



**PENNSYLVANIA COALITION
AGAINST DOMESTIC VIOLENCE
EMPLOYEE HANDBOOK**

Effective Date:

September 1, 2018

Adopted by the Board of Directors:

September 14, 2017

Welcome

Welcome to PCADV! We are delighted that you have chosen to join our organization. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to develop your skills and further PCADV's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to develop innovative solutions, meet new demands, and offer highly effective, research-driven services and products. With your active involvement, creativity, and support, PCADV will continue to achieve its goals. We sincerely hope you will take pride in being an important part of PCADV's success.

Please take time to review the policies contained in this Handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Office.

Many matters covered by this Handbook, such as benefit plan descriptions, are also described in separate PCADV documents. Where indicated, please refer to these specific PCADV documents, as they offer the most current guidance and will always supersede the more general statements made in this Handbook or any statements made by any member of management.

PCADV may, at any time, in its sole discretion, modify or vary from anything stated in this Handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This Handbook, approved by the board of directors on September 14, 2017, supersedes all previous versions of the PCADV Handbook, whether written or electronic.

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1 Organizational Overview

1.1 History

The Pennsylvania Coalition Against Domestic Violence (PCADV), established in 1976, is incorporated in Pennsylvania as a non-profit membership organization. Since 1980, PCADV also has served as the administrator of domestic violence funding in the commonwealth, through a contract with the Pennsylvania Department of Human Services (DHS). In furtherance of PCADV's mission, the board of directors has defined and supported the development of statewide initiatives that focus on prevention, intervention and systems change as the work of the organization.

PCADV is governed by a board of directors that is composed of membership representatives and community representatives.

1.2 Mission

The Pennsylvania Coalition Against Domestic Violence is a statewide collaborative membership organization committed to ending intimate partner violence and all forms of violence against women.

1.3 Principles of Unity

The members of the Pennsylvania Coalition Against Domestic Violence recognize that the struggle of each battered and abused person we serve is related to our individual struggles for personal growth and empowerment. We are committed to the ideas and practices of a supportive, collegial atmosphere in all aspects of our programs, which foster open communications, respect, and cooperation among all members of the Coalition.

We are advocates helping others overcome the oppressions we all face, including but not limited to sexism, racism, homophobia, xenophobia, genderism, classism, ableism, and ageism. We recognize the divisive power these oppressions hold over us but understand the Coalition is strongest when we understand and appreciate our personal backgrounds and cultures.

We encourage and work for the participation of all people who pursue our goals for social justice. We seek long-term solutions that address the root causes of violence against women and intimate partners.

We recognize that all people have power. We strive to help one another recognize that power within ourselves while affirming that we will not use our power to divide us.

1.4 Board of Directors

The powers, duties and responsibilities of PCADV's board of directors are defined by state law pertaining to non-profit corporations and are described in Article VI of PCADV's Bylaws.

They include but are not limited to:

- Developing, managing and controlling the affairs, property and funds of the coalition
- Setting policy for the board and its officers
- Overseeing the development and implementation of PCADV's personnel policies
- Overseeing the fiscal management of the organization
- Employing and evaluating the executive director

1.5 Chief Executive Officer

The Chief Executive Officer is responsible for the supervision and management of all activities of PCADV and is the liaison between the board of directors and PCADV employees, with authority to recruit, hire and terminate employees, as necessary to achieve the goals of the organization.

1.6 Employees

PCADV employees are responsible for the performance of their duties, as enumerated in job descriptions, with integrity and professionalism, and for respecting the diversity and the human and civil rights of all PCADV employees and members of the board of directors, caucuses, member programs, and sub-contractors. Employees are guided in the performance of their job responsibilities by the Mission and Principles of Unity of PCADV.

2 Employment at Will

Employment at PCADV is on an at-will basis unless otherwise specifically stated in a written individual employment agreement signed by the executive director or board president of PCADV.

Accordingly, either the employee or PCADV may terminate the employment relationship at any time, with or without notice or cause.

Nothing in this Handbook is intended to constitute an employment contract or an offer of an employment contract, express or implied, and nothing in this Handbook may in any way be deemed by any person, including PCADV or any employee, to create any legally binding rights to continuing employment or benefits or to specific terms or conditions of employment.

No person other than the executive director of PCADV can enter into an agreement for employment for a specified period of time, or make any agreement or representation

contrary to this employment at will policy. Further, any such agreement must be in writing and signed by the executive director or the president of the board of directors.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

3 Equal Opportunity and Commitment to Diversity

PCADV is committed to providing equal opportunities and to complying with all standards for Department of Labor, Equal Employment Opportunity Commission and the Office of Civil Rights.

3.1 Equal Opportunity

PCADV provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military in accordance with applicable law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

PCADV expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Additionally, PCADV commits its collective power toward the elimination of racism, heterosexism, sexism, ableism and discrimination in all forms. PCADV seeks to eliminate violence against women and children caused by these oppressions and will conscientiously seek diversity and multi-culturalism within PCADV.

3.2 Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, PCADV will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on PCADV, as defined by the ADA, would result.

Employees who require a reasonable accommodation shall contact the Human Resources Office.

3.3 Commitment to Diversity

PCADV is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are

valued for their skills, experience, and unique perspectives. This commitment is embodied in PCADV policy and the manner in which PCADV is operated and employees conduct themselves.

3.4 Harassment

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, Title IX of the Education Amendments of 1972, as amended, as well as many state and local laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by local, state or federal law, is prohibited.

It is PCADV's policy to provide a work environment free of sexual and other harassment. To that end, harassment of PCADV's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained in good faith about sexual or other harassment or retaliation against individuals for cooperating in good faith with an investigation of a harassment complaint is similarly unacceptable and will not be tolerated. ("Good faith" means that an employee believes their report to be true, even if it turns out that they are mistaken.) PCADV will take all steps necessary to prevent and eliminate unlawful harassment.

3.5 Definition of Harassment

"Harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Harassment includes but is not limited to epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by local, state or federal law.

3.6 Definition of Sexual Harassment

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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

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

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

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

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

3.7 Complaint Procedure

Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is encouraged to make a complaint. An employee may, but is not required to, speak first to the person they feel is discriminating or harassing. They may complain directly to their immediate supervisor or department director, the Human Resources Office, or any other member of management with whom they feel comfortable bringing such a complaint. PCADV's Title IX officer is the director of administration and finance. If an employee observes acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this information to one of the individuals listed above.

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

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, PCADV will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

4 Conflicts of Interest and Confidentiality

4.1 Conflicts of Interest

PCADV expects all employees to support its mission, policies and goals and to conduct themselves and PCADV business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This expectation includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. PCADV recognizes and respects the individual employee's right to engage in activities outside of employment, which are private in nature and do not in any way conflict with or reflect poorly on PCADV.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee shall discuss this situation with their supervisor or the Executive Director for advice and guidance on how to proceed.

The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- Simultaneous employment by another individual or entity that is a competitor of, funded by, or supplier to PCADV
- Carrying on PCADV business with a firm in which the employee, or a close relative or member of the household of the employee, holds an interest or participates in the management of, a firm or business to which PCADV makes sales or from which it makes purchases
- Borrowing money from customers, firms or businesses, other than recognized lending institutions, from which PCADV buys services, materials, equipment, or supplies

- Accepting gifts or entertainment valued at \$25 or more from another organization or agency or individual representing such an organization, agency or individual business interest
- Speculating or dealing in materials, equipment, supplies, services, or property purchased by PCADV
- Participating in civic or professional organization activities in a manner that divulges confidential PCADV information
- Misusing privileged information or revealing confidential data to outsiders
- Using one's position at PCADV or knowledge of its affairs for personal gains
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of PCADV business

4.2 Fiduciary Responsibility

PCADV requires that all employees avoid business relationships and business practices that would cause, or be perceived as, a conflict with the interests and purposes of PCADV, or which would impair, or appear to impair, an employee's integrity or objectivity in relation to their position.

Activities that violate the employee fiduciary responsibility to PCADV include, but are not limited to, the following:

- Showing favor or preference to any contractor, supplier, client, or other person doing business or seeking to do business with PCADV, based on anything other than appropriate business reasons
- Participating in any decision-making process as an employee of PCADV, if an interest in or affiliation with an organization or business on the part of the employee, their family members or friends might influence such decision
- Accepting payments, loans, services, substantial gifts or benefits from a business concern doing, or seeking to do, business with PCADV
- Using PCADV employee status to obtain a material benefit for self, relatives or friends

Please refer to PCADV's Conflict of Interest Policy for more information. Failure to comply with this policy may be grounds for immediate termination of employment.

4.3 Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of PCADV. Confidential information is any and all information disclosed to or known by someone because of employment with PCADV that is not generally known to people outside PCADV about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

All inquiries from the media must be referred to the executive director or the director of public affairs or their designee.

This provision is not intended to, and shall not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

4.4 Confidentiality (effective September 1, 2018)

The confidentiality of the PCADV's work and business is crucial to the success of PCADV. Each day every one of us deals with "Confidential Information" in one form or another. Confidential Information includes, but is not limited to, PCADV's corporate strategies, financial records, marketing plans, trade secrets, competitive practices, project specifications, client lists, and research data. It can take the form of correspondence, legal agreements or other documents, or other written materials. It can be oral communications - telephone calls and discussions among us in the office (with or without outsiders). It can take the form of computer programs or other software. It can relate to a project that already has happened, or one that is only a possibility or proposal or in some stage of negotiation. PCADV's policy that access to Confidential Information, including material, non-public information, shall be restricted to only those employees who have a need for such access in order to carry out job duties. All Confidential Information shall be the exclusive property of PCADV, and each employee shall use his/her best efforts to prevent any publication or disclosure thereof and to ensure that Confidential Information is disclosed only to other authorized personnel within PCADV for use thereby.

Employees are prohibited from divulging Confidential Information to unauthorized individuals, no matter how seemingly insignificant or fragmented the information may appear. Employees must be careful to not discuss Confidential Information in casual or informal settings such as everyday conversations, even if the recipients of such information are well known and trusted by the individual. Any communication to anyone outside the office of our business or of any of this information is of course improper -- even a casual "benign" comment to a friend or family member, or comments among ourselves in an elevator or other public place where what we say may be overheard.

Each employee agrees that he/she will not, at any time during or after his/her employment with Employer, (i) use or exploit in any manner any Confidential Information for his/her own purpose or for the benefit of any person, firm, corporation, association or other entity other PCADV, (ii) remove or make copies of any Confidential Information (including any of

PCADV's records, reports or documents) from the possession or control of PCADV and its premises, (iii) disclose, publish or make available any Confidential Information to any third party, unless previously authorized in writing by PCADV, or (iv) treat Confidential Information otherwise than in a confidential manner.

PCADV Affiliates depend on PCADV to protect the privacy of their financial and business affairs related to projects in which PCADV is involved. PCADV Affiliates are defined as member domestic violence programs and subcontractors. Employees must keep in strict confidence all information received by them regarding the affairs of PCADV Affiliates in the course of their employment at PCADV.

On occasion, PCADV employees work with victims of domestic violence regarding personal and sensitive information. Employees must keep in strict confidence all information received by them regarding the private, personal information of victims of domestic violence that an employee learns in the course of their employment at PCADV.

All of us must remain especially sensitive and cautious about the confidentiality of our own and others' work, and the work and business of PCADV generally. A breach of confidentiality is a serious and egregious offense and will result in appropriate disciplinary action up to and including termination, at the complete discretion of PCADV. Each employee is expected to notify PCADV if he or she witnesses or becomes aware of any violation of the foregoing confidentiality provisions. Nothing in this section prohibits the discussion of terms and conditions of employment.

5 Employment Relationship

5.1 Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, PCADV classifies its employees as shown below. PCADV may review or change employee classifications at any time.

Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for hours worked in excess of 40 hours in the same week.

Regular, Full-Time employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly but at least 20 hours weekly, and who maintain

continuous employment status. Part-time employees are eligible for some of the benefits offered by PCADV and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work PCADV's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, full-time employees are not eligible for any benefits.

Temporary, Part-Time employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, part-time employees are not eligible for any benefits.

Once a Temporary Employee, either full-time or part-time, completes six months of employment, they are no longer considered a Temporary Employee and become a Regular Employee as described above.

5.2 Work Week and Hours of Work

The standard work week is from Monday 12:00 a.m. until Sunday 11:59 p.m. Individual work schedules may vary depending on the needs of each department.

PCADV's official business hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday. Offices are accessible to employees from 7:00 a.m. to 9:00 p.m., Monday through Friday.

Paid work time for full-time regular employees is 37.5 hours per week, 7.5 hours of compensated time per day (and one-half hour of uncompensated time for lunch). The lunch break may not be taken at the beginning or end of the work day. Any deviation from this must receive prior approval of an employee's supervisor. Based on the work to be performed, most employees can elect to work a schedule between 8:00 a.m. and 6:00 p.m. An employee's work schedule must be approved by their supervisor in advance of changing their work schedule.

5.3 Flex Time

Exempt employees may be able to exercise a flex time option if they are required to work additional hours in order to complete an assignment. Flex time is not overtime, nor is it an automatic right to compensation for an exempt employee's overage hours on an hour-for-hour basis. Flex time is an adjustment to the traditional hours of a workday. In order for an exempt employee to exercise flex time, they must obtain the prior approval of their supervisor, who shall take into consideration office hours and coverage requirements as

well as whether the employee is up-to-date on other work assignments. All work performed must be documented on the employee's time card.

5.4 Overtime

When required due to the needs of the organization, nonexempt employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a work week. Nonexempt employees will be paid one-and-one-half times their regular rate of pay for all hours in excess of 40 hours actually worked in a work week. Paid leave, such as holiday, paid time off, bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by the employee's supervisor.

5.5 Compensatory Time

PCADV does not provide compensatory time for any employee.

5.6 Working from Home

Due to the nature of certain types of work, it may be possible for employees to work from home on occasion, but prior approval of the employee's supervisor must be obtained. The employee must include the tasks/responsibilities they will complete while working from home in the request to their supervisor. Work performed at home must be documented on the employee's time card.

5.7 Time Records

PCADV uses an electronic system to verify hours worked, overtime, holidays, use of vacation, sick leave and personal days, the accumulation and carryover of unused paid time off, and unpaid time off for exempt and non-exempt employees.

All employees are required to complete accurate daily electronic time reports, in a manner prescribed by PCADV, showing all time actually worked. These records are required by governmental regulations and are used to calculate regular pay and overtime pay for nonexempt employees. The employee must submit the previous week's completed time card by 5:00 p.m. each Monday so that their supervisor can review and approve it. By submitting their time card, the employee is certifying that it is a true and correct report of the actual hours the employee worked during the time period. Supervisors must review and approve these time cards, attesting to their correctness, before forwarding them to the Administration and Finance Department.

Time cards for the previous week are to be reviewed and approved by the supervisor each Tuesday by 10:00 a.m.

Time cards are maintained by the Department of Administration and Finance.

5.8 Deductions from Pay/Safe Harbor

PCADV does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

5.9 Permitted Deductions

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if all available Paid Time Off is exhausted;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week that an exempt employee begins work for PCADV or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave.

5.10 Improper Deductions

If an employee classified as exempt believes that an improper deduction has been taken from their pay, the employee shall immediately report the deduction to the Human Resources Office. The report will be promptly investigated and if it is found that an improper deduction has been made, PCADV will promptly reimburse the employee for the improper deduction.

5.11 Employees' Responsibility for Correct Payroll Information

Upon commencing employment with PCADV, each employee will be asked to supply information to assist the Administration and Finance Department in accurately calculating correct payroll deductions. The employee bears the responsibility to correctly identify the municipality in which they reside, the correct number of dependents, and other information relevant to payroll calculations. In the event an employee's status changes with respect to dependents, or they relocate to another municipality, the employee shall immediately notify the department so that they can complete the necessary paperwork to

update their payroll information. Any tax or other consequences resulting from an employee's failure to promptly notify the department of changes are the exclusive responsibility of the employee.

5.12 Paychecks

PCADV's pay period for all employees is biweekly. Payday is usually every other Friday. If payday falls on a federal holiday, employees will receive their pay on the preceding workday.

For salaried exempt employees, paycheck calculations are based on the employee's gross annual salary and the number of work weeks (52) per year. Non-exempt employees are paid at an hourly rate for hours worked each pay period.

PCADV requires direct deposit for an employee's net pay. Paystubs are available online on alternate Fridays. If an employee has questions about accessing their paystub, they may contact the director of administration and finance.

5.13 Honoraria

Cash honoraria directly related to the work of PCADV must be submitted to PCADV. Upon receipt of an honorarium related directly to the work of PCADV, the employee will forward the check to the Department of Administration and Finance, along with a brief written explanation of the payment.

5.14 Access to Personnel Files

Employee files are maintained by the Human Resources Office and are considered confidential. Directors and supervisors may only have access to specific personnel file information on a need-to-know basis. Upon request, current employees will generally be permitted access to their personnel file within 5 days of the request unless access is otherwise governed by state or federal law, or order of court. Personnel files are to be reviewed in the Human Resources Office in the presence of the executive director and/or their designee. The file may be reviewed at a mutually convenient time during regular business hours.

Employee files may not be taken outside the department and employees may not make copies. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information, provided they provide the necessary directive issued by a governing authority.

5.15 Employment of Relatives and Domestic Partners

Relatives and domestic partners of current PCADV employees may be hired by PCADV if:

- The persons concerned will not work in a direct supervisory relationship; and

- The employment will not pose difficulties for supervision, security, safety, or morale.

For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, grandparents, or in-laws. A “domestic partnership” is generally defined as an intimate partner relationship between two individuals who are sharing a home or living arrangements (regardless of whether the relationship is legally recognized as a domestic partnership).

Any current PCADV employee who becomes intimately or romantically involved with another PCADV employee must immediately notify the Human Resources Office in writing of the relationship and the name of the other person. Current employees who marry each other, become involved in a domestic partnership with one another, or become related to one another also must immediately notify the Human Resources Office in writing of the relationship and the name of the other person. In such cases, the employees will be permitted to continue employment with PCADV provided they don’t work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If the employees do work in a direct supervisory relationship with each other or if PCADV determines their employment will pose difficulties for supervision, security, safety, or morale, PCADV will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, one of the employees may be required to leave the employment of PCADV.

5.16 Promotions

Promotions occur when an employee is transferred to a position classified higher than the one they currently occupy. PCADV may promote current employees whenever appropriate, provided they meet the qualifications for the higher classified position. PCADV reserves the right to promote qualified individuals after posting the position internally for at least five business days. Promotion decisions are based on qualifications, merit, performance, and ability. PCADV further reserves the right to recruit outside the organization when circumstances warrant.

5.17 Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are encouraged to provide written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off will not be counted toward the 10-day notice. PCADV appreciates at least 30 days' notice to allow more time to transition responsibilities to other employees.

In most cases, human resources staff will conduct an exit meeting on or before the last day of employment to collect all PCADV property, and to discuss final pay. If applicable,

information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

5.18 Employment References or Verification of Employment

All requests for employment references or verification of employment shall be referred to the Human Resources Office. Only employees of PCADV with human resources responsibilities may provide an employment reference or verification of employment. Any employee without human resources responsibilities that provides an employment reference or verification of employment may be subject to disciplinary procedures up to and including termination.

Upon request for an employment reference or verification of employment, human resources staff will provide only the dates of employment with PCADV, current salary or salary at termination only if the requestor already has the information, and the position(s) held. This information will be provided only if the requestor has the social security number of the employee or there is a signed release from the employee.

6 Workplace Safety

6.1 Alcohol and Drug-Free Workplace

PCADV is committed to maintaining a drug-free and alcohol-free work environment that is safe and productive for employees and others having business with PCADV. Accordingly, whenever employees are on PCADV premises or PCADV client premises or are otherwise conducting PCADV business, they are prohibited from using, possessing, buying, selling, manufacturing or dispensing any illegal drug or alcohol.

For purposes of this policy, "illegal drugs" include drug paraphernalia and prescription drugs not taken in accordance with a lawful prescription issued to the employee in question. For the sake of clarity, although Pennsylvania has recently legalized the use of medical marijuana by registered individuals for certain medical conditions, marijuana remains illegal under federal law and is an illegal drug for purposes of this policy.

Employees who are using prescription drugs or over-the-counter drugs are responsible to discuss with their physicians whether their ability to perform their job duties safely may be impaired, and employees who believe they may require reasonable accommodation shall contact the Human Resources Office.

6.2 Smoke-Free Workplace

Smoking is not allowed in PCADV buildings or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges. Smoking is only permitted during break times in designated outdoor areas.

Employees using these areas are expected to dispose of any smoking debris safely and properly.

6.3 Workplace Violence Prevention

PCADV is committed to providing a safe, violence-free workplace for our employees. Employees are prohibited from engaging in any physical confrontation and from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation.

This policy covers any violent or potentially violent behavior that occurs in the workplace or at PCADV-sponsored functions.

All PCADV employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or who believes they have been the victim of violent behavior shall promptly inform their supervisor, manager, or the Human Resources Office. All reports will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of making a good faith report under this policy.

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

PCADV prohibits the possession of weapons on its property at all times, including our parking lots. Additionally, while conducting PCADV business, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, explosives, biological agents, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal.

PCADV reserves the right to inspect all belongings of employees brought onto its premises, including briefcases, purses and handbags, and gym bags.

6.4 Commitment to Safety

PCADV takes its commitment to protecting the safety of our employees and visitors very seriously.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

PCADV offices are protected by an electronic security system. All employees are provided with a key that permits access to their work sites and are provided with training in the activation of the system.

In addition, PCADV's office has portable emergency devices ("panic buttons") strategically located throughout the building for use in the event of a police emergency. Supervisors can confirm the locations of these emergency devices.

In the event of an emergency, notify the appropriate emergency personnel by calling 911 and follow PCADV's Emergency Evacuation Plan.

6.5 Emergency Office Closings

Because PCADV serves a network of direct service providers located throughout Pennsylvania, we will make every effort to be open for business. Inclement weather and other conditions beyond the control of PCADV may require the Executive Director or their designee to make the decision to close the office for the day, to delay opening, or to close the office early.

6.5.1 Office closed for day

In the event that the office is closed for the day, employees are not required to make up work time lost. Employees who work at home when the office is closed due to severe weather conditions are not eligible for overtime or flex time for work performed during the hours of their regular work schedule. They shall record the activities performed during this time on their time card.

6.5.2 Delayed office openings

If the office officially opens late, employees will be paid for those hours they were scheduled to work prior to the delayed opening, unless they had prior approval to work from home or another remote location for the day. In the event that the employee had previously planned to work from home or a remote location, they will be expected to work the full day. Any adjustments to working the full day must have prior approval of the employee's supervisor.

6.5.3 Office closes early

If the office officially closes early, employees who are working on-site at the time of the closing will be paid for a full day. If a nonexempt employee leaves earlier than the official

closing time, they will be paid only for actual hours worked, or they can take paid time off. Exempt employees are expected to complete their work from home or at another time.

6.5.4 Office open during inclement weather events: Liberal Leave

A Liberal Leave Policy is in effect during all severe weather conditions when the office is open. Employees concerned about their safety due to inclement weather may choose to come in late, leave early or not work that day. The employee must notify their supervisor prior to invoking the Liberal Leave Policy, and state whether they will use vacation or personal leave, but advance supervisor approval is not required.

6.5.5 Office closed for long-term periods

In the event the PCADV office is closed for more than three business days please refer to PCADV's Business Continuity Plan.

6.5.6 Communicating office closings

Communications about delayed openings or office closings are available to employees two ways. Employees may provide their personal cell phone number if their phone is capable of receiving text messages. In the event of a change in office opening time, employees who have registered will receive a text message from PCADV advising them of the schedule change.

Additionally, a mailbox in the PCADV Voice Mail System is reserved for messages from the Executive Director or designee regarding office closings or delays and can be accessed from home or travel locations without incurring long distance telephone charges. Information is available by 6:30 a.m. on each day of severe weather conditions.

Employees are advised to always check the Voice Mail System mailbox if they don't receive a text message and are concerned about the weather. On occasion, text messages may be delayed or not received as intended.

This policy does not apply to employees who had requested and/or were scheduled to be off work on a day that the office is closed.

6.6 Safe Driving (effective September 1, 2018)

PCADV has a Safe Driving Policy to ensure that staff who drive vehicles in the course of their work demonstrate safe driving skills and other good road safety habits at all times.

Objectives of the policy

To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.

Code of conduct

While driving rented vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in rented or own vehicles for work purposes will be viewed as serious breaches of conduct that could result in termination:

- drinking or being under the influence of drugs or alcohol while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a licence.

Responsibilities as an employee

Every driver of a rented or their own vehicle for work purpose will:

- ensure they hold a current driver licence for the class of vehicle they are driving, and this licence is carried when driving in the course of their job
- immediately notify their supervisor if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- display the highest level of professional conduct when driving a company vehicle
- comply with traffic legislation when driving
- drive within the legal speed limits, including driving to the conditions
- wear a safety belt at all times in compliance with PA laws
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication that impair your ability to operate a motor vehicle - to do so will merit disciplinary action
- avoid distraction when driving - the driver will adjust car stereos/mirrors, set Bluetooth devices or set GPS or other navigation aids before starting the car, or safely pull over in order to do so
- report any crashes and scrapes to their supervisor, including those that do not result in injury, and follow the crash procedures outlined in this policy

- report infringements to a supervisor at the earliest opportunity

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- stay overnight if driving time and non-driving duties exceed 10 hours in one day.

If an employee is driving their own vehicle for the work-related purposes, the same policies apply. In addition:

- the employee must seek the employer's agreement before using their vehicle for work in compliance with PCADV's travel policy
- the car must be legally registered, warranted and insured for the purposes of work - the employee must show evidence of this on request
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road).

Responsibilities as an employer

The employer will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will do this by monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by recommending staff to have 10 hours' minimum continuous rest and 10 hours' maximum driving time every 24 hours.

All directors and managers are responsible for encouraging safe driving behaviour by:

- not paying staff speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving
- encouraging regular breaks while driving
- encouraging the use of car-pooling, taxis and buses whenever possible
- ensuring the employer is informed if existing staff driver's license is suspended or revoked.

What employees are to do if there is a crash

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. If you feel comfortable to do so,

help any injured people. Call for assistance if needed.

Try to get the following information:

- details of the other vehicle(s) and registration number(s)
- name(s) and address(es) of the other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s).

Give the following information:

- your name and company contact information.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact information.

Contact the police:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own
- if damage to the vehicle looks to be worth more than \$1,000.

Follow-up

If there is an injury or property damage, report the crash to your manager as soon as possible.

7 Workplace Guidelines

7.1 Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must call their supervisor and the human resources coordinator a minimum of one hour prior to the beginning of their shift.

Excessive absenteeism or tardiness will result in discipline up to and including termination.

Failure to come to work without prior approval may result in termination. If an employee fails to report to work or inform the supervisor of the absence for 3 consecutive days, the employee will be considered to have voluntarily resigned from their employment, effectively immediately on the third day.

7.2 Job Performance

PCADV seeks to establish and maintain standards of employee conduct and management practices that will support and promote effective organizational functioning and positive employee relations. Such management practices include administering corrective action/discipline when employee conduct or job performance problems arise.

Communication between employees and their supervisors and department director is very important. Discussions regarding job performance are ongoing and often informal. Employees shall initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

A new employee can typically expect to receive an informal performance evaluation at 90 days from date of hire and again at the 6-month anniversary of the date of hire. An employee who transfers to a new position can typically expect to receive a performance evaluation at the 6-month anniversary date of the transfer.

Thereafter, formal performance reviews are conducted approximately annually, but may be conducted at any time at a supervisor's discretion. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year. Although formal performance reviews are conducted annually, PCADV encourages communications between employees and supervisors throughout the year.

7.3 Outside Employment

Employees are permitted to maintain secondary employment as long as it does not violate PCADV's Conflict of Interest policy or interfere with their job performance with PCADV. Employees with an additional job are expected to work their assigned PCADV schedules. Additional employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or adjusted hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

7.4 Volunteer and Pro Bono Service

PCADV appreciates and wishes to support employees who want to provide volunteer services at other nonprofit organizations. Employees who wish to volunteer at another nonprofit may do so using their paid holiday, personal time and vacation time, provided they seek the prior approval of their supervisor for use of vacation or personal leave time.

7.5 Dress and Grooming (effective September 1, 2018)

As an employee of PCADV, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and extend the highest courtesy at all times to co-workers, visitors, vendors and PCADV affiliates. A cheerful and positive attitude is essential to our commitment to provide extraordinary service and exceptional quality.

The current Company dress code is business casual. Please keep in mind, however, that PCADV is a professional business office, where we often receive visitors. Generally, clean, neat clothing is acceptable. However, torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate casual attire. As always, please use common sense in your choice of business attire.

It is the intent of this policy to comply with applicable local, state, and federal laws prohibiting discrimination on the basis of color, race, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information and any other status protected under such laws.

7.6 Open Door Policy (adopted January 26, 2018)

PCADV has adopted an Open-Door Policy because we believe that open communication within an atmosphere of mutual respect is of prime importance to our employees and to the continued success of our organization. We have an “open door” policy because PCADV believes that in most cases, talking with one’s supervisor is the most effective way to deal with a problem or to make a suggestion. However, in order to facilitate the open exchange of ideas and information, PCADV also has adopted a policy of periodically surveying our employees’ opinions on a variety of work-related topics and whenever appropriate, of taking targeted action based on the survey responses.

PCADV values employees’ constructive opinions and suggestions. PCADV believes in team effort and a collegial atmosphere and, therefore, we encourage employees to meet and discuss suggestions, problems or concerns with PCADV management or the Human Resources Department.

The Open-Door Policy provides an opportunity for employees to raise issues and/or concerns regarding their employment and their ability to perform their job duties in a productive and healthy work environment. While PCADV believes that in most cases, talking with one’s supervisor is the most effective way to deal with a problem or to make a suggestion, if an employee feels that they cannot talk with their supervisor, the Open-Door Policy allows employees to bring these concerns to a member of PCADV senior management team or the Human Resources Department in the most comfortable manner,

oral or written. The Open-Door Policy will help ensure that routine problems, procedural issues or personal issues can be addressed effectively and appropriately, if possible, and that employees can focus on performing their job duties at work.

If an issue that an employee raises to the Human Resources Department also falls within another complaint procedure in the Employee Handbook, the PCADV management team or the Human Resources Department will ensure that the appropriate procedure is followed.

7.7 Social Media

PCADV encourages employees to share information with co-workers and with those outside PCADV for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, PCADV has established a social media policy. Please refer to the policy for questions on appropriate use of social media.

7.8 Bulletin Boards

PCADV provides bulletin boards for the purpose of sharing information with employees. The bulletin boards are located in the employee breakroom. All posters containing government-required information are displayed there. These boards may also contain general announcements. Employees are not allowed to post anything to the bulletin board without authorization of the director of administration and finance.

7.9 Solicitation

In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after their shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature during paid work time and, at all times, in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Non-employees may not trespass or solicit or distribute materials anywhere on PCADV property at any time.

7.10 Computers, Internet, Email, and Other Resources

It is PCADV's goal to respect the dignity of employees and support their success with a range of communications tools and resources for use in running day-to-day business

activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, email, text messaging, or any other PCADV-provided technology, use shall be reserved for business-related matters during working hours. All communication using these tools shall be handled in a professional and respectful manner and in compliance with PCADV guidelines and policies.

Employees shall not have any expectation of privacy in their use of PCADV equipment or other communication tools. All communications made using PCADV-provided equipment or services, including but not limited to email and internet activity, are subject to monitoring by PCADV.

PCADV encourages employees to use all communication tools only to communicate with fellow employees and outside parties regarding PCADV business. Communications that are not job-related have the potential to drain, rather than enhance, productivity and system performance.

Employees shall also be aware that information transmitted through electronic means, including email, may not be completely secure, and may allow inadvertent disclosure of confidential or sensitive information as well as accidental transmission to third parties. Information that employees transmit and receive could damage the reputation and/or competitiveness of PCADV. Sensitive information shall not be sent via unsecured electronic means. Internal and external electronic records, including emails, are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when sending information within and outside PCADV. Employees shall keep in mind that even if they delete an electronic record, such as email, voicemail or other communication, a copy may be archived on PCADV's systems.

We also ask all PCADV employees to be vigilant in protecting our systems against hacking and viruses. Employees may not turn off or reconfigure installed antivirus or firewall software on PCADV computers, make changes to installed system configurations or to individual program settings (such as email archive or other settings) on PCADV computers, or download or install any software to PCADV computers without authorization from the Information Technology Manager. If an employee identifies software that is needed to perform their job duties, they should contact the IT Manager. Employees shall not open any email messages that are received from unknown senders and advertisers and delete them immediately and shall exercise care in opening attachments - even from known senders.

Office telephones are to be used for business purposes. While PCADV recognizes that occasional personal calls are necessary, these shall be kept to a minimum and be as brief as possible. Personal use of PCADV's long-distance account or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

Please refer to PCADV's Information Technology Policies for additional information.

7.11 Employee Travel Policy (effective September 1, 2018)

TRAVEL AND BUSINESS ENTERTAINMENT

Travel Advances

Funds will be advanced for upcoming travel only upon receipt of a completed and properly approved request for travel advance. Travel advances are generally limited to maximum daily meal allowances unless there is an extraordinary need for additional funds. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the Organization's travel policies as explained in this section.

Employees receiving travel advances are required to sign for the advance signifying their acknowledgment of, and agreement with, these policies. Employees receiving travel advances must submit an expense report within 5 business days of returning from travel. Any outstanding advances more than 15 days old will be deducted from an employee's next paycheck.

Employee and Director Business Travel

At the conclusion of a PCADV business trip, an employee or member of the Board of Directors who has incurred business-related expenses should complete a travel expense voucher report within 30 days in accordance with the following policies:

1. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
2. With the exception of reimbursed mileage all business expenses must be supported with vendor invoices/receipts.
3. PCADV will reimburse employees based on actual meal receipts, including tax and tip, up to the maximum per diem rates established by the General Services Administration (GSA) for the location to which they travel.
 - a. Alcoholic beverages are not reimbursable.
 - b. Meal expenses other than lunch during travel that begins prior to 7 am or concludes after 7 pm are reimbursable.
 - c. If the conference or meeting, which the traveler attends, provides a meal, the employee is not eligible for a meal reimbursement.
4. All travel expense reimbursements are based on the Commonwealth Travel Policy (Management Directive 230.10).
5. Meal reimbursement rates can be found at <http://www.gsa.gov/portal/content/101518>.

For example, the current GSA meal tables for PA are as follows:

	Total	Breakfast	Lunch	Dinner
Harrisburg	\$46	\$8	\$12	\$26
Philadelphia	\$61	\$11	\$16	\$34
Pittsburgh	\$66	\$12	\$18	\$36
Other areas	\$41	\$7	\$11	\$23

6. When checking out of a hotel you should request a room folio to attach to your expense report. PCADV is exempt from paying sales tax. Please verify there was no sales tax charged for your stay. PCADV is required to pay local hotel taxes if applicable.
7. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and return trip boarding pass(es)).
8. Mileage may be reimbursed at the standard federal rates currently in effect, as published each year by the IRS.
9. The business purpose of each trip must be adequately explained on each report.
10. For travel more than 100 miles, a cost benefit analysis form must be completed and attached to the travel report. PCADV will pay the lesser of mileage or car rental as indicated on the cost benefit analysis form. If the least expensive option is not used the employee must get prior approval and explain why they will use the more expensive option on the cost benefit analysis form.
11. General ledger account coding must be identified for all expenditures.
12. For all meals and other business expenditures, the following must be clearly identified on the receipt:
 - a. Vendor name and street address.
 - b. Date expenditure incurred.
 - c. Names, titles, organizations, and business relationships of all persons entertained
 - d. The business purpose of the meal or other business event (topics discussed, etc.)
 - e. **Meal receipts should be the actual, detailed receipt, not the credit card receipt.** Tip may be written on the itemized meal receipts. The credit card receipt does not provide enough detail.
13. All expense reports must be signed and dated by the employee.
14. All expense reports must be signed and dated by the employee's Department Director.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to PCADV (as a result of receiving a travel advance greater than actual business expenditures), the employee must attach a check or sign a statement indicating authorization to settle the balance due through a payroll deduction.

No further travel advances will be issued to any employee who has an outstanding balance due to PCADV from previous business trips.

Reasonableness of Travel Costs

PCADV shall reimburse travelers only for those business-related costs that are reasonably incurred. Accordingly, the following guidelines shall apply:

1. Payment for suites and other upgraded rooms at hotels shall not be allowed unless required by a medical condition. Travelers should stay in standard rooms.
2. Ask hotels for any available discounts – nonprofit, government, or corporate rates. When making reservations provide the hotel with PCADV’s PA Exemption Certificate. When checking out please verify no sales tax was charged for your stay.
3. When utilizing rental cars, travelers should rent midsize or smaller vehicles unless safety considerations require a larger vehicle. Rental of a vehicle larger than midsize must be approved by a supervisor. Share rental cars whenever possible. A cost benefit analysis form for personal vehicle versus rental car use should be completed and implemented for all trips greater than 100 miles. If a personal vehicle is used when a rental car is indicated, reimbursement only up to the amount of the rental fee will be paid. For trips of 100 miles or less the employee has the discretion to use either a rental car or a personal vehicle.
4. Business-related long-distance telephone calls while away on business travel are permitted but should be kept to a minimum. Expense reports should explain long-distance charges.
5. Whenever possible, avoid using the hotel’s long-distance service whenever possible
6. Travel outside the United States and its territories charged to federal grants must be approved in writing by the funding source prior to travel.

Special Rules Pertaining to Air Travel

The following additional rules apply to air travel:

1. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
 - a. Require circuitous routing,
 - b. Require travel during unreasonable hours,
 - c. Excessively prolong travel,

- d. Result in additional costs that would offset the transportation savings, or
 - e. Offer accommodations not reasonably adequate for the traveler's medical needs.
2. First class air travel shall not be reimbursed unless there is a medical reason, and such use must be documented and approved by a supervisor.
 3. Memberships in airline flight clubs are not reimbursable.
 4. Cost of flight insurance is not reimbursable.
 5. At least two quotes from a travel agency and/or an airline should be obtained and attached to the expense report.
 6. Cost of upgrade certificates is not reimbursable.
 7. The cost of baggage fees required by airlines to either check or carry on luggage is allowable and reimbursable.
 8. Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).
 9. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., PCADV will not reimburse for the additional flights added to a business trip for personal reasons).
 10. Frequent flyer miles will accrue to the traveler, not the Organization.

Spouse/Partner Travel

PCADV does not reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his or her spouse or partner. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner for purposes of this policy.

7.12 Work Areas

PCADV reserves the right to inspect any work area on PCADV premises at any time.

8 Time Off and Leaves of Absence

8.1 Holidays

PCADV is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, ethnicity, race, disability, gender, marital status, national origin, disability, socio-economic status, color, sexual orientation, sexual identity, religion and other characteristics that make each one of us unique.

PCADV provides an extensive and flexible calendar of paid holidays that allows employees to observe dates of special cultural and religious significance throughout the year.

The following 10 holidays are paid time off for PCADV employees:

- New Year's Day
- Martin Luther King Jr. Day
- International Women's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- December 24 and 25

Part-time employees receive paid time off only for those holidays that occur on their regularly scheduled workdays. Holiday pay for part-time employees is pro-rated according to the number of regularly scheduled hours of work.

8.2 Floating Holidays

On or before December 31st of each calendar year, each employee will notify their supervisor and human resources staff of their selected floating holidays for the following year. This notification will allow the organization to plan office coverage. Changes can be made in special circumstances and require the approval of the department director. In addition to the 10 paid holidays noted above, floating holidays are available at the beginning of the calendar year.

An employee whose first day of employment is on or before June 30 receives three floating holidays for the calendar year.

An employee whose first day of employment is between July 1 through September 30 receives two floating holidays for the calendar year.

An employee whose first day of employment is after September 30 receives one floating holiday for the calendar year.

Floating holidays must be taken in the year they are given. Under no circumstances will these days be carried over to the next calendar year, nor will they be cashed out if not taken, nor paid upon termination of employment.

Holidays occurring during an employee's vacation period will not be charged against the vacation leave.

Floating holidays for part-time employees are pro-rated according to the number of regularly scheduled hours of work.

8.3 Religious observances

Employees who need time off to observe religious practices or holidays shall speak with their supervisors. Depending upon business needs, the employee may be able to work on a day that is a scheduled PCADV holiday and take time off for another religious day. Employees may also be able to take vacation time, a floating holiday, a personal day or take unpaid days. PCADV will seek to reasonably accommodate individuals' religious observances.

8.4 Vacation Leave

Vacation leave is paid time off granted to employees of PCADV, which may be used at the discretion of each employee within certain clearly established guidelines listed below. Vacation leave may be used in 0.25 hour increments. (Please refer to the section "Policies and Procedures for Vacation and Personal Days.")

8.4.1 Vacation Accrual Schedules

Full-time employees will accrue paid vacation according to the following schedule (annual totals shall be rounded to the nearest whole day):

Schedule for ALL Employees Hired AFTER January 1, 2004

Years of Service	Leave Days/Year	Amount per Month
Up to 2 years	10 days	5/6 day or 6.25 hours
3 through 5 years	15 days	1 1/4 days or 9.375 hours
6 through 9 years	20 days	1 2/3 days or 12.5 hours
10 or more years	25 days	2 1/12 days or 15.625 hours

Schedule for ALL Employees Hired BEFORE January 1, 2004

Years of Service	Leave Days/Year	Amount per Month
Up to 1 year	10 days	5/6 day or 6.25 hours
2 through 4 years	15 days	1 1/4 days or 9.375 hours
5 through 8 years	20 days	1 2/3 days or 12.5 hours
9 or more years	25 days	2 1/12 days or 15.625 hours

Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid vacation on a pro rata schedule according to the number of regularly scheduled hours of work.

Temporary employees do not receive vacation time until they have completed six months of employment and become a regular employee.

Effective January 1, 2018, employees hired before January 1, 2018 are allowed to carry a maximum of 25 days accumulated vacation leave from calendar quarter to quarter. Vacation leave exceeding 25 days is forfeited at the end of each calendar quarter.

Employees hired on or after January 1, 2018 are allowed to carry a maximum of 15 days accumulated vacation leave from calendar quarter to quarter. Vacation leave exceeding 15 days is forfeited at the end of each calendar quarter.

Employees whose employment terminates will be paid only for unused vacation time that has accrued during the calendar quarter of termination and any carry-over vacation time up to a combined total of 25 days.

8.5 Personal Days

PCADV has established a policy of granting its regular full-time employees two personal days per calendar year. Personal days for part-time employees are prorated based on the regularly scheduled number of hours of work per week. Temporary employees do not earn personal days until after being employed for six months or becoming a regular employee.

One personal day is granted during the first six months of the year, the second during the last six months of the calendar year.

New employees hired by June 30 will be granted two personal days during the calendar year in which they are hired. Employees hired after June 30 will be granted one personal day during that calendar year.

In addition, the following guidelines apply to the use of personal days:

- Personal days must be used during the year in which they are earned and cannot be carried over into the next calendar year.
- Use of personal days must have prior approval by the employee's immediate supervisor.
- There is no payment for any personal days upon termination of employment.
- Personal days must be used in full day increments.
- Personal days must be used before an employee can receive any form of unpaid leave.

8.6 Policies and Procedures for Vacation and Personal Days

Time off must be approved before the time is taken. Generally, it is requested that employees submit requests to their supervisor at least 4 weeks in advance of the requested vacation date. Vacation may be scheduled in increments of 1 full work day up to a maximum of 2 weeks in a row.

Employees shall complete a "Time Off Request" form and submit it to their immediate supervisor for approval of specific dates for vacation or personal leave.

Employees may not take paid vacation until they actually have earned or accrued the vacation time. New employees begin accruing paid vacation at the start of employment.

- Holidays occurring during a vacation period will not be charged to vacation leave.
- Employees may not borrow vacation time in advance of its accrual.
- All vacation leave must be used prior to receiving an unpaid leave of absence for any reason.

8.7 Sick Time

Full-time employees accrue sick leave at the rate of one day for each month of employment completed. Part-time employees accrue sick leave that is pro-rated according to the number of regularly-scheduled hours of work. Temporary employees do not accumulate sick leave until they become a regular employee.

Employees may use accrued sick leave for the following purposes:

- If they are too ill to come to work
- If they need time off for scheduled medical procedures
- If they need to provide care for a family member who is ill

Sick days cannot be used as a substitute for vacation days. If an employee needs to take leave for an aforementioned medical reason and they do not have sufficient sick leave, they may use vacation or personal time for that purpose.

Employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 120 days. For part-time employees, the maximum accrual allowed is a pro-rated amount according to the number of regularly-scheduled hours of work.

If an employee misses five or more consecutive days because of illness or injury, PCADV requires the employee to provide a written form or note, signed by the treating physician, stating that it is permissible for the employee to return to work.

Un-used sick days are forfeited when an employee's employment ends for any reason.

8.7.1 Procedure for sick time off

If the need for sick leave is foreseeable, employees are required to give at least 30 days' advance notice (e.g., a planned medical treatment) whenever possible.

When an employee must use a sick day, it is expected that they will call their supervisor and the human resources coordinator at least one hour before their regularly scheduled starting time.

Employees are expected to call their supervisor each day during the period of illness, unless the period of absence is known and reported in advance.

8.8 Bereavement Leave

Employees may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parent, stepparent, sibling, child, stepchild, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild, or any other family member residing in the employee's household.

PCADV may require verification of the need for the leave. The employee's supervisor and the director of administration and finance will consider this time off on a case-by-case basis.

8.9 Jury Duty/Court Appearance

PCADV supports employees in their civic duty to serve on a jury. To allow advance planning for an employee's absence, employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice.

Employees will be paid for up to 10 days of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees may also use accrued vacation and personal time if required to serve more than 10 days on a jury.

If an employee is released from jury duty after four hours or less of service, they must report to work for the remainder of that work day.

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

8.10 Break Time for Nursing Mothers

PCADV will provide employees with a reasonable break time to express milk for their nursing child, in an area free from intrusion from coworkers and the public for one year after the child's birth.

8.11 Leave of Absence

PCADV abides by all applicable federal and state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Employees may contact the Human Resources Office to discuss options for leave.

An extended leave of absence may be granted not to exceed 12 weeks using combined paid and unpaid leave.

Leave will run concurrent with short-term disability, long-term disability, paid time off, workers' compensation, and/or any other leave where permitted by state and federal law.

Paid vacation or sick time will run concurrently as provided under PCADV policy except where prohibited by state law.

8.11.1 Leave Without Pay

PCADV employees may be eligible to receive personal leave without pay after all paid time off and disability policies have been exhausted. All regular, full-time employees who have completed at least one full year of employment are covered under this policy.

PCADV will make reasonable efforts to reinstate employees on a leave of absence.

Requests for personal leave without pay must be submitted in writing to the executive director. The executive director may approve, deny or modify the request for leave based upon the needs of PCADV. The executive director will provide the employee with written notice of their decision and, upon approval, will notify the employee's immediate supervisor and Human Resources Office.

Vacation, personal days, floating holidays and sick leave will not accrue when an employee is on personal leave without pay.

While on personal leave without pay, employees will be solely responsible for paying the full amount of their medical and other insurance premiums, if they wish to have continued coverage under those group insurances. The employee will be responsible for the premium beginning the month following the start of the leave without pay.

PCADV retains the right to refuse any request for personal leave without pay in its sole discretion.

8.11.2 Return-to-Work Policy

When such work is available, PCADV will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions

8.11.3 Military Leave

Employee Military Leave

PCADV supports the military obligations of all employees and grants leave for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service shall immediately notify the Human Resources Office and their supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member shall notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary resignation.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Military Family Leave

Unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that their spouse, son, daughter, parent, domestic partner, or next of kin is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces. These employees may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

9 Employee Benefits

PCADV recognizes the value of benefits to employees and their families. For more information regarding benefit programs, please refer to PCADV Summary Plan Descriptions (SPD), which are found on the PCADV intranet, or contact the Human Resources Office. The full plan document supersedes information provided here in cases where there is conflicting information. Employee benefits, including healthcare benefits, may change at the discretion of the board of directors.

9.1 Health Insurance

PCADV provides employees with the option to participate in a PCADV-sponsored group health insurance program. Regular employees who elect to participate are enrolled in the health insurance program at the time of hire, and coverage begins on the first day of the

month following their start date. Options are available for employees to purchase health insurance for certain relationships qualified under this plan. Please contact the Human Resources Office for additional information.

9.2 Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. PCADV pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

PCADV abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, the employee must notify their supervisor and the Human Resources Office immediately. The Human Resources Coordinator will complete an injury report with input from the employee. Human resources staff will file the claim with the insurance company.

In cases of true medical emergencies, as appropriate, employees shall contact 911 or report to the nearest emergency room and complete an injury report as soon as possible. Failure to promptly report an injury or illness may affect eligibility for workers' compensation.

9.3 Employee Assistance Program

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

PCADV encourages employees to use this valuable service whenever they have such a need. PCADV is never notified when its employees choose to use this service and any information disclosed by an employee during their EAP sessions is confidential and not available to PCADV.

Please contact the Human Resources Office for more details on the EAP.

10 Understanding the Contents of this Handbook

Questions regarding the policies contained in this Handbook or their implementation shall be discussed with the employee's immediate supervisor, department director, director of administration and finance, the human resources coordinator or the executive director.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I, _____, hereby acknowledge receipt of the Employee Handbook of PCADV. I understand and agree that it is my responsibility to read and comply with the policies in the Employee Handbook.

I further understand, acknowledge and agree that:

- This Employee Handbook and all other written and oral materials provided to me are intended for informational purposes only.
- The policies and benefits, both in the Handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time and without notice.
- Neither this Handbook, PCADV practices, nor other communications create an employment contract or term and that nothing presented to me in writing, orally or otherwise binds PCADV to employ me now or hereafter and that my employment may be terminated by me or PCADV without reason at any time.
- Employees must keep in strict confidence all information received by them regarding the private, personal information of victims of domestic violence that an employee learns in the course of their employment at PCADV.
- Only the Chief Executive Officer of PCADV or the president of its Board of Directors may enter into a separate, written agreement with me for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing. Further, if any such written agreement is entered into between PCADV and me for my employment for a specified term, benefits or conditions, that it can only be modified in writing and signed by both parties.

If I have any questions about any policy contained in this Handbook, I understand that I may ask my direct Supervisor, Department Officer, Officer of administration and finance or the Chief Executive Officer for further information.

Employee's Name (printed)

Employee's Signature

Signature of Witness

Date Signed by Employee