

# Human Resources Policies and Procedures

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# Partnership For Children of Cumberland County, Inc.



## Human Resources Policies and Procedures Manual

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**Section 101 – Diversity Statement**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) values and respects the diversity of its employees, volunteers and customers. Therefore, we shall make every effort to respect the worth and uniqueness of each individual, and to create an environment in which we learn from each other by recognizing our different backgrounds, perspectives and contributions.
- b. PFC is an equal opportunity employer. This includes equal opportunity to hiring and promotion opportunities, the right to non-discrimination, and the right to non-harassment based on race, religion, national origin, disability, age, or sexual orientation.
- c. PFC employees will make every effort to provide high quality, culturally sensitive services to all customers.
- d. All customers shall have the same opportunities to apply for or access available services. This includes the right to non-discrimination, and the right to non-harassment based on race, religion, national origin, disability, age, or sexual orientation.

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**Section 102 – Equal Employment Opportunity (EEO)**

**1. Policies**

- a. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Partnership for Children, Inc. (PFC) will be based on merit, qualifications, and abilities. PFC does not discriminate in employment opportunities or practices on the basis of race, religion, gender, national origin, age, disability, or any other characteristic protected by law.
- b. PFC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.
- c. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
- d. Employees can raise concerns and make reports without fear of reprisal.
- e. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.
- f. Employees may raise questions or complaints about EEO with the Human Resources Coordinator or their supervisor without fear of reprisal.

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**Section 103 – Disability Accommodation**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.
- b. All employment practices and activities are conducted on a non-discriminatory basis.
- c. PFC makes every effort to provide persons with disabilities meaningful employment opportunities.
- d. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.
- e. Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions.
- f. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.
- g. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, job descriptions, lines of progression and seniority lists.
- h. Leave of absence of all types will be available to all employees on an equal basis.
- i. PFC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.
- j. PFC will comply with any state or local law that provides individuals with disabilities greater protection than the ADA.
- k. This policy is neither exhaustive nor exclusive. PFC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.
- l. Employees may raise questions or complaints about disability accommodation with the Human Resources Coordinator or their supervisor without fear of reprisal.

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**Section 104 – Immigration Law Compliance**

**1. Policies**

- a. The Partnership for Children, Inc. (PFC) is committed to employing only United States citizens and aliens who are legally authorized to work in the United States and does not discriminate on the basis of citizenship or national origin.
- b. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the *Employment Eligibility Verification Form I-9* and present documentation establishing identity and employment eligibility. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. Former employees who are rehired must also complete the form if they have not completed an I-9 with PFC within the past three years or if their previous I-9 is no longer retained or valid.
- c. Employees may raise questions or complaints about immigration law compliance with the Human Resources Coordinator or their supervisor without fear of reprisal.
- d. The Human Resources Coordinator will maintain a file containing the I-9 forms for all active employees in a locked cabinet in her/his office.
- e. The Human Resources Coordinator will maintain a file containing the I-9 forms for all terminated employees in a locked cabinet in her/his office.

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**Section 105 – Sexual and Other Unlawful Harassment**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.
- b. Actions, words, jokes, or comments based on an individual's gender, race, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.
- c. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.
- d. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.
- e. Supervisors and/or managers who become aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Coordinator or the President so it can be investigated in a timely and confidential manner.
- f. Employees may raise questions or complaints about sexual and unlawful harassment with the Human Resources Coordinator or their supervisor without fear of reprisal.

**2. Guidelines**

- a. Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual and other hostile environment harassment examples:
  - \* Unwanted sexual advances.
  - \* Offering employment benefits in exchange for sexual favors.
  - \* Making or threatening reprisals after a negative response to sexual advances.
  - \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
  - \* Verbal conduct that includes making or using profanity, derogatory comments, epithets, slurs, or jokes.
  - \* Verbal sexual advances or propositions.

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**Section 105 – Sexual and Other Unlawful Harassment**

- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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**Section 106 – Business Ethics and Conduct**

**1. General Information**

- a. The successful business operation and reputation of the Partnership for Children, Inc. (PFC) is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws, regulations and required accounting principles as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- b. The continued success of PFC is dependent upon the public's trust, and we are dedicated to preserving that trust. Employees owe a duty to PFC, the public, and the Board of Directors to act in a way that will merit the continued trust and confidence of the public.

**2. Policies**

- a. PFC will comply with all applicable laws, regulations and required accounting principles and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.
- b. Compliance with this policy of business ethics and conduct is the responsibility of every PFC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action up to and including possible termination of employment.
- c. Employees may raise questions or complaints about business ethics and conduct with the Human Resources Coordinator or their supervisor without fear of reprisal

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**Section 107 – Whistleblower Protection**

**1. General Information**

- a. This Whistleblower Protection Policy is intended to encourage and enable employees and others to raise serious concerns within the Partnership for Children, Inc. (PFC) prior to seeking resolution outside our organization.

**2. Policies**

**No Retaliation**

- a. No director, officer or employee who in good faith reports a violation of any applicable law, regulation or required accounting principle, shall suffer harassment, retaliation or adverse employment consequence.
- b. All directors, officers, employees or agents of PFC are prohibited from engaging in any such retaliatory action.
- c. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

**Acting in Good Faith**

- d. Anyone filing a complaint concerning a violation or suspected violation of applicable laws, regulations or required accounting principles must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.
- e. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- f. All reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- g. Supervisors and managers are required to report suspected violations of applicable laws, regulations, or questionable accounting or auditing matters, to the President, who has specific responsibility to investigate all reported violations.



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**Section 108 – Health Insurance Portability & Accountability Act (HIPAA)**

**1. General Information**

- a. The Health Insurance Portability and Accountability Act (HIPAA) ensures that employees who change jobs will receive continuous health insurance without regard to many pre-existing health conditions.
- b. HIPAA allows employees who have been covered by health insurance for 12 continuous months to switch jobs and employer insurance plans without having to undergo waiting periods for pre-existing conditions.
- c. HIPAA provides for continuation of coverage for up to 29 months (Section 425 – COBRA) if the employee experiences a qualifying event.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) will comply with HIPAA.
- b. PFC will provide each eligible employee with a written notice describing rights granted under HIPAA at the time of initial orientation, loss of eligibility, and upon termination of employment. The notice contains important information about the employee's rights and obligations.
- c. Employees may raise questions or complaints about HIPAA with the Human Resources Coordinator or their supervisor without fear of reprisal.

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**Section 109 – Family and Medical Leave Act (FMLA)**

**1. General Information**

- a. The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for men and women. Under this policy, every eligible employee is entitled to up to 12 weeks of unpaid, job-protected leave in a single 12-month period.
- b. Eligible employees are entitled to up to 12 weeks of leave (in a single 12-month period) because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- c. Military Caregiver Leave - An eligible employee, who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty, is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.
- d. A single 12-month period for PFC is defined as starting the first day an employee is out due to Family Medical Leave (FML) and ends exactly 12 months later. Example: If an employee starts FML on July 10 of 2011 then the last day of the single 12-month period would be on July 9, 2012.

**2. Policies**

- a. PFC will comply with the Family and Medical Leave Act.
- b. PFC will continue to pay the same portion of applicable health, dental and vision insurance premiums, provided that employee continues to pay employee portion of applicable premiums.
- c. Vacation and sick leave accruals and holiday benefits will be suspended (discontinued) during the FMLA leave and will resume (start again) upon return to active employment.
- d. An employee must be in active pay status (working or on earned leave) on the last working day of the month to accrue vacation and sick leave for the month on the first day of the following month.

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**Section 110 – Communicable Disease Emergency**

**1. Purpose**

The purpose of this policy is to outline provisions to protect the workplace in the event of an infectious disease outbreak. It is the Partnership's goal during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

**2. Definitions**

- a. Communicable Disease – Any disease transmitted from one person or animal to another by direct contact with an affected individual or the individual's discharges or by indirect means. Sometimes quarantine is required to prevent the spread of disease.
- b. Epidemic – A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. This includes the occurrence of several cases of disease associated with a common source.
- c. Pandemic – The worldwide outbreak of a serious communicable disease in numbers clearly in excess of normal.
- d. Incubation period – The time, usually in days, between exposure to an illness and the onset of symptoms.
- e. Isolation – Restriction of movement and/or action of individuals infected with a communicable disease to reduce the chance of spreading disease.
- f. Quarantine – Restriction of movement and/or action of individuals who are known to have been exposed to or may reasonably be suspected to have been exposed to a communicable disease and who do not yet show signs or symptoms of infection.
- g. Mandatory Employees – Employees with permanent, probationary, time-limited or trainee appointments who are required to work during a public health emergency because their positions have been designated by the Partnership as mandatory to operations during an emergency.
- h. Emergency Layoff - An emergency layoff is a temporary separation from payroll because funds are not available, work is not available or because of another emergency situation requiring employees to remain away from the worksite. The employer believes that the condition will change and intends to recall the employees as soon as feasible.

**3. Scope**

- a. The President of the United States, State Health Director or the Governor has authority to declare a public health emergency. In the absence of such an order, the Partnership's President shall consult with local/State Public Health officials to determine the severity of the individual situation and to determine what actions shall be taken (including closure of the Partnership's offices). Factors which may be considered include:

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**Section 110 – Communicable Disease Emergency**

- 1) Disease severity (i.e., hospitalization and death rates) in the community;
  - 2) Extent of disease (number of people who are sick) in the community;
  - 3) Amount of worker absenteeism at the Partnership;
  - 4) Impact of disease on workforce populations that are vulnerable and at higher risk (e.g., pregnant women, employees with certain chronic medical conditions that put them at increased risk for complications of influenza); and
  - 5) Other factors that may affect employees' ability to get to work, such as school dismissals or closures due to high levels of illness in children
- b. Management shall inform employees and employee shall inform management of any evidence of a communicable disease that could seriously endanger the health of others in the workplace.
  - c. In accordance with guidance from the Centers for Disease Control and Prevention, employees will be required to stay away from the workplace until symptoms are gone.

**4. Preventing the Spread of Infection in the Workplace**

- a. The Partnership will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. Leadership, Facilities, and HR will monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.
- b. We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers have been installed throughout the workplace and in common areas.
- c. Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should consult with their supervisors to develop any necessary contingency plans, including alternative sources of child care, a temporary telecommuting arrangement, and/or an alternative work schedule.
- d. All employees will self-screen for temperature and symptoms before arrival to work using the online screening form provided. A touchless forehead thermometer will be available at the Partnership to screen staff who did not self-screen prior to arrival. Submitted screenings will be maintained as a private medical record. An employee who has a fever at or above 100.4 degrees Fahrenheit will be sent home.

**5. Social Distancing**

In the event of an infectious disease outbreak, the Partnership may implement these social distancing guidelines to minimize the spread of the disease among the staff.

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- a. Reducing face-to-face exposure by using conference calls and email;
- b. Avoiding unnecessary travel;
- c. Cancelling meetings, workshops, training sessions and scheduled events;
- d. Implementing ad-hoc telecommuting arrangements
- e. Establishing flexible working hours;
- f. Installing protective barriers between work stations or increasing space between workers;
- g. Reinforcing hand washing and requiring the use of protective equipment such as hand sanitizers and masks (provided by the Partnership);
- h. Scheduling employees in shifts; and
- i. Controlling access to the Partnership's offices.

**6. Mandatory Personnel**

- a. The president and the board chair will designate mandatory personnel if necessary. With a teleworking-capable workforce, in most cases, the Partnership can transition to temporary remote work during a public health emergency without need of mandatory personnel.

**7. Staying Home When Ill**

- a. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. See **HR 405 Sick Leave**. If all leave has been exhausted, the employee may be advanced up to 24 hours of sick leave, as needed, or eligible employees may request shared leave. See **HR 413 Shared Leave**. Advanced sick leave must be repaid within 6 months, starting from the first date used.
- b. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, stuffy/runny nose, fatigue, chills, head/body aches, shortness of breath. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

**8. Requests for Medical Information or Documentation**

- a. If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

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- b. Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, department leaders, first aid and safety personnel, and government officials as required by law.

**9. Telecommuting**

- a. Based on information and/or orders from federal, state, or local government and public health agencies, the Partnership may deem it necessary to transition all staff to temporary, ad-hoc teleworking arrangements. Leadership and HR will draft a general, temporary teleworking agreement.
- b. Absent a Partnership-wide ad-hoc arrangement, telework requests will follow our normal telecommuting policies. See **HR 213 Telecommuting**.

**10. Review of Policy Provisions**

- a. After the Partnership is closed for a period determined by the President and Board Chair, the President and Board Chair shall review and either terminate, revise or renew the leave and compensations provisions of this policy.

**11. Emergency Layoff**

- a. An emergency lay-off may be declared by the President, if the Partnership remains totally closed or partially closed for an indefinite period of time due to a public health emergency. The President shall make this decision after consultation with the County Public Health Director.
- b. During the emergency layoff, enrolled employees who are laid off will continue to participate in health, dental and vision insurance plans. The Partnership shall pay the employer contribution and the employee contribution for the month following the layoff, with the provision that the enrolled employees shall repay the Partnership for any contribution made on their behalf within 12 months.
- c. An employee shall not be paid for leave at the time of the emergency layoff; however vacation, sick and personal leave will continue to accrue during the lay-off to be credited to the employee's balance upon return from the lay-off. If the reduction-in-force should occur before the employee returns, the vacation leave accumulated while on lay-off shall be paid along with other unused vacation leave that was on hand at the time of the layoff.
- d. Should an employee resign, retire, die or be dismissed during the lay-off, all vacation leave owed at the time of the lay-off shall be paid.
- e. An employee may be eligible for unemployment benefits with the North Carolina Employee Security Commission while on an emergency lay-off. Employees should contact the North Carolina Employment Security Commission for further details.

**12. Hiring**

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**Section 110 – Communicable Disease Emergency**

- a. During a communicable disease emergency, if new hires are needed to cover emergency operations, the President is authorized to execute the immediate hiring of an individual who is determined to be qualified and able to do the work by:
  - i. Waiving the posting policy,
  - ii. Waiving the minimum qualification policy and
  - iii. Waiving the hiring of relatives (nepotism) policy.
- b. Employees hired under these conditions should be given a temporary or time-limited appointment.
- c. The President is also authorized to offer competitive salaries for the duration of the emergency.

**13. Employee Reassignments**

- a. The President is authorized to assign employees where they are most needed and compensate them accordingly for the duration of the emergency.

For additional information about influenza, refer to the following websites:

Department of Health and Human Services

<http://www.flu.gov>

<http://www.pandemicflu.gov/plan/community/commitigation.html>

N. C. Division of Public Health:

<http://www.epi.state.nc.us/epi/gcdc/pandemic/html>

World Health Organization

<http://www.who.int/csr/disease/swinfluenza/en/index.html>

Department of Labor

[http://www.osha.gov/Publications/influenza\\_pandemic.html](http://www.osha.gov/Publications/influenza_pandemic.html)

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**Section 111 – Vaccination Policy**

**Purpose**

In accordance with the Partnership's duty to provide a system of care that is child-centered and family-focused, in which families are successful and children thrive, we are adopting this policy to help safeguard the health of the children and families that we serve, as well as our employees, customers and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. This policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the Occupational Health and Safety Administration, and local health authorities, as applicable.

**Scope**

All employees are required to receive vaccinations as determined by the president in consultation with the board chair and local and state health agencies or as determined by local, state or federal policies, unless a reasonable accommodation is approved. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by human resources.

**Procedures**

Employees will be notified by human resources as to the type of vaccination(s) covered by this policy and the timeframe(s) for having the vaccine(s) administered, if applicable. The Partnership will provide either onsite access to the vaccines or a list of locations to assist employees in receiving the vaccine on their own.

The Partnership's health plan will pay for all vaccinations; COVID-19 vaccinations are free, whether an individual has health insurance or not. The Partnership will reimburse the cost, if any, of vaccinations for employees still in their introductory period.

All employees will be paid for time taken to receive vaccinations provided onsite. For offsite vaccinations, employees are to work with their managers to schedule appropriate time to comply with this policy and may use sick leave in accordance with **HR 405 Sick Leave**.

Before the stated deadlines to be vaccinated have expired, employees will be required to provide either proof of vaccination or an approved reasonable accommodation to be exempted from the requirements. Acceptable proof of vaccination includes a completed Vaccination Record Card or copy of vaccination record from a service provider. Electronic submission is acceptable.

**Reasonable Accommodation**

Employees in need of an exemption from this policy due to a medical reason, or because of a sincerely held religious belief must submit a completed Request for Accommodation form to human resources as soon as possible after vaccination deadlines have been announced.



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Accommodations will be granted where they do not cause the Partnership undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this policy to human resources.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 201 – Job Descriptions**

**1. Policies**

- a. New positions and revisions of current job descriptions for employees of the Partnership of Children of Cumberland County, Inc. (PFC) shall be established upon recommendation of the President to the Personnel Committee with the final approval of the Board of Directors.
- b. PFC maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations and establishing a basis for making reasonable accommodations for individuals with disabilities.
- c. The President will review all job descriptions periodically to ensure equity and consistency and update as needed.

**2. Guidelines**

- a. PFC makes every effort to create and maintain accurate job descriptions for all positions within the organization.
- b. A job description does not necessarily cover every task or duty that might be assigned and additional responsibilities may be assigned as necessary.
- c. A human resources consulting firm will be utilized as needed to assist with the review of all job descriptions.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 202 – Job Posting and Employee Referrals**

**Introduction**

The Partnership provides employees an opportunity to indicate their interest in open positions and apply to those for which they are qualified. We believe in promoting from within when possible, and are committed to selecting the candidates who are the best fit for approved positions. We are also committed to engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal opportunity to all applicants on the basis of demonstrated ability, experience, training, education, and potential.

**Scope**

This policy applies to all Partnership positions at the level of vice-president and below. The hiring manager and human resources may elect not to post certain positions when there are lawful, nondiscriminatory reasons for doing so and with the approval of the president.

**Guidelines**

Once an open position is approved for recruitment, Partnership Human Resources will generate a job posting on Indeed.com and share the posting internally. Additional external recruitment sources will vary depending on the position and will be determined by Human Resources and the hiring manager.

The position will be posted internally and externally simultaneously to expedite the recruitment process. Internal candidates may or may not be given preference depending on the circumstances.

**Eligibility**

- a. Employees who have a written warning on file within 90 days of the job posting, or are on probation or suspension, are not eligible to apply for posted jobs.
- b. Consideration will be given to the employee's performance in their current position including any written warnings or probationary status.
- c. All candidates are required to submit an application for the position on Indeed.com.
- d. External candidates selected for interview will be required to complete the Partnership application for employment and the background authorization form. External candidates are also required to take a skill assessment as a condition of employment consideration.
- e. Internal candidates may be required, at the discretion of the hiring manager, to take a skill assessment as a condition of consideration for a position. If the hiring manager decides that a skills assessment is not required, the hiring manager will provide written justification to Human Resources for the exception.

Eligible employees should only apply to posted jobs for which they possess, or can reasonably be expected to obtain, the required skills, competencies, and qualifications.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 202 – Job Posting and Employee Referrals**

<b>Created /Evaluated</b>		<b>Description of Change</b>
<b>Revised</b>	<b>March 2020</b>	<b>Reflecting Indeed as primary applicant tracking system and synchronizing internal and external recruitment</b>

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination**  
**Section 203 – Employment Applications/Resumes**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) relies upon the accuracy of information contained in the employment application and/or applicant's resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.
- b. All applicants, external and internal, must complete and sign the PFC Application for Employment and the Notification and Release of Information Form prior to being considered for the position.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 204 – Reference and Background Checks**

**Introduction**

A candidate's offer of employment is contingent upon proper completion of the Partnership's employment application, satisfactory reference checks, and satisfactory pre-employment qualifications – including background checks and skills assessment. Partnership Human Resources or the hiring manager is responsible for verification of the finalist's work background, credentials, and references. Human Resources is responsible for conducting the criminal history and motor vehicle checks at the offer stage for each finalist.

**Background Checks**

All finalists who have been recommended for hire will undergo criminal conviction review and motor vehicle check. Human Resources will conduct the criminal record and motor vehicle checks at the offer (contingent) stage for each finalist who has been recommended for hire. As a condition of employment, the finalist is required to complete a Partnership background authorization form to have a criminal conviction and motor vehicle record investigation.

Conviction(s) and/or motor vehicle violations revealed through the background check may not necessarily result in a bar to employment. All convictions are evaluated on a case-by-case basis in consultation with the president, considering the nature and gravity of the conviction, time elapsed since the conviction, and job-relatedness.

In addition, the Partnership may perform background checks every three years for field staff and every 5 years for non-field staff. Criminal convictions and driving violations may result in termination or driving restrictions for work, respectively, as evaluated on a case-by-case basis in consultation with the president. Please see Section 501 – Employee Conduct and Work Rules, concerning self-reporting of arrests and drivers' license suspension.

<b>Created /Evaluated</b>		<b>Description of Change</b>
<b>Revised</b>	<b>January 2010</b>	
	<b>October 2016</b>	<b>Changed the time frame for background checks for current employees from annually to 3 years for field staff and 5 years for non-field staff</b>
	<b>March 2020</b>	<b>Condensed policy</b>

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination**  
**Section 205 – Orientation**

**1. Policies**

- a. Each employee shall be provided an orientation to the mission and goals of the Partnership for Children of Cumberland County, Inc. (PFC), these policies, and his/her specific job responsibilities during the first 30 days of employment.
- b. Each department of PFC may be included in the orientation of each new employee to ensure the employee becomes familiar with the mission and goals of PFC.
- c. The Human Resources Coordinator is responsible for ensuring the employee understands these policies and basic procedures for filing time sheets and other human resource-related paperwork.
- d. The immediate supervisor is responsible for orientation with other PFC policies and procedures as well as job-specific duties and responsibilities.
- e. It is the responsibility of the new employee to be an active participant in the orientation process and to ask questions related to the orientation to ensure his/her understanding of such policies and procedures.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 206 – Introductory Period**

**1. General Information**

- a. The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Partnership for Children of Cumberland County, Inc. (PFC) uses this period to evaluate employee capabilities, work habits and overall performance.

**2. Policies**

- a. Either the employee or PFC may end the employment relationship at will at any time during or after the Introductory Period, with or without cause or advance notice.
- b. All new and rehired employees work on an introductory basis up to 90 calendar days after their date of hire.
- c. Employees who are promoted or transferred within PFC must complete an Introductory Period of the same length with each reassignment to a new position.
- d. During the Introductory Period, employees may be required to provide PFC with an official transcript verifying their educational credentials.
- e. Any significant absence, as determined by the department director and/or the President, will automatically extend an Introductory Period by the length of the absence. If PFC determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate the employee's performance, the Introductory Period and/or performance evaluation may be extended for a specified period.
- f. After the Introductory Period, new employees and employees who are promoted or transferred within PFC will have a performance conversation with their supervisor. (See HR 302 for details on performance conversations.)
- g. New employees may accumulate vacation and sick leave, but are not eligible for paid vacation during the Introductory Period. Exception: PFC is closed for one week between Christmas and New Years Day each year. While in the Introductory Period, employees may use accrued vacation leave during this holiday closing.
- h. During the Introductory Period, new employees are covered by those benefits that are required by law, such as workers' compensation insurance and Social Security and Medicare (funded by the Federal Insurance Contribution Act (FICA)). After becoming regular employees, they may also be eligible for other PFC-provided benefits, subject to the terms and conditions of each benefits program, as detailed in the Benefits Section of this manual.
- i. Employees who have completed 12 months of service and are terminated and re-hired may participate in the 401(K) ERP immediately upon re-hire.
- j. Benefits eligibility and employment status are not changed during the Introductory Period when an employee is promoted or transferred within PFC.
- k. Employees selected for lateral transfers (same pay grade or same title) will retain



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**Section 206 – Introductory Period**

- their original anniversary date.
- I. When a job description is revised, a second Introductory Period is not warranted for the employee filling that position.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 207 – Personal Data Changes**

**1. Policies**

- a. It is the responsibility of each employee to promptly notify the Human Resources Coordinator of any change in personal data including, but not limited to:
  - 1) Marital status; and
  - 2) Beneficiary change.
- b. Employees should ensure that personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergencies, educational accomplishments, and other such status reports are accurate and current at all times by promptly notifying the Human Resources Coordinator of these changes.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 208 – Hiring of Relatives**

**1. Policies**

- a. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- b. Relatives of current employees may not occupy a position that will be working directly or indirectly for or supervising their relative.
- c. The Partnership for Children of Cumberland County, Inc. (PFC) also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

**2. Guidelines**

- a. The employment of relatives is discouraged due to the potential of causing conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

**Partnership for Children of Cumberland County, Inc.**  
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**Employment Information – Recruitment, Selection and Termination**  
**Section 209 – Access to Personnel Files**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) will maintain a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance evaluations and salary adjustments, and other employment records.
- b. Personnel files are the property of PFC.
- c. Access to the information contained in the personnel files is restricted. Only the President, the Chief Financial Officer, employee supervisors (with written approval from the President or Chief Financial Officer), auditors, and designated staff of the North Carolina Partnership for Children (NCPC), for monitoring purposes, who have a legitimate reason to review information in an employee's file, are allowed to do so.
- d. Employees who wish to review their own file should contact the Human Resources Coordinator. With reasonable advance notice, employees may review their own personnel files in PFC's offices and in the presence of the Human Resources Coordinator or person designated by the Chief Financial Officer.
- e. The Human Resources Coordinator may provide employees copies of their resumes, certificates, performance reviews and background checks. Request must be in writing. Requests for other documents require the written approval of the President.
- f. Employees will not be allowed to make copies of personnel file documents, except the documents listed in item e above, without the written approval of the President.

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**Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination**  
**Section 210 – Employment Termination**

**1. General Information**

- a. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
  - 1) voluntary employment termination initiated by an employee;
  - 2) involuntary employment termination initiated by the organization;
  - 3) lay-off (no work available, position eliminated, unavailability of funds);
  - 4) discharge for misconduct or performance issues.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) reserves the right to waive the two-week notice period, at the President's discretion, for any involuntary terminations (layoffs, discharges).
- b. During the last two-weeks of the notice period, an employee may not use any leave with the exception of sick leave. Any exceptions must be requested in writing and approved by the President.
- c. If an employee has any absences due to medical appointments, the employee will be required to provide a doctor's note to use sick leave.
- d. Employees who do not provide and work a two-week notice, with the exception of sick leave, will forfeit any earned but untaken leave (vacation) time.
- e. Since employment with PFC is based on mutual consent, both the employee and PFC have the right to terminate employment at will, with or without cause, at any time.
- f. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.
- g. The separation date for all employees is the last day of actual work or approved leave.
- h. Final pay received by an employee will not be construed to extend his or her employment with PFC beyond the separation date.
- i. Failure to return PFC equipment, keys, uniforms, materials, or other items will result in delay in payment of final pay until all property is returned. If these items are damaged or missing, their value may be deducted from the employee's final check. PFC may also take all action deemed appropriate to recover or protect its property.
- j. Employees will be advised of their rights under the Consolidated Omnibus Budget

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**Employment Information – Recruitment, Selection and Termination**  
**Section 210 – Employment Termination**

Reconciliation Act of 1986 (COBRA). This act entitles employees and their eligible dependents to continue their coverage under PFC's health insurance plan - at their own expense but at group rates - for 18 months (or longer under certain circumstances) after termination of employment. See Section 108 on the Health Insurance Portability and Accountability Act (HIPAA) and Section 425 on the Consolidated Omnibus Budget Reconciliation Act COBRA for more information.

- k. Employees who miss work for 3 consecutive days without notifying their supervisor or have three consecutive days of unexcused absences are considered to have resigned their jobs.

**3. Guidelines**

- a. Employees who voluntarily resign from their positions at PFC, leaving in good standing, are asked to give at least two weeks' notice in writing of their intent to resign.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 211 – Paid Internship**

**1. Policies**

- a. Hourly pay rate, as identified in the intern agreement, will be at least minimum wage but not higher than the rate PFC normally pays a permanent employee performing similar tasks; Interns cannot accrue overtime hours/ wages.
- b. The length of the internship will vary based on assignment and the organization's needs.
- c. Work schedule for all interns will be specified on the internship agreement letter and will not exceed 40 hours in one week.
- d. Interns will not accrue any type of paid time off during the agreement period nor be eligible to receive any employer benefits to include but not limited to medical, dental and vision insurance.
- e. Interns will not work on a PFC recognized holiday (See Human Resources Policy, Section 402 for PFC recognized holidays); interns are not eligible for holiday pay.
- f. During the internship agreement period individuals will follow all set policies by PFC to include but not limited to general employment and rules of conduct policies.
- g. Any deviations to the intern's schedule must be approved by their supervisor.
- h. Interns are subject to termination or other discipline pursuant to Section 201.

**2. Guidelines**

- a. Internships are intended to provide exposure to a specific work setting to build the intern's confidence and self-advocacy skills and to provide an opportunity for the intern to apply "hard skills" in a specific work setting or to re-introduce to the job market.
- b. It is the decision of PFC leadership to consider an intern for an open job opportunity at the completion of the internship, however the continuation of regular employment is not guaranteed.

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**Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination**  
**Section 211 – Paid Internship**

**3. Procedures**

- a. All intern requests must be initiated by a member of PFC leadership through the Human Resource (HR) office. The request will include job duty synopsis, hourly pay rate (if applicable), and duration of internship and hours needed per week.
- b. Once the request is received, the HR Manager or designated PFC employee will make contact with the appropriate division and formally submit the request.
- c. Once the intern has been selected, the agency's agreement, PFC offer letter, progress report (goals) and all other applicable paperwork will be completed by the HR Manager or designated PFC employee and signed by appropriate parties.
- d. The HR Manager will complete a Personnel Action Form for the accounting department, if applicable.
- e. Once all forms are completed the HR Manager will enter the intern's information into Paychex for payroll purposes.
- f. On the first day of internship, the HR Manager will have the intern fill out tax forms and direct deposit forms, if applicable.

**4. Reimbursement Procedures (If applicable)**

- a. A reimbursement packet will be submitted to the appropriate agency as specified in the agency's Internship agreement.
- b. The packet should include, but not limited to, an invoice, a monthly progress report, internship timesheet, time cards generated by Paychex and the interns pay stub.
- c. The progress report will be a continuous tool used to track the intern's progress reviewed and signed, as specified in the agency's Internship agreement or on a monthly basis by the supervisor and the intern.
- d. Once all documentation is filled out and signed they will be turned into the HR Manager for review and submission.
- e. The HR Manager will contact the appropriate agency once the packet is ready to be picked up.
- f. Reimbursement requests will be monitored for payment by the HR Manager.

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President

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Procedure Approval Date

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Procedure Effective Date



**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination**  
**Section 211 – Paid Internship**

Policy:

Created/Approved – December 2013; Effective – January 2014

Revised – January 2014; Effective – January 2014

Revised – September 2014; Effective – September 2014

Revised – June 25, 2015; Effective – July 1, 2015 (Added 1H)

Procedures:

Created/Approved – July 2014; Effective – July 2014

Revised –

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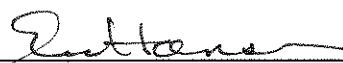
**Employment Information – Recruitment, Selection and Termination**  
**Section 211 – Paid Internship**

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- b. Once the request is received, the HR Manager or designated PFC employee will make contact with the appropriate division and formally submit the request.
- c. Once the intern has been selected, the agency's agreement, PFC offer letter, progress report (goals) and all other applicable paperwork will be completed by the HR Manager or designated PFC employee and signed by appropriate parties.
- d. The HR Manager will complete a Personnel Action Form for the accounting department, if applicable.
- e. Once all forms are completed the HR Manager will enter the intern's information into Paychex for payroll purposes.
- f. On the first day of internship, the HR Manager will have the intern fill out tax forms and direct deposit forms, if applicable.

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- a. A reimbursement packet will be submitted to the appropriate agency as specified in the agency's Internship agreement.
- b. The packet should include, but not limited to, an invoice, a monthly progress report, internship timesheet, time cards generated by Paychex and the interns pay stub.
- c. The progress report will be a continuous tool used to track the intern's progress reviewed and signed, as specified in the agency's Internship agreement or on a monthly basis by the supervisor and the intern.
- d. Once all documentation is filled out and signed they will be turned into the HR Manager for review and submission.
- e. The HR Manager will contact the appropriate agency once the packet is ready to be picked up.
- f. Reimbursement requests will be monitored for payment by the HR Manager.

  
\_\_\_\_\_  
President

9/8/14  
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Procedure Approval Date

9/11/14  
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Procedure Effective Date

*Reviewed  
9/8/14  
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**Employment Information – Recruitment, Selection and Termination**  
**Section 211 – Paid Internship**

Policy:

Created/Approved – December 2013; Effective – January 2014

Revised – January 2014; Effective – January 2014

Revised – September 2014; Effective – September 2014

Procedures:

Created/Approved – July 2014; Effective – July 2014

Revised –

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**Employment Information – Recruitment, Selection and Termination**  
**Section 212– Unpaid Internship**

**1. Policies**

- a. Before the start of the internship there must be a signed MOA (Memorandum of Agreement) between PFC and the agency providing the intern.
- b. The length of the internship will vary based on assignment and the required hours.
- c. Work schedule for all interns will be specified in the internship offer letter and will not exceed 40 hours in one work week (Saturday- Friday).
- d. Unpaid Interns will not accrue any type of wages or paid time off during the agreement period nor be eligible to receive any employer benefits to include but not limited to medical, dental and vision insurance.
- e. Interns will not work on a PFC recognized holiday (See Human Resources Policy, Section 402 for PFC recognized holidays); interns are not eligible for holiday pay.
- f. During the internship agreement period individuals will follow all set policies by PFC to include but not limited to Human Resources general employment and rules of conduct policies.
- g. Any deviations to the intern's schedule must be approved by their supervisor.
- h. Interns are subject to termination or other discipline pursuant to Section 201.

**2. Guidelines**

- a. Internships are intended to provide exposure to a specific work setting to build the intern's confidence and self-advocacy skills and to provide an opportunity for the intern to apply "hard skills" in a specific work setting or to re-introduce to the job market.
- b. It is the decision of PFC leadership to consider an intern for an open job opportunity at the completion of the internship, however the continuation of regular employment is not guaranteed.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 213 – Telecommuting**

**1. Purpose**

Telecommuting allows employees to work at home, on the road or in a client's location for all or part of their workweek. The Partnership considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the Partnership.

**2. Policies**

**a. General Procedures**

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a manager can suggest telecommuting as a possible work arrangement. The manager and/or department head, Human Resources, and the President will assess telecommuting eligibility and suitability.

Any long-term telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide advance notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

When a telecommuting arrangement is approved, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

**Evaluation** of telecommuter performance during the trial period will include regular interaction between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the

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**Employment Information – Recruitment, Selection and Termination**  
**Section 213 – Telecommuting**

individuals involved.

**b. Eligibility**

Individuals requesting formal telecommuting arrangements must be employed with the Partnership for a minimum of 18 months of continuous, regular employment and must have a satisfactory performance record. This requirement excludes positions funded by grants with specific teleworking requirements, positions that are remote by program design, or ad hoc arrangements due to emergency situations such as a pandemic.

Before entering into any telecommuting agreement, the employee and the manager, with the assistance of human resources and the president, will evaluate the suitability of such an arrangement, reviewing the following areas:

- ***Employee suitability.*** The parties will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- ***Job responsibilities.*** The parties will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- ***Equipment needs, workspace design considerations and scheduling issues.*** The parties will review the physical workspace needs, department scheduling and operational needs, and the appropriate location for telework.
- ***Tax and other legal implications.*** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- ***Fiscal Capacity.*** The parties will assess financial burden on program or admin funds as a measure to prevent adverse budgetary spending.

**c. Equipment**

On a case-by-case basis, the Partnership will determine, with information supplied by all parties, the appropriate equipment needs for each telecommuting arrangement. The IT department will serve as the primary resource in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Partnership accepts no responsibility for damage or repairs to employee-owned equipment. The Partnership reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Partnership property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company as directed.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 213 – Telecommuting**

The Partnership will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Partnership may provide the employee a monthly stipend or a mobile connectivity device for business related expenses as a result of internet capabilities as budgets allow. In the event a stipend is provided, the employee will receive a Form 1099 for amounts equal or greater than \$600 in any calendar year.

The employee will establish an appropriate work environment within his or her home for work purposes. The Partnership will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

**d. Security**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment as addressed in each agreement.

**e. Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Partnership will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the Partnership's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Telecommuting employees must maintain homeowner's or renter's liability insurance.

Telecommuting is not designed to be a replacement for appropriate child care. Exceptions may be made in pandemic or other large-scale emergency circumstances. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

**f. Time Worked**

Telecommuting employees will be required to accurately record all hours worked using the Partnership's time-keeping system in accordance with HR 304 – Timekeeping. For non-exempt employees, hours worked in excess of those scheduled per day and per workweek require the advance approval of the

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**Section 213 – Telecommuting**

telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

**g. General Remote Work Expectations**

- Remote employees are expected to be available and communicative during scheduled work hours.
- Partnership work conduct rules and other policies continue to apply to offsite work locations.
- Consumption of alcohol during work hours is never acceptable.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Supervisors may require employees to report to PFC as needed for work related meetings, staff schedule changes, or other events. Supervisors should give employees at least a 24-hour notice in such cases.
- Employees should not conduct in-person appointments in their homes for any work-related reason. Employees should instead use the conference room reservation system for in-person appointments following pandemic or emergency protocols as applicable.



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**Section 301 – Employment Categories**

**1. General Information**

- a. It is the intent of the Partnership for Children of Cumberland County, Inc. (PFC) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

**2. Policies**

- a. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and PFC.
- b. Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.
  - 1) NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.
  - 2) EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.
- c. In addition to the above categories, each employee will belong to one other employment category:
  - 1) REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work PFC's full-time schedule, normally 40 hours per week.
  - 2) REGULAR ABBREVIATED SCHEDULE employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week.
  - 3) REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week.
  - 4) TEMPORARY employees are those who are employed for a specific period of time, usually not to exceed 3 months. Temporary employee status may be extended for an additional 3 months but in no case will temporary status extend beyond 6 months.
  - 5) INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with PFC is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Created /Evaluated		Description of Change
Revised	December 2009	

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**Section 301 – Employment Categories**

	<b>October 2016</b>	Removed statement “PFC’s President may change an employee’s EXEMPT or NON-EXEMPT classification only upon written notification and explanation.” due to new FLSA ruling of exemptions.
	<b>November 2019</b>	<b>Clarified regular classifications and moved benefits eligibility to Policy 401.</b>

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**Employment Information – Compensation**  
**Section 302 – Performance Conversations**

**1. General Information**

The performance check-in conversation process provides a means to make sure employees' expectations are clear, to share feedback, and to discuss development needs to enhance performance.

**2. Policies**

- a. All full-time and part-time employees are provided clear expectations, feedback, and development support through a series of check-in conversations.
- b. Performance check-in conversations should be conducted at least quarterly; however, check-ins can be done more regularly and as needed throughout the year.
- c. Each supervisor is responsible for setting up a regular cadence of check-ins for their teams.
- d. HR will establish the format and timing of all check-in processes.
- e. Standardized performance pay adjustments are awarded by the Partnership to recognize employee performance, not to exceed 2% as set by the Board. Standardized performance adjustments will be determined each year based on the availability of funds, and will be awarded automatically on the first payroll of each fiscal year if the following conditions are met.
  - The employee is not currently on a probationary period or performance improvement plan.
  - If the employee was previously on a probationary period or performance improvement plan during the prior fiscal year, the employee has demonstrated consistent improvement as documented by check-ins.
  - The Partnership has available funds for the fiscal year.
- f. The performance review of the President is outlined in the Bylaws of the Partnership.

**3. Guidelines**

- a. The first performance check-in conversation of each fiscal year should establish expectations and clarify goals and objectives for the year ahead.
- b. After expectations and goals are set, check-ins should recur at least once quarterly to check in on progress, to provide feedback, and to revise or add goals as necessary. Performance check-in conversations can be done more regularly and as needed throughout the year.
- c. Before the end of the year, at least one check-in conversation should focus on developmental needs and goals. Development-focused check-ins are driven by the employee and should be scheduled when they feel appropriate. Typically, development conversations may happen once or twice per year.
- d. Check-ins are typically 60-90 minutes long.
- e. See *Check-in Conversations Procedures* in Community > Human Resources > Check-in Conversations

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**Section 303 – Work Schedules**

**1. Policies**

- a. To better serve our customers after 5:00 p.m., the Partnership for Children of Cumberland County, Inc. (PFC) offers employees three work schedule options:
  - i. M-F 8:00 – 5:00
  - ii. M-Th 7:30 – 5:30 with ½ day off on Friday
  - iii. M-Th 8:00 – 6:00 with ½ day off on Friday

**Note:**

The staff, participating in the alternative schedule (ii & iii), will follow the below schedules during the holiday weeks.

When a holiday falls on a Monday, Tuesday, Wednesday or Thursday, all full-time staff will be paid for 8 hours for the holiday, will work 9 hours the other three days and work from 8:00 – 1:00 on Friday.

When a holiday falls on a Friday, all full-time staff will be paid for 8 hours for the holiday and will work Monday – Thursday (8:00-5:00).

- b. The work schedule selection for each employee will be documented, submitted through the appropriate department head, approved by the President and maintained in the employee's personnel file.
- c. Each workweek consists of 40 working hours. Refer to Section 306 Rest and Meal Periods concerning rest periods and lunch breaks.
- d. For timesheet purposes, the standard workweek is from Saturday at 12:01 AM through Friday at 12:00 midnight.
- e. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.
- f. The employee's supervisor must approve occasional variations from the selected work schedule.

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**Section 304 – Timekeeping**

**1. General Information**

- a. Federal and state laws require the Partnership for Children of Cumberland County, Inc. (PFC) to keep an accurate record of time worked in order to calculate employee pay and benefits.
- b. Time worked is all the time actually spent on the job performing assigned duties.
- c. See the section on Overtime for more information.
- d. See the section on Business Travel for timekeeping on business travel.

**2. Policies**

- a. Accurately recording time worked is the responsibility of every employee.
- b. Employees will record and submit their electronic timesheets through the Paychex website utilizing PFC's Time and Labor web-based module.
- c. Non-exempt employees should report to work no more than seven minutes prior to their scheduled starting time nor stay more than seven minutes after their scheduled stop time without expressed, prior authorization from their supervisor.
- d. Non-exempt and exempt employees will accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period on their electronic timesheet.
- e. Non-exempt and exempt employees should also record the beginning and ending time of any departure from work for personal reasons. The expectation is that the exempt employee will work 80 hours in a two-week pay period. Leave time should be used when the work hours are less than 80 hours.
- f. It is the employees' responsibility to review and approve their timesheet within PFC's Time & Labor web-based module. The approval serves as the certification of the accuracy of all time recorded.
- g. The supervisor will review and approve the employee's timesheet within PFC's Time & Labor web-based module. The approval serves as the electronic signature and submission for payroll processing.
- h. If the supervisor identifies a change that must be made to an employee's timesheet, the alteration will be made to the electronic timesheet. Discussion with the employee is encouraged prior to alteration.
- i. If a supervisor alters an employee's timesheet within the Time & Labor web-based module, the Paychex system requires that the supervisor add a note of explanation. The employee will be notified of the alteration the next time that they log into Paychex.
- j. In an employee's absence, the supervisor may complete and approve the employee's electronic timesheet. The Human Resources Coordinator or designee will print a copy of the timesheet to obtain the employee's signature upon return. The Paychex system will identify the timesheet as approved by the supervisor only.

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**Section 304 – Timekeeping**

- k. If changes need to be made on the electronic timesheet after it is submitted via Paychex to the Human Resources Coordinator or person designated by the Chief Financial Officer, the employee and employee's supervisor will be notified verbally, if possible, prior to submission of payroll to be processed. The employee and employee's supervisor will be notified upon logging into Paychex that an alteration has been made to the timesheet. The Paychex system requires that all alteration include a note of explanation.
- l. Only under extraordinary circumstances and only with the approval of the supervisor shall any overtime work be performed. This will be done only for the convenience of PFC and not for the employee.
- m. The duties and responsibilities assigned to employees, supervisors and administrators within Paychex, Inc. may not be re-assigned or delegated to other employees. User names and passwords may not be shared with other employees. Failure to follow these policies may result in disciplinary action up to and including termination.

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**Section 305 – Emergency Closings**

**1. General Information**

- a. The President may close the Partnership for Children of Cumberland County, Inc. (PFC) offices due to inclement weather or emergencies.

**2. Policies**

- a. It is the policy of PFC to follow closing announcements issued in regard to Cumberland County government offices. Such announcements will occur on local radio and/or television stations and may be listed online.
- b. When operations are officially closed due to emergency conditions, inclement weather/administrative leave will be applied.
- c. In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off, unless available paid leave, such as unused vacation or personal leave is requested and approved.
- d. There may be circumstances where a non-exempt employee works when the office is closed due to inclement weather/administrative leave. Examples as follows:
  - 1) The employee reports to the office and stays to work, the employee works at home, the employee is at a conference or training and unaffected by the inclement weather. The employee will be compensated for the hours worked. If the hours worked are less than the hours normally worked, they will receive inclement weather/administrative leave for the difference.
- e. If the employee reports to work unaware or before the closing announcement of Cumberland County government offices, the employee will have regular pay for the hours actually worked and then have the inclement/ administrative weather leave upon leaving the building. If the employee chooses to stay in the building to work during the closure they will have regular pay for the time worked. There will be no additional accumulation of inclement/ administrative leave hours due to an employee working during the closure.
- f. PFC will use the start time of 8:00 a.m. in the event that Cumberland County government offices have a delay in opening. Example as follows:
  - 1) A 2 hour delay will start at 8:00 a.m. If an employee's established start time is 7am, this would result in 3 hours of inclement weather/administrative leave. If the employee's established start time is 9am, this would result in 1 hour of inclement weather/administrative leave.
- g. If the President decides that it is essential for an employee to work when the office is closed for inclement weather/administrative leave, the employee will be compensated in addition to payment for hours worked, by receiving either time off or double their hourly rate for the hours worked.
- h. In the event an employee is on approved leave at the time of emergency closing,

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**Section 305 – Emergency Closings**

time off will not be charged against the employee's accrued leave.

**Policy:**

Created/Approved – December 2009; Effective – January 2010

Revised – January 2015; Effective – January 2015 (Added 2F)  
June 2015; Effective – June 2015 (Added 2E)



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**Section 306 – Rest and Meal Periods**

**1. Rest Periods**

All employees are permitted a 15-minute paid rest break for each four-hour work period. Rest breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Rest breaks are not permitted to be combined into one 30-minute rest break. Employees who voluntarily work through their rest breaks will not be paid additional compensation.

**2. Meal Periods**

All employees who work eight or more hours in a day are permitted to take an unpaid meal break of 60 minutes. Because of overtime guidelines and business needs, non-exempt staff must have prior permission from their manager to continue to work during the meal period or to shorten the meal period.

Meal periods are not counted toward hours worked. Employees are to be completely relieved from duty during their meal break. If a non-exempt employee is required to perform any work duties while on their meal break period, the employee must be compensated for the time spent performing work duties, which will be counted toward the total hours worked.

**3. Breastfeeding**

Employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. The Partnership provides a private room and secure refrigeration for employees who need to express and store milk. For time that may be needed beyond the usual break times, employees should coordinate with their managers. For more information, see HR 525 Breastfeeding in the Workplace.

**4. Enforcement**

Managers and department heads are responsible for the scheduling and review of meal periods to accommodate operating requirements. Employees who fail to return on time from breaks or lunch will be subject to disciplinary action.

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**Section 307 – Overtime**

**1. Policies**

- a. When the operating requirements or other needs of the Partnership for Children of Cumberland County, Inc. (PFC) cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.
- b. All overtime work must receive the supervisor's prior authorization.
- c. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.
- d. Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action up to and including possible termination of employment.
- e. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws.
- f. The standard workweek is from Saturday at 12:01 AM through Friday at 12:00 midnight.
- g. Overtime pay is based on actual hours worked over 40 hours.
- h. Time off for any leave, to include paid holidays, will not be considered hours worked for purposes of performing overtime calculations.

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**Employment Information – Compensation**  
**Section 308 – Salary Administration**

**1. General Information**

Salary administration at the Partnership for Children of Cumberland County, Inc. (PFC) establishes the principles and standards for consistent compensation practices in compliance with federal and state laws. Additionally, policies for the distribution of merit increases, equity adjustments, and bonuses are approved by the Board and will continue until such time as a revised plan is presented to the Board.

**2. Policies**

- a. Compensation will reflect the value of job duties and responsibilities and will provide competitive and equitable pay and future salary growth, based on the availability of funds.
- b. PFC's salary administration policies and programs are administered without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.
- c. **Performance.** Standardized performance pay increases are provided annually based on job performance standards and the availability of funds. The standardized performance increase will not exceed 2% as set by the Board. Performance increases do not apply to employees with less than 12 months of service. (See HR 206 for performance policy)
- d. **Equity.** Equity adjustments are provided periodically regardless of performance levels to all employees based on availability of funds. The amount of the equity adjustment as approved by the Board will not exceed 2%. Equity adjustments may be prorated for employees with less than 12 months of service.
- e. **Bonuses.** Occasionally, PFC may provide bonuses to employees based on availability of funds and an amount approved by the Board.

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**Section 309 – Salary and Position Classification Plan**

**1. General Information**

- a. The Partnership for Children of Cumberland County (PFC) Salary and Position Classification Plan (the Plan) was developed and implemented to determine the relative value of one job to another within the Partnership (internal equity) as well as establishing external “market” equity with other comparable jobs in the recruiting area outside the Partnership. The Plan includes both pay grades and ranges for all positions in the Partnership.
- b. The Plan was developed utilizing the National Position Evaluation Plan as a basis. The factors and criteria upon which each position is evaluated are more descriptive of the positions found in professional organizations and provide a more valid analysis in determining the differences between positions in terms of their relative requirements. Each position is evaluated in terms of its minimum requirements to determine the degree of skill, effort, responsibility, and working conditions in relation to other positions within the organization. The positions are evaluated without considering the qualifications of the incumbents or their rates of pay. Positions are also evaluated without regard to race, religion, gender, national origin, age, disability, or any other characteristic protected by law.

In interviews with the management of the Partnership, and in accordance with the criteria established by the plan, each position has been evaluated based on eleven separate requirement factors:

- TRAINING
  - Knowledge
  - Experience
- INITIATIVE
  - Complexity of duties
  - Supervision received
- RESPONSIBILITY
  - Impact of errors
  - Contacts with others (internal and external)
  - Confidential data
- JOB CONDITIONS
  - Mental attention/visual demands
  - Working conditions
- SUPERVISION
  - Character of supervision
  - Scope of supervision

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Positions that do not supervise other employees were not evaluated using the “Supervision” factors.

Each factor being evaluated has up to six degrees with a weighted point factor assigned to each. Points are accumulated for each position and the total number of points for each position determines the level to which the position is assigned.

There are a total of nineteen (19) pay levels in the plan. Each position at the Partnership is assigned to one of the pay levels. The pay differential between each level is ten percent (10%).

- c. Where specified by the funder, salaries and benefits paid from funding sources will be within applicable funder guidelines. (e.g. Smart Start Salary Schedule Implementation Guidelines established by the North Carolina Partnership for Children).

**2. Policies**

a. Determination of New Position Level

- 1) The pay grade of a new position in the PFC Salary Plan will be determined by using the same criteria for evaluation of all positions as determined by the National Position Evaluation Plan as found elsewhere in the Salary Plan.
- 2) *In the event the key job duties and responsibilities of an existing position are significantly changed, the Department Head will make a recommendation to the President regarding whether or not it is, in fact, a new position or if it is an existing position that has had a significant change in duties. The President will determine whether the position being considered is a new position or an existing “changed” position. Once this determination has been made, the position will be evaluated and leveled in accordance with the appropriate section of this plan.*

b. Placement within a Level: New Hires

- 1) All staff positions should have a position description and be assigned to a pay level. The new employee’s department head and the Chief Operating Officer will then determine an “experience quotient” for the employee using the following weighted values:

Years of experience external to PFC but in the same field in an equivalent position:	75%
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Years of experience at PFC in a lower level or years of experience external to PFC in the same field of	
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employment for which the candidate is being hired: 50%

Other work experience external to PFC: 15%

- 2) Experience is “capped” at 25 years. The highest valued experience is counted first. Part-time is equated to full time, i.e. two (2) years at twenty hours per week equals one (1) year of full time.
- 3) The estimated starting pay of a newly hired employee (or internal new hires) of PFC will be determined by completing the *Salary Computation Worksheet*. Once the computation has been made and the hiring rate of pay has been determined, the maximum salary offer shall be the computed salary as determined by the *Salary Computation Worksheet* and approved by the President.
- 4) In the event there is a shortage of qualified candidates available for the position or it is determined to be in the best interest of the PFC to employ an individual with a particular set of skills relevant to the position, a “Demand Factor” may be applied regardless of whether the salary computation is below or above the midpoint. Any requests for a demand factor must be approved by the President.

c. Placement Within a Level: Reassignment to a Position in a Higher Level

- 1) Employees may be selected for a position in a higher level than their current assignment. When this occurs, the employee’s salary in the new position will be the greater of:
  - i. the new rate of pay will be at the same percent within the new range as the employee’s previous rate of pay is in the previous range not to exceed the maximum of the new level to which the employee is assigned or,
  - ii. the salary as computed on the *Salary Computation Worksheet*.

d. Placement Within a Level: Reassignment to a Position in a Lower Level.

- 1) If an employee is assigned to a position in a lower level, the new rate of pay will be determined as follows:
  - i. If the assignment to the lower level is requested/required by PFC, the employee will remain at their current rate of pay not to exceed the maximum of the new level to which the employee is assigned.
  - ii. If the assignment to the lower level is the result of a request from the employee, the new rate of pay will be at the same percent within the new range as the employee’s previous rate of pay is in the previous

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range or the employee's salary as computed on the *Salary Computation Worksheet*, whichever is greater.

- e. Placement Within a Level: Reassignment to a Position in a Lateral Level.
  - 1) If an employee is assigned to a position in a lateral level, the current rate of pay will stay the same. (See Section 302 for anniversary and evaluation dates).
- f. If funding is terminated for a specific position or a position is eliminated and the employee chooses to apply for an open position the salary calculation will be completed as follows:
  - 1) Placement Within a Level: Selected to a Position in a Higher Level
    - i. Employees may be selected for a position in a higher level than their previous assignment. When this occurs, the employee's salary in the new position will be the greater of:
      - 1. the new rate of pay will be at the same percent within the new range as the employee's previous rate of pay is in the previous range not to exceed the maximum of the new level to which the employee is assigned or,
      - 2. the salary as computed on the *Salary Computation Worksheet*.
  - 2) Placement Within a Level: Selected to a Position in a Lower Level
    - i. Employees may be selected for a position in a lower level than their previous assignment. When this occurs, the employee's salary in the new position will be the greater of:
      - 1. the new rate of pay will be at the same percent within the new range as the employee's previous rate of pay is in the previous range not to exceed the maximum of the new level to which the employee is assigned. or,
      - 2. the salary as computed on the *Salary Computation Worksheet*.
  - 3) Placement Within a Level: Selected to a Position in a Lateral Level.
    - i. If an employee is assigned to a position in a lateral level, the current rate of pay will stay the same. (See Section 302 for anniversary and evaluation dates).
- g. Temporary Assignment to a Position in a Higher Pay Level
  - 1) Occasionally, employees may be asked to temporarily assume some or all of the duties of a vacant position in a higher level than their regular job. When this occurs, the employee will continue to receive their current rate of pay.

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The temporary assignment will be a strong consideration during the employee's annual performance review and may result in an "Exceeds" standard.

- h. Determination of Existing Position Request for Re-evaluation (Re-leveling)
  - 1) If a position has incurred significant change in the duties/responsibilities, a *Request for Position Re-evaluation (re-leveling)* must be completed and submitted to the President. The President will either approve or disapprove the request. Requests for re-evaluation (re-leveling) will normally be considered once each year and must be submitted to the President not later than November 1.
  - 2) Requests for re-evaluation (re-leveling) need not always result in an assignment to a new pay level. If the re-evaluation results in the position being placed in a lower level, the employee's pay will not be reduced but will remain at the same rate as before the re-evaluation (re-leveling). If the re-evaluation (re-leveling) results in the position being placed in a higher level than previously assigned, a request will be considered for the new rate of pay to remain at the same percent within the new range as the employee's previous rate of pay is in the previous range.
- i. Conversion of Salary to Hourly Rate of Pay
  - 1) A "salary" that is expressed in terms of an annual salary may be converted to an hourly rate of pay by taking the annual salary and dividing that amount by 2080 hours.
- j. Periodic Review of Pay Levels
  - 1) In an effort to maintain the integrity of the PFC Pay Plan and to ensure that the pay ranges in each level remain competitive with the "market", PFC will periodically undertake a review of its pay levels. As a general rule, this study will take place at least every three years and the Partnership reserves the right to utilize an independent consultant to conduct the study. All adjustments to pay level ranges must be approved by the Board of Directors.
- k. Wage Compression Plan Adjustments
  - 1) Wage Compression is defined as pay inequities that arise when new employees demand and receive wages higher than those being paid to current employees. To minimize the effects of wage compression, an outside consultant will be utilized to review inflation indicators in January of each year. The review and the impact on salary costs and budgets will be forwarded to Human Resource Committee, Finance Committee and the Board of Directors. Any salary increases will be subject to the availability of funds, the approval of the Board and effective on July 1<sup>st</sup> of each fiscal year.



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**Section 309 – Salary and Position Classification Plan**

A sample of the inflation indicators utilized are listed below:

	<u><b>2006</b></u> (for 2007)	<u><b>2007</b></u> (for 2008)		
Consumer Price Index (CPI)	2.5	2.7		
SS Cost of Living Adjustment (COLA)	3.3	3.3		
Capital Associated Industries Survey	3.1	3.2		
NC Dept of State Personnel	<u>5.5</u>	<u>4.0</u>		
Average:	3.6	+	3.3	= 6.9

Policy:

Created/Approved – December 2009; Effective – January 2010

Revised – September 2014; Effective – September 2014 (Added 2E)

Revised- January 2015; Effective January 2015 (Added 2F)

Revised- October 2016; Effective August 2016 (Added 2F- position eliminated)

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**Section 310 – Administrative Pay Corrections**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

**2. Policies**

- a. In the unlikely event that there is an error in the amount of pay, a correction will be made on the payroll following identification of the error.
- b. In extreme circumstances where there may be a hardship, approval may be given by the President or Chief Financial Officer for immediate correction.

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**Section 311 – Pay Deductions and Garnishments**

**1. General Information**

- a. State and federal laws require that the Partnership for Children of Cumberland County, Inc. (PFC) make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. PFC also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." PFC matches the amount of Social Security and Medicare taxes paid by each employee.
- b. In addition, certain governmental agencies may issue a garnishment or levy to satisfy indebtedness to that agency.

**2. Policies**

- a. PFC will comply with all legal obligations to deduct such amounts as may be required.
- b. PFC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

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**Section 312 – Business Travel Expenses**

**Overview**

It is the policy of The Partnership for Children of Cumberland County, Inc. (PFC) will reimburse employees for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with grant guidelines. All work-related travel paid with grant funds must comply with the specific grant's expenditure policies. If the Partnership's business travel policies are contradicted by grant guidelines, the grant guidelines take precedence.

**Authorization and responsibility**

All staff travel must be authorized by the immediate supervisor in writing generally by completing a purchase and travel request (PTR) form and/or an expense report. Travelers should verify that planned travel is eligible for reimbursement before requesting travel arrangements. PTRs should be submitted as early as possible to give the business office sufficient time to complete the purchase. Within 30 days of completion of a trip, the traveler should submit an expense report form and any necessary supporting documentation to obtain reimbursement of expenses. Travelers should batch expenses on one report as much as possible.

An individual may not approve their own travel or reimbursement. The expense report form must be authorized by the immediate supervisor and at least one designee from the finance department. Finance designees are the Accounting Manager and the VP of Finance.

Travel and reimbursement for the president must be approved by the board chair.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

**Personal funds**

Travelers should review business travel policies and any applicable expenditure policies prior to spending personal funds for business travel. The Partnership reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

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Travelers who need to use personal funds to facilitate travel arrangements must have prior, written approval from the president and will not be reimbursed until after the trip occurs and proper documentation is submitted. Travelers who use personal funds on business travel-related expenses during the trip will also not be reimbursed until after the trip and proper documentation is submitted.

**Advances**

Travel advances for per diem allowances may be authorized by the president or their designee in order that personal funds will not be required. Advances should not exceed per diem rates. Advances must be deducted from the reimbursement request on the expense report.

**Vacation in conjunction with business travel**

Travelers may use vacation in conjunction with business travel as long as the time away is approved. In cases in which vacation or personal time is added to a business trip, the Partnership will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

**Non-employee travelers**

Non-employee travelers are prohibited from operating or riding in company-owned or rental vehicles. Non-employee travelers may be passengers in an employee’s personal vehicle during business-related travel as long as it doesn’t add interference with completing business objectives nor add additional cost to the Partnership. Prior permission from the department head is required.

**Exceptions**

Occasionally, it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the president. In most instances, the expected turnaround time for review and approval is five business days.

**Travel Expenses/Procedures**

**General information**

Additional information is included in Section 9 of the Accounting Policies and Procedures.

Business travel means being away from the employee’s normal work location or home and, while traveling, the employee must be acting in his/her official capacity as required by his/her work.

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Overnight travel is business travel and also must involve a travel destination located at least 35 miles from the employee's normal work location or home, whichever is less, to receive approved reimbursement for travel expenses.

**General Procedures**

- a. Travel should be planned in advance with immediate supervisor.
- b. In most cases, a PTR must be completed and submitted to the business office. The Partnership recommends submitting PTRs at least 30 days prior to travel or earlier if possible. Usually, daily business travel (driving to and from work-related offsite locations as part of regular work duties) does not require a PTR.
- c. If the traveler will be driving and seeking reimbursement, they must use a company vehicle unless it is unavailable, not easily accessible, or not feasible for travel.
- d. After the trip, the traveler must complete and submit the following:
  - a. An expense report.
  - b. Any necessary documentation such as original receipts for non-per-diem reimbursements.

**Permissible travel expenses**

***Airfare and rail.*** Travelers are limited to actual coach fare for air or rail transportation that reasonably meets business travel needs.

Airfare will be purchased by the business office following approval with a completed PTR.

Travelers are strongly encouraged to submit a completed PTR as early as possible to avoid premium airfare pricing and ensure the business office has sufficient time to approve and make the purchase.

Travel to and from an airport or train station is reimbursable when required for travel on Partnership business.

***Vehicles.*** To maximize use of company-owned vehicles, travelers seeking expense reimbursement must use the company vehicle if available, easily accessible, and feasible for travel purposes. When company-owned resources are not available, not easily accessible, or not feasible, travelers should pursue one of the following options:

- a. ***Rental.*** The Partnership will pay for approved use of a rental vehicle provided the company vehicle is unavailable, inaccessible, or infeasible for travel purposes.

Rental vehicles will be purchased by the business office following approval with a completed PTR. Travelers should submit their PTRs as early as possible to give the business office ample time to secure a reservation.

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The Partnership authorizes reservation of economy, midsize, or standard class vehicles only.

No reimbursement will be made for rental insurance purchased because Partnership employees are covered under the Partnership's auto insurance policy.

If for some reason a rental can't be reserved by the business office, travelers may be reimbursed for rental vehicle expenses incurred during travel if a rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Travelers must have supervisor approval. Original receipts are required.

- b. *Personally owned.* The Partnership will pay for use of a personally-owned vehicle on business-related travel provided the company vehicle is unavailable, inaccessible, or infeasible for travel.

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her insurance company for travel that is business or not personal in nature.

If a traveler uses a personal vehicle for business travel, actual mileage is reimbursable. Mileage is measured from the duty station or point of departure – whichever is closer to the destination – to the destination (and return). Maximum mileage reimbursement rate will follow the rate set in the state budget manual (section 5.2).

In some circumstances, the Partnership may require a traveler to use a rental vehicle over their personally-owned vehicle.

***Conference registration fees.*** Conference registration fees will be purchased by the business office following approval with a completed PTR. This includes both virtual and in-person conferences.

If not included in the registration fees, business-related banquets or meals that are considered part of the conference may also be purchased by the business office and should be included on the PTR.

***Lodging.*** Overnight lodging will be purchased by the business office following approval with

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a completed PTR.

Overnight lodging may only be authorized and paid to support business needs and when the traveler is in overnight travel status. The president or their designee must give prior written approval for overnight stays.

Per diem rates for lodging are based on subsistence rates set by NCDHHS.

Excess lodging – lodging above NCDHHS subsistence rates – may be granted with prior approval from the president or their designee for the following reasons:

- a. The traveler is in a high cost area and the current allowance is insufficient to secure lodging.
- b. Cost of the excess lodging is less than the cost of lower cost lodging plus transportation costs.
- c. The traveler or the Partnership deems that lower cost lodging would put the traveler at risk for safety or security.

***Meals (per diem).*** Per diem allowances are reimbursable while in overnight travel status.

The Partnership per diem rates are based on the subsistence rates set by NCDHHS. Per diem allowances may not surpass the daily combined limit for reimbursable meals.

If a free meal is served on a plane, included in a conference registration fee, or provided during a conference or workshop, the per diem allowance for that meal may not be claimed. Reimbursement for breakfast is allowable even if a lodging establishment offers free continental breakfast.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed and an expense report is submitted. Departure and arrival times must be documented on the expense report.

Travelers in business travel status but not in overnight travel status may claim the lunch per diem allowance only when the traveler is required to attend at a meeting or event in their official capacity and the meal is preplanned and involves persons not employed by the same entity.

Per diem allowances are reimbursable for partial days of travel when in overnight travel status and the partial day is the day of departure or day of return as follows:

- a. Breakfast: departing prior to 6 a.m.
- b. Lunch: departing prior to 12 p.m. or returning after 2 p.m.
- c. Dinner: departing prior to 5 p.m. or returning after 8 p.m.



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***Business expenses.*** Expenses required for business purposes, including business telephone calls, faxes, photocopies, and internet charges incurred while on travel status, can be reimbursed. Original itemized receipts are required.

***Parking, tolls, and miscellaneous transportation.*** Parking fees, tolls, taxi or shuttle services, and public transportation are reimbursable while in the course of conducting official Partnership business as long as such expenses are reasonable and not just for the traveler's personal convenience. Receipts are required for reimbursement of these expenses.

Fines for traffic and parking violations are the responsibility of the traveler.

**Non-reimbursable travel expenses**

***General.*** The following items that may be associated with business travel will not be reimbursed by the Partnership:

- Airline club memberships.
- Airline upgrades.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the Partnership
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

***Travel for non-employees.*** Additional costs for travel, lodging, meal or other travel expenses for non-employees, such as spouses or other family members, will not be reimbursed.

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**Employment Information – Benefits**

**Section 313 – Severance Pay**

**1. General Information**

- a. Severance pay is a payment to employees whose employment is being involuntarily terminated.
- b. Severance pay is defined as an additional payment upon termination other than regular salaries and wages or vacation payouts.
- c. This policy does not apply to terminations for cause, refusal to be reassigned or refusal to be relocated.

**2. Policies**

- a. Reasonable costs of severance payable are allowable only to the extent that in each case, it is required by law, the employer-employee contractual agreement or the policy approved by the Board of Directors.
- b. In the event of an involuntary termination due to a reduction in force/downsizing, change in company direction or job elimination, the Partnership for Children of Cumberland County, Inc. (PFC) may provide a severance benefit for the affected employees.
- c. PFC may, at the President and Chief Operating Officer's discretion, award severance when it is determined to be in the best interest of the organization.
- d. The funding source for severance pay will be dependent on the guidelines provided by funders.
- e. The rate of severance is based upon length of service with the PFC (or as adjusted through acquisition).

Length of Service	Number of days/hours
Less than one year	Up to 5 days/40 hours
Over one year – less than three	Up to 10 days/80 hours
Over three years - less than five	Up to 15 days/120 hours
Over five years	Up to 20 days/160 hours

- f. The maximum allowed severance pay is 20 days/160 hours. Exceptions may be made with the written prior approval of a minimum of two board officers.
- g. This policy applies to all exempt and non-exempt, full-time and part-time employees. Part-time employees will receive severance pay on a pro-rated basis in accordance with their scheduled hours.
- h. Severance is calculated on base pay only.
- i. Employees may receive the severance pay as a lump sum or over a designated, documented period of time, at the discretion of the President and Chief Operating Officer.
- j. Accrued but unused vacation will be paid out to the employee.
- k. Vacation will stop accruing as of the effective date of termination.
- l. Health and dental insurance coverage, if applicable, end on the last day of employment. Upon

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termination of coverage, COBRA notification will be forwarded.

<b>Created /Evaluated</b>		<b>Description of Change</b>
<b>Revised</b>	<b>October 2016</b>	<b>Added 2-A and deleted 2D example</b>

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**Employment Information – Benefits**

**Section 401 – Benefits Summary and Eligibility**

**1. General Information**

Partnership for Children's (PFC) overall benefit program features a wide range of core benefits and family-focused programs. PFC provides benefits to eligible employees based on employment status, length of service, and other criteria.

**2. Benefits Summary**

The following benefit programs are available to eligible employees:

- Medical, Vision, and Dental Benefits
- Health Reimbursement Accounts
- Flexible Spending Accounts
- 401k Retirement Plan
- Time Away from PFC (holidays, vacation, sick leave, personal time, child-involvement leave, shared leave or vacation donation program, leaves of absence)
- Educational and Professional Assistance
- Financial Security (life insurance, long-term disability, prepaid legal services)

See Sections 402-426 for additional details on these benefits.

**3. Benefits Eligibility**

The following employee classifications help determine eligibility for benefits.

**a. Regular Full-Time Employees**

All employees hired to established classifications for a period in excess of six months and who are regularly scheduled to work 40 hours a week. These employees are eligible to participate fully in all benefits.

**b. Regular Abbreviated Schedule Employees**

All employees hired to established classifications for a period in excess of six months and who regularly scheduled to work at least 30 hours a week, but less than 40 hours a week. These employees are eligible to participate in all benefits.

**c. Regular Part-Time Employees**

All employees hired to established classifications for a period in excess of six months and who are regularly scheduled to work less than 30 hours a week. These employees are eligible to participate in the following only: 401k retirement plan, Time Away from PFC, and benefits required by law or plan design.

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**d. Temporary Employees**

Employees hired on a temporary basis, usually up to three months, but not to exceed six months, are not eligible for employee benefits except as required by law or plan design.

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**Section 402 – Holidays**

**1. Paid Holidays**

- a. The Partnership will grant holiday paid time off to all eligible employees on the holidays listed below:
  - 1) New Year's Day (January 1)
  - 2) Martin Luther King, Jr. Day (third Monday in January)
  - 3) Good Friday (Friday before Easter)
  - 4) Memorial Day (last Monday in May)
  - 5) Juneteenth (June 19)
  - 6) Independence Day (July 4)
  - 7) Labor Day (first Monday in September)
  - 8) Veterans' Day (November 11)
  - 9) Thanksgiving Eve (fourth Wednesday in November)
  - 10) Thanksgiving Day (fourth Thursday in November)
  - 11) Day after Thanksgiving Day (fourth Friday in November)
  - 12) Christmas Eve (December 24)
  - 13) Christmas Day (December 25)
  - 14) Floater Day (1 extra day during the year to be determined by the President)

Note: The Partnership is closed one week during the Christmas holidays

**2. Eligibility for Paid Holidays**

- a. All regular, full-time and part-time employees in good standing will receive holiday pay at their regular rate of pay, provided they meet the following conditions:
  - 1) Are in active pay status (including paid leave) on the last work day prior to the paid holiday or on the first work day following the paid holiday.
- b. Full-time and abbreviated schedule employees receive holiday pay at their regular rate of pay multiplied by 8 hours.
- c. Part-time employees receive holiday pay at their regular rate of pay multiplied by 4 hours.
- d. Employees will not be entitled to holiday pay in the following circumstances:
  - 1) The employee is in an out-of-pay or layoff status.
  - 2) The employee is on an unpaid leave of absence when the holiday occurs

**3. Procedures**

- a. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.
- b. If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday. Written approval is required by the President before an employee works on a holiday.

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- c. A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
- d. The Partnership will close for one week during the Christmas holiday. Each employee will need to reserve a number of their vacation or personal days each year (to be determined each year) to accommodate the closing of the office for that week. If an employee does not have any available vacation or personal time, the days (other than holiday) will be an unpaid leave of absence.
- e. Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

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**Section 403 – Leave (General)**

**1. Policies**

- a. An employee on a long term leave without pay will not accrue any leave (sick, vacation, child involvement or personal).
- b. If an employee whose employment was terminated in good standing is rehired within two years from termination, that employee may (at the discretion of the President) accrue leave at the same rate the employee was accruing on their date of separation. Employees rehired, more than two years since separation, will accrue leave starting at the same rate as a new hire.



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**Section 404 – Vacation Leave**

**1. Purpose and Eligibility**

Paid vacation is available to all employees, except temporary employees, to provide opportunities for rest, relaxation, and personal pursuits.

Vacation accrual begins on the first day of regular employment. Vacation is accrued according to the schedule in this policy. Vacation can be used after it is earned and after completion of the introductory period for new employees. Vacation leave will not be earned during an unpaid leave of absence.

**2. Policies**

**a. Vacation Accrual Schedule**

Paid vacation is accrued monthly at a rate determined by the employee's length of service and employment classification.

***Milestones for Regular Full-Time Employees***

- At date of hire – 96 hours yearly (8 hours accrued monthly).
- 2 years of service – 120 hours yearly (10 hours accrued monthly).
- 5 years of service – 132 hours yearly (11 hours accrued monthly).
- 10 years of service – 156 hours yearly (13 hours accrued monthly).
- 15 years of service – 180 hours yearly (15 hours accrued monthly).
- 20 years of service – 204 hours yearly (17 hours accrued monthly).

***Milestones for Regular Abbreviated Schedule Employees***

- At date of hire – 60 hours yearly (5 hours accrued monthly).
- 2 years of service – 84 hours yearly (7 hours accrued monthly).
- 5 years of service – 96 hours yearly (8 hours accrued monthly).
- 10 years of service – 120 hours yearly (10 hours accrued monthly).
- 15 years of service – 144 hours yearly (12 hours accrued monthly).
- 20 years of service – 168 hours yearly (14 hours accrued monthly).

***Milestones for Regular Part-Time Employees***

- At date of hire – 24 hours yearly (2 hours accrued monthly).
- 2 years of service – 48 hours yearly (4 hours accrued monthly).
- 5 years of service – 72 hours yearly (6 hours accrued monthly).
- 10 years of service – 96 hours yearly (8 hours accrued monthly).
- 15 years of service – 120 hours yearly (10 hours accrued monthly).
- 20 years of service – 144 hours yearly (12 hours accrued monthly).

**b. Leave Requests**

To schedule vacation leave, employees must communicate with their supervisors and are encouraged to submit a time off request in Paychex Flex at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Employees cannot request vacation leave in excess of the amount

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they have accrued, and cannot take more than 25 consecutive business days of vacation in any one calendar year without the prior approval of the President.

Requests will be evaluated fairly using factors such as department operating and staffing requirements. Supervisors should acknowledge and/or approve/deny the request within three business days of the date the leave request form was submitted. If the request is denied, the supervisor should provide an explanation for the denial to the employee verbally and in writing.

**c. Vacation Pay**

Vacation leave will be paid at the employee's base pay rate at the time vacation is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than vacation pay. Paid vacation leave can be used in minimum increments of 15 minutes.

**d. Accrual of Vacation Leave**

The Partnership encourages employees to use available vacation leave. If the available vacation leave is not used by the end of the calendar year, employees may carry unused leave forward to the next calendar year. Any hours in excess of the maximum 240 hours (30 days) at the end of each calendar year will be given a grace period until June 30 to use accrued excess hours. At the end of the grace period, June 30, vacation hours in excess of 240 will be converted to Sick Leave (*See HR 405 for the Sick Leave maximum carryover*).

**e. Introductory Period for New Hires**

For new employees, vacation accrual begins on the first day of regular employment; however, the introductory period must be completed before vacation leave is available to use. At that time, new employees will be credited vacation leave accrued during the introductory period.

If the introductory period includes the week-long closure between Christmas Eve and New Year's Day, new employees may use accrued vacation leave during this holiday closing. A negative vacation balance for this purpose will be permitted up to 32 hours. (*See HR 206 for more information on introductory periods and HR 402 for holiday closings.*)

**f. Termination**

Upon termination of employment, accrued, unused vacation will be paid at the employee's base rate of pay at termination, not to exceed 240 hours. Hours in excess of 240 upon date of termination are forfeited. Employees terminated during the introductory period will forfeit any earned vacation.

If a former employee is rehired within two years from termination, that employee may (at the discretion of the President) accrue vacation at the same rate the employee was accruing on their date of separation. Employees rehired more than two years since separation will accrue leave starting at the same rate as a new hire. (*See HR 210 for more information about employment termination.*)

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**Section 405 – Sick Leave**

**1. General Information**

- a. See Section 403 – Leave (General) for leave accrual while on unpaid leave.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides paid sick leave to all regular full-time, regular abbreviated schedule, and regular part-time employees for periods of temporary absence due to illnesses, injuries, or medical appointments.
- b. Regular full-time employees will accrue sick leave at the rate of 96 hours per calendar year (8 hours accrued on the first day of each month).
- c. Regular abbreviated schedule employees will accrue sick leave at the rate of 72 hours per calendar year (6 hours accrued on the first day of each month).
- d. Regular part-time employees will accrue sick leave at the rate of 48 hours per calendar year (4 hours accrued on the first day of each month).
- e. Sick leave is calculated on the basis of a “benefit year,” the 12-month period that begins on the employee’s initial hire date.
- f. Sick leave is earned on the last workday of the month for all employees on active pay status on that day.
  - Employees are on active pay status when they are working or on earned leave. Employees on a leave of absence without pay and/or being paid from donated leave are not considered to be on active pay status.
- g. An employee earns sick leave as of the first day of the month following employment, regardless of when he/she starts work.
- h. An employee who is on leave of absence without pay does not accrue sick leave.
- i. Paid sick leave can be used in minimum increments of 15 minutes.
- j. An employee, to include those within their 90-day introductory period, may use sick leave for an absence due to his or her own illness, injury, or medical appointment or that of a child, stepchild, parent, stepparent, grandparent, spouse, spouse’s parent, child or spouse’s step child of the employee.

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- k. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.
- l. Sick leave will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
- m. Employees may accrue and carry over up to a maximum of 960 hours (120 days) at the end of each calendar year. Any hours in excess of 960 at the end of a calendar year will be given a grace period until June 30 to use accrued excess hours. At the end of the grace period, June 30, sick leave in excess of 960 hours will not carry over and will no longer be available for use.
- n. Unused sick leave will not be paid to employees upon termination of employment.
  - Previous hours of accrued unused sick leave may be reinstated (at the discretion of the President) when an employee returns to PFC, and separation was in good standing, within two years of separation from the last workday.

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**Section 406 – Personal Days**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) permits regular full-time and abbreviated schedule employees to take up to 24 hours of personal leave per calendar year.
- b. Regular abbreviated schedule employees may take up to 16 hours of personal leave per calendar year.
- c. Regular part-time employees may take up to 8 hours of personal leave per calendar year.
- d. Personal leave is accrued and available on January 1<sup>st</sup> each calendar year.
- e. Newly hired employees are eligible for personal days during the calendar year in which they are hired in accordance with the following schedule:

Date Employed	Personal Day Entitlement		
	Full-Time	Abbreviated	Part-time
01/01-03/31	24 hours	16 hours	8 hours
04/01-06/30	16 hours	10 hours	4 hours
07/01-09/15*	8 hours	4 hours	4 hours
09/16-12/31	0 hours	0 hours	0 hours

(\*to allow for the Introductory Period and the opportunity to use the personal days prior to 12/31)

- f. Personal days are available for use only after completion of the Introductory Period.
- g. Personal days must be used during the calendar year.
- h. There shall be no carryover of personal days from year to year, and there shall be no payment for unused personal days at the end of any calendar year or in the event of termination.
- i. An employee who is on a long term leave of absence without pay does not accrue personal days leave on January 1<sup>st</sup>. Personal days will be accrued and available according to the schedule in item C above, upon the employee's return.

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**Section 407 – Child Involvement Leave**

**1. General Information**

The Partnership for Children of Cumberland County, Inc. (PFC) provides child involvement leave in an effort to promote employees' involvement in child education and support to schools.

**2. Policies**

- a. PFC provides eight hours of paid leave per calendar year (January 1) to any regular full-time employee:
  - who is a parent, guardian or person standing in the place of a parent of a school-aged child to attend or otherwise be involved at that child's school;
  - or, without regard to parental status, to perform school-approved volunteer work.
- b. PFC provides four hours of unpaid leave per calendar year (January 1) to any regular part-time employee:
  - who is a parent, guardian or person standing in the place of a parent of a school-aged child to attend or otherwise be involved at that child's school;
  - or, without regard to parental status, to perform school-approved volunteer work.
- c. PFC will not discharge, demote, or otherwise take an adverse employment action against an employee who requests or takes leave under this policy.

**3. Enforcement**

- a. "School," in this policy, means any (i) public school k-12, (ii) private church school, church or religious charter, or nonpublic school k-12, (iii) preschool, and (iv) child care facility.
- b. The leave must have a supervisor's prior approval and should be at a mutually agreed upon time between the supervisor and the employee.
- c. The supervisor may require that the employee furnish written verification from the school that the employee attended or was otherwise involved at that school during the time of the leave.
- d. Unused hours at the end of any calendar year or in the event of termination will not be rolled over or paid to the employee.

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**Section 408 – Bereavement Leave**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) will provide time off to all regular employees for bereavement of immediate family members.
- b. Up to 3 days of paid bereavement leave will be provided to all regular employees: 24 hours for full-time, 18 hours for abbreviated schedule, or 12 hours for part-time employees.
- c. PFC defines “immediate family” for bereavement leave as:

<b>Employee</b>		<b>Employee’s Spouse or Former Spouse</b>
Spouse		
Parent/Step-Parent/Legal Guardian		Parent/Step-Parent/Legal Guardian
Child/Step-Child/Child Under Guardianship		Child/Step-Child
Sibling/Step-Sibling		Sibling/Step-Sibling
Sibling’s Spouse		Sibling’s Spouse
Grandparent		Grandparent
Grandchild		Grandchild

- d. Employees may, with their supervisors’ approval, use any available paid leave for additional time off as necessary.

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**Section 409 – Jury Duty Leave**

**1. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides paid administrative leave to all employees for mandatory jury duty or court appearances required as a result of a valid subpoena or court order for a period of up to 4 weeks beginning when the employee is first called.
- b. There will be no adjustment in the employee's salary for receipt of jury duty pay, witness fees, or expenses.
- c. PFC will continue to provide insurance benefits for which the employee is eligible and enrolled during the full term of the jury duty absence.
- d. Vacation, sick, personal and child involvement leave accrual will continue to accrue during any jury duty leave.
- e. Time off for personal court appearances as a party to any civil or criminal litigation shall not be compensated by PFC, and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.
- f. Employees are required to inform their supervisor about the amount of time required for jury duty or court appearances, providing updates within 24 hours of receiving notification.

**2. Guidelines**

- a. Employees are expected to report for work whenever the court schedule permits.



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**Section 410 – Military Leave**

**1. Policies**

- a. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- b. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
- c. The leave will be unpaid; however, employees may use any available paid time off (vacation or personal) for the absence.
- d. Continuation of eligible insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
- e. The Partnership for Children of Cumberland County, Inc. (PFC) pays for the first 30 days of eligible insurance benefits with the employee paying their portion. After the first 30 days, the employee is responsible for 100% of the premium payment.
- f. Vacation, sick, personal days and child involvement leave accruals or holiday benefits will be suspended during the leave and will resume upon the employee's return to active employment.
- g. Employees on military leave of absence for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.
- h. Employees on military leave of absence for 30 days or more must apply for reinstatement in accordance with USERRA and all applicable state laws.
- i. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA.
- j. Employees returning from military will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

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**Employment Information – Benefits**  
**Section 411 – Military Spouse Leave**

**1. Policies**

- a. The Partnership for Children of Cumberland County (PFC) will provide paid time off of up to 5 work days/40 hours in any twelve month period for an employee when his/her military spouse has an overseas deployment, according to the following schedule:

<b>Deployment Length</b>	<b>Number of Days available</b>
12 months	Total of 5 days, 2 of which can be used at mid tour break
6 months	Two days, to be used either at mid tour break or return from deployment

- b. The Military Spouse Leave must be used within 30 days after the spouse returns from deployment or it is forfeited.
- c. In no case shall an employee be allowed take more than 5 days of Military Spouse Leave in any 12 month period.
- d. Military Spouse Leave will be taken in a minimum of one half day (4 hours) increments.
- e. The copy of the spouse's orders must be attached to the leave request form.

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**Section 412a – Leave of Absence Without Pay-Long Term**

**(Not covered by Family Medical Leave Act (FMLA))**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides long term leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations which are not covered by FMLA.
  - 1) An “eligible employee” is defined as a regular full time employee who has completed at least 90-days of continuous service with PFC.

**2. Policies**

- a. A long term leave of absence will not be granted for periods of less than two weeks in duration. Vacation and/or sick leave should be used for such absences. (Refer to 412b concerning short term leaves of absence).
- b. All vacation leave and personal days must be exhausted prior to the leave of absence without pay.
- c. Except in emergencies, an employee must submit a Long Term Leave of Absence form at least two weeks in advance.
- d. In emergency situations, an employee must contact their immediate supervisory within two working days and provide a verbal report so that the immediate supervisory can submit a Long Term Leave of Absence form.
- e. Final determinations as to approval or denial of a request for a long term leave of absence will be made, in writing, by the President.
- f. A leave of absence may be granted for a period of up to 60 calendar days. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension at the discretion of the President.
- g. If an employee is granted a personal long term leave of absence for more than 30 days, every reasonable effort will be made to reinstate the employee to the position held prior to the leave, however reinstatement cannot be guaranteed and PFC reserves the right to offer the employee another position in the organization if one is available.
- h. Subject to the terms, conditions, and limitations of the applicable plans, health, dental and vision insurance benefits will continue to be provided by PFC.
- i. During the period of leave of absence, the employee is responsible for any insurance premium payments normally deducted through payroll.
  - 1) The employee’s responsibility (insurance premium portion) will be made payable to PFC no later than the 10th of each month.
- j. For the first 30 days of a long term leave of absence, the employee pays their insurance premium portion, with the Partnership paying the remaining portion.

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**Section 412a – Leave of Absence Without Pay-Long Term**

**(Not covered by Family Medical Leave Act (FMLA))**

- k. After the first 30 days, the employee is responsible for 100% of the insurance premium payment. The employee's insurance cannot exceed the guidelines set forth by COBRA.
- l. In the event an employee's portion of the insurance premium payment and/or COBRA payment is more than 30 days late, insurance coverage will be terminated effective on the date the payment was due. Once the employee returns to work, the employee will be subject to any waiting periods as if they are a new employee and the conditions of the insurance policy will be followed.
- m. When the employee returns from a leave of absence, other benefits will again be provided by PFC according to the applicable plans.
- n. Vacation, sick, personal and child involvement leave accruals and holiday benefits will be suspended during the leave and will resume upon return to active employment.

**3. Guidelines**

- a. Requests for leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

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**Employment Information – Benefits**

**Section 412b – Leave of Absence-Short Term**

**(Not covered by Family Medical Leave Act (FMLA))**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) staffing requirements are based on the assumption that employees will be available for work with the exception of allotted holidays and accrued leave.
- b. See Section 210 – Employee Termination
- c. See Section 502 – Progressive Discipline

**2. Policies**

- a. An employee may be on a short term leave of absence without pay for a period of **up to two weeks** in duration. This accounts for time an employee is absent and has not accumulated sufficient vacation or personal leave to be paid.
- b. All vacation leave and personal days must be exhausted prior to the leave of absence.
- c. Except in emergencies, an employee must submit a Short Term Leave of Absence form at least two weeks in advance.
- d. In emergency situations, an employee must submit a Short Term Leave of Absence form within two working days of returning to work.
- e. Final determinations as to approval or denial of a request for a long term leave of absence will be made, in writing, by the President and/or Chief Financial Officer.
- f. The number of hours of leave without pay for non-exempt employees will be based on a 40-hour work week starting on Saturday and ending on the following Friday. The number of hours of leave without pay for exempt employees will be based on the requirement for 80-hours (work, holiday and leave hours combined) within a two week pay period.
- g. Approved absences – The use of a non-emergency short term leave of absence may be noted on the employee's next performance review as an area that needs improvement and may impact merit-based pay adjustments.
- h. Unapproved absences – An unapproved absence occurs when:
  - 1) An employee does not report to work after a request for a short term leave of absence without pay has been requested and denied, or
  - 2) An employee does not report to work and does not contact their supervisor regarding the absence. Note: Employees who miss work for three consecutive days without notifying their supervisor or have three consecutive days of unexcused absences are considered to have resigned their jobs.
- i. Employees who are absent without approved leave will be subject to disciplinary action.

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**Section 412b – Leave of Absence-Short Term**

**(Not covered by Family Medical Leave Act (FMLA))**

- j. The use of a non-emergency short term leave of absence will be noted on the employee's next performance review as an area that needs improvement and will impact merit-based pay adjustments.

**3. Guidelines**

- a. Requests for a short term leave of absence will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

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**Employment Information – Benefits**  
**Section 413 – Shared Leave**

**1. General Information**

The Partnership recognizes that employees may have a family medical emergency or be affected by a major disaster or other hardship, resulting in a need for additional time off in excess of their available time off. To address this need, all eligible employees will be allowed to donate accrued paid vacation leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

**2. Guidelines**

Employees who would like to make a request to receive donated leave from their co-workers must have a situation that meets the following criteria:

***Medical emergency***, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, parent, sibling, grandparent, or other dependent.

***Major disaster***, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

***Severe hardship***, defined as hardships that do not qualify as a medical emergency or major disaster. An employee experiencing a hardship that isn't a medical emergency or major disaster may petition the president of the Partnership for approval to request shared leave.

**3. Policies**

- a. Employees of the Partnership may voluntarily share their accrued but unused vacation leave with other employees by executing the Voluntary Shared Leave program.
- b. Employees who would like to request or donate shared leave are required to complete a Voluntary Shared Leave Request/Donation Form and submit it to human resources. The minimum amount that an employee may donate is four(4) hours. An

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**Section 413 – Shared Leave**

- employee cannot donate hours in excess of the total hours they earn in a year, nor can an employee borrow against future or unaccrued hours to donate.
- c. An employee may begin using voluntary shared leave after all available leave (vacation, sick leave, and personal days) has been exhausted, and can only use the donated leave as sick leave.
  - d. The donation of vacation time is on an hourly basis, without regard to the dollar value of the donated or used leave.
  - e. The Partnership will not disclose confidential medical information without signed permission, but will state that the recipient (or family member) has a prolonged medical condition for the sole purpose of soliciting donations of leave hours.



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**Employment Information – Benefits**

**Section 414 – Health, Vision and Dental Insurance**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC)'s health, vision and dental insurance plans provide employees and their dependents access to medical, vision and dental insurance benefits after 90 calendar days of service.
- b. Dependents include (1) the employee's legal spouse or (2) a child of the employee or (3) a child of the employee's spouse. Refer to PFC's medical policy for definitions and terms.
- c. If an employee does not have a dependent at the time of enrollment in the plan, but later acquires a dependent, this person becomes eligible to participate in the plan on the date that he/she becomes a dependent.
- d. All eligible employees, including regular full-time and regular abbreviated schedule employees, will participate in or opt-out of the health, vision and dental insurance plans subject to all terms and conditions of the agreement between PFC and the insurance carriers.
- e. A change in employment classification that would result in loss of eligibility to participate in the health, vision and dental insurance plans may qualify an employee for benefits continuation under the COBRA. Refer to the Continuation of Benefits (COBRA) section for more information.
- f. Details of the health, vision and dental insurance plans are described in the Summary Plan Description. A Summary Plan Description and information on cost of coverage will be provided in advance of enrollment to eligible employees.

**2. Policies**

- a. Regular full-time and regular abbreviated schedule employees are eligible to participate in the health, vision and dental insurance plans after 90 calendar days of service.
- b. PFC and the employee will share the cost of health, vision and dental insurance premiums. In the event the health, vision and/or dental insurance premiums increase during the annual renewal process, PFC will cover the increased difference for the effective month of coverage and the month prior.
- c. The employee's share of the monthly premium will be collected through payroll deductions.
- d. In the event PFC receives a Medical Loss Ratio (MLR) rebate for medical, vision or dental premiums, PFC will issue the rebate in accordance with the Department of Labor Technical Release 2100-04, dated December 2, 2011 to employees through a payroll lump sum reimbursement at a percentage of the rebate equal to the percentage of the cost paid by participants. In the case of former employees, refunds of less than \$5.00 will not be issued due to processing costs.
- e. Employees who decline to participate in the health, vision and dental insurance

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**Section 414 – Health, Vision and Dental Insurance**

plans will be required to execute a waiver of benefits form.

- f. Employee's experiencing a qualifying event will need to request a change in benefits within 30 calendar days of the event and provide required documentation. The effective date of the change will be the same date as the qualifying event. If the request is not made within 30 calendar days of the qualifying event, the change will be effective as described in item f below. For the purposes of this policy, life changing events are defined as:
- 1) Hire – enrollment as a new employee
  - 2) Change in employment status of the employee's spouse or employee's dependent – switching from part-time to full-time employment status or from full-time to part-time, termination or commencement of employment, a strike or lockout, commencement of or return from an unpaid leave of absence which results in employee/dependent becoming ineligible for coverage
  - 3) Change in legal marital status – marriage, divorce, legal separation, annulment or death of a spouse
  - 4) Change in number of dependents – birth, death, adoption, placement for adoption, award of legal guardianship
  - 5) Dependent satisfies or ceases to satisfy eligibility requirement – marriage of dependent or change in student status
- g. Except for life event changes, all insurance coverage changes will be effective the first day of the month following: (1) the employee's written notification to the Human Resource Manager, by completing the *Payroll Deduction Authorization* **and** (2) the receipt of the employee's portion of the monthly vendor payment for the insurance through payroll withholding or payment by personal check.
- h. All new employees will be subject to a 90 day waiting period from date of hire. The benefit period will start on the first day of the month that the 90 day probationary period ends. Payroll deductions will start during the month prior to the benefit period start date. See example #3 below.**

Example #1:

01/04/10 – Employee completes and turns in Payroll Deduction Authorization

01/29/10 – Initial deduction from payroll (1/2 of employee's monthly portion)

02/12/10 – 2<sup>nd</sup> deduction from payroll (1/2 of employee's monthly portion)

02/15/10 – Payment made to vendor

03/01/10 – Effective date of insurance

Example #2:

01/04/10 – Employee completes and turns in Payroll Deduction Authorization

01/5-14/10 – Employee pays 100% of employee's portion of monthly vendor payment by personal check/money order/cash

01/15/10 – Payment made to vendor

02/01/10 – Effective date of insurance

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**Section 414 – Health, Vision and Dental Insurance**

Example #3 (New Hire)

07/09/12- First payable work day

09/7/12 & 9/21/12- First monthly payroll deductions

10/1/12- All elected benefit coverage begins

10/9/12- Last day of 90 day probationary period

Policy:

Created/Approved – December 2009; Effective – January 2010

Revised – April 2010; Effective – May 2010

Revised – September 2012; Effective – October 2012

Revised – September 2013; Effective – June 2013

Revised – August 2014; Effective – Sep 2014

Revised – January 2016; Effective – Feb 2016

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**Employment Information – Benefits**  
**Section 415 – Life Insurance and AD&D**

**1. General Information**

- a. Details of the basic life insurance plan including benefit amounts are described in the contract policy available to all eligible employees.
- b. Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides a basic life insurance plan for regular full-time and abbreviated schedule employees.
- b. All eligible employees participate in the life insurance plan subject to all terms and conditions of the agreement between PFC and the insurance carrier.
- c. Eligible employees begin life insurance and AD&D coverage only after completing 90 calendar days of service.

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**Employment Information – Benefits**  
**Section 416 – Long-Term Disability**

**1. General Information**

- a. Long-term disability (LTD) is designed to ensure continuing income for employees who are disabled and unable to work.
- b. Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides a LTD benefits plan to help regular full-time and regular part-time employees cope with an illness or injury that results in a long-term absence from employment.
- b. All eligible employees participate in the LTD plan subject to all terms and conditions of the agreement between PFC and the insurance carrier.
- c. Eligible employees begin LTD coverage only after completing 90 calendar days of service.

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**Employment Information – Benefits**

**Section 417 – Workers’ Compensation Insurance**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.
- b. Subject to applicable legal requirements, workers’ compensation insurance provides partial income replacement benefits following a required waiting period.
- c. Failure to report a work-related injury in a timely manner may result in loss of benefits.

**2. Policies**

- a. Neither PFC nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by PFC.

**3. Guidelines**

- a. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for benefits, if applicable.

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**Employment Information – Benefits**

**Section 418 – 401(K) Employee Retirement Plan (ERP)**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) has established a 401(K) Employee Contribution Tax Deferred Annuity Plan or Employee Retirement Plan (ERP) to provide employees the potential for future financial security for retirement.
- b. Complete details of the 401(K) ERP are described in the Summary Plan Description provided to eligible employees.

**2. Policies**

- a. To be eligible to join the 401(K) ERP, an employee must complete 12 months of service (1000 hours) and be 21 years of age or older.
  - 1) Employee who have completed 12 months of service and are terminated and re-hired may participate in the 401(K) ERP immediately upon re-hire.
- b. Once the employee completes 12 months of service (1000 hours) they may elected contributions through payroll deduction upon the start of the following quarter. (Jan 1<sup>st</sup>, Apr 1<sup>st</sup>, Jul 1<sup>st</sup>, Oct 1<sup>st</sup>).
- c. Eligible employees may participate in the 401(K) ERP subject to all terms and conditions of the ERP.
- d. PFC also contributes a dollar-for-dollar matching amount to each employee's 401(K) ERP contribution up to a percent approved by the Board of Directors.
- e. The 401(K) ERP allows employees to elect how much salary to contribute and direct the investment of his/her account.
- f. If an employee has taken a loan on their 401(K) ERP and the payments are payroll deductions, these payments may be deferred at the discretion of the President, only if the employee is on Family Medical Leave. Once the employee returns from Family Medical Leave, the loan payments will resume. This information will be documented on the *Request for Family Medical Leave* form.

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**Employment Information – Benefits**  
**Section 419 – Flexible Spending Account**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses.
- b. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent (under the age of 13) care expenses during the plan year.
- c. Through the FSA program, an employee can reduce his/her taxable income without reducing his/her real income.
- d. Participation in the health care and dependent care benefits in the FSA program is optional and determined on an annual basis for the plan year.
- e. All employees will complete the enrollment form each plan year
- f. The employee determines how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year.
- g. A maximum of \$2,500 dollars may be contributed each year for the Health Care FSA.
- h. The maximum contribution for the Dependent Care FSA is \$5,000 dollars per year.
- i. Contributions are directed to the account through salary reduction on a pre-tax basis. This set-aside or deferred amount is then available to the employee for reimbursement of out-of-pocket expenses.
- j. Any deferred amounts that remain in the account at the end of the plan year are forfeited; therefore, employees should make every effort not to “over-fund” their accounts.
- k. The plan year (period during which expenses may be incurred) and deadline for reimbursement requests for each plan year will be specified by the provider. Employees will be notified of these dates via an annual email sent by the Human Resources Coordinator.
- l. Additional details of the FSA program are described in the Summary Plan Description.

**2. Policies**

- a. Regular full-time and abbreviated schedule employees are eligible to participate in the FSA program.
- b. Employees choosing to participate will complete an enrollment form for the FSA program upon completion of the introductory period, or at the start of a new plan year.
- c. Once started, a deduction may be stopped or changed only:
  - 1) at the start of a new plan year;
  - 2) when there's a change in family status (such as divorce or the death of a qualifying dependent); or upon termination.



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**Employment Information – Benefits**  
**Section 420 – Educational Assistance**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) recognizes that the skills and knowledge of its employees are critical to the success of the organization.
- b. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills.
- c. Professional development through workshops/conferences/self-help classes is not part of the Educational Assistance process. Workshops/conferences/self-help classes must be requested, approved and processed according to the purchasing policies, guidelines and procedures outlined in the Accounting Policies and Procedures.

**2. Policies**

- a. PFC may pay for one-course per semester including tuition, books, and related fees, if funds are available.
- b. The cost for tuition will not exceed the current rate at a North Carolina public institution for a college level course. Exceptions to the number of courses and rate may be approved by the President with a written justification.
- c. PFC may provide educational assistance to regular full-time employees and regular part-time employees who have completed the introductory period of service in an eligible employment classification.
- d. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.
- e. Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
- f. PFC's President has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position.
- g. While educational assistance is expected to enhance employee's performance and professional abilities, PFC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.
- h. Approval of educational assistance for one course does not guarantee that any future educational assistance is automatically approved.
- i. Employees may attend classes during the workday at the discretion of their supervisor and the approval of the President.
- j. PFC invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from PFC's employment within one year of the an educational assistance payment, the employee will be required to repay up to

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**Section 420 – Educational Assistance**

100 percent of the ~~original~~ educational assistance payment or a portion of the payment based on the number of months he or she was employed following completion of the course. That sum may be deducted from the employee's final paycheck.

- k. The employee must complete an undergraduate-level course with a final grade of 'C' or better, a graduate-level course with a final grade of 'B' or better, and provide documentation of the final grade to the Human Resources Coordinator.
- l. Employees are required to sign an agreement to pay back the assistance if the appropriate grade is not received.

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**Employment Information – Benefits**

**Section 420B – Educational Assistance – Funder Requirements**

**1. General Information**

- a. This policy applies to education assistance provided to an employee as a result of a requirement received from a funder.
- b. The Partnership for Children of Cumberland County, Inc. (PFC) recognizes that the skills and knowledge of its employees are critical to the success of the organization.
- c. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills.
- d. Professional development through workshops/conferences/self-help classes is not part of the Educational Assistance process. Workshops/conferences/self-help classes must be requested, approved and processed according to the purchasing policies, guidelines and procedures outlined in the Accounting Policies and Procedures.

**2. Policies**

- a. PFC may pay for the number of courses per semester including tuition, books, and related fees required by the funder and based on available funding.
- b. The cost for tuition will not exceed the current rate at a North Carolina public institution for a college level course. Exceptions to the number of courses and rate may be approved by the President with a written justification.
- c. PFC may provide educational assistance to regular full-time employees and regular part-time employees.
- d. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.
- e. Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
- f. While educational assistance is expected to enhance employee's performance and professional abilities, PFC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.
- g. Approval of educational assistance for one course does not guarantee that any future educational assistance is automatically approved.
- h. Employees will seek out all scholarships opportunities and/or grants, etc before submitting an educational assistance request.
- i. Employees may attend classes during the workday at the discretion of their supervisor and with written approval of the President.
- j. PFC invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from PFC's employment within one year of the

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**Section 420B – Educational Assistance– Funder Requirements**

educational assistance payment, the employee will be required to repay up to 100 percent of the educational assistance payment or a portion of the payment based on the number of months he or she was employed following completion of the course. That sum may be deducted from the employee's final paycheck.

- k. The employee must complete an undergraduate-level course with a final grade no lower than a 'C'; The employee must complete a graduate-level course with a final grade of 'B' or better. Employee will provide documentation of the final grade to the Human Resources Manager.
  - 1) In the event the employee must complete the course with a final grade higher than a 'C' due to scholarship requirements, the employee will abide by the higher requirement.
- l. Employees are required to sign an agreement agreeing that should they fail or not receive the required grade, the employee will pay back the assistance to PFC.
- m. If an employee receives a scholarship that will pay for the course, but only after the employee has passed, PFC will pay the cost of the course up front, after an educational assistance has been approved.
  - 1) Once the employee receives the funds from the scholarship, the employee is required to reimburse PFC up to 100% of the amount paid or the amount of scholarship received, whichever is less.

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**Employment Information – Benefits**  
**Section 421 – Professional Memberships**

**1. General Information**

- a. Employees are encouraged to participate in and continue their professional development while employed with the Partnership for Children of Cumberland County, (PFC).

**2. Policies**

- a. At the discretion of the President, PFC will sponsor employee memberships in professional organizations.

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**Employment Information – Benefits**  
**Section 422 – Uniforms**

**1. Policies**

- a. After employment offer has been accepted, the Partnership for Children of Cumberland County, Inc. (PFC) will provide uniforms to staff members if necessary.
- b. The cost of the uniform will be paid by PFC; however, the care and cleaning of the uniform is the responsibility of the employee.
- c. Employees will be expected to return uniforms upon termination of employment.

**Partnership for Children of Cumberland County, Inc.**  
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**Employment Information – Benefits**  
**Section 423 – Community Involvement**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) recognizes that many organizations perform valuable functions within the State, and that it has a responsibility to encourage the contribution of volunteer workers to the community.

**2. Policies**

- a. PFC will cooperate with its employees who request flexibility in work schedules in order to perform volunteer community services, and, upon receipt of a written request approved by the supervisor, will allow employees time away from regular duties to perform community service activities with provision for the employees to make up the time, use vacation or personal leave or not be paid for the period of time used.
- b. An alteration to an employee's work schedule for community involvement, beyond one day, requires the written approval for the president.

**Partnership for Children of Cumberland County, Inc.**  
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**Employment Information – Benefits**

**Section 424 – Return to Work after Serious Illness or Injury**

**1. Policies**

- a. As a joint protection to the employee and the Partnership for Children of Cumberland County, Inc. (PFC), employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his/her normal duties or assignments or whether or not there are any limitations or restrictions.
  - 1) A serious illness or injury is defined as one that results in the employee being absent from work for more than three consecutive weeks, limits an employee's physical or mental ability to continue work as previously able, or one which may limit the employee's future performance of regular duties or assignments.
- b. If the cause of the serious illness or injury was job-related, PFC will make every reasonable effort to assign the employee to duties consistent with the instruction of the employee's doctor until the employee is fully recovered.
- c. A doctor's written release is required before recovery can be assumed.



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**Employment Information – Benefits**

**Section 425 – Continuation of Benefits (COBRA)**

**1. General Information**

- a. Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), if an employee resigns or is terminated from the Partnership for Children of Cumberland County, Inc.'s (PFC) employ or if work hours are reduced, and if this event makes the employee or their dependents no longer eligible to participate in one of the group health insurance plans, the employee or dependents may have the right to continue to participate for up to 18 months at the employee's (or dependents') expense. If the employee is determined to be disabled under the Social Security Act at the time of termination or reduction in hours occurs or within 60 days of these events, the employee may be entitled to continuation of coverage for up to 29 months.
- b. The employee's eligible dependents may also extend coverage, at their expense, for up to 36 months in the group health insurance plans in the event of the employee's death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.
- c. If the employee or their eligible dependents elect to continue as members of PFC's plans, the employee (or dependents) will be charged the applicable premium and administrative fee charged to PFC by the insurance carriers.
- d. The employee insurance premium payments are due on the first day of the month and the employee has a 30-day grace period to make the payments.
- e. Continuation of coverage may end, however, if any of the following events occur:
  - 1) failure to make timely payments (within the applicable 30-day grace period) of all premiums;
  - 2) assumption of coverage under another group health plan, which does not exclude or limit coverage provided to the employee on account of a pre-existing medical condition unless the pre-existing condition does not apply due to HIPAA; or
  - 3) PFC's termination of its group health plans.
  - 4) If the employee enrolls for Medicare, the employee will no longer be eligible for continued coverage, but, as noted earlier in this statement, the employee's spouse and dependent children may be entitled to extend their continuation of coverage.
  - 5) If coverage has been extended for up to 29 months due to disability and there has been a final determination that the disabled individual is no longer disabled.

**2. Policies**

- a. The plan administrator or Human Resources Coordinator will contact the employee concerning these options at the time termination occurs or work hours are reduced.

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**Employment Information – Compensation**

**Section 425 – Continuation of Benefits (COBRA)**

- b. The plan administrator or Human Resources Coordinator will contact the qualified beneficiaries in the event of the employee's death or enrollment in Medicare benefits.
- c. In the event that the employee becomes divorced or legally separated, or one of the dependents ceases to be eligible for coverage under the group health insurance plans, the employee and dependents are responsible for contacting the Human Resources Coordinator and the plan administrator to discuss continuation/conversion rights.
- d. The employee and qualified beneficiaries are also responsible for notifying the Human Resources Coordinator and the plan administrator within 60 days of qualifying for social security disability benefits.

# **Partnership for Children of Cumberland County, Inc.**

## **Human Resources Policies and Procedures**

### **Employment Information – Benefits**

#### **Section 427 – Parental Leave**

##### Introduction

In order to optimize the health and well-being of parents and children, support recruitment and retention of employees, and stabilize income for new parents, the Partnership will provide Paid Parental Leave to all eligible PARTNERSHIP Employees to care for and bond with a newborn or child under the age of eighteen (18) newly-placed for adoption, foster, or other legal placement. This guide will be in effect for births or adoptive, foster or other legal placements occurring on or after June 1, 2020.

##### Guidelines

The Guidelines provide an administrative framework for the use of Paid Parental Leave. Twelve (12) weeks (480 hours) of Paid Parental Leave shall be provided to Eligible PARTNERSHIP Employees who have given birth for recuperation during the disability period and bonding with a newborn. Eight (8) weeks (320 hours) of Paid Parental Leave shall be provided to other Eligible PARTNERSHIP Employees to care for and bond with a newborn or newly adopted, foster, or otherwise legally placed child.

Paid Parental Leave must be used within 12 months of the birth, adoption, foster, or other legal placement of a child (under age eighteen) with the state employee. Each week of Paid Parental Leave will be compensated at 100% of the employee's regular, straight-time weekly pay.

##### Coverage and Eligibility

An employee's eligibility for Paid Parental Leave shall be made based on the employee's months of service and hours of work as of the date of the qualifying life event. Employees who become parents via birth, adoption, foster or another legal placement are eligible if:

- Employee is regular full-time, abbreviated schedule, or part-time position.
- Employee has been continuously employed by PARTNERSHIP for the immediate 12 preceding months.
- Employee must be eligible for Family and Medical Leave Act (FMLA) by being in pay status in the previous 12-month period.

Eligibility determinations are made as of the date that the child is born or placed via adoption, foster or other legal placement.

*Note: Other legal placement does not include parental custody cases or legal assignments as a Guardian ad Litem (GAL).*

If both parents are Eligible PARTNERSHIP Employees, each may receive Paid Parental Leave. Both parents may take their leave simultaneously or at different times.

# **Partnership for Children of Cumberland County, Inc.**

## **Human Resources Policies and Procedures**

### **Employment Information – Benefits**

#### **Section 427 – Parental Leave**

An Eligible PARTNERSHIP Employee who has given birth may receive eight (8) weeks of Paid Parental Leave but will not receive an additional four (4) weeks of Paid Parental Leave for that birth.

#### **Leave Amount**

Eligible PARTNERSHIP Employees shall receive:

- Twelve (12) weeks (480 hours) of Paid Parental Leave to Eligible PARTNERSHIP Employees who have given birth; or
- Eight (8) weeks (320 hours) of Paid Parental Leave to Eligible PARTNERSHIP Employees to care for and bond with a newborn or recently adopted, foster, or otherwise legally placed child.

#### **Leave Usage**

Paid Parental Leave may be utilized as follows:

- Paid Parental Leave may be used only once for a birth, adoption, or placement of a child within a twelve-month period. The fact that a multiple birth, adoption or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted.
  - Unused Paid Parental Leave is forfeited twelve (12) months from the date of the birth or legal placement, whichever comes first.
- Paid Parental Leave shall not accrue or be donated to another employee.
- Eligible PARTNERSHIP Employees may charge Paid Parental Leave in one continuous period.
- Eligible PARTNERSHIP Employees may not use accrued sick leave, annual leave or other leave in lieu of Paid Parental Leave.
- Eligible PARTNERSHIP Employees may request intermittent use of Paid Parental Leave subject to PARTNERSHIP's approval.
- PARTNERSHIP must provide Paid Parental Leave as soon as practical following the Qualifying Event.
- However, under no circumstances may Paid Parental Leave be denied, delayed, or provided intermittently to an Eligible PARTNERSHIP Employee who has given birth, unless the employee requests intermittent Paid Parental Leave.
- Each week of Paid Parental Leave is compensated at 100 percent of the employee's regular, straight-time weekly pay (to exclude shift differential, premium pay, or overtime).
- Paid Parental Leave shall not be counted against or deducted from the Eligible PARTNERSHIP Employee's accrued leave balances.
- Unused Paid Parental Leave is not compensable if an employee separates from employment with PARTNERSHIP or moves to a non-covered position.
- Leave usage must be recorded in same required increments as all other time.

# Partnership for Children of Cumberland County, Inc.

## Human Resources Policies and Procedures

### Employment Information – Benefits

#### Section 427 – Parental Leave

- If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the PARTNERSHIP's leave policy. Paid Parental leave shall not be used prior to the qualifying event.

#### Family and Medical Leave Act

Paid Parental Leave runs concurrently with the Family and Medical Leave Act (FMLA), as applicable.

- Employees using Paid Parental Leave are afforded the remaining job protection under FMLA for an absence up to a total of twelve (12) weeks (480 hours). They may charge personal leave or take leave without pay to cover the additional absence.
- An employee shall be eligible for Paid Parental Leave even if the employee has exhausted her/his FMLA time consistent with the law covering FMLA.
- If an employee becomes eligible for FMLA while on Paid Parental Leave, the employee must apply for and use FMLA and the leave runs concurrently with FMLA.

#### Employee Responsibility

Eligible PARTNERSHIP Employees:

- Will provide his or her supervisor and human resources with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- Must complete the necessary HR forms and provide all documentation as required by HR to substantiate the request.
- May withdraw their request for Paid Parental Leave at any time.
- Shall be required to comply with PARTNERSHIP leave request procedures, absent unusual circumstances, and may be required to submit documentation:

Qualifying Event	Acceptable Documentation
Adoption	<ul style="list-style-type: none"><li>• Adoption Order</li><li>• Proof of Placement</li></ul>
Birth	<ul style="list-style-type: none"><li>• Birth Certificate or Report of Birth</li><li>• Certified DNA Results</li><li>• Custody Order</li><li>• Proof of Placement</li></ul>
Foster Placement	<ul style="list-style-type: none"><li>• Foster Care Placement Agreement</li><li>• Custody Order</li><li>• Proof of Placement</li></ul>
Other Legal Placements	<ul style="list-style-type: none"><li>• Custody Order</li><li>• Proof of Placement</li></ul>

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**

**Section 501 – Employee Conduct and Work Rules**

**1. General Information**

- a. To provide the best possible work environment, the Partnership for Children of Cumberland County, Inc. (PFC) expects employees to follow rules of conduct that will protect the interests and safety of all employees, visitors and the organization.

**2. Policies**

- a. PFC employees must notify the President of all arrests. This includes, but is not limited to, any DWIs, charges (including those where disposition is pending), resolution or detentions by authorities for any violation of the law, misdemeanors related to child endangerment, neglect or abuse. Notifications must be made to the President upon reporting for the employee's next work period. Failure to do so will result in disciplinary action. This information may be shared with the Human Resources Coordinator and other supervisory/management staff; this will be determined by the President on a case by case basis.
- b. PFC employees must notify the President if their driver's license is suspended. Notifications must be made to the President upon reporting for the employee's next work period. Failure to do so will result in disciplinary action. This information may be shared with the Human Resources Coordinator and other supervisory/management staff; this will be determined by the President on a case by case basis.
- c. Employment with PFC is at the mutual consent of PFC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

**3. Guidelines**

- a. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including, with the President's approval, suspension without pay and/or termination of employment:
  - \* Theft or inappropriate removal or possession of property.
  - \* Falsification of expense, mileage, timekeeping records and employment applications.
  - \* Working under the influence of alcohol or illegal drugs.
  - \* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.

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**Section 501 – Employee Conduct and Work Rules**

- \* Fighting or threatening violence in the workplace.
- \* Boisterous or disruptive activity in the workplace.
- \* Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- \* Insubordination or other disrespectful conduct.
- \* Sexual or other unlawful or unwelcome harassment.
- \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- \* Excessive absenteeism or any absence without notice.
- \* Unauthorized absence from work station during the workday.
- \* Unauthorized use of telephones, mail system, or other employer-owned equipment.
- \* Unauthorized disclosure of business or confidential information.
- \* Violation of Human Resources policies.
- \* Unsatisfactory performance or conduct

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**

**Section 502 – At Will Termination and Progressive Discipline**

**1. General Information**

- a. The purpose of this policy is to state the Partnership for Children of Cumberland County, Inc.'s (PFC) position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. It is a management tool intended to improve the overall efficiency of the organization. It is not intended to create, nor does it create, any additional legal rights not already provided to employee-at-will employees under North Carolina or Federal Law. Furthermore, it is not intended to create, nor does it create, any contractual or property interests in continued employment with PFC.
- b. PFC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.
- c. By using progressive discipline, PFC hopes that most employee problems can be corrected at an early stage, benefiting both the employee and PFC.
- d. This policy applies to permanent employees, temporary employees, full-time employees, part-time employees, interns (paid or unpaid) and volunteers, if appropriate to the circumstance.
- e. The President is authorized to terminate, suspend without pay or otherwise discipline employees of PFC.
- f. The President is subject to termination, suspension without pay or other discipline by action of the Board of Directors.

**2. Policies**

- a. Employment with PFC is based on mutual consent and either the employee or PFC has the right to terminate this employment at will, with or without cause or advance notice. However, PFC may use progressive discipline at its discretion in furtherance of the interests of the organization.
- b. Disciplinary action may call for any of five steps; verbal warning, written warning, disciplinary probation, suspension without pay, and termination of employment; depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.
- c. PFC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.



- d. Documentation of written warnings will be signed by the supervisor and the employee and kept in the employee's personnel file in the Human Resources Coordinator's office. If an employee refuses to sign, the supervisor will have a witness sign that a copy was given to the employee. The employee's signature indicates receipt of the document but not necessarily his or her agreement with it.
- e. An employee may be placed on disciplinary probation by the President to allow the employee to show improvement on the problem(s) specified at the time of probation. The disciplinary probation period begins when the President provides the employee with a written and signed document that includes the following:
  - 1. Identifies the problem(s);
  - 2. Indicates the necessary improvement;
  - 3. Specifies length of probation period; and
  - 4. Informs the employee of further disciplinary action, which could result from failure to show satisfactory improvement within the specified probation period.
- f. Cumulative written warnings, disciplinary probations and suspensions over time, which considered separately do not warrant termination, when viewed collectively may result in termination.
- g. Termination of employment occurs when the employee is informed verbally or in writing that he or she is terminated by the President of PFC, or the President's designee.

### **3. Guidelines**

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules, Section 501 of these policies and procedures, includes examples of problems that may result in the immediate suspension or termination of employment. However, the conduct listed in Section 501 are not necessarily all the types of serious offenses which may result in discipline but are merely illustrative of unsatisfactory conduct that will trigger discipline. Additional examples of prohibited conduct are also identified in other sections of this policy and even the addition of those noted items of prohibited conduct do not include the entire range of activities which can lead to discipline, either progressive or immediate. Finally, for the benefit of the PFC, in certain cases warranting immediate action, the President may suspend or terminate an employee notwithstanding any other provision herein except those mandated by State or Federal Law.

**Partnership for Children of Cumberland County, Inc.**  
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**Employment Information – Rules of Conduct**  
**Section 503 – Problem Resolution**

**3. Procedures**

- a. The problem resolution procedure should be utilized when an issue has arisen that cannot be resolved through one on one conversations between an employee and a co-worker, supervisor, manager, department head, etc.
- b. If the issue is not resolved through a one on one conversation and the employee believes a formal process should be initiated:
  - i. The employee may present the problem, in writing, to his or her immediate supervisor within 10 calendar days after the incident occurs.
  - ii. The supervisor will discuss the situation with the employee within 10 calendar days after the employee brings the problem to the supervisor. The supervisor must document the discussion.
  - iii. The employee may present the problem to the Human Resource Manager within 10 calendar days after discussing it with his or her supervisor, if the employee believes that the problem is unresolved.
  - iv. The Human Resource Manager will present the written problem to the President for review along with all other documents pertaining to the issue.
  - v. The President reviews and considers the problem. The President will inform the employee of the decision through a written response within 5 days. A copy of the written response will be given to the Human Resource Manager for the employee's file and the employee supervisor.
- c. If the supervisor is unavailable to address the problem or the employee believes it would be inappropriate to contact his or her immediate supervisor, the employee may present the problem to the Human Resource Manager or to any other member of management.
  - i. The Human Resource Manager is available to council the employee; assist them in putting the problem in writing and/or meeting with the employee's supervisor, if necessary.
  - ii. The Human Resource Manager will present the written problem to the President for review along with all other documents pertaining to the issue.
  - iii. The President reviews and considers the problem. The President will inform the employee of the decision through a written response within 5 days. A copy of the written response will be given to the Human Resource Manager for the employee's file and the employee supervisor.
- d. Information will be shared with the Human Resources Manager and may be shared with other supervisory/management staff; this will be determined by the President on a case by case basis.
- e. The President has full authority to make any adjustments deemed appropriate to resolve the problem and the decision of the President shall be final.

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Employment Information – Rules of Conduct  
Section 503 – Problem Resolution

  
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President

3-6-15  
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Procedure Approval Date

~~3-6-14~~ 1-30-15  
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Procedure Effective Date

Policy:  
Created/Approved –  
Revised – December 2009; Effective – January 2010

Procedures:  
Created/Approved – March 2015; March 2015  
Revised –

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 503 – Problem Resolution**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, or question receives a timely response from PFC supervisors and management.
- b. PFC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.
- c. Not every problem can be resolved to everyone's total satisfaction but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

**2. Policies**

- a. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with PFC in a reasonable, business-like manner, or for using the problem resolution procedures.
- b. If a situation occurs when an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the problem resolution procedures. The employee may discontinue the procedures at any step.
- c. The President will provide a written response to problems presented through the problem resolution procedures **within five (5) business days**.
- d. All reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- e. Information will be shared with the Human Resources Coordinator and may be shared with other supervisory/management staff; this will be determined by the President on a case by case basis.
- f. Documentation prepared through this process will be maintained in the employee's personnel file located in the Human Resources Coordinator's office.
- g. The President has full authority to make any adjustment deemed appropriate to resolve the problem and the decision of the President shall be final.

**Partnership for Children of Cumberland County, Inc.**  
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**Employment Information – Rules of Conduct**  
**Section 504 – Grievance Procedure**

**1. General Information**

- a. A grievance is defined as any dispute or complaint between an employee and the Partnership for Children of Cumberland County, Inc. (PFC) or between two employees of PFC.

**2. Policies**

- a. Supervisors will provide a verbal answer to a verbal notification by an employee within 5 business days.
- b. Supervisors will provide a written answer to a written notification by an employee within 5 business days.
- c. Unless the grievance alleges a violation of federal or state law or PFC equal opportunity policy or the grievance has arisen from an involuntary dismissal, the President will provide a written response to a written notification within 5 business days. The decision of the President shall be final.
- d. If the complaint alleges a violation of federal or state law or PFC equal opportunity policy, or the grievance has arisen from an involuntary dismissal, the Board Chair will provide a written response detailing the proposed actions within 5 business days.

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 505 – Workplace Violence Prevention**

**1. General Information**

- a. To provide the best possible work environment, the Partnership for Children of Cumberland County, Inc. (PFC) expects employees to follow rules of conduct that will protect the interests and safety of all employees, visitors and the organization.
- b. PFC is committed to preventing workplace violence and to maintaining a safe work environment. PFC has adopted the following policies to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

**2. Policies**

- a. All employees, including temporary staff, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.
- b. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of PFC.
- c. Conduct that threatens, intimidates or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.
- d. In the event of an incident involving either employees or visitors to PFC, a member of management should be notified immediately. If the incident involves one or more employees, the employee’s supervisor should be notified as soon as possible. If it is perceived that there is a potential threat of physical harm to anyone, local law enforcement agencies should be contacted immediately.
- e. In furtherance of this policy, employees have a “duty to warn” their supervisors or human resources representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. PFC will not condone any form of retaliation against any employee for making a report under this policy.
- f. All instances of workplace violence, whether real or perceived, should be reported to the President.

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**

**Section 506 – Drug and Alcohol Free Workplace Policy**

**1. General Information**

It is the Partnership for Children of Cumberland County, Inc's (PFC) desire to provide a drug and alcohol free, healthful, and safe workplace and to provide policies and procedures for handling the impact of drug and alcohol use on job performance.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. is committed to providing an alcohol and drug free workplace for all employees. The use, consumption, possession, storage, manufacture, distribution, dispensation or sale of illegal drugs or illegal paraphernalia on PFC premises or any PFC work area, in PFC vehicles, or while on PFC business is prohibited with the exception of authorized consumption of alcoholic beverages at an approved PFC related function (e.g. attendance during evening and weekend social events). HR Policy 106 - Business Ethics and Conduct remains applicable.
- b. This policy will apply to applicants, regular and temporary employees and provides for:
  - i. Assistance in treatment and rehabilitation for employees who notify an appropriate authority of an abuse problem prior to begin discovered;
  - ii. Drug and Alcohol abuse testing; pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up;
  - iii. Accountability for violations or enforcement failures through appropriate disciplinary actions;
  - iv. Training and guidelines for employees and supervisors.
- c. This policy will comply with all applicable federal and state laws governing anti-drug and alcohol programs and is designed to safeguard employee privacy rights to the fullest extent of the law. Employees are responsible for knowing this policy and are subject to a drug test as follows:
  - i. Pre-employment for all applicants (internal and external)
  - ii. Reasonable suspicion during employment
  - iii. Random testing
  - iv. Post-accident
- d. Employees are expected to report to work and perform their jobs in a sober condition free of any illegal drugs or alcohol or abuse of any legally prescribed or over-the counter drugs.
- e. Employees shall inform their supervisor if they are taking or intend to take any prescribed or over the counter drugs or other substance which might impair their ability to satisfactorily and safely perform their job. They do not need to give their supervisor specific medical information, but rather inform the supervisor of the possible impact on the job performance to allow supervisor to evaluate and determine the appropriate course of action.

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**Employment Information – Rules of Conduct**

**Section 506 – Drug and Alcohol Free Workplace Policy**

- f. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify PFC of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within 5 days of conviction.
- g. Employees with drug or alcohol abuse problems that have not resulted in and are not the immediate subject of disciplinary action, been notified to be tested or tested positive for substance use may request approval to take unpaid leave (consistent with the Family Medical Leave Act) to participate in an appropriate and approved education or treatment program through PFC's health insurance benefit coverage. The employee will be allowed to use accumulated sick, vacation, and/or personal leave during this time. PFC reserves the right to reassign employees in a treatment program to other positions for safety, security and other appropriate reasons.
  - i. Employees may wish to discuss the matter with their supervisor or the Human Resource Manager to request assistance. The request will be reviewed by the President and/or COO and handled on a case by case basis.
  - ii. The employee must provide PFC with documentation of participation in a rehabilitation or treatment program. The documentation will be submitted to the Human Resource Manager.
  - iii. Enrollment in a treatment program or attending counseling does not permit an employee to violate any PFC policy or protect an employee from disciplinary actions for violations of PFC policies.
- h. After completion of the treatment program, employees will be subject to random tests, at PFC's expense, up to three (3) times a year for a period of up to two (2) years as a condition of continued employment.
  - i. If an employee tests positive for drugs or alcohol following the completion of the primary phase of the treatment program, the employee will face disciplinary actions to include termination of employment.
  - ii. If the employee does not complete the drug or alcohol treatment program or do not comply with the terms of the treatment program, the employee will face disciplinary actions to include termination of employment.
  - iii. Disciplinary actions resulting from a confirmed positive test result, refusal to participate in a test, altering results, failure to notify of convictions pertaining to drug or alcohol, or failure to complete a required referral to an education or treatment program shall be handled in accordance with HR Policy 502 – Progressive Discipline or there may be a withdraw of an employment offer (pre-employment).



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**Section 506 – Drug and Alcohol Free Workplace Policy**

- i. PFC shall pay the cost of all drug and alcohol tests required in this policy. An employee shall pay the cost of any additional drug test or re-tests not required by PFC.
- j. All drug and alcohol test results will be maintained in a secure and confidential manner in the Human Resource Manager's office and will not be released without written consent of the applicant or employee except in the result of action initiated by or on behalf of the applicant, employee or in compliance with a legal subpoena reviewed and approved by PFC's legal representation.
- k. Supervisors should consult with the department head, Human Resource Manager, COO or President about what actions to take when there is a suspicion of an employee's drug or alcohol use.
  - i. Supervisors are responsible for protecting the privacy, confidentiality and dignity of employees by minimizing the employees who learn of suspicious involving an employee's drug and/or alcohol abuse or actions taken against the employee.

**3. Policy Prohibitions**

- a. A confirmed positive test result, refusal to participate in a test, altering results, or failure to complete a required referral to an education or treatment program.
- b. The use, consumption, possession or storage, manufacture distribution, dispensation or sale of illegal drugs or illegal paraphernalia on PFC premises or any PFC work area, PFC vehicle or while on PFC official business.
- c. Reporting to work or working while under the influence of alcohol, illegal drugs, and non-prescribed drugs on PFC premises or any PFC work area, PFC vehicles or while on PFC official business.
- d. The use or possession of alcohol off PFC premises and while not on duty where such conduct could likely have a direct and material adverse impact on the PFC's interest, including public image.
- e. Use, possession or selling of illegal drugs at any time or at any place.
- f. Conviction of selling illegal drugs or of possession with intent to sell illegal drugs at any time or place.
- g. Conviction of any criminal drug or alcohol statute at any time or place may be evaluated on a per-case-basis for relevancy to job.
- h. Failure to notify PFC of any arrest or conviction under any criminal drug or alcohol statute by the employee's next work period following the arrest or conviction.

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**Section 506 – Drug and Alcohol Free Workplace Policy**

- i. Failure to notify the employee's supervisor, before beginning to work, that the employee is taking prescription or over-the-counter drugs which may interfere with the safe and effective performance of duties.
- j. Refusal to submit to an alcohol or drug test within the designated time period requested by PFC, in accordance with this policy.
- k. Failure to adhere to the requirements of any drug or alcohol treatment programs in which the employee is enrolled as a condition of continued employment.
- l. Tampering with or obstructing of a drug or alcohol test being administered for PFC.

**4. Testing**

- a. Pre- Employment - All applicants (both internal and external) accepting an conditional offer of employment in any position may be required to submit to a test before being hired.
- b. Reasonable Suspicion – Employees may be required to submit to a test of reasonable suspicion if illegal drug or alcohol use/or abuse exists. "Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonable person to suspect an employee is impaired and incapable of satisfactorily and safely performing assigned duties and responsibilities.

If the employee has been asked to submit to a drug or alcohol testing due to reasonable suspicion and agreed to testing, PFC will make arraignments for the employee to be transported to an approved contracted testing facility.

Reasonable suspicion is a quantity of proof or evidence that is more than just intuition or strong feelings; it must be based on facts. Facts supporting a reasonable suspicion determination include, but not limited to, any one or more of the following:

- i. Direct observation of prohibited drug or alcohol use.
- ii. Slurred speech, irregular or unusual speech patterns, impaired judgment, marijuana or alcohol odor, uncoordinated walking or movements, unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility or aggressiveness, deterioration in work performance, excessive tardiness and/or absenteeism.
- iii. Three or more unexplained preventable accidents.
- iv. Information based on specific, objective facts that an employee has caused or contributed to an accident at work while under the influence of alcohol or drugs.
- v. A report of alcohol or drugs use by an employee while at work by a credible source.
- vi. Evidence an employee is involved in the unauthorized possession, sale, solicitation or transfer of alcohol or drugs while working or while on PFC's premises or operating a PFC vehicle.

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- vii. Arrests, citation and deferred prosecutions associated with drugs or alcohol.
  - viii. Evidence that employee has tampered with drug testing.
- c. Random Testing – Employees that are assigned to safety sensitive or security sensitive positions will be subject to random unannounced drug and/ or alcohol testing. The position listing will be developed/ designated by the President and/or COO and updated as the need exists. Employees in positions on the list for random testing will be notified in writing. Every employee in the pool has an equal chance of being chosen each time a random selection is made.
- d. Post-Accident – Following an accident as described below, the employee must immediately notify the supervisor and submit to a test as soon as possible but no later than the employee's next work period after the accident. The employee must remain available for drug and alcohol testing or it will be considered a refusal, unless the employee is seriously injured. PFC is responsible for assuring the safe transport of the employee to the approved testing facility.

Employees will be tested following an on-the-job accident requiring medical treatment beyond first aid, or other occurrence that involves one or more of the following events:

- i. A fatality, a serious injury to another individual, substantial damage to vehicles or other property.
- ii. Employee receives a citation under state and/ or local law for a moving violation arising from the accident.

**5. Guidelines**

- a. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor, the Human Resource Manager or consult with an employment law attorney without fear of reprisal.
- b. Drug and Alcohol related discipline will be handled pursuant to Section 502.

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**Employment Information – Recruitment, Selection and Termination**  
**Section 506 – Drug and Alcohol Use**

**1. Procedures**

- a. The purpose of these procedures are to provide guidelines for the steps pertaining to drug testing of any current or potential candidate that is employed with the Partnership for Children.
- b. All requests must be presented to the supervisor and/or department head and the President for written approval.
- c. Refusal to submit to testing may result in disciplinary actions up to dismissal.
- d. Applicants may be required to pass a drug test before beginning work for the Partnership for Children.
- e. Employees may be required to submit for a drug test based on, but not limited to, the observation by the supervisor of apparent use, possession or impairment. The observation must be based on the facts.
- f. Facts that would support the observations of reasonable suspicion would include, but not limited to, actual visual confirmation of substance, odor on breath or clothes, speech and balance / walking abnormalities, physical appearance such as eyes, aggressiveness, excessive tardiness and/ or absenteeism.

**i. Reasonable Suspicion**

1. When there is reasonable suspicion the supervisor should complete and submit the Drug Testing: Reasonable Suspicion Documentation.
2. Once the document is completed the reporting supervisor must submit to the department head, Chief Operating Officer and the President for approval.
3. The reporting supervisor/ department head and President and/or Chief Operating Officer will sit down with the employee and inform them that there is a reasonable suspicion to believe that they are affected by illegal drugs and that this test is being requested to either confirm or deny this suspicion. This allows the employee an opportunity to discuss or state a reasonable explanation. The employee must immediately provide the explanation in writing, with signature and date.
4. The employee will be asked to sign the consent for the drug test screening. The employee will be informed that if they refuse to undergo the drug screening, they may face disciplinary actions and to include up to termination.
5. The employee will be given a *Chain of Custody Form*, from the Human Resource Manager, which they will take with them to one of the PFC's contracted testing facilities along with a form of identification; the supervisor must ensure safe transportation of the employee to the facility. *Under no circumstance should the employee be allowed to drive themselves to the testing facility.*
6. The test should take place within two hours of notification. If the employee cannot meet the two hour time frame, then the supervisor/department head must document

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reasoning of the delay including when it will be done This notification will be submitted to the President and/or COO.

7. Results will be submitted to the President and/or COO for review and any follow up actions, if applicable.

ii. Random Testing

1. The Human Resource Manager will maintain the approved listing of all positions designated by the President and will update as needed. The listing will be approved by the President and/or COO.
2. Once instructed by the President, the Human Resource Manager will randomly select employee names from the approved listing.
3. The employee(s) will fill out and sign the Consent to Drug Testing Form.
4. The employee(s) will be given a Chain of Custody Form, from the Human Resource Manager, which they will take with them to one of the PFC's contracted testing facilities along with a form of identification.
5. The test should take place within two hours of notification. If the employee cannot meet the two hour time frame then the supervisor must document reasoning of the delay including when it will be done. This notification will be submitted to the President and/or COO.
6. Results will be submitted to the President and/or COO for review and any follow up actions, if applicable.

iii. Post-Accident

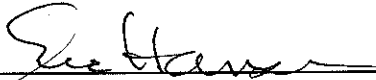
1. The employee must notify their supervisor immediately after the accident or citation.
2. The post-accident testing will be administered as soon as possible but ideally no more than 8 hours after the accident/citation.
3. The employee will fill out and sign the Consent to Drug Testing Form.
4. The employee will be given a Chain of Custody Form, from the Human Resource Manager, which they will take with them to one of the PFC's contracted testing facilities along with a form of identification.
5. If the employee cannot meet the eight hour time frame then the supervisor/ department head must document reasoning of the delay, including when it will be done This notification will be submitted to the President and/or COO.
6. Results will be submitted to the President and/or COO for review and any follow up actions, if applicable.

iv. Follow Up

1. Employees who have tested positive in a previous drug testing and has been given the opportunity to return to work as instructed in writing are subject to a follow up testing at times and frequencies designated by the President.

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\_\_\_\_\_  
President

6-25-15  
\_\_\_\_\_  
Procedure Approval Date

7-1-15  
\_\_\_\_\_  
Procedure Effective Date

**Policy:**

Created/Approved -

Revised – December 2009; Effective – January 2010

Revised- September 2014; Effective – September 2014 (1d)

Revised- January 2015; Effective – January 2015

**Procedures:**

Created/Approved- July 2015

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**Employment Information – Rules of Conduct**  
**Section 507 – Work Searches**

**1. Policies**

- a. To safeguard the property of our employees, our visitors, and the Partnership for Children of Cumberland County, Inc. (PFC), and to help prevent the unlawful possession, manufacture, sale, distribution and use of illegal or controlled drugs on PFC's premises, in keeping with the spirit and intent of PFC's drug-free workplace policy, PFC reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any vehicles, packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from PFC's property.
- b. All searches will be at the direction of the President or Chief Financial Officer.
- c. In addition, PFC reserves the right to search any employee's office, desk, files, computers, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, and so forth, are the property of PFC and are issued for the use of employees only during their employment with PFC. Inspections may be conducted at any time at the discretion of PFC.
- d. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be referred immediately to the President or Chief Financial Officer and be subject to disciplinary action up to and including termination of employment if on investigation they are found to be in violation of PFC's security procedures or any other PFC rules and regulations.
- e. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to remain on the premises.

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**Section 508 - Smoking**

**1. Policies**

- a. In keeping with the Partnership for Children of Cumberland County, Inc.'s (PFC) intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those outside locations that have been specifically designated as smoking areas.
- b. In situations where the preferences of smokers and non-smokers are in direct conflict, the preferences of non-smokers will prevail.
- c. Smoke breaks should be incorporated in the two 10 minute breaks that an employee is allotted each day.
- d. This policy applies equally to all employees, customers, and visitors.
- e. Regarding PFC employees, the "workplace" also includes any other client sites away from PFC offices that employees may go to during the course of the workday.



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**Section 509 – Dress Code Policy**

**1. General Information**

The purpose of this policy is to communicate guidelines for clothing and appearance that are professionally appropriate based on the work environment and the work being performed.

**2. Policies**

- a. Employees may dress to represent themselves based on their work day in accordance to the following guidelines.
- b. Employee dress and hygiene should be neat in appearance and in a manner consistent with a professional atmosphere, keeping in mind the impression made on visiting parents, children, and professionals, as well as other employees.
- c. Fashion that is extreme, offensive, revealing, ripped, or excessively worn is inconsistent with a professional atmosphere and is unacceptable.
- d. Employees should adhere to the dress code of the individuals or organizations with whom they are meeting.
- e. Reasonable accommodations will be made (ex. ADA, religious dress and/or grooming practices, etc.). Employees requiring an accommodation should contact their supervisor and Human Resources to make a written request.

**3. Enforcement**

- a. Each manager/supervisor may be held responsible for ensuring that PFC's dress code policy is followed consistently.
- b. Employees not in compliance with PFC's dress code policy may be asked to clock out, return home, and change. A second occurrence will be considered a violation of company policy, at which point progressive disciplinary actions will be followed (**See HR PP Section 502**).

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**Section 510 Attendance and Punctuality**

**1. General Information**

- a. To maintain a safe and productive work environment, the Partnership for Children of Cumberland County, Inc. (PFC) expects employees to be reliable and to be punctual in reporting for scheduled work.
- b. Absenteeism and tardiness place a burden on other employees and on PFC.

**2. Policies**

- a. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor or the supervisor's designee of the anticipated tardiness or absence as soon as possible but no later than 10:00 a.m.
- b. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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**Section 511 – Outside Employment**

**1. Policies**

- a. Employees may hold outside jobs, to include self-employment and work performed for another PFC employee, as long as they meet the performance standards of their job with the Partnership for Children of Cumberland County, Inc. (PFC).
- b. All employees will be judged by the same performance standards and will be subject to PFC's scheduling demands, regardless of any existing outside work requirements.
- c. New employees must submit an *Outside Employment Memorandum* as part of their orientation with the Human Resources Manager.
- d. Once employed by PFC, employees wishing to engage in any outside employment must submit an *Outside Employment Memorandum* for review, **prior to** beginning the outside employment
- e. The President will review the memorandum and provide the employee with a written response within five (5) business days.
- f. If the President determines that an employee's outside work interferes with performance or the ability to meet the requirements of PFC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with PFC.
- g. When an employee discontinues their outside employment; the employee will notify their supervisor and the Human Resource Coordinator of the status change by email or memo.
- h. Outside employment that constitutes a conflict of interest is prohibited.
- i. Employees may not receive any income or material gain from individuals outside PFC for materials produced or services rendered while performing their jobs at PFC.
- j. No outside employment activity may be performed at the Partnership and the use of Partnership equipment, supplies and/or materials for outside employment is prohibited.
- k. PFC employees who employ another PFC employee to perform work outside of that performed for PFC must notify the President or Chief Operating Officer via memorandum or email, prior to the start of the employment.
- l. Failure to comply with these policies may result in disciplinary action, up to and including termination as provided for in Section 502.

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**Section 512 – Use of Equipment**

**1. General Information**

- a. Equipment essential in accomplishing job duties is often expensive and may be difficult to replace.
- b. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

**2. Policies**

- a. When using the Partnership for Children of Cumberland County, Inc. (PFC) property, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.
- b. Employees will notify the appropriate personnel if any equipment, machine or tool appears to be damaged, defective or need repair.
- c. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment as provided for in Section 502.

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**Employment Information – Rules of Conduct**

**Section 513 – Use of Phone, Copiers, and Mail Systems**

**1. Guidelines**

- a. Employees should use discretion and good judgment when using Partnership for Children of Cumberland County, Inc. (PFC) cell phones for business or personal calls.
- b. Employees are discouraged from personal use of the following:
  - 1) PFC telephones for long distance calls
  - 2) PFC fax machines to fax to long distance telephone numbers
  - 3) PFC copiers
  - 4) PFC Federal Express packages

**2. Policies**

- a. The use of PFC postage machines is for business related use only with no exceptions.
- b. If warranted, personal use of the following may be allowed only with documented prior approval of the department head.
  - 1) PFC telephones for long distance calls
  - 2) PFC fax machines to fax to long distance telephone numbers
  - 3) PFC copiers
  - 4) PFC Federal Express packages
- c. Personal use by department heads will require documented prior approval of the President.
- d. Employees are required to reimburse PFC for the cost within 30 days of invoicing by the Purchasing Specialist.
- e. Invoices will be based on PFC's actual charges, with the exception of copies which will be invoiced based on the amounts currently charged to PFC tenants.
- f. The Human Resources Manager will assign each employee a personal telephone code to be used for all long distance calls. The Human Resources Manager will terminate/deactivate the code upon termination of the employee.
- g. Employees will review and initial a copy of the telephone invoice each month as verification of business use. This document will be filed with the original invoice in the accounts payable file.
- h. The VP of Finance or Accounting Manager will spot check calls from the telephone invoice and report suspect calls to the President.  
Use of PFC cellular phones by Leadership Team:
- i. PFC's Leadership Team (President, VP of Finance, Executive Specialist, VP of CCR&R, VP of P&E and VP of IT) may choose to utilize PFC cellular phones for personal use on a regular basis provided that they pay 50% of the cost (which will be determined based on an analysis of the cost by

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**Section 513 – Use of Phone, Copiers, and Mail Systems**

- the VP of Finance or Accounting Manager or designee) from the previous fiscal year. Payments will be due within 30 days of receipt of the invoice. Payments not made by the due date will be reported to the President for resolution.
- j. Members of Leadership Team assigned a cellular phone later in the fiscal year will be invoiced and required to pay a pro-rated portion as calculated by PFC's VP of Finance or Accounting Manager or designee. Payments will be due within 30 days of receipt of the invoice. Payments not made by the due date will be reported to the President for resolution.
  - k. Members of Leadership Team who do not choose to participate in the option to pay for full use (PFC business and personal) may choose to utilize PFC cellular phones for **brief** and **necessary** communication only. Those choosing this option will not be invoiced for 50% of the cost as detailed above.
  - l. Each member should notify the President and VP of Finance of their choice/changes via email.
  - m. Each month the employee will review and initial a copy of the cellular phone invoice as verification of business or personal use. The document will be filed with the original invoice in the accounts payable file.

Use of PFC cellular phones by employees (other than Leadership Team):

- n. PFC cellular phones will be distributed at the department head's discretion with approval of the President.
- o. Personal calls need to be brief and necessary communication. Based upon a detailed review of the charges, any usage above the time limit allowed by the cell phone plan will be the responsibility of the employee unless it can be determined that the excess time was incurred out of business necessity.
- p. Each month the employee will review and initial a copy of the cellular phone invoice as verification of business use. The document will be filed with the original invoice in the accounts payable file.
- q. Assignment and return of cellular phones will be monitored by the Information Technology staff. The Human Resources Manager will review the assignments periodically or upon employee terminations.
- r. PFC cellular phones will **not** be utilized for business enterprises unrelated to PFC.
- s. Employees are not authorized to purchase games or additional services on PFC cellular phones. If a purchase(s) is/are made, the employee will be required to reimburse PFC for all associated costs. Payments will be due within 30 days of

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**Section 513 – Use of Phone, Copiers, and Mail Systems**

- receipt of the invoice. Additionally, should a purchase(s) occur, the employee will be required to turn the cellular phone in to the IT staff for inspection, deletion of the purchase, etc.
- u. Personal 411 calls should be limited to a maximum of 2 calls per month. PFC business-related 411 calls should be limited to 2 calls per month. Additional 411 use will require an email or memo to the President or VP of Finance explaining the necessity.
  - v. Employees who disregard or fail to comply with this policy may no longer be allowed to utilize a PFC cellular phone; other consequences may be disciplinary action up to and including possible termination of employment as provided for in Section 502.

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**Employment Information – Rules of Conduct**

**Section 514 – Use of Computers, iPads, iPhones and E-Mail**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) strives to maintain a workplace free of harassment and sensitive to the diversity of its employees.
- b. PFC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation.
- c. Unless authorized by the software developer, PFC does not have the right to reproduce such software for use on more than one computer.

**2. Policies**

- a. All employees, temporary staff and contractors utilizing the PFC network will abide by HR Policy 515 – Use of the Internet and the IT Department Technology Security Policy, which provides detailed guidelines of acceptable computer and e-mail use on the PFC network.
- b. While accessing the PFC network utilizing the PFC-owned or privately-owned iPads or iPhones, all employees:
  - 1) will abide by HR Policy 515 – Use of the Internet and the IT Department Technology Security Policy, which provides detailed guidelines of acceptable computer and e-mail use on the PFC network and
  - 2) will abide by HR Policy 514 – Use of Computers, iPad, iPhone and E-mail, which provides detailed guidelines of acceptable iPad/iPhone and email use on the PFC network and user responsibilities.
- c. Computers, iPads, iPhones, computer files, the e-mail system, and software furnished to employees are PFC property intended for business use. To ensure compliance with this policy, the use of computers, iPads, iPhones and e-mail may be monitored upon supervisor request.
- d. PFC prohibits the use of computers, iPads, iPhones and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.
- e. The display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, culturally offensive jokes, or anything that may be construed as harassment or showing disrespect for others.
- f. Employees may only use software on local area networks or on multiple machines according to the software license agreement.
- g. PFC prohibits the illegal duplication of software and its related documentation.
- h. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment as provided for in Section 502.



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**Section 515 – Use of the Internet**

**1. General Information**

- a. Internet access to global electronic information resources on the World Wide Web is provided by the Partnership for Children of Cumberland County, Inc. (PFC) to assist employees in obtaining work-related data and technology.
- b. The following policies, guidelines and procedures have been established to help ensure responsible and productive Internet usage.

**2. Policies**

- a. All employees, temporary staff and contractors utilizing the PFC network will abide by the PFC Internet Security Policy, approved by the Board of Directors on 5/30/2002, which provides detailed guidelines of acceptable Internet use on the PFC network.
- b. All Internet data that is composed, transmitted, or received via PFC computer, iPad and iPhone communications systems is considered to be part of the official records of PFC and, as such, is subject to disclosure to law enforcement, auditors or other third party officials.
- c. Employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.
- d. The equipment, services, and technology provided to access the Internet remain, at all times, the property of PFC.
- e. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.
- f. PFC reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through the online connections and stored in the computer systems or transmitted through iPads or iPhones.
- g. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.
- h. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.
- i. Employees are responsible for ensuring that all Internet communications are conducted with legal, valid and reputable websites and parties.
- j. Abuse of the Internet access provided by PFC in violation of law or PFC policies will result in disciplinary action, up to and including termination of employment
- k. All downloaded files will be checked for viruses; all compressed files will be checked before and after decompression.
- l. Employees may also be held personally liable for any violations of this policy.

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**Section 515 – Use of the Internet**

- m. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:
- 1) Sending or posting discriminatory, harassing, or threatening messages or images.
  - 2) Operating or maintaining a business on-line or selling personal property over the Internet.
  - 3) Using the organization's time and resources for personal financial gain and any other manner not previously described.
  - 4) Stealing, using, or disclosing account information or password to internal staff or other parties without authorization.
  - 5) Copying, pirating, or downloading software and electronic files without IT approval and supervisor's permission.
  - 6) Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
  - 7) Violating copyright law.
  - 8) Failing to observe licensing agreements.
  - 9) Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
  - 10) Sending or posting messages or material that could damage the organization's image or reputation.
  - 11) Participating in the viewing or exchange of pornography or obscene materials.
  - 12) Sending or posting messages that defame or slander other individuals.
  - 13) Unauthorized access to the network or computer system of another organization or person.
  - 14) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
  - 15) Using the Internet for political causes or activities, religious activities, or any sort of gambling.
  - 16) Jeopardizing the security of the organization's electronic communications systems.
  - 17) Passing off personal views as representing those of the organization.
  - 18) Engaging in any other illegal activities not already described.

**3. Guidelines**

- a. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

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**Section 516 – Remote Access/Remote Desktop**

**1. Policies**

- a. Remote access may be provided to the Partnership for Children of Cumberland County, Inc.'s President, Chief Financial Officer, department heads and managers.
- b. Other staff will be considered on a case by case basis by the President.
- c. The User must bring their home computer [iPad/iPhone](#) or PFC-owned laptop computer [iPad/iPhone](#) to the Information Technology staff for evaluation; configuration and setup of remote access as identified on the Remote Access/Remote Desktop form (see attachment 516).
- d. IT staff will have remote access to the at-home system in order to run updates, patches and conduct monitoring of remote access to the network, as needed.
- e. The User must comply with and agree to abide by all PFC policies pertaining to technology use as verified by signing and dating the Remote Access/Remote Desktop form, the original of which will be maintained in the IT department with a copy placed in the employee's personnel file by the Human Resources Coordinator.

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**Section 517 – Political Activity**

**1. General Information**

- a. Employees are free to inform themselves and vote as they wish on all political issues.

**2. Policies**

- a. Political activities must be maintained external to the Partnership for Children of Cumberland County, Inc.'s (PFC) offices and must not be associated with the employee's position or conducted in any way which could be understood to be an expression of PFC policy or preference.
- b. Employees may not:
  - 1. take any active part in managing a campaign, or campaign for political office, or otherwise engage in political activity while on duty or within any period of time when they are expected to perform services for which they receive compensation from PFC;
  - 2. use the authority of their position, or utilize PFC funds, supplies, or equipment, to secure support for or oppose any candidate, party or issue in a partisan selection involving candidates for office or party nomination, or affect the results thereof; and
  - 3. promise rewards, threaten loss of job or coerce any employee to support or contribute to any political issue, candidate or party.
- c. Violation of this policy is grounds for disciplinary action up to and including termination of employment as provided for in Section 502.

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**Section 518 – Visitors in the Workplace**

**1. General Information**

- a. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.
- b. All visitors should enter the Partnership for Children of Cumberland County, Inc. (PFC) at the reception area.

**2. Policies**

- a. To provide for the safety and security of employees and PFC facilities, only authorized visitors are allowed past the reception area.
- b. Employees are responsible for the conduct and safety of their visitors.
- c. Employees are issued access codes and security cards permitting entry into PFC premises. These codes or cards are not to be shared with anyone, family member or otherwise.
- d. Violation of this policy will result in disciplinary action up to and including termination of employment as provided for in Section 502.

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**Section 519 – Customer Relations**

**1. General Information**

- a. Children and families are among the organization's most valuable assets. Every employee represents the Partnership for Children of Cumberland County, Inc. (PFC) to the public.
- b. The way employees do their jobs presents an image of the entire organization.
- c. The public judges all by how they are treated with each employee contact.
- d. Positive relations not only enhance the public's perception or image of PFC, but also result in quality services for the children and families of Cumberland County.
- e. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention provided.
- f. Personal contact with the public, manners on the telephone, and the communications sent are a reflection not only of the employees, but also of the professionalism of PFC.

**2. Policies**

- a. Customers (non-employee) who wish to lodge specific comments or complaints about PFC in general should be directed to the President for appropriate action.
- b. Customers (non-employee) who wish to lodge specific comments or complaints about a staff member or a program should be directed to the department director for appropriate action.

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**Section 520 – Client Confidentiality**

**1. Policies**

- a. Partnership for Children of Cumberland County, Inc. (PFC) employees will, to the best of their ability, ensure confidentiality and privacy in regard to history, records and discussions about the people we serve.
- b. The very fact that an individual is serviced by PFC must be kept private or confidential.
- c. Disclosure can be made only under specified conditions for reasons relating to law enforcement or fulfillment of the mission and on a need-to-know basis.
- d. Employees shall not disclose any information about a person, including the fact that the person is or is not served by the organization, to anyone outside of this organization unless authorized by the President.
- e. The principle of confidentiality must be maintained in all programs, departments, functions and activities.
- f. No information about individuals or records will be released to state, federal or other agencies, except in the course of conducting official PFC business, that enable the identification of any person by name, address, Social Security number or other coding procedures.
- g. Employees will not discuss any individual's record with unauthorized individuals, whether on or off duty, and will be required to sign the confidentiality statement included in the Employee Acknowledgement Form stating their responsibility and commitment in regard to client information.
- h. Reporting Suspected Child Abuse - If at any time a PFC employee becomes aware of or suspects that child abuse, neglect or dependency has occurred, as defined in NC GS subsection 7B-101, that employee is required to immediately report such known or suspected abuse, neglect or dependency to the President or designee unless the child is subject to immediate harm or danger.
- i. Failure of the employee to immediately report known or suspected child abuse, neglect or dependency shall constitute breach of PFC policy and may result in termination. Failure to report may also carry criminal penalties.

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**Section 521 – Conflicts of Interest**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. expects the primary interest of its employees to be the people served. A conflict of interest occurs when the interests of an employee or another outside party actually or potentially affects PFC in a negative way.
- b. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PFC's business dealings.
- c. This policy does not apply to employee relatives accessing PFC services.
- d. No "presumption of guilt" is created by the mere existence of a relationship with outside firms.

**2. Policies**

- a. If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the President as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
- b. Because of the appearance of undue influence, relatives of PFC employees are prohibited from participating in any transactions involving purchases, contracts or leases.
- c. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- d. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which PFC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving PFC.

**OUTSIDE BUSINESS INTERESTS:**

- e. Employees may have outside business interests and outside employment so long as these do not interfere with job performance.
- f. Employees may not earn profit from outside employment or business interests that directly results from affiliation with PFC.
- g. If an employee elects to conduct outside employment, no PFC resources, including offices, materials, or equipment may be used.
- h. All outside employment must be conducted exclusive of assigned PFC working hours. See Section 511 – Outside Employment for further information.



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**GIFTS, GRATUITIES:**

- i. Employees are not to accept gifts, gratuities, free trips, personal property or other items of more than de minimis value from any outside person or organization as an inducement to provide services.
- j. Any gift of real or perceived value in excess of \$25 from an employment-related individual or business should be reported to the employee's department head. The department head will notify the President.
- k. Gifts, meals and similar items provided by vendors or consultants at a conference or meeting or that occur during the normal course of business relations are acceptable.

**PERSONAL BELIEFS:**

- l. PFC recognizes that its employees may hold a wide range of personal beliefs, values and commitments. These beliefs, values and commitments are a conflict of interest only when they prevent employees from fulfilling their job responsibilities; if employees attempt to use the PFC's time and facilities for furthering them; or if employees continue attempting to convince others of their personal beliefs after they have been asked to stop.

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**Section 522 –Vehicle Usage – Company Owned and Rentals**

The company provides vehicles for business use to allow employees to drive on company-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. The company retains the right to amend or terminate this policy at any time.

1. Employees may not drive any business vehicles without a valid NC driver's license and approval from the Partnership's insurance company. All eligible employees will be added to the insurance policy. Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
3. Company vehicles are maintained in a motor pool for use by individual employees, as needed.
4. Employees needing transportation for company business may use vehicles drawn from the motor pool. When no company vehicles are available, easily accessible, or feasible for travel purposes, employees may use their own vehicle or a rental vehicle for business purposes. A rental vehicle generally requires pre-authorization with a purchase and travel request form.
5. Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.
6. Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in company and rental vehicles.
7. Generally, employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the rate set by the NC Office of State Budget Management in the state budget manual (section 5) for such usage. (see HR 312 for details). This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
8. Employees must report any accident, theft or malicious damage involving a company vehicle to authorities, their supervisor and HR, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, **employees should make no voluntary statement** other than in reply to questions of investigating officers.
9. Employees are not permitted, under any circumstances, to operate a company vehicle or a

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personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

**Other Procedures**

**Reserve a Company Vehicle.** Use the Partnership's Electronic Reservation System to submit a request to reserve vehicles. Requests are processed on a first-come first-served basis, but priority will be given to requests which require travel outside of Cumberland County. Reservations should be made as early as possible.

**Checking out and Returning Vehicles.** Rental reservation details will be provided by the Purchasing Specialist. For company vehicles, follow directions from the Electronic Reservation System upon confirmation of reservation. Company vehicles and fuel cards may be checked out on the departure date from the Facility Operations Manager or an Information Assistant. Unusual circumstances, such as departures before business hours, should be coordinated with the Facility Operations Manager prior to the departure date. President or designee approval and an employee acknowledgement is required if a company-owned vehicle must be kept at an employee's home overnight.

Return rentals according to the rental agreement procedures. Return company vehicles to designated parking areas and return keys, mileage log and fuel card to Facility Operations Manager or Information Assistant. Outside of business hours, return equipment in the drop-off box located next to the front desk in the lobby.

**Using the Fuel Card.** Each traveler driving a company or rental vehicle should have a dedicated, unique PIN number for the company fuel credit card. PIN numbers are assigned by the VP of Finance. The company's fuel cards may be used to purchase fuel, oil, maintenance, and miscellaneous services related to company-owned vehicle operations. The company fuel card will not be used to purchase food or other personal consumption items.

**Clean vehicles.** Remove trash and debris from the vehicle after use. Disinfecting wipes are provided in the vehicle. Wipe down surface areas like the steering wheel, console, dashboard, etc.

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**Section 523 – Social Media**

**1. General Information**

- a. The use of social media has allowed people to connect more and share our lives with an ever expanding group of friends. People can share their life and opinions with family, friends and co-workers anywhere in the world.
- b. The Partnership recognizes that due to the age of the population that we serve, social media is a necessary and effective communication tool.
- c. The use of social media presents certain risks and carries with it certain responsibilities.
- d. The following guidelines and policies are established to assist employees with the impact of sharing information which relates to the Partnership's business, clients, volunteers and employees.

**2. Guidelines**

- a. Social media is defined as all means of communicating or posting information or content of any sort on the internet, including your own or someone else's web log or blog, journal or diary, web site, social networking or affinity web site, web bulletin board, or chat room, whether or not associated or affiliated with the Partnership, as well as any other form of electronic communication.
- b. Any social media activity should be considered a permanent public record. The Internet archives almost everything; therefore, even deleted postings can be searched. Postings you delete may have already been copied by others.
- c. If the Partnership is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Partnership, other employees or clients served by or volunteers working on behalf of the Partnership. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Partnership for Children of Cumberland County."
- d. Employees shall be sure that what they say electronically is factually correct and does not include inflammatory statements or attempt to engage in an aggressive or defensive way.
- e. If employees see positive comments/references to the Partnership by media, analysts or other online users, they should share that information and inform the Communications and Development Administrator.
- f. If employees see misrepresentations made about the Partnership by media, analysts or other online users, they will inform the President and/or the Chief Financial Officer.
- g. It is the responsibility of all staff to contribute to the positive work environment at the Partnership. Please keep in mind that work related complaints are more likely to

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be resolved by speaking directly with the specific co-worker(s) than by posting to a social media outlet.

- h. With its strong belief in transparency and honesty, the Partnership strongly discourages the use of anonymous postings or the use of pseudonyms when employees participate in online conversations, posts or comments that relate to the Partnership or issues with which the Partnership is engaged.

**3. Policies**

- a. Employees must remember to fully comply with the confidentiality policies of the Partnership.
- b. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar unlawful conduct may subject you to disciplinary action up to and including termination.
- c. Each employee is solely responsible for what they post online. Before creating online content, keeping in mind that any conduct that adversely affects your job performance, the performance of co-workers or otherwise adversely affects the Partnership or those we serve may result in disciplinary action up to and including termination. Examples of such conduct include but are not limited to:
  - 1) Posts that could contribute to a hostile work environment on the basis of race, religion, national origin, disability, age, sexual orientation or any other status protected by law or Partnership policy.
  - 2) The use of statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages co-workers, customers or others associated with the Partnership, that might constitute harassment or bullying.
- d. Do not use Partnership email addresses to register on social networks, blogs or other online tools utilized for personal use unless necessitated by job duties related to the Partnership.
- e. Engagement in social media will vary by job position at the Partnership. Employees are responsible for discussing with their department head and supervisor how much of their job, if any, necessitates their on-the-job participation in social networking of any sort and act accordingly.
- f. Only employees authorized to do so by the President may speak on behalf of the Partnership or establish or update a Partnership presence on a public social network.
- g. Do not create a link from your blog, website or other social networking site to the Partnership's website without identifying yourself as a Partnership employee.
- h. The use of social media for personal reasons during work hours or on Partnership

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equipment should be restricted to breaks and lunch periods.

- i. Employees are prohibited from taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- j. Employees may raise questions or complaints concerning the use, set up or maintenance of social media with Human Resources Coordinator, their supervisor or the Information Technology staff, as appropriate, without fear of reprisal.

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**Section 524 – Duty to Report Abuse and Neglect**

**1. Policy**

1. PFC employees will abide by all NC General Statutes to include but not limited to NC G.S. 7B-301.
2. Failure of the employee to immediately report known or suspected child abuse, neglect or dependency, as defined in NC G.S. subsection 7B-301, shall constitute breach of PFC policy and may result in termination. Failure to report may also carry criminal penalties.
3. As defined in NC G.S. subsection 122C-66 (see definitions section of this policy) , the identity of an individual who makes a report or who cooperates in an ensuing investigation may not be disclosed without his/her consent, except to persons authorized by the Partnership for Children of Cumberland County or by State or Federal law to investigate or prosecute these incidents. No PFC employee making a report may be threatened or harassed by any other employee or volunteer on account of the report.
4. **North Carolina General Statute § 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment** - Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by NC G.S. subsection 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the Department of Social Services (DSS) in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

**2. Definitions**

**a. North Carolina General Statute § 7B-101. ABUSE, NEGLECT, DEPENDENCY**

1. Abused juveniles. - Any juvenile less than 18 years of age whose parent, guardian, custodian, or caretaker:
2. Inflicts or allows to be inflicted upon the juvenile a serious physical injury by other than accidental means;
3. Creates or allows to be created a substantial risk of serious physical injury to the juvenile by other than accidental means;

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4. Uses or allows to be used upon the juvenile cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior;
5. Commits, permits, or encourages the commission of a violation of the following laws by, with, or upon the juvenile: first-degree rape, as provided in G.S. 14-27.2; rape of a child by an adult offender, as provided in G.S. 14-27.2A; second degree rape as provided in G.S. 14-27.3; first-degree sexual offense, as provided in G.S. 14-27.4; sexual offense with a child by an adult offender, as provided in G.S. 14-27.4A; second degree sexual offense, as provided in G.S. 14-27.5; sexual act by a custodian, as provided in G.S. 14-27.7; unlawful sale, surrender, or purchase of a minor, as provided in G.S. 14-43.14; NC General Statutes - Chapter 7B 2 crime against nature, as provided in G.S. 14-177; incest, as provided in G.S. 14-178; preparation of obscene photographs, slides, or motion pictures of the juvenile, as provided in G.S. 14-190.5; employing or permitting the juvenile to assist in a violation of the obscenity laws as provided in G.S. 14-190.6; dissemination of obscene material to the juvenile as provided in G.S. 14-190.7 and G.S. 14-190.8; displaying or disseminating material harmful to the juvenile as provided in G.S. 14-190.14 and G.S. 14-190.15; first and second degree sexual exploitation of the juvenile as provided in G.S. 14-190.16 and G.S. 14-190.17; promoting the prostitution of the juvenile as provided in G.S. 14-205.3(b); and taking indecent liberties with the juvenile, as provided in G.S. 14-202.1;
6. Creates or allows to be created serious emotional damage to the juvenile; serious emotional damage is evidenced by a juvenile's severe anxiety, depression, withdrawal, or aggressive behavior toward himself or others;
7. Encourages, directs, or approves of delinquent acts involving moral turpitude committed by the juvenile; or
8. Commits or allows to be committed an offense under G.S. 14-43.11 (human trafficking), G.S. 14-43.12 (involuntary servitude), or G.S. 14-43.13 (sexual servitude) against the child.

**b. North Carolina General Statute § 122C-66. Protection from abuse and exploitation; reporting.**

1. An employee of or a volunteer at a facility who, other than as a part of generally accepted medical or therapeutic procedure, knowingly causes pain or injury to a client or borrows or takes personal property from a client is guilty of a Class 1 misdemeanor. Any employee or volunteer who uses reasonable force to carry out the provisions of G.S. 122C-60 or to protect himself or others from a violent client does not violate this subsection.
2. An employee of a facility who witnesses or has knowledge of a violation of subsection (a) or of an accidental injury to a client shall report the violation or accidental injury to authorized personnel designated by the facility. No employee making a report may be threatened or harassed by any other employee or volunteer



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on account of the report. Violation of this subsection is a Class 3 misdemeanor punishable only by a fine, not to exceed five hundred dollars (\$500.00).

3. The identity of an individual who makes a report under this section or who cooperates in an ensuing investigation may not be disclosed without his consent, except to persons authorized by the facility or by State or federal law to investigate or prosecute these incidents, or in a grievance or personnel hearing or civil or criminal action in which a reporting individual is testifying, or when disclosure is legally compelled or authorized by judicial discovery. This subsection shall not be interpreted to require the disclosure of the identity of an individual where it is otherwise prohibited by law.
4. An employee who makes a report in good faith under this section is immune from any civil liability that might otherwise occur for the report. In any case involving liability, making of a report under this section is prima facie evidence that the maker acted in good faith.
5. The duty imposed by this section is in addition to any duty imposed by G.S. 7B-301 or G.S. 108A-102.
6. The facility shall investigate or provide for the investigation of all reports made under the provisions of this section. (1985, c. 589, s. 2; 1993, c. 539, ss. 922, 923; 1994, Ex. Sess., c. 24, s. 14(c); 1998-202, s. 13(ee)).

	<b>Date</b>	<b>Description of Change</b>
<b>Created /Evaluated</b>	<b>10/28/15</b>	<b>New Policy</b>
<b>Revised</b>		

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**Section 525 – Supporting Breastfeeding in the Workplace**

**1. General Information**

In recognition of the well-documented health advantages of breastfeeding, the Partnership provides a supportive environment to enable employees to express milk or breastfeed during work hours as part of a company-wide lactation support program.

The Partnership subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

**2. Company Responsibilities**

Employees who choose to continue to breastfeed or express milk after returning to work shall receive:

**Lactation Breaks**

Employees may breastfeed or express milk during work hours using their regular breaks and meal times. For additional time needed beyond the usual break times, employees may coordinate with their managers.

**Lactations Spaces**

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The designated space will be private and sanitary, located near a sink with running water for washing hands and cleaning breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's manager. A designated refrigerator will be available for the storage of expressed milk.

**Breastfeeding Equipment**

Employees should use their personal breastfeeding equipment. In the event an employee can't bring or forgets to bring their personal equipment, a breast pump will be available for temporary use.

**Education**

Prenatal and postpartum breastfeeding classes (via the Partnership's health plan) and informational materials are available for all employees.

**Staff Support**

Supervisors are responsible for notifying pregnant and breastfeeding employees about the Partnership's worksite lactation support program, and for reviewing policies and practices that will support a plan to meet each employee's breastfeeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

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**3. Employee Responsibilities**

**Communication with Supervisors**

Employees who wish to express milk or breastfeed during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the organization.

**Maintenance of Lactation Spaces**

Employees are responsible for keeping lactation spaces and equipment clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated lactation spaces and other areas where expressing milk may occur, including private offices.

**Milk Storage**

Employees should label stored breast milk with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of breast milk using the company-provided refrigerator.

**Use of Break Times for Lactation**

When more than one employee needs to use the designated lactation room, employees can use a posted sign-in log to schedule lactation times that are most convenient or best meet their needs.