



Personnel Policy and Procedure Manual

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Welcome to Children's Aid Society (CAS)!

We believe that every employee helps to make CAS successful. We hope that you will be proud to be a member of our team.

This Manual is designed to acquaint you with CAS, and to provide you with information about the policies we observe at CAS. The Manual also outlines the programs and benefits available to eligible employees. We make every effort to provide a work environment that is conducive to both personal and professional growth.

The Manual will answer many questions you may have about your employment at CAS. Please review it, and keep it where it is readily available to you.

CAS reserves the right to revise, supplement, or rescind any policies or any portion of the Manual from time to time as it deems appropriate at its sole and absolute discretion. If we make changes to the Manual, you will be informed about the changes. The provisions of this Manual do not create an implied or expressed contract, nor do they alter the at-will employment relationship of all CAS employees.

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

Sincerely,

Bonnie Floro, Executive Director

Policy Name:	INTRODUCTION	POLICY NO: 1.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Welcome to Children's Aid Society. This manual, while not an implied or expressed contract, states in general terms the conditions of employment for your guidance. It is the policy of Children's Aid Society that all employees are employed at the will of the agency. We place special emphasis at Children's Aid Society on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. Neither this manual, nor any other communication, shall bind Children's Aid Society to employment.

The purpose of this manual is to set forth the personnel and administrative policies relative to the employees of Children's Aid Society. It also explains benefits that you may receive as an employee. You are encouraged to discuss any questions you may have with your immediate supervisor or Human Resources Generalist.

This manual shall be amended from time to time in accordance with Policy No. 1.2. It is your responsibility to keep your manual updated. Revisions and changes shall be supplied to you and will be available as soon as possible after adoption.

Each employee is responsible for making himself or herself aware of these policies and procedures.

Policy Name:	MISSION STATEMENT	POLICY NO: 1.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

AGENCY MISSION STATEMENT

It is the overall mission of Children's Aid Society to identify and provide services to improve the quality of life for children and their families.

Policy Name:	Code of Ethics	POLICY NO: 1.1-1
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on	
Effective Date:	10/8/18	
Date(s) of Revision:		
References:		

Children's Aid Society commits to the highest standards of integrity and ethical principles in the delivery of best practice services to children, youth and families. This code of ethics sets standards of behavior to be adhered to in relationships between Children's Aid Society and its clients, colleagues, staff, foster parents, the child welfare field and society. This code is the ideal to which all members work to achieve and reinforces each employee's accountability to society and to those individuals with whom they have professional relationships. Children's Aid Society adheres to the following statement of ethics:

1. Children's Aid Society will ensure each child's safety, permanence and well-being within the guidelines of priorities and best practice established by the agency.
2. Children's Aid Society will protect children in our care from maltreatment and avoid harming those for whom we have professional responsibility.
3. Children's Aid Society will establish and sustain services that are unbiased, competent, appropriate and culturally competent.
4. Children's Aid Society will respect and protect the confidentiality and rights of all clients served.
5. Children's Aid Society will carry out our professional responsibilities with integrity, treating those with whom we share professional relationships in a respectful and honest manner.
6. Children's Aid Society will employ the staff necessary to ensure that services are provided in a professionally competent manner.
7. Children's Aid Society will nurture and model organizational operations that encourage accountability and reward ethical behavior.
8. Children's Aid Society will ensure our private interests, whether personal or financial, will not conflict or appear to conflict with our professional responsibilities.
9. Children's Aid Society will adhere to all laws and regulations relating to the conduct and operations of our agency and work to improve and change laws and policies that are unproductive or outdated.

Policy Name:	ADOPTING AND AMENDING POLICIES	POLICY NO 1.2
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors	
Effective Date:	11/09/09	
Date(s) of Revision:	11/09/09, 9/13/21	
References:	CAS Administrative Manual	

This policy manual has been adopted by the Board of Directors of Children's Aid Society.

This policy manual will be reviewed at least every three years by the Board of Directors. Recommendations for change to the policy manual should be directed to the Human Resources Generalist by placing suggestions in the red payment box located in the child care center or in the Human Resources Generalist’s mailbox in the Administrative Building.

Policy Name:	EMPLOYMENT	POLICY NO. 2.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors	
Effective Date:	11/09/09	
Date(s) of Revision:	11/09/09, 9/13/21	
References:	Risk Management Guide	

Children's Aid Society attempts to employ people who are the best qualified. Employment shall be on the basis of proven competence or potential ability as indicated by scholastic and/or vocation training, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

The Executive Director and Human Resources Generalist are authorized to recruit and hire personnel. The employment of all persons shall be contingent upon the approval of the Executive Director.

As an employee "at will" with the ability by law to resign at any time, we hope to provide a work environment which will stimulate you to remain with the program. Likewise, the employer may discharge an employee at will with or without cause and without notice at any time. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing and signed by an authorized executive of Children's Aid Society.

Generally, the steps of progressive discipline are applied only if necessary, as described in policy 10.4.

Policy Name:	NON-DISCRIMINATION STATEMENT	POLICY NO: 2.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:	Risk Management Guide	

Children's Aid Society is an equal opportunity employer. All personnel activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit of applicants or employees without regard to race, color, religion, creed, gender, age, national origin, or disability.

Employees hired for positions where the primary responsibility is direct child care must be 18 years of age in accordance with the regulations established by the Pennsylvania Department of Human Services.

Employees have the right to file complaints of employment discrimination based on Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and/or the Pennsylvania Human Relations Act of 1955, as amended with the PHRC or Equal Employment Opportunity Commission (EEOC).

Policy Name:	EMPLOYEE RECRUITMENT	POLICY NO: 2.2
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 4/11/88	
Effective Date:	11/9/09	
Date(s) of Revision:	10/10/11, 8/3/16, 9/13/21	
References:	Chapter 3680 Administration and Operation of a Children and Youth Social Service Agency Regulations; CAS Administrative Policies, Procedures and Responsibilities	

All position vacancies with applicable job description shall be posted in-house on bulletin boards for 5 working days and emailed to all employees prior to or simultaneously with listing in the area newspapers or other advertising.

This policy is not a guarantee that a current staff member will be hired; however, consideration will be given to qualified staff before outside applicants, provided applications are submitted within the posting period.

All applicants must complete an agency application and submit proof of qualifications as required by the job description to the designated person indicated on the posting or advertisement.

Prior to hiring, a prospective employee must provide the names of at least three persons, other than immediate family members, who can verify the prospective employee's education, employment history and serve as a character witness. 3680.22(1)

The persons identified by the prospective employee shall be contacted either orally or in writing. Written responses or notations of the result of oral responses will be made part of the employee's personnel record, if hired. 3680.22(2)

Policy Name:	INTERVIEWS	POLICY NO 2.3
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:	Risk Management Guide	

All applicants will be interviewed by the immediate supervisor, the Human Resources Generalist, the Assistant Director or Executive Director or designee for the position. The supervisor will select the person to fill the position and submit her or his recommendation to the Human Resources Generalist.

Final selection will be made by the Executive Director upon recommendation of the Human Resources Generalist.

Policy Name:	EMPLOYEE CLASSIFICATION	POLICY NO 2.4
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	10/10/16, 9/13/21	
References:		

1. Full-Time Employee: A person who is employed for (37.5) hours per week.
2. Part-Time Employee: A person who is employed for less than (20) hours a week.
3. Regular Part-Time Employee: A person who is employed for more than (20) hours a week and less than (37.5) hours per week. Regular Part-Time employees are eligible for applicable benefits.
4. Full-Year Employee: A person who is employed on a full- or part-time basis for (52) weeks per year.
5. Part-Year Employee: A person who is employed on a full- or part-time basis for less than (52) weeks per year.
6. Long-Term Substitute: A person hired for a temporary period exceeding (2) weeks and for a specific purpose. Long-term substitutes will not be eligible for benefits.
7. Short-Term Substitute: A person hired for a daily and/or weekly period to fill a vacancy created by the absence of a staff person. Short-term substitutes will not be eligible for benefits.
8. Exempt: Exempt salaried employees are not eligible to receive overtime pay. Salary covers all hours worked. There may be times when exempt employees are expected to work additional hours in order to finish their projects. Personnel Policy 2.4A
9. Non-Exempt: Non-exempt salaried and hourly employees eligible to receive overtime pay. Personnel Policy 2.4A
10. Contractual: Contractors are not employees of the agency and therefore, do not accrue any of these benefits associated with employment with the agency.

Policy Name:	CHANGES IN EMPLOYEE CLASSIFICATION	POLICY NO 2.4A
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	10/10/16, 9/13/21	
References:	Section 13(a) (1) of the Fair Labor Standards Act (FLSA), as amended	

Exempt and Non-Exempt Categories Policy

Pertaining to Section 13(a) (1) of the Fair Labor Standards Act (FLSA), as amended

Effective Date: August 23, 2004

Effective Date: December 1, 2016

All employees are designated as either Non-Exempt or Exempt in accordance with state and federal wage and hour laws. The criteria for determining employment status, is defined by the FLSA. No attempt is made to communicate importance or value of certain positions based on exemption classification but rather to ensure that overtime wages are granted to eligible employees. Overtime pay is defined as one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

Non-Exempt employees are employees that are NOT exempt from earning minimum wage and overtime. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the US Department of Labor.

Criteria for non-exempt

- Earning less than \$684 per week or \$35,568 annually.
- Blue collar workers: Manual laborers or other blue collar workers who perform work involving repetitive operations with their hands, physical skill, and energy are non-exempt no matter how highly paid.
- Hourly staff is automatically non-exempt.

Any Children’s Aid Society employee with a question or concern regarding the classification of their position should contact the Human Resources Generalist.

Policy Name:	ASSIGNMENT	POLICY NO 2.5
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

The quality and efficiency of the services that we provide to our children and families is of prime importance to Children's Aid Society. All employees must be willing and able to work overtime, to be assigned to other areas, and be appointed to other job assignments on a temporary basis in order to meet our mission and to comply with licensing requirements.

CHILD CARE ONLY:

The need for your particular position (including location, hours, duties, etc.) has been carefully planned prior to your employment and/or assignment. However, you may be assigned to other classrooms, other duties, or other schedules as the need arises. Your supervisor will give you as much notice as possible of changes in your normal work schedule or duties, and such requests will be assigned as equitably as possible within teams.

Policy Name:	PROBATIONARY EMPLOYEE	POLICY NO 2.6
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Definition of Probationary Employee: An employee will be a Probationary employee for up to three months of employment when initially hired or placed in a new position. At the same time, Children's Aid Society will evaluate the Probationary employee's performance to determine if she or he meets the standards set by Children's Aid Society.

Probationary employees shall not be eligible to use vacation time. In addition, probationary employees can only use sick time and personal days accrued.

The probationary period may be extended up to 90 days, only by approval of the Human Resources Generalist and only where it is deemed necessary and appropriate. In all cases of requests to extend an employee's probationary period, the supervisor shall submit a statement of the employee's current performance, the justification for extension, and the amount of time of extension that is required. No requests for extension will be approved if submitted after the date of the normal conclusion of the employee's probationary period.

Upon successful completion of the probationary period, the supervisor will recommend retention of the employee to the Human Resources Generalist. Such a recommendation will be accompanied by a completed final probationary performance appraisal. Upon approval of the Human Resources Generalist, the employee will attain regular employment status and thereby will be deemed eligible for those benefits provided to regular employees. The date of hire will be considered the anniversary date. The anniversary date may change if an employee transfers to a different position at Children's Aid Society. In this case, the anniversary date will become the day that the transfer took place. This employee will start his/her probationary period on this date.

Should the probationary employee not be recommended for regular status, the employee will be terminated from Children's Aid Society service not later than the last day of the Probationary period or any extension thereof.

Employment may be terminated at any time during the probationary period with or without cause, in accordance with Children's Aid Society termination policy.

All employment documentation required must be provided prior to acquiring regular employment status.

Policy Name:	NEPOTISM	POLICY NO 2.7
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

For the purpose of this policy, immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson

Family members of current employees may be a valuable source of qualified applicants; however, members of the same family will not be permitted to work in the same classroom within child care or same program area for other programs.

No person shall hold a job while she or he or a member of her or his immediate family serves on the board or a committee of the agency if the board or committee has authority to order personnel actions affecting her or his job.

No person shall hold a job over which a member of her or his immediate family exercises supervisory authority.

The Human Resources Generalist will make decisions regarding extenuating circumstances.

Policy Name:	TRANSFER	POLICY NO 2.8
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Voluntary Transfer:

Written request from employees for transfer within job classification may be considered by the Human Resources Generalist.

Employees may apply for any vacant position within Children's Aid Society for which they are qualified and will receive the same consideration as any applicant for the position.

Involuntary Transfer:

As program needs vary from time to time, Children's Aid Society reserves the right to change an employee's position and/or job location as required by program changes.

Involuntary transfer will take place upon recommendation of the Human Resources Generalist.

Employees who refuse transfer may be subject to termination.

Pay Grade:

An employee transferred to a position in the same pay grade will continue to be paid the salary he or she is earning at the time of transfer. An employee transferred to a lower-rated position will be paid his or her current salary or the range maximum of the new pay grade, whichever is lower. When transferred, an employee will be required to serve the six months probationary period, as provided new employees.

Policy Name:	ACTING APPOINTMENT	POLICY NO 2.9
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

The Assistant Director and/or Executive Director may appoint an employee to fill a position on a temporary basis.

The employee may receive a salary adjustment during the acting appointment or a bonus at the end of the acting appointment to compensate for additional duties and responsibilities as determined by the Executive Director.

The employee will automatically return to her or his previous position and salary when the acting appointment is completed.

Policy Name:	RESIGNATION	POLICY NO 2.10
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21, 2/27/24	
References:		

Employees are required to give two weeks' notice of the intent to terminate employment. Vacation leave may be used with permission of the supervisor during the notice period. Personal days may not be used during a resignation period nor is the employee eligible to receive or use any Staff Retention Perks once written notice has been given of the intent to terminate their employment. The Executive Director must give 28-day notice of the intent to terminate employment.

Employees who give the required notice will be entitled to payment of accumulated vacation time provided that all agency equipment and property has been returned and the employee has participated in an exit interview if appropriate.

Employees who fail to give the required notice will forfeit payment of any accrued vacation time, except in cases of extenuating circumstances.

Children's Aid Society may waive the notice time at its option and discretion and require an employee to vacate her or his position prior to the end of the notice period. In these cases, the employee will be entitled to payment for actual hours worked and any accumulated vacation time, provided the conditions mentioned in the previous paragraphs are met.

If the employee's last day is the day before a holiday, holiday pay will not be granted.

Policy Name:	WORKPLACE SAFETY	POLICY NO 3.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:	Risk Management Guide	

Children's Aid Society strives to provide a safe workplace for all employees.

1. Employees must be keenly aware of their environment and persons who have entered any facility. Anyone who is not recognized should be questioned regarding the nature of her or his visit. Strangers should be directed to a Program Manager, Team Leader, Human Resources Generalist, Assistant Director or Executive Director, with a call to the department program manager informing him or her of a visitor. Child care employees must be familiar with and adhere to the rules for releasing children.

Any unusual incidents should be documented and brought to the attention of your supervisor immediately. Violation of this policy may result in disciplinary action, including termination.

2. Former employees are not permitted on the facilities or grounds of Children's Aid Society without prior permission from the Assistant Director or Executive Director. If a former employee returns to the facility, notify a supervisor immediately. Former employees may be asked to leave the premises. Local police will be called, if necessary.

3. Whenever possible, the lifting of children is to be kept to a minimum. Staff should participate in back care workshops in order to learn the correct way to lift children and other heavy objects. When it is necessary to lift or move heavy objects, it is extremely important that employees practice the safe lifting method of bending the knees and not the back. Staff are not to reach or lift articles from high shelves. They are instead encouraged to request assistance.

Employees are encouraged to ask for assistance if moving large objects. Floors are to be kept free of debris to avoid tripping.

4. All staff are encouraged to stay at home when ill.

5. All staff are encouraged to wear comfortable clothing and child care staff are required to wear closed, flat shoes with rubber soles.

6. If staff becomes aware of a faulty piece of equipment, it should be taken out of use immediately and reported to the Child Care Director, Human Resources Generalist, Assistant Director or Executive Director. If staff becomes aware of a hazardous condition of the physical site such as a crack in the sidewalk or a broken fence, they should report it immediately to the Child Care Director, Human Resources Generalist, Assistant Director or Executive Director. If it is something that may put people in immediate danger, the employee must tell a Program Manager, Human Resources Generalist, Assistant Director or the Executive Director immediately.

7. Staff and children are required to hold onto handrails when walking on ramps and stairs.

Policy Name:	UNIVERSAL PRECAUTIONS	POLICY NO 3.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:	Environment Rating Scales	

The following preventive measures are to be used in child care to reduce the spread of all infectious and contagious diseases.

1. All staff are required to wash and disinfect their hands often to avoid the spread of germs. Use the recommended hand washing technique:

- * Use antibacterial liquid soap and scrub hands for 30 seconds.
- * Scrub tops of hands, palms, between fingers and under nails.
- * Rinse under water with hands pointed down.
- * Dry hands with paper towels.
- * Turn off the water faucet with a towel before disposing of it.

2. Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, or vomit, especially if there is a skin rash or open cut on the hands. If skin contact is made with these substances, wash the affected areas with soap under running water.

3. Wear disposable gloves when changing a child's diaper.

4. Throw away disposable gloves after each use. Wash hands after wearing the gloves.

5. Place disposable diapers in a pail lined with a plastic bag. Tie the bag securely when filled.

6. Supervise toilet-trained children to ensure that they wash their hands well after going to the restroom.

7. Clean up blood and bodily fluids on surfaces with disinfecting solution. Isopropyl Alcohol, Lysol Disinfectant, and Hydrogen Peroxide can also be used.

8. Have mouthpieces or resuscitation bags on hand to minimize the need for mouth-to-mouth resuscitation in an emergency.

Policy Name:	BLOOD BORNE PATHOGENS	POLICY NO 3.2
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:	Chapter 3680 Administration and Operation of a Children and Youth Social Service Agency	

The Blood Borne Pathogens policy covers all employees who may "reasonably anticipate" coming into contact with human blood and other potential infectious materials, which includes any body fluid that is visibly contaminated with blood.

1. Each employee may in the course of her or his daily activities come into contact with potentially infectious materials. Those situations are, but not limited to the following:
 - a) Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
 - b) Assisting children during medical procedures, nose bleeds, times of illness, etc.
 - c) Changing diapers or cleaning up after a child has a toileting accident.
 - d) Handling of potentially infectious material such as soiled clothing, tissues and diapers.
2. All employees must adhere to the Universal Precaution Policy.
3. If an employee or volunteer has been exposed to a blood borne pathogen during the course of agency business, she or he must notify her or his supervisor immediately.
4. Children's Aid Society will make available to the employee or volunteer, laboratory tests and follow-up medical evaluation which documents the circumstances of the exposure after the exposure has been reported to the supervisor.
5. Hepatitis B vaccine shall be available to employees within 24 hours after possible exposure to blood borne pathogens and other potentially infectious materials.
6. Children's Aid Society will provide training annually.

Policy Name:	ACCIDENTS/WORKER'S COMPENSATION PROCEDURES POLICY NO 3.3
Policy Location:	S:\admin\Compliance & Board & Agency Policies
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09
Effective Date:	11/09/09
Date(s) of Revision:	2/27/20, 9/13/21
References:	Keystone Comp Control Program

All injuries or accidents occurring during employment, no matter how minor, must be reported to the Human Resources Generalist immediately.

1. **If the situation is an emergency, immediately call 9-1-1.**
2. Notify at once your Program Manager/Director who will inform the Human Resources Generalist. Human Resources Generalist will decide how to proceed. In the absence of the Human Resources Generalist, report information to the Assistant Director or Executive Director. If both all three are unavailable the Program Manager of the injured employee will proceed with the following steps:
3. Get an "Employee Injury Packet" located on the bookshelf by the Office Manager in the Administrative Building or in the box on the office door in the child care building. **If the accident does not warrant medical attention, the only portion of the Employee Injury Packet that needs completed is the "Accident Investigation Form."** Human Resources Generalist **will mark "for record only" in the top margin.** The Human Resources Generalist **calls Cincinnati Insurance at 1-877-242-2544, policy number EWC 0303813-05.**

In all cases the supervisor will ask the employee to show him/her how the accident occurred and together they will discuss if anything could have been done differently to prevent the accident from occurring in the future. The employee will be shown the proper procedure if they were injured doing something incorrectly.

- a. Complete employee identification areas of the "Injury Management and Back on the Job Program" packet and give to employee to take to medical facility/doctor.
- b. Have employee complete the bottom of the "Notice: Medical Treatment for Your Work Injury or Occupational Illness" by checking the "when I was injured" box and signing. The Program Manager/Director will keep this and turn into the Human Resources Generalist.
- c. Give the employee the "Workers Compensation Physicians Panel" and explain that he/she must see one of these physicians unless it is an emergency or weekend. This is a copy for the employee to keep.
- d. Program Manager/Director will complete the "Accident Investigation Form" and give it to the Human Resources Generalist. The Human Resources Generalist will call Cincinnati Insurance at 1-877-242-2544, policy number EWC 0303813-05 to inform them of the incident. Program Manager/Director will discuss with the injured employee if medical treatment is necessary. Program Manager/Director needs to make the final decision and err on the side of caution.

- e. In the case of an emergency Program Manager/Director will accompany employee to the emergency room. An injured employee is not to drive himself/herself to the emergency room.
 - f. For non-emergencies that still need medical attention have the employee schedule an appointment with a panel physician unless it is a weekend and cannot be scheduled within 24 hours.
4. Document all conversations/processes that took place regarding the incident. All paperwork is to be forwarded to the Human Resources Generalist.
 5. When the employee returns from the doctor/hospital, the Program Manager/Director will discuss with the employee the return to work agreement taking into account any restrictions outlined in the medical documents. Employees will be given modified duties whenever possible so that they may return to work.

Employees who are placed on Worker's Compensation will be notified in writing of the status of the position, status of health insurance benefits, and their responsibilities while on Workers Compensation.

Any work release slips, work moderation slips, prescription receipts, etc. should be given to the supervisor who will submit to the Human Resources Generalist. The Human Resources Generalist (or Executive Director in Human Resources Generalist's absence) will file the claim with the agency's insurance agent. Any written information, receipts, etc. the employee provides will be sent/faxed to the agent. The insurance agent will monitor the progress of the claims to assure timeliness on all aspects of the process. The Human Resources Generalist will contact the agent for updates. The insurance adjuster may make direct contact with the injured employee and witnesses during the investigation.

Accidents involving children must be reported immediately to the Human Resources Generalist. **If it is an emergency call 911** Information to be reported to the Human Resources Generalist include, but are not limited to: who was injured, what happened, how it happened, where it took place, how the situation was handled; and if follow-up is needed. Employees will be required to complete accident/injury reports for these incidents. These documents will become a part of the child's record.

Accidents involving parents or visitors must be reported immediately to the Human Resources Generalist. Employees will be required to complete accident/injury reports for these incidents. These documents will become part of the agency's record. Information to be reported to the Human Resources Generalist include, but are not limited to: who was injured, what happened, how it happened, where it took place, how the situation was handled; and if follow-up is needed.

Policy Name:	CHILD ABUSE AND CRIMINAL CLEARANCE	POLICY NO 3.4
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	02/09/15, 8/15/16, 9/13/21, 10/21/22	
References:	Child Protective Services Law, Chapter 3700 Foster Family Care Agency, Chapter 3350 Adoption Services, Chapter 3270 Child Day Care Center, Chapter 3680 Administration and Operation of a Children and Youth Social Service Agency, Child Protection Legislative Amendments 2013-2014	

Children’s Aid Society requires that all new employees have current (one-year after date of issuance) clearances from the State Police (Form #SP4-164 Criminal History Records Check), the Department of Public Welfare Childline and Abuse Registry (Form CY113 Child Abuse Check) and the Federal Bureau of Investigation.

When an employee is hired, she or he must provide the original clearances (copies will be made). These documents will become a part of the personnel record. Full-time employees are responsible for all fees. Effective July 26, 2016 Child Care employees will be reimbursed the cost of each clearance application fee after successful completion of the probation period. At initial employment, Child Care employees will sign an agreement for reimbursement of clearances.

New clearances will need to be obtained every 60 months for all staff. Full-time employees are responsible for all fees. Children’s Aid Society will pay for or reimburse the current cost of updating clearances for Child Care employees as required every five years to maintain employment.

Policy Name:	HEALTH APPRAISAL	POLICY NO 3.5
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	11/04/2020, 9/13/21	
References:	Chapter 3700 Foster Family Care Agency, Chapter 3350 Adoption Services, Chapter 3270 Child Day Care Center, Chapter 3680 Administration and Operation of a Children and Youth Social Service Agency, CAS Risk Management Guide; CAS Administrative Policies, Procedures and Responsibilities	

All employees will be required to obtain a health appraisal prior to employment. Administrative employees will be required to obtain a health appraisal biannually thereafter and child care employees will be required to obtain a health appraisal annually thereafter in compliance with Department of Human Services regulations. All first time employees are also required to obtain a Mantoux-TB test and furnish the results to Children’s Aid Society for initial employment. Employment at Children's Aid Society is conditional upon receipt of a satisfactory Health Appraisal at the initiation of employment and bi-annually thereafter.

Health Appraisals will be maintained as a part of the employee's confidential information file.

Detailed physical and mental abilities for each position will be listed on the position description. These essential job functions will be discussed with you at employment and from time to time during your employment. The Agency reserves the right to amend and change these essential job functions at any time.

Employees will be required to execute an acknowledgment of the essential job functions prior to employment and at other times during their employment.

Employees who fail to provide the required Health Appraisal will be subject to disciplinary action or termination.

The cost of pre-employment Health Appraisal is at the employee's expense. Children's Aid Society will reimburse regular full-time and regular part-time employees up to \$45 toward the cost of the required follow-up medical examination. Any costs incurred over the amount of \$45 are the responsibility of the employee.

Policy Name:	REPORTING SUSPECTED CHILD ABUSE	POLICY NO 3.6
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/09/09	
Effective Date:	11/09/09	
Date(s) of Revision:	02/09/15	
References:	CAS Administrative Policies Procedures and Responsibilities, Chapter 3700 Foster Family Care Agency, Chapter 3350 Adoption Services, Chapter 3270 Child Day Care Center, Chapter 3680 Administration and Operation of a Children and Youth Social Service Agency, Risk Management Guide; Child Protection Legislative Amendments 2013-2014	

Since Children's Aid Society employees come into contact with children through the course of their employment they are required by law to report child abuse.

A report must be made when an employee has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The employee comes into contact with the child in the course of employment occupation and practice of a profession or through a regularly scheduled program, activity or service;
- The employee is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization or other entity that is directly responsible for the care, supervision guidance or training of the child;
- A person makes a specific disclosure to the employee that an identifiable child is the victim of child abuse;
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The child is not required to come before the employee in order for a report of suspected child abuse to be made.

The employee must immediately make a written report using electronic technologies, www.compass.state.pa.us/cwis. The employee must print out a copy of the completed report as well as the confirmation statement and submit it to the Assistant Director. The Assistant Director will file all submitted ChildLine reports in a locked file cabinet. After ChildLine is contacted, the employee must complete a Report of Suspected Child Abuse (CY47) form and forward it to the agency in the county where the suspected abuse occurred, within 48 hours of the report. The local agency is: Clearfield County Children, Youth and Family Services, 212 E. Locust Street, Clearfield, PA 16830, (814) 765-1541.

Once the report has been made, the employee must notify his/her Program Manager/Director, who will inform the Assistant Director. The Assistant Director will then notify the Executive Director.

Employees need to be aware that only a court official, law enforcement officer, physician, or hospital administrator can take custody of a child.

Violation of this policy will result in disciplinary action.

Policy Name:	TRANSPORTATION POLICY	POLICY NO: 3.7
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on	
Effective Date:	10/10/2011	
Date(s) of Revision:	9/13/21, 8/30/23, 9/11/23, 9/22/23	
References:	Chapter 3680 regulations, CAS Administrative Policies Procedures and Responsibilities	

All vehicles used in transporting children, while they are receiving services from Children’s Aid Society, must be validly licensed and inspected under 75 Pa. C.S., Section 101-9901 (relating to the Vehicle Code). The Office Manager will arrange for the registration and the inspection of all agency vehicles. All persons transporting children on behalf of the agency must possess a valid driver’s license for the class of vehicle the person is operating.

New employees that drive their personal cars for work must submit their Driver’s License, proof of vehicle registration, proof of vehicle insurance along with the declaration of car insurance coverage page and proof of current inspection at the time of hiring to the Human Resources Generalist. A photocopy of the information will be made part of the personnel file. Your vehicle insurance Liability coverage must be a minimum of \$100,000 per person, \$100,000 per accident and \$100,000 Property Damage per accident. They must also give permission for an initial and annual motor vehicle check. The Human Resources Generalist will complete the motor vehicle check upon employment.

The Human Resources Generalist will request updated Driver’s License, proof of vehicle registration, proof of vehicle insurance and proof of current inspection during annual performance evaluations. All information is to be updated by the employee as needed due to changes in carrier companies or vehicle coverage.

The number of persons in a vehicle used to transport children may not exceed the passenger capacity as determined by the vehicle manufacturer. Manufacturer recommendations for child seating and restraints must be followed. Seat belts are to be used by all occupants, unless under eight (8) years of age. Children who are younger than eight (8) years of age shall be transported in motor vehicles in accordance with the requirements for parents and guardians under 75 Pa. C.S., Section 4581 (relating to restraint systems).

Policy Name:	USE OF AGENCY VEHICLE	POLICY NO: 3.8
Policy Location:	S:\admin\Compliance & Board & Agency Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 4/10/17	
Effective Date:	4/10/2017	
Date(s) of Revision:	10/1/19	
References:		

This Policy Statement provides guidance to employees on the use of the Agency Vehicle. It addresses under what circumstances employees may use the vehicle and procedures and rules governing such use. The use of privately-owned vehicles for official business is addressed in Policy 3.7.

It is the policy of Children's Aid Society to allow employees with a valid driver's license to use the vehicle for *official business only*. Employees shall use the vehicle between places of official business only. Authorized use may include the transport of other employees or non-employees (including clients), as long as the purpose for transporting the individuals is to accomplish authorized business. Employees shall not use the vehicle to conduct personal business or take the vehicle home at any time. Any employee who willfully uses or authorizes the use of the vehicle for other than official local purposes will be subject to disciplinary action, up to and including termination.

A. Use of Agency Vehicle

1. Employees who drive the vehicle must have a valid state motor vehicle operator's license. Licenses must be carried at all times while using the vehicle.
2. Employees must have specific authorization for the use of the vehicle *prior to using the vehicle*. The following steps shall be followed in seeking authorization:
 - a. Complete a Vehicle Request/Travel Authorization Form for prior approval and submit it to your supervisor for signature;
 - b. Indicate on the request form each destination for which the vehicle will be used;
 - c. Submit the form to the Office Manager 24 to 48 hours in advance of need;
 - d. Maintain a copy of the vehicle request form at all times while operating the vehicle; and
 - e. Upon return of the vehicle, complete the section of the form relating to mileage and fuel, and resubmit it to the Office Manager.
3. Operators of the vehicle must complete a pre- and post-trip inspection documenting all findings on the Vehicle Request/Travel Authorization Form.
4. Seatbelts must be worn at all times while operating or riding in the vehicle. Manufacturer recommendations for child seating and restraints must be followed. Children who are younger than eight (8) years of age shall be transported in motor vehicles in accordance with the requirements for parents and guardians under 75 Pa. C.S., Section 4581 (relating to restraint systems). The driver shall be responsible for passenger adherence to this policy. Smoking, eating and drinking are prohibited in the vehicle. In order to protect the vehicle from theft and damage, employees must park or store the vehicle in a manner that reasonably protects it and lock the vehicle when unattended.
5. Operators of the vehicle shall become familiar with and obey all motor vehicle traffic laws of the state and/or local jurisdictions in which they operate. Violation of state or local motor vehicle laws can result in fines and/or imprisonment.
6. Traffic fines imposed on an employee for an offense committed by him or her while in the performance of his/her official duties are the responsibility of the employee. This includes fines for parking violations. Tickets issued must be reported to the Office Manager within 24 hours of

receipt. Any employee who fails to report the ticket or promptly pay a fine or otherwise properly dispose of a traffic ticket will be prohibited from driving the vehicle until the ticket is disposed of properly. Such employee may also be subject to disciplinary action.

7. When refueling the vehicle, self-service pumps shall be used to the fullest extent possible. Use the grade of fuel recommended by the vehicle manufacturer; do not use premium grade unless specifically required. Fuel should be purchased using the Sheetz Fleet Credit Card issued with the vehicle keys.
8. Cell phones should not be used when fueling the vehicle.
9. The use of alcohol and controlled substances prior to and during operation is prohibited.
10. Cell phone use of any kind during operation is prohibited.
11. The vehicle shall be returned with at least ½ tank of gasoline. Vehicle shall be returned to the designated parking spot, and keys shall be returned to the Office Manager.
12. Employees shall return the vehicle with the interior clean and free of trash and debris.
13. Mileage, fuel tank levels and any problems with vehicle operation shall be noted on the vehicle request form.
14. The vehicle may be used to transport employees or non-employees (including clients) as long as such use is for official business only. In the event the purpose for the transportation is outside the employee's scope of employment, he/she increases the chance of being held personally liable for any injury or damage to the vehicle or its occupants resulting from an accident.

B. Mechanical Failures and Accidents

1. In the case of vehicle trouble or mechanical failure, the employee shall immediately notify the Office Manager. The Office Manager will make arrangements to dispatch help to the location of the employee. An employee shall not abandon the vehicle unless personal emergency services are required.
2. Employees involved in an accident in the vehicle must follow the following procedures, which include completion of a vehicle accident report. A copy of this Policy Statement and applicable accident report forms are located in the glove compartment of the vehicle.
 - a. Driver of the Vehicle
 - i. Identify himself/herself and show his/her valid driver's license to other persons involved;
 - ii. Notify the police, the Office Manager, and his/her supervisor as soon after the accident as possible.;
 - iii. Collect all pertinent information about the other driver involved in the accident, including:
 1. Name and address of the other driver;
 2. Driver's permit number, issuing state and expiration date of other driver's license;
 3. Name and address of the owner of the vehicle;
 4. Make, type, year, license number and state in which the vehicle was registered; and
 5. Name of insurance company and policy number;
 - iv. Make a list of the following:
 1. Any obvious or mentioned personal injuries to any person(s) as a result of the accident;
 2. Damage to the other vehicle;
 3. Damage to the Agency vehicle;

4. Name, badge number, precinct number of the police officer at the scene, if any, and the police report number; and
 5. Name and addresses of any witnesses to the accident and any passengers in the vehicle(s).
- v. Do not admit fault, promise payment or sign anything. If necessary, employees should explain that they have been instructed by Children's Aid Society not to discuss details of the accident. However, employees shall be courteous and answer questions from authorized law enforcement officers to the extent necessary for reporting purposes. Employees should not talk to anyone else about the accident except supervisors or other Agency representatives.
 - vi. Do not abandon the vehicle unless immediate or emergency medical attention is required. If the vehicle is immobile, contact the Office Manager for proper removal of the vehicle and for your transportation back to the office.
 - vii. By the close of business day of the accident, complete the Vehicle Accident Kit. The form will be located in the glove compartment. The Office Manager is responsible for ensuring that this form is available at all times. The report must be submitted to the supervisor for signature who must forward it to the Executive Director and a copy to the Office Manager. If an injury prevents the driver or other Agency employee from completing this form, the driver's supervisor shall ensure that the accident reporting form is properly completed by the close of business on the day of the accident.
 - viii. In the event of an accident, the driver must provide all involved parties (drivers) the following information, which is requested on the form entitled Vehicle Accident Kit. The form will be located in the glove compartment.
 1. Driver Name and Office Address;
 2. Driver Phone Number and Office Phone Number;
 3. Date of Accident and Vehicle Tag Number
 4. Location of Accident; and
 5. Office Manager and Phone Number

C. Damage to Agency Vehicle

1. In the event of an accident or other incident in which the vehicle is damaged, employees will not be held financially responsible for damage to the vehicle as long as he/she had approval to use the vehicle and was performing official business at the time of the accident or incident. However, if it is determined that the employee's use of the vehicle was not within the scope of employment or was negligent, the employee may be held financially liable.

*Accidents, damage to any part of the vehicle, poor driving habits or complaints received while driving any vehicle for agency purposes may result in loss of use of agency vehicle or other disciplinary action.

Policy Name:	VISITORS IN THE OFFICE	POLICY NO: 3.9
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on	
Effective Date:	10/8/2018	
Date(s) of Revision:	9/13/21	
References:		

Visitors should be announced and met in the reception area. Personal visitors such as family members, friends, etc. may be allowed to visit the office for a short period of time. Due to safety concerns and to minimize any workplace disruption, extended visits generally should not be permitted.

Policy Name:	OFFICE SAFETY	POLICY NO: 3.10
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on	
Effective Date:	10/8/18	
Date(s) of Revision:	9/30/22	
References:		

It is the policy of this company to ensure a safe, healthful workplace for all its employees. Injury and illness losses from incidents are costly and preventable. This company will employ an effective accident and illness prevention program that involves all its employees in the effort to eliminate workplace hazards. We maintain an active safety program and your cooperation is vital in order to protect you, your fellow employees and our visitors from injury. We will make every effort to provide you with a work environment that is free of recognized hazards and to eliminate or control any potential hazards. Safety information is provided during the orientation process to all new employees. The Assistant Director has primary responsibility for our safety program; managers are responsible for overseeing the safety of their work areas and designating a “buddy” and an alternate for each disabled employee to assist him or her during evacuations.

Management is accountable for preventing workplace incidents, injuries and illnesses. Management will provide top-level support of safety program initiatives. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management will also keep informed about workplace safety and health hazards, and it will regularly review the company safety and health program.

Supervisors are responsible for supervising and training workers in safe work practices. Supervisors must enforce company safety rules and work to eliminate hazardous conditions. Supervisors shall lead safety efforts by example.

The safety committee includes employer and employee representatives who are responsible for recommending safety and health improvements in the workplace. The committee is also responsible for identifying hazards and unsafe work practices, removing obstacles to incident prevention and helping the company evaluate the accident and illness prevention program.

All employees are expected and encouraged to participate in safety and health program activities including the following: reporting hazards, unsafe work practices and accidents immediately to their supervisors or a safety committee representative; wearing required personal protective equipment; and participating in and supporting safety committee activities. Because each and every employee plays an important role in our safety efforts, we would like you to keep in mind the following safety tips: immediately report any condition or practice that appears unsafe to the Assistant Director; operate only equipment you are trained and authorized to use; do not block exit doors; furniture, equipment or electric cords should not be placed in front of exits; cords should be appropriately taped down; familiarize yourself with the location and use of fire extinguishers. Become familiar with evacuation procedures to be used in the event of a fire drill or actual fire. Fire and tornado drills may be scheduled from time to time; unannounced drills may also occur. You are required to evacuate the premises when ordered to do so.

Policy Name:	WEAPONS	POLICY NO: 3.11
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on	
Effective Date:	10/8/18	
Date(s) of Revision:		
References:		

In order to ensure a safe environment for employees and clients, we prohibit the wearing, transporting, storage or presence of firearms or other weapons in our facilities, or while visiting agencies, donors, or children, or attending events either sponsored by or on behalf of our organization (except when approved for a specific event or activity, such as: Shoot For The Magic). Employees violating this policy may face disciplinary action up to and including discharge.

With the exception of law enforcement personnel, we prohibit visitors from carrying weapons in the office. Management should be notified immediately if any staff member, customer or visitor is found with a firearm or other dangerous weapon in violation of this policy. Local law enforcement will be called promptly, if necessary, to help handle a situation.

Firearms or other dangerous weapons include, but are not limited to: guns, knives, explosives, any device from which a projectile may be fired, any simulated firearm operated by gas or compressed air, or any other instrument that can pose a reasonable risk of injury.

This policy does not apply to any law enforcement personnel engaged in official duties, any security personnel engaged in official duties, or any person engaged in military activities sponsored by the federal or state government, while engaged in official duties.

The prohibitions in this policy apply to non-employees who do business with our organization. A non-employee who violates any of these prohibitions while on our premises and/or while doing business with us will be precluded from doing any additional work for us.

Policy Name:	HOURS OF ATTENDANCE/WORK SCHEDULES	POLICY NO: 4.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	12/9/13, 7/10/17	
References:		

Child Care work schedules are prepared each week and will be posted on Friday.

All other employees will be advised of their usual work schedule at the beginning of employment. Hours of attendance have been carefully thought out and employees are required to work the hours and days for which they have been scheduled.

Temporary and permanent schedule changes may be necessary to effectively utilize staff. Employees who refuse a schedule change may be subject to disciplinary action, including termination.

If you are unable to report to work for any reason, you must notify your immediate supervisor as soon as possible prior to your scheduled starting time. Failure to notify your immediate supervisor in a timely manner will be considered an unexcused absence. Employees will not be permitted to use available leave time for unexcused absence and will be subject to disciplinary action.

Work Time when traveling

Regular Travel Time

Under the Fair Labor Standards Act, ordinary home-to-work travel does not count as hours worked and does not have to be paid. If the employee is required to report for work at a site *other than* the regular work site, then the employee must be paid for travel time that is in excess of the employee’s normal commute time to and from the regular work site.

Travel Requiring Overnight Stay for Non-Exempt Employees

When employees are required to take a trip that takes them away from home overnight, all approved time spent traveling is counted as time worked and the employee will be paid for those hours. Approved travel time on Saturdays, Sundays and holidays is also counted as time worked.

Overtime pay is required if travel time and work time together exceed 40 hours in a workweek.

Policy Name:	OVERTIME	POLICY NO: 4.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	10/10/16	
References:	Fair Labor Standards Act	

Employees will be notified at the time of employment as to whether they are classified as exempt or non-exempt. This policy addresses payment for overtime for non-exempt employees. Exempt and non-exempt are defined as follows:

A. Exempt: Salaried employees not eligible to receive overtime pay. Salary covers all hours worked. There may be times when exempt employees are expected to work additional hours in order to finish their projects.

B. Non-Exempt: Hourly employees eligible to receive overtime pay.

The nature of the duties and responsibilities of some employees may require overtime work from time to time. Overtime work should be considered an exceptional situation. Overtime occurs after an employee has accumulated 40 work hours in a week.

If a non-exempt employee is required to work overtime hours, the employee will receive monetary compensation for the additional hours worked as prescribed by wage and hour laws.

All overtime must be approved by the employee's immediate supervisor prior to working the overtime hours. In cases when obtaining prior approval is not possible, the employee must obtain the supervisor's approval as soon as possible following the overtime hours.

The time and one-half rate is based on an employee's regular rate of pay and will be paid only for time worked beyond the total of forty hours in a week.

No overtime pay will be granted for time worked up to seven minutes. Fifteen-minute multiples will be used for pay purposes, with time computed to the nearest quarter hour.

Policy Name:	EMERGENCY CLOSING	POLICY NO: 4.2
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:	CAS Emergency Plan	

Due to severe weather conditions or other emergency situations, there may be times when Children's Aid Society facilities may be closed.

Emergency closing is at the discretion of the Executive Director.

Severe Weather Conditions:

Employees are instructed to listen to local radio and television stations for emergency closing information in these circumstances. (WTAJ-TV 10, WOKW 102.9, WQYX 93.1)

Other Emergencies:

Other situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which may endanger the safety or health of children and employees, may result in Children's Aid Society facilities being closed at the discretion of the Executive Director. Employees will be advised of their obligations in these situations.

Policy Name:	MEAL/REST BREAKS	POLICY NO: 4.3
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on	
Effective Date:	12/9/13	
Date(s) of Revision:	8/3/16, 9/13/21	
References:	PA Personnel Advisor	

It is the policy of Children’s Aid Society to comply with state and federal laws regarding meals and breaks. The Fair Labor Standards Act does not require rest or meals breaks. However, Children’s Aid Society believes that providing breaks to employees encourages their well-being.

All part-time, nonexempt employees - Every effort will be made to provide a 15 minute paid rest break for each four hour work period during the work day.

All full-time, nonexempt employees who work a more than a 5-hour day receive a 30-minute, unpaid meal break. Employees are encouraged to break for meals away from their desk or usual work area.

Employees who voluntarily work through their break period will not be permitted additional compensation.

Failure of employees to return on time from breaks or lunch will subject the employee to disciplinary action and docking of pay for time missed.

Bathroom breaks, which are required under the Occupational Safety and Health Administration, are excluded from the definition of rest breaks.

Policy Name:	On-Call Policy and Procedure	POLICY NO: 4.4
Policy Location	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 6/10/19	
Effective Date:	4/5/2019	
Date(s) of Revision:		
References:		

Foster Care/Adoption/Assigned Blended employees will be required to periodically be “on-call”.

Compensation:

- Foster Care/Adoption/Assigned Blended staff will be compensated \$15 per day when they are required to be on-call.
- During on-call periods, staff will earn regular wages for the time they spend answering phone calls, dealing with clients, making case notes, etc.
- Time spent working during the on-call period must be adjusted during that work week. Overtime will only be paid for extenuating circumstances.

On-call procedures are as follows:

- Typically, staff will be on-call for a period of one week.
- The week will begin at close of business Friday (4:00pm) to opening of business on the following Friday (8:00am).
- Staff will be required to track/log all calls, the outcome, time spent at 15 minute increments, and turn the log in with their timesheet. If needed, a formal case note can be written during the next business day.
- During on-call periods, staff must stay in areas with reliable cellular services, not travel far distances, and ensure confidentiality during calls.
- Unanswered calls should be returned within 15 minutes.
- On-call during holidays will be rotated.
- If staff has a personal scheduling conflict whenever they are on assigned on-call, they are responsible for finding a replacement staff and notifying the Adoption/Foster Program Manager ahead of time.
- If staff are on-call and need to take paid time off (i.e. sick time or a personal day), but feel they are able to answer phone calls, deal with clients, make case notes, etc. then they will be compensated, as described above. If staff feel that they are unable to perform the on-call duties, they will advise the Foster Care Program Manager, who will arrange to have the on-call phone and bag plan transferred to another staff.
- All staff must have access to the on-call schedule and know the on-call telephone #: (814) 762-6076.

Policy Name:	PAYROLL AND SAFE HARBOR POLICY	POLICY NO: 5.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

The Agency work week begins Saturday at 12:01 am and ends Friday at 12:00 midnight.

Employees will be paid twice each month on the 1st and 15th days through direct deposit. Should these days fall on a weekend or holiday, direct deposit will occur the following work day. Payroll deduction is available; if you are interested please speak with the Fiscal Manager who is located in the Administrative Building.

Employees must complete a timesheet and submit it to their supervisor or designated individual on the first business day following the end of a pay period. For example, if the 15th of the month fell on a Saturday, the expectation is that the timesheet would be turned in on the following Monday. The timesheet record must be signed prior to submission, as an accurate and complete representation of the time worked. Timesheets that are not signed and contain no name will not be processed. There will be no exception for timesheets that are not turned in on time. Timesheets need to be completed daily. Employees will enter the start time and end of shift time prior to leaving the building each day.

Child Care Only:

All employees must keep their timesheets in one designated location in the building. They will be collected upon closing of the center at the end of the day of the last date listed on the timesheet. There will be no exception for time sheets that are not turned in on time. Timesheets need to be completed daily. Employees will enter the start time and end of shift time prior to leaving the building each day.

Safe Harbor Policy

It is the policy and practice of the Children’s Aid Society to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To make sure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your pay stub promptly to identify and to report any errors.

Review Your Pay Stub

Children’s Aid Society makes every effort to pay its employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to Children’s Aid Society attention, Children’s Aid Society will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

Non-exempt Employees

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded. Each employee must verify that the reported hours worked are complete and accurate, including where applicable signing his or her time card. Do not report time or turn in a time card if it is not accurate. Unless you are authorized by your supervisor, you should not work any hours that are not authorized. All overtime must be approved by the employee's immediate supervisor or their designee prior to working the overtime hours. In cases when obtaining

prior approval is not possible, the employee must obtain the supervisor's approval as soon as possible following the overtime hours. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Company's policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Assistant or Executive Director.

Exempt Employees

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

To Report Concerns or Obtain More Information

If you have questions about deductions from your pay, please immediately contact the Human Resources Generalist. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the Human Resources Generalist. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, Children's Aid Society will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in Children's Aid Society investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Policy Name:	ON-THE-JOB EXPENSES	POLICY NO: 5.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	12/9/13, 10/10/16, 9/13/21	
References:	Financial Management Policies and Procedures, PA Personnel Advisor	

CAS reimburses employees for all mileage incurred while on work-related business at the current approved rate with prior approval from their immediate supervisor.

Work-related business is defined as any activity that is carried out strictly as a function of one's job description or position. Attendance at staff social events (parties, showers, weddings, etc.) where the purpose is strictly social, is not considered work-related business. CAS will reimburse for mileage based upon IRS regulations as follows:

Business mileage does not include the normal commute to and from work. When your business travel originates or ends at home, subtract your normal one-way commute from the total miles associated with the trip. If your business travel originates and ends at home, subtract your normal roundtrip commute from the total miles associated with the trip. Under IRS Reg. § 1.262-1(b) (5), costs of commuting to the place of business or employment are personal expenses. You cannot be reimbursed for commuting expenses even if you work during the commuting trip. For example, if the normal commuting round trip is 20 miles, and the employee goes on a trip that covers 75 miles, only the incremental 55 miles are reimbursable.

Employees who receive advance approval from the Executive Director to travel outside of the local area for trainings/conferences will be reimbursed for travel expenses, overnight accommodations, meals, tips and other costs necessitated by travel. If the trip is started right before or after traditional start times (8:00AM) then breakfast will not be covered. If the trip is going to end at the traditional ending work time or soon after (4:00PM) dinner will not be covered. Snacks will not be reimbursed. Employees may be able to receive an advance of these expenses, if arrangements have been made with the Fiscal Manager. The rate of reimbursement will be based upon actual expenses.

Staff traveling to trainings/conferences together are required to meet at the agency and leave from there. Prior approval must be obtained from your supervisor for any additional stops on the way to trainings/conferences.

Per Diem meal and incidental expenses are allocated at the current federal allowance for the specific location. For travel that is longer than one day in length, the per diem for the first and last days of travel is 75% of the said allowance.

The Monthly Mileage/Travel Log should be completed at the end of each pay period and submitted with the employee's time sheet to their supervisor for approval. Mileage will be reimbursed at the current federal reimbursement rate, unless mandated by a grant.

Policy Name:	EMPLOYEE BENEFITS	POLICY NO: 6.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Children's Aid Society will offer benefits to employees based upon available funding. Each employee will be advised at the beginning of employment of the benefits for which they are eligible. Employees will be notified of additional benefits and their eligibility during the course of employment.

*Please see the chart at the end of the Personnel Policies for the most recent information on benefits.

Policy Name:	CARE OF EMPLOYEE'S CHILDREN	POLICY NO: 6.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	09/12/11	
References:		

Children's Aid Society permits employees to enroll their children in the child care program. A discount of 25% off the published rate for full time staff will be offered to employees.

Whether a child care employee shall be permitted to provide care for his/her child will be determined on a case by case basis by the staff member's supervisor. This determination will be based on an assessment of the child's age, level of need and ability to share his/her parent; and the employee's ability to provide unbiased care for all of the children in their care.

Policy Name:	CAREER DEVELOPMENT	POLICY NO: 6.2
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

Children's Aid Society encourages staff and career development and will seek to provide opportunities for individual development of employees through supervision, in-service training, staff meetings, attendance at special training programs, conferences, and workshops within the limits of the budget and the work schedule of Children's Aid Society.

Child Care Only: Certain trainings are mandated by state regulations while Keystone Stars' quality initiative has other requirements. Child care staff is responsible to keep track of their training hours by recording them in their Professional Development Record (PDR.) After attending training, staff will turn in to the child care office verification of the training, such as a certificate.

All other employees must adhere to guidelines/mandates required by the program regarding training.

Non-exempt employees who travel for training events will be compensated for the actual travel time associated with the event provided they have received prior approval to attend. Employees will be required to record their time on their timesheets. Compensation will be based upon actual work and travel hours. No compensation will be given for free time, overnight time, or extended periods between sessions at the event.

Policy Name:	COBRA	POLICY NO: 6.3
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Under a federal law called the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), most employers sponsoring group health plans must offer to their employees an extension of health coverage (called "continuation coverage") to their employees at group rates under certain circumstances when coverage would otherwise end. We at Children's Aid Society abide by the requirements of COBRA. The circumstances which qualify for an extension of coverage are called "qualifying events." Below is a list of qualifying events for yourself, your spouse, and your dependent children.

Qualifying Events for You:

A reduction in hours worked makes you ineligible for coverage
Termination of employment for reasons other than gross misconduct on your part

Qualifying Events for Your Spouse:

Death of employee (yourself)
Termination of your employment for reasons other than gross misconduct
A reduction in employee's hours worked
Divorce or legal separation
Employee becomes eligible for Medicare

Qualifying Events for a Dependent Child:

Death of employee (parent)
Termination of parent's employment for reasons other than gross misconduct
A reduction in parent's hours worked
Parent's divorce or legal separation
The dependent ceases to be a dependent child under the health plan

You or a member of your family must inform the Human Resources Generalist of a divorce, legal separation, or a child losing dependent status within 60 days of the event. Children's Aid Society has the responsibility for notifying you or your family of continuation options within 14 days of your death, termination of employment, reduction in hours, or Medicare entitlement. If you do elect continuation coverage, the insurance provider is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members for whom a qualifying event has not occurred.

COBRA requires coverage be continued for a maximum of 18 months if you lose group coverage due to termination of employment or a reduction in hours. A second qualifying event, such as divorce or a dependent child losing dependent status may occur to your dependents while coverage is already being continued. If so, the continued dependents will be eligible for additional months of continued coverage, up to a maximum of 36 months from the date group coverage was first terminated. If group coverage is

terminated because of death of the employee, divorce, legal separation, the employee's entitlement to Medicare, or dependent child losing dependent status, coverage may be continued for 36 months.

Your continuation coverage may be cut short for any of the following 3 reasons:

1. Children's Aid Society no longer provides group health coverage to any of its employees.
2. The premiums for your continuation coverage are not paid.
3. You become covered under Medicare or another group health plan.

For additional information about continuation coverage, please contact the Human Resources Generalist.

Policy Name:	HOLIDAYS	POLICY NO: 6.4
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	08/07/2015, 10/10/16, 9/13/21	
References:		

All regular **child care staff** will be granted the following holidays:

- New Year's
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas

All full-time **program and administrative staff** will be granted the following holidays:

- New Year's
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas
- President's Day
- Columbus Day
- Veteran's Day

Generally, when a holiday falls on a Sunday, it will be observed the following Monday; likewise, if it falls on a Saturday, it will be observed the preceding Friday.

Regular employees will be paid for their regularly scheduled hours for the day on which Children's Aid Society is closed for a holiday as holiday pay. Employees who are not regularly scheduled to work on a holiday will not receive any pay for the holiday. Because of the nature of some duties of the program's operation, some employees may request or be required to work a holiday. All holiday work requests must receive prior approval from the employee's supervisor.

Regular part-time employees shall be granted holiday pay to be equal to normal scheduled work hours.

Part-time, Regular employees that have increased hours over 20 hours per week for the summer will receive Independence Day as a paid holiday.

Funding Source may take precedent over agency policy

*Please see the chart at the end of the Personnel Policies for the most recent information on benefits and holidays.

Policy Name:	BEREAVEMENT LEAVE	POLICY NO: 6.5-1 FULL TIME
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

When the death of a member of an employee's family necessitates her or his absence from work, 5 days off with pay will be granted to regular full-time employees for the following people:

- Spouse
- Child/Step-child

When the death of a member of an employee's family necessitates her or his absence from work, 3 day off with pay will be granted to regular full-time employees for the following people:

- Mother (in-law or step)
- Father (in-law or step)
- Brother/step-brother
- Sister/step-sister

When the death of a member of an employee's family not listed above necessitates her or his absence from work, one day with pay will be granted to regular full-time employees for the following persons:

- | | |
|-----------------------|-------------|
| Nephew/Niece | Grandparent |
| Brother/Sister-in-Law | Grandchild |
| Son/Daughter-in-Law | Aunt/Uncle |

Death of a person not listed above may necessitate an employee's absence from work 1 day without pay.

*Please see the attachment at the end of the Personnel Policies for the most recent information on bereavement benefits.

Policy Name:	BEREAVEMENT LEAVE	POLICY NO: 6.5-1 PART TIME
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

When the death of a member of an employee's family necessitates her or his absence from work, 1 day off with pay will be granted to regular part-time employees for the following people:

Husband/Wife	Son/Daughter	Mother/Father
Brother/Sister	Grandmother/Grandfather	Grandson/Granddaughter
Mother-in-Law/Father-in-Law	Step-parent	Step-child
Nephew/Niece	Son/Daughter-in-Law	Sister/ Brother -in-Law
Aunt /Uncle		

Death of a person not listed above may necessitate an employee's absence from work 1 day without pay.

*Please see the attachment at the end of the Personnel Policies for the most recent information on bereavement benefits.

Policy Name:	FAMILY AND MEDICAL LEAVE	POLICY NO: 6.5-2
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21, 9/12/22	
References:		

The following family and medical leave policy is designed to comply with the provisions of the federal Family and Medical Leave Act Of 1993 (FMLA).

The Family and Medical Leave Act entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. To be eligible for FMLA benefits, an employee must:

1. Work for a covered employer;
2. Have worked for the employer for a total of 12 months;
3. Have worked at least 1,250 hours over the previous 12 months;
4. Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

A Children’s Aid Society eligible employee interested in FMLA qualifies to receive up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or a daughter for adoption or foster care;
- for care for an immediate family member (spouse, child or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- employees with a covered military member serving in the National Guard or Reserves to use for “any qualifying exigency” arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. The Department’s final rule defines qualifying exigency by referring to a number of broad categories for which employees can use FMLA leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.
- A spouse, son, daughter, parent, or next of kin to take up to 26 weeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

Spouses employed by the same employer are jointly entitled to a combined total of 12 work weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

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.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the approval of Children’s Aid Society.
- FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

When intermittent leave is needed, the employee must try to schedule treatment so as not to unduly disrupt the employer’s operation.

For employees not eligible for family and medical leave, Children’s Aid Society will review business considerations and the individual circumstances involved. Except for those employees designated as “highly compensated employees” (defined as the top 10% wage earners), employees will be returned to the same or to an equivalent position upon their return from leave.

Family or medical leave will be unpaid leave. If an employee uses FMLA leave, the employee must use all of her or his accrued paid sick leave, personal days and vacation leave. The remainder of the leave will then consist of unpaid leave.

APPLICATION FOR LEAVE

In all cases, an employee requesting FMLA leave must complete the attached “Application for Family and Medical Leave” and return it to the Human Resources Generalist.

NOTICE OF LEAVE

An employee intending to take FMLA leave must submit an application for leave at least 30 days before the leave is to begin, when the need is foreseeable and such notice is practicable. If leave is to begin within 30 days, an employee must give notice to her or his immediate supervisor and to the Human Resources Generalist as soon as the necessity for the leave arises.

MEDICAL CERTIFICATION OF LEAVE

An application for FMLA leave must be accompanied by a “Certification of Health Care Provider” completed by the applicable health care provider.

BENEFITS COVERAGE DURING LEAVE

An employee receiving Children’s Aid Society’s health insurance coverage will continue to do so during the leave under the same conditions that applied before the leave commenced. Arrangements will be made for the employee to pay his/her share of health insurance premiums while on leave.

RESTORATION TO EMPLOYMENT

An employee eligible for FMLA (with the exception of those employees designated as “highly compensated employees”) will be restored to her or his old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. An employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid “key” employees after using FMLA leave during which health coverage was maintained. A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within 75 miles of the work site.

RETURN FROM LEAVE

An employee must complete a “Notice of Intention to Return from Family or Medical Leave” before she or he can be returned to active status. If an employee wishes to return to work prior to the expiration of a FMLA leave of absence, the employee must notify her or his supervisor at least 5 working days prior to the employee’s return.

FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a FMLA leave of absence will subject the employee to immediate termination unless an extension is granted. An employee, who requests an extension of FMLA leave because of the condition, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee’s spouse, child, or parent, must submit a request for an extension, in writing, to the employee’s supervisor. This written request must be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

Policy Name:	JURY AND WITNESS DUTY	POLICY NO: 6.5-3
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

Jury Duty:

When leave of absence must be taken for jury duty, Children's Aid Society will recognize this leave with pay. Proof of jury duty must be submitted with the time sheet.

Employees must notify their immediate supervisor when they are called for Jury Duty.

Witness Duty:

When a leave of absence must be taken to answer a subpoena in court, Children's Aid Society will recognize this leave with pay **only when the employee is not financially involved in the outcome of the case**. Proof of the subpoena must be submitted with the time sheet.

Professional employees who are subpoenaed to testify in court regarding their professional services will be paid in the normal process.

Policy Name:	LEAVE WITHOUT PAY	POLICY NO: 6.5-4
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21, 9/12/22	
References:		

Employee’s work schedules have been established giving consideration to the student/teacher ratio, workloads, and coverage requirements. Employee absences have a detrimental effect on these conditions. While absence for illness and emergency situations may happen from time to time, employees will not be granted leave beyond their accrued vacation, personal days and sick leave as a standard practice. Emergency circumstances will be considered on a case by case basis. Leave without pay will only be granted in extenuating circumstances and not on a routine basis. Leave without pay must be approved by the supervisor.

Leave without pay which has not been approved by your supervisor will be considered as voluntary termination.

Policy Name:	OTHER LEAVE OF ABSENCES	POLICY NO: 6.5-5
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

Absence not covered by these policies shall be referred to the Human Resources Generalist.

Military Leave

A military leave of absence, without pay, shall be granted to any full-time permanent employee who shall have enlisted, been inducted or volunteered for service in the United States Armed Forces, the Public Health Service, the Reserve or Ready Reserve, according to the terms of Vietnam Era Veteran’s readjustment Assistance Act, Military Selective Service Act and/or Chapter 43 of Part III of Title 38, U.S. Code.

Those full-time permanent employees who leave employment with the agency to perform any of the above-mentioned service for the United States shall have the reemployment rights specified in the above-mentioned laws, and/or any other applicable laws.

The agency has the right to require written verification of any military leave as well as written certification of satisfactory completion of said service.

*Please see the chart at the end of the Personnel Policies for the most recent information on personal leave.

Policy Name:	SICK LEAVE	POLICY NO: 6.6
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	05/09/11, 12/01/16, 9/13/21	
References:		

Sick leave is time off with or without pay for periods of illness or incapacity resulting from non-occupational or occupational injury, as well as for medical, dental, or optical examinations or treatments. Sick leave may be used when the employee's condition interferes with or makes it impossible for the employee to satisfactorily perform her or his assigned duties.

Absences that are due to illness should be reported as soon as possible on the first day of absence by contacting your supervisor. If the employee is going to be out more than 1 day, she or he is required to call every day. Excessive absence, even though reported, may result in disciplinary action which may lead to termination.

Sick time should not be used the day before/after a holiday or vacation. If sick time is used before/after a holiday, the employee must provide a doctor's note or appointment verification upon returning to work. If verification is not provided, the employee forfeits the holiday pay and the absence may result in disciplinary action which may lead to termination.

An employee out on sick leave for 3 or more consecutive working days may be required to submit to her or his supervisor a written statement from a physician indicating status/condition of illness and/or ability to return to work. From the information provided by the employee or the physician, the Family and Medical Leave Policy may need to be considered. Children's Aid Society complies with the Family and Medical Leave Act and recognizes that employees may be granted leave of absence under certain conditions (Refer to Family and Medical Leave Act Policy No. 6.5-2)

When using sick time, the employees total work day cannot exceed 7.5 hours. For example, if two hours of sick time are used then the employee would only work 5.5 hours for the remainder of the day. If a whole day of sick time is used, then it would be 7.5 hours for that day. If sick time and the number of hours worked exceeds 7.5, employees will be docked pay for the hours over 7.5.

Sick leave may be accumulated, and carried into the next year, up to a maximum of 75 hours. Sick leave with pay will not accrue to an employee during any period which the employee is on an unpaid leave.

Sick time, not to exceed three working days, may be granted to an employee when there is an illness in the immediate family. Immediate family includes spouse, child, and parents of employee/spouse.

Temporary or substitute employees and employees working under 20 hours per week are not eligible to earn or accumulate sick time. Part-time, regular employees that have increased hours of over 20 hours per week for the summer will earn paid sick time for the summer only.

Children's Aid Society does not permit employees to routinely take leave without pay. Any leave without pay must be approved by the supervisor and will only be granted for extenuating circumstances.

*See the benefits chart at the end of the Personnel Policies for the most recent information on sick leave.

Policy Name:	VACATION	POLICY NO: 6.7
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	05/09/11, 12/9/13, 1/24/17, 6/10/19, 9/13/21, 9/12/22	
References:		

Employees will earn vacation time as outlined in the applicable Benefits Chart at the end of the Personnel Policies. As of 8/25/2022, previous employment with the agency will not be used to calculate vacation time upon return. All returning staff will be considered new hires.

Scheduling of vacation time is to occur prior to January 31st of each year. Employees schedule vacation time by filling out an “Employee Vacation Request” form and submitting it first to their direct supervisor and then to the Human Resources Generalist for approval. Vacation will be approved based on seniority to assure necessary coverage. Changes to scheduled vacation time require prior approval by the employee’s direct supervisor and then to the Human Resources Generalist (and Assistant Director for administrative employees).

Employees are not eligible to use vacation time until they have completed probation. Vacation time cannot exceed 10 consecutive work days. If a holiday falls during a scheduled vacation, it will be included in the number of days off.

Sick time should not be used the day before/after vacation. If sick time is used before/after a vacation, the employee must provide a doctor’s note or appointment verification upon returning to work. If verification is not provided, the absence may result in disciplinary action which may lead to termination.

Employees will not be granted vacation leave beyond their accrued vacation leave as a standard practice.

Employees are encouraged to space their vacation time throughout the year to rest, relax, and maintain well-being. Employees may carry over 75 hours of vacation time into the next year.

When using vacation time, the employees total work day cannot exceed 7.5 hours. For example, if two hours of vacation time are used then the employee would only work 5.5 hours for the remainder of the day. If a whole day of vacation time is used, then it would be 7.5 hours for that day. If vacation time and the number of hours worked exceeds 7.5, employees will be docked pay for the hours over 7.5.

Program Managers are required to schedule vacation time before or after important program meetings/events including committee meetings, fundraisers, etc. If a meeting must be missed, the meeting should be rescheduled or a representative of the program must be secured to attend the meeting. Staff with responsibilities such as school programs, payroll, billing or reporting deadlines or telephone/door answering, must schedule their vacation time around these events or arrange for other acceptable coverage. There should be at least one person from each program available at all times to answer the telephone inquiries in the administration and Virginia Street buildings. If the child care office does not have at least one person available, they need to notify the Infant staff or the Administrative Office to answer the telephone. Vacation days will not accrue for leave of absences or suspensions. The agency will require staff to use vacation time during periods of personal absence or leave, including

leave for a disability or family medical need. Upon termination of employment you will be paid for all accrued but unused vacation time, if adequate notice of resignation has been given.

Policy Name:	Personal Day	POLICY NO: 6.8
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/13/17	
Effective Date:	11/13/17	
Date(s) of Revision:	9/13/21	
References:		

All full-time hourly/salaried **program and administrative staff** will be granted three personal days every year. Personal days must be used in the year they are granted. Carryover of personal days is not allowed. Personal days may not be used during a resignation period.

Policy Name:	Longevity Stipend	POLICY NO: 6.9
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on	
Effective Date:	June 10, 2019	
Date(s) of Revision:	9/13/21, 9/12/22, 9/11/23	
References:		

The recruitment and retention of well-qualified and highly motivated staff is a top priority of Children’s Aid Society. It is understood that competitive compensation and benefits are a fundamental basis for long-term employment. It is also understood that recognition of the loyalty and service of the staff at Children’s Aid Society plays an important role in the retention.

Policy Statement

- The Board has established a Longevity Bonus for employees in recognition of years of service to the agency.
- The Longevity Bonus will be paid to employees who, as of August 31, have reached employment milestones as listed below. The bonus will be paid only once for each increment. The policy does not apply to substitutes, facilitators, or part-time staff working less than 20 hours a week.
- The Longevity Bonus will be paid to eligible employees who, as of August 31, remain in good standing. An employee on an improvement plan, under conduct review, or any with other type of disciplinary action as of that date will not qualify for the Longevity Bonus. Employees who resign or are terminated forfeit their bonus. As of 08/25/2022 staff who leave employment and return at a later date will not carry over years of service when calculating longevity and will be considered new hires.
- The agency maintains the right to not pay Longevity Bonuses in any year due to financial hardship. It may be cancelled or suspended without notice.
- After September 1, the Fiscal Department will calculate the Longevity Bonus as follows:

Those who have reach the following milestones will receive:

	Full-Time	Part-Time
1.5 Years	\$250	\$125
3 Years	\$500	\$250
5 Years	\$1,000	\$500
10 Years	\$1,500	\$750
15 Years	\$2,000	\$1,000
20 Years	\$2,500	\$1,250
25 Years	\$3,000	\$1,500
30 Years	\$3,500	\$1,750

The Longevity Bonus is subject to all applicable taxes, withholdings, etc. as required by law. The amount received by the employee will be net of any and all of these withholdings.

Policy Name:	COMPENSATION PLAN	POLICY NO: 7.0
	Financial Management Policies and Procedures item #12	
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	10/10/11, 9/13/21	
References:	Risk Management Guide, Financial management Policies and Procedures	

Children's Aid Society funds come from several sources. The Agency recognizes 3 parts of compensation: base salary, increases for merit, and employee benefits. It is the intent of Children's Aid Society to pay salaries and provide for merit increases as well as maintain the various employee benefits, however, the ability to do so depend entirely on funds received. These amounts are often not known until well into any fiscal year or fixed at the previous year's level of funding. Based upon the expected availability of funds and the service needs of Children's Aid Society in each program (as funds from one funding stream cannot be transferred to another), the Executive Director develops a compensation plan for each program during the annual budget development period.

It is the policy of this organization, through application of a sound and well-administered compensation program, to pay its employees fairly and equitably in direct relation to their duties and responsibilities and in comparison with workers holding similar jobs in other organizations in the community. In effect, this means equal pay for equal work, based on the measure of the contribution made by each position to the organization's function. Total compensation and benefits are reviewed regularly in relation to industry practices and legal and regulatory requirements. A salary scale is set by the Personnel Committee. No employee may be compensated outside of the approved range without the approval of the Executive Director and the Personnel Committee. The Board of Directors reviews and sets the Executive Director's compensation in compliance with Internal Revenue Service (IRS) and Securities and Exchange Commission (SEC) requirements regarding reasonable compensation.

Bonuses may be given at the discretion of the Executive Director and the Personnel Committee. Bonuses will be subject to the employee's share of employment taxes. *The agency will pay the employer share of employment taxes on Education and Retention bonuses through Keystone STARS.

Payroll is executed semi-monthly via direct deposit. Monthly payroll expenses shall be verified by the Fiscal Manager against payroll reports and reconciled with checking account reports.

Policy Name:	CONFLICT RESOLUTION	POLICY NO: 8.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

The following procedures have been established to ensure that all sides and parties to any grievance receive fair and equal hearing by those responsible for resolving grievances.

1. The employee must submit a written grievance to her or his supervisor within 10 working days of the employee's knowledge of the event which caused the conflict.
2. The supervisor shall attempt to resolve the conflict within 5 working days of its receipt and issue a decision.
3. If the aggrieved is not satisfied or if the conflict is with the supervisor, she/he may appeal the supervisor's decision within 5 working days to Children's Aid Society Human Resources Generalist.
4. Children's Aid Society Human Resources Generalist shall attempt to resolve the conflict within 5 working days of its receipt. The Human Resources Generalist must issue a written decision and provide a copy of same to the aggrieved employee. The Human Resources Generalist will summarize in writing management's issues, the employee's and the outcome. This summary will be filed in the employee's confidential information file and a copy will be provided to the aggrieved employee.
5. If the decision of the Human Resources Generalist does not resolve the conflict, the aggrieved employee may present her or his grievance back to the Executive Director who will inform the Board in writing of the grievance. A Personnel Committee meeting will be scheduled.
6. The Personnel Committee has a right to require appropriate employees to present relevant information.
7. The Personnel Committee will make its recommendation in writing to the Board of Directors at their next scheduled meeting.
8. The employee will have the right to appear with legal counsel, provided at their own expense, and the right to hear the charges, evidence and witness against him/her and the right to present argument in defense. The final determination shall rest with the Board at the Personnel Committee or full Board meeting.
9. The employee will be notified by the Executive Director of the Board of Director's decision within 5 days after the last decision making body meets. This decision is final and binding.
10. It will be a violation of the policies for any employee or member of the Board of Directors to interfere with, threaten, coerce, restrain, discharge, or otherwise discriminate against any employee or any other person because he has filed a complaint, given testimony, or otherwise appeared before the Board or any of its committees in connection with a grievance or an appeal.

Policy Name:	PERFORMANCE APPRAISAL	POLICY NO: 9.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:	Risk Management Guide	

Performance Appraisal should be a positive growth experience for the employee and supervisor. Performance Appraisal will be used to evaluate the entire period of employment since the last review. Performance Appraisals will be based strictly upon job performance. All employees will be given an opportunity at orientation to discuss their job descriptions to assure that employees understand the responsibilities and tasks. All employees will be given a copy of the Performance Appraisal form.

Performance Appraisals will be used as a foundation to establish goals for employees. Employees will be encouraged to develop short-term and long-term goals for themselves and to discuss their goals with their supervisor. Supervisors will be charged with monitoring the goals established during the period following the Performance Appraisal by scheduling performance review meetings with the employee as necessary.

Supervisors will also present to employees the goals of the team and their role in the successful attainment of these goals. Supervisors will keep employees informed of the team's progress and any changes in the team goals following the Performance Appraisal. Supervisors should also solicit information and input from other employees who work closely with the employee being appraised.

Employees will be asked to complete a Self-Assessment prior to the Performance Appraisal meeting which will include information about the job, working conditions, and goals. The Self-Assessment will be discussed during the Performance Appraisal meeting and will be forwarded with the Performance Appraisal for review and placement in the employee's confidential information file.

Performance Appraisals will be conducted for Probationary Employees monthly during their Probationary Period using the agency's probation evaluation form.

Following the Probationary Period, Performance Appraisals will be conducted at least annually for each employee within one week of the employee's anniversary date.

Before the Performance Appraisal is presented to the employee, it will be reviewed and approved by the Human Resources Generalist.

Employees will be asked to sign the Performance Appraisal Form. The form states: *Employee Acknowledgement: This evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.*

When an employee refuses to sign the Performance Appraisal, another employee will be asked to witness the refusal.

All employees will receive a copy of the Performance Appraisal. Performance Appraisals will be placed in the employee's personnel file.

Policy Name:	EMPLOYEE CODE OF CONDUCT	POLICY NO: 10.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

The Board of Directors and Executive Director believe that the purpose of the Employee Conduct Policy is to improve employee performance and is not meant to punish employees. As such, the Policy shall serve as a guide for supervisors and employees and shall be used to correct employee behavior and performance that does not meet necessary standards.

As the basis standard of fairness in the Agency, employees are to be generally informed of the types of behavior expected of them and the rules, regulations, policies, procedure, and practices by which they must abide. Corrective actions result from failure to abide by these arrangements. It is the policy of the Board of Directors that the standards of conduct for employees be equitably enforced. However, individual employees bear responsibility to adhere to the rules and requirements of the Agency and shall be held accountable for conformance.

During the work period, each employee is expected to conduct her/himself in a manner befitting her or his status as an employee of Children's Aid Society. She or he shall refrain from actions or public announcements which reflect adversely upon the Agency. Employees shall exercise prudence and discretion in regard to all official business of the Agency.

CORRECTIVE ACTIONS:

A corrective action may include a verbal or written warning, suspension, or termination.

Policy Name:	ACCEPTANCE OF GIFTS AND GRATUITIES	POLICY NO: 10.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

Employees of Children's Aid Society are prohibited from accepting gifts, money, services, or gratuities from vendors, contractors, and all other persons doing business with Children's Aid Society.

Violation of this policy will result in disciplinary action.

Policy Name:	CONFIDENTIALITY	POLICY NO: 10.2
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	4/13/2015, 12/9/2019, 9/13/21	
References:		

This Confidentiality Policy has been adopted to assure confidentiality and protection of individual rights to privacy for children, families, and employees of Children’s Aid Society. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with law.

Information about children, families, or employees should not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure.

Confidentiality of Client Information:

1. All clients’ records must be locked in a secure file.
2. Access to client’s records is limited to appropriate employees.
3. Client records must never be left out on desks, tables, etc. where other people may have access to them.
4. Children’s or families private information must never be discussed among employees or volunteers except on the “need to know” basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information which is private.
5. Discussion of client information with volunteers, other families, friends, or community members are prohibited.
6. Information and documents which are considered confidential are medical records, educational records, special needs records, family records, financial records, and any other private information about children or their families.
7. All requests for release of information will be coordinated by the program staff.
8. Information will only be released with the express written consent of the child’s parent or legal guardian.

Confidentiality of Employee’s Information

1. All of an employee’s records must be locked in a secure file.
2. Access to an employee’s records is limited to appropriate employees, such as Human Resources Generalist, Fiscal Manager, Assistant Director and Executive Director.
3. An Employee’s records must not be removed from the agency.
4. An Employee’s records must never be left out where other people may have access to them.
5. An Employee’s private information must never be discussed among employees except on the “need to know” basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information which is private.
6. Discussion of an employee’s information with volunteers, families, friends, or community members is prohibited.

7. Information and documents which are considered confidential are medical records, educational records, employment records, financial or pay records and any other private information about the employee.
8. All requests for release of information will be coordinated by the Human Resources Generalist.
9. Information will only be released with the express written consent of the employee.

Technology Security

All employees will have a unique username and password for their computer. Employees will only have access to the shared server for the program in which they work as well as their own user. The wireless network connection that the office uses is password protected.

Removal of Program Files and Confidential Information from the Agency

Employees are permitted to remove paper and electronic program files and confidential information from the office in order to complete a visit with a client. Employees will be given a password protected USB to store electronic files they are taking out of the office. Employees are not permitted to store any files directly on their computers when taking them out of the office. Employees will only remove program files and confidential information specific to the particular client they are meeting with, and will return the program files and confidential information to the office the next time they are in the office. Electronic files will be transferred back onto the shared server as soon as employees return to the office. Employees that are permitted to work at home will have a lock box to store confidential information. Quarterly audits of password protected USBs that employees use will be conducted by the Program Manager to ensure that the USB is password protected.

When an employee resigns or is terminated, the Human Resources Generalist will inspect his or her workplace to ensure all program files they were assigned to are accounted for within the office. Upon termination, user accounts are deleted from the shared server.

Social Media

Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Employees should remain productive and avoid damaging Children's Aid Society in any way.

Social media refers to a variety of online communities like blogs, social networks, chat rooms, and forums – not just platforms like Facebook or Twitter.

Children's Aid Society allows employees to access their personal accounts at work. However, employees are expected to act responsibly and ensure productivity is not affected.

Whether employees are using accounts for business or personal purposes, employees may easily be sidetracked. Employees should only be on personal social media during meal rest breaks.

Children's Aid Society encourages employees to be careful when posting on social media. Children's Aid Society cannot restrict what employees post, but employees are expected to adhere to the confidentiality policy at all times. Children's Aid Society also cautions employees to avoid violating anti-harassment policies or posting something that might make working relationships with other employees more difficult.

Children's Aid Society advises employees to:

- Ensure others know that employee's personal account or statements do not represent Children's Aid Society. Don't state or imply that personal opinions and content are authorized or endorsed by Children's Aid Society. Children's Aid Society advises using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- Avoid sharing intellectual property like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- Avoid any defamatory, offensive or derogatory content. It may be considered as a violation of Children's Aid Society's anti-harassment policy, if directed towards other employees.

Some employees represent Children's Aid Society by handling social media accounts or speak on the agency's behalf. Employees are expected to:

- Be respectful, polite and patient, when engaging in conversations on Children's Aid Society's behalf. Be extra careful when making declarations or promises towards customers and stakeholders.
- Avoid speaking on matters outside the field of expertise. Employees should be careful not to answer questions or make statements that fall under another employee's responsibility.
- Follow the Confidentiality Policy and Voicemail, Internet, Email Policy and observe laws on copyright, trademarks, plagiarism and fair use.
- Inform the Executive Director when sharing any major-impact content.
- Avoid deleting or ignoring comments for no reason. Employees should listen and reply to criticism.
- Never post discriminatory or offensive content and commentary.
- Correct or remove any misleading or false content as quickly as possible.

All social media postings may be monitored. Disciplinary action leading up to and including termination may be necessary if employees do not follow these guidelines. Examples of non-conformity include but are not limited to:

- Disregarding job responsibilities and deadlines to use social media at work.
- Disclosing confidential information through personal or agency accounts.
- Directing offensive comments towards other members of the online community.

Violation of Confidentiality Policy

Any employee who violates the Confidentiality Policy will be subject to disciplinary action including termination.

Public Statements

Any employee may not speak to the press as an official spokesperson for the agency without prior clearance from the Executive Director. All inquiries from the press should be referred to the Executive Director. Any deviation from this policy will be considered a serious infraction of regulations.

Policy Name:	CONFLICT OF INTEREST	POLICY NO: 10.3
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

A conflict of interest insofar as it may affect Children's Aid Society is defined as an activity or interest which is inconsistent with or opposed to the legitimate best interest of Children's Aid Society. It is the policy of Children's Aid Society that all directors, officers, contractors/consultants, and employees will avoid personal transactions or situations in which their personal interest will or will appear to conflict with those of Children's Aid Society. For the purpose of this policy a member of an immediate family shall include any of the following persons:

Husband	Daughter	Mother-in-Law	Niece
Wife	Son	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law	Aunt
Father	Daughter-in-Law	Sister-in-Law	Uncle
Sister	Step-Child	Grandmother	Granddaughter
Brother	Step-Parent	Grandfather	Grandson

Any person residing in the employee's immediate household

1. Conflict of interest occurs whenever an employee permits the prospect of or indirect personal gain to influence improperly, her or his judgment or action in the conflict with the best interest of Children's Aid Society. The following are representative but not inclusive:

a. No employee shall do business with a member of her or his family on behalf of Children's Aid Society, unless the circumstances of the proposed relationship have been clearly reviewed by the Executive Director and has been deemed to have no potential or inherent conflict of interest qualities.

b. All employees must deal with suppliers, contractors, customers, and all other persons doing business with Children's Aid Society in the best interest of Children's Aid Society without favor or preference based on personal consideration.

c. No employee shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for other than agency purposes.

d. No employee shall deal with Children's Aid Society or with one of Children's Aid Society clients or suppliers as a representative of another firm or for her or his own account.

e. No employee shall participate in the selection, award or administration of a contract where to her or his knowledge she or he or her or his immediate family has a financial interest.

f. No employee shall solicit or accept or offer gratuities, favors, or anything of monetary value from other employees or persons receiving benefits or services or from contractors or potential contractors for personal gain or inherent conflict of interest.

2. A former employee shall not serve on the board or a committee of Children's Aid Society if that board or committee has authority to order personnel action.

Policy Name:	PROGRESSIVE DISCIPLINE	POLICY NO: 10.4
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	12/9/13, 9/13/21, 1-23-24(pending approval)	
References:	Risk Management Guide	

Purpose

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Children’s Aid Society reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on our organization.

Procedure

Step 1: Counseling and Verbal Warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of company policies and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of a step 1 meeting. The employee will be asked to sign this document. In the documentation a date for a follow-up meeting will be determined. The employee’s signature is needed to demonstrate the employee’s understanding of the issues and corrective action needed.

Step 2: Written Warning

While it is hoped that the performance, conduct or attendance issues that were identified in step 1 have been corrected, Children’s Aid Society recognizes that this may not always be the case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences.

During step 2, the immediate supervisor and Human Resources Generalist will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. A formal performance improvement plan requiring the employee’s immediate and sustained corrective action will be issued within five business days of a step 2 meeting. A warning outlining that the

employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning. In the documentation a date for a follow-up meeting will be determined.

Step 3: Suspension and Final Written Warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the Executive Director and/or designee.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The Assistant Director will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Children's Aid Society will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Children's Aid Society reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action. Recommendations to terminate employment must be approved by the Executive Director.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Children's Aid Society and its employees.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee performance and/or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Improvement Plans

When an employee is placed on an improvement plan, the employee is not eligible to receive any Staff Retention Perks. If received the employee would have to wait to use these perks until the employee has been removed from the plan or it is successfully completed.

Annual Merit Raises may be affected by improvement plans. A merit raise is not guaranteed and is based on your performance throughout the year.

Longevity Bonuses will be on hold until the employee successfully completes an improvement plan.

Policy Name:	EMPLOYEE'S PERSONAL ITEMS	POLICY NO: 10.5
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Children's Aid Society is not responsible for any employee's personal items brought to any Children's Aid Society facility or on any work related field trip or training session.

Children's Aid Society reserves the right to remove any personal possession which it deems inappropriate for the workplace.

It is at the discretion of the Executive Director if an employee who is terminated will be given an opportunity to clean out his/her desk. If a terminated employee is permitted to pack his/her belongings, the Human Resources Generalist must be present to ensure only non-Children's Aid Society belongings are included. If he/she is not permitted to pack his/her personal belongings then the items will be packed and shipped to the employee. At the time of termination the employee will be asked to relinquish building keys, his/her personnel policy booklet and any other Children's Aid Society belongings.

Policy Name:	NON-FRATERNIZATION	POLICY NO: 10.6
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:	Risk Management Guide	

While Children’s Aid Society does not wish to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct and relationships may interfere with the agency’s legitimate business interests. To prevent unwarranted sexual harassment claims, uncomfortable working relationships, morale problems among other employees and even the appearance of impropriety, managers of the agency are strictly prohibited from engaging in consensual romantic or sexual relationships with other managers, lower-level employees or consumers of Children’s Aid Society.

Any questions concerning the intent of this policy or its application to any existing or contemplated relationship should be directed to the Executive or Assistant Director. All such inquiries will be treated as confidentially as possible and consistently with the legitimate needs of Children’s Aid Society.

Clients of Children's Aid Society shall be provided with the best possible quality service. Employees shall treat clients, vendors, co-workers and the public with courtesy, appropriate distance, and respect. Employees are prohibited from initiating or continuing a personal relationship with current or former clients for at least one year following completion of services.

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

Policy Name:	PERSONAL APPEARANCE	POLICY NO: 10.7
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/08/10	
Effective Date:	11/08/10	
Date(s) of Revision:	9/13/21, 1-23-24(pending approval)	
References:		

Child Care Center Employees

1. Since Child Care and Pre-K Employees interact with the public a neat appearance and professionalism should be shown on a daily basis. This should be especially true in the childcare setting because we are striving for the public to look on us as professionals and so we need to look and act like professionals.
2. Jeans, khakis or other slacks may be worn as long as they are not torn or ragged, too tight or too revealing. In the summer, staff may wear shorts that are mid-thigh, however, short-shorts or cut-offs (even if long) are not permitted.
3. Neat and clean T-shirts, sweatshirts or sweaters may be worn. Those that have an inappropriate logo or picture for our children should not be worn. However, T-shirts with colorful characters and seasonal themes spark the children’s interest. They are just one more way to promote our learning environment and start conversations. In the summer, sleeves must reach the outside of the shoulder. Low cut tops should not be worn without a camisole. Inappropriate attire for work includes tank tops, spaghetti straps, and halter tops. Clothing that exposes the midriff and back areas are not permitted. The observable lack of undergarments or exposed undergarments is not permitted.
4. In the winter sneakers, loafers, flats, or boots may be worn indoors and teachers must be prepared for outdoor play (gloves, hats, boots, and warm coats). In the summer, sandals with back straps may be worn. No flip-flops may be worn.
5. “Scrubs” may be worn.
6. Acceptable piercings must be conservative and in good taste. For safety, large hoops or dangling earrings along with gauged ear jewelry and bars should not be worn. Any piercings should be small studs only.
7. All staff will maintain a clean, groomed and modest appearance. Hairstyles, hair color, facial hair and other appearance-related items should present a neat and professional style. Non-natural hair coloring is not allowed. Personal hygiene products must be used. Nails should be clean and manicured. Remember that some employees, children and parents are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.
8. Tattoos may be visible as long as they are not graphic, violent or otherwise offensive. Tattoos that include bad language, nudity and offensiveness must be covered.

9. The Child Care Director and Pre-K Staff should follow the dress code for Administrative Employees while keeping in mind their direct interaction with children which would allow for a more casual appearance.

10. Administrative Employees

11. Employees are expected to represent Children's Aid Society in a professional manner and dress appropriately at all times.
12. Dress slacks, corduroys, dress capris and knee length dress shorts are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, bermuda shorts, short -shorts, cut-offs (even if long), bib overalls, and any spandex or other form-fitting pants such as people wear for biking.
13. Casual dresses and skirts at or below your fingertips. Dress and skirt length should be at a length at which you can sit comfortably in public. Leggings may be worn under mid-thigh or longer dresses. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
14. Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. In the summer, sleeves must reach the outside of the shoulder. Low cut tops should not be worn without a camisole. Inappropriate attire for work includes sweatshirts, tank tops, spaghetti straps, halter tops; shirts with words, logos, pictures, cartoons, or slogans. Clothing that exposes the midriff and back areas are not permitted. The observable lack of undergarments or exposed undergarments is not permitted.
15. Loafers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Athletic shoes, thongs, flip-flops, and slippers are not acceptable in the office. Heels cannot exceed three inches in height.
16. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint. All staff will maintain a clean, groomed and modest appearance. Hairstyles, hair color, facial hair and other appearance-related items should present a neat and professional style. Non-natural hair coloring is not allowed. Personal hygiene products must be used. Nails should be clean and manicured.
17. Acceptable piercings must be conservative and in good taste. For safety, large hoops or dangling earrings along with gauged ear jewelry and bars should not be worn. Any piercings should be small studs only.
18. Tattoos may be visible as long as they are not graphic, violent or otherwise offensive. Tattoos that include bad language, nudity and offensiveness must be covered.
19. Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

For Casual Fridays: Jeans, jean capris and casual tops or shirts and casual shoes including clean, presentable sneakers are acceptable. Clothing may not have holes, rips, tears or ragged hems.

For PR Events: CAS shirts, jeans, jean capris and casual shoes including clean, presentable sneakers are acceptable. Clothing may not have holes, rips, tears or ragged hems. During warm outdoor events appropriate-length shorts may be worn.

For Classes and Home Visits: CAS Shirts, khakis, khaki capris and casual shoes including clean and presentable sneakers are acceptable. Clothing may not have holes, rips, tears or ragged hems.

Conclusion

Certain special circumstances (e.g., moving days, spring cleaning days, retreats away from the workplace, special outdoor activities, etc.) may warrant relaxing your specific dress code guidelines and expectations, at the discretion of the Executive Management Team.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you are uncertain about acceptable attire for work, please ask your supervisor.

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

Policy Name:	POLITICAL ACTIVITIES	POLICY NO: 10.8
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

During hours of employment, on agency property, or with the use of agency funds, employees of Children's Aid Society are prohibited from the following:

Participation in any partisan or non-partisan political activity or any other political activity associated with a candidate, or contending faction or group, for an election for public or party office.

Participation in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election

Participation in any voter registration activity

Violation of this policy will result in immediate termination.

Employment shall not be offered as a consideration or reward for the political support of any political party or candidate for public office.

Policy Name:	SEXUAL HARASSMENT	POLICY NO: 10.9
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Children's Aid Society provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Employees also are to refrain from words, jokes or comments that have sexual connotations. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited. Harassment by any employee requires investigation. If harassment is found, the harasser will be subject to disciplinary action including possible termination.

Children's Aid Society prohibits sexual harassment. Children's Aid Society employees, volunteers, clients, and applicants have a right to work in a discrimination-free environment, including freedom from sexual harassment. Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to:

1. Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement.
2. Threatening or insinuating that refusal to submit to sexual advances will adversely affect employment appraisal, wages, advancement, assigned duties, shifts or any other condition of employment or career development.
3. Offering unwelcome sexual advancement or flirtation.
4. Using sexually degrading words.
5. Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
6. Displaying graphically sexual depictions and/or objects in the workplace.
7. Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with employees assuring that insulting and/or degrading sexual harassment shall not be tolerated.

No retaliation will be sought by management for voicing such complaint.

Sexual Harassment Complaint Procedure:

Sexual and impermissible harassment complaints should be reported immediately to an employee's supervisor, who will relay the information to the Human Resources Generalist. If it is inappropriate to notify the supervisor, contact the Human Resources Generalist. Sexual harassment complaints will be investigated promptly and all information will be kept confidential. Investigation results require the Human Resources Generalist action and resolution.

Sexual Harassment Complaint Action:

Sexual harassment investigations confirming allegations require swift and prompt corrective action and disciplinary action or possible termination against the offending party.

Policy Name:	TOBACCO-FREE WORKPLACE	POLICY NO: 10.10
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

All facilities, grounds, and vehicles of the Children's Aid Society are Tobacco-Free Environments. Tobacco use/vaping is prohibited in any of these areas.

Violation of this policy will result in disciplinary action.

Policy Name:	DRUG FREE WORKPLACE	POLICY NO: 10.11
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

Children's Aid Society management shall take necessary measures to assure that the use of alcohol or an unauthorized substance by employees does not endanger the health, safety, and security of our children, employees, volunteers, Children's Aid Society sites and the entire Children's Aid Society operation.

The unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale or use of unauthorized substances on Children's Aid Society premises, vehicles, or while conducting program business off sites are absolutely prohibited. The presence of an unauthorized substance(s) in an employee's system while on Children's Aid Society premises, vehicles, or while conducting Children's Aid Society business off premises is also strictly prohibited. Unauthorized substances include illegal drugs, unauthorized drugs and drug paraphernalia. The abuse or misuse of alcohol, prescription drugs or over-the-counter drugs which have been legally obtained is also strictly prohibited on Children's Aid Society premises, vehicles, or while conducting Children's Aid Society business off premises.

The unauthorized possession or use of alcohol on or in Children's Aid Society site or vehicle is also prohibited. Employees are not permitted to begin their work day intoxicated or under the influence of drugs/alcohol. Violation of this policy will lead to termination of employment.

PRE-EMPLOYMENT REQUIREMENT

Children's Aid Society will require an applicant to provide information about all felony and misdemeanor convictions and information about all pending criminal charges, including deferred adjudication. If the applicant refuses to provide information, the interview process will be terminated. The references and employment history of the applicants will be checked before Children's Aid Society offers employment. If there is evidence or reasonable suspicion of substance abuse or misuse, the applicant will be disqualified from further employment consideration.

INSPECTION AND SEARCHES

Children's Aid Society has the right to require employees, while on duty or on Children's Aid Society premises including parking lots, to agree to inspections of Children's Aid Society property, vehicles, as well as the offices, desks, and file cabinets assigned to them. If an employee withholds consent to such an inspection, Children's Aid Society will terminate employment.

REHABILITATION

Former employees who have participated in a counseling program and other related services and have demonstrated a successful recovery from dependency of drugs and alcohol will be considered for employment with Children's Aid Society.

NOTIFICATION OF AN INDICTMENT OR COMPLAINT

Employees are required to notify their direct supervisor of any criminal drug statute conviction no later than 24 hours after such a conviction. The program manager of a program site must notify the Human Resources Generalist if an employee at her or his work site has been indicted or if there is a complaint within 8 hours after receiving such notice. Further, the Child Care Director must notify the State Department of Human Services licensing division of an employee incident or complaint within 24 hours or on the next work day. The Human Resources Generalist will notify the child care employee of termination of employment due to violation of Children's Aid Society Substance Abuse Policy, the Pennsylvania Minimum Standards, the Pennsylvania Controlled Substance Act, and the Federal Drug-Free Workplace Act of 1988.

IMPLEMENTATION

It is the responsibility of the Assistant Director to implement Children's Aid Society Substance Abuse Policy. Each program site should address alcohol and drug abuse by (1) Teaching the facts about drugs and alcohol, (2) Explaining Children's Aid Society Abuse Policy, (3) Addressing drug problems in employee meetings, (4) Raising the employees' awareness to the drug problem in the workplace, (5) Presenting a unified and visible commitment toward a drug-free workplace, and (6) Promoting a drug-free lifestyle.

INDICTMENT OR OFFICIAL COMPLAINT

The agency must ensure that a person who is indicted, or the subject of an official criminal complaint accepted by a county or district attorney alleging she or he committed a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Pennsylvania Controlled Substance Act, must not be at the agency or its sites while children are in care and must not have contact with the children in care until the charges are resolved.

PERSONNEL RECORDS

The agency must maintain employee confidential information records for all employees and ensure that each employee's record includes a statement from the employee providing information about all felony and misdemeanor convictions, and all pending criminal charges, including deferred adjudication.

CONVICTION OF A FELONY VIOLATION

No one may serve as an employee of Children's Aid Society who has been convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Pennsylvania Controlled Substance Act.

CONTACT WITH CHILDREN

A person convicted of a felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Pennsylvania Controlled Substance Act must not be at Children's Aid Society while children are in care and must not serve in any capacity where there is contact with children in care. People whose behavior or health appears to endanger the health, safety,

or well-being of children must not be at Children's Aid Society. Employees must not smoke in the children's presence or consume alcohol. Employees who appear to be under the influence of alcohol or other drugs must not be in the agency when children are present.

PERSONNEL ACTION

Violation and conviction of any law intended to control the possession or distribution of a controlled substance will lead to termination of employment as consistent with state licensing requirements for child care facilities.

AGENCY ASSISTANCE

We recognize that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. We are willing to help such employees identify drug or alcohol-related problems and obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs should ask his/her direct supervisor or Human Resources Generalist for guidance.

We will also work with the employee to identify all company benefits and programs that may be available to help deal with the problem, such as rehabilitation programs, leaves of absence, sick pay and health insurance. Although we recognize that alcohol and drug abuse can be successfully treated and are willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance before drug or alcohol problems lead to disciplinary action. Once a violation of our policy occurs, an employee's willingness to seek company or outside assistance will not "excuse" the violation, and will not necessarily prevent corrective disciplinary action from occurring with the appropriate penalty.

As a condition of employment, we expect that our employees will abide by the terms of this statement and will notify us of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. We will continue to notify you of any additional information on our drug-free workplace program as it becomes available. Together we can assure a safe, productive environment.

Policy Name:	PERSONAL COMMUNICATION DEVICE USAGE	POLICY NO: 10.12
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	12/9/13, 1/23/24(pending approval)	
References:		

PERSONAL COMMUNICATION DEVICES

The use of personal communication devices during working hours may present a hazard or distraction to the user and/or other employees. Consequently, personal communication devices may only be used during non-working time or for an emergency during working hours. This includes, but is not limited to, cell phone calls, texting, checking emails, etc.

CELL PHONES

This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving.

PERSONAL CELL PHONES

While at work, employees are to exercise the same discretion in using personal cell phones as they do for using company phones. Personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The company encourages a reasonable standard of limiting personal calls to rest periods and meal periods. Employees are therefore asked to make all personal calls on non-work time and to ensure that friends and family members are aware of this policy. Flexibility will be provided in circumstances demanding immediate attention. Children’s Aid Society will not be liable for lost or stolen personal cell phones brought into the workplace.

PERSONAL USE OF CHILDREN’S AID SOCIETY PROVIDED CELL PHONES

Where job or business needs demand immediate access to an employee, Children’s Aid Society may issue a business cell phone to an employee for work-related communications. To keep cost down and to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone bills may be audited to ensure no unauthorized use has occurred. Personal calls will be limited to emergencies only.

Employees in possession of company equipment such as cell phones are expected to protect the equipment from loss, damage or theft. Upon termination of employment or at any time upon request, the employee may be asked to produce the phone for return or inspection.

SAFETY ISSUES FOR CELL PHONE USE

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, refrain from discussion of complicated or emotional issues and keep their eyes on the road.

The same requirements apply to the use of personal cell phones and when text messaging on both company issued and personal cell phones. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Use of all personal communication devices shall be in compliance with current PA transportation laws. Texting while driving is illegal. Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions.

Under no circumstances are employees allowed to place themselves at risk to fulfill their job duties or business needs.

BUSINESS TELEPHONE ETIQUETTE

Every time you make or receive a business phone call, you are Children's Aid Society representative to the person on the other end of the line. Good telephone techniques to follow include the following:

- Answer promptly and courteously.
- Identify yourself.
- Keep your conversation businesslike and brief, avoiding prolonged chats.
- Transfer incoming calls to the appropriate party courteously and quickly.
- Answer questions thoroughly to ensure that the caller has received the information requested.
- Respond to clients' calls to ensure good client service and to minimize the cost of return calls.
- Close your conversation with a pleasant "Good-bye."

Policy Name:	OUTSIDE EMPLOYMENT POLICY	POLICY NO: 10.13
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:	CACFP	

Children's Aid Society employees may be allowed outside employment provided that such employment:

1. In no way interferes with the performance of the employee's duties, including CACFP-related duties or responsibilities; and
2. Is performed outside the employee's approved work schedule and off Children's Aid Society premises.

The Policy applies to all employees of **Children's Aid Society**

For purposes of this Policy, "outside employment" includes self-employment, consulting activities, and volunteer activities that, if compensated, could be considered outside employment. An example of a volunteer would be a bookkeeper who volunteers as a treasurer for his/her church.

1. New employees are to be instructed on the outside employment policy during their first month of employment.
2. Employees are not required to notify their supervisor of outside employment if it is conducted outside of regular work hours, off premises, and does not require the job skills and/or qualifications used in his/her employment.
3. Employees are required to request approval for outside employment if the outside employment is conducted during regular work hours, on premises, or if it requires the same job skills and/or qualifications used in his/her employment at **Children's Aid Society**, including activities regulated by CACFP (Child and Adult Care Food Program), or if it presents a real or perceived conflict of interest.
4. When required, requests for approval of outside employment are to be submitted to a supervisor prior to beginning that employment.
5. Each employee's request for outside employment is to be reviewed and decided on its own merits, considering such factors such as the type of work to be done, the type of business and the duration of employment.
6. Approval for outside employment is valid for one calendar year or until the outside employment changes. Each change in outside employment meeting the guidelines outlined in 3 above, requires specific prior approval.
7. If the outside employment negatively impacts on the employee's work at **Children's Aid Society**, a supervisor may withdraw approval for that outside employment. The employee will be notified if approval for outside employment is withdrawn. This notification should provide the reason(s) for this action.
8. Failure to obtain prior approval for outside employment, or engaging in outside employment when such approval has been denied, may result in disciplinary action.

9. The decision to approve or deny the outside employment rests with the **Children's Aid Society** not with CACFP.
10. **Children's Aid Society** is to maintain documentation of outside employment requests on file, but does not send them to CACFP. This documentation may be reviewed during on site CACFP administrative reviews.

Policy Name:	WHISTLEBLOWER POLICY	POLICY NO: 10.14
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:		

If any employee reasonably believes that some policy, practice, or activity of Children’s Aid Society is in violation of law, a written complaint may be filed by that employee with the Executive Director. It is the intent of Children’s Aid Society to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Executive Director and provides the Executive Director with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Children’s Aid Society will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Children’s Aid Society, or of another individual or entity with whom Children’s Aid Society had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

Children’s Aid Society will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Children’s Aid Society that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Policy Name:	VOICEMAIL, INTERNET, EMAIL POLICY	POLICY NO: 10.15
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on 09/12/11	
Effective Date:	09/12/11	
Date(s) of Revision:		
References:	Risk Management Guide	

Children’s Aid Society desires to strike the appropriate balance between today’s technologies, an employee’s desire to communicate and for privacy, and the company’s interests in protecting its proprietary and confidential information while preventing abuse of its communications systems. This Voicemail, E-mail, Internet policy is intended to provide each employee of the Company with the guidelines associated with the use of the company’s Voicemail, E-mail, Internet system.

This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the Company’s system through on-site or remote terminals. It also includes accessing third party servers via text, instant messaging or other means while on company business or using company supplied equipment.

Children’s Aid Society’s communication system (hereinafter referred to as “system”) includes telephone lines, voice mail, the internet, email, cell phones, pagers, instant messaging or texting and other communication devices and tools. Any and all data transmitted or received through the system, are the exclusive property of Children’s Aid Society. **No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for Children’s Aid Society - related business, and is not to be used for personal business or pleasure.**

Any individual permitted to have access to Children’s Aid Society’s system will be given a Voicemail, Email, IM and/or Internet address and/or access code, and will have use of the system, consistent with this policy. Access to any portion of the system will be on an individual, case-by-case basis.

Children’s Aid Society reserves the right to monitor, intercept, audit and/or review all data transmitted, received or downloaded over the system. Any individual who is given access to the system is hereby given notice that Children’s Aid Society will exercise this right periodically, without prior notice and without the prior consent of the employee Children’s Aid Society’s interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of Children’s Aid Society’s computer system; preventing the transmission or receipt of inappropriate materials by employees; making sure employees minimize private communications on company time; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. **In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on Children’s Aid Society system.** Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

Professional Considerations

Although the Company will periodically monitor system use, each individual is empowered and encouraged to monitor his or her own use of the system, ensuring they meet the highest standards of professional conduct. All communications over the system should be business related, professional, and representative of the high ethical standards that are the trademark of our company. Everyone should remember that the system is a public forum, and individuals should only access those web sites or communicate to third parties with whom they would be willing to leave a business card or other form of identification. Specifically, employees are not permitted to transmit or receive, download, forward or send communications that:

- a. Contain obscene, profane, abusive or threatening language or graphical representations.
- b. May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
- c. Contain references to any sexual acts, sexual relationships, or personal relationships.
- d. Contain chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes.
- e. Further any illegal activity.
- f. Contain company proprietary or classified information, without prior approval of the company.
- g. Reveal customer/client sensitive information, without the prior consent of the customer/client.
- h. Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations, without permission from the company.
- i. Deliberately propagate any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either Children's Aid Society's networks or systems or those of any other individual or entity.
- j. Cause congestion, disruption, disablement, alteration, or impairment of Company networks or systems.

It is important to maintain a proper spirit and tone to your communications. The following guidelines are suggested:

- a. Make your communications positive, constructive, complete, factual.
- b. Don't write when angry and edit before sending.
- c. Be careful with humor – they can't see you wink☺.
- d. Always avoid sarcastic humor – they can't hear your tone of voice over e-mail.
- e. Never use all caps – that is perceived as "SHOUTING!"
- f. Avoid belaboring disagreements in e-mail – there is a time for face-to-face meetings.
- g. Always guide your recipient in responding by stating what you need and when.
- h. Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.

Personal Electronic Equipment

Children's Aid Society prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image-recording device without the express permission of Children's Aid Society and of each person whose image is recorded. This provision does not apply to designated Children's Aid Society personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers, iPads, or other communication devices to the workplace or connect them to Children's Aid Society electronic systems unless expressly permitted to do so by Children's Aid Society. Any employee bringing a personal computing device or image recording device onto Children's Aid Society premises thereby gives permission to Children's Aid Society to inspect the personal computer or image recording device at any time with personnel of the Children's Aid Society's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or image recording device in question. Employees who do not wish such inspections to be done on their personal computers or imaging devices should not bring such items to work at all.

Points of Contact

Questions concerning the use or improper use of the system should be directed to the employee's supervisor.

Procedures

Procedures for accessing the system, as well as the guidelines for how to properly send and retain information, may be obtained by contacting your supervisor.

Investigations - Children's Aid Society is committed to the protection of each individual employee's rights with regards to equal protection and a work environment free of sexual harassment or illegal conduct. To aid in ensuring the quality of the work environment, we encourage and require our employees to report all suspected violations of this policy. All reports and investigations will remain confidential to the extent feasible.

Acknowledgment/Consent - Each employee should receive a copy of this policy on the first day of employment or upon its distribution. Employees will be required to read the policy at that time, then sign and date a form acknowledging they have done so. Their signature on the acknowledgement form indicates the employee has received the policy; read and understood it, and is voluntarily consenting to the monitoring and/or review of all electronic communications by the Company.

The Voicemail, Email, Internet policies and procedures should be reviewed by each employee on a semi-annual basis.

Violations

Any employee who abuses the privilege of access to the system will be subject to corrective action, up to and including termination. If necessary, Children's Aid Society will also advise law enforcement officials of any illegal conduct.

Policy Name:	SEXUAL MISCONDUCT POLICY	POLICY NO:	10.16
	S:\admin\Compliance & Board & Agency Policies		
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on		
Effective Date:	3/11/13		
Date(s) of Revision:	02/09/15		
References:	Personnel Policy 3.6 Suspected Child Abuse Reporting; CAS Administrative Policies, Procedures and Responsibilities; Risk Management Guide; Chapter 3700 Foster Family Care Agency, Chapter 3350 Adoption Services, Chapter 3270 Child Day Care Center, Chapter 3680 Administration and Operation of a Child and Youth Social Service Agency; PA Child Protective Services Law; Child Protection Legislative Amendments 2013-2014		

SEXUAL MISCONDUCT POLICY STATEMENT

Children’s Aid Society will not tolerate and will seek to eradicate any behavior by its employees, volunteers or child which constitutes Sexual Misconduct toward another employee, volunteer or child. “Sexual Misconduct” means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation or public indecency, as defined (by state in which domiciled.) “Sexual Misconduct” does not include “sexual harassment”.

REPORTING PROCEDURES AND DESIGNATED CHILD ABUSE COUNSELOR

It is the express policy of Children’s Aid Society to encourage victims of Sexual Misconduct, and their parents or guardians in the case of minors, to come forward with such claims. Children’s Aid Society has designated the Assistant Director as Child Abuse Counselor, who shall remain accountable for the implementation and monitoring of this policy. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible, in confidence, as follows:

1. **Employee and Volunteers**
Employees and volunteers are required to report any known or suspected incidents of sexual misconduct to their direct supervisor, Children’s Aid Society’s Executive Director or the Assistant Director. If the report is made to the supervisor, that individual shall notify the Assistant Director. If the person to whom an employee or volunteer is directed to report is the offending person, the report should be made to the next higher level of administration or supervisor.

2. **Children**
Each year, parents or legal guardians of children shall be advised of the contents of the Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to Children’s Aid Society’s Program Managers or the Designated Child Abuse Counselor, unless that person is the offending person. That person shall follow state law reporting requirements and immediately notify the Designated Child Abuse Counselor.

Investigation & Confidentiality

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties', confidentiality cannot be guaranteed.

Discipline

Any employee or volunteer who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including discharge. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge with regard to employees or volunteers.

Children's Aid Society will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to sexual misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CHILD ABUSE- Sexual abuse of a minor is a crime

Child Abuse incident reporting and Follow-up:

Any case of known or suspected child abuse of a minor must be reported immediately in compliance with the state law reporting requirements in the following manner. A report must be made when an employee has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The employee comes into contact with the child in the course of employment occupation and practice of a profession or through a regularly scheduled program, activity or service;
- The employee is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization or other entity that is directly responsible for the care, supervision guidance or training of the child;
- A person makes a specific disclosure to the employee that an identifiable child is the victim of child abuse;
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The child is not required to come before the employee in order for a report of suspected child abuse to be made.

The employee must immediately make an oral report of suspected child abuse to ChildLine via the Statewide toll-free number, 1-800-932-0313 or a written report using electronic technologies, www.compass.state.pa.us/cwis. The employee must print out a copy of the completed report as well as the confirmation statement and submit it to the Assistant Director. The Assistant Director will file all submitted ChildLine reports in a locked file cabinet. After ChildLine is contacted, the employee must complete a Report of Suspected Child Abuse (CY47) form and forward it to the agency in the county where the suspected abuse occurred, within 48 hours of the report. The local agency is: Clearfield County Children, Youth and Family Services, 212 E. Locust Street, Clearfield, PA 16830, (814) 765-1541.

Once the report has been made, the employee must notify his/her Program Manager/Director, who will inform the Assistant Director. The Assistant Director will then notify the Executive Director.

The Designated Child Abuse Counselor will immediately follow-up to investigate the incident and ascertain the condition of the child. The Designated Child Abuse Counselor is encouraged to communicate any questions or concerns about any incident with legal counsel.

Any employee or volunteer involved in a reported incident of Sexual Misconduct or child abuse may immediately be relieved of responsibilities that involve interaction with minors or may be suspended, as determined by the organization. Reinstatement of employees or volunteers involved in a reported incident of child abuse shall occur only after all allegations of child abuse have been cleared by the organization.

Policy Name:	Becoming Adoptive or Foster Parents	POLICY NO: 10.17
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	9/11/17	
Date(s) of Revision:		
References:	CAS Administrative Policies, Procedures and Responsibilities	

Current employees of Children's Aid Society are not permitted to become adoptive or foster parents through our agency during the time they are employed by Children's Aid Society. If an employee wishes to become an adoptive or foster parent, he/she will contact another adoption or foster care agency to work with through the process. Children's Aid Society will not become involved in any way with an employee's adoption or foster care experience.

Policy Name:	Workplace Violence	POLICY NO: 10.18
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children’s Aid Society Board of Directors on	
Effective Date:	10/8/18	
Date(s) of Revision:	9/13/21	
References:		

Children’s Aid Society takes a proactive stance to ensure a safe working environment for all employees. It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected to report those incidents that constitute violence or potential violence.

If you receive or overhear any threatening communications from an employee or outside third party, report it immediately to your manager, Human Resources Generalist, Assistant Director or Executive Director. Do not engage in either physical or verbal confrontation with a potentially violent individual.

When faced with violence, threats or any criminal activity, staff must avoid any conduct that provokes or escalates the situation. Employees should immediately remove themselves from any situation of violence or potential violence. If possible, without endangering oneself, contact manager, Human Resources Generalist, Assistant Director, Executive Director or police as required by the situation.

We have zero tolerance for acts of violence and threats of violence. Without exception, acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination. Any act of violence, such as physically assaulting, attacking or intentionally causing injury to, or otherwise engaging in a fight or physical altercation with, any employee or non-employee with whom you come into contact in the course of your employment, is prohibited. Possession of weapons on our office premises and at our agency-sponsored events is not permitted. A threat shall also include, but not be limited to, any indication of intent to harm a person or damage organization property. Threats may be direct or indirect, and they may be communicated verbally or non-verbally. The following are examples of threats and acts that shall be considered violent:

- Making statements that threaten someone’s life or well-being
- Displaying weapons
- Stalking or otherwise forcing undue attention on someone, whether romantic or hostile
- Taking actions likely to cause bodily harm or property damage

Policy Name:	PERSONNEL RECORDS	POLICY NO: 11.0
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:		
References:	CAS Administrative Policies, Procedures and Responsibilities	

MAINTENANCE OF RECORDS AND DOCUMENTS

The Human Resources Generalist shall maintain all records and documentation required by law or otherwise required by this and other related policies of the organization including all documents related to procedures for hiring-screening, employee/volunteer code of conduct, training, sign-in/sign-out, pick-up and release procedures, incident reporting follow-up and disciplinary action.

A personnel file will be kept on each employee with documents such as application, resume, job and salary history, disciplinary action, general correspondence and other documents that pertain to your employment of Children's Aid Society. A separate confidential file will be maintained separate from an employee's personnel file containing documents on clearances, benefits, court orders, disciplinary action and medical information.

Any false statements made by employees on their employment applications or personnel records will result in disciplinary action, including termination.

An employee may have access to his/her file during normal business hours upon request to the Human Resources Generalist. Personnel file(s) may not be removed from the office.

An employee may make a request for photocopies of documents in his/her personnel record to the Human Resources Generalist. Employees will be charged \$.05 per page for black and white photocopying and \$.25 per page for color photocopying.

Policy Name:	EMPLOYMENT REFERENCES	POLICY NO: 11.1
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

It is not Children's Aid Society's policy to give references regarding past or current employees. The Human Resources Generalist will release information regarding positions held and length of employment for reference purposes. Confidential information will only be provided with the employee's express written permission.

Employees are strictly prohibited from providing references for any employee under any circumstance including a personal reference. Any employee who provides reference will be subject to disciplinary action.

The Executive Director may give a reference at his/her discretion.

Policy Name:	EMPLOYMENT VERIFICATION	POLICY NO: 11.2
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:	Approved by Children's Aid Society Board of Directors on 11/9/09	
Effective Date:	11/09/09	
Date(s) of Revision:	9/13/21	
References:		

From time to time, employees may require Children's Aid Society to verify employment, position held, salary, address, and other information for credit purposes. These requests must be made to the following: Human Resources Generalist, Children's Aid Society, 1008 S. Second Street, Clearfield, PA 16830. Requests for employment verification sent to any other employee may create a delay in releasing the information. Employees are strictly prohibited from responding to any request for employment verification. All requests will be answered by the Human Resources Generalist.

The request must include the employee's written authorization to release or verify any confidential information.

Occasionally Children's Aid Society receives subpoenas for employee information. Children's Aid Society is required by law to release the information requested in the subpoena and will comply with any subpoena it receives.

Policy Name:	THE GOOD WORKER CLAUSE	POLICY NO: 11.3
Policy Location:	S:\admin\Compliance & Board & Agency Policies\Personnel Policies	
Date of Adoption:		
Effective Date:	8/3/16	
Date(s) of Revision:		
References:		

You do not have to like everyone with whom you work, but you do have to have a productive working relationship with all of your co-workers. It's important to be a good co-worker. The success of CAS depends on this.

Behaviors of a good co-worker include, but are not limited to, the following:

- Being collaborative
- Assisting when needed
- Taking on extra work to help when needed
- Being punctual
- Completing your workload
- Communicating

Behaviors of a bad co-worker include, but are not limited to, the following:

- Not being helpful
- Starting gossip
- Spreading gossip
- Giving another employee the 'silent treatment'
- Being late
- Refusing to be part of a team
- Setting another employee up for failure

Please make the commitment to be a good co-worker by reading and signing the following document:

Children’s Aid Society Good Co-Worker Clause

I, _____, understand the value of being part of an effective and efficient team. I understand this takes work, and that it is reasonable for my co-workers to have expectations that I will do all I can to be a good co-worker, as outlined in the Good Co-Worker Clause. I have the same expectations of my co-workers.

I also understand that relationships take work, and develop and change over time, and from time to time, relationships can have struggles. If I am having difficulty with another co-worker, I will seek resolution with the assistance of my supervisor or Human Resources Generalist.

Please sign here, and turn this into your supervisor:

Name: _____ Date: _____