



# 2000 SERIES

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## Equal Employment Opportunity

### POLICY:

Easterseals Central & Southeast Ohio's business is service, and it is our people who give us a competitive edge. For this reason, we believe that it is important to provide a workplace that attracts talented people from all walks of life.

It is the policy of Easterseals Central & Southeast Ohio to provide equal employment opportunity to all individuals without regard to race, sex, religion, national origin, age, veteran's status, disability, or any other category protected by applicable federal, state, or local law. All recruitment, employment, promotion, transfers, discipline, separations, or any other terms or conditions of employment will be administered according to the principles of Equal Employment Opportunity. We fully expect all employees to support Easterseals Central & Southeast Ohio Equal Employment Opportunity efforts by treating all individuals with respect and dignity.

## Vacancy Announcement and Application

### POLICY:

Easterseals Central & Southeast Ohio will strive to recruit the best possible applicants for each position in accordance with all state and federal laws.

### PROCEDURE:

The Human Resources Department will post or distribute notices of open vacancies which occur or are imminent within Easterseals Central & Southeast Ohio. All vacant positions within the organization must have a requisition submitted and approved in the Human Resources Information System (HRIS). Once the Requisition is approved, an internal email notification will be sent to all staff informing them of the vacancy. Each job posting or notice of vacancy shall specify the title, nature of the job, required qualifications, method of application, and date/timelines for an application.

1. Requisition Submission: The hiring manager will complete and submit a requisition form in the HRIS for any vacant position.
2. Internal Notification: Once the requisition is approved, an internal email notification will be sent to all staff informing them of the vacancy. This notification will precede any public job posting to allow internal candidates the opportunity to express interest.
3. Job Posting: After internal notification, the position may be posted externally on job boards and other recruitment platforms.

Exceptions to this policy are at the discretion of the C.E.O. Failure to follow this policy may result in delays to the hiring process or denial of recruitment requests.

An employee who wishes to transfer to another department or apply for an open position in another department must first contact their supervisor. That supervisor will contact the supervisor with the open position to discuss potential transfer. A 30-day notice is required for transfers and position changes.

Transfers are discouraged during the first year of any new position and prohibited within the first 90 days. Exceptions to this policy require prior approval by the Human Resources Manager and the C.E.O.

## Nepotism

### POLICY:

No employee will be permitted to occupy a position with Easterseals Central & Southeast Ohio that requires the employee to be a direct supervisor of, or be supervised by, a relative.

Relatives include members of the employee's immediate family (spouse, parent, grandparent, siblings, children, grandchildren, nieces, and nephews), persons related by marriage (including in-laws) and persons related by law (including adoption, guardianship, and foster parent relationships).

Two employees may also be considered related if they have a personal relationship that may affect, or give the appearance of affecting, the employment decisions of the supervisor.

\*An employee may not provide services to their minor child or spouse, or to the child or spouse of the Director of Operations/CEO. An employee working in the home of their adult family member shall only work a maximum of 40 hours per week.

Exception: Any in Home staff employed prior to December 1, 2015, may continue in their current capacity.

\*Temporary policy amendment – The Ohio Department of Developmental Disabilities (DODD) has given temporary approval for parents of minor children to be employed by an agency to provide billable services to their own minor child/children. ESCSEO will follow the guidelines of DODD during the State of Emergency.

## [Employment At Will](#)

All employees who do not have a separate written employment contract for a specific, fixed term of employment are employed on an at-will basis for an indefinite period. Employees may resign at any time and may be terminated at any time, with or without notice, and with or without cause. Nothing contained in this document alters or should be relied upon as altering this at-will relationship.

## [Conditions of Employment: Employees](#)

### POLICY:

Employment is conditional upon the successful completion of the following screenings, evaluations, examinations, and background checks. All information gathered during these screenings, evaluations, examination, and background checks will be maintained by the Human Resources department. Should results indicate an issue of concern, employment with Easterseals Central & Southeast Ohio may be terminated.

### PROCEDURE:

1. Application Form – All candidates for employment are required to complete and sign an application. This is required even if the applicant has submitted an electronic application. Falsification or omission of any application data, as well as any data presented throughout the hiring process and an employee's employment, is grounds for termination.

2. Employee Credentials – Employees of various positions are responsible for meeting the professional, educational and/or experience standards as required by the position description and/or local, state, and federal law. The required fees for certification, applications, or for course work related to certification are the responsibility of the employee. Employees are responsible for producing documentation regarding transcripts, licensure, and certifications, to the appropriate supervisor. Employees who have a change in educational or certification status are responsible for providing appropriate documentation. Documentation will be maintained in the employee's personnel file.
3. Required Documentation Compliance: To maintain compliance with organizational and regulatory standards, all employees are required to maintain current and valid documentation for the following items:
  - Driver's License (if applicable)
  - Vehicle Insurance (if applicable)
  - Medical Certification (if applicable)
  - CPR Certification (if applicable)
  - Vehicle Safety Inspection (if applicable)

Employees must submit updated documentation within 30 days of the expiration date or any change in status. Failure to provide updated documentation within this timeframe may result in disciplinary action, up to and including termination of employment.

It is the responsibility of each employee to monitor the expiration dates of their required documents and ensure timely submission to Human Resources or the designated compliance officer.

4. Immigration Law Compliance – 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 within three working days of the employee's date of hire. Any employee with an expiring work authorization must renew the authorization, or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also complete the Form. All offers of employment are subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States.

## 5. Reference/Record Verification –

- a. Verbal References: The hiring supervisor will contact two (2) reference sources before an offer for hire is made if required by program licensing rules.
- b. Abuser Registries: Easterseals Central & Southeast Ohio will verify the status of all employees against the following registries using the Automated Registry Check System (ARCS) prior to hire. Any person found to be listed on these registries may be prohibited from employment:
  - Inspector General's Exclusion List
  - Sex Offender and Child Victim Offenders Database
  - U.S. General Services Admin SAM Database
  - Database of Incarcerated and Supervised Offenders
  - Abuser Registry
  - Nurse Aide Registry
  - Ohio Dept of Medicaid Suspension & Exclusion List
  - Findings for Recovery
  - OIG List of Excluded Individuals & Entities

Abuser Registry Annual Notices will be given to employees upon hire. Annually thereafter they will be signed electronically in Relias. Signed receipt pages will remain in the personnel file during active employment.

- c. Transportation: Employees transporting clients or driving for or on behalf of the company in their personal vehicles must provide proof of liability insurance and a valid driver's license with less than six (6) points. Easterseals will obtain a Bureau of Motor Vehicles Driver's Abstract in compliance with state and county requirements at time of hire.
- d. Criminal Background Check: Applicants are required to sign the criminal background check application, which must be completed entirely, and be given the Noncriminal Justice Applicants rights letter. In addition, applicants are required to sign a notarized affidavit of non-conviction of disqualifying offenses as described in O.R.C. 5123-2-08 and listed in O.R.C. 109.572. A valid report will be obtained from the Bureau of Criminal Investigation and Identification (BCII). Any potential employee who lives outside of Ohio, or who has been a resident for less than five years, will also receive a Federal Record Check (FBI). Any conviction of child abuse or a felony may prohibit employment.

- i. Easterseals Central & Southeast Ohio follows any additional requirements set forth by various grants and/or program requirements. Additional background checks are completed for grants that have additional stated requirements. As an additional precaution, all employees of Easterseals Central & Southeast Ohio are entered into the Rapback system. This system provides real time notification of changes in an employee's criminal status.
  - ii. All criminal background check applications and results must be sent to [HR@easterseals-cseohio.org](mailto:HR@easterseals-cseohio.org)
- e. Attestation: Upon hire and annually, applicants are required to submit a form notifying Easterseals Central & Southeast Ohio of any criminal charge.

All forms must be completed and returned to Human Resources within 30 days of employment.

6. Medical Evaluations - An offer of employment is contingent upon satisfactory completion of the following:
- a. Employee Medical Statement – Children's Programs Only
  - b. Hepatitis B Vaccine Acceptance/Declination Form\*

All forms must be completed and returned to the direct supervisor prior to the first day the staff member is counted in ratio.

\*Employees electing the Hepatitis B vaccine will be sent to a direct bill facility, or with prior approval, employees may be reimbursed the cost of the Hepatitis B vaccine only. Since the Hepatitis B vaccine is a series of 3 visits, Easterseals Central & Southeast Ohio will only pay or reimburse for each vaccination as it occurs, and only for current, active employees. Employees must obtain a completed required form from Human Resources for any direct billing location.

7. Orientation/Onboarding
- a. Easterseals utilizes an HRIS/Payroll system. All new hires must complete the invitation to the HRIS/Payroll system and enter their self-service information prior to onboarding with HR. Employees are responsible for maintaining the accuracy of their personal information, including details for direct deposit.
  - b. All employees will be scheduled to attend the new employee orientation/onboarding as applicable. The new employee orientation in the training platform will include HIPAA training.

- c. All employees must attend an in-person onboarding session prior to or on their hire date. Onboarding will be conducted by Human Resources or a designated representative.
- d. The department manager or designee will coordinate department specific orientation based on an individual position training program.
- e. All employees will be responsible for adhering to current organizational policies and procedures.

## Conditions of Employment Volunteer/Student Interns

### POLICY:

The ability to volunteer or participate as a student intern with Easterseals Central & Southeast Ohio, on a regularly scheduled basis, is conditional upon the successful completion of the following screenings, evaluations, examinations, and background checks. Should results indicate an issue of concern, the ability to volunteer or intern with Easterseals Central & Southeast Ohio may be terminated.

### PROCEDURE:

1. All volunteer or student intern candidates are required to complete and sign an application. This is required even if the applicant has submitted an electronic application. Falsification or omission of any application data, as well as any data presented throughout the screening process and a volunteer or interns' assignment, is grounds for termination.
2. Reference/Record Verification
  - a. Verbal References: The position supervisor will contact two (2) reference sources before an individual shall be accepted as a volunteer or student intern.
  - b. Abuser Registries: Easterseals Central & Southeast Ohio will verify the status of all volunteers or interns against the following registries using the ARCS system:
    - Inspector General's Exclusion List
    - Sex Offender and Child Victim Offenders Database
    - U.S. General Services Admin SAM Database
    - Database of Incarcerated and Supervised Offenders

- Abuser Registry
  - Nurse Aide Registry
  - Ohio Dept of Medicaid Suspension & Exclusion List)
  - Findings for Recovery
- c. Criminal Background Check: Applicants are required to sign a release of information for a criminal background check, which includes fingerprinting. A valid report will be obtained from the Bureau of Criminal Investigation and Identification (BCII). Applicants who live outside of Ohio, or who have been a resident for less than five years, will also receive a Federal Record Check (FBI). Any conviction of child abuse or a felony may prohibit volunteering or interning.

Any person found to be listed on any of these registries may be prohibited from volunteering or interning.

3. Medical Evaluations - An offer to volunteers/interns is contingent upon satisfactory completion of the following:
  - a. Hepatitis B Vaccine Acceptance/Declination Form\*
4. Orientation
  - a. All facility-based volunteers and student interns will be scheduled to attend the new employee orientation as applicable and required training. The new employee orientation will include HIPAA workforce training.
  - b. The department manager or designee will coordinate department specific orientation based on an individual position training program.
  - c. All volunteers and student interns will be responsible for adhering to current organizational policies and procedures.
5. Student Interns - In addition to the above, all persons performing student internships and clinical practicums shall produce the required documentation and abide by the guidelines as dictated by the sponsoring institution. It is the responsibility of the intern to complete all requirements for entry into the program. Each program will follow age guidelines as per our governing rules. This includes disallowing interns that are part of the registries listed in item #2 of this section.

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## 2100 EMPLOYEE PERFORMANCE

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### Staff Development

#### POLICY:

Easterseals Central & Southeast Ohio believes that to ensure quality services, a well-trained and qualified workforce is essential. Therefore, Easterseals Central & Southeast Ohio supports staff by providing a comprehensive orientation process. To stimulate and encourage professional growth, information regarding opportunities to participate in on-going specialized training is also available.

#### PROCEDURE:

All staff will receive training on the organization policies and procedures, as well as the personnel policies and procedures upon hire and as changes occur.

1. New Hire Training
  - a. The department manager or designee will conduct all required staff training at the time of hire and schedule training for staff annually thereafter.
  - b. The department manager or designee will coordinate department specific orientation based on an individual position-training program within the first 90 days of the employee's hire date.

All staff must complete training in the designated time and ensure required certifications are current. Refusal to do so may result in removal from the schedule.

2. The following trainings are required and provided for administrative staff upon hire and yearly thereafter:
  - a. CPR/First Aid (every two years)
  - b. Fire Safety and Emergency Response
  - c. Bloodborne Pathogens and Exposure Control Plan
  - d. Standard/Universal Precautions

- e. Location of First Aid Kits (each facility has specific locations, In Home consumers/personal representatives are encouraged to maintain their own first aid kit)
  - f. Health Information Portability and Accountability Act (HIPAA)
  - g. Consumer Rights
  - h. Crisis Communication
  - i. Occupational Safety and Health Administration (OSHA)
  - j. Major Unusual/Unusual Incidents (MUI/UI) and reporting
  - k. Abuse and Neglect
  - l. Consumer Grievances
  - m. Ethics
3. Direct care service staff will be enrolled in the Relias Training plan for initial and annual training. In addition, direct care service staff will be trained, where applicable, yearly in the following areas:
- a. Delegated Nursing – Initial/Annual Oral/Topical
  - b. Communicable Disease Prevention
  - c. CPR & First Aid – Every two years

Adult Day and In Home training plans will be updated annually, or as required by the Ohio Department of Developmental Disabilities (DODD).

4. Licensure/Certification
- a. Employees in various positions are responsible for meeting the professional, educational, and experience standards as required by the position description and/or local, state, and federal law.
  - b. Employees are responsible for producing documentation regarding transcripts, licensure, and certifications, to the appropriate supervisor. Employees who have a change in educational or certification status are responsible for providing appropriate documentation. Documentation will be maintained in the personnel file.

## Performance Review

### POLICY:

Easterseals Central & Southeast Ohio will review its employees' performance and development to assist and motivate employees to attain their maximum potential and to promote the highest quality of service. Performance reviews will be completed during the following schedule based on positions.

- Early Intervention and Education (Discovery Garden and Afterschool) – May
- DSP and AIS – July/August
- Senior leadership, Leadership, Middle Managers, Human Resources Manager, Administration including Fiscal, Data and Quality Assurance Specialist, Human Resources Assistant, Custodian, Receptionist, and Development Assistant – September
- Ombudsman – December

Performance Reviews will be completed in the Paycom Performance Management System.

### PROCEDURE:

1. Job performance skills are the most key factors used in determining salary increases and career advancement opportunities.
2. Significant strengths, areas needing improvement, and career development are the focus of the review.
3. Performance Measures: At the time of any performance review, performance will be measured using criteria that examine the employee's effectiveness in their position as determined by their supervisor.
4. For the reviews listed below, the immediate supervisor may meet with the employee to review the performance rating and supply a copy of the review to the employee. All employees are asked to sign the completed review indicating that it has been discussed with them. All employees will have the opportunity to offer written comments and/or request further review. The signed review shall become part of the employee's personnel file.
  - a. Introductory Period Review – within the employees first 90 days of employment, a review may be completed and reviewed with the employee by their immediate supervisor.

- b. Annual Review – A performance review of every employee will be conducted once every twelve months\*. The purpose of this review is to examine performance, expectations, and develop individual goals and objectives for the coming year.
  - c. Additional Reviews – additional reviews may be conducted to identify and correct areas where improvement is necessary.
5. The Board of Directors will evaluate the performance of the C.E.O. The Human Resources Manager will forward the necessary documents to the board president two months prior to anniversary date for disbursement to the full board.

\*Reviews are based on twelve months of work. Any employee who has taken a medical or personal leave may expect their annual review date to be extended by the number of days taken in the leave.

\*\* All original reviews should be submitted to Human Resources to be kept in the personnel file.

### [Corrective Action](#)

#### POLICY:

Corrective action is a process that is intended to assist employees in correcting problems or behavior that interferes with job performance and organizational operations. In general, any acts by an employee that may harm another employee, client, Easterseals Central & Southeast Ohio, or interfere with the rights of an employee, client, or Easterseals Central & Southeast Ohio may be cause for corrective action. Acts of misconduct may subject an employee to disciplinary action up to, and including, immediate termination.

Corrective action meetings are mandatory and will be considered a no call/no show if not attended. Nonattendance will not stop the corrective action process.

Easterseals Central & Southeast Ohio will decide what corrective action is appropriate upon the severity of the employee's misconduct. Termination will occur where it is deemed appropriate and at the sole discretion of Easterseals Central & Southeast Ohio.

Below is a non-exclusive list of acts of misconduct that could subject an employee to corrective action, up to and including termination:

1. Failure to adhere to departmental or organizational policies.
2. Professional neglect or misconduct.
3. Professionals acting outside scope of practice.
4. Repeated and/or excessive tardiness or absence.
5. Unauthorized and unexcused absences.
6. Refusal to accept or perform work assignments.
7. Insubordination.
8. Falsifying organizational documents.
9. Unauthorized disclosure of confidential information.
10. Fraud or misappropriation of funds.
11. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the workplace.
12. Theft, inappropriate removal, or unauthorized possession of organizational property or information.
13. Fighting or threatening violence in the workplace.
14. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
15. Endangering the safety of co-workers or clients.
16. Harassment.
17. Violation of HIPAA regulations.

## PROCEDURE:

1. When deciding whether to take corrective action against an employee, Easterseals Central & Southeast Ohio will consider the severity of the offense and the employee's past record. The Human Resources Department should be consulted if there is any question as to the most appropriate corrective action to take.
2. What level of corrective action an employee receives depends on the severity of the problem/behavior and the judgment of management.
3. Professional/Licensing agencies will be notified of disciplinary action, when appropriate.

### Step 1: Verbal Counseling

Verbal Counseling is used to inform the employee of the problem, to elicit the employee's input as to reasons why the problem has arisen and to discuss ways the employee can improve performance. Counseling should take place in an appropriate location, immediately following the action or notification of action. Dated notes will be written by the individual counseling the employee and maintained in the employee's personnel file. A Verbal Corrective Action form should be filled out and signed by the employee and manager.

Verbal corrective action should: focus attention on performance problems/behaviors and their causes; open lines of communication with the employee; help the employee improve performance and productivity; provide a clear understanding and agreement of expected performance and state what action may follow if performance is not corrected; and provide documentation of an employee's performance problem and the action plan.

### Step 2: Written Corrective Action

Written Corrective Action is used when the incident is serious, or when it involves the repetition of the same or similar offense. A Written Corrective Action Form should be completed in full, signed by the appropriate supervisor and/or department manager and forwarded to the Human Resources Department for the employee's personnel file.

All Verbal and Written Corrective Actions Forms must be sent to the Human Resources Manager for approval before discussing with the employee.

### Step 3: Suspension

If an incident is very serious or when Steps 1 and/or 2 have not produced the required change, the employee may be suspended from duty without pay.

Suspension will be determined in consultation with the Human Resources Department. Further infractions may lead to immediate termination of employment. Approval of the department manager will be required prior to the suspension being given. A Corrective Action Form will be completed and maintained in the employee's personnel file.

An investigative suspension, with or without pay, provides the department manager with time to ascertain the facts surrounding a situation while ensuring that day-to-day operations are not compromised.

### Step 4: Termination of Employment

Termination is used when attempts to correct the employee's performance problems/behaviors have failed or when the improper conduct is of such a nature the employment relationship should not be continued. The Human Resources Department should be contacted about the circumstances surrounding the intent to terminate the employee prior to termination.

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## 2150 EXPECTATIONS OF EMPLOYEES

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### Standards of Conduct

#### POLICY:

Easterseals Central & Southeast Ohio exists for the benefit of its consumers. All employees are responsible for maintaining Easterseals Central & Southeast Ohio's image and reputation. As such, all employees will conduct and present themselves in a professional manner both on Easterseals Central & Southeast Ohio premises and elsewhere as a representative of Easterseals Central & Southeast Ohio.

### Gift Policy

#### POLICY:

Easterseals Central & Southeast Ohio employees shall not solicit or accept direct or indirect gifts, loans, discounts, or any item of expensive monetary value from any person, company, client, or vendor that is currently or seeking to conduct business with Easterseals Central & Southeast Ohio. For purposes of this policy, the term "expensive" will be defined as values more than \$25.00.

This policy applies to all Easterseals Central & Southeast Ohio employees, interns, and volunteers.

### Workday Policy

#### POLICY

Work hours are established to meet the needs of Easterseals Central & Southeast Ohio. Due to the varied locations in which consumers are served, the variation in work volume and daily work schedules may vary, depending upon the work assignments and departmental requirements. Work schedules must have supervisory approval.

## PROCEDURE:

### Work Week:

The work week, for pay purposes, runs from Saturday at 12:01 am to Friday at midnight.

### Meal Periods:

Employee meal times should not be included in hours worked or paid unless it is necessary for the employee to remain on duty, and at work throughout the meal period.

## [Attendance and Punctuality](#)

## POLICY:

To maintain a safe and productive work environment, Easterseals Central & Southeast Ohio expects employees to be reliable and punctual in reporting for scheduled work.

## PROCEDURE:

An employee who cannot report to work on time, or will be unexpectedly absent, is required to provide a minimum of a two-hour notice. Notice should be reported to the employee's supervisor, or designee. If an employee has an emergency on their way to work, such as a car accident or flat tire, they should provide as much advance notice as possible to their supervisor, or designee.

An employee is required to speak with their supervisor, or designee, each day they are going to be late or absent. If the employee is unable to speak with their supervisor, they should leave a voicemail. The employee should also notify the receptionist, when appropriate. During emergency circumstances, if the employee is unable to call, they should have someone else speak to the appropriate supervisor or designee.

Supervisors, or designee, will report absence by email to the Human Resources Department for attendance tracking purposes at [Attendance@easterseals-cseohio.org](mailto:Attendance@easterseals-cseohio.org).

Poor attendance and/or excessive tardiness may lead to disciplinary action, up to and including termination. Points will be assigned as listed in the occurrences table on page 19 of this policy.

Occurrences will be tracked as follows:

	Occurrences/Days	Discipline Step and Action
Occurrence 1 Occurrence is equal to: <ul style="list-style-type: none"><li>• 1 Absence*</li><li>• 1 Call off**</li><li>• 2 Tardy**** or Early Leave</li><li>• 2 Missed Clock-in or Clock-outs ***</li></ul>	6 Occurrences  8 Occurrences  10 Occurrences	Step 1: Verbal Warning  Step 2: Written Warning  Step 3: Termination
Single Day of No Call/No Show	6 Occurrences	Step 1: Written Warning Step 2: Termination

\*Absence for consecutive days with medical excuse from a licensed provider = 1 occurrence

\*\*Call off with no PTO = 2 occurrences

\*\*\*Locked out of Anywhere will be a Missed clock if staff does not notify supervision immediately. Anywhere account will be unlocked the first business day following notification to supervision.

\*\*\*\*Clock in 15 minutes or more past scheduled start time will be considered Tardy.

**Absence:** An arrival time of **more than 2 hours past the scheduled start time** may be considered an **absence**, subject to management review and applicable disciplinary action, and should be reported to [Attendance@easterseals-cseohio.org](mailto:Attendance@easterseals-cseohio.org).

Accumulation of occurrences will be on a rolling calendar (tracked from date of first occurrence).

Each occurrence will be deleted one year after it has been added to the employee's attendance file.

To recognize good or improved attendance, if an employee has no occurrences for 3 consecutive months, 2 occurrences will be deducted from the total.

Occurrences will not be assessed to any employee out on FMLA, or due to the death of an immediate family member (as defined in policy 2300).

Direct Care staff that are absent from a scheduled shift lasting more than 8 hours must use at least 8 hours of PTO to cover, but may use up to 12 hours of PTO.

## Drug and Alcohol-Free Workplace

### POLICY:

The manufacture, distribution, dispensation, possession, use, and/or working under the influence of controlled substances, marijuana, alcohol, or illegal use of prescription drugs by employees on Easterseals Central & Southeast Ohio premises, or while providing care, is prohibited. Any employee convicted of drug related charges must report the occurrence by the start of the following business day to the Human Resources Department.

If alcohol is served at an Easterseals Central & Southeast Ohio business meeting or event, employees are expected to act responsibly. If staff is providing direct care services, they are not to consume alcohol.

Controlled substances include, but are not limited to, the following: narcotics, depressants, stimulants, hallucinogens, and marijuana. Alcohol includes beer, wine, and liquor. This prohibition also includes abuse of legal prescription and over-the-counter drugs, which can affect physical or mental ability to perform job responsibilities safely or productively.

Easterseals Central & Southeast Ohio reserves the right to require employees to submit to random drug testing. Employees who sustain a workplace injury and seek medical treatment will be required to undergo drug and alcohol testing as part of the incident response protocol.

Refusal to submit to such testing, or a positive result on such a test, is grounds for disciplinary action up to and including termination of employment.

Employees working in the homes of consumers where certain medications are administered will be subject to random drug testing.

Easterseals Central & Southeast Ohio reserves the right to require pre-hire drug testing, when required by a specific program.

Violation of this policy may result in disciplinary action, up to and including, termination.

## Smoking/Vaping

### POLICY:

Easterseals Central & Southeast Ohio Central & Southeast Ohio provides tobacco free environments for programs and operations.

### PROCEDURE:

1. Smoking, E-cigarettes (vaping), and/or tobacco products are prohibited on all Easterseals Central & Southeast Ohio properties.
2. "No Smoking" signs will be posted in appropriate areas.
3. Employees who smoke/use tobacco products during work hours are required to wash their hands upon returning to work.
4. No smoking is to occur during the loading/unloading of Easterseals Central & Southeast Ohio consumers from privately or publicly owned vehicles.
5. There will be no smoking/tobacco use in any consumer/families' homes.
6. No smoking or tobacco is permitted in any Easterseals Central & Southeast Ohio vehicles.
7. If transporting in a personal vehicle, employees are not permitted to smoke while a consumer is in the vehicle.
8. No smoking or tobacco products will be sold on Easterseals Central & Southeast Ohio premises.
9. If an employee is smoking, vaping, or using any tobacco products on Easterseals Central & Southeast Ohio premises, disciplinary action will be taken, up to and including termination.

The Company maintains a healthy, safe, and clean working environment. The term "smoking" includes tobacco products, marijuana, the use of e-cigarettes, and smokeless tobacco. All buildings and Company-owned or leased vehicles are smoke-free and tobacco free.

## Appearance/Dress

### POLICY:

It is the policy of Easterseals Central & Southeast Ohio that all employees dress in a manner that demonstrates respect for the consumers served. As representatives of a respected organization, employees must demonstrate an image of professionalism. Therefore, all employees are expected to dress in an appropriate manner for their position. Any article of clothing, footwear, jewelry, or accessory, which may constitute a safety hazard for that position, should not be worn. Clothing must be appropriate for the activity being performed.

Clothing and grooming standards must ensure a safe and healthy environment for employees, consumers, and visitors.

Where necessary, the company may make a reasonable accommodation to this policy for a person with a disability, religious requirement, or other reasons protected by law.

### PROCEDURES:

Staff members are asked to wear business casual attire. Blue jeans are acceptable attire if they are not ripped, torn, or otherwise unprofessional in appearance. Employees may be asked to dress more formally for special events for the organization.

Management may deem articles of clothing unacceptable if viewed as unprofessional. Dress considered unacceptable is as follows:

1. Shorts and skirts must be no shorter than 3 inches above the knee.
2. No tank tops with less than 2-inch-wide shoulders or large arm holes.
3. No inappropriately ripped or torn clothing.
4. No low-cut shirts or tops revealing in nature.
5. No see through clothing or bare midriff.
6. No shirts with writing advertising inappropriate content.
7. No flip-flops or open toed shoes for center based direct care staff. Shoes must have straps on the back.
8. Shorts should only be worn during the months of May-October

## Conflict of Interest

### POLICY:

A “conflict of interest” occurs in any situation in which an employee is not able to remain impartial or maintain objectivity in choosing between the interests of Easterseals Central & Southeast Ohio and their interests of themselves.

A conflict of interest also takes place when an employee, or a member of an employee’s immediate family, can benefit, directly or indirectly, from a relationship with a supplier, consumer, competitor, or other person who deals with Easterseals Central & Southeast Ohio. Employees are prohibited from working with a competitor providing the same services as Easterseals Central & Southeast Ohio.

It is a conflict of interest for employees of Easterseals Central & Southeast Ohio to be an Independent Provider. Employees with their Independent Provider certification prior to July 31, 2017, are exempt from this policy. Employees obtaining certification after July 31, 2017, may not continue employment with Easterseals Central & Southeast Ohio. Employees are required to notify Human Resources that they have applied for Independent Provider certification. Employees will not be permitted to work once they have obtained certification and will not be eligible for pay out of any unused/accrued PTO. Failure to follow these steps will result in immediate termination of employment.

An employee must manage their personal and business affairs to avoid conflicts of interest, or even the appearance of one. If an employee becomes involved in a situation that might cause a conflict, or even the appearance of a conflict, they should tell their supervisor or an appropriate member of administration.

If an employee’s employment is terminated, voluntarily or involuntarily, the employee is not to engage with any current Easterseals Central & Southeast Ohio contractor in the same job capacity for one year after termination.

## Harassment

### POLICY:

Easterseals Central & Southeast Ohio is committed to providing all employees the opportunity to work in an environment free of illegal harassment and/or discrimination.

It is the company's aim to ensure all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the company expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice, and harassment. This can exist only when each employee is assured an atmosphere of mutual respect and one in which each is judged solely on criteria relating to job performance. The company expressly prohibits any form of unlawful employment harassment or discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, national origin, age, disability, status as Vietnam era or special disabled veteran, or status in any group protected by state or local law. The company has adopted the following guidelines to deal with any form of harassment and/or discrimination that may occur during business hours or on the premises of the company, in a client's facility, or in any location where the employee is conducting work.

If an employee believes they have been a victim of sexual harassment or any other form of illegal harassment or if an employee witnesses the illegal harassment of others, they should immediately report their concerns to any Supervisor or the Human Resources Department. If this is not an option because the Supervisor is the harasser, an employee should contact the Human Resources Department, CEO, or designee. Retaliation against anyone involved in reporting in good faith an incident of harassment is prohibited. Conversely, the company considers knowingly filing false reports of harassment a violation of this policy and those involved will be subject to disciplinary action up to and including termination of employment.

### Definition of Sexual Harassment:

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcome physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- 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 sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the company.

### Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor, or by someone not directly connected to the Firm (e.g., an outside vendor, consultant, or client).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

## Retaliation Is Prohibited

The company prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## Reporting an Incident of Harassment, Discrimination or Retaliation

The Firm strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they experienced conduct that is contrary to the company's policy or who have concerns about such matters should file a complaint with their supervisor, Human Resources, or CEO. The availability of this complaint procedure does not preclude people who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

## Investigation

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

## Responsive Action

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination of employment, as the Firm believes appropriate under the circumstances.

Finally, these policies should not, and may not, be used as a basis for excluding or separating people of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment. The law and the company's policies prohibit disparate treatment based on sex or any other protected characteristic, regarding terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

## Confidentiality

### POLICY:

Confidential information with respect to Easterseals Central & Southeast Ohio, our clients, and suppliers is privileged and must be held in the strictest confidence. In addition, use and disclosure of protected health information is strictly governed by applicable state and federal law, including but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA). It is the company's intention to comply with these rules and regulations and to protect all confidential information. Confidential information is not to be used as a basis for personal gain by any employee.

In no case may such information be transmitted to persons outside of the company, including family members of an employee, or even to other employees of the company who do not need to know such information to perform their duties as Easterseals Central & Southeast Ohio employees. The restrictions in this policy also apply to the reports, documents, statements, and data, whether in paper or electronic form, which are prepared for use in the company's business and not released. Please note that this policy is not intended to limit legally protected activity such as employee discussions regarding terms and conditions of their employment.

## Office Equipment

### POLICY:

#### 1. Personal Telephone Calls

- a. The use of telephones for personal phone calls is discouraged. Employees should practice discretion in using the organization's telephones for local personal calls.
- b. Employees may not place personal long-distance calls except in emergency situations.
- c. Personal telephone calls should not interfere with organizational operations.
- d. Use of cell phones is prohibited while providing care to consumers. Center based direct care staff are not permitted to carry cell phones during working hours.
- e. Use of company wireless Internet on personal devices is prohibited.

#### 2. Personal Photocopying and Faxing

- a. Use of copy and FAX machines for personal use is discouraged.

### 3. Postage Meter

- a. Use of the postage meter for any purpose other than organizational business mail is prohibited.

### 4. No personal use of computers during business hours.

Violation of this policy may lead to disciplinary action, up to and including, termination.

## Information Systems Access Establishment and Modification

### POLICY:

Access to information systems is dependent upon the position. Information systems including but not limited to, e-mail systems and services, Internet access, computer systems, software, web sites, phone systems, voice mail systems, fax machines and fax services, regular mail, data communications services, copy machines, scanners, and computer-based data sources.

Upon hiring, the Human Resources Department, or designee, will establish access to information systems based upon the position the employee is hired in.

If an employee changes positions within the organization, access to information systems will be modified by the Human Resources Department, or designee, within one working day of change of status.

Easterseals Central & Southeast Ohio information systems are considered property of the organization and are provided to assist employees in the performance of job duties and responsibilities. Use of information systems for personal use is discouraged.

Information systems may be accessed, monitored, and/or examined, (with or without notice) by designated management, Human Resources, and information systems personnel. The company reserves the right to modify or delete any message or its attachments. The reasons are at the company's discretion, but may include retrieving business information, investigating, or resolving network or communications problems, preventing system misuse, ensuring compliance with policies for use of third-party software, ensuring compliance with legal and regulatory requests, and enforcing company policy.

Any employee who is found to have attempted unauthorized access to an information system will be in violation of this policy and will be subject to disciplinary action, up to and including, termination.

## [Annual Notices](#)

### POLICY:

It is the policy of Easterseals Central & Southeast Ohio that all employees receive the Abuser Registry Annual Notices on an annual basis.

### PROCEDURE:

#### Abuser Registry Annual Notice

The Abuser Registry annual notice will be distributed to employees each year. A signed receipt page will remain in the personnel file during active employment. The list of registries can be found in section 2050.

## [Notice of Conviction](#)

### POLICY:

Any person employed by Easterseals Central & Southeast Ohio who is convicted of or pleads guilty to any offense described in Ohio Administrative Code § 5123:2-1-051 (J), shall notify his or her supervisor of the conviction the following business day. Easterseals Central & Southeast Ohio shall follow all guidelines and interpretations set forth by the Ohio Department of Developmental Disabilities regarding OAC § 5123:21051 (J).

### PROCEDURE:

The employee shall notify their supervisor of the conviction the following business day. If the employee's supervisor is unavailable, the employee shall immediately inform the Human Resources Department.

Should the employee be unable to attend work, they shall contact the employer at their earliest available opportunity. The preferred method of communication is the telephone, however, U.S. mail and e-mail are also acceptable.

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## *2155 EMPLOYEE SAFETY*

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### Cellular Phone Usage

#### POLICY

Safety issues for cellular phone use while driving:

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal or business issued cell phone, for calls or texting, or to use a hands-free device while driving. Safety must come before all other concerns.

Employees who are charged with traffic violations resulting from the use of their phones while driving will be solely responsible for all liability resulting from such actions. In certain areas, there are prohibitions against driving and talking/texting on a cellphone; and you are expected to know and comply with the relevant laws in your area – think safety first.

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## 2175 SOCIAL MEDIA POLICY

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### Social Media Policy

#### PURPOSE

Easterseals Central & Southeast Ohio recognizes that social media can be a highly effective tool for sharing ideas and exchanging information. While social media supports the advancement of Easterseals Central & Southeast Ohio, use of social media also presents certain risks and carries with it important responsibilities. This Social Media Policy (this “Policy”) provides guidance for our employees to assist them in making good decisions about their use of social media.

#### Scope

This Policy applies to Easterseals Central & Southeast Ohio’s employees and supersedes all prior policies in this regard. Easterseals Central & Southeast Ohio defines “social media” broadly to include all online platforms that facilitate activities such as professional or social networking, posting commentary or opinions, or sharing pictures, audio, video, or other content. “Social media” includes personal websites and all types of online communities including, but not limited to, Facebook, LinkedIn, Yelp, YouTube, Twitter, Instagram, TikTok, blogs, message boards, and chat rooms.

#### Compliance with Related Policies and Agreements

Consistent with Easterseals Central & Southeast Ohio’s policies, we strive to ensure that we retain mutual respect, a positive work environment, and an atmosphere that makes people proud to work here. Therefore, everyone is expected and required to always behave in a professional and respectful manner, including in their use of social media.

Employees must not use social media in a way that violates any of Easterseals Central & Southeast Ohio’s policies. Employees’ social media activity is covered by all Easterseals Central & Southeast Ohio’s policies including, but not limited to, its:

- Equal Employment Opportunity, Anti-Discrimination, and Anti-Harassment policies.
- Confidential and Proprietary Information policies; and
- Communications Systems, Email, and Internet policies.

## Use of Social Media at Work

Personal use of social media is never permitted during working time or using Easterseals Central & Southeast Ohio's computers, networks, and other IT resources and communications systems. In addition, you should never use your Easterseals Central & Southeast Ohio email address to register for personal profiles on social networks, blogs, or other personal websites. You may only use social media during working time or using Easterseals Central & Southeast Ohio's equipment if the social media use is work-related.

## Be Responsible and Respectful

Ultimately, you are solely responsible for what you communicate in social media. Before creating online content, consider some of the risks that are involved. Always interact in a way that is fair, courteous, honest, and respectful. Keep in mind that any post – whether on personal or Easterseals Central & Southeast Ohio's platforms – or conduct that adversely affects job performance or the performance of fellow employees, or otherwise adversely affects employees, customers, or Easterseals Central & Southeast Ohio's legitimate business and/or reputational interests may result in disciplinary action, up to and including termination.

A social media site is a public place, and employees should avoid inappropriate comments

## Guidelines for Using Social Media

Easterseals Central & Southeast Ohio's principles, guidelines, and policies apply to online activities just as they apply to other areas of work. As such, even online, all employees must observe and follow Easterseals Central & Southeast Ohio's policies as well as applicable law. For example, employees should not divulge Confidential Information, including on social media sites. Similarly, employees may not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class, nor post or display comments that could be viewed objectively as offensive, unprofessional, profane, vulgar, obscene, threatening, intimidating, defamatory, or otherwise unlawful.

Please be reminded that social media usage can constitute workplace discrimination or harassment, even if such conduct occurs during non-working hours and/or on personal or Easterseals Central & Southeast Ohio's devices or platforms. Postings that include unlawful discriminatory remarks, harassment, threats of violence, unlawful conduct, or other conduct inconsistent with Easterseals Central & Southeast Ohio's policies will not be tolerated and may subject you to disciplinary action, up to and including termination. Easterseals Central & Southeast Ohio strongly discourages supervisors from accepting or sending friend requests to their subordinates.

### Express Only Your Personal Opinions

Do not represent that Easterseals Central & Southeast Ohio has authorized you to speak on behalf of the Company or that Easterseals Central & Southeast Ohio has approved your message unless you receive prior written authorization to do so from your supervisor. If you are not authorized to speak on behalf of Easterseals Central & Southeast Ohio, it is important that employees make it clear in any on-line social networking site or blog, in which they participate, that any views and opinions expressed by the employee regarding any work-related topics are solely their own.

### Conduct Not Prohibited by this Policy.

Nothing in this policy is intended, or will be interpreted, to interfere with, restrain or coerce any employee's lawful exercise of their rights under any applicable federal, state, or local law, including but not limited to lawfully discussing the terms and conditions of employment, engaging in protected concerted activity, acting together for mutual aid or protection, or otherwise lawfully exercising their rights under Section 7 of the National Labor Relations Act.

### Telecommuting

#### POLICY:

It is the intent of Easterseals Central & Southeast Ohio to provide the option for staff to telecommute. This ability should be considered a benefit. Individuals eligible for telecommuting are full time, exempt employees. Employee, supervisor, and the senior manager of the department must sign a Telecommuting Agreement.

Telecommuting arrangements may be discontinued at will and at any time by request of either the telecommuter or Easterseals Central & Southeast Ohio. Easterseals Central & Southeast Ohio reserves the right to request immediate changes to telecommuting schedule due to lack of work performance and to address needs of the organization for such reasons as training and emergency situations.

Employees must adhere to the Easterseals Central & Southeast Ohio Dress Code Policy (Section 2150) when participating in video meetings (Zoom, Microsoft Teams, etc.). Before entering into any telecommuting agreement, the employee and supervisor will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability: The employee and supervisor will assess the needs and work habits of the employee.
- Job responsibilities: The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for telecommuting. Additionally, the employee must be available and working during normal business hours.
- Easterseals Central & Southeast Ohio will not be providing any items such as printers, internet, phone etc. to the employee to telecommute. To access Easterseals Central & Southeast Ohio S: drive employees must be willing to use personal cell phones for 2 factor authentication.
- Employees that have not been issued a company cell phone will be required to add 3CX to their phones for communication purposes or be willing to use personal cell phones.
- 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.

Telecommuting is not designed to be a replacement for appropriate dependent care. The employee must focus on performing their job duties and meeting their departmental goals and outcomes.

Worksite:

1. Telecommuters have a clearly defined workspace that is kept clean and orderly.
2. The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front of or above it.
3. Exits are free of obstructions.
4. Supplies and equipment (both agency and employee-owned) are in good condition.
5. The area is well ventilated and heated/cooled.
6. Storage is organized to minimize the risks of fire and spontaneous combustion.
7. All extension cords have grounding conductors.
8. Exposed or frayed wiring and cords are repaired or replaced immediately upon detection

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## 2200 EMPLOYEE RELATIONS

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### Open Door Policy

#### POLICY:

It is the policy of Easterseals Central & Southeast Ohio to facilitate communication and to promptly resolve issues/concerns affecting employees. This policy may be used except for issues that should be reported pursuant to the harassment policy in Section 2150.

A concern may be brought to the attention of any member of management by any Easterseals Central & Southeast Ohio staff member. No employee shall be disciplined or harassed because of presenting a valid concern or issue to management. Many issues can be resolved informally. It is the responsibility of all Easterseals Central & Southeast Ohio supervisors to document and attempt to resolve any concern or issue brought to their attention.

In addition, employees may voice concerns or communicate with Human Resources anonymously by using the AllVoices platform by clicking the link below.

[Easterseals.allvoices.co](https://Easterseals.allvoices.co)

### Access to Personnel Records

#### POLICY:

Easterseals Central & Southeast Ohio shall maintain a personnel file on each employee. Such files shall include, but not be limited to, the following information: individual employment date, payroll information, work time schedules, in-service records, records of deductions or additions paid, application and hiring information, background checks, references, medical information, evaluations, promotion, demotion, and change in status information.

Personnel files are the property of Easterseals Central & Southeast Ohio and access to the information they contain is restricted. Personnel files are maintained in the Human Resources offices in locked cabinets.

An employee shall have a right to reasonable inspection of their official personnel file. With reasonable advance notice, employees may review their personnel files in an Easterseals Central & Southeast Ohio office in the presence of an employee designated by the Human Resources Department. All original files are retained by Easterseals Central & Southeast Ohio for a period of three years following separation.

#### PROCEDURE:

It is the policy of Easterseals Central & Southeast Ohio to try to protect the confidentiality of employee information. It is the responsibility of each employee to ensure that confidential information is not released without appropriate authority. Inappropriate disclosure of information is cause for disciplinary action, up to and including immediate termination.

All outside requests for information regarding employees, past and present, will be referred to the Human Resources Department, or designee.

Documentation will be maintained of dates and individuals/entities having access to the personnel file.

When disclosure of a personnel file is requested by subpoena, employees concerned will be notified as quickly as possible so that they can act on their own behalf (unless otherwise directed by a court order).

Employees may submit pertinent information or brief rebuttals for inclusion in their file, with the approval of the Human Resources Department.

Management and the Operations Manual shall be consulted for definitions of other types of confidential information and confidentiality procedures.

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## 2250 COMPENSATION

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### Wage and Compensation Release

#### POLICY:

In compliance with Article II, Section 34a of the State of Ohio Constitution, it is the policy of Easterseals Central & Southeast Ohio to release personnel records or information about an employee's wages and compensation to authorized individuals. An authorized individual is considered by Easterseals Central & Southeast Ohio to be the employee, a legal representative of the employee furnishing Easterseals Central & Southeast Ohio with power of attorney, or a representative acting on behalf of the employee who upon request presents a signed copy of the Authorization to Release Personnel Records (A copy of this authorization may be requested from an Easterseals Central & Southeast Ohio representative).

All requests shall be made to the Human Resources Department. All requests must be made in person at the Easterseals Central & Southeast Ohio Central Ohio office. Requestor must present valid photo identification for verification purposes. Where an authorized request is received, Easterseals Central & Southeast Ohio will comply with the request within thirty (30) business days.

Unless otherwise requested, the information and records released shall consist of the name, address, occupation, pay rate, hours for each day worked and each amount paid to the employee.

The requestor can elect to receive the information in one of the following formats:

- Hard copy to be picked up by the requestor at Easterseals Central & Southeast Ohio
- Electronic copy emailed to an email address provided by the requestor. At no time will the requestor have access to the employee's personnel file, or its contents, except where the requestor is the employee, and the employee follows established procedures set forth by in this section of the Operations Manual.

## Job Classification

### POLICY:

For payroll purposes, each position will be classified as either exempt or non-exempt. This classification will be based on the responsibilities and requirements of the job duties performed. Position classifications will determine an employee's eligibility to receive overtime pay and the method of recording time worked each week according to applicable federal wage and hour laws, including the Fair Labor Standards Act.

### PROCEDURE:

Non-exempt positions are those that do not require a high level of independent decision making or meet minimum earning requirements as defined by applicable federal wage and hour laws.

1. Positions classified as non-exempt will:
  - a. Be paid one- and one-half times their base hourly wage for any hours worked that exceed 40 during the standard work week. Easterseals Central & Southeast Ohio recognizes a standard workweek as occurring from 12:01 a.m. Saturday through midnight Friday.
  - b. Be required to record all hours worked, unpaid breaks taken and any absences for each scheduled workday on required timekeeping method for each position.

Exempt positions are those that are executive, managerial, supervisory, or professional in nature and require discretion, authority and independent decision making.

2. Positions classified as exempt are:
  - a. Not eligible to receive overtime pay.
  - b. Paid a stated salary regardless of the number of hours worked during a standard workweek.
  - c. Required to track only paid time off, not the number of hours worked each day.

Each position held at Easterseals Central & Southeast Ohio will also be classified as full time, part time, on-call or temporary. Each classification is defined as follows:

Full-time – employees work a regular schedule of at least 30 hours per week and maintain continuous, regular employment status. This employment classification is eligible for all employee benefits.

Part-time/non-benefits eligible - employees average fewer than 29 hours per week and maintain continuous, regular employment status. This employment classification is only eligible for those benefits required by law.

On-Call/PRN – employees who are not scheduled regularly. These employees are utilized on an “as needed” basis to cover vacations and other leaves. To maintain active employment status, On-Call/PRN staff must:

- Work at least one offered shift every 30 days.
- Remain compliant with all required training deadlines.

Failure to meet these requirements may result in removal from the active schedule or termination of employment.

Temporary/Seasonal – employees who are regularly scheduled for a fixed number of hours for a designated time period.

## Time Reporting

### POLICY:

Accurately reporting hours worked is the responsibility of each employee, although the way hours worked are reported may vary by job classification. Employee time records are legal documents that federal and state laws require Easterseals Central & Southeast Ohio to maintain.

Falsifying time records will result in disciplinary action, up to and including immediate termination.

## PROCEDURE:

1. It is the responsibility of each employee to report their time accurately. All time records must be submitted on or before the designated due date/time for payroll processing. Failure to submit time records by this time may result in the delay of the employee receiving their paycheck for that period.
2. Supervisors will review and approve each employee time record before submitting it to payroll for processing.
3. Time in/out on a time record may not be altered or changed by any member of management for any reason. If a discrepancy is suspected, the supervisor will contact the employee to obtain an explanation. If a record keeping policy has been violated, disciplinary action may be taken.
4. Time reports for employees submitted by managers must include proof of time worked.

## Non-Exempt Employees

1. Time worked is all hours spent performing assigned job duties. All non-exempt employees must accurately record the times they begin and end their shift on a Kiosk, through the payroll system, or through Anywhere. This is also to include the beginning and ending time of all meal breaks, split shifts, and departure from work for personal reasons.
2. The time sheet/card is the sole record of hours worked during a payroll week, and must reflect all hours worked, including any overtime hours. It is the policy of Easterseals Central & Southeast Ohio that all overtime be pre-approved by a member of management. Any employee who works unauthorized overtime will be subject to corrective action.
3. Punch change requests must be submitted in a timely manner.
4. In Home Direct Care staff will be required to record time in Anywhere per EVV standards.

## Exempt Employees

1. All exempt employees are required to record all benefit hours that are used during a payroll cycle in the payroll system.

## Payroll

### POLICY:

Easterseals Central & Southeast Ohio compensates employees by paying wages in accordance with a wage scale established each fiscal year.

### PROCEDURE:

1. Easterseals Central & Southeast Ohio employees will be paid bi-weekly. Employees will be paid on Friday following the completion of the pay period. If payday falls on an Easterseals Central & Southeast Ohio recognized holiday, employees will be paid on the nearest business day preceding the holiday.
2. Easterseals Central & Southeast Ohio mandates that all payroll payments to employees be made by direct deposit.
3. Employees will have online access to the payroll system to view their pay statement and W-2 forms. There will be no paper copies of the pay statement distributed.
4. Easterseals Central & Southeast Ohio does not allow cash advances towards pay under any circumstances.

## Payroll Deductions

### POLICY:

Easterseals Central & Southeast Ohio will deduct all required items from every employee's paycheck. These deductions will include all items required by federal, state, local law, and any court mandated deduction such as child support or garnishments for repayment of debt. Employees may also elect to have additional voluntary deductions taken from their paychecks. All deductions will appear in itemized form on the employee paycheck stub.

### PROCEDURE:

Mandatory deductions will include:

- Federal Income Tax – calculated according to the completed W-4 Social Security
- Medicare
- Applicable State Tax – calculated according to the completed IT-4 state tax form
- Worked-in Local City Tax – where applicable
- Court/Government mandated deductions

Optional voluntary deductions may include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Accident Insurance
- Life Insurance
- Cancer Insurance
- Telehealth
- 403 B contributions
- Charitable Contributions
- Short Term Disability

- Long Term Disability
- School district tax (if not included in Local City tax)
- Lived In Tax

All employees are required to complete and update the appropriate tax-withholding forms and any change in personal status such as name, address, and phone number within the HRIS/payroll system.

It is the employee's responsibility to review their pay statements to ensure accurate deductions, direct deposits, and benefit withholdings are being withheld correctly. If an employee identifies an error, they should notify the Payroll Department immediately.

### [Electronic Visit Verification \(via Anywhere\)](#)

#### POLICY:

Easterseals Central & Southeast Ohio uses Anywhere to record hours worked in consumer homes. Accurately reporting hours of visit is the responsibility of each employee. Employee Visit Verification is mandatory by the state of Ohio. Falsifying visits will result in disciplinary action up to and including immediate termination. Failure to report visits in the Anywhere system will result in disciplinary action up to and including termination.

#### PROCEDURE:

1. It is the responsibility of each employee to sign into Anywhere software using their personal cell phone.
2. It is the responsibility of each employee to keep their login information confidential.
3. It is the employee's responsibility to notify supervisor of any issues with Anywhere.

## Expense reimbursement

### POLICY:

Easterseals Central & Southeast Ohio will reimburse employees for approved expenses incurred while conducting organizational business. Mileage reimbursement amounts will not exceed current Internal Revenue allowances.

### PROCEDURE:

#### Mileage:

1. When using a personal vehicle for business travel, all employees shall be reimbursed for actual miles traveled at the approved per mile rate.  
Reimbursement will be considered payment in full for all auto related expenses. Payment will be made to only one employee regardless of the number of employees traveling in the same vehicle.
2. Travel between an employee's residence and their primary work location does not qualify for reimbursement. If, however, an employee is traveling from their residence to an off-site location or meeting, and the distance is greater than from their residence to their primary location, the difference will qualify as travel expenditure.

#### Lodging:

1. Lodging shall be reimbursed when an employee is required to stay overnight on organizational business. An employee must check with their supervisor for guidelines on finding affordable accommodation in the area. If attending a group meeting or conference, every attempt should be made to take full advantage of prearranged group rates. Employees are encouraged to present letters of tax exemption to lodging establishments upon registration. Prior managerial authorization is required for any employee requiring overnight accommodation.

## Meals:

1. Easterseals Central & Southeast Ohio will reimburse employees for meals purchased away from the primary work site while conducting organizational business\*. Guidelines for meal expenses will depend on the availability of restaurants in the area in which the employee is located. Reimbursement costs will be at the discretion of the employee's supervisor. Employees may expect reimbursement for the cost of a single meal at a reasonable rate. Recommended guidelines for meal costs are:

Breakfast	\$ 10.00 - \$16.00
Lunch	\$ 10.00 - \$19.00
Dinner	\$ 20.00 - \$35.00

## Miscellaneous Expenses:

Other travel-related expenses incurred while conducting organizational business may be reimbursed, subject to approval by a supervisor.

Original receipts are required for all expenses to be reimbursed except for mileage. No copies of receipts will be accepted. No overnight lodging, meals, parking expense, tolls, etc. will be reimbursed without receipts that display the location, date, and itemized list of charges.

\*Meals will not be reimbursed for positions that require travel on a daily or weekly basis when travel is less than one day and within the service area.

## Injury Reporting/Worker's Compensation

### POLICY:

Easterseals Central & Southeast Ohio participates in the State of Ohio, Bureau of Worker's Compensation insurance program. All employees are covered under Worker's Compensation while performing assigned tasks for the organization. All employees are eligible to receive medical coverage and payment for lost wages for an occupational injury or illness in accordance with state law. Employees must follow procedures set forth by Easterseals Central & Southeast Ohio's current Managed Care Organization (MCO) in the filing of all claims for medical and lost time through Worker's Compensation.

\*Employees who sustain a workplace injury and seek medical treatment will be required to undergo drug and alcohol testing as part of the incident response protocol.

### PROCEDURE:

In the event of an occupational injury, all employees must follow the procedure listed below:

1. Any employee injured while performing an assigned task for Easterseals Central & Southeast Ohio must report the injury/illness to their supervisor immediately.
2. The supervisor will assist the employee in completing an incident report.
3. Supervisor will complete an accident investigation form and send to the Human Resources manager within 8 hours of the accident.
4. Human Resources will send OSHA form 301 to OSHA and update the OSHA log within 8 hours for fatalities, in-patient hospitalizations, amputations, or loss of an eye, and within 24 hours for any other reportable injuries.

5. If medical treatment is required, the supervisor will assist in securing treatment in accordance with MCO procedures. Employees seeking medical treatment should be transported by a supervisor, or designee, in a company vehicle, a relative or friend, or if these are not available options, contact local emergency services for transportation. Supervisors and other staff are not to transport employees in their own vehicle.
  - a Employees seeking medical treatment must be reported to Sheakley.
6. An incident report must be filed on all employee accidents/injuries regardless of whether medical treatment is sought.
7. Any employee receiving medical treatment will be required to complete a First Report of Occupational Injury (FROI) form at the time of service from the provider. The FROI is to be forwarded to the Human Resources Department for certification. No FROI will be certified if an incident report is not on file. Non-certified claims will not be paid by the Bureau and will become the responsibility of the employee.
8. Full and part time employees who are benefits eligible may use up to seven days of available benefit time during the recovery from an injury. Lost wages payment from the Bureau will begin on the eighth consecutive day following the accident/injury. Once lost wages have begun, no Easterseals Central & Southeast Ohio provided payment may continue.
9. Approved Medical treatments in the form of physician visits, therapy, etc. will be paid in full by the Bureau until the employee is released by the attending physician.
10. Any injured employee who has been released to modified duty is responsible for checking with their supervisor to establish if modified duty is available. Refusing modified duty when available may suspend or discontinue benefits from the Bureau.

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## 2300 BENEFITS

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### Benefit Time

#### POLICY:

Easterseals Central & Southeast Ohio has created a benefits package, which includes holiday, paid time off, short-term disability, bereavement time, and self-care days as part of the total employee compensation package. Benefits eligible employees are classified as full or part time.

#### PROCEDURE:

1. Eligibility for Benefit Time: Employees may begin using accrued benefit time after completing three (3) months of continuous employment and successfully passing their introductory period.
2. Holiday Pay: Employees are eligible for holiday pay only if they work their scheduled shifts immediately before and after a paid holiday.
  - If an employee calls off the day before or the day after a paid holiday, holiday pay will not be issued, regardless of the amount of PTO available to cover the absence
3. Weekly Pay Limitations: Employees may not use PTO or Short-term disability to increase their total compensated hours beyond 40 hours a week. Non-working benefits cannot be paid at the overtime rate.
4. Benefit Time and Overview: Benefit hours are paid at the employees' regular rate of pay and are not eligible for overtime compensation, regardless of the total hours worked.

## Holiday Time

### Direct Service Professionals (DSP)

Non-exempt (hourly) In-Home Services employees are eligible to be paid time and a half when working the following Holidays, regardless of length of time spent with the organization:

Labor Day  
Thanksgiving Day and the Friday following  
December 24<sup>th</sup> - December 25<sup>th</sup>  
December 31<sup>st</sup> - January 1<sup>st</sup>  
Memorial Day  
Independence Day

### Center Based Program Staff

Center based program staff are defined as employees regularly working in the Shawnee, Scioto, Lawrence, Cuyahoga Falls, Medina, and Ombudsman programs. This includes Adult Services Management staff both exempt (salary) and nonexempt (hourly).

Centered based program staff who work 30 hours or more are eligible to receive holiday pay for the holidays noted in Schedule 1 below. Full-time employees working 30 or more hours a week are paid for holidays that fall on their normally scheduled workday and for the number of hours regularly scheduled to work. An employee must have been with Easterseals Central & Southeast Ohio for at least 30 days before holiday pay will be given.

## Schedule 1

Labor Day

Thanksgiving Day and the Friday following

December 24<sup>th</sup> - December 25<sup>th</sup>

December 31<sup>st</sup> - January 1<sup>st</sup>

Good Friday

Memorial Day

Independence Day

## Administrative Staff

All Administrative staff not who work 30 or more hours a week will follow schedule 2 below. Full-time employees working 30 or more hours a week are paid for the listed holidays that fall on their normally scheduled workday and for the number of hours regularly scheduled to work. An employee must have been with Easterseals Central & Southeast Ohio for at least 30 days before holiday pay will be given.

## Schedule 2

Labor Day

Thanksgiving Day and the Friday following.

December 24 – January 1<sup>st</sup>

Good Friday

Memorial Day

Independence Day

- a. When a holiday falls during a pay week, it may be necessary for employees responsible for payroll functions to work on a paid holiday. When this occurs, administrative employees will document the hours worked on the holiday in the comments section of their benefit report. The time worked will be added to the employee's PTO bank. PTO will only be added for employees that work on a holiday noted in section 1.a., and with prior management approval. The In-Home Coordinator on call will approve Anywhere time for all cases. The In-Home Coordinator must clock in and will be paid up to 4 hours for the holiday noted in section 1.a. The policy only applies to hours worked in the office, not from home.

- b. If a staff member takes a day of unpaid leave the day before, or the day after what would be a paid holiday, they will not receive holiday pay. Staff must have enough PTO to cover the entire day before or after the holiday to be paid.
  - i. For example: If a staff member takes unpaid leave on December 23rd, or takes unpaid leave on December 26th, they would not be paid for the holidays on the 24th or 25th of December.
- c. When a company observed holiday falls on a Saturday, the preceding Friday shall be taken as the holiday. When a company observed holiday falls on a Sunday, the following Monday shall be taken as the holiday.
- d. School staff will follow the schedule outlined in their signed Compensation Agreement.

Administrative staff are those employees who are not center based program staff or direct service professionals.

Non-exempt (hourly) employees not previously listed and temporary employees are not eligible for holiday pay.

#### [Paid Time Off \(PTO\)](#)

- a. Full and part time employees will earn PTO hours from their date of hire based on the following accrual system:

**Non Exempt Staff & Exempt Staff less than 40 hours****Adult Inclusion Specialists & Direct Support Professional**

Years of Service	Per Fiscal Year	Per Pay Accrual
1	40 hours/5 days	Up To 1.54 hrs. per pay
2 to 3	80 hours/10 days	Up To 3.08 hrs. per pay
4 to 6	96 hours/12 days	Up To 3.69 hrs. per pay
7 to 9	112 hours/14 days	Up To 4.31 hrs. per pay
10 plus	144 hours/18 days	Up To 5.54 hrs. per pay

**Adult Services Program Coordinators****Delegated Nurse**

Years of Service	Per Fiscal Year	Per Pay Accrual
1	48 hours/6 days	Up To 1.85 hrs. per pay
2 to 3	88 hours/11 days	Up To 3.39 hrs. per pay
4 to 6	104 hours/13 days	Up To 4.00 hrs. per pay
7 to 9	128 hours/16 days	Up To 4.93 hrs. per pay
10 plus	168 hours/21 days	Up To 6.47 hrs. per pay

**Community Service Managers/Ombudsman**

Years of Service	Per Fiscal Year	Per Pay Accrual
1	96 hours/12days	3.69 hrs. per pay
2 to 3	136 hours/17days	5.24 hrs. per pay
4 to 6	152 hours/19 days	5.85 hrs. per pay
7 to 9	176 hours/22 days	6.77 hrs. per pay
10 plus	216 hours/18 days	8.31hrs. per pay

**Managers and Directors****Exempt Staff**

Years of Service	Per Fiscal Year	Per Pay Accrual
1	72 hours/9 days	2.77 hrs. per pay
2 to 3	112 hours/14 days	4.31 hrs. per pay
4 to 6	128 hours/16 days	4.93 hrs. per pay
7 to 9	152 hours/19 days	5.85 hrs. per pay
10 plus	192hours/24 days	7.39 hrs. per pay

## Seasonal, On call, and temporary employees will not accrue PTO

- a. Accrued paid time off is prorated based on the number of hours paid in a pay period.
  - i. The rate of PTO accrual will be determined based on the employee's benefit eligibility date. Increases in the rate of accrual are effective following completion of one, three, six and nine years of benefits-eligible service.
- b. Requests for PTO will be considered for approval by the department supervisor with consideration given to other employee requests and the operating needs of the department. In the event there are conflicting requests submitted at the same time, approval will be based on length of employment. PTO requested during the months of June – August may not exceed two full weeks for exempt staff and one week for non- exempt staff. No more than two consecutive weeks may be taken at any time (except for FMLA). Single days may be taken in addition to full weeks, during the months of June – August. Residential Direct Care staff will not be permitted to take time off between the dates of December 24 and January 1 each year.
- c. Direct Care staff must submit requests for a full week of PTO 30 days in advance, and 14 days in advance for less than a full week. All other staff must submit requests for PTO 14 days in advance. Requests for unexpected medical leave will not be required to meet the same timeline.
- d. Paid time off should be scheduled and used within each fiscal year. Up to 40 hours of accrued PTO may be carried over into the next fiscal year. Any additional accumulated PTO over the maximum allowable 40 hours will be converted to short-term disability hours (STD). Special circumstances may warrant hours of PTO more than 40 to be carried over for use in the next fiscal year upon management approval, and final approval of the C.E.O.
- e. PTO pay in lieu of actual paid time off is not permitted. Special circumstances may warrant occasional override of this policy by the C.E.O.

- f. Employees who are absent from work will be charged PTO to the extent not inconsistent with the remainder of this Manual.
- g. An employee not returning to work after scheduled vacation time, or using PTO by calling off, may not be paid their PTO benefit. Easterseals Central & Southeast Ohio will consider that the employee has “quit without notice” and will only be paid through the last day physically worked. Management reserves the right to deny use of PTO when absence is unexcused.
- h. Upon separation, employees with accrued unused PTO may be paid out the balance remaining. Easterseals Central & Southeast Ohio reserves the right to refuse payment of remaining PTO if the employee does not give and successfully complete their required final notice. The use of PTO or STD during the notice period will not count towards a successfully completed notice.
- i. Direct Care staff that are absent from a scheduled shift lasting more than 8 hours must use at least 8 hours of PTO to cover, but may use up to 12 hours of PTO.

Employees must have completed one year of service to be eligible to receive a pay-out for unused PTO, as stated in Section #2350 of this Manual. The balance of PTO paid out may not exceed the total amount the employee would accrue within the fiscal year.

### [Self-Care Days](#)

After one year of continuous service all full-time\* employees will be eligible to take one Self-Care Day every six months during the fiscal year (September– August). One day may be taken between September 1 and February 28, and one day may be taken between March 1 and August 31. Self-Care days must be taken independently of all other paid time off (PTO, STD, Holiday, Bereavement, etc.), and may not be taken consecutively (ex. August 31 and September 1).

Self-Care days must be scheduled two weeks in advance and approved by the department manager/supervisor. Requests for Self-Care days will be considered for approval by the department manager/supervisor with consideration given to other employee requests and the operating needs of the department. In the event there are conflicting requests submitted at the same time, approval will be based on length of employment. Once the request has been approved it must be submitted to the Human Resources Department (two weeks in advance to be considered valid). Adult Day Program's will be limited to one staff member off on any given day.

The number of hours paid will be based on the scheduled workday and may not exceed 8 hours or cause an employee to go over 40 hours in one week.

Blended Program Early Intervention staff will only be eligible for one Self-Care Day per fiscal year. The day may be used any between the months of October - April and must follow the same scheduling request procedure noted above.

Self-Care days are not an accrued benefit so therefore will be forfeited if not used within the six-month period. If an employee calls off before or after scheduled Self-Care Day, time will be applied to PTO instead of Self-Care. Self-Care days will not be approved for anyone with 4 or more attendance points. Prior approval will be revoked if the staff member receives 4 or more attendance points after approval has been submitted.

\*Employees classified as full-time are those who are regularly scheduled 30 or more hours per week.

### [Short Term Disability \(STD\)](#)

- a. All full and part-time employees will earn STD hours from their date of hire based on the following accrual system.
  - i. Full time exempt, non-exempt employees, and Managers and Directors earn up to a maximum of 40 hours of STD per year (1.54 hours per pay period).
  - ii. Part time employee's accrual for STD is based on the number of hours paid in a pay period.
  - iii. On call and temporary employees do not accrue STD.

- b. To be eligible to use STD an employee must meet the following requirements:
  - i. Complete three (3) months of service. Have accrued STD available. Be absent from work for one of the following reasons:
    - 1. Personal illness, which is defined as a verifiable medical condition, prevents an employee from performing job duties.
    - 2. A verifiable medical condition of an immediate family member previously and permanently living in the same household and requiring constant attendance for basic daily living activities (i.e., eating, bathing, etc.) in the home.
    - 3. Employees who are hospitalized as an inpatient, overnight stay due to an illness or birth of a child can immediately access their STD for absences from scheduled work hours.
    - 4. Absence of staff during a pandemic will be excused if the absence is due to either a diagnosis or quarantine for staff or family member living in the same home and confirmed by documentation from a licensed medical provider. Staff will be eligible to use their accrued Short-term Disability (STD) after 3 days of Paid time-off (PTO) are applied for quarantine, or quarantine while awaiting test results. If test results are positive, only 1 day of PTO will be applied before STD is applied. The number of hours applied for part-time staff will be calculated as an average day over the past 3 months. Staff must provide written proof of quarantine requirement and/or test results from a licensed medical provider.
- c. STD may be accessed per occurrence as follows:
  - i. All employees are required to use the equivalent of one PTO day prior to accessing their STD bank, and days must be consecutive.
  - ii. Employees who do not have enough accrued PTO for the first day of absence will not be paid for the first day. They will be able to use accrued STD for days missed after the first day.
- d. Medical documentation of illness or injury may be required for absences of three (3) days or more. When illness is deemed of a communicable nature, or the employee has been injured, a physician's statement releasing the employee to return to work may be required.

- e. Any employee requiring an extended Medical Leave of Absence (MLOA) of greater than 5 consecutive days must complete the appropriate form. The MLOA form must state the date the leave is to begin, the estimated return to work date, the employees' signature, approval of the immediate supervisor, and valid medical documentation.
- f. Employees may accrue a maximum of 480 STD hours.
- g. Accrued unused STD will not be paid out at the time of separation.

## Bereavement Time

- a. In the event of the death of an immediate family member an employee may receive the following paid time:
  - i. Full time, 30-hour, employees up to 3 days, a maximum of 24 hours
  - ii. Employees who work between 20-30 hours, up to 2 days (hours based on average hours over last three months)
  - iii. Part time employees who work less than 20 hours up to 1 day (hours based on average hours over last three months)
- b. Immediate family is defined as: spouse, child, parent, grandparent, grandchild, sibling, father/mother-in-law, brother/sister-in-law, or son/daughter-in-law. Proof of family relationship may be required for bereavement pay.
- c. Employees are permitted to take non-consecutive days of bereavement leave within a 30-day period following the loss. All bereavement time must be communicated in advance with the employee's direct supervisor to ensure proper scheduling and support.

Bereavement leave is subject to approval and must align with organizational guidelines. If additional time is needed, employees may request to use accrued benefit time.

## Jury Duty

Full and part time employees are eligible for paid time off if called for jury duty. Easterseals Central & Southeast Ohio will pay employees for the number of hours usually worked per day, up to a maximum of 2 weeks. Employees may also keep any fees that are paid as compensation by the court. Employees will report to work if released with at least 4 hours of their scheduled workday remaining.

## Military Reserve Duty

When an employee is ordered to attend annual military reserve training in the Armed Services, they will be given a 2-week leave of absence. This leave must be requested in writing at least 30 days in advance and approved in writing by a supervisor. This leave will not affect available PTO hours accrued to that point.

## Medical Leaves of Absence

### POLICY:

Easterseals Central & Southeast Ohio offers Medical Leaves of Absence based on individual needs. Easterseals Central & Southeast Ohio requires that employees applying for medical leave exhaust all accrued PTO prior to taking unpaid leave. For serious health conditions, all STD must also be exhausted.

### PROCEDURE:

1. Family Medical Leave Act (FMLA)
  - a. Easterseals Central & Southeast Ohio employees who have worked for at least 12 months and a minimum of 1,250 hours during the previous 12 months are eligible for coverage under the Family Medical Leave Act of 1993. Employees requesting coverage under FMLA may apply for up to 12 weeks, (up to twenty-six (26) weeks for military related requests), of leave, paid if benefits are available and unpaid if unavailable, for the following reasons:

- i. For childbirth and to care for a child the first 12 months after birth, adoption, or placement in your home for foster care. Leave taken for these reasons must be taken consecutively and not intermittently or on a reduced work schedule. The right to such leave applies equally to both male and female employees.
  - ii. For a serious health condition, as defined under the FMLA, that leaves the employee unable to perform their job duties.
  - iii. To care for a qualifying family member suffering from a serious health condition, as defined under the FMLA.
  - iv. Any qualifying exigency arising out of the fact that a qualifying family member is on active duty (or has been notified of an impending federal call or order to active duty) (“qualifying exigency leave”).
  - v. To care for a qualifying family member who is a covered service member with a serious injury or illness (“military caregiver leave”).
- b. Easterseals Central & Southeast Ohio calculates the 12 weeks of family and medical leave by using a rolling 12-month period measured backward from the date that an employee initiates use of FMLA.

*Qualifying family members* are defined as: the employee’s spouse; the employee’s children (biological, adoptive, foster, step, legal wards, or children for whom the employee stands in loco parentis); the employee’s Parents (biological, adoptive, foster, step, or any other individual who stood in loco parentis to the employee when the employee was a child) *not* including in-laws; and for purposes of military caregiver leave only, a blood relative for whom the employee is considered the next of kin.

- c. A *serious health condition* is defined as an illness, injury, impairment, or physical/mental condition that involves either an overnight stay in a medical care facility, or “continuing treatment” by a health care provider or a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the employee’s qualifying family member from working, attending school, or performing regular daily activities.

A serious health condition involving “continuing treatment” by a health care provider may include any one or more of the following:

- i. A period of incapacity of more than 3 consecutive, full calendar days combined with either at least 2 visits to a health care provider, or 1 visit to a health care provider plus a regimen of continuing treatment.
  - ii. Any period of incapacity due to pregnancy, or for prenatal care.
  - iii. Any period of incapacity due to a chronic serious health condition, or treatment for such incapacity.
  - iv. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective.
  - v. Any period of absence for multiple treatments (including any period of recovery therefrom) for restorative surgery after an accident or injury or for a condition that would result in incapacity of more than 3 consecutive, full calendar days in the absence of treatment.
- d. A *qualifying exigency* means attending and/or dealing with certain short-term deployment issues; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and other exigent activities under terms agreed to by Easterseals Central & Southeast Ohio.
- e. A *covered service member with a serious injury or illness* is a current member of the Regular Armed Forces, National Guard or Reserves who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

2. Notice of Employee Rights under FMLA.

- a. Easterseals Central & Southeast Ohio will require medical certification of an illness or injury when applying for FMLA. Certification must include an illness or condition; estimated time needed for leave and estimated return to work date.
- b. Eligible employees will take leave under the FMLA unpaid unless unused benefits are available. Employees must use PTO and STD benefits, if available.
- c. Employees are required to pay their current portion of insurance premiums to maintain coverage during their leave. If premiums are not paid, coverage will be discontinued.
- d. Employees returning from FMLA will be restored to the same position the employee held when leave began or an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee would not otherwise have been employed at the time reinstatement is requested. An employee is not entitled to reinstatement if, because of layoff, reduction in force, or other reason, the employee would not have been employed at the time restoration is sought.
- e. Seniority will not continue to accrue during the duration of the leave.

- f. Intermittent leave is taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday. Intermittent or reduced scheduled leave is not available to care for a newborn or newly placed child. If an employee wishes to take FMLA leave intermittently, or on a reduced work schedule basis, the employee must, when requested and to the extent possible, attempt to schedule the leave so as not to unduly disrupt Easterseals Central & Southeast Ohio's operations. Employees seeking such leave are requested to provide their supervisor a schedule of the hours and days that the employee will be unable to work during the intermittent or reduced schedule leave prior to approval of the leave, if possible. Easterseals Central & Southeast Ohio reserves the right to temporarily transfer an employee to an available alternative position with equivalent pay and benefits.
- i. An employee requesting medical leave must provide at least 30 days' notice before the date that leave is to begin if such leave is foreseeable. If leave is not foreseeable, the employee must provide notice as soon as is practical.
- ii. In cases of a serious health condition of a family member or the employee, Easterseals Central & Southeast Ohio reserves the right to require certification to support the request for leave. If Easterseals Central & Southeast Ohio has reason to doubt the validity of the certification, it may require, at its own expense, the opinion of a second health care provider designated or approved by the organization.

### 3. Medical Leave (not FMLA)

Easterseals Central & Southeast Ohio recognizes that employees who are not eligible for Family Medical Leave may have occasion to require a leave of absence due to serious illness. In such cases, employees may apply for a leave of absence for up to 30 days. This leave may be extended if it qualifies as a reasonable accommodation under the Americans with Disabilities Act (ADA). Eligible employees must use available PTO/STD prior to taking unpaid leave.

Employees who are enrolled in health and dental plans during non-FMLA medical and personal leaves are responsible for the entire amount of the insurance premiums to maintain coverage after benefits time has been exhausted. Employees using medical or personal leave must be full or part time and have successfully completed their 90-day introductory period. All employees applying for leaves of absence of any type **must complete** a leave of absence form. The employee's immediate supervisor must approve all leaves of absence. Forms are available from a supervisor or the Human Resources Department.

## [Insurance Benefits](#)

### POLICY:

Easterseals Central & Southeast Ohio will make available medical, dental, and supplemental insurance as part of a complete benefits package. This coverage will be available to full and part-time employees working 30 hours per week or more. Coverage will be effective following 90 days of continuous employment.

### PROCEDURE:

All eligible employees will have 90 days from the date of eligibility to enroll in insurance plans offered through Easterseals Central & Southeast Ohio. Employees not enrolling in a desired plan within 90 days will be ineligible to participate in that plan until open enrollment (if designated by the plan). If an employee does not wish to participate in a plan, they must sign a declination form.

In the event of a change of status, any employee who becomes eligible for insurance coverage must enroll within 30 days from the effective date of the change. Any employee who voluntarily changes their status to ineligible, will be covered until the end of the month in which the status change occurs.

All eligible employees will have the opportunity to meet with the Human Resources Department to discuss the entire benefits package.

Easterseals Central & Southeast Ohio contributes to the following insurance coverage:

- Medical
- Dental

### Voluntary Benefits

#### POLICY:

Easterseals Central & Southeast Ohio offers employees voluntary benefits.

#### PROCEDURE:

Employees should contact the HR Department for more detailed information on the following voluntary benefits:

- 403 B contributions
- Vision Insurance
- Aflac Benefits

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## 2350 SEPARATION

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### Termination of Employment

Easterseals Central & Southeast Ohio will usually consider employees to have voluntarily terminated their employment if they do any of the following:

- Resign from the company,
- Fail to return from an approved leave of absence on the date specified (without notice to a Shareholder or Human Resources),
- Fail to report to work or call in with an acceptable explanation for an absence.

In addition to the voluntary terminations described above, employment may also be terminated by the company for any or no reason, with or without notice as described in the employment-at-will policy.

### Layoffs

Sometimes, business, or other conditions may cause employee jobs to be temporarily or permanently discontinued. If this occurs, please contact Ohio's Department of Job and Family Services to determine the unemployment or other benefits for which an employee may be eligible.

### Return of Company Property

Any company property or materials issued to an employee during their employment, such as computers and peripherals, laptops, cellular telephones, PDAs, phone directories, forms, records, client lists, all written information, keys, safety equipment, entry cards, et cetera, remain the sole property of the company and cannot be removed from any premises of the company without specific permission of the C.E.O. All company property obtained during employment must be returned to the company at the time of separation of employment. Employees will be responsible for any lost or damaged items. The value of any property issued and not returned will be deducted from the employee's final paycheck.

## Resignation

### POLICY:

Resignation is a voluntary act initiated by an employee to terminate employment with Easterseals Central & Southeast Ohio. Employees should submit a written notice of resignation to their supervisor and the Human Resources department stating the reason for the resignation. Exempt employees are asked to provide a minimum of 30 calendar days' notice; all non-exempt employees are asked to provide a minimum of 14 calendar days' notice.

Failure to provide adequate notice may impact an employee's eligibility for re-hire. Resignation Notice must be completed without the use of PTO/STD unless previously scheduled.

Upon separation, employees with unused PTO may be paid out the balance, if remaining. Easterseals Central & Southeast Ohio reserves the right to refuse payment of remaining PTO if the employee does not give and successfully complete their required final notice. The use of PTO or STD during the notice period will not count towards a successfully completed notice. Employees who have completed less than one year of service are not eligible to receive a payout of unused PTO.

Unused STD will not be paid out at the time of separation.

A Separation Form will be completed on the last day worked. Human Resources Department must be notified of separation within 24 hours.

## Retirement

### POLICY:

Employees who plan to retire shall provide notification to their immediate supervisor and the Human Resources Department in writing within 30 days of the anticipated last day of work. Paid time (8 hours) will be provided to the employee to initiate and obtain retirement information within the 30-day notice period.

## Exit Interviews

The company's Human Resources Department will conduct Exit Interviews with employees who voluntarily resign their position. These interviews are used to help improve the overall employment experience. Exit Interviews may be completed via forms, in person, virtually, or via phone, and participation is optional.