests for college tuition are due to the CEO/OHD no later than March 1 for courses to be taken the following fiscal year unless an exemption is approved by the CFO.

Professional Organization Affiliation

Employees are encouraged to affiliate with and participate in appropriate professional organizations. However, the costs of such affiliations generally must be borne by the employee.

CORRECTIVE ACTION/SEPARATION

Corrective Action

The ELCHC expects all its employees adhere to the organization's values, to observe rules of honesty, professional conduct, health and safety, and fair play, and to adhere to generally accepted customs of good taste in their relations with one another. Employees are expected and required to conduct themselves in a manner on and off the job that will bring credit to the ELCHC. Employees should not engage in conduct that would tend to reflect adversely on the ELCHC at any time or at any place. Such conduct may subject such employees to the disciplinary process.

Discipline may include verbal or written warnings, probation, suspension with or without pay, termination of employment, or other actions that the ELCHC, in its sole discretion, deems appropriate. In accordance with the "at will" nature of all employment with the ELCHC, employees may be discharged at any time, and for any reason. Factors that may be considered by the ELCHC when determining appropriate discipline include, but are not limited to, the nature and severity of the conduct, its frequency, the employee's tenure

with the ELCHC, the employee's performance history and the employee's disciplinary history. However, the ELCHC is not required to consider all or any of these factors in any particular disciplinary decision.

Employees who demonstrate conscious disregard of the ELCHC's interests and deliberately violate or disregard the standards of behavior we expect of our employees will be terminated immediately. Misconduct which demonstrates that kind of disregard or violation of our standards includes, but is not limited to, the following:

1. Violation of any ELCHC policy, including the policies stated in this Employee Handbook;
2. Committing an unlawful act;
3. Disclosing confidential information;
4. Engaging in conduct that does not comply with ELCHC expectations towards another employee because of sex, sexual orientation, gender identity or expression, race, age, color, disability, marital status, national origin, religion, genetic information, protected veteran or military status, or other category protected by federal, state or local law;
5. Willful damage to property;
6. Violence, threats or intimidation;
7. Insubordination or failure or refusal to perform duties assigned;
8. Unlawful possession of drugs, narcotics or intoxicants on ELCHC property or while performing job duties;
9. Being under the influence of alcohol, illegal drugs, narcotics or intoxicants while on ELCHC property or performing job duties, whether such influence is due to the unlawful ingestion of lawful or unlawful products or abusing prescription drugs, or otherwise violating the Drug-Free and Alcohol-Free Workplace Policy;
10. Theft, pilfering, fraud or other forms of dishonesty;
11. Excessive absences or lateness;
12. Absence or tardiness without cause or without authorization;
13. Disorderly conduct or fighting on ELCHC property, while on ELCHC business, or during work hours;
14. Making maliciously false statements against the ELCHC or anyone associated with the ELCHC;
15. Falsifying a job application, record, time report form, log-in entry, or report;
16. Soliciting or accepting gratuities;
17. Possession of weapons on the ELCHC property, except in accordance with applicable law;
18. Making a false or misleading statement, or coercing or encouraging someone else to make a false or misleading statement;
19. Sleeping on the job;
20. Testing positive for unlawful drug or use of lawful drugs in an unlawful manner; or
21. Other conduct that the ELCHC deems warrants immediate termination of employment.

Nothing in this policy alters the at-will nature of your employment or requires that any particular succession of disciplinary measures need occur prior to termination.

Voluntary Separation

Any employee voluntarily separating his/her employment with the ELCHC shall provide a notice of separation sufficiently in advance to adequately assure the orderly transition of responsibilities and acquisition of alternative capabilities.

- Employees functioning in an exempt capacity should provide at least 3 weeks written notice of their intention to separate. Employees functioning in a non-exempt capacity should provide at least 2 weeks written notice of their intention to separate. The employee's written notice of separation shall become a permanent part of his/her personnel file.
- Employees who have provided notice of separation may use accrued PTO only to the extent that utilization prior to the separation date does not disrupt requirements for an orderly transition. The employee shall receive a lump sum payment for such accrued PTO reimbursement for which he/she may be eligible.

Exit Interviews

An exit interview may be scheduled for each terminating employee with the objective of receiving ideas for improved operation or constructive criticism of organizational practices.

References

All requests for references on any former or current ELCHC employee must be referred to Human Resources. Provided the request for reference is submitted to Human Resources, Human Resources will ordinarily provide only the former employee's position and length of service. However, personnel files are subject to public records laws in Florida and may be obtained by others pursuant to applicable law.

ACKNOWLEDGMENT RECEIPT OF THE EMPLOYEE HANDBOOK

I hereby acknowledge that I have received a copy of the Early Learning Coalition of Hillsborough County (ELCHC) Employee Handbook. I understand that it is my obligation to read the Employee Handbook and to ask questions if necessary to ensure that I understand the Employee Handbook. I expressly acknowledge reviewing the Equal Employment Opportunity, Non-Discrimination and Harassment-Free Workplace Policy contained in the Employee Handbook.

I understand that the Employee Handbook describes important information about the policies of the ELCHC. I understand that the ELCHC has the sole discretion to alter these policies from time to time without prior notice. I understand that revisions to these policies may supersede or eliminate one or more existing policies and that ELCHC will notify employees of all such changes.

I understand that failure to strictly adhere to the provisions of this handbook could result in disciplinary action, up to and including termination. I understand that I am employed at-will, meaning that either I or the ELCHC are free to end the employment relationship at any time, for any reason, with or without cause or advance notice.

I understand that these policies are neither a contract for employment nor a legal document. I have received and will comply with both the policies contained here and any revisions made to it. These policies supersede any and all prior editions.

I understand that the ELCHC has a legitimate interest in monitoring the work-related activities of its employees and the use of its telephones, computers and electronic communications service and storage systems. I consent to the ELCHC's monitoring of any wire, oral or electronic communications which are made using any of the ELCHC's wire, mechanical or electronic communications services or systems, or which take place during working time or on the ELCHC property, in its sole discretion and as permitted by applicable law.

Employee Signature

Date

Printed Name