



Illinois Coalition Against Domestic Violence

801 South 11th Street ~ Springfield, IL 62703

Phone: 217-789-2830 ~ fax: 217-789-1939

TTY: 217-241-0376

E-mail: ilcadv@ilcadv.org

Website: www.ilcadv.org

PERSONNEL POLICY MANUAL

Effective 9-17-97

Updates

9-23-05

2-19-09

Table of Contents

1	PREAMBLE.....	5
2	PERSONNEL RESPONSIBILITY.....	6
2.1	Responsibility for the Personnel Function.....	6
2.2	Personnel Files.....	6
2.3	Employment Policies and Procedures.....	7
2.3.1	Affirmative Action.....	7
2.3.2	Recruitment Policy/Procedures.....	7
2.3.3	Probationary Period.....	8
3	CONDUCT AND ACCOUNTABILITY.....	9
3.1	General Conduct.....	9
3.2	Conflict of Interest.....	10
3.3	Dress.....	10
3.4	Sexual Harassment Policy.....	10
3.5	Drug-Free Workplace Policy.....	11
3.6	Information Systems and Phone Usage.....	12
3.6.1	General Statement.....	12
3.6.2	Electronic Mail.....	12
3.6.3	Local Area Network and Electronic Files.....	12
3.6.4	Phone Usage.....	13
3.6.5	Failure to Abide by Policies.....	13
3.7	Working Conditions.....	13
3.7.1	Environmental Policy.....	13
3.7.2	Work Week.....	13
3.7.3	Office Hours.....	13
3.7.4	Lunch Period.....	14
3.7.5	Hours of Work.....	14
3.8	Evaluation Policy.....	14
3.9	Corrective Action.....	14
3.9.1	Employee Action Steps.....	14
3.9.2	Administrative Action Steps.....	15
3.9.2.1	Oral Reminder.....	15
3.9.2.2	Written Reminder.....	15
3.9.2.3	Decision Making Leave.....	15
3.9.2.4	Termination of Employment.....	16
3.9.2.5	Administrative Leave.....	16
3.9.3	Dismissal Policy.....	16

3.9.3.1	Termination Policy.....	16
3.9.3.2	Rights and Responsibilities at Time of Termination	17
3.10	Grievance Policy and Procedures.....	18
3.11	Whistle Blower Policy	19
3.12	Gift Receipt Policy.....	19
4	EMPLOYER COMPENSATION AND BENEFITS	20
4.1	Salary Administration.....	20
4.2	Wage Payments	20
4.3	Bonus Policy	20
4.4	Personal Expense Policy.....	20
4.5	Benefits.....	20
4.5.1	Holidays	21
4.5.2	Personal Leave	21
4.5.3	Health Care Leave.....	21
4.5.4	Bereavement Leave	22
4.5.5	Vacation Leave	22
4.5.6	Benefits for Part Time Employees.....	22
4.5.7	Leave of Absence.....	23
4.5.7.1	Statement of Policy.....	23
4.5.7.2	Application and Conditions.....	23
4.5.7.3	Family and Medical Leave of Absence.....	24
4.5.7.4	Military Leave of Absence	25
4.5.7.5	Jury Duty.....	26
4.6	Classification of Employees.....	26
4.6.1	Definition of Non-exempt Staff.....	26
4.6.2	Definition of Exempt Staff.....	26
4.7	Overtime	26
4.7.1	Non-exempt Staff.....	26
4.7.2	Exempt Staff	27
4.8	Flex Time	27
4.8.1	Non-exempt Staff.....	27
4.8.2	Exempt Staff	27
5	BUSINESS TRAVEL EXPENSES.....	28
5.1	Travel Policy	28
5.1.1	Travel Time.....	28
5.1.2	Use of Personal Auto	28
5.1.3	Auto Insurance.....	28
5.2	Mileage Expenses Reimbursement	28
5.2.1	Mileage Allowance.....	28

5.2.2	Car Pooling.....	29
5.3	Travel Expenses	29
5.3.1	Lodging.....	29
5.3.2	Meals	29
5.3.3	Transportation	30
5.3.4	Tips and Gratuities and Tolls	30
5.3.5	Business Telephone Charges.....	30
5.4	Travel Coverage.....	30
5.4.1	Travel Advance	30
5.4.2	Non-employee Coverage.....	31
5.5	Corporate Credit Cards.....	31
6	AGREEMENT FORM	32

1 PREAMBLE

The Illinois Coalition Against Domestic Violence (ICADV) recognizes that a well-qualified and efficient staff dedicated to ICADV goals is essential to both the maintenance and continuous improvement of programs. The Board of Directors subscribes to a climate where employees are treated in an equitable manner by providing the following PERSONNEL POLICY MANUAL.

This manual is intended as a general guideline for ICADV employees. Nothing contained in the manual is or shall be construed to be a formal agreement or contract between the ICADV Board of Directors and any of its employees. ICADV reserves the right to modify or change any of the provisions in this manual at any time with prior notice to employees.

These policies are to be effective as of September 17, 1997. Revisions made to these personnel policies were last approved by the ICADV Board of Directors on February 19, 2009.

2 PERSONNEL RESPONSIBILITY

2.1 Responsibility for the Personnel Function

The Board of Directors has the final responsibility to adopt personnel policies/procedures. Revision of these policies/procedures requires Board approval. There shall be a periodic review of these policies.

The Operations Committee is designated by the Board of Directors to be responsible for oversight of personnel functions. The Executive Director shall have an opportunity to make recommendations on these matters to the Operations Committee.

The Executive Director is an employee of the ICADV Board of Directors and as such is hired, evaluated and discharged by the Board of Directors and supervised by the Executive Committee of the ICADV Board of Directors. The Operations Committee Chair shall participate in the hiring, evaluating and discharging of the Executive Director. The procedures by which to evaluate the Executive Director shall be recommended to the Board of Directors by the Executive Committee.

The Executive Director is authorized to: 1) hire, supervise, schedule, evaluate, and dismiss employees, and 2) to administer personnel policies and procedures to the employees. S/he may delegate any of these responsibilities as s/he deems necessary.

ICADV is an "employment at-will" organization, meaning that ICADV may terminate an employment relationship at any time, without any reason or cause.

2.2 Personnel Files

The personnel file is an instrument that documents and records the employee's development and evaluation. The file will also contain applicant's information, employment agreement and salary/benefit history. Employee personnel files are confidential and shall be maintained under the following provisions:

The Executive Director and/or the supervisory staff may place materials in an employee's personnel file. Should an employee wish to place materials in her/his own file, it should be submitted to the Executive Director.

No derogatory material regarding an employee's job performance, adherence to professional ethics, or behavior which reflects upon the agency shall be placed in the file unless the employee has had an opportunity to read the material. The employee shall sign the copy to be filed, with the understanding that such signature merely signifies that the employee has read the material and does not necessarily agree with its contents. This procedure shall also

be in effect for job performance and evaluations, regardless of the laudatory or derogatory nature of the materials to be filed. Should the employee not wish to sign the statement, it shall nevertheless be placed in the personnel file. The employee has the right to attach a written statement regarding the refusal to sign. The employee will receive a copy of such material.

The employee shall have the right to respond to any material filed, and this response shall be attached to the original file copy bearing the employee's signature. The employee, upon request, shall be permitted to examine and/or copy her/his personnel file in the ICADV office. This shall be done in the presence of the Executive Director.

Personnel files will include, but not be limited to, employment record, resume, letters of recommendations or reference, employment agreement with employee signature, I-9 immigration forms, job description, salary and position changes, proof of auto insurance, performance evaluations, resignation or dismissal information.

2.3 Employment Policies and Procedures

2.3.1 Affirmative Action

Statement of Policy

It is the established policy of ICADV to utilize our available human resources effectively by selecting the best-qualified person for the job. Appropriate attention shall be given to such factors as educational background, previous experience, proven skills, desirable character traits, and growth potential. The personnel hired will be selected on the basis of qualifications felt essential for an employee to perform well. These shall include such factors as ability, availability, capability, aptitude, experience, education, health and willingness to work and serve.

Since the objective of this policy is to use all qualified available human resources to the fullest, it is essential we administer this policy in such a manner as not to discriminate against any person, employee, or job applicant because of race, color, religion, sex, national origin, ancestry, citizenship status, age, marital status, sexual preference/orientation, qualified physical or mental handicap, military service, or unfavorable military discharge.

This policy is intended to apply to recruiting, hiring, promotions, upgrading, layoffs, compensation, benefits, termination and all other privileges, terms, and conditions of employment.

2.3.2 Recruitment Policy/Procedures

ICADV wishes to hire the best qualified persons while also encouraging staff loyalty, recognizing staff contributions, and providing a work environment in which employees can improve their skills and advance in responsibility.

Except for the Executive Director position, qualified current staff shall be given first consideration for available positions. Vacancies will be first posted in-house for five (5) working days. The Executive Director shall have the option of advertising in a method to elicit the widest pool of applicants appropriate to the position before a final decision is made. Hiring shall be based solely on the requirements of the position to be filled.

All "Help Wanted" advertisements will contain the language "An equal opportunity employer." The advertisement shall include all relevant information including the fact that ICADV is a feminist oriented organization and a non-smoking environment.

2.3.3 Probationary Period

Upon hire, new employees are placed on probation for a period of six months. During this six month probationary period, all applicable benefits are made available to the employee:

- Health Care Insurance
- Life, Dental, Short-term Disability Insurance
- Unemployment Compensation Insurance
- Worker's Compensation
- Personal Leave
- Holidays

Vacation and Health Care leave time are accrued during this probationary period, but may not be used until the end of the probationary period.

3 CONDUCT AND ACCOUNTABILITY

3.1 General Conduct

While ICADV maintains a tolerant and caring attitude toward its staff and recognizes the fact of human stress on and off the work site, it assumes all personnel will observe reasonable and appropriate standards of behavior at all times.

Unacceptable on the job behavior includes, but is not limited to the following:

- Physical or verbal abuse.
- Possession of illegal explosives, firearms, or other weapons.
- Remarks of a discriminatory nature about race, color, religion, sex, age, national origin, handicap, sexual preference/orientation or marital status are unacceptable and may be cause for disciplinary action.
- Statement of a defamatory nature about other employees or ICADV.
- Sexual harassment.
- Use obscene/profane or abusive language.
- Insubordination.
- Failure to report to work without notice for two (2) or more consecutive working days without notifying the employee's supervisor.
- Failure to report to work from vacation on the date designated without notifying the employee's supervisor.
- Failure to return from an approved leave of absence at the expiration of the leave without notifying the employee's supervisor.
- Misrepresentation that jeopardizes the credibility of ICADV.
- Unauthorized release of confidential information.
- Falsification of ICADV records.
- Documented theft, fraud or damage to ICADV or employee property.
- Conviction of felony.
- Unacceptable use of chemical substances.*
- Illegal gambling.

*See Policies for further explanation.

Blatant, frequent or continued behavior as outlined above may be grounds for immediate termination.

In addition, staff are strongly encouraged to inform her/his direct supervisor if s/he has been arrested or convicted of any criminal activity during her or his employment at ICADV.

3.2 Conflict of Interest

A person who is an employee of ICADV in a position of compliance or fiduciary responsibility subject to influence of programmatic compliance may not contract independently with a member and/or funded program. Neither may an employee use her/his position to solicit employment from member and/or funded programs.

Employees are discouraged from placing themselves in a position, which may require or lead to divided loyalties.

3.3 Dress

Without caring to legislate a dress code, ICADV expects employee work attire to be appropriate to the duties and expectations of the position.

3.4 Sexual Harassment Policy

ICADV will not tolerate sexual harassment in any form. Nor will it tolerate false accusations of sexual harassment. ICADV will remain uncompromising in providing and preserving a professional atmosphere free from sexual harassment of any kind. It is the responsibility of each individual employee to work in an environment free from sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

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

Sexual harassment is illegal under both state and federal law. In some cases, it may be prosecuted under the Criminal Sexual Conduct Law.

An employee who either observes, or believes herself/himself to be the object of sexual harassment is responsible for reporting the incident(s) to the Executive Director, or the Board of Directors. Such reports will be investigated thoroughly. If there is sexual harassing behavior in the workplace, the employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. This communication may be made to the offending employee but should also be communicated to the Executive Director or the Board of Directors.

An employee who sexually harasses another employee will be subject to disciplinary action up to and including discharge. False charges of sexual harassment refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. This does not refer to charges made in good faith which cannot be

proven. Given the seriousness of the consequences for the accused harasser, a false charge is a severe offense that can itself result in disciplinary action.

3.5 Drug-Free Workplace Policy

ICADV is committed to maintaining a safe, productive work environment and expects that employees report to work in a condition to perform their job. Anyone who is under the influence of drugs or alcohol or illegal/controlled substances poses a serious threat to her/his safety and safety of others. Therefore, the following rules and regulations apply:

The manufacture, distribution, dispensation, possession, use of illegal drugs, unauthorized use of controlled substances or alcohol on ICADV premises or on ICADV business is prohibited. The only exception is for ICADV approved or sponsored functions or business related meetings where there has been approval to serve alcohol. At such functions, consumption must be moderate and reasonable standards of conduct must be maintained.

The agency will not hire anyone who is known to currently abuse substances.

Employees are prohibited from being at work while under the influence of alcohol, illegal drugs, or unauthorized use of controlled substances. Any individual violating this rule will be subject to disciplinary action as set forth in Section 3.9 up to and including discharge.

Employees are required to notify the Executive Director of any criminal drug statute conviction for violation occurring in the workplace no later than five (5) days after such a conviction. A "conviction" is defined as a finding of guilt (including a plea of nolo contendere) or imposition of a sentence or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. Any employee who is so convicted will be considered to be in violation of this Drug/Alcohol Policy and subject to discipline pursuant to Section 3.9 up to and including discharge.

Employees who recognize they have a problem with drugs or alcohol are encouraged to seek assistance for their substance abuse problem. Employees will be eligible for a leave of absence without pay if necessary to facilitate successful participation in a treatment program. Employees who take a leave pursuant to this policy will be restored to their original position. ICADV will support the employee's effort to seek help but continued performance, attendance or behavioral problems could result in disciplinary action and the loss of job.

An employee taking a drug or other medication for a medical condition shall discuss their medication and work responsibilities with their physician. The employee shall notify her/his supervisor of any limitations or restrictions on work activities. Management will decide whether the employee can continue to work, and/or will impose any necessary work restrictions, and will make reasonable accommodations required by law.

3.6 Information Systems and Phone Usage

3.6.1 General Statement

The ICADV internal network is connected to the Internet. Everyone with computer access to the internal network has the ability to access the Internet, including use of electronic mail and the World Wide Web. While the Internet is a great resource for ICADV, it is the responsibility of each employee to use this resource responsibly and respectfully. It is assumed that the predominant use of these resources will be for work use, and that any personal use of electronic mail or the World Wide Web will be very limited; never a priority over work matters. If an employee is found spending excessive time on personal use of these resources, this privilege may be revoked for that employee.

If documents viewed on the Internet are of questionable nature (e.g. obscene, harassing, threatening) the employee should check with her/his supervisor to receive approval for viewing such documents on ICADV computers and time.

3.6.2 Electronic Mail

Electronic mail sent from ICADV should be treated the same as any other communication that is sent. All communications represent ICADV as a whole, and as such, should be written in a professional and appropriate manner. This also applies to any material that is published on the ICADV website.

ICADV may access e-mail that is normally under an employee's control without the consent of the individual employee when necessary to carry out normal business functions, or if suspicious of possible misuse of any of the items. Employees will not delete or modify data files belonging to other employees without prior consent.

Whenever an employee sends an e-mail, her/his user name is attached to that e-mail. Each employee is responsible for all electronic mail originating from her/his user name. Attempts to delete or modify the email of other users is prohibited. Attempts at sending harassing, obscene, and/or other threatening e-mail to another user inside ICADV or outside of ICADV is prohibited.

Confidential conversations (e.g., personnel issues, messages regarding corrective/disciplinary actions) should not be sent over e-mail. Employees should be aware that messages may be forwarded to others by the recipient, printed in a location where individuals other than the intended recipient may view the message, or directed to the wrong recipient.

Employees shall not use ICADV provided e-mail media in a fashion that promotes discrimination on the basis of race, color, gender, religion, sexual preference or ability; sexual harassment; personal political beliefs; or any unlawful activity.

3.6.3 Local Area Network and Electronic Files

Ownership -- All software, programs, applications, templates, data, and data files residing on the ICADV network or storage media or developed on the ICADV

computer system are the property of ICADV. ICADV retains the right to access, copy, change, alter, modify, destroy, delete, or erase this property without the consent of the individual employee should it be deemed necessary to carry out normal business.

Confidentiality – All electronic files should be considered as information appropriate for public domain.

Back Up of Data Files—Employees are expected to store all documents on the network which are backed up on tape to avoid irretrievable loss through hardware failure. Files stored on employee workstations are not backed up and therefore ICADV is not responsible for the loss of those documents.

3.6.4 Phone Usage

ICADV provides employees with phone accessibility. A portion of ICADV business is carried out over the telephone. However, it is the responsibility of each employee to use this resource responsibly and respectfully. It is assumed that the predominant use of these resources will be for work use, and that any personal use of telephones will be very limited; never a priority over work matters. If an employee is found spending excessive time on personal use of these resources, this privilege may be revoked for that employee

3.6.5 Failure to Abide by Policies

Any employee attempting to damage, fabricate, or misrepresent the Local Area Network or Electronic Files will be denied privileges and may be subject to disciplinary action including termination.

3.7 Working Conditions

3.7.1 Environmental Policy

Employees shall be sensitive to environmental issues such as cleanliness of work and break areas, fragrance and other personal hygiene matters.

ICADV is a non-smoking environment. No smoking will be allowed in the ICADV office at any time.

3.7.2 Work Week

The standard ICADV work week is defined as beginning on Monday and ending on Sunday.

3.7.3 Office Hours

The ICADV office shall be opened and staffed Monday through Friday, 8:30am to 4:30pm except for ICADV established holidays. Any office closing due to inclement weather or natural disaster or other reasons shall be determined by the Executive Director.

3.7.4 Lunch Period

ICADV has a one (1) hour lunch period. Prior approval from the immediate supervisor is required for any variance to the lunch period. If an extended lunch period is taken, accumulated time must be used or the time must be made up within the work week.

3.7.5 Hours of Work

Full time is thirty-five (35) hours per week. Part time is any number of hours fewer than thirty-five (35). Individual work schedules shall be arranged to meet the needs of the organization. Full time employees are expected to work seven (7) hours each day. Exceptions must have prior approval of the Executive Director. Employees leaving the office for any emergency need to notify the supervisor and use appropriate accumulated time.

3.8 **Evaluation Policy**

The purpose of evaluation is to assess the progress and accomplishments of each employee, to contribute to the growth of the employee and strengthen the employment relationship. Ongoing informal feedback to employees on both their strengths and weaknesses is encouraged.

Evaluation of all ICADV personnel will be conducted annually. It is the policy of ICADV that the Executive Director's evaluation be performed annually by the Executive Committee.

It is the policy of ICADV to provide a method for employees to register complaints or problems concerning working conditions. These include: the interpretation or application of policies and procedures; disciplinary or discharge action employees feel was not for just cause; dissatisfaction with results of performance evaluation; or any other matter related to their employment. It is the intent of ICADV to make an earnest effort to settle grievances promptly and within the time limits prescribed in procedure.

3.9 **Corrective Action**

3.9.1 Employee Action Steps

If an employee has a complaint, problem or misunderstanding, it must be taken up with the employee's immediate supervisor or appropriate person as soon as possible. Every effort should be made to resolve the issue on an informal basis.

The supervisor shall make every effort to resolve the issue on an informal basis. When necessary, the supervisor will conduct an investigation and then determine possible approaches to solving the problem after analyzing all the facts.

The supervisor, after determining all the facts, will discuss with the employee the course of action to be taken to correct the complaint, problem or misunderstanding.

Non-resolution at this level shall invoke the formal grievance procedure. An employee shall have the right to be accompanied by and receive the advice and assistance of another person at any stage of the grievance procedure.

3.9.2 Administrative Action Steps

3.9.2.1 *Oral Reminder*

The supervisor meets privately with the employee to discuss the problem. The supervisor's primary goal is to gain the employee's agreement to solve the problem.

The supervisor does not warn the employee of more serious disciplinary action to issue, but reminds the person that s/he has a personal responsibility to meet reasonable standards of performance and behavior.

The supervisor documents the date of the oral reminder, the nature of the problem and any agreement reached to resolve it and place it in the employee's personnel file.

3.9.2.2 *Written Reminder*

If the problem continues, the supervisor meets with the employee again. Without threatening, the supervisor reviews the good organizational reasons why the corrective action agreed upon in step 1 was necessary, discuss the employee's failure to abide by the original agreement, and again gets the employee's agreement to solve the problem.

Together they can create an action plan including timeliness to eliminate the gap between the actual and desired performance. The supervisor then writes a memo to the person summarizing the conversation (a "written reminder"), provides the employee with an opportunity to read the memo and make any comments, and places a copy in the employee's personnel file.

The purpose is not to reprimand for past misbehavior but rather to create a plan for the future.

3.9.2.3 *Decision Making Leave*

When the above steps fail to produce the desired changes, the individual is placed on a paid, one-day "decision making leave." The leave is paid, to demonstrate the organization's desire to see the person remain an employee and to eliminate the hostility and resentment of punitive actions. But continued employment is contingent on the individual's decision to solve the immediate problem and to make a "total performance commitment" to the job. The employee is to return with a decision either to change and stay or quit and find more satisfying work elsewhere.

Immediately upon returning, the employee meets with the supervisor to announce her/his decision. If it is to stay, they both set specific goals and develop an action plan including timeliness. The supervisor expresses

confidence in the person's ability to live up to the plan's requirements but also tells them that failure to do so will lead to termination. A formal memo documenting the step is given to the employee and a copy is placed in her/his personnel file.

3.9.2.4 Termination of Employment

If after the decision making leave, the staff member's performance does not improve to the satisfaction of the supervisor, employment will be terminated.

3.9.2.5 Administrative Leave

If it is determined that an employee may have been involved in misconduct, s/he may be placed on administrative leave with or without pay for a period of up to two weeks. This administrative leave is for the purpose of conducting an investigation to determine the extent of the employee's role in such acts and/or for the purpose of exploring necessary disciplinary actions.

3.9.3 Dismissal Policy

ICADV policy is to make every effort to retain good employees and to provide every opportunity for continued employment. When this is not possible, described procedures will be followed. In instances where there is insubordination or gross misconduct, the procedures may be waived and immediate dismissal may result.

3.9.3.1 Termination Policy

Policy Statement: This policy defines the various types of separations from the employ of ICADV and the effect of separation on benefits and continuous service.

Applicability: This policy will apply to all ICADV employees.

Exit Interviews: Every employee leaving ICADV may request a final interview with the Executive Director. During an exit interview, the employee will be advised of such matters as final pay and benefits

3.9.3.1.1 Types of Termination

Voluntary termination occurs when the separating is initiated by the employee. The following are examples of voluntary terminations:

- Written or oral resignation, two (2) weeks in advance for non-exempt staff; one (1) month in advance for exempt staff.
- Absence from work for two (2) consecutive working days without notifying the employees' supervisor.
- Failure to report for work from an approved leave, vacation, etc.
- Retirement

Involuntary termination occurs when the separating is not initiated by the employee. The following are examples of involuntary termination:

- Reduction in staff due to economic constraints or other reasons. Staff person affected shall be given a minimum of two (2) weeks notice.
- Discharge – When an employee is terminated for such reasons as non-performance, absenteeism, and unacceptable on the job behavior as defined in the General Conduct Section 3.1.

3.9.3.2 Rights and Responsibilities at Time of Termination

3.9.3.2.1 Notice to Employee

The employee will be provided, in writing, information regarding final pay, other applicable benefits, and any other outstanding issues as deemed necessary by the employee's immediate supervisor and/or the Executive Director of ICADV.

3.9.3.2.2 Benefit Pay

Terminating employees shall be entitled to payment of accrued vacation time. There shall be no payment for accrued health care leave or personal days.

3.9.3.2.3 Insurance Benefits - Conversion Privileges

ICADV will follow federal COBRA laws for continuation of insurance coverage.

3.9.3.2.4 Final Paychecks

Involuntary termination: Laid-off or discharged employees shall be paid in full for all time worked prior to termination on the next regular payday.

Voluntary termination: Employees terminating voluntarily shall be paid in full no later than the next regular payday.

ICADV Property or Funds: Anything produced while employed at ICADV is the property of ICADV and will not be removed without written permission from the Executive Director. This may include but is not limited to: manuals, computer files, documents, rolodex, correspondence. Work products and other work related items are and remain the property of ICADV. Such items may include but are not limited to: keys, security codes, corporate credit cards, calculators, and tape recorders.

It is the responsibility of the terminating employee's immediate supervisor to assure that the employee returns all ICADV property and reconciles all business related expenses between the employee and ICADV prior to the last working day. Final reimbursement for any travel or other miscellaneous expense incurred by the employee for ICADV business may be withheld in order to settle outstanding debts owed to ICADV.

3.10 Grievance Policy and Procedures

Policy

Employees who have successfully completed the probationary period shall be entitled to invoke the Coalition's grievance procedure. Permanent employees shall be entitled to invoke the Coalition's grievance procedure.

Grievance Procedures

Complaints shall be referred to the immediate supervisor who will make every effort to resolve it on an informal basis to the satisfaction of the staff person. A complaint not resolved informally will be referred to the Executive Director.

A complaint becomes a grievance when it cannot be settled satisfactorily between the employee and her/his immediate supervisor and the Executive Director.

Grievances shall be in writing and handled expeditiously. When a grievance is substantiated, the unsatisfactory conditions shall be rectified as soon as possible.

Two (2) weeks will be allowed for each step in the procedure and any extension of time must be justified. Filing of a grievance must take place within two (2) weeks of the occurrence giving rise to it.

A staff member may request a person(s) to represent or assist her/him in presenting the grievance.

The following procedure shall be used to assure that the staff member's grievance is resolved fairly and equitably:

- The supervisor and staff person shall present particulars of the grievance including a possible solution offered or tried to the Executive Director. If a satisfactory solution is reached at this level, the Executive Director shall prepare a memorandum for recording, giving case particulars and shall give a copy to the staff person, her/his supervisor, and to the Operations Committee within five (5) days after resolution. This step is eliminated for grievances presented to the Executive Director as immediate supervisor. (When the Executive Director files a grievance, it is directed to the committee responsible for personnel.)

The staff person presents the grievance in writing to the Operations Committee if it is not settled to her/his satisfaction at the previous level. The Operations Committee shall meet with the staff person if either the staff member or the committee desires. If the grievance is settled, the Executive Director shall prepare a memorandum for record as previously outlined.

If the grievance is not settled through the Operations Committee, it is then referred to the Executive Committee who will meet with the staff person if either the staff member or the committee desires. The Executive Committee decision shall also be in writing.

The Executive Committee shall refer the grievance to the Board of Directors should it not be settled by this point. The staff person and Board of Directors shall meet in closed session if either desires. The decision of the Board of Directors shall be final and binding.

3.11 Whistle Blower Policy

All ICADV staff are expected to observe high standards of business and personal ethics, in addition to complying with all applicable laws and regulations while conducting their duties as ICADV employees. It is also the responsibility of all staff to comply with these policies for Conduct and Accountability and to report violations or suspected violations in accordance with this Whistleblower Policy.

If unethical and/or illegal activity is suspected by a staff person of another staff person or officer, it is the responsibility of that staff person to report this violation to the Executive Director, verbally and/or in writing. If the staff person feels it is inappropriate to report such violation to the Executive Director, the staff person will report such violation to the President of the ICADV Board of Directors. The Executive Director and/or the President of the Board, while using due diligence, is responsible for investigating and resolving all reported complaints at her/his discretion. The report may be submitted confidentially by the complainant or may be submitted anonymously. All reports will be kept confidential to the maximum extent possible. If deemed necessary, the Operations Committee of the ICADV Board of Directors may also address reports of violations as they relate to accounting practices, internal controls or auditing.

No staff person, who in good faith, reports the violation and having reasonable grounds for believing the information disclosed is a violation, shall suffer harassment, retaliation, or adverse employment consequences. A staff person who does retaliate against someone who has reported a suspected violation may be subject to disciplinary action or termination according to policies aforementioned in this section.

3.12 Gift Receipt Policy

No employee shall accept a gift, in the course of business, valued more than \$50.00, and shall report to the Executive Director any business gifts received that are valued at \$50.00 or less.

4 EMPLOYER COMPENSATION AND BENEFITS

4.1 Salary Administration

The salary plan of ICADV reflects the level of job difficulty and the responsibility of each position. The aim of ICADV is to offer salaries commensurate with those in comparable types of institutions and with local salary levels; however, salaries are dependent upon funding, the decision of the Board of Directors, and the needs of the organization.

4.2 Wage Payments

All wages earned by employees during a semi-monthly period shall be paid on the 15th and the last day of the month. When the payday falls on Saturday or Sunday, employees shall be paid on the preceding Friday. When paydays fall on official holidays, employees shall be paid on the preceding workday.

Employee compensation will be reviewed annually, prior to the budget planning for the next fiscal year. Any increments are contingent on available funding.

4.3 Bonus Policy

ICADV recognizes that from time to time staff deserve additional remuneration. Upon the Director's recommendation and with the approval of the Personnel/Finance Committee, bonuses shall be granted based on availability of funds. Such bonuses shall not exceed 10% of salary.

4.4 Personal Expense Policy

Any personal in-house expense incurred by a staff person must be reimbursed by that staff person within the ICADV fiscal year that the expense was incurred.

4.5 Benefits

ICADV shall strive, within the constraints placed upon it by funding, to provide appropriate and adequate benefits to its permanent employees.

ICADV will provide all employees with the following benefits as required by law:

- F.I.C.A.
- Worker's Compensation
- Unemployment Insurance

ICADV wishes to offer its employees the broadest benefits possible. The following fringe benefits are considered discretionary and are subject to budget constraints and may be changed without notice:

- Medical Insurance
- Dental Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Short-term Disability Insurance
- Retirement

4.5.1 Holidays

The ICADV Administrative office is closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr's birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

When a designated holiday falls on Saturday or Sunday, the Friday or Monday may be taken as the holiday.

An employee may select alternative days with approval of the Executive Director. Holidays do not carry over to the next fiscal year.

4.5.2 Personal Leave

Each employee is allowed four (4) personal days each year. These may be taken for any personal reasons including bereavement and/or hours of personal time for medical or other appointments.

There will be no accrual of personal leave to the next fiscal year. Employees must give reasonable notice when personal leave is to be taken.

4.5.3 Health Care Leave

Every full time staff person accrues one (1) day per month of health care leave. A physician's certificate may be required at the discretion of the Executive Director for use of health care leave over three (3) consecutive days. Health care leave may also be used for medical or dental appointments.

Employee health care leave may also be used when a person in the immediate family or person living in the same household with a staff member is ill. A physician's certificate may be required at the discretion of the Executive Director for use of over three (3) consecutive days of sick leave for this purpose.

When a staff member has need to use health care leave, s/he must notify the supervisor or Executive Director not later than 10:00 am of the workday. Failure to do so could result in loss of leave time pay.

4.5.4 Bereavement Leave

ICADV offers up to five (5) days per year paid funeral leave. Every effort will be made to accommodate employees when an immediate family member (i.e., parent, grandparent, sibling, child, spouse, household member) dies. Exceptions to the definition of immediate family member may be approved by Executive Director. If additional time is needed, employees are encouraged to use their personal time, banked flex time, sick leave, vacation or leave without pay to attend to their needs in their time of sorrow.

4.5.5 Vacation Leave

All vacation time must have the written approval of the Executive Director who is responsible for scheduling vacations to ensure that the business of the organization is adequately covered. A completed Request for Leave form approved by the immediate supervisor must be submitted to the Executive Director prior to taking leave.

Permanent full time employees are granted ten (10) working days the first year of employment; fifteen (15) working days the second year at anniversary; twenty (20) working days the third year at anniversary; and twenty-five (25) working days the fourth year at anniversary. Vacation time is accrued. No vacation time may be taken until after six (6) months of employment.

Up to ten (10) days of unused vacation time may be carried over into the new fiscal year. More than ten (10) working days may be carried over only if there are extenuating circumstances; the staff person has submitted in writing, a specific and reasonable plan for utilizing those vacation days in the following twelve (12) month period; and the Executive Director has approved the plan. Pay will not be used in lieu of vacation. If the Executive Director wishes to carry over more than ten (10) days of vacation time into the new fiscal year, she must submit her/his request, to the Board President for approval.

4.5.6 Benefits for Part Time Employees

Permanent employees working a minimum of 75% full time status, will earn vacation leave and health care leave time pro rata of full time employees. Permanent employees working a minimum of 75% time may also be eligible to receive the following benefits:

- Medical Insurance
- Dental Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Short-term Disability Insurance
- Retirement

4.5.7 Leave of Absence

4.5.7.1 *Statement of Policy*

It is the policy of ICADV to allow full time employees in good standing to take official leave of absence without pay, provided the reasons for such leave are acceptable to ICADV. The policy is designed for those employees who desire a leave of absence but who expect to return to work at the end of such leave.

A leave of absence is an officially approved temporary suspension of employment, not to exceed six (6) months, initiated, at the employee's request. The employee's name remains on the payroll and certain benefits remain intact.

In order to be eligible for a personal leave of absence, an employee must have completed at least three (3) years in continuous service with ICADV prior to the request. This additional requirement may be waived under emergency circumstances.

When considering a request for a leave of absence, the Fiscal Department will also determine if the employee has any remaining vacation credit. All vacation eligibility should be exhausted prior to requesting a leave of absence.

4.5.7.2 *Application and Conditions*

An employee desiring a leave of absence must make a fully detailed written request stating the purpose and beginning and ending dates of the leave to her/his immediate supervisor, who with the Executive Director will review the request and give it approval or disapproval according to ICADV policy. The Request for a leave must be made at least two (2) months prior to the first day of the leave.

An employee failing to report to work on the first working day following the expiration of the leave will be considered to have voluntarily resigned. If an employee does not return to work following a leave of absence, the termination date will be the last day worked.

During a leave of absence, an employee at her/his own expense, may continue to participate in any available insurance coverage. The employee must pay the full monthly cost prior to the end of each month during the leave of absence. Failure to pay each cost will result in cancellation of the employee's participation in said plan.

Leave time will not accrue while the employee is on a personal leave of absence.

Employment will be reinstated upon demonstration of successful completion of cause for leave. If additional time is needed to complete the cause for leave, the employee must receive prior approval from the Executive Director.

Only one leave of absence is allowed in any five (5) year period beginning with the date of the leave.

4.5.7.3 *Family and Medical Leave of Absence*

In accordance with the Family and Medical Leave Act of 1993, the following policy has been established.

1. The intent of a medical leave of absence is: to provide an employee the necessary time to recover from an injury or illness disabling her/him for a period of time exceeding five (5) working days; medical leave of absence may also be used when a person in the immediate family or living with a staff member is ill or injured; or when short-term disability benefits are exhausted. Leave of absence is also allowed for up to 26 weeks to care for a military service member with a serious injury or illness.
2. Employees who have worked for ICADV for one (1) year and at least 1250 hours during the previous twelve (12) month period are eligible for family and medical leave for the following reasons: The birth of an employee's child; the placement of a child with the employee for adoption or state sanctioned foster care; to care for the employee's spouse/partner, child, or parent who has a serious health condition; a serious health condition rendering the employee unable to perform her/his job.
3. Family and medical leave is unpaid for up to twelve (12) weeks during a twelve (12) month period. The employee may elect, or ICADV may require the employee, to substitute any accrued vacation leave, sick leave or other accrued time off as part of their family or medical leave, and the use of these benefits will count against the twelve (12) week leave.
4. An employee has an obligation to notify ICADV if possible, at least thirty (30) days prior to the desired starting date of the intended leave.

To request consideration for a medical leave of absence, the employee must complete the Medical Leave of Absence Request form and obtain the signature of the Executive Director. For the request to be considered, the employee must attach a written certification from the Health Care Provider who is treating the affected individual, and the expected date of return.

5. Medical leave of absence may be approved for up to twelve (12) weeks.
6. ICADV reserves the right to require an examination by a physician of its choice.

7. If the employee does not return after twelve (12) weeks, the agency can fill the position to facilitate agency business.
8. An employee returning to work after a medical leave must provide a written release from the Health Care Provider to resume the expected duties. This release must be forwarded to the Executive Director and reviewed prior to the employee's return to work.
9. The following benefits will be paid during a Family or Medical leave of up to twelve (12) weeks:
 - Health Care Insurance
 - Life, Dental, Short-term Disability Insurance
 - Unemployment Compensation Insurance
 - Worker's Compensation
10. The following benefits will NOT accrue during the leave of absence:
 - Vacation and Health Care Leave
 - Holidays
 - Personal Leave
11. Under certain circumstances, ICADV may allow an eligible employee to take family or medical leave intermittently or on a reduced leave schedule.
12. All accrued leave time must be exhausted before a medical leave of absence extension may be granted.
13. It is the policy of ICADV that any employee may not receive both leave pay and disability payments.
14. In extreme, extenuating circumstances and with prior approval of the Executive Director, employees may donate accumulated health care leave time for use by another employee in need of time off.

4.5.7.4 Military Leave of Absence

For military service, training or reserve duty, an employee will be placed on unpaid leave of absence until his/her return. An employee may request to use accrued paid time off pursuant to Federal Uniform Services Employment and Reemployment Rights Act (USERRA).

See section 4.5.7.3 for benefits or employment rights that ICADV also provides to employees who are on military leave.

ICADV will make every possible effort in holding an open position for the employee's return from military leave of absence, pursuant to the Federal

USERRA. Upon return to ICADV, documentation releasing the employee from military deployment may be required.

4.5.7.5 *Jury Duty*

Staff are encouraged to perform their civic duties and may perform jury duty without loss of pay for up to two (2) weeks for Petit Jury duty and one (1) month for Grand Jury duty. Any remuneration for said duty from the courts must be returned to ICADV. The employee is required to return to work any time s/he is not required to be in court while on jury duty.

4.6 Classification of Employees

ICADV classifies its employees into to distinct exemption status groups—Non-Exempt and Exempt--which are defined below. Each position is assessed to determine its classification using the U.S. Department of Labor Fair Labor Standards (FLSA).

4.6.1 Definition of Non-exempt Staff

Non-exempt Staff are those staff who in their standard ICADV responsibilities should not exercise advanced authority as defined for Exempt Staff in Section 4.6.2 below. Non-exempt Staff execute most job responsibilities and daily functions at the direction and close supervision of another ICADV employee.

4.6.2 Definition of Exempt Staff

Exempt Staff are administrative, executive or professional staff who in their standard ICADV responsibilities may exercise discretion and independent judgment in their decision making authority; whose position requires advanced knowledge or skill levels; who is responsible for managing the agency or projects within the agency; who may supervise, hire, fire or otherwise evaluate other employees of ICADV; and/or other factors as allowed by the FLSA.

4.7 Overtime

4.7.1 Non-exempt Staff

Non-exempt staff shall earn overtime pay at a rate of time and a half (1.5) for any hours over 40 worked in a work week..

Overtime for non-exempt staff should only be assigned in those situations where the supervisor in charge is convinced that the work is essential in order to meet established schedules or deadlines. Efforts will be made to keep it to a minimum. Advance notice will be given to employees whenever possible. However, employees should be aware that situations occasionally arise that do not permit advance notification. In such a situation, the supervisor in charge will make every effort to notify the non-exempt employees who are needed for overtime work as early as possible. All overtime shall be approved by the immediate supervisor or designee and the Executive Director.

The employee will record all approved overtime hours on the regular time sheet.

4.7.2 Exempt Staff

Due to the demand of their work, exempt staff may be required to work more than 40 hours in a standard work week. Exempt staff will not be eligible for overtime pay for any hours worked over 40 in a work week. The employee will record all hours worked on a regular time sheet.

4.8 Flex Time

4.8.1 Non-exempt Staff

Every effort will be made to ensure that non-exempt staff will only be required to work her/his regularly scheduled hours in a work week. Occasionally, the work of non-exempt staff requires more than what can be completed in her/his regularly scheduled work hours. In those cases, non-exempt staff may be required to work additional hours in order to complete her/his job responsibilities. Efforts will be made to keep it to a minimum.

When a non-exempt employee is required to work over her/his regularly scheduled hours, flex time shall be earned at the rate of one hour of banked flex time for every hour worked over her/his regular weekly work schedule up to forty (40) hours per work week. *Note: See Section 4.6.1 addressing Overtime for hours over forty (40) worked in a standard work week.*

The employee will record all earned and used banked flex time on the regular time sheet. Banked flex time must be taken within ninety (90) days of the time earned. Banked flex time hours may be used by the non-exempt employee with prior approval by her/his immediate supervisor. Usage of flex time must not interfere with job duties or general operations of the ICADV office.

4.8.2 Exempt Staff

Exempt staff of ICADV are entitled to reasonable flexibility in their work schedules to accommodate work load. This flexibility may be approved on a case by case basis at the discretion of the Executive Director. Approval of this flexibility in scheduling must not interfere with job duties or general operations of the ICADV office.

5 BUSINESS TRAVEL EXPENSES

5.1 Travel Policy

It is recognized that certain employees are required to travel in order to satisfy the responsibilities of their jobs. ICADV has therefore established the following policy regarding travel, travel expenses, and related matters.

5.1.1 Travel Time

When it is necessary for an employee to travel outside of normal business hours, those hours shall be recorded on a regular time sheet as hours worked

5.1.2 Use of Personal Auto

Employees shall use their personal vehicles for official ICADV business.

5.1.3 Auto Insurance

ICADV does not provide auto insurance coverage for any employee who uses her/his personal auto for business purposes.

Mileage allowance is provided to cover the cost while on ICADV business. ICADV assumes no responsibility beyond such mileage reimbursement allowance.

It is required that proof of auto insurance be on file for all full time and part time employees. It is highly recommended that employees consult with their insurance agent and consider carrying liability coverage sufficient to ensure avoidance of a situation which could potentially be a financial burden to the employees.

Note: It is possible that the employee's carrier will deny coverage due to misrepresentation regarding usage of an automobile. It is therefore essential that employees who use their personal auto on ICADV business properly inform their carrier accordingly, to ensure complete coverage.

5.2 Mileage Expenses Reimbursement

5.2.1 Mileage Allowance

Employees using their personal cars will be reimbursed for miles traveled on ICADV business taking place outside of ICADV headquarter city limits at the State rate mileage rate. Local travel (within city limits of ICADV headquarters location) shall only be reimbursed if mileage calculation is based on trips originating and terminating at the ICADV office. Staff will not be reimbursed for trips originating from her/his home or other unspecified location for local travel. Mileage rates will be calculated based on rates posted on www.cms.il.gov (Illinois Central Management Services). In addition, all business related tolls and parking charges will be reimbursed.

5.2.2 Car Pooling

ICADV expects two (2) or more employees traveling to the same destination to use one (1) car. Mileage reimbursement will be paid to the employee whose car is being used.

Exceptions may arise when work travel schedules do not coincide. Requests for exceptions must be submitted to the employee's immediate supervisor and/or the Executive Director for approval.

5.3 **Travel Expenses**

ICADV will reimburse employees for the following expenses incurred while on an out-of-town business trip:

5.3.1 Lodging

ICADV expects employees to stay at hotels or motels that are reasonable and convenient to the place where the conference, meeting or business is to be transacted and obtain reduced rates whenever possible. When traveling within the state of Illinois, lodging rates will be reimbursed at rates up to amounts posted on www.cms.il.gov (Illinois Central Management Services). When traveling outside of Illinois, lodging rates will be calculated based on rates posted to www.gsa.gov (US General Services Administration). Charges for reservations guaranteed but not used will be the responsibility of the employees unless failure to use the reservation was due to reasons beyond the individual's control.

5.3.2 Meals

All meals will be reimbursed by per diem.

Breakfast will be reimbursed if the trip commences prior to 7:00am. Lunch will be reimbursed if the trip commences prior to 10:00am. Dinner will be reimbursed if the trip commences prior to 3:00pm.

Breakfast will be reimbursed if the trip is completed after 10:00am including the travel time. Lunch will be reimbursed if the trip is completed after 3:00pm including travel time. Dinner will be reimbursed if the trip is completed after 7:00pm including travel time.

Meals included in the cost of conferences or meetings are to be deducted from the per diem. The reimbursement for a meal provided by a business associate is to be deducted from the per diem. Per Diem includes \$5.50 for Breakfast, \$6.50 for Lunch and \$12.00 for Dinner when traveling within the state of Illinois. If traveling to Cook County, staff may be eligible for per diem rate for Cook County posted to www.gsa.gov (US General Services Administration). When traveling outside of Illinois, per diem rates will be calculated based on rates posted to www.gsa.gov (US General Services Administration) for that particular location.

Meals will not be reimbursed when employees are involved in meetings in the city of Springfield unless the cost of the meal is included in a conference registration fee.

5.3.3 Transportation

Employees will be reimbursed for business related cab fares and parking. Receipts will be required. Reimbursement for travel by rail is limited to coach fare.

5.3.4 Tips and Gratuities and Tolls

Tips, gratuities and tolls may be reimbursed up to ten dollars (\$10.00) per day, and must be individually noted on the expense sheet.

5.3.5 Business Telephone Charges

Business phone calls must be explained. Personal phone calls are not reimbursable.

5.4 Travel Coverage

ICADV will grant to employees who travel on a frequent basis an ICADV corporate credit card to cover business related expenses.

Non-exempt employees shall be reimbursed for business related expenses in the same manner and with the same requirements as exempt employees.

Travel vouchers will be paid within one week of submission to the bookkeeping department. Items not substantiated by receipts may be disallowed. Staff will submit the travel voucher to the bookkeeping department for payment. Staff will have the right to immediately submit the voucher or hold on to the voucher for additional travel.

5.4.1 Travel Advance

Non-exempt or probationary employees traveling on ICADV business or traveling to a meeting or conference may request a travel advance request form and submit it to the Executive Director at least five (5) working days prior to the travel date. Employees receiving a travel advance are required to submit a Travel Expense Report together with receipts within one (1) week following completion of the business travel for which the funds are requested.

No more than one (1) travel advance check not to exceed the expected reimbursement will be issued to an employee at any one time. Each travel advance must be settled with the Fiscal Office before another travel advance check is issued.

All employees granted travel advances or use of the ICADV corporate credit card must sign a letter authorizing deductions of outstanding advances from final paychecks (in the event that there are outstanding advances upon termination from employment).

5.4.2 Non-employee Coverage

Expenses incurred during pre-employment interview or other pre-placement activities by non-employees are not reimbursable.

5.5 Corporate Credit Cards

Some ICADV staff are provided a corporate credit card to cover business related expenses. Original receipts for all purchases made with corporate credit cards shall be submitted to the Bookkeeper upon return to the ICADV office.

Staff who travel frequently will be provided a corporate credit card to use for all allowable travel expenses outlined above in travel with the exception of per diem meal reimbursement. Corporate credit card may not be used for meal purchase for staff. Meals are only reimbursed at a per diem rate. However, if business with an outside party is being conducted during the meal, staff may use the corporate credit card to incur those meal expenses for her/himself and the other party.

Corporate credit cards may be used to purchase items for ICADV with approved purchase order and other required documentation as necessary.

Corporate credit cards may never be used to incur personal expenses.

6 AGREEMENT FORM

I, _____, have received, read, understand and agree to abide by these personnel policies of ICADV. I understand that ICADV employment opportunities are directly contingent to available funding and other factors.

I understand that this personnel policy manual is not a contract or offer of a contract, and does not in any way alter my status as an "at will employee". I understand that as an "at will employee", ICADV may terminate my employment and compensation at any time, without any reason or cause. I also understand that ICADV does not discriminate against any person because of race, color, religion, sex, age, national origin, ancestry, citizenship status, marital status, sexual preference/orientation, qualified physical or mental handicap, military service, or unfavorable military discharge.

I further understand and agree that ICADV may change, rescind, or add to any policies, benefits or practices described in this personnel policy manual at its discretion, but that I will receive written notice of those changes as they occur.

Employee Signature: _____ Date: _____

Witness/Title: _____ Date: _____