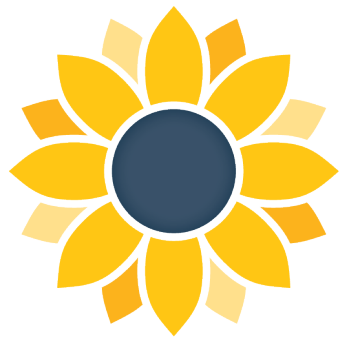




Foothills Alliance

PERSONNEL POLICY MANUAL

(Updated December 2022)¹

I UNDERSTAND THAT MY EMPLOYMENT WITH FOOTHILLS ALLIANCE IS FOR AN UNSPECIFIED TERM AND MAY BE TERMINATED AT THE WILL OF EITHER FOOTHILLS OR MYSELF, WITH OR WITHOUT REASON OR CAUSE, AND WITH OR WITHOUT NOTICE. I AGREE AND ACKNOWLEDGE THAT THIS AT-WILL RELATIONSHIP CANNOT BE ALTERED AND THAT NO CONTRACT CAN BE FORMED REGARDING ANY TERM OR CONDITION OF EMPLOYMENT UNLESS IT IS IN WRITING AND SIGNED BY THE EXECUTIVE DIRECTOR OF FOOTHILLS.

I ACKNOWLEDGE I HAVE RECEIVED A COPY OF FOOTHILLS' PERSONNEL POLICY MANUAL. I UNDERSTAND I AM RESPONSIBLE FOR READING THE CONTENTS OF THE PERSONNEL POLICY MANUAL, AND FOR COMPLYING WITH THE POLICIES AND RULES OUTLINED THEREIN. I FURTHER UNDERSTAND THAT ANY RULES, POLICIES, AND BENEFITS DESCRIBED IN THE PERSONNEL POLICY MANUAL MAY BE MODIFIED OR VARIED BY FOOTHILLS ALLIANCE AT ANYTIME, EXCEPT AS REQUIRED BY LAW.

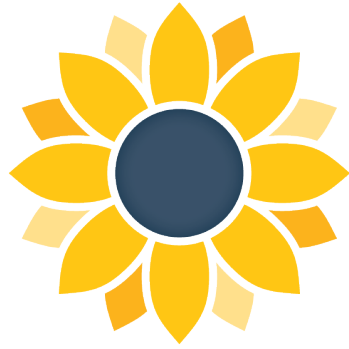
I ACKNOWLEDGE AND UNDERSTAND THAT THIS PERSONNEL POLICY MANUAL DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN FOOTHILLS ALLIANCE AND ME.

Date

Employee Name - Printed

Employee Signature

¹ This version of the Manual supersedes all prior Manuals and previously issued Manuals and policies, which are void and no longer in effect.



Foothills Alliance

PERSONNEL POLICY MANUAL

(Updated December 2022)²

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Date

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Employee Signature

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MISSION STATEMENT

Working in collaboration with community partners to prevent sexual assault trauma and child abuse and neglect by providing education, advocacy, and treatment services in Anderson and Oconee counties.

Welcome to Foothills Alliance! We hope your work experience here is satisfying and challenging.

Foothills Alliance is a nonprofit agency that encompasses three programs: Sexual Trauma Center, Child Advocacy Center, and Prevent Child Abuse, formed when three agencies merged in July 2001. Prior to the merger, the Sexual Trauma Center operated for 11 years as an independent non-profit agency providing 24-hour crisis intervention services to residents of Anderson and Oconee counties. Before merging with the agency, Prevent Child Abuse had been in existence since 1990, run solely by volunteers in the community. The Child Advocacy Center was a new program that developed in 2001 and became part of the alliance that same year.

Foothill's Executive Director will be the interpreter of these policies, and that interpretation is the binding and final decision for all parties. Foothills reserves the right to interpret, modify or revise this Personnel Policy Manual periodically as it deems appropriate. These revisions may be made at Foothills' sole discretion and may be made with or without prior notice. To the extent that policies in this Personnel Policy Manual vary from prior policies or practices, the information contained in this Personnel Policy Manual will govern. 

Ratification

This document was ratified by the Board of Directors on February 1st, 2021.

APPROVED:  _____
Chelsey Hucker, Esq., Executive Director

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FOOTHILLS' CODE OF ETHICS POLICY

Code of Ethics

Ethics are an important part of any position, especially with an agency that serves the public. This Code of Ethics is a very important piece of your employment with the agency. Your signed copy of the below Code of Ethics will be placed in your personnel file.



BY SIGNING A COPY OF THIS CODE OF ETHICS, I, AS AN EMPLOYEE OF THE ALLIANCE:

- I will not use my professional relationships to further my own interests.
- I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interests and helping them help themselves.
- I will respect the privacy of persons served and hold in confidence all information obtained in the course of professional service.
- I will maintain confidentiality when storing or disposing of client records.
- I, upon termination, will maintain client and co-worker confidentiality, and I will hold as confidential any personal or confidential information I obtained throughout the duration of my employment with the agency.
- I will respect the rights and viewpoints of my colleagues and all professionals, treating them with fairness, courtesy and good faith, while demonstrating professional integrity and cooperation.
- I will not engage in or condone any form of harassment and will not discriminate against or refuse professional services to anyone based on race, color, creed, age, sex, religion, disability, nationality or other legally protected status.
- I will continually assess my personal strengths, limitations, biases and effectiveness.
- I will not advise on problems outside the bounds of my competence, but will seek assistance for any problems that impair my performance.
- I understand that violation of this code may be grounds for immediate dismissal.

Signature _____ Date_____

Printed Name: _____

Signature of Executive Director: _____

EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY, AND RESPECT POLICIES

Anti-Discrimination Policy

Requirements for employment and participation in the program at Foothills Alliance shall be the same for everyone without regard to race, color, pregnancy, sexual orientation, citizenship status, marital status, genetic information, religion, sex, age, national origin, ancestry, veteran status, disability, or any other legally protected status.

Compliance with all covered federal, state, and local laws concerning discrimination and harassment in employment will be strictly enforced by the agency. This policy governs all aspects of employment, including recruitment and placement, selection, job assignment, promotion, training, transfer, retention, rate of pay, benefits, discipline, termination and all other terms and conditions of employment. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment.

This policy also prohibits retaliation or adverse employment action against any employee who exercises his or her rights under this policy or any antidiscrimination law, who cooperates in any agency investigation, or who participates in any investigation or proceeding by any governmental agency.

Reporting Procedures

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy or otherwise has questions regarding this policy, the employee is encouraged to bring the matter to the immediate attention of his or her supervisor, the Operations Director (Annette.caudell@foothillsalliance.org), or the Executive Director (Chelsey.hucker@foothillsalliance.org). Foothills will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures.

No employee will be subject to, and Foothills prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. All managers, supervisors and other employees must cooperate fully with the investigation and resolution of complaints under this policy. Anyone found to be engaging in any type of unlawful discrimination, harassment, or retaliation will be subject to disciplinary action, up to and including, immediate termination of employment.

If you have questions or concerns about any possible discrimination in the workplace, you are encouraged to bring these issues to the attention of the Executive Director for the agency.

Anti-Harassment Policy

Foothills is committed to a workplace free of harassment and does not tolerate harassment of our job applicants, contractors, or employees by another employee, supervisor, vendor, customer, or any third party. Any form of harassment on the basis of race, color, pregnancy, sexual orientation, citizenship status, marital status, genetic information, religion, sex, age, national origin, ancestry, veteran status, disability, or any other classification protected by applicable federal, state, or local laws and ordinances, is prohibited and will be treated as a disciplinary matter.

Harassment Defined

Harassment as defined in this policy includes: (1) verbal or physical conduct that defames or shows hostility toward an individual because of his or her sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status, or that of the individual's relatives, friends, or associates; (2) creates or is intended to create an intimidating, hostile, or offensive working environment; (3) interferes or is intended to interfere with an individual's work performance; or (4) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to:

- Epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts that relate to an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of an individual's sex, gender, pregnancy, race, color, religion, national origin, age, disability, veteran, or any other legally protected status, and that is placed on walls, bulletin boards, or elsewhere on the agency's premises, or that is circulated on the premises.

Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner. The agency will not tolerate any type of inappropriate behavior. Inappropriate behavior includes, but is not limited to, unwanted physical contact; foul language; sexually oriented propositions, jokes, remarks, or questions; obscene gestures; the display of sexually explicit pictures, cartoons, or other material such as graffiti that may be offensive to another employee; ethnic jokes or racial slurs; and teasing about religious or cultural observance.

Sexual Harassment Defined. Sexual harassment or gender-based harassment occurs when unwelcome conduct, generally of a sexual nature, becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. Sexual harassment could include, but is not limited to:

- Requests for sexual favors;
- Unwanted physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, inappropriate whistling, or obscene gestures; and
- Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature).

Both women and men can experience sexual harassment. Harassment can also be between persons of the same sex. **All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.**

Reporting Procedures

The following steps have been put into place to ensure the work environment at Foothills Alliance is free of harassment. The agency will investigate all complaints of harassment, either formal or informal, verbal or written, and take appropriate action or discipline against any person who is found to have violated this policy. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of his or her supervisor, the Operations Director (Annette.caudell@foothillsalliance.org), or the Executive Director (Chelsey.hucker@foothillsalliance.org). If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he or she should contact the Executive Director immediately.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Executive Director.

Investigation Procedures

The Executive Director or his /her designee shall investigate the complaint. The agency will make every effort to ensure that complaints are resolved promptly and efficiently. As part of the investigation, the agency may

interview the complainant, the alleged harasser, and any other appropriate individuals. Employees must cooperate in all investigations. To the extent possible, Foothills will endeavor to keep the reporting employee's concerns confidential. However, confidentiality cannot be guaranteed. At the conclusion of the investigation, Foothills generally will inform the complainant of its findings or the status of the investigation in writing within ten (10) working days, or as soon thereafter as practicable. All findings related to the investigation will be kept as confidential as possible, with the exception of those with a need to know.

While isolated incidents of unwelcome behavior may not rise to the level of harassment, the agency does not condone offensive or unwelcome behavior of any kind or duration. Foothills Alliance will take whatever action it deems appropriate to eliminate reoccurrence of such behavior.

Upon completion of the investigation, the Company will take corrective measures against any person who has engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but are not limited to, warning, suspension, transfer, awareness training, counseling, or termination. In determining what is an appropriate response for a finding that harassment and violation of this policy have occurred, management may consider, among other things, what response is most likely to end the harassment, whether a particular response is likely to deter similar future conduct by the harasser and others, the amount and kind of harm suffered by the victim, the relationship of the parties, and whether any prior harassment claims have been made.



No Retaliation

Retaliation towards an employee for reporting perceived violations of this policy in good faith, for pursuing any such claim, or for cooperating in any way in the investigation of such claims in good faith will not be tolerated and appropriate disciplinary action will be taken against individuals who do so. Any employee who is found, after appropriate investigation, to have engaged in harassment of another individual will be subject to appropriate disciplinary actions, up to and including immediate termination.

Appropriate actions can be taken at the discretion of management to remove the possibility of harassment. Management may determine that a transfer, reassignment, or immediate termination is the appropriate action.

We cannot remedy claimed harassment or retaliation unless you bring these claims to the attention of management. Failure to report claims of harassment and/or retaliation prevents us from taking steps to remedy the problem.

Internal Complaint Procedure

Foothills Alliance desires to treat all employees impartially in matters related to their employment. If the employee feels that he/she has not been treated appropriately, consistently, or feels he/she has been discriminated against, he/she shall present a grievance up the "chain of command" without interference, discrimination or reprisal.

Grievances may include, but are not necessarily limited to, discrimination, dismissal, suspension, involuntary transfer, promotion and demotion. This policy does not apply to termination decisions or claims involving perceived violations of Foothills' equal employment opportunity and harassment policies or any other policies in which Foothills has established separate reporting procedures. Such claims should be reported immediately and in the manner set forth in the applicable Company policy, and will be addressed in accordance with the provisions of the applicable policy.

To present a grievance or claim, the following procedure shall be in effect:

- Step 1: To the extent you feel comfortable doing so, discuss your grievance or concern first with your direct supervisor or program director in an attempt to resolve the matter informally at that level. Should the results prove unsatisfactory, or if you feel you cannot discuss your concern with your direct supervisor or program director, take your grievance to the second step.
- Step 2: If, as the result of the discussion, the matter has not been resolved to the satisfaction of the employee, the employee may, following the discussion, set forth the grievance, in writing to the Executive Director. The Executive Director shall investigate the grievance and will typically communicate his/her decision to the employee in writing, within ten (10) working days of receipt of the written grievance, or as soon thereafter as practicable. If the grievance is the result of an action taken by the Executive Director, or if the problem remains unresolved, or if you feel you cannot discuss your concern with the second level of supervision, the employee shall follow the procedures outlined in Step #3.
- Step 3: If the employee wishes to request a review of the decision of the Executive Director, the employee must do so in writing within seven (7) calendar days of receipt of the Executive Director's decision. The request shall clearly and specifically describe the complaint. The request shall be addressed to the Chairperson of the Foothills Alliance Board of Directors. The Chairperson of the board shall call a meeting of the Executive Committee of the Board to nominate a Grievance Review Committee, consisting of Board members, to consider the

request and issue a decision in writing as soon as practicable. This decision by the Grievance Review Committee will be final and binding.

Employment of Executive Director is at the pleasure and discretion of the BOD. If the Executive Director has a grievance regarding a decision by the BOD, he/she may request a reconsideration of the decision in writing within seven (7) calendar days of the board's decision. This reconsideration process in no way alters the at-will status of the Executive Director.

It is understood that an employee shall continue to observe all assignments and applicable rules and regulations of the agency until the grievance has been resolved, or the Grievance Review Committee has rendered its decision. The above-stated periods may be extended at the discretion of the Chairperson of the Board based on the totality of the circumstances. An extension to the periods should be in writing prior to the date established by the policy.

Reasonable Accommodation of Individuals with Disabilities

Foothills recognizes and supports its obligation to endeavor to reasonably accommodate job applicants and employees with known physical or mental disabilities who are able to perform the essential functions of the position, with or without reasonable accommodation. Foothills will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees with known physical or mental disabilities, unless doing so would impose an undue hardship on Foothills or pose a direct threat of substantial harm to the employee or others.

An applicant or employee who believes he or she needs a reasonable accommodation of a disability should discuss the need for possible accommodation with the Executive Director or his or her direct supervisor.

Reasonable Accommodation of Individuals' Religious Beliefs and Practices

Foothills recognizes and supports its obligation to endeavor to reasonably accommodate job applicants and employees with sincere religious beliefs or practices who are able to perform the essential functions of the position, with or without reasonable accommodation. Foothills will endeavor to provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on the Company.

An applicant or employee who believes he or she needs a reasonable accommodation of a sincere religious belief or practice should discuss the need for a possible accommodation with his or her direct supervisor or the Executive Director.

South Carolina Pregnancy Accommodations Policy

In accordance with the South Carolina Pregnancy Accommodations Act, Foothills provides reasonable accommodations to employees for medical needs arising from pregnancy, childbirth or other related medical conditions, including lactation. Such accommodations include, but are not limited to:

- Making existing facilities accessible;
- Providing a private place, other than a bathroom stall, for the purpose of expressing milk (although the employer is not required to construct a permanent, dedicated space for expressing milk);
- Modifying food or drink policies;
- Providing seating or allowing the employee to sit more frequently if the job requires the employee to stand;
- Providing more frequent or longer break periods;
- Providing assistance with manual labor and limits on lifting;
- Temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified;
- Providing job restructuring or light duty, if available;
- Acquiring or modifying equipment or devices necessary for performing essential job functions; and
- Modifying work schedules.

Foothills will not take adverse action against any employee for requesting or using a reasonable accommodation for medical needs arising from pregnancy, childbirth, or other related medical conditions. Employees will not be required to take leave under any leave law if another reasonable accommodation can be provided.



Foothills will not require an applicant for employment or any employee affected by pregnancy, childbirth, or related medical conditions to accept an accommodation that the applicant or employee chooses not to accept, if the applicant or employee does not have a known limitation related to the pregnancy, or if the accommodation is unnecessary for the applicant or employee to perform the essential duties of her job.

Lactation Accommodations Policy

Foothills will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, to the extent required and in accordance with applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, to the extent permitted by applicable law.

Foothills will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. Foothills may not be able to provide additional break time if doing so would seriously disrupt their operations. Please speak to the Executive Director if you have questions regarding this policy.

Nepotism Policy

No relatives of current employees will be hired by Foothills if such hiring will create a supervisory relationship between a current employee and that relative or otherwise pose an actual or potential conflict of interest.

Current employees who become related, for example, through marriage, to another current employee will be permitted to continue employment. However, Foothills reserves the right to transfer one or both of the employees if a supervisory relationship exists between the employees to avoid an actual or potential conflict of interest.

GENERAL ADMINISTRATION

Confidentiality

Upon employment, all employees of the agency will be required to sign a written Staff Confidentiality Statement indicating that each staff member will maintain confidentiality regarding clients and the operations of the agency as they pertain to specific clients, cases, or agency matters. If confidentiality is breached, the Executive Director and the Board of Directors Executive Committee will take immediate, appropriate, corrective, and/or disciplinary action on a case-by-case basis, determined by the severity of the breach.

Hours of Operation

Normal scheduled work hours will be from 8:30 a.m. to 5:00 p.m., Monday through Thursday and 8:30 a.m. to 2:00 p.m. on Friday. Thirty-minute lunches are appropriate Monday through Thursday. Employees may be required to work at times other than the normally scheduled hours. If this is required, then the work schedule for the week will be adjusted.

Inclement Weather and Emergency Closings

The agency Offices located in Anderson, will generally abide by Anderson County School District 5 decision on inclement weather. Offices located in Oconee County will generally abide by the Oconee County School's decision on inclement weather. The Executive Director may also close the agency due to inclement weather,

natural disaster, pandemics or other emergencies on days other than regularly scheduled holidays. Should this occur, every attempt will be made to notify employees using a telephone chain and announcements over local television stations. Unless otherwise requested, employees are not expected to work during an emergency closing. The agency will consider this absence an excused absence for all employees and will not be charged earned leave time. Should an emergency closing occur while an employee is already on earned leave time, (i.e. sick, vacation, personal) he or she is not entitled to additional wages and will not receive the earned leave time back.

If the agency is open, but an employee does not report to work, an excused absence due to inclement weather may also be granted on a case-by-case basis by the Executive Director, depending on the totality of the individual's circumstances. If not otherwise approved, employees who do not report for work because of the weather will be charged one day of vacation or personal leave time. If the employee does not have any earned vacation or personal leave time, the employee may be charged one day of unpaid leave.

Mandated Reporting

It is the policy of the agency that all staff will adhere and comply with Mandatory Reporting Laws, in accordance with South Carolina Children's Code Section 63-7-310 and Omnibus Adult Protection Act, SC Code of Laws Title 43 Chapter 35. Failure to do so may result in discipline up to and including immediate termination.

Employee Safety

The management of the agency is committed to the safety and health of our employees, customers, and work sites. We are responsible for providing the resources necessary for employees to maintain a safe working environment. We will strive to set expectations for continual improvement as a safe agency.

Providing support services to clients is an essential part of the services we provide at the agency. We must adhere to the following protocols. They are in place to maintain the safety of our staff, vendors, professionals, clients, guests, or other individuals:

- Keep all doors locked. This means making sure you shut and lock all doors behind you when either entering or leaving at the agency building.
- When the doorbell rings, answer utilizing the video doorbell system (where available). Do not go immediately to the door. Prior to allowing access, verify who the person is, who they have come to see, and the reason for their visit.
- For worksites without the video doorbell available, greet the person at the door, verify who the person is, whom they have come to see, and the reason for their visit prior to access.

- For walk-in clients, an additional staff member must be present and available to serve as back up for you and provide support as needed prior to allowing the walk-in client into the building/offices. Explain this to the walk-in and the need for safety for both you and the individual.
- For walk-in clients, begin assessment at the outset of the conversation. Determine if the individual is in crisis, and act accordingly. Be observant of level of stress, eye contact, and body language. Should a client demonstrate increased agitation (observed escalating to a threat to either themselves or others), contact 911 immediately.
- Isolate the Conversation. Make sure that you are serving the walk-in in an area that is away from general public. However, another staff member must be in the room with you or able to hear what is going on from a nearby location.
- Manage the environment. Make sure that you have unimpeded access to exit the room. The client should not be between you and the door. Be aware of personal space and any items that could be used as a weapon against you.

Do not under any circumstance attempt to physically restrain or neutralize an agitated individual. Instead, clear the area, getting yourself and anyone else in danger to a safe location away from the agitated individual.

Drug-free Workplace and Substance Abuse Policy

Illegal Drug Use

The agency strictly adheres to being a Drug-Free Workplace. Possession or consumption of alcohol/drugs that were not prescribed for you by a physician during assigned work hours/on the company's premises is prohibited. Violators will be terminated.

Likewise, reporting to work while under the influence of alcohol or drugs will not be tolerated nor will an employee's conviction for the manufacture, distribution or sale of illegal drugs be tolerated. Violators may be indefinitely suspended without pay upon being criminally charged and pending resolution of the matter. Law enforcement officials will be notified, as appropriate, when suspected illegal drugs or non-prescribed controlled substances are found on Foothills premises/property.

Foothills maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, as well as those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before

their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Foothills employee, including themselves.

Inspections to Enforce Policy Against Drugs and Alcohol

Foothills reserves the right to inspect employees, their possessions, and their workspaces to enforce our policy against alcohol and illegal drug use. Foothills may randomly request a six-panel drug screening for employees from a Substance Abuse and Mental Health Services Administration (SAMHSA) certified lab throughout the calendar year or when the company becomes aware of or reasonably suspects possible violations of the Substance Abuse Policy.

Confidentiality of Drug Testing Results

Foothills will keep confidential all information concerning an employee's drug test results. Release of such information may only be pursuant to a written consent form signed voluntarily by the employee or his/her designee and must contain, at a minimum:

- The name of the person authorized to receive the information;
- The purpose of the disclosure;
- The precise information to be disclosed;
- The duration of the consent; and
- A signature of the person authorizing the release of the information.

Exposure to Bodily Fluids

Use the following procedures to minimize the risks of transmission of communicable diseases. These guidelines provide simple and effective precautions for all staff members exposed to the bodily fluids of any individual we serve or another employee.

“Body Fluids” or “blood borne exposure” apply to blood, drainage from scrapes and cuts, feces, urine, vomit, saliva and drainage from any orifice (e.g. nose, ears).

- Access Universal Precaution Kit
- Avoid direct skin contact with bodily fluids of others.
- When direct skin contact or contamination of materials occurs from unanticipated skin contact with bodily fluids, follow these proper cleaning techniques:
 - Wash affected area with soap and hot water after contact.
 - Wash clothing items with detergent in a hot-water cycle before re-use.
 - Handle contaminated disposable items (tissues, paper towels, diapers) with disposable gloves.

- Remove spilled bodily fluids from the environment by proper cleaning techniques.
- Clean contaminated surfaces thoroughly with the prepared solutions. Wear disposable gloves. Additionally, bag and dispose of all disposable items in the bags provided.

Immigration Law Compliance

While the agency does not discriminate based on citizenship or national origin, the agency may only employ United States citizens and aliens authorized to work in the United States.

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

For questions or information, you are encouraged to contact the official company contacts for the agency. You may raise questions or complaints about immigration law compliance without fear of reprisal.

Office Supplies

The Operations Director will order office supplies for the agency. Staff should send a request for supplies in writing. If for some reason the supplies are needed immediately, the staff member may request from the Executive Director to buy the supplies and request a reimbursement. A receipt is required for all reimbursements.

WORKING AT THE COMPANY



New Hire Period

Upon hiring, each new employee is subject to a 60-day evaluation to determine if the hiring is a good fit for both the agency and the new employee. A review will take place at the end of the 60-day period, and the agency will decide whether to continue employment. During the new hire period, the employee shall have no seniority or benefits accruing to permanent, full-time employees. Foothills reserves the right to extend the introductory period in its sole discretion. The agency reserves the right to terminate the employee with or without notice at any time, including during or after the 60-day evaluation period. Successful completion of the evaluation period does not guarantee continued employment with the agency. As such, completion of the new hire period does not alter the at-will nature of employment.



Compensation

Employees will be paid twice monthly on the 15th and the last day of the month by direct deposit in your personal bank account.

Your Work Week

When you begin your employment with us, you will be advised of your schedule. From time-to-time, it may be necessary to change your work schedule. Your cooperation with any such changes is both expected and appreciated. We will do our best to give you as much advance notice as possible of any changes in your work schedule. We also will try to keep all unscheduled changes to a minimum. For payroll purposes, the workweek starts on Monday at 12:01 a.m. and ends on Sunday at midnight.

Employee Status Definitions

Part-time/Full-time Classification. Depending on the number of hours per week you are regularly scheduled to work, you are either a part-time or a full-time employee.

- *Regular part-time employees* work fewer than 30 hours per week and are eligible for some Alliance benefits on a prorated basis, at the discretion of the agency Board upon the request of the Executive Director.
- *Regular full-time employees* work 30 or more hours a week and are eligible for full agency benefits.

Temporary/Seasonal Employees. Periodically, Foothills will hire individuals to perform a job or to work on a project that has a limited duration, typically 180 days or less. Consultants, independent contractors and temporary help obtained from agencies are not agency employees and are granted no benefits.

Exempt/Non-Exempt Classification. In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**.”

- **Non-Exempt Employees:** Non-exempt employees are eligible for overtime under the federal Fair Labor Standards Act and/or applicable state wage/hour laws. As a non-exempt employee, you are required to accurately record your attendance and hours of work on time cards on a daily basis. Non-exempt employees may never work off the clock. You must create an accurate record of the hours you work because your paycheck will be based on this attendance record. Non-exempt employees are entitled to an overtime premium for overtime work in accordance with state and federal law. See Section below entitled “*Overtime and Time Keeping Practices.*”

- Exempt Employees: Exempt, or salaried, employees are those whose work duties exempt them from the overtime provisions of the federal Fair Labor Standards Act and any applicable state wage/hour laws. Exempt employees are not required to record their daily attendance on time cards. However, they must record work hours on designated time sheets and submit to the Executive Director at the end of the pay period. Employees classified as exempt receive a salary which is intended to cover all hours worked. Exempt employees are generally expected to work a 40-hour work week, though their hours may vary from week to week.

Employees will be informed of their initial employment classification and status as exempt or non-exempt upon commencing employment. An employee may change classifications only upon written notification by the Company. There are no automatic conversions from one classification to another. Please speak to your direct supervisor or the Executive Director if you have any concerns or questions about your classification.

Overtime and Time Keeping Practices

Nonexempt employees (hourly) who work overtime (all hours worked in excess of 40 hours in one (1) week), will be paid overtime (time and ½ your regular rate of pay) in accordance with state and federal laws, unless otherwise required by applicable law. For the purpose of computing overtime, the work week begins on Monday morning at 12:01 a.m. and runs through Sunday at midnight. **All overtime work must be approved in advance by the Executive Director.** If you work overtime without express authorization by the Executive Director, you will still be paid for the overtime work as described above. However, failure to obtain approval may result in discipline, up to and including immediate discipline. Employees are not permitted to voluntarily work off the clock. All hours worked must be accurately reported in the week the work was performed.

Each non-exempt employee is assigned a separate time card. Time on the card must be personally completed at the start of work and again when leaving work. You must also sign out and back in if you take a meal break or other bona fide break in which you are completely relieved from duty for thirty (30) minutes or more. You must sign out and back in if you leave the premises during working hours for reasons other than for company business for thirty (30) minutes or more.

Each non-exempt employee is required to complete their time cards in a neat fashion. You are required to sign and mark your own time card and must submit your time cards to the Executive Director at the end of each pay period. The Executive Director shall sign the time card indicating approval of the information recorded. Any errors or accidental omissions on a time card, which require correction, must be initialed by the

employee and the Executive Director. Each employee will initial his/her name on their time card certifying that the times recorded are accurate.

Any employee who falsifies any attendance record is subject to disciplinary action up to and including termination of employment. Further, you may only record hours of work for yourself. Doing so for other employees may lead to discipline, up to and including termination.

Outside Volunteers

It is the policy of the agency to provide opportunities for volunteers so that they can gain practical and professional experience, or so that they may simply have an outlet for helping the people we serve. Volunteers will be subject to the policies set forth by the agency and serve at the discretion of the Executive Director/Program Director, who can terminate their relationship with the agency at any time for any reason or for no reason at all.

Flexible Scheduling

Flex time provides an opportunity for exempt and non-exempt employees who work at least 40 hours a week to work a flexible schedule in specific, pre-approved situations. The agency's daily work schedule totals 37.5 hours per week. Flex time does not start until after 40 hours in a work week. Flex time is to be used during the same work week in which hours outside the normal work week are required. Flex time cannot be accumulated and carried over to another workweek. Flex time does not provide additional vacation time, but allows the employee flexible hours during a workweek.

A flex-time form for serving on-call must be completed by you and approved by your supervisor. Once the request has been approved, you will receive a copy of the signed request as confirmation. You must receive confirmation of the approval prior to using the flex time requested. Friday afternoon flex-time will be granted on a first come, first serve basis. All flex time requests will be granted based on program needs.

Garnishments, Liens and Wage Assignments

Federal and state laws require the agency to accept and process legal garnishments, wage assignments, and court orders specifying that it must withhold all or part of an employee's wages to satisfy indebtedness. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit. Proper notice pertaining to garnishments, liens and wage assignments may be accepted only by the Executive Director and will be treated with confidentiality.

Any other person asked to accept such documents must immediately refer the server or the document, if received through the mail, to the Executive Director.

If Foothills is instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note Foothills is legally required to comply with these orders. If the employee disputes or has concerns about the amount of a garnishment, the employee must contact the court agency that issued the order.

Final Pay/Termination

Employees who leave the service of the agency for any reason shall receive all pay that is due them, with the following qualifications:

- Employees who voluntarily resign and are in good standing from their positions should give, at minimum, two (2) weeks' notice in writing to the Executive Director of their intent to resign. From the date an employee tenders their resignation, the agency will no longer accept any vacation or medical leave request. The agency may opt to waive the two-week notice period. Failure to provide two (2) weeks' notice may subject an employee to loss of accrued benefits including payment for unused annual leave.
- Separation date for all employees is the last day of actual work or approved leave. Final pay received by an employee will not be construed to extend his or her employment with the agency beyond the separation date.
- Failure to return the agency equipment, keys, materials or other items will result in their value being deducted from the employee's final paycheck.

Employees who are involuntarily dismissed will not be paid for unused annual leave. Employees and your beneficiaries have the opportunity to continue medical insurance coverage under the agency's health plan when your group insurance coverage terminates under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). This act entitles employees and their dependents to continue their coverage under the health insurance plan---at their expense, but at group rates----for 18 months after they leave the agency.

Personnel Records

The agency maintains a record on each employee containing all information pertinent to his/her employment. This file includes such data as the individual's employment application, evaluation reports, leave records, special commendations, training and educational activities, pay, benefits, and documents related to promotions. All information in the employee's record is the property of the agency and is available to the employee for review,

supervised by an appropriate individual, only upon written request to the Executive Director and at a mutually convenient time.

It is important to both the employee and the agency that their personnel records be correct and up-to-date. The employee must notify the office of any changes in his or her home address, telephone number, marital status, or number of dependents. Failure to make changes could affect the receiving of important notices, insurance coverage, or could alter portions of the benefits package.

Employee Background Checks

To ensure that individuals who join the agency are well qualified to have a strong potential to be productive and successful, it is the policy of the agency to check the employment references of job candidates. In addition, a conditional offer of employment is contingent upon a background check. That background check will include, but is not limited to, E-Verify, fingerprinting, the DSS Child Abuse Registry and a SLED report. The Alliance may periodically request repeat background checks as needed.

Employees are required to report any arrests as soon as possible, but no longer than three days of the incident. Following the report, the employee will be placed on unpaid administrative leave for the duration of the agency investigation into the arrest. The investigation will be completed within 7 days of report. If more time is needed, the employee will be notified in writing no later than calendar day 7. Investigation will be completed by the Executive Director and/or designee. Upon completion of the investigation, the Executive Director will make a final determination of whether to continue or terminate employment.

Releasing Job References

All phone requests for information about current, retired or terminated employees must be transferred to the Executive Director, who may disclose to prospective employers only the former employee's dates of employment, pay level and wage history. Any other additional information must be requested in writing. The response of the agency will be in writing to the prospective employer. If the employee requests a written copy - one will be provided. The agency will co-operate with law enforcement agencies. All official requests will be directed to the Executive Director.

Business Expense Reimbursement

The agency will reimburse employee for pre-approved expenses that are directly related to business. These include:

- Travel expenses

- Mileage incurred while traveling on business
- Office supplies

Travel Expenses

From time to time, employees of the agency may need to travel on official business. All business-related travel plans, including training and professional development, must be approved in advance by the Executive Director. The Finance Director has a system of helping staff secure everything needed and provides them with needed forms. A training request form and a pdf of the training information must be submitted by email to the Executive Director. Staff should not register for training or professional development until approved by the Director. In order to contain the cost of travel and lodging, all employees will meet the following requirements:

- Report all expenses such as meals, lodging, travel to and from the destination and car rentals on an Expense Reimbursement Form. Mileage on personal vehicles will be reimbursed at the rate established annually by the Internal Revenue Service (IRS).
- Buy airline tickets as far in advance of a trip as possible. Seek discount fares.
- Choose rental cars (only when required) and rental car companies by price not frequent flyer affiliation. Rental cars should be the least expensive available.
- Obtain prior approval (grant approval, as applicable) from the Executive Director for any overnight out-of-town travel.
- Stay in moderately priced motels/hotels. For safety reasons, staffers may stay in the hotel where a meeting or conference is being held.
- When attending a meeting within a three-hour's drive of your home, do not routinely rent a hotel room for an overnight stay, unless you have to leave the office before 6 a.m.
- Use discretion with meal cost and submit a receipt for all meal expenditures. Per Diem rates will generally follow the SC State policies, unless specified by the Executive Director.
- Documentation (itemized receipts) must be provided in order to be reimbursed.

Mileage

A mileage reimbursement form is required for all staff requesting reimbursement for mileage incurred. Mileage on personal vehicles will be reimbursed at the rate established annually by the IRS.

Travel Advances

In anticipation of travel expenses, meeting registration and lodging, advance reimbursement to employees is authorized to the extent that financial hardship is documented. Advance funds will be provided ONLY for travel and lodging.

Request(s) for advance payment must be submitted through the Executive Director at least ten (10) days prior to the expected date of departure. The Executive Director must approve requests for advance payment. Upon returning, employees must submit receipts of expenses and return any excess funds advanced.

EMPLOYEE BEHAVIOR AND EXPECTATIONS

We believe that our employees are and will continue to be good citizens, both in the community and on their jobs. They ordinarily will not engage in acts contrary to the best interests of themselves, other employees, clients, or the agency. Employees are expected to observe commonsense rules of honesty and adhere to generally accepted standards of conduct. Employees shall conduct themselves in a manner, both on and off the job, which brings credit to themselves and the agency. Employees should not engage in any conduct that will in any way reflect adversely upon themselves or the agency.

In instances in which the agency believes an employee has engaged in conduct contrary to these interests, the employee may be disciplined. The degree of discipline in each case, up to and including immediate discharge, will be determined by the agency based upon its perception of the severity of the situation involved. Discipline can take many forms. It may be something as simple as a counseling session between you and your supervisor, or it may be something as severe as immediate termination.

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged. All employees will have their performance evaluated at no less than annually to coincide with the federal fiscal grant year.

Performance

- Always use your best effort.
- You are expected to meet the assigned standards of efficiency, productivity and performance. You should never intentionally fail to perform your assigned duties. Performance will be evaluated at least yearly coinciding with the federal fiscal grant year.

- Be at your assigned workstation ready to work at the start of your shift and at the end of your lunch period. You also are expected to work until the end of your shift.
- You must call in to your supervisor if you are going to be absent or late.

Evaluations

Annual written evaluations shall be conducted at the agency's fiscal year end, or as close to the date as reasonably possible, and will be discussed with the subject employee and the Executive Director/Program Director. Evaluations will be placed in the respective personnel files. Personnel files are confidential and the sole property of the agency. Only the Executive Director, Program Director, the Executive Committee of the Board of Directors or other authorized individuals may access these files.

After an unsatisfactory review, an employee may be subject to a three-month review period after which they will be re-evaluated.

A positive evaluation does not guarantee future employment. All employees are at-will and are free to leave the agency at any time, for any reason, or for no reason at all. As a corresponding right, the agency has the same right to terminate an employee at any time, for any reason, or for no reason at all. Oral and written statements or promises to the contrary are disavowed and should not be relied upon by employees.

Behavior Toward Others

- Insubordination is prohibited. Insubordination includes, but is not limited to, the failure or refusal to obey reasonable orders or instructions of a supervisor or management, or the use of abusive or threatening language toward such individuals.
- Do not threaten, intimidate, coerce, provoke, interfere, or fight with employees, supervisors, management, clients, partners, visitors, or suppliers at any time.
- Do not make false or malicious statements about employees, supervisors, management, the agency or its products and services, customers, suppliers, or visitors at any time.
- The use of profane or abusive language is not permitted.
- Do not engage in any act that may result in danger or injury to yourself, your fellow employees, visitors, or clients.

Workplace Violence Prevention

Foothills Alliance is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company property. We specifically discourage

employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly.

Threats, threatening language, or any other acts of aggression or violence made toward or by any Company employee, volunteer, consultant, or contractor, will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation. Weapons are prohibited on Company premises unless such prohibition is restricted by applicable law.

All potentially dangerous situations, including threats by co-workers, allegations of workplace-related incidents of sexual misconduct, domestic violence, and dating violence by an employee, volunteer, consultant, or contractor, should be reported immediately to the Executive Director, or to any other supervisory employee with whom you feel comfortable. Reports of threats may be made anonymously. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

If an investigation confirms that threat of a violent act or violence itself has occurred, Foothills will take appropriate corrective action. Anyone, regardless of position or title, whom Foothills determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including termination as well as potential preclusion from occupying positions involving working with victims and other vulnerable populations.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section and under the Internal Complaint Procedure section. It is important for Foothills to be aware of any potential danger in our workplace. Indeed, we want to take every precaution to protect everyone from the threat of a violent act by an employee or anyone else

Attendance Requirements

Regular attendance and punctuality are valuable employee assets and are expected of all employees. Tardiness and absenteeism conflict with the satisfactory accomplishment of our services and may hinder the performance of others. If an employee does not come into work in three days without notifying their supervisor, the employee's absence may result in termination.

Individual job descriptions indicate the required working hours for each position. Abuse of this policy will result in disciplinary action up to and including immediate termination.

Abandonment of Job

Employees who miss work for three consecutive days, without notifying their supervisor or have three consecutive days of unexcused absences, are considered to have resigned their jobs and will forfeit any accrued benefits.

Corrective Action Guidelines

The agency follows a progressive corrective action process. The corrective action is a process designed to identify and correct problems that affect an employee's work performance or the overall performance of the department. The progressive corrective action process should be handled consistently within each unit and for each problem.

The Progressive Corrective Action Process refers to the following actions:

1. Counseling or verbal warning;
2. Written reprimand and warning;
3. Suspension or Suspension pending investigation and final determination;
4. Specific warning of termination of employment;
5. Termination of employment relationship.

These steps are usually taken in sequence when an employee exhibits behavior, conduct, or performance issues. However, depending on the situation, any step may be repeated, omitted, or taken out of sequence. The agency reserves the right to effect immediate termination should the situation be warranted. Each case is considered on an individual basis.

Typically, a preliminary meeting is held with the employee to allow the employee an opportunity to understand the nature of the concern and to explain his/her position on the matter. If necessary, the corrective action documentation would be put together which would summarize the issue, taking into account any additional information the employee may have provided during the preliminary meeting.

When issuing corrective action, there should be clear and direct communication between the employee and his/her immediate supervisor. This communication should include a meeting between the employee and the supervisor.

In the case of serious misconduct, an employee may be suspended and/or discharged on the first offense. Serious workplace misconduct includes, but is not limited to:

- Theft;
- Fighting;
- Behavior/language of a threatening, abusive, or inappropriate nature;
- Misuse, damage to, or loss of Company property;
- Falsification, alteration, or improper handling of Company-related records;
- Unsatisfactory customer service;
- Disclosure or misuse of confidential information;
- Unauthorized possession or concealment of weapons;
- Insubordination (e.g. refusal to carry out a direct assignment);
- Engagement in any conduct that will in any way reflect adversely upon themselves or the agency.

Property of Others

- The use of the agency's property for personal purposes is not permitted.
- Do not abuse, misuse, damage, destroy, sabotage, or steal the agency's property, or the property of employees, supervisors, clients, suppliers, or visitors.

Honesty

- Do not falsify or fail to completely disclose all information requested or recorded on any employment, personnel, production, or other record of the agency or its suppliers, clients, or insurance carriers.
- The Alliance will not tolerate misappropriation or other dishonest conduct including unauthorized manipulation or alteration of checks, register receipts or other financial records of any type.
- Do not alter, misuse, or remove from the agency's premises, without proper authorization, employee lists, Alliance records, checks, or the agency's confidential information of any nature.
- Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on the agency's property at any time without advance permission.
- Do not falsify employee time records by recording hours as worked that are not actually worked. Do not complete any employee time records other than your own.
- It is the responsibility of all employees to safeguard the agency's information pertaining to its internal operations. Unauthorized access to confidential information by employees or others will not be tolerated. Confidential information includes information that allows the agency to effectively serve its clients. For example, client names and contacts are considered confidential.

- Always report any mistake by yourself or another person that could affect the agency's operations or the quality of its services.

No Weapons

- The possession of weapons of any type, including handguns, on the agency's premises is strictly prohibited by any guest entering the building, with the exception of Law Enforcement. Employees with a concealed weapons permit can have an unloaded handgun locked away safely, as long as the Executive Director is notified. A weapon is defined as an object designed or used for inflicting bodily harm or physical damage. Examples: gun, knife, club, or bomb.

Personal Mail

Employees should not use the agency as their personal mailing address. Personal mail should be delivered to an address other than that of the organization.

In the event that, an employee needs to have personal mail sent to the office, he or she must first get approval from their immediate supervisor. The postage meter is never to be used for personal mail.

Smoking

The Alliance offers a smoke-free environment to all employees. No smoking is allowed inside the buildings. Smokers are responsible for keeping the area clean and free from smoking debris. Smoking breaks should be kept to a minimum as breaks are not a requirement. Smoking includes liquid smoking, vaping, etc.

Dress Code

The agency expects employees to dress appropriately in a Business Formal or Business Casual Attire. Casual dress permitted on Fridays, unless a contribution is given. When meeting clients, business attire guidelines must be observed.

Business casual attire includes suits, slacks, trousers, jackets, dressy shirts, skirts and dresses that, while not formal, are appropriate for a business environment. Leggings of any type are only allowed underneath a dress or top of appropriate length (mid-thigh) and must be business casual attire appropriate.

Casual dress consists of shirts with collars, business casual crewneck or V-neck shirts, blouses, agency T-shirts, and golf/polo shirts. Jeans without holes, frays, etc. Casual slip-on or tie shoes, dress sandals, and clean athletic shoes are allowed. Employees willing to donate a designated monthly contribution, currently \$20, are allowed

to wear appropriate jeans with a business casual blouse daily. This privilege may change at any time, for any reason, at the discretion of the Executive Director.

Clothing should not contain profane language statements. Clothing should not promote causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. Appropriate workplace dress does not include clothing that is too tight, too short or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances or hair. Employees are expected to demonstrate good judgment, common sense, and professional taste. Use courtesy towards coworkers and visitors to the agency as the factors you use to assess whether you are dressing in business attire that is appropriate. Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis, rather than subjecting all employees to a more stringent dress code for appropriate business attire. This includes being sent home to change into appropriate clothing, without pay for the time.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the agency will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather. An employee who is unsure of what is appropriate should check with his/her supervisor and/or the Executive Director. The agency is not liable for damage to clothing or accessories while you are on duty.

Telephone

Employees are discouraged from making personal calls on agency telephones. For this reason, employees are encouraged to use a personal cell phone and limit the length of the call to 2-3 minutes. If this is not possible, the staffer is to ask his/her supervisor for approval. While on work time, personal phone calls should be kept to a minimum. Excessive personal calls may result in discipline.

Communication

Communication is important both internally and externally at the agency. In order to properly communicate effectively and efficiently, the following should be observed:

- Emails and voicemails should be returned no later than 48 business hours. This applies internally and externally.
- Out of office replies should be activated on emails and voicemails when you will be out of the office or unable to return calls or emails for longer than the 48 hours.
- In cases of extended sick leave or emergencies, contact your supervisor to make the necessary arrangements.

- If utilizing a personal device (i.e. cell phone, computer) to access work information, the device must have a lock feature (i.e. pass code, pin)

Technological Property

With technological advances, the potential for the misuse of technology has become apparent. In an effort to, curtail the possibility of harassment and abuse of technology, the agency has the duty and obligation to monitor the use of computers, e-mail, voicemail, and other forms of communication.

Foothills Alliance is the owner of all the computer equipment and software licenses. Employees should recognize that they have no expectation of privacy in the use of agency-owned computers, software, internet, e-mail, and voicemail. Any passwords and access codes for entering agency computers, software programs, or e-mail are not indicative of a right to privacy. Personal e-mails or documents written or received on agency property are also considered not to be private. The Executive Director will have access to all passwords and access codes for all hardware and software. The agency has a right to monitor its own equipment without any prior notice. The employee should be aware that "delete" commands do not necessarily delete files from a hard disk or server. Computers, e-mail, voicemail, and internet are provided for business purposes.

Downloading of music, videos, movies, inappropriate, or any unauthorized copyrighted material from the internet is not allowed. If there is then it could lead into termination.

Personal Property

In an effort to minimize potential physical harm, theft, harassment, or other potential threats to employees, the agency has the right to inspect any personal property brought onto Alliance premises.

The employee has no expectation of privacy in regard to personal property brought onto Alliance premises and the agency may search, without notice, an employee's personal property including, but not limited to, an employee's car, purse, office, desk, briefcase, or files if such is on Alliance premises. Refusal by an employee to allow the agency to search personal property is grounds for disciplinary action up to and including immediate termination.

Use of Agency Property

Employees will not directly or indirectly use or allow the use of physical property, intellectual property, equipment or supplies belonging to the agency or located on the agency premises for any purpose other than agency business, unless special permission is obtained from the Executive Director. Furthermore, no employee

shall willfully alter, mutilate, abuse or waste any physical property, intellectual property, equipment or supplies belonging to the agency or located on Alliance property. The improper, careless, negligent, destructive or unsafe use of or operation of any physical property, intellectual property, equipment, supplies, or vehicles can result in disciplinary action, including immediate termination.

If, in the course of normal business use, an employee notices that any equipment appears to be damaged, defective or in need of repair, he/she should notify the supervisor as soon as possible. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees and the people we serve.

Non-Fraternization Policy

There will be no transferring of money or goods between employees and persons currently or formerly served.

Persons Currently Served: The agency prohibits employees from fraternizing with any of the people served by our programs. If evidence of non-professional, non-work-related interaction between employees and any other person(s) served is found, the Executive Director will conduct an investigation to determine if a policy violation has occurred.

If a violation is established, the employee may be terminated and a report filed with the appropriate authorities if vulnerable adults are involved.

Persons Formerly Served: It is assumed that involvement by our employees with persons formerly served will be in ways that are professional and ethical. The following guidelines have been developed:

- The former client must have received no services from the nonprofit for at least one (1) year.
- The former client must not be involved in counseling or treatment, which indicates vulnerability.
- Employees will discuss possible relationships with the Executive Director prior to involvement so that any concerns may be addressed as they arise.



Government and Political Activity

Foothills Alliance encourages employees to take an active interest in government and to participate in political affairs. However, such employee activity is subject to the following conditions:

- Non-partisan position of the agency— will not endorse or contribute to any political candidate, or party. Campaign material will be restricted from agency property. Campaign material includes: signs,

hats, t-shirts, buttons, etc. Employees should refrain from discussing political positions during the course of their daily work with the agency.

- Individual actions—No employee is allowed to give the impression that any political action or position represents the agency. All political activities are to be done as the actions of individuals, on their personal time, away from agency facilities. No employee is allowed directly or indirectly to coerce, attempt to coerce, command or advise any other employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purpose. Any employee who engages in such behavior will be subject to disciplinary action up to and including termination.
- Employees seeking elective office – Employees who wish to seek elective office should inform the Executive Director. Subject to the requirements of law, the agency grants unpaid personal leave to employees who are seeking elective office for the purposes of campaigning for and fulfilling the responsibilities of office, if elected. Employees who are granted leave under this policy must comply with agency policies for unpaid personal leave in its entirety. Agency equipment, supplies, or staff will not be used to support an employee seeking elective office. Any questions related to this policy must be referred to the Executive Director.

Exit Interview

Foothills Alliance has a considerable investment in its employees. Therefore, it is of interest to the agency to evaluate the circumstances surrounding the separation of an employee, whether voluntary or involuntary. Exploring an employee's reasons for resigning, or the factors resulting in termination, enables the agency to better evaluate whether the work environment is conducive to staff satisfaction or whether changes can or should be made.

Employee Protection (Whistleblower) Policy

The policy below is distributed to all employees and signed to confirm notice and understanding.

If any employee reasonably believes that some policy, practice, or activity of the agency is in violation of law, a written complaint may be filed by that employee with the Executive Director or the Board Chair.

It is the intent of the agency to adhere to all laws and regulations that apply to the organization, and the 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. It is highly recommended that the employee first bring the alleged unlawful activity, policy, or

practice to the attention of the agency and provide the agency with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The agency will not retaliate against an employee who, in good faith, has made a protest or raised a complaint, as such; against some practice of the agency, of another individual or entity with whom the agency has 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.

The agency 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 the agency that the employee reasonably believes is in violation of a law, a rule, regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

The agency has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Executive Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Executive Director, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the agency's Executive Committee of the Board of Directors.

LEAVE AND TIME OFF POLICIES

Paid Medical Leave

It is our intention to provide paid medical leave for eligible employees when they are unable to work due to illness or injury. Full-time employees are eligible for medical leave accrued at 1 day per month. Part-time regular employees who work at least 25 hours per week accrue medical leave at the rate of .75 days per month. Medical leave may be carried from one year to the next, but the accrual total can never exceed 20 days. Foothills will not pay employees for unused sick days upon termination of employment. Once an employee has reached this limit, no more paid medical leave will accrue until the employee uses the existing paid medical leave to reduce the accrued total below the maximum.

Medical leave cannot be in conjunction with vacation leave or holidays. Leave will begin to accrue after the first full month of employment, but will not be granted until the 60-day introductory period has ended. If the

employee has exhausted his/her medical leave, then available annual/vacation leave will be used or the leave will be without pay.

Each employee is responsible for directly notifying his/her supervisor no less than 1 hour prior to the beginning of the workday when illness prevents attendance at work. Extensions to approved leave requests must be communicated to the employee's direct supervisor for approval. For absences of more than three (3) consecutive days, the supervisor has the discretion to require a doctor's statement and/or request and obtain verification of the need for leave.

Unpaid Medical Leave

Foothills understands that employees may need to take unpaid leave to care for a new child, to care for a seriously ill family member, or to handle an employee's own medical issues. If you expect to be out of work for an extended period of time (three weeks or more) because you are disabled due to illness or injury, you should notify the Executive Director as soon as possible.

Extended leave requests should include a note from your healthcare provider stating the probable duration of the leave, a statement you are unable to work at all or are unable to perform one or more of the essential functions of your position with or without reasonable accommodation, and the expected date of your return to work. Foothills reserves the right to request documentation from your healthcare provider upon suspected abuse of medical leave or to establish an employee's continuing need for leave beyond three weeks. Requests for any extension beyond these three weeks of leave by an employee who is disabled by a medical condition will be evaluated on a case-by-case basis as well as the need for a reasonable accommodation. Among other things, we will need to consider our staffing needs, your duties, the reason why you need leave, and how long you expect your leave to last. Additionally, requests for extended leaves for elective surgery should be submitted to the Executive Director at least two weeks in advance.

Failure to Return to Work on Scheduled Date

1. When you are able to return to work after a period of extended leave, you must give the Executive Director at least one (1) weeks' notice of your intent to return by providing to the Executive Director a certification from your healthcare provider stating you are physically able to return to your duties with or without accommodation. This notice is important so your return to work is properly scheduled.
2. If you do not return from work on the originally-scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, you may be

deemed to have voluntarily terminated your employment with Foothills. In addition, failure to notify Foothills of your availability for work when it occurs, failure to return to work when called by the Executive Director, or your continued absence from work because your leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of your employment with Foothills.

Vacation Leave & Time Off

Foothills recognizes the importance of uninterrupted periods of rest and relaxation for all our employees. Therefore, the agency provides an annual vacation for all employees based on monthly accrual rates. Accrual of annual leave begins the first month of employment. Leave will begin to accrue after the first full month of employment, but will not be granted until the 60-day introductory period has ended.

Vacation is accrued proportionally to time actually worked and is based upon continuous service. Employees accrue vacation time pro-rata as they work up to the maximum accruals stated below.

Accrual Rates: Full Time Employees (more than 30 hours per week)

<u>Length of Service</u>	<u>Days of Vacation</u>
1-5 Years	.833 days per month
6 Years +	1.25 days per month

Accrual Rates: Part Time Employees (less than 30 hours per week)

<u>Length of Service</u>	<u>Days of Vacation</u>
1-5 Years	.625 days per month
6 Years +	.94 days per month

At time of departure, employees not terminated will be compensated for any annual leave not taken. Accumulated annual leave of no more than 20 days may be rolled-over annually. Vacation time may not be donated to another employee. Vacations are paid at the employee's regular rate of pay at the time of absence for the number of hours the employee otherwise would have worked on that day.

Vacation may be taken all at one time or in minimum ½ increments. Periods shorter than ½ day increments are to be made up at the end of the same workday or during the same workweek. Employees may not elect to receive pay in lieu of time off. At time of departure, employees not terminated will be compensated for any annual leave not taken.

If a paid holiday should occur during the employee's vacation period, the holiday does not count as a vacation day. No compensation for vacation days lost will be given to an employee who incurs a disability during their vacation.

Paid Holidays

Foothills Alliance observes these paid holidays based on the South Carolina State Government Schedule:

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Confederate Memorial Day	Christmas Eve
Memorial Day	Christmas Day
Independence Day	Day after Christmas
Labor Day	

If any of the specified holidays fall on a Saturday, such holiday will usually be observed the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday. The specific day to be observed for holidays will be at the discretion of the Executive Director. Vacation time cannot be charged on a holiday, nor can eligible employees work on a holiday.

Floating Holidays

All employees receive two floating holidays per year in addition to the agency's regular paid holidays. These two floating holidays may be used only for religious or cultural holidays or other state or federal holidays during which the agency remains open.

Floating holidays are available at the beginning of each calendar year for all current employees. A new employee hired before the end of the first half of the calendar year will receive two floating holidays upon hire; a new employee hired during the second half of the calendar year will receive one floating holiday upon hire.

Employees must specify the event for which they are requesting to use a floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor.

Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

Personal Wellness Days

Employees must take one day off per month to care for their personal wellness. It is to be listed on the time sheet as "Pre-approved Administrative Leave". The request must be scheduled and approved in advance by the employee's immediate supervisor.

Personal Wellness  days will not be carried over month to month or to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

Holiday Pay for Part Time Staff

Part Time employees will get holiday pay only if the holiday falls on their regular workday and only for the hours normally worked.

Bereavement

Up to seven (7) regularly scheduled workdays without loss of benefits may be granted for a death to allow the employee much needed time off to be with loved ones, make funeral arrangements, attend the funeral, and grieve their loss. Included relatives are spouse, domestic partner, child, foster child, step-child, parent, step-sibling, sibling, stepparents, foster parent, legal guardian, grandparents, grandchildren, and "in-law" relatives to the same degree. Up to three days (3) days will be granted for extended family (uncles, aunts, cousins, and "in-law" relatives to the same degree). Up to two (2) days will be granted for personal pets.

Employees must send an email to their immediate supervisor mentioning the following:

- Number of days (including the dates) they will be on bereavement leave
- Name of the deceased as well as their relation to the employee
- Any travel requirements for the funeral

Employees may request and be granted additional leave if the employee has any religious ceremonies that require additional time off.

Authorized Leave of Absence

Throughout your employment with the agency, there may be the rare occasion when you are faced with an emergency or special circumstance and need to take an unpaid personal leave of absence. The Executive Director may grant a personal leave of absence without pay. Such leave is discretionary on a case-by-case basis and will depend on the needs of the agency, as well as, the necessity of the request. To apply for a leave, submit a written request describing the nature of your leave, the dates you expect to be away from work and the date you intend to return.

If you are granted an unpaid leave of absence, you are expected to exhaust any paid vacation time before your leave status changes from paid to unpaid. Unless required by applicable law, you will not accrue additional paid time off (vacation and medical days while on an unpaid leave of absence).

The agency will continue to make payments to maintain the employees' health insurance coverage; however, the employee will remain responsible for their personal portion of the premium. If an employee fails to return to work at the end of the leave, the agency may recover from the employee those costs unless the failure to return was beyond the employee's control.

The agency cannot guarantee that your original position or an equivalent position will be available when you return. Typically, if you take an unpaid leave of absence and do not return to work within three (3) months, the agency will remove you from its payroll. An employee may request leave without pay for the following reasons: Military Obligations, Education, or Personal reasons.

Other extended leaves without pay may be considered depending upon the circumstances, i.e. new parental responsibilities (adoption, foster care, etc.) and family illness. Requests for leave of absence must be discussed with the Executive Board of Directors.

Administrative Leave

The Executive Director may authorize the granting of administrative leave of absence with pay to employees for the following purposes:

- When in obligation to a subpoena or direction by proper authority, acting in full official capacity as a representative of the agency, the employee appears as a witness for the Federal Government, the State of South Carolina or a political subdivision thereof; the employee will be granted administrative leave of absence with pay.
- When an employee serves as a juror, he/she will be granted administrative leave of absence with pay for such duty up to a maximum of two weeks in one year. A verification from the Clerk of Court may be required. An employee is required to report for work during any period when court does not require attendance.
- When an employee is subpoenaed in private litigation to testify not in their official capacity, but as an individual, the time absent by reason thereof will be taken as annual leave, or as leave without pay.
- In the event of an emergency, administrative leave may be granted in accordance with the agency's policy.

Military Leave of Absence

Foothills supports those who serve in the armed forces. Applicants and employees who apply for or perform military service, whether on a voluntary or involuntary basis, will not be denied initial employment, reemployment, retention in employment, promotion or any benefit of employment on the basis of the performance of military service. If you are called to active military duty or you enlist in the uniformed services, you are eligible for unpaid military leave of absence in accordance with state and federal law. Present your supervisor with a copy of your service papers as soon as you receive them. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice.

To qualify to return to work after a military absence, you must have:

- Given written or verbal notice in advance of service, unless the giving of notice is precluded by military necessity;
- A cumulative length of absence, including any previous military absence while employed by the agency, which does not exceed five years; and
- Applied for reemployment according to these guidelines;
- If the length of service is less than 31 days: Reapply no later than the next regular work day after completion of service and time to travel from place of service to residence, plus eight hours;
- If the length of service is more than 30 days, but less than 181 days: Reapply no later than fourteen days after completion of service;
- If the length of service is more than 180 days, reapply no later than ninety days after completion of service.

Upon reemployment, you will be placed in the position you would have attained were it not for the break in employment, unless you are not qualified to perform that job and cannot be trained. If not so qualified, you will be placed in the position you held when the military leave commenced, or a position of like seniority, status and pay. If a disability incurred during, or was aggravated by, military service prevents you from performing the job you would have held were it not for the break in service, despite the agency's efforts at reasonable accommodation of the disability; you will be placed in a position of like seniority, status and pay, if one is available. If no such position is available, you will be placed in a job in which is the nearest approximation of like seniority, status and pay.

You will be allowed to continue health care insurance coverage at your current level of coverage by paying the employee portion of the insurance premium during the absence. Coverage will continue until the earlier of (1) eighteen months from the date the military absence began; or (2) the day after the date on which you were to have applied for reemployment, as defined above. Upon reemployment, any break in employment due to military service will not be treated as a break in service for purposes of determining forfeiture of accrued benefits and accrual of benefits under any retirement plan.

Make all leave requests to your direct supervisor/program director in writing two weeks in advance of requested time-off, or as soon as an employee knows, it is needed. Supervisors need to be sure that their department has adequate personnel coverage before approving leave. Leave is not officially approved until signed off on by the Executive Director. Insufficient notice may jeopardize the employee's right to receive leave. Leave will be granted based on program needs.

EMPLOYEE COMPENSATION AND BENEFITS

ALL VOLUNTARY BENEFITS ARE SUBJECT TO CHANGE OR ELIMINATION AT FOOTHILLS ALLIANCE'S DISCRETION.

Health Insurance

Based on the funding opportunities, financial status, and economic outlook, the agency may provide each regular full-time employee with a health insurance benefit package. Additional cost above the insurance company's preferred premium rate is the employee's option and responsibility. Health insurance is available to part-time employees at their own expense. Health insurance benefits are effective the first of the month following the 60-day introductory period.

If the employee elects, eligible dependents may be insured at the employee's expense under the same plan after proper enrollment. Employee costs for the additional dependent coverage will be at the group premium rate.

Detailed information regarding eligibility and benefits is found in the agency's Benefit Handbook.

Disability Insurance

At the discretion of the Board of Directors, the agency may provide full-time regular employees with short disability insurance, at no cost to the employee, following employee's successful completion of 60-day introductory period. Other coverage is voluntary at the employee's expense.

Retirement

At the discretion of the Board of Directors and after six months of full-time regular employment, the agency may provide the enrollment fee and allow for payroll deduction for employees who elect to participate in a 403(b) retirement program. In addition, after 3 years of full-time regular employment, the agency may make employer contributions at a rate determined annually by the BOD.

Life Insurance

After 60 days of full-time regular employment, employees may be provided with, at no cost to the employee, life insurance at the preferred premium rate at an amount approved by the Board of Directors. Additional cost above the preferred premium rate is the employee's responsibility.

Professional Liability Insurance

Licensed professional employees are eligible for reimbursement of their independently carried professional liability insurance premium up to \$100 annually.

To request premium reimbursement, an employee must submit proof of coverage and cost, such as a copy of the policy cover sheet, to the Finance Director.

The agency will reimburse for Licensure renewals up to \$100 as well, with appropriate documentation presented to the Executive Director.

Workers Compensation

Employees are protected under the state workers' compensation law against loss of income due to injury or death that occurs during work activities. The agency offers a workers' compensation insurance program to all employees at no cost. This program covers injury or illness sustained in the scope and course of employment that may require medical, surgical or hospital treatment. In accordance with the law, workers' compensation insurance provides certain benefits. The insurance carrier will determine the benefits, if any, to which the employee is entitled. The insurance carrier must authorize medical treatment, except in emergencies, or the cost may become the personal responsibility of the employee.

If you sustain work-related injuries or illnesses, inform your supervisor immediately. Report even seemingly minor injuries. This will enable you to qualify for coverage as quickly as possible.

- **REPORTING**--Any employee injured on the job must report the injury immediately to his or her supervisor, regardless of whether the injury is minor or of no apparent significance.
- **INCIDENT REPORT**--the supervisor to ensure documentation and expedite compensation will complete an Incident Report promptly.

Reporting job-related injuries protects both the agency and the employee. You must file your claim forms promptly in order for your claim to be processed and for Foothills records to be prepared properly. Failure to follow Foothills procedures may affect your ability to receive Workers' Compensation benefits. Workers' Compensation is solely a monetary benefit and not a leave of absence.

Retrenchment

In the event that any staff has to be reduced or job position descriptions/titles need to be changed, this will be done based on agency needs as determined by the Executive Director. Factors considered based on the totality of the circumstances and not simply limited to seniority. Any severance pay will be dispersed in the form of wages and annual leave actually earned by the employee and in accordance with the agency's policies. If circumstances necessitate a reduction in staff, any terminated employee will receive a minimum of two (2) weeks' notice.