

**Receipt & Acknowledgment  
of Community Partnerships of Idaho, Inc.  
Employee Handbook**

This Employee Handbook is for your use and a source of information about Community Partnerships and your job. **It is not a contract of employment, express or implied, but merely sets forth regulations of employment, methods for resolving conflicts, and an explanation of your benefits and policies.**

Because the general business atmosphere of Community Partnerships and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of Community Partnerships.

Your signature below acknowledges your receipt of a copy of this Employee Handbook and your understanding and acceptance that:

1. I am responsible for reading, understanding, and adhering to the policies outlined in this Handbook and am invited to ask my supervisor or Human Resources any questions that I may have. I understand that this Handbook replaces (supersedes) all other previous personnel policies/procedures for Community Partnerships as of June, 2010.
2. The provisions of this Employee Handbook are guidelines, statements of policy and procedure that may be changed by Community Partnerships at any time. Management reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook or in any document at any time. However, any such changes will be in writing and must be signed by the Executive Director of Community Partnerships.
3. I am responsible for keeping my Employee Handbook updated. Periodically updated pages to the Handbook will be distributed to all employees. I will keep my Employee Handbook updated by replacing former pages with the most current information.
4. No supervisor or other representative of Community Partnerships, other than the Executive Director, has the authority to enter into any agreement for employment for a specified period of time or make any agreement contrary to the policies contained in this manual.
5. Community Partnerships or I may terminate my employment relationship at any time, for any reason not prohibited by law. Each employee's term of employment is for no specific period of time. Nothing stated within the Employee Handbook should be construed as a contract or guarantee of continued employment.
6. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Community Partnerships Employee Handbook.
7. I acknowledge that I will be responsible for my enrollment upon notification of eligibility for Community Partnerships of Idaho 401(k) Plan. I will receive this notification from American Funds, and I will **not** be notified by CPI upon completing eligibility for the 401 (k) plan. If have questions I should contact either American Funds or a Human Resources representative and they will assist me with direction in resolving my questions.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

## Drug and/or Alcohol Testing Consent Form

As a condition of my continued employment with Community Partnerships of Idaho, I consent to take a drug and/or alcohol test as stated in the company's drug free workplace policy.

**Please initial the following:**

- \_\_\_\_\_ I agree that in the event I am involved in an on-the-job accident (as described by the terms of CPI's drug free workplace policy), I authorize the release of relevant hospital reports or other documentation that would indicate whether there were drugs and/or alcohol in my system at the time of the accident.
  
- \_\_\_\_\_ I understand that the collection, testing, and reporting of my drug or alcohol test results will be done in accordance with standard chain of custody procedures.
  
- \_\_\_\_\_ I consent to the release of my test results received from the testing laboratory to management officials at Community Partnerships, and understand that those results will be held in confidence by all parties involved.
  
- \_\_\_\_\_ I understand if I test positive for the presence of illegal drugs, I will be given an opportunity to discuss that result with a Medical Review Officer for the purpose of providing a reasonable explanation regarding my positive drug test.
  
- \_\_\_\_\_ I understand that in the event my test remains positive for the presence of illegal drugs or alcohol, my employment will be subject to the terms and conditions of CPI's Drug and Alcohol Policy.
  
- \_\_\_\_\_ I have received, read, and understand the terms of Community Partnerships' drug-free workplace policy and agree to abide by that policy.

## Employee Safety Orientation Checklist

I have received and have been oriented to the Safety Manual. I understand that it is my responsibility to become familiar with and implement Community Partnerships' Safety Policies and Procedures along with any safety policies the department in which I work may have.

- |   |  |
|---|--|
| _____ Why there is a need for a Health and Safety Policy  | _____ Exposure Control Plan for Blood-borne Pathogens  |
| _____ Participant and Staff Illness and Infection Control | _____ Each person's responsibility to make Safety Work |
| _____ Completing Reports                                  | _____ The Safety Officer's Responsibilities            |
| _____ The Staff Accident and Injury Reporting Form        | _____ The Safety Committee                             |
| _____ Driving Safety                                      | _____ Smoking Policy                                   |
| _____ Each office has Safety Inspections                  | _____ Emergency Procedure Plan & Fire Safety           |

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position and Dept.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources' Signature

\_\_\_\_\_  
Date



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# Employee Handbook

"Dedicated to creating opportunities for people to learn and achieve their goals."

**Revised June, 2010**

# An Overview of Community Partnerships

1. Welcome to Community Partnerships of Idaho
2. Community Partnerships' Organizational Chart
3. About Community Partnerships



**Community  
Partnerships**  
*of Idaho, Inc*

## Welcome to Community Partnerships of Idaho

I want to personally welcome you to Community Partnerships of Idaho (CPI). I know there are many great companies in Idaho that you could work for during this season of your career. I am grateful that you chose to apply here at CPI. I am a firm believer in the importance of people working for a company that matches their values, needs and goals. I sincerely hope that your employment with CPI is a positive experience for you both personally and professionally.

You will be learning a great deal during the first few weeks of your employment. It is critical that you feel comfortable asking questions and seeking clarification about your job, the company, our mission and values and our policies and procedures. Community Partnerships' mission is "to create opportunities for people to learn and achieve their goals." This mission applies not only to our participants and their families but to ALL people we support, including our employees. I sincerely hope that your employment at CPI proves to be a valuable learning experience and one that helps you to achieve many of your goals.

The values of Community Partnerships of Idaho are INTEGRITY, RELATIONSHIPS, INNOVATION and PERSONAL DIGNITY. It is my hope that employees model these values in all their interactions with participants and their family members, fellow employees, and community members. I believe it is critical for us to be held accountable to always "walk the talk" of our values and mission.

Community Partnerships is committed to you as an employee and valued part of our company. The following handbook will provide you with a great deal of valuable information about our company, our policies and procedures, our benefits and many other areas. Hopefully you will be able to find answers to all your employment questions within these pages. If not, please talk with your supervisor, Human Resources staff or feel free to give me a call. My office is located in the Boise office at the southwest corner of the main building. I encourage you to stop by, call (376-4999 ext. 202) or e-mail me [katherine.hansen@cp-of-idaho.com](mailto:katherine.hansen@cp-of-idaho.com) anytime.

There may be times when one of the company policies or procedures is revised. We will make every effort to keep you informed of the changes through announcements at staff meetings, postings at our offices, e-mails, and memos with your paycheck or direct mailings. Effective communication is key to our relationship with you, so please attend mandatory meetings and read everything we send via mail, e-mail or paycheck. In addition, our website ([www.cp-of-idaho.com](http://www.cp-of-idaho.com)) provides updated information on company programs, events and news.

I look forward to meeting you and hope that your employment with us is one of the most positive, enjoyable and satisfying of your career.

With appreciation,

Katherine Hansen, Executive Director  
Community Partnerships of Idaho, Inc.

# Community Partnerships of Idaho - Overview

## Developmental and IBI Services

Developmental Services in all CPI locations, IBI Services in Boise/Nampa and Inclusive Childcare in Boise

Directors of:  
IBI  
Boise Adults  
Emmett  
Payette/Weiser  
Mtn Home  
Twin Falls/Rupert  
Nampa and  
Boise Kids/SandCastles  
Children's Learning Center

Executive Developmental Director

Children's Service Coordination in Boise and Mtn Home

## Children's Service Coord.

## Employment Services

VA/VR Employment & Evaluation Services:  
Boise  
Nampa/Caldwell  
Twin Falls/Rupert  
Emmett  
Payette/Weiser

Supported Employment Services:  
Boise, Nampa/Caldwell, Payette/Weiser, Emmett and Twin Falls/Rupert

Director of VA/VR Employment Services

Director of Community Supported Employment

Residential Habilitation Director  
Residential Habilitation Services in Boise, Emmett, Nampa, Mtn Home, and Twin Falls/Rupert

## Res. Hab. Services

## Mental Health Services

Boise Mental Health Clinic Services

Boise/Nampa area Mental Health and PSR Services

Director of Mental Health Services

Assistant to the Executive Director/Safety

Finance Director

Accounting Services

## Administration

Information Technology

Information Technology Director

Administrative Director

Operations and Administrative Services

Human Resources Director

Human Resources

Marketing Director

Executive Director

## **You're Part of Our Team...**

As a member of the Community Partnerships team, you will be encouraged to contribute your talents and energies to improve the environment and quality of the company, as well as the company's services. No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, disability, veteran, current or future military status; nor will anyone receive special treatment for those reasons.

# Your Various Benefits With Community Partnerships

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

Here are just some of the benefits Community Partnerships provides for eligible full-time employees each year: (See "Benefits for Full-time Employees Section of this Handbook")

- Education/Training
- Employee Assistance Program
- Employee Referral Bonus Program
- Flexible Benefits Plan
- Funeral (Bereavement) Leave
- 401(k) Program
- Jury/Witness Service
- Leave of Absence
- Medical/Dental/Vision Insurance
- Paid Holidays
- Paid Time Off Account
- Unemployment Compensation Insurance
- Worker's Compensation Insurance

Here are some of the benefits Community Partnerships provides for eligible part-time employees: (See "Benefits for Part-time Employees Section of this Handbook")

- Education/Training
- Employee Assistance Program
- Employee Referral Bonus Program
- Paid Time Off Account
- 401(k) Program
- Leave of Absence
- Unemployment Compensation Insurance
- Worker's Compensation Insurance

That's a lot to think about!

## Purpose of This Handbook

The policies in this Employee Handbook are to be considered as guidelines. This Employee Handbook is intended to answer some of your questions and provide information on matters of importance to you as an employee. It explains many of our policies and procedures as well as our normal working guidelines. However, nothing in this Employee Handbook, or any other personnel document, creates or is intended to create a promise or representation of continued employment for any employee or limit the company's ability to make changes or terminate a person's employment at will.

Each employee is responsible for keeping this Employee Handbook updated. Periodically updated pages to the Handbook will be distributed to all employees. Each employee is responsible for replacing former pages with the most current information.

Management reserves the right to revise, modify, delete or add to any or all policies, procedures, work rules or benefits stated in this Handbook or in any document at any time. However, any such changes must be in writing and must be signed by the Executive Director. Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Handbook.

The policies and procedures in this Handbook are for general reference only and may not be applicable in all cases. All previously issued handbooks and any inconsistent policy or benefit statements are superseded. You are encouraged to visit with your supervisor or a Human Resources Representative whenever you need additional information or wish to discuss a concern.

We ask that you read this Handbook carefully, and refer to it whenever questions arise.

# About Community Partnerships

Community Partnerships began in 1995 as a dream. A small group of friends gathered together in the Sawtooth Mountains and brainstormed what an “ideal” company might look like. At the time there were very few agencies offering home and community based services to adults or children with disabilities. We believed that if we provided quality services that were responsive to what people really wanted and needed then we could make a difference in the lives of Idahoans. The dream began and we have not slowed down since.

## **Mission**

One of the first goals we set out to accomplish was to develop a mission statement that could guide us in all we do. Our original mission statement was “Community Partnerships of Idaho is a private agency working for individuals with disabilities in partnership with families, neighborhoods and communities for the purpose of promoting community participation and independence.” That mission statement gave us a lot of direction in the early years. We simplified it in 1999 to encompass more of the people we were working with and the type of services we were providing. Our mission now is: “Community Partnerships is dedicated to creating opportunities for people to learn and achieve their goals”. Our hope is that it will be an agency where not only our clients but also our employees will be able to learn and achieve their goals!

## **Background of Programs**

In November of 1995, we opened our doors in Boise by providing home and community based developmental therapy to children and adults. Before long we started receiving calls from families in the Nampa, Emmett, Mountain Home and other areas requesting services. We now have offices in Boise, Nampa, Emmett, Mountain Home, Payette, Weiser, Rupert and Twin Falls.

Soon after the developmental program got off the ground, we were approached about offering employment services. We received a grant to help us get started and now after eight years of employment services we are serving more individuals throughout the state than any other provider. These services include employment evaluations, site development, job coaching, job readiness classes and many other employment supports.

Our Mental Health program began in 1997 for children and adults. In addition to psychosocial rehabilitation and case management for children and adults, we also provide counseling service for individuals, couples and families.

In 1997, we also received a grant to facilitate the Home Of Your Own project for the state of Idaho. This project assisted first time home owners who had a disability to buy a house. During this project our staff helped dozens of people and families to purchase homes throughout the state of Idaho. Community Partnerships was then instrumental in the start up of a nonprofit organization - Opening Doors to which the Home of Your Own Program was then moved. During its existence Opening Doors assisted many individuals with disabilities to achieve home ownership.

Other services we provide include service coordination for children with disabilities and their families, a summer camp for adults, a Friday Night Recreation Group for teens and adults, and residential habilitation service affiliation for parents and others who wish to care for adults in their homes. In 2001 we began offering intensive behavioral intervention for children with significant behaviors. The year 2004 proved to be a very exciting year as well. In that year we enlarged our Mental Health Clinic moving it into new quarters, making it one of the largest programs at CPI in terms of the number of individuals being served. We also purchased SandCastles, a nationally accredited preschool and after school program. As part of Community Partnerships it has been developed as an inclusive and diverse program serving children from the ages of two through twelve.

It has been amazing to see the growth in the programs and staff since we began offering services. Currently we are providing services to over 1000 children and adults throughout Idaho. These services are provided by some of the most exceptional professionals and paraprofessionals in the field!

## **Concept**

Community Partnerships is on the cutting edge of services to individuals with disabilities, as we are participant driven. Our participant base is kids, teens, and adults. Individuals with disabilities and their families view us as an integral part of the community. There is a seamlessness to the partnerships that have been formed through our services, and we are positioned for whatever the future brings. The only obstacles we can see. would be a cut in funding or unknown changes in the system.

Our services are unique in that we work **for** individuals with disabilities—we consider ourselves employed by participants and their families. We are set apart from other similar agencies in that participants are able to access a variety of services in one place. The uniqueness of Community Partnerships should also be attributed to the wonderful staff that we are privileged to employ, and that provide these quality services. “*Community Partnerships has the most outstanding staff in Idaho--top notch,*” says Katherine Hansen, Executive Director. “*We have been extremely blessed to have some of the most committed and talented professionals and para-professionals come through our doors.*”

The founders of CPI, Inc. are as follows: Katherine Hansen, Linda Watson, TeRonda Robinson, John Burckhard, and Lisa Robbe.

# **Employment**

## **Personnel Administration**

Your Personnel File

## **Employment Classifications**

Full-Time Employees

Part-Time Employees

Temporary Employees

“Non-Exempt” and “Exempt” Employees

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We Need Your Ideas

## **Employee Expectations**

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Policy on Reporting False Claims/Employee's Protection

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# Personnel Administration

Personnel records and related personnel administration functions at Community Partnerships are handled by the Human Resources Department. Questions regarding benefits, insurance, and payroll may be directed to the Human Resources Specialist. Questions regarding interpretation of policies, employee relations, and leave of absence requests are handled by the Human Resources Director.

## Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify the Human Resources Department as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Driving record or status of driver's license and vehicle insurance
8. Exemptions on your W-4 tax form
9. Employment status (Full-Time or Part-Time)

If the information in your personnel file is kept correct and up to date your benefits can be administered more efficiently.

Be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

# Employment Classifications

At the time you are hired, you are classified as a full-time, part-time, or temporary employee at Community Partnerships.

## Full-time Employees

Employees must have worked an average of thirty-two (32) hours per week for twelve (12) pay periods to be considered a full-time employee. All full-time employees are required to successfully complete the eligibility criteria to obtain full-time employee benefits. (See “Benefits” section of this handbook).

## Part-Time Employees

Employees who have not worked thirty-two (32) hours per week and/or have not completed twelve (12) pay periods are considered part-time employees.

(See “Benefits” section of this handbook)

## Temporary Employees

From time to time, Community Partnerships may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

A temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees. Temporary employees are required to fulfill all pre-employment and introductory period requirements. When a staff is rehired from a previous summer (for example), he/she is required to update all necessary documentation through Human Resources. Temporary employees are not eligible for benefits.

## "Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt". This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week. These employees are referred to as "non-exempt" in this Handbook. This means that they are not exempt from (and therefore should receive) overtime pay. Due to the nature of our services, hours may be flexible—your supervisor must approve schedules.

**Note:** See "Overtime Pay" in the "Compensation & Performance" section of this Handbook for a full description of overtime payment policies.

Exempt employees are supervisors, executives, professional staff, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and Idaho law. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

# Pre-Employment Policies

## Application

Community Partnerships applies the same principles of fairness to all potential employees, regardless of race, color, sex, age, disability, religion, national origin, ancestry, or status as a veteran.

## Criminal History Background Check

Before you can interact in any manner with a participant, the State requires a background check. This may take the form of either a Health and Welfare background check or a background check through the Idaho State Police. The type of background check required will depend on whether or not you possess a valid Health and Welfare background check. If you are uncertain please check with Human Resources to determine which process is required. The cost is determined by the agency conducting the background check. Community Partnerships will reimburse you 90 days after your New Employee Orientation date. The fee is required before the background check can be conducted. **You must have completed the Health and Welfare background check interview and fingerprinting or have completed and mailed the State Police background check form before you will be allowed to come in contact with participants.**

## Pre-Employment Drug Testing

All applicants to whom the company intends to offer employment will be required to submit to testing for the presence of illegal drugs as part of the application process. It is expected that you will report for testing at one of the approved locations within 24 hours of your offer of employment.

The terms of this drug free workplace policy are intended to produce a work environment where employees are free from the effects of drugs and/or alcohol. Employees should be aware that the provisions of this policy may be revised when necessary and that employees will be notified of any such changes. CPI anticipates that by implementing the provisions of this drug free workplace policy its employees will enjoy the benefits of working in a safer and more productive work environment.

## Orientation

All staff will complete an orientation before beginning the duties of their position. This includes reviewing company policies, procedures including drug-free worksite and safety policies, completing necessary personnel paperwork, as well as your specific job training. Job specific orientations and trainings are customized for each position, and will be directed by the appropriate supervisor.

Note for Direct Services Staff: You are required to complete an orientation before you begin working for a participant.

## CPR/First Aid

You have 90 days to complete CPR/First Aid. You will be notified during your orientation regarding dates, times, and the location of the class(es). You must show up by the scheduled time or you will not

be allowed to attend. You must also attend the entire class. If you do not show up for the class you are scheduled for (this includes being late), your supervisor will be notified for possible discipline action and you will have \$20.00 deducted from your paycheck. The time spent in class and cost of the class is paid for by Community Partnerships if you attend a Community Partnerships of Idaho class.

## **Employment Policies**

Whether you are a new hire or a former employee returning to Community Partnerships, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your supervisor, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this Handbook. It is designed to answer many of your questions about the practices and policies of Community Partnerships, what you can expect from Community Partnerships, and what Community Partnerships expects from you.

### **Affirmative Action/Equal Employment Opportunity Employer**

Community Partnerships of Idaho is an affirmative action employer. Therefore, Community Partnerships will provide equal employment opportunities without regard to race, color, sex, age, disability, religion, national origin, ancestry, or status as a veteran. This policy applies to all areas of employment, including recruitment, hiring, training and development, being scheduled with a participant/family, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Families/participants are informed that they may not discriminate based on any protected status listed in this policy. Any employees, including supervisors, involved in discriminatory practices will be subject to disciplinary action, including possible termination.

### **Anniversary Date**

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Handbook.

### **“At Will” Employment**

**All employment and compensation with Community Partnerships is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Community Partnerships or yourself, except as otherwise provided by law. Nothing stated within the Employee Handbook should be construed as a contract or guarantee of continued employment.**

### **Business Hours**

Office hours vary depending on location. Your particular hours of work and scheduling will be determined and assigned by your supervisor. Full-time employees are encouraged to take a half (1/2)

hour unpaid lunch period daily. Employees are scheduled by their supervisors according to participant needs.

## **CONFIDENTIAL** Information

As an employee of Community Partnerships, you have access to personal and confidential information. All Community Partnerships business must be kept strictly confidential. You are required to sign a *Confidentiality Agreement* to this effect.

### **Participant Relations**

The success of Community Partnerships depends upon the quality of the relationships between Community Partnerships' employees, participants, referring agencies and the general public. A participant's interest, impression and willingness to access services from us is greatly formed by their interactions with the people who work for CPI. In a sense, regardless of your position, you are a Community Partnerships ambassador. The more goodwill you promote, the more our participants will respect and appreciate you, Community Partnerships, and the services we provide.

Here are several things you can do to help give participants and their families a good impression of Community Partnerships:

1. Act competently and deal with participants in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on requests and questions promptly. Provide professional replies to inquiries and requests, and perform all duties in a competent manner.
4. Take great pride in your work and enjoy doing your very best.
5. Ask for help from supervisors or consultants when you are handling a situation that is especially difficult, stressful or confusing.

These are the building blocks for your and Community Partnerships continued success. Thank you for adding your support.

### **Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a good driving record. You will be asked to submit a copy of your driving record to Community Partnerships from time to time. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, including possible dismissal.

You are required to provide a copy of your certificate of liability insurance on your car upon hire. We may randomly ask you for updated copies throughout the length of your employment. We will need a new certificate of liability insurance if you change your insurance carrier. To further ensure participant safety, you are required to inform us when your car is in bad condition. Vehicle safety is a must, as it is a part of our services to transport participants.

**Note:** See "Traffic Violations" and "Use of Company Vehicle" in the "Other Policies" section of this Handbook for further information.

## **Disability – Reasonable Accommodation**

Community Partnerships does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment due to physical or mental disability. When Community Partnerships becomes aware of any disability which prevents an otherwise qualified applicant or employee from performing a job, Community Partnerships will assess whether any reasonable accommodation would allow the person to perform the job before refusing employment or making a distinction in terms, conditions or privileges of employment because of the disability. An accommodation which creates an undue hardship on Community Partnerships or which endangers health or safety is not a reasonable accommodation. Community Partnerships will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or employee with a disability who requires reasonable accommodation may inform their immediate supervisor or management of the nature of the disability and the accommodation required. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

Families/participants are informed that they may not discriminate based on any protected status listed in this policy. Any employees, including supervisors, involved in discriminatory practices will be subject to disciplinary action, including possible termination.

## **Former Employees**

Depending on the circumstances, Community Partnerships may consider a former employee for re-employment. Such applicants are subject to Community Partnerships' usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Community Partnerships and must have provided at least two weeks advance notice of their intention to terminate their employment with Community Partnerships.

## **Harassment**

Community Partnerships prohibits harassment. Harassment is defined as conduct that substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. This would include, but not limited to: Harassment, threatening or offensive conduct directed toward a person's sex, race, age, disability, religion, national origin, current or future military status.

We will actively enforce our policy against harassment. This policy applies to all conduct by any supervisor, manager, co-worker, subordinate, vendor, client or customer that affects an employee's work environment. The company considers a violation of this policy a serious offense that will lead to disciplinary action, up to and including discharge.

## **What Is Harassment?**

Harassment can take many forms. It may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of their position or creates an intimidating, hostile or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.

## **Responsibility**

Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or any management representative with whom they feel comfortable.

## **Reporting**

If you feel you are the target of harassment, you are encouraged to report the behavior. If comfortable doing so, the employee may address the issue with the harassing party directly, either in person or in writing. If uncomfortable with confronting the harassing party directly, or, if after doing so the behavior has not stopped, you are encouraged to report the behavior to your immediate supervisor. If circumstances prohibit this response, report the behavior to the Human Resources Director or to another Director. This can be provided verbally, or in writing, stating specific details of the harassing behavior. It is helpful if details of dates, times, places and witnesses, if any, of the harassment can be provided.

Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate would be subject to disciplinary action including possible discharge. Community Partnerships will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken towards any employee making a good faith report of alleged harassment.

## **How You Were Selected**

We carefully select our employees through written application, personal interviews, reference checks, criminal history background checks, and careful assessment of experience necessary for the applicable positions. After all available information was carefully considered and evaluated, you were selected to become a member of our team.

This careful selection process helps Community Partnerships to find and employ:

1. People who are concerned with their own personal success and the success of Community Partnerships.
2. People who want to do a job well and who can carry on their work with skill and ability.
3. People who are comfortable with Community Partnerships and who can work well with our team.

## **Introductory Period**

Your first one hundred twenty (120) days of employment at Community Partnerships are considered an Introductory Period. This period will be a time for getting to know your fellow employees, your supervisor, the participant/family you will be working for, and the tasks involved in your job position, as well as becoming familiar with Community Partnerships' services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a try-out time for both you, as an employee, and Community Partnerships, as an employer. During this Introductory Period, Community Partnerships will evaluate your suitability for employment, and you can evaluate Community Partnerships as well. At any time during these first one hundred twenty (120) days, you may resign without any detriment to your record. In turn, Community Partnerships may also release you during this period, at will. If you take approved time off in excess of five work days during the Introductory Period, the Introductory Period may be extended. Your introductory period also may be extended at the discretion of your supervisor and the Human Resources Director if there are other concerns such as performance or a need for further training. Under these circumstances the length of the extension and its reasons will be discussed with you.

You are required to complete all new hire paperwork as detailed on the Personnel File checklist at the time of your New Employee Orientation. This includes getting your Criminal History Background Check completed before you work for a participant as well as completing First Aid/CPR within 90 days of your hire date. The State requires all employees who work for participants to complete First Aid/CPR.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

**Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause".**

A former employee who has been rehired after a separation from Community Partnerships of more than one (1) year is considered an introductory employee during their first (120) days following rehire.

## **Job Descriptions**

We maintain a job description for each position in Community Partnerships, which is tied to your 120-Day and Annual Performance Evaluations.

## **Knowledge of Community Partnerships**

After having learned to competently perform your own duties, your next step is to familiarize yourself with other Community Partnerships activities. This can prove valuable to you, our participants and Community Partnerships as well. Community Partnerships may provide additional "cross-training."

Knowledge of the services of Community Partnerships will help you gain a better understanding of the company. Our participant's confidence in you increases as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain.

If you are unsure of the correct information, refer the inquiry to your supervisor, or to a person more qualified to respond.

## **Outside Employment for Full-Time Staff**

If you are employed by Community Partnerships in a full-time position, Community Partnerships will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Community Partnerships.

If you were thinking of taking on a second job, it would be wise to notify your supervisor immediately. They will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Community Partnerships nor pose a conflict of interest.

## **Proof of U.S. Citizenship and/Employment Eligibility**

Federal regulations require that 1) upon employment, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the United States.

## **Relatives**

If you and members of your immediate family are employed by Community Partnerships, one may not directly supervise the other. If the employees are unable to develop a workable solution, the Executive Director of Community Partnerships will decide which employee may be transferred in such situations. For purposes of this section, your immediate family includes your spouse, your children, your siblings, your parents, your grandparents, and your spouse's children, siblings, parents and grandparents.

Should two present employees that work together or supervise each other, enter into a personal, non-work related relationship, and it begins to affect work performance for either or both, one or both of the employees may have to be transferred.

## **We Need Your Ideas (Suggestions)**

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your supervisor, who will welcome your suggestions and ideas.

We encourage all employees to bring forward their suggestions and ideas about how Community Partnerships can be made a better place to work and our services to participants enhanced. When you see an opportunity for improvement, please write it down and let your supervisor know. These suggestions will be submitted to the management team for consideration.

Remember, there may be areas in Community Partnerships operation that can be improved. These could be in service, communications, safety, and ways to reduce costs, losses, and/or waste, or other improvements for which you may see a need. Please give us the benefit of your unique experience and thoughts.

# Employee Expectations

The purpose of this segment of the Community Partnerships Employee Handbook is to clarify the employee expectations assuring they are successful in their professional performance and relationships at CPI. Each section within this segment is also intended to give staff at Community Partnerships support in addressing concerns. It provides information and resources for an employee to access should they feel the need for clarification or need to report issues to an impartial representative of the company.

## Standards of Conduct

Standards of conduct have been developed for everyone at Community Partnerships to maintain acceptable day-to-day relations with fellow employees. It is important that all employees adhere to a consistent set of professional expectations some of which are listed below:

- Treat all individuals with dignity and respect.
- Being able to work as a team player to affect change/problem-solving and striving for the greater good of the company.
- Communicating needs, questions and concerns to management or other colleagues as appropriate.
- Being open to feedback and implementing changes as necessary.
- Maintaining professional boundaries and good rapport with clients.
- Providing an environment that allows others to feel safe as they learn, grow and are innovative.
- Dealing with all individuals, including coworkers, management, other agency personnel, government employees, outside vendors in a professional manner and always with respect, tact and dignity.
- Demonstrating patience and a spirit of cooperation when assisting others.

Employees are not to engage in behavior that would be detrimental to Community Partnerships' business and/or reputation, or that would constitute a violation of company policies or jeopardize the safety of others. An investigation will be done of any action, behavior, or attitude inconsistent with these principles and may result in disciplinary action and/or possible termination.

While Community Partnerships does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect Community Partnerships or their own integrity, reputation or credibility. Illegal or other off-duty conduct on the part of an employee that adversely affects the company's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

Occurrences, ***including but not limited to*** any of the following types of violations, may result in disciplinary action, including possible termination:

1. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work.

2. Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Community Partnerships' efforts to operate efficiently.
3. Failure to observe CPI's safety practices or rules.
4. Negligence or any careless action which endangers the life or safety of another person.
5. Being intoxicated or under the influence of controlled substance drugs while at work; using (except medications prescribed by a physician that do not impair work performance) or possession or sale of controlled substance drugs in any quantity while at work.
6. Possession of firearms, weapons or explosives on company property or while on duty.
7. Engaging in criminal conduct.
8. Acts of violence, or making threats of violence toward anyone when representing CPI (i.e. fighting, or provoking a fight).
9. Threatening, intimidating or coercing fellow employees.
10. Theft, destruction or damage of property while on company time.
11. Unauthorized possession or removal of any company property, including documents, from the premises without prior permission from their Director or Executive Director.
12. Unauthorized use of company equipment, property and/or vehicles for personal reasons without prior permission from the Executive Director.
13. Dishonesty; willful falsification or misrepresentation on your employment application or other work records; inaccurate timesheets; billing for service not provided; lying about sick or personal time off; falsifying reason for a leave of absence or other data requested by CPI; alteration of company records/documents; or any other act that would harm CPI in any way.
14. Giving confidential or proprietary CPI information to unauthorized individuals, or breach of confidentiality of personnel or client information.
15. Allowing anyone other than an employee of CPI to accompany you when working.
16. Malicious gossip and/or spreading rumors.
17. Engaging in behavior or negativity that creates discord and lack of harmony.
18. Interfering with another employee on the job.
19. Willfully restricting work output or encouraging others to do the same.
20. Immoral conduct or indecency on company time.
21. Conducting a lottery or gambling on company premises.
22. Leaving a client unattended/unsupervised.
23. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
24. Any act of harassment. (See pages 22-23)
25. Leaving work before end of the workday or not being ready to work at the start of a workday.
26. Sleeping on the job; loitering or loafing during working hours.
27. Accessing the internet for personal use on company time.
28. Excessive personal calls on company time.
29. Smoking in restricted areas or at non-designated times.
30. Creating or contributing to unsanitary conditions.
31. Excessive absenteeism or tardiness as defined by your department.
32. Failure to report an absence or late arrival.
33. Antagonism, indifference, rudeness, obscene or abusive language/behavior.
34. Speeding or careless driving when transporting participants in your car during work hours.
35. Failure to maintain a neat and clean appearance; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
36. Failure to immediately report damage, personal injury, client injury, or an accident involving company equipment to your supervisor.

37. Soliciting during working hours and/or working areas; accepting money for any reason from your clients; selling merchandise or collecting funds of any kind for charities or others without authorization from the Executive Director during working hours.

## **Reporting**

If you have any concerns regarding these expectations, you are encouraged to report them. Please report the behavior to your immediate supervisor. If circumstances prohibit this response, report concerns to the Human Resources Director or to another Director. Do this verbally, or in writing, and if possible state specific details.

Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. No adverse employment action will be taken towards any employee making a good faith report of any issues or concerns.

## **Discipline Process**

Community Partnerships reserves the right to discipline any employee for violating company rules and policies, and can take disciplinary action up to and including termination of employment for any such violations. The following formal progressive discipline process is one option that may be used.

Community Partnerships believes that a successful business depends upon your commitment to be responsible for your own behavior. This includes CPI's Standards of Conduct, Ethic's Policy, Ensuring Compliance Policy, attendance requirements, work performance, and other work rules and regulations. An employee who decides not to live up to his or her responsibilities and has been through the informal coaching/training process, may be faced with the following:

### *Step One: Oral Reminder*

When you behave in a manner that is inconsistent with Community Partnerships' policies or if you demonstrate poor performance or a lack of commitment to Community Partnerships, the behavior and/or conduct will be discussed with you, making sure that you understand the nature of the violation and the expected remedy and to remind you that it is your **responsibility** to meet that expectation. Documentation (i.e. a written memo) noting the date, time, and nature of the discussion will be done.

The Oral Reminder will remain in effect for six months. Documentation of the incident will remain in the department file and will not be placed in your permanent record, unless another disciplinary transaction occurs.

### *Step Two: Written Reminder*

When an Oral Reminder has not **resulted in acceptable performance in all areas of your position**, a Written Reminder will be issued. A supervisor will meet with you to discuss your **commitment** to Community Partnerships and invite you to present your views on the behavior. The Written Reminder will advise you that a decision not to live up to your responsibilities in the workplace will result in further review, including a possible Decision-Making Leave or termination.

Following the conversation, your supervisor will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be routed to the Human Resources Department. A copy of this memo will be kept on file by the Human Resources Director.

The Written Reminder will remain in effect for twelve (12) months. **Employees who have a Written Reminder in effect will not be eligible to receive a pay increase.**

### *Step Three: Decision-Making Leave*

If you continue to behave in a manner that demonstrates that you are not committed to Community Partnerships and/or are not taking responsibility for your own behavior, you may be placed on a Decision-Making Leave (DML) or terminated depending on the performance or behavior issues.

The Decision-Making Leave is a paid, one-day disciplinary suspension based upon your normal working hours. When on Decision-Making Leave you will spend the day away from work deciding whether to correct the problem(s) and make a total performance commitment to the job or to voluntarily resign your employment with Community Partnerships.

If your decision following the Decision-Making Leave is to return to work and abide by Community Partnerships' policies, rules and standards of conduct, you must submit a written plan outlining your commitment and a detailed explanation of what you will do to correct your performance/behavior. If your plan is approved, your supervisor will write a letter to you confirming your commitment and the consequences of failing to meet this commitment. A copy of your plan and this memo will be kept on file by the Human Resources Director.

You will be allowed to return to work with the understanding that if an acceptable positive change in behavior or performance does not occur, or if another disciplinary problem occurs within the next twelve (12) months, you will be terminated. **Employees who have a Decision-Making Leave in effect will not be eligible to receive a pay increase.** If you decide not to solve the specific problem and not to make a total performance commitment, you will be deemed to have voluntarily resigned. Use of the discipline process is optional. All steps may or may not be followed. Nothing in this policy amends or restricts Community Partnerships' right to terminate employees at any time, with or without notice, for any or no reason.

**Community Partnerships, at all times, reserves the right to terminate employees at any time, for any reason not expressly prohibited by law.**

## **Community Partnerships of Idaho, Inc. Policy on Reporting and Investigating Allegations of**

# **False Claims and Ensuring Employee's Protection**

## **Introduction**

Community Partnerships of Idaho (“CPI”) has a responsibility for the stewardship of its resources and the public and private support that enables it to pursue its mission. CPI is committed to compliance with laws and regulations to which it is subject and to promulgating its policies and procedures to interpret and apply these laws and regulations. Laws, regulations, policies and procedures strengthen and promote ethical practices and ethical treatment of members of the CPI community and those who conduct business with CPI.

CPI’s internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of law, regulations, policies and procedures may occur and may constitute improper governmental activities as defined by statute under the Federal False Claims Act (“FCA”) under Title 31 United States Code sections 3729-3733 and the Idaho False Claims Act Chapter 26, Title 6 (See Definitions). CPI has a responsibility to investigate and report to appropriate parties, allegations of suspected improper government activities and the actions taken by CPI.

## **Overview of the Law**

### **The Federal False Claim Act**

Actions that violate FCA under sections 3729-3733 include: (1) submitting a false claim for payment, (2) making or using a false record or statement to obtain payment for a false claim, (3) conspiring to make a false claim or get one paid or (4) making or using a false record to avoid payments owed to the U. S. Government (the “Government”). The FCA imposes penalties of \$5,500 to \$11,000 per claim plus three times the amount of damages to the Government for FCA violations.

Lawsuits must be filed by the later of either (1) three years after the violation was discovered by the federal official responsible for investigating violations (but not more than ten years after the violation was committed), or (2) six years after the violations were committed.

The Attorney General is required to investigate false claim violations and is authorized to file civil suits for false claims violations.

### **Whistleblower Provisions**

An individual can sue for violation of the FCA. Individuals who report fraud generally receive between 15 to 25 percent of the total amount recovered (plus costs and attorney fees) if the Government prosecutes the case and between 25 to 30 percent if the plaintiff litigates the case on his or her own.

An individual cannot file a lawsuit based on public information, unless he or she is the original source of the information.

### **Whistleblower Protection**

The FCA provides important protection for whistleblowers. Employees who report fraud and consequently suffer discrimination are entitled to all relief necessary to be made whole, including two times their back pay plus interest, reinstatement at the seniority level they would have had except for the discrimination and compensation for any costs or damages.

## **Idaho State Law**

The State of Idaho has adopted the FCA and Whistleblower protection under Idaho Statutes – Title 6, Chapter 21 6-2104, “Protection of Public Employees Reporting of Governmental Waste or Violation of Law – Employer Action”, and 6-210, “Protection of Public Employees. Remedies for Employee Bringing Action - - Proof Required.” The Idaho State law as amended by Senate Bill No. 1370 has adopted the Whistleblower Protection law, but provides that employers may take adverse action against an employee if the employer has obtained and delivered to the employee a written opinion from the employer’s legal counsel to the effect that the employer’s directive is legal. If the employee alleges a violation in this chapter, he/she may file a civil suit within one hundred eighty (180) days after the occurrence.

## **CPI Whistleblower Policies**

### **General**

CPI established ethical guidelines to be followed by CPI when dealing with client service, social sensitivity, best business practices and professional relations. Please refer to the employee handbook for a complete copy of CPI’s Code of Ethics (the “Code”).

The Code of Ethics requires directors, officers, and employees to observe the high standard of business and personal ethics in the conduct of their duties and responsibilities. Each person must practice honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations.

### **Reporting Responsibilities**

All directors, officers and employees must comply with the Code and report violations or suspected violations in accordance with CPI’s Code of Ethics and/or FCA.

### **No Retaliation**

No director, officer or employee who in good faith reports a violation of the Code or FCA shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside of CPI.

## **Process for Reporting Concerns**

The Code addresses CPI's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. The Ensuring Compliance Officer ("ECO") is an employee appointed by the Executive Director to be responsible for investigating and resolving all reported complaints and allegations concerning violations with the Code or FCA.

Various concerns arise and those issues should be reported as follows:

- Employees, supervisors, managers and directors are required to report suspected violations of the Code or FCA to the designated ECO, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, individuals should contact the ECO directly (see contact information below).
- Employees with other concerns not related to the Code or FCA should contact his/her immediate supervisor. The immediate supervisor generally is in the best position to address an area of concern. However, if the situation makes it uncomfortable speaking with the supervisor or if the employee is not satisfied with the supervisor's response, the concern should be discussed with the Department Director or the Human Resources Director.
- Contractor or Agents who suspect fraud or violations of the Code should contact the ECO directly (see contact information below).

### **Contacting the ECO**

Violations or suspected violations may be reported by:

Email: [eco@cp-of-idaho.com](mailto:eco@cp-of-idaho.com)

This will be received by the Ensuring Compliance Officer.

Mail to: ECO/Personal & Confidential DO NOT OPEN

3076 N. Five Mile Rd.

Boise, ID 83713

This will be received by the ECO

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. To remain anonymous, the sender should mail his/her concern and should omit his/her name from the correspondence.

### **Handling of Reported Violations**

The ECO will notify the sender and acknowledge receipt of the reported violation, unless submitted anonymously, within five business days. The ECO will take the following steps to resolve the concern:

- Convene the Ensuring Compliance Committee ("ECC") promptly to investigate allegations.
- The ECC will determine the appropriate corrective action to resolve the concern.

- Upon completion of the investigation or corrective action, the sender will be notified that the concern has been resolved. Due to confidentiality, the outcome or action to be taken will not be shared.

The ECO has direct access to the board of directors and is required to report at least annually on compliance activity. The ECO serves as the chair of the ethics committee.

## **Internal Controls**

Community Partnerships has well documented policies and procedures for detecting and preventing fraud, waste and abuse related to state and federal funds received as part of the federal health care programs. As stated in the Code, all officers, directors and employees are required to comply with rules, regulations and laws of the U.S. Government and the State of Idaho. Attached are the procedures used to prevent and/or detect fraud, waste and abuse related to state and federal funds. See other general controls below.

### **General Controls**

**Budgeting** – Each department prepares an annual budget. The budgets are developed based on the number of clients and the average hours served. Revenue is then calculated at the reimbursement rate set by funding sources. The financial reports are distributed monthly to all directors for review.

#### *Controls*

- Each week each departmental director submits the number of billable hours to the Executive Director.
- The billable hours are compared to the budgeted service hours.
- Any significant increase would be identified and investigated for potential over billing.

**Payroll** – Supervisors review and sign timesheets. The timesheets and the billing records are audited internally and compared to the amount billed to the funding sources. Billing discrepancies are adjusted based on these audits.

#### *Controls*

- Over billings are identified and corrected.
- The payroll department reviews timesheets and would identify significant misstatement in hours being reported.
- Any significant increase would be identified and investigated for potential over billing.

**Deposits** – All funds are deposited directly into CPI’s administrative bank account. Only the Administrative Director, the Human Resources Director and the Executive Director have check-signing privileges or access to funds.

#### *Controls*

- Access to cash is limited.

- The bank accounts are reconciled by an employee not having access to cash receipts or check signing authority.
- Directors that have access to the checking account do not have billable hours.

External Regulating Reviews – Periodically, regulating bodies perform external detailed audits to ensure compliance with laws and regulations.

## **Ethics**

### **Introduction**

Community Partnerships of Idaho, Inc. (CPI) is dedicated to creating opportunities for people to learn and achieve their goals since 1995. In this capacity, we as an organization are dedicated to improving the lives of individuals with disabilities, and staying true to our core values of integrity, personal dignity, relationships and innovation.

We are committed to conducting ourselves honestly and ethically in all our operations and with all individuals with whom we come in contact.

Community Partnerships, including its Officers, Directors and all other employees will strive to consistently improve the quality of our services and sustain a reputation for fairness, respect, responsibility, integrity, trust and sound business judgment.

The ethical performance of Community Partnerships is the sum of the ethics of all its employees. As such, we are all expected to adhere to high standards of personal integrity. In addition, professional individuals are required to adhere to the ethical standards established by their licensing governing body.

Additionally, CPI would like to focus attention on the areas of Client Service, Social Sensitivity, Best Business Practices and Professional Relations to provide a framework that will reflect the values and acceptable behavioral standards at CPI.

### **Client Services**

We proactively promote the rights of self-determination and the well-being of our clients.

We will under no circumstance engage in a sexual relationship with any current CPI client, or the relative of any client directly served, or anyone with which any client maintains a close, personal relationship.

We will not engage in dual relationships with current or past clients and will avoid engaging in any social, personal, or business relationships; excluding respite and contractual business relationships such as those encountered with self determination arrangements.

We will maintain a professional relationship with all participants, ensuring their protection from both physical and psychological harm.

We will provide client services only in the context of a professional relationship based on informed consent.

### **Social Sensitivity**

Socially and professionally acceptable conduct in one culture and country may be viewed differently in another. We recognize that culture affects the manner in which clients' diagnoses and challenges are defined. Clients' socioeconomic and cultural experience will be considered when determining treatment/therapy options.

We will encourage participation in activities promoting a healthy and safe lifestyle.

We will give all people the same opportunity to have their questions, issues and situations fairly considered.

### **Best Business Practices**

We respect the codes of conduct, rules of business, and the laws of our country, abiding by both the letter and the spirit.

We commit to fair accounting practices and will avoid accounting activities that could create the appearance that our decisions could be compromised.

We will respond to customer requests promptly, accurately and fairly.

We will offer full disclosure and withdraw ourselves from discussions and decisions when our business judgment appears to be in conflict with a personal interest.

We will use good judgment in the exchange of business courtesies, meals and entertainment by avoiding activities that could create the appearance that our decisions could be compromised.

We will be familiar and comply with job requirements and service requirements.

### **Professional Relations**

We will exercise the basic virtues of respect, dignity, courtesy and manners in all work relationships.

We will promote a healthy corporate culture by creating effective communication throughout the company.

We will maintain a workplace where people feel free to express their opinions and raise questions and concerns in a safe and supportive environment.

CPI recruits, trains, promotes and rewards people based on their performance and contribution(s). We value all employees for their contributions without regard to their position or level within the organization.

We will respect the right and obligation of everyone to resolve concerns relating to ethics questions in the course of our duties without retribution or retaliation.

We will respect and represent our co-workers' qualifications and obligations fairly. We will avoid unwarranted negative criticism in communications and will seek advice and counsel of colleagues as needed.

When uncertain as to whether a particular situation or course of action may be in violation of the company ethics policy, employees will look to their supervisors for guidance. They can also utilize the following alternative resources: member of management, Human Resources Director, Executive Director or the Ensuring Compliance Officer (for ECO contact procedure see pg. 33-R)

We will report breaches of the agency standards of professional conduct and those of other applicable licensing, certifying or regulatory entities as required by those governing bodies.

We will keep our skills current and competitive by taking the initiative for our own personal development. If we believe we do not have the skills to manage a situation, we will talk with our supervisor and request further training.

### **Conclusion**

Community Partnerships of Idaho is dedicated to adhering to its mission and values, maintaining an environment that embraces innovation, personal dignity, relationships and integrity while creating opportunities for people to learn and achieve their goals.

# **Compensation and Performance**

## **Wage and Salary Policies**

- Basis for Determining Pay
- Deductions from Paycheck (Mandatory)
  - Direct Deposit
  - Error in Pay
  - Lost or Missing Check
  - Overtime Pay
- Pay Period and Hours
- Payroll Advance
- Pay Cycle
- Termination and Remaining PTOA
- Time Cards/Records
- Wage Assignments (Garnishments)
- Work Performed on CPI Holidays
- Unpaid Breaks

## **Performance Evaluations**

- Performance Evaluations

### **Attendance**

- Absence or Lateness - Notifying your Supervisor
- Absence or Lateness - Excessive
- Absence or Lateness - Record
- Company Closures
- Pagers

# Wage & Salary Policies

You are employed by Community Partnerships and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

## Basis for Determining Pay

The following factors influence how your pay rate is determined: completion of necessary personnel paperwork and training requirements (to include CPR/First Aid); satisfactory performance evaluations and observations; attendance; the nature and scope of your job; and the profits of the company. (Employees who have a Written Reminder or Decision Making Leave in effect will not be eligible to receive a pay increase.)

## Deductions from Paycheck (Mandatory)

Community Partnerships is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security-Medicare, as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your supervisor or the Human Resources Department immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Community Partnerships is ordered to make such deductions.

**Note:** See "Wage Assignments (Garnishments)" later on in this section for further information.

## Direct Deposit

It may be possible for you to authorize Community Partnerships to deposit your paycheck directly into your savings or checking account at a participating bank. Contact the Human Resources Department for details and the necessary authorization forms. Please Note: When submitting the proper documentation to the Human Resources Department for Direct Deposit, it may take one or more pay periods to complete this process.

## Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor or the Human Resources Department immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

## **Lost/Missing Check**

If you lose or misplace a Community Partnerships check and a new one must be issued to you, a bank processing fee will be deducted from the original check amount. Contact Human Resources for check replacement.

## **Overtime Pay**

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime requires the Director of your program to obtain advance approval from the Executive Director. Unauthorized overtime will be subject to disciplinary action up to and including termination.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single-day increments, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Note: For employees who hold more than one position, overtime pay will be calculated according to Federal regulations.

## **Pay Period and Hours**

Our payroll work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

## **Emergency Payroll Advance**

Payroll advances are granted for extreme emergency situations that result from circumstances beyond an employee's control. Advances will not be issued for predictable absences or expenses. The amount of the advance cannot exceed 80% of the average net pay for the previous two pay periods. There will be a \$12 processing fee and employees will also be charged \$10 for every \$100 that is advanced. An Emergency Payroll Advance form must be completed and submitted to your supervisor. Your supervisor will route this form to the Human Resources Director, who will get it approved by the Executive Director. Your signature on this form authorizes the amount of your advance to be deducted from your next paycheck. You must have completed your 120 day introductory period to be eligible for a payroll advance.

## **Payroll Cycle**

**Bi-weekly:** (26 pay periods per year) Payday is normally on every other Friday. Paychecks will be issued at the end of the current pay period for the prior pay period.

At times it may be necessary to change a payday due to holidays, closings, or other circumstances. If this occurs, you will be notified as far in advance as possible.

### *Paycheck Distribution*

1. Direct deposit to your checking or savings account.
2. Main office pickup for Boise employees. (Must be signed for)
3. Mailed to branch offices for pickup by employees. (Must be signed for)
4. Mailed to your home address.

If you have your paycheck mailed to your home address and have not received it by the Wednesday following payday, please take the following steps:

1. Call your local Post Office
2. Check at your prior address
3. Contact your supervisor

## **Termination and “Paid Time Off Account” Balance**

Community Partnerships’ expectation is that you will give at least two weeks notice in the event you intend to leave our employ. **You may not use any accrued paid time off once a resignation has been submitted.** Any earned but unused paid time off time will be paid at the time of employment termination, as specified under "Paid Time Off Account" in the "Benefits" section of this Handbook. Employees must have a minimum of one year of service completed to receive a payment of 50% of their accrued PTOA upon separation.

## **Time Cards/Records**

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees.

Your time sheet is the only way the payroll department knows how many hours you worked and how much to pay you.

You are responsible for your time sheet. Remember to record your time accurately and submit your time sheet on time.

## **Wage Assignments (Garnishments)**

Whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

**Note:** See "Deductions From Paycheck (Mandatory)" earlier in this section for further information.

## **Work Performed on Company Holidays**

The offices of Community Partnerships are closed on some recognized holidays; therefore, employees are not required to work on these days. In the event a non-exempt employee works on a holiday at their own option, overtime will not be paid for the hours worked on the holiday unless the hours **worked** exceed forty (40) in the workweek. Working on a holiday must be pre-approved by your immediate supervisor.

**Note:** See "Holidays " in the "Benefits for Full-Time Employees" section of this Handbook for further information.

## **Unpaid Breaks**

According to the U.S. Department of Labor, (Employment Standards Administration) there is no federal law requiring employers to provide paid breaks for their employees. Further, there are only eight states that have laws that mandate breaks and Idaho is not one of them.

Community Partnerships of Idaho, Inc. does not provide paid breaks for its employees. Any unpaid breaks need to be scheduled with their supervisor and deducted from the hours they put on their timesheets.

# Performance Evaluations

## Performance Evaluations

The purpose of the Performance Evaluations is to support and encourage employee growth and development, to provide a formal mechanism for feedback on performance, and to serve as a basis for modifying and changing behavior toward more effective working habits.

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

To avoid haphazard or incomplete evaluations, Community Partnerships conducts formal evaluations. Each department at Community Partnerships conducts evaluations annually for their department during a specified calendar month. The first evaluation will be completed after your first one hundred twenty (120) days and your annual evaluation will be conducted during the scheduled month for evaluations for your department.

In the event you receive a promotion to a new position, you will be evaluated 120 days after the promotion date and thereafter annually during your department's specified calendar month.

Employees who have a Written Reminder or a Decision Making Leave in effect will not be eligible to receive a pay increase. (See Discipline Process Section)

## Attendance

### Absence or Lateness - Notifying your Supervisor

From time to time, it may be necessary for you to be absent from work. Community Partnerships is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Personal time off has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor at least two (2) hours before you are scheduled to report to work. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. They will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform Community Partnerships of an unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, please indicate when you expect to arrive for work. Notifying the receptionist or a fellow-employee is not sufficient. If you are unable to call in yourself because of an illness or emergency, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with another supervisor or page your supervisor directly. Never leave only a voice mail.

Employees who are absent for two (2) consecutive work days without notifying their supervisor are considered **to have terminated their employment. In addition, employees who are unavailable for**

**work for two (2) consecutive days even though they advise their supervisor of their unavailability are also considered to have terminated if the reason for their absence is unacceptable and was therefore not approved. These terminations are classified as a “voluntary resignation.”**

## **Absence or Lateness - Excessive**

Regular and punctual attendance is a condition of employment and dependability on the part of all employees is extremely important to our overall teamwork effort. Absenteeism and tardiness place an additional burden on other employees and negatively impact our number one priority: to provide the highest possible level of service. Employees are expected to maintain a good attendance record. Frequent or patterned absenteeism or tardiness is unacceptable and excessive lateness and/or absenteeism may result in disciplinary action up to and including dismissal.

We will afford reasonable accommodation to a qualified employee with a disability or for an employee's religious beliefs.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal. (Absences due to protected leaves are not included in the calculation of “excessive” absences.)

## **Absence or Lateness**

If you are absent because of illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you may be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your supervisor may make a note of any absence or lateness, and the reason. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc. Absences due to protected leaves (e.g., FMLA, military, jury duty, etc.) are not counted against employees when evaluating them for promotions, etc.

## **Company Closures**

If severe weather conditions exist and the Executive Director (or designated representative) decides to close Community Partnerships for the remainder of the day, you will be notified as soon as possible by your supervisor. Non-exempt employees who are sent home before having worked two (2) hours will be paid for two (2) hours of work. Non-exempt employees who are sent home having worked two (2) hours or more, will be paid for the time that they actually worked.

# Benefits

## Benefits Eligibility Guidelines

### **Benefits for Full-Time Employees**

Flexible Spending Account  
Holidays  
Medical, Dental and Vision Insurance  
COBRA  
Paid Time Off Account (PTOA)  
Paid Time Off - Other  
Unpaid Time Off  
Family Medical Leave Act (FMLA)  
Leave of Absence  
Military Reserves or National Guard Leave of Absence

### **Benefits for Part-Time Employees**

Paid Time Off - Other  
Unpaid Time Off  
Family Medical Leave Act (FMLA)  
Leave of Absence  
Military Reserves or National Guard Leave of Absence  
Paid Time Off Account - Other

### **Benefits for Full-Time and Part-Time Employees**

#### **Other Benefits**

Education/Training  
Developmental Services Training  
Employment Services Training  
Mental Health Services Training  
Employee Assistance Program  
Employee Referral Bonus Program  
401 (k) Plan  
Tuition Reimbursement  
Unemployment Insurance  
Worker's Compensation

# Benefits Eligibility Guidelines

In addition to receiving an equitable salary, you are eligible to enjoy other benefits. The benefits program described in this Handbook represents a very large investment by Community Partnerships.

Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees will not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No statement or promise by a supervisor or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

**Community Partnerships reserves the right to change the requirements for eligibility or open enrollment times at its discretion. You will be notified in the event such a change should take place.**

## Full-Time

Salaried employees become eligible for full-time benefits after working for twelve pay periods. To meet the eligibility requirement for full-time benefits, hourly employees must average thirty-two (32) or more hours per week for twelve (12) consecutive pay periods. These benefits are described in the “Benefits for Full-Time Employees” and the “Benefits for Full-Time and Part-Time Employees” section of this handbook. Benefits start for both full-time hourly and salaried employees at the beginning of the next month after this requirement is met.

If you choose to decline your benefits at the time you are first notified of your eligibility you will not be entitled to apply until the next **annual** open enrollment period. If you choose to reapply during this open enrollment you must meet the same eligibility criteria as described above.

Full-Time hourly employees must continue to meet the average hours worked per week requirement to maintain benefits eligibility. Any exceptions to this would necessitate approval by the Executive Director

## Part-Time

Part-time employees are eligible for all the benefits described in the “Benefits for Part-Time Employees” and the “Benefits for Full-Time and Part-Time Employees” section of this handbook.

## Temporary

Temporary employees are not eligible for benefits.

**Note:** See “Employment Classifications” on page 20.

# Benefits for Full-Time Employees

## Flexible Spending Account

The Flexible Spending Account is a salary reduction program. It provides employees with an opportunity to save tax dollars by electing to have a designated amount withheld from pre-tax earnings each pay period. This money is then used to reimburse qualified medical and/or child/elder care expenses incurred by the employee and their eligible dependents.

### Eligibility

**Salaried and full-time hourly employees are eligible for flex benefits according to the guidelines outlined under “Benefits Eligibility Guidelines” Section under “Full-time”.**

**Medical Reimbursement Plan.** Pay out-of-pocket medical expenses using pre-tax dollars. Some examples of expenses are vision care, co-insurance, dental care, prescriptions, and insurance deductibles.

**Dependent Care Plan.** Pay child care expenses with pre-tax dollars. You may also use the Dependent Care Plan to pay for the care of a disabled dependent or elderly parent.

**Health, Dental and Vision Premiums.** Pay out-of-pocket CPI health, dental and vision premiums with pre-tax dollars. This only includes premiums through Community Partnerships.

# Holidays

## Eligibility

**Salaried and full-time hourly employees are eligible for holiday benefits from their date of hire.**

Part-time or temporary employees are not eligible to be paid for designated holidays.

## Recognized Holidays

**Employees will be notified at the end of each calendar year, which days will be the company holidays for the upcoming calendar year. Company holidays will be selected from the following:**

**New Year's Day  
Memorial Day  
Independence Day  
Labor Day**

**Thanksgiving  
Friday after Thanksgiving  
Christmas Day  
Day before or after Christmas**

## Policy

Community Partnerships designates and observes certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. Community Partnerships reserves the right to change previously announced holiday schedules. Holiday pay is given for the average number of hours worked per day. This average is calculated quarterly, for 12 payperiods not to exceed eight (8) hours per day.

Community Partnerships recognizes that some employees may wish to observe certain days for religious needs, beliefs or practices that are not included in Community Partnerships holiday schedule. Employees who would like to take a day off for such religious reasons may be permitted to do so if the absence from work does not cause undue hardship on the operation of Community Partnerships business. Employees must receive prior approval from your supervisor for this type of absence. This time off is to be taken as a personal day from the employee's Personal Time Off Account or without pay.

# **Full-Time Employees**

## **Medical Dental and Vision Insurance**

Community Partnerships is interested in the health and well being of both you and your family. A comprehensive health, dental and vision insurance program is available for you and your family. Upon eligibility you may choose to accept the insurance coverage or you may choose not to participate. If you choose insurance coverage, our insurance company provides a booklet describing your benefits. A copy of this will be given to you when you elect to enroll.

You may elect coverage for eligible dependents and spouse; however, you are responsible for 100% of the premiums for your dependents and spouse for medical and dental and 100% of the premiums for vision for you, your dependents and spouse. Payment for all insurance premiums are made through authorized payroll deduction.

Community Partnerships reserves the right to change medical and dental carriers from time to time.

### **Eligibility**

Salaried employees are eligible for insurance benefits at the beginning of the next month after they have worked for twelve (12) consecutive pay periods. Full-time hourly employees are eligible for insurance benefits at the beginning of the next month after they have worked for twelve (12) consecutive pay periods and have an average of thirty-two (32) or more hours per week.

Full-time hourly employees must continue to meet the average hours per week requirement to maintain eligibility. Any exceptions to this would necessitate approval by the Executive Director.

***Important! Employees not classified as full-time at the time they are hired become eligible for insurance benefits and paid holidays at the same time. You will be notified in advance of your upcoming eligibility by the Human Resources Department and when you can expect your benefits to start. You must complete the required paperwork by the deadline given at the time the paperwork is issued in order to receive your benefits.***

If you choose to decline your benefits at the time you are first notified of your eligibility, you will not be entitled to apply until the next **annual** open enrollment period. If you choose to reapply during open enrollment **for the next calendar year**, you must meet the same eligibility criteria as described above.

### **Termination of Insurance**

Your insurance will terminate when 1) the insurance policy terminates, 2) you fail to make an agreed contribution to premium when due, 3) you cease to be eligible for coverage under the terms of our group insurance program, or 4) you cease to be employed as an employee eligible for the insurance.

### **COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Community Partnerships health plan when a “qualifying event” would normally result in the loss of eligibility. Some

common qualifying events are resignation, termination of employment (for reasons other than gross misconduct), or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Community Partnerships provides each eligible employee with a written notice describing rights granted under COBRA when employees become eligible for coverage under Community Partnerships health insurance plan. The notice contains important information about employee's rights and obligations. You will have sixty (60) days from the date you lose coverage or sixty (60) days from the date you receive such information, whichever is later, to elect continued coverage.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Community Partnerships group rates plus an administration fee. Coverage will end if any of the following events should occur: Community Partnerships no longer provides group health coverage to any of its employees; the premium for continued coverage is not paid; you become covered as an employee or otherwise, under another group health plan; or you become eligible for Medicare.

# Full-Time Employees

## Paid Time Off Account (PTOA)

### Policy

Paid time off is provided to all full-time employees and to part-time employees with one or more years of service under a Personal Time Off Account (PTOA). PTOA is used for vacation, sick time or personal time. Temporary employees are not eligible for paid time off.

### Eligibility

Salaried employees are eligible to earn personal time off for each pay period worked from their date of hire, however it cannot be used until after completion of six consecutive pay periods. Full-time hourly employees are eligible to earn personal time off for each pay period worked after they have worked for twelve (12) consecutive pay periods and have an average of thirty-two (32) or more hours per week.

**PTOA must be earned and awarded before it can be taken.** The amount of personal time off earned each pay period is based on your length of employment, as follows (or as determined by the Executive Director):

<b>Salaried/hourly</b>	<b>Length of Employment</b>	<b>Paid time off accrued</b>
Salaried	Less than 5 years	4 hours per pay period
Salaried	5 – 10 years	5.2 hours per pay period
Salaried	More than 10 years	8 hours per pay period
<b>Full-time hourly</b>	<b>Length of Employment</b>	<b>Paid time off accrued</b>
Full-time	Less than 5 years	.05/hr per hour worked
Full-time	5 – 10 years	.065/hr per hour worked
Full-time	More than 10 years	.08/hr per hour worked
<b>Part-time hourly After one year of service</b>	<b>Length of Employment</b>	<b>Paid time off accrued</b>
Part-time	Less than 5 years	.03/hr per hour worked
Part-time	>5 – 10 years	.045/hr per hour worked
Part-time	More than 10 years	.06/hr per hour worked

### Paid Time Off Account Policies

Every effort will be made to grant you your personal time off at the time you desire. However, personal time off cannot interfere with the CPI's operation and therefore must be approved by your supervisor at least one (1) month in advance. Every effort will be made to grant your Personal Time Off at the time you desire.

### Guidelines

You must submit a "Time Off Request" form to your immediate supervisor for approval. PTOA must be arranged with, and approved by your supervisor one (1) month prior or as far in advance as possible in order to accommodate business needs.

If a holiday falls within the time the eligible employee has requested days from their Personal Time Off Account, it will be paid as holiday pay, and will not be counted against the employee's Personal Time Off Account.

If an employee is on an approved leave of absence they will continue to accrue personal time off while utilizing their paid time off. However, they will cease to accrue paid time off during the unpaid portion of their leave.

**If there is a change in your employment status that affects your rate of accrual, the rate change will take place at the same time as your status changes.**

**Upon separation from employment, if an employee has completed one year of employment their accrued PTOA will be paid at 50%. Any exceptions to this will only be at the discretion of the Executive Director.**

### **Accumulation Rights**

Employees may carry over a maximum of 120 hours of Personal Time Off at the end of the year. Any remainder will be forfeited. Employees may not use over two weeks of PTOA at a time. Exceptions to either of these policies may be made in unusual circumstances, each case to be considered separately by the Executive Director.

# **Full-Time Employees**

## **Paid Time Off - Other**

### **Funeral (Bereavement) Leave**

#### **Eligibility**

If you are a salaried employee, you are eligible to be paid for Funeral (Bereavement) Leave from your date of hire.

If you are a full-time, hourly employee you become eligible for Funeral (Bereavement) Leave at the same time you become eligible for insurance benefits.

#### **Policy**

Community Partnerships will grant eligible salaried and full-time employees up to three (3) days leave with pay when death occurs in the employee's immediate family (husband, wife, son, daughter, mother, father, sister or brother). Depending on the circumstances the Executive Director may extend paid or unpaid leave.

### **Jury Duty/Witness Service**

Community Partnerships encourages employees to appear in court for jury or witness duty when subpoenaed. If you receive a subpoena, you should immediately advise your supervisor. Under either circumstance, you will be expected to report for your regular duties when temporarily excused from attendance in court.

#### **Eligibility**

All employees, regardless of classification, are eligible to be paid for Jury/Witness Duty from their date of hire.

#### **Guidelines**

Full-time employees shall be paid for any regularly scheduled hours missed from work due to Jury/Witness Duty of less than one full work week. Salaried employees shall be paid at their regular salary for absences due to Jury/Witness Duty of less than one full workweek. The court fees paid to the employee shall be signed over to Community Partnerships for deposit.

# **Full-Time Employees Unpaid Time Off**

## **Family/Medical Leave Act (FMLA) Leave of Absence**

A “Leave of Absence” is an approved absence from work, during which an employee may retain employee status (provided the leave does not exceed the limitations described in this policy) and from which you fully intend to return to work. The Family Medical Leave Act requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. Community Partnerships will administer FMLA in accordance with applicable State and Federal laws.

### **Eligibility**

Twelve (12) weeks of unpaid, job-protected leave is provided to eligible employees for certain family and medical reasons. The leave is limited to a total of twelve (12) workweeks of leave during any twelve- (12) month period. In order to determine the “twelve (12) month period” in which the twelve (12) weeks of leave entitlement occurs, Community Partnerships will use a “rolling” twelve (12) month period measured backward from the date an employee uses any FMLA leave. Employees are eligible if they have worked for at least one (1) year and for 1,250 hours over the previous twelve (12) months.

Employees will be required to use earned personal time off, when applicable. If the paid time off accrued is less than twelve (12) weeks, the employee may take the rest as unpaid leave.

### **Guidelines**

Community Partnerships will continue the employee’s health benefits (employer portion only) during the leave period. If the employee chooses not to return to work for reasons other than 1) the continuation, recurrence or onset of a serious health condition that would entitle the employee to FMLA leave or 2) another circumstance beyond the employee’s control, Community Partnerships will recover from the employee the premium that was paid for the employee’s health coverage from the employee’s final paycheck. Contact the Human Resources Director or have your supervisor contact them if you wish to apply for a FMLA leave.

Employees are entitled to leave:

- to care for a child following a birth or placement of a child with the employee for adoption or foster care
- to care for the employee’s spouse, child, or parent, who has a “serious health condition”
- if the employee is unable to perform his or her own job because of the employee’s own serious health condition

If both parents are employed by Community Partnerships, total leave is limited to twelve (12) weeks combined, if the leave is taken for the birth, adoption, or foster care of a child or to care for a sick parent.

Employees are required to give thirty (30) days advance notice or as much notice as practical when the need for leave is foreseeable. Community Partnerships reserves the right to request medical certification supporting the leave, and also reserves the right to require second or third opinions (at Community Partnerships' expense) and a fitness for duty report (at the employee's expense) to return to work at its discretion depending upon the particular circumstances. Leave may be denied if these requirements are not met.

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. When leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the employer agrees. When FMLA leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

To protect employee's privacy rights, medical certifications will be treated as a confidential medical record and information will be disclosed only on a strictly need-to-know basis.

Most employees returning from Family Medical Leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Key employees may be denied restoration from leave, if prior notice as to such key status is given, and if it would cause grievous economic harm to Community Partnerships.

## **Service Member Family and Medical Leave**

The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Service member FMLA"). This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Service member FMLA Leave are governed by our existing FMLA policy.

### **Employee Entitlement to Servicemember FMLA Leave**

Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a **covered family member** who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

### **Duration of Servicemember FMLA**

- When leave is due to a "Qualifying Exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period.
- When leave is to care for an injured or ill service member: An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to

care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

- Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

### **Leave under State Military Leave Laws**

A growing number of states provide leave for family members of service members. The entitlements for such leave differ from state to state. Our policy is to comply with such laws in any circumstances where they apply to employees of Community Partnerships.

If you have any questions regarding Service Member FMLA leave, please contact the Human Resources Director at Community Partnerships.

**If you accept any employment or go into business while on any type of leave of absence (including FMLA) from Community Partnerships, you will be considered to have voluntarily resigned from employment with Community Partnerships as of the day on which you began your leave of absence.**

### **Leave of Absence**

A “Leave of Absence” is an approved absence from work, during which an employee may retain employee status (provided the leave does not exceed the limitations described in this policy) and from which you fully intend to return to work.

#### **Eligibility**

A Leave of Absence is available to all salaried or hourly full-time employees who have successfully completed their Introductory Period. Temporary employees are not eligible for a Leave of Absence. To the extent allowed by federal and state law, Community Partnerships shall retain the exclusive right to grant or deny an unpaid Leave of Absence.

#### **Guidelines**

In very special circumstances, Community Partnerships may grant a leave for a medical (when an employee does not qualify for FMLA) or personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid leave of absence from your supervisor. A leave of absence must not interfere with the operations of your department or Community Partnerships. Your supervisor will submit your request to the Human Resources Director for final approval by the Executive Director. An approved leave may be granted for up to thirty (30) days. Whenever possible, you are required to give as much notice as possible of your pending need for a leave of absence.

To request a medical leave of absence from your supervisor, submit a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability). In case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave. If necessary, with a physician’s statement, you may request extensions in thirty (30) day increments.

Employees who develop an illness or physical condition that requires medical treatment or restrictions and precautions as to their health will be required to submit a physician's statement. This statement must give approval that continued full-time employment in their present position would not jeopardize their health or the safety of others; in the event they continue to work. A "fitness for duty" report from a physician is required to verify that he or she can perform the essential functions of the job with or without reasonable accommodation. Should your attendance or job performance suffer during the period preceding and /or following a leave, we will accommodate you to the extent provided by law.

At the time the leave begins, any earned personal time off will be used. The remainder of the leave will be unpaid. This policy applies to all employees.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Community Partnerships usual hiring policies and procedures.

### **Military Reserves or National Guard Leave of Absence**

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued and unused earned vacation time to the leave if they wish; however, they are not obligated to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

### **Accepting Other Employment or Going into Business While on a Leave of Absence**

If you accept any employment or go into business while on any type of leave of absence from Community Partnerships, you will be considered to have voluntarily resigned from employment with Community Partnerships as of the day on which you began your leave of absence. **This policy applies also to a FMLA leave of absence.**

### **Insurance Premium Payment During Leave of Absence**

If you are on the group insurance plan, you should review the booklet to determine your insurance coverage during a leave of absence. You will be required to pay your insurance premiums for your coverage and that of your dependents while you are on a leave of absence, unless you qualify under FMLA. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Depending upon the type of leave, your coverage may be transferred to COBRA (ask the Human Resources Director for details).

# Benefits for Part-Time Employees

## Paid Time Off Account (PTOA)

### Policy

Paid time off is provided to all part-time employees with one year of service (see accrual rates on pg. 53) under a Personal Time Off Account (PTOA). PTOA is used for vacation, sick time or personal time. Temporary employees are not eligible for paid time off.

### Eligibility

Part-time employees are eligible to earn personal time off for each pay period worked after they have completed one year of service. Paid time off can not be used before it is earned.

### Paid Time Off Account Policies

Every effort will be made to grant you your personal time off at the time you desire. However, personal time off cannot interfere with the agency's operation.

### Guidelines

You must submit a "Time Off Request" form to your immediate supervisor for approval. Every effort will be made to grant your Personal Time Off at the time you desire. However, PTOA time must be arranged with, and approved by your supervisor one (1) month prior or as far in advance as possible in order to accommodate business needs.

**Upon separation from employment, if an employee has completed one year of employment their accrued PTOA will be paid at 50%. Any exceptions to this will only be at the discretion of the Executive Director.**

### Accumulation Rights

Employees may carry over a maximum of 120 hours of Personal Time Off at the end of the year. Any remainder will be forfeited. Employees may not use over two weeks of PTOA at a time. Exceptions to either of these policies may be made in unusual circumstances, each case to be considered separately by the Executive Director.

## **Part-Time Employees**

### **Paid Time Off - Other**

#### **Funeral (Bereavement) Leave**

If you are a part-time or temporary employee, you are not eligible for **Funeral (Bereavement) Leave**

#### **Jury Duty/Witness Service**

Community Partnerships encourages employees to appear in court for witness duty or jury duty when subpoenaed or summoned. If you receive either type of notification, you should immediately advise your supervisor. Under either circumstance, you will be expected to report for your regular duties when temporarily excused from attendance in court.

#### **Eligibility**

All employees, regardless of classification, are eligible to be paid for Jury/Witness Duty from their date of hire.

#### **Guidelines**

Part-time employees shall be paid their regular wages for absences due to Jury/Witness Duty of less than one full workweek. The court fees paid to the employee shall be signed over to Community Partnerships for deposit.

# **Part-Time Employees**

## **Unpaid Time Off**

### **Family/Medical Leave Act (FMLA) Leave of Absence**

A “Leave of Absence” is an approved absence from work, during which an employee may retain employee status (provided the leave does not exceed the limitations described in this policy) and from which you fully intend to return to work. The Family Medical Leave Act requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. Community Partnerships will administer FMLA in accordance with applicable State and Federal laws.

#### **Eligibility**

Twelve (12) weeks of unpaid, job-protected leave is provided to eligible employees for certain family and medical reasons. The leave is limited to a total of twelve (12) workweeks of leave during any twelve (12) month period. In order to determine the “twelve (12) month period” in which the twelve (12) weeks of leave entitlement occurs, Community Partnerships will use a “rolling” twelve (12) month period measured backward from the date an employee uses any FMLA leave. Employees are eligible if they have worked for at least one (1) year and for 1,250 hours over the previous twelve (12) months. Contact the Human Resources Director or have your supervisor contact them if you wish to apply for a FMLA leave.

Employees will be required to use earned personal time off, when applicable. If the accrued paid time off is less than twelve (12) weeks, the employee may take the rest as unpaid leave.

#### **Guidelines**

If the employee chooses not to return to work for reasons other than 1) the continuation, recurrence or onset of a serious health condition that would entitle the employee to FMLA leave or 2) another circumstance beyond the employee’s control, Community Partnerships will reevaluate the employees employment status.

Employees are entitled to leave:

- to care for a child following a birth or placement of a child with the employee for adoption or foster care
- to care for the employee’s spouse, child, or parent, who has a “serious health condition”
- if the employee is unable to perform his or her own job because of the employee’s own serious health condition

If both parents are employed by Community Partnerships, total leave is limited to twelve (12) weeks combined, if the leave is taken for the birth, adoption, or foster care of a child or to care for a sick parent.

Employees are required to give thirty (30) days advance notice or as much notice as practical when the need for leave is foreseeable. Community Partnerships reserves the right to request medical certification supporting the leave, and also reserves the right to require second or third opinions (at Community Partnership's expense) and a fitness for duty report (at the employee's expense) to return to work at its discretion depending upon the particular circumstances. Leave may be denied if these requirements are not met.

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. When leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the employer agrees. When FMLA leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

To protect employee's privacy rights, medical certifications will be treated as a confidential medical record and information will be disclosed only on a strictly need-to-know basis.

Most employees returning from Family Medical Leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Key employees may be denied restoration from leave, if prior notice as to such key status is given, and if it would cause grievous economic harm to Community Partnerships.

## **Service Member Family and Medical Leave**

The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Service member FMLA"). This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Service member FMLA Leave are governed by our existing FMLA policy.

### **Employee Entitlement to Servicemember FMLA Leave**

Service member FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

### **Duration of Servicemember FMLA**

- When leave is due to a "Qualifying Exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period.
- When leave is to care for an injured or ill service member: An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

- Service Member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

## **Leave under State Military Leave Laws**

A growing number of states provide leave for family members of servicemembers. The entitlements for such leave differ from state to state. Our policy is to comply with such laws in any circumstances where they apply to employees of our Company.

If you have any questions regarding Service Member FMLA leave, please contact the Human Resources Director at Community Partnerships.

## **Leave of Absence**

A “Leave of Absence” is an approved absence from work, during which an employee may retain employee status (provided the leave does not exceed the limitations described in this policy) and from which you fully intend to return to work.

### **Eligibility**

A Leave of Absence is available to all part-time employees who have successfully completed their Introductory Period. Temporary employees are not eligible for a Leave of Absence. To the extent allowed by federal and state law, Community Partnerships shall retain the exclusive right to grant or deny an unpaid Leave of Absence.

### **Guidelines**

In very special circumstances, Community Partnerships may grant a leave for a medical (when the employee does not qualify for FMLA) or personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid leave of absence from your supervisor. A leave of absence must not interfere with the operations of your department or Community Partnerships. Your supervisor will submit your request to the Human Resources Director for final approval by the Executive Director. An approved leave may be granted for up to thirty (30) days. Whenever possible, you are required to give as much notice as possible of your pending need for a leave of absence.

To request a medical leave of absence from your supervisor, submit a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability). In case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave. If necessary, with a physician’s statement, you may request extensions in thirty (30) day increments.

Employees who develop an illness or physical condition that requires medical treatment or restrictions and precautions as to their health will be required to submit a physician’s statement. This statement must give approval that continued employment in their present position would not jeopardize their health or the safety of others, in the event they continue to work. A “fitness for duty” report from a physician is required to verify that he or she can perform the essential functions of the job with or without reasonable accommodation.

Should your attendance or job performance suffer during the period preceding and /or following a leave, we will accommodate you to the extent provided by law.

At the time the leave begins, any earned personal time off will be used. The remainder of the leave will be unpaid. This policy applies to all employees.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Community Partnership's usual hiring policies and procedures.

### **Military Reserves or National Guard Leave of Absence**

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued and unused earned vacation time to the leave if they wish; however, they are not obligated to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

### **Accepting Other Employment or Going into Business While on a Leave of Absence**

If you accept any employment or go into business while on a leave of absence from Community Partnerships, you will be considered to have voluntarily resigned from employment with Community Partnerships as of the day on which you began your leave of absence. **This policy applies also to a FMLA leave of absence.**

# Full-Time and Part-Time Employees

## Other Benefits

### Education/Training

Community Partnerships is dedicated to the pursuit of training that will allow staff to provide quality services. Therefore, Community Partnerships offers paid team meetings, All-Team meetings, and/or other education/consultation opportunities to meet the needs of service staff and volunteers. We require that each service staff receive no less than twelve (12) hours of formal training per year. In addition, service staff are required to become certified in First Aid and CPR within the first three (3) months of employment. (see *Pre-Employment* policy in Section 1).

#### Developmental Services Training

For staff providing developmental therapy services to individuals with disabilities, Community Partnerships requires and will provide a minimum of twelve (12) hours of training in fire safety, behavior management, and skill development in the area of rehabilitation or habilitation of persons with developmental disabilities on an annual basis.

#### Employment Services Training

For employment mentors and employment specialists, Community Partnerships requires and will provide forty (40) hours of training either internally or externally within the first six months of employment, and twenty hours for every year thereafter. The training will be specific to the individuals they will be working for and the services they are providing, such as working with people with a developmental disability, mental illness, traumatic brain injury, or severe learning disability, as well as employment related issues.

#### Mental Health Services Training

For staff providing psycho-social rehabilitation services, Community Partnerships and the Department of Health and Welfare require the employee to have at least twenty (20) CEU units related to the field annually. Ten hours of initial training are provided upon being hired as well as follow-up training as needed. Some of these hours will be accrued during in-house training opportunities, while others will need to be pursued by the employee. The Mental Health Clinic staff must maintain professional licensure CEU requirements and provide copies of their certificates. Counselors receive two to five hours of initial training and training as needed through their employment.

### Employee Assistance Program

The Employee Assistance Program (EAP) provides short-term, confidential counseling for you and your family at no out-of-pocket expense to you. All discussions between you and the EAP therapist are confidential.

An EAP therapist can assist with issues related to:

Stress	Drug/Alcohol	Finances	And many other issues
Parenting	Grief	Depression	
Abuse	Marriage	Relationships	
Aging	Work	Eating Disorders	

Contact information is distributed annually, as well as posters displayed in all offices. Contact your supervisor or Human Resources if you require contact or other information such as eligibility.

## **Employee Referral Bonus Program**

We appreciate your help with recruiting new employees. Community Partnerships has ongoing Employee Referral Bonus Programs to reward you for your efforts. Contact the Human Resources Department for an explanation of the current program.

The Bonus will be paid out on the first pay period of the month following eligibility. The referred employee must put your name on the Application for Employment. If more than one employee is listed on the Application as the referring employee, the bonus will be equally split. There is no limit to the number of new employees you can refer. Rehires and Community Based Work Evaluation (CBWE) employees do not count as a new employee referral.

## **401(k) Plan**

Community Partnerships offers employees the opportunity to participate in a 401(k) retirement savings plan whereby employees can elect to contribute a portion of their salary on a pre-tax basis. You will be notified by American Funds when you are eligible to participate. Open enrollment occurs semi-annually on July 1<sup>st</sup> and January 1<sup>st</sup>. Another year of service for vesting purposes is added after 500 hours worked for each calendar year.

## **Tuition Reimbursement Program**

**Tuition Reimbursement is NOT available for all departments. Please check with the Department Director to assure these funds are available for your department. Reimbursement is subject to approval from the Department Director prior to taking the course.**

Community Partnerships promotes continuing education and development for its employees in order to maintain a competitive work force. After completing 1000 hours of employment, employees may apply for tuition reimbursement for job related courses. Employees in eligible departments may access up to \$60 per six (6) months not to exceed \$120 per year to be reimbursed after successful completion of the course. Employees must complete the tuition reimbursement form and follow the procedure as outlined on the tuition reimbursement form to receive this reimbursement.

## **Unemployment Insurance**

State law provides for unemployment compensation benefits if you lose your job through no fault of your own, such as a layoff due to lack of work. This benefit will provide you with a temporary income

until you find other employment. State law determines the eligibility requirements and waiting period. All costs of unemployment insurance are paid by Community Partnerships.

## **Worker's Compensation**

State law provides for compensation in the event you suffer an industrial injury or occupational illness as defined by the Worker's Compensation Law. In the event of an industrial injury or occupational illness of any kind, the following steps should be taken:

- Notify your supervisor immediately
- If in need of medical treatment, except in emergencies, obtain a signed authorization from your supervisor
- Meet with the Safety Officer within twenty-four (24) hours to complete necessary paperwork

Medical fees and weekly loss of time benefits are paid as provided in the state Worker's Compensation Law. One-hundred percent (100%) of the premium cost is paid by Community Partnerships.

**Note:** See *Safety Policy* for more information.

## Other Policies

Alcohol and Drug Policy  
Communications  
Community Activities  
Dress Code/Personal Appearance  
Exit Interviews  
Expense Reimbursement  
Fire Drills  
First Aid Kits  
Grievances  
Housekeeping  
Open Door Policy  
Personal Phone Calls and Mail  
Personal Property  
References/Employment Verifications/Letters of Recommendation  
Safety  
Solicitation and Distribution of Literature  
Staff Meetings  
Theft  
Use of Company Vehicle  
Workplace Violence

# Other Policies

## Alcohol and Drug Free Workplace Policy

Community Partnerships has a strong commitment to provide a safe workplace for its employees and a safe environment for their participants. Consistent with that commitment, Community Partnerships has adopted an alcohol and drug-free workplace policy. This policy requires the compliance of all employees with the following rules:

Employees must not report for work, perform services, or enter Community Partnerships of Idaho property, participants homes/apartments/job sites or immediate property boundaries under the influence of, or after having used or consumed controlled substances. For purposes of this rule, any employee testing positive for a controlled substance (or its metabolite) in their urine is conclusively presumed to be under the influence of such drugs.

This policy prohibits the use, sale, distribution, manufacture or possession of alcohol or drugs, paraphernalia, the unauthorized use of prescription drugs, the use of any legally obtained drug (prescriptions or over-the-counter medications) when such use adversely affects the employee's job performance or safety, or any combination thereof, on Community Partnerships premises or any location at which company business is conducted, including Community Partnerships vehicles and any private vehicle parked on company premises or work sites. Again, this policy forbids reporting to work or working while under the influence of alcohol or drugs.

Employees who are taking prescription drugs or over-the-counter drugs that may affect their performance should discuss their situation with their supervisor and obtain permission before beginning work. Employees may be required to provide properly written medical authorization from a physician to work while using such authorized medications. Any violation of this policy will result in disciplinary action, up to and including termination.

Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public or company facilities, or where such usage could jeopardize the security of company finances or business records, or where such usage adversely affects participant's or the public's trust in the ability of the company to carry out its responsibilities, will not be tolerated. Employees who are involved in off-the-job illegal drug activity may be considered in violation of this policy.

## Self-Referral

All employees of Community Partnerships who consider themselves drug or alcohol dependent and who voluntarily identify themselves as such will be encouraged to obtain an evaluation by a substance abuse counselor and seek treatment, if such is the counselor's recommendation. Community Partnerships will provide informational assistance in locating professional substance abuse counseling to any employee who requests it.

Employees who undergo drug or alcohol rehabilitation will be expected to do so at their own expense (with the exception of those expenses covered by CPI's insurance program), on their own time, or during a non-paid leave of absence approved by Community Partnerships. Arrangements may be made to allow an employee to use accrued Paid Time Off during any such leave of absence.

Employees who demonstrate successful progress or completion of a recommended course of treatment, may return to work after taking and passing a drug and/or alcohol test. Any employee returning to work after such treatment will be expected to comply with all aspects of this drug free workplace policy. A request for rehabilitation may not be made in order to avoid the consequences of a positive drug result or to avoid taking a drug test when requested to do so under the terms of this policy.

## **Testing**

Community Partnerships will employ every legal means available to it to operate its business free from alcohol and drugs. Accordingly, where the law permits, we reserve the right to conduct drug testing for: pre-employment screening, reasonable cause/suspicion, post-accident, random testing purposes, specific incidents and fitness for duty. This list is not intended to limit the events which would require a drug test and Community Partnerships reserves the right to test for alcohol and drug abuse for other lawful reasons. A positive test result will be deemed a violation of this policy, and result in disciplinary action, up to and including termination. An employee does have the right not to consent to being tested. However, refusal to submit to testing when requested will result in disciplinary action, up to and including immediate termination of employment.

If an employee refutes the results of a drug test, the employee can request that Community Partnerships of Idaho retest. If the employee agrees to a second test, the employee will pay the cost of the test. If the second test comes back negative, Community Partnerships of Idaho will reimburse the employee for the cost of the second test.

## **Confidentiality/privacy:**

The fact that a test has been requested and administered, the results of that test, and communications with the employee regarding substance use and abuse are considered private and confidential. Access to that information is limited internally to those who have a legitimate need to know; (e.g. Supervisor, Program Director, Human Resources Director, Administrative Director, Safety Officer and Executive Director). External communications shall be based on a case-by-case determination (e.g. counselors, medical professionals and law enforcement personnel).

## **Pre-Employment Testing**

All applicants to whom the company intends to offer employment will be required to submit to testing for the presence of illegal drugs as part of the application process.

## **Reasonable Cause/Suspicion Testing**

Reasonable cause is defined as facts, circumstances, physical symptoms, physical evidence or a pattern of performance that would cause a supervisor to reasonably conclude that an employee or volunteer may have used alcohol and/or drugs. In such an event, the supervisor is to contact Human Resources as soon as possible to discuss the situation. If the Human Resources representative concludes that the evidence

may indicate the use of drugs and/or alcohol, the representative will contact the employee to schedule a meeting and a drug or alcohol test.

### **Post Accident Testing**

Any injury on-the-job requiring medical attention may require the employee to submit to a drug/alcohol screening, including but not limited to:

1. on-the-job vehicle accident with or without passengers(s) or
2. injury to a participant

Supervisors are to notify the Safety Officer immediately upon hearing of an on-the-job injury so that the hospital or other treatment facility can be reminded of our drug program. If an employee seeks medical attention after hours or on the weekend, and files a claim, he/she will be required to take a drug test immediately upon CPI's notification of the injury.

### **Random Testing**

Random testing may be conducted. Employees may be chosen from any designated unit or group. Groupings may be changed.

### **Conclusion**

The terms of this drug free workplace policy are intended to produce a work environment where employees are free from the effects of drugs and/or alcohol. Employees should be aware that the provisions of this policy may be revised when necessary and that employees will be notified of any such changes. CPI anticipates that by implementing the provisions of this drug free workplace policy its employees will enjoy the benefits of working in a safer and more productive work environment.

### **Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Community Partnerships methods of communication, including this Employee Handbook, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, **and the company website with updated information on company programs, events and news at [www.cp-of-idaho.com](http://www.cp-of-idaho.com).**

Community Partnerships strives to keep all employees informed regarding important information. The best method for having a consistent and accurate flow of this information is through company-wide email. All employees are required to read their company email once a week at a minimum or more often as required by their supervisor.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from Community Partnerships. There is no regular schedule for distribution of this information, often information will be inserted in your pay envelopes. The function of each letter is to provide you and your family with interesting news and helpful information that will keep you up-to-date on the events here at Community Partnerships.

## **Community Activities**

Community Partnerships recognizes the importance of community participation. Our business is dependent upon the community for employees and participants, and the community is dependent on us for employment opportunities and services.

## **Dress Code**

In order to enhance our work environment and create a pleasant and comfortable place to work, Community Partnerships' has adopted a dress code. The policy encourages clothing that allows you to feel comfortable, yet always presents a neat and professional appearance. Community Partnerships perceived image is strongly influenced by the appearance and behavior of its employees. Appropriate appearance in the workplace is every employee's responsibility.

## **Policy**

Personal cleanliness and good grooming are required of all employees.

## **Guidelines**

Questions regarding appearance standards should be directed to the appropriate supervisor. It is our intent that work attire should complement an environment that reflects an efficient, safe, orderly, and professionally operated organization. Any apparel which draws undue attention to an employee tends to detract from the working environment and is therefore inappropriate.

Exceptions to these guidelines are to be determined by the Department Program Director. Exception areas are comprised of work environments where the type of work requires rigorous physical movement and /or materials handled can damage normal clothing.

Attire should be guided by the following examples:

ACCEPTABLE		UNACCEPTABLE
	SHIRTS	
Polo, golf, or T-shirt, nice sweatshirts, blouses or shirts with or without sleeves, sweaters or cardigans		Midriffs, halter tops, underwear as outerwear, sheer material, spaghetti strap tank tops, tattered shirts, low cut shirts.
	PANTS &	

	<b>SKIRTS</b>	
Casual slacks, khakis, corduroy pants, jeans, denim, colored denim pants, bib overalls. Casual skirts and dresses (including denim) not more than 4 inches above the knee or the fingertip rule.		Tattered jeans, jeans with holes, or jeans with ragged hems, anything spandex or Lycra, cutoffs, leggings or close fitting stirrup pants, exercise wear.
	<b>FOOT ATTIRE</b>	
Slip on, laced sandals and gym shoes. Safety requirements differ depending on environment and the activity. Foot attire must protect the foot.		High heels at the park or beach. Shoes that do not protect the foot or fit the situation

## **Exit Interviews**

In instances where an employee voluntarily leaves our employ, Community Partnerships would like to discuss your reasons for leaving and any other impressions that you may have about Community Partnerships. If you decide to leave, you will be sent an exit interview. You can express yourself freely. We hope that this exit interview will help us part on good terms, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential as is possible.

## **Expense Reimbursement (Does not include Team Funds)**

You must have your supervisor's written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of Community Partnerships. To be reimbursed for all authorized expenses, you must submit receipts to your supervisor who will submit it to the Department Director.

## **Mileage Reimbursement**

Employees must turn in their mileage reimbursement forms to their supervisors with the corresponding time sheets. The mileage reimbursement will then appear on the paycheck for that time period. Mileage forms that are turned in late will not be reimbursed.

## **Fire Drills**

Community Partnerships conducts drills throughout the year for employee and participant safety. Your supervisor can answer any questions you may have about what to do.

## **First Aid Kits**

We have Mini First Aid kits located in each branch office, and small kits are available to all direct service staff.

## **Grievances**

We are always interested in your constructive ideas and suggestions for improving our operation. We prefer to deal with people directly, rather than through a third party. We are proud of our relationship

with our employees. We encourage you to bring your problems to your supervisor or anyone else you feel can help you. We, in turn, will listen and give the best possible response we can.

An efficient, successful operation and satisfied employees go hand in hand. If you ever have a problem, or if there is something bothering you, we encourage you to talk it over with your direct supervisor.

If you do not feel comfortable discussing your issue(s) with your supervisor or other management, you are encouraged to access the Human Resources Director. Information will be kept as confidential as is reasonably possible, being disbursed only on a need-to-know basis.

If the issue that concerns you does not get resolved in the previous processes, you may present your complaint or grievance to a Peer Review Panel.

The Peer Review process provides for a simple and straightforward series of steps for resolving day-to-day workplace problems, complaints and grievances. It will also provide for an innovative final step if initial problem solving efforts are unsuccessful - a panel made up of three (3) of the employee's peers and two supervisors will hear the complaint and render an internal final and binding decision.

For additional information regarding Community Partnerships Peer Review program, ask your supervisor, or contact the Human Resources Department.

## **Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times -- it is a required safety precaution.

When using areas commonly shared by everyone (copy area, break room, refrigerator) you are expected to be responsible in returning the area to a clean state after your personal use.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Please report anything that needs repairing or replacing to your supervisor immediately.

## **Open Door Policy**

Normally, you will be expected to use the Grievance Procedure to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any member of management, including the Executive Director, to discuss it. They will decide if you should first discuss the problem with your immediate supervisor. If so, you will be directed to use the Grievance Procedure. If the complaint, suggestion, or question is of such a nature that resolution would be hampered by the Grievance Procedure, the management person you contact will take the appropriate action.

## **Personal Phone Calls, Mail, Copies and Faxes**

Please keep personal phone calls to a minimum—they must not interfere with your work. You are permitted to make limited local area calls on company telephones for essential personal business during unpaid lunch/break periods only. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

Please don't use Community Partnerships as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

You are expected to reimburse the company for any personal use of printers, copy and fax machines. The expected reimbursement for such use is posted by copy machine(s) in each office.

## **Personal Property**

Please understand that Community Partnerships cannot assume any responsibility for loss or damage to personal property of any employee.

## **References/Employment Verifications/Letters of Recommendation**

It is Community Partnerships' policy to provide only limited information regarding present and former employees.

Refer all oral and written inquiries about present or former employees to the Human Resources Department.

Community Partnerships does not disclose any information concerning the employee's eligibility for rehire or reasons for termination. These guidelines are followed even if the employee has signed a form releasing Community Partnerships from liability for providing additional information.

Human Resources will only release the following:

- Date of hire
- Position held at the time of separation, or position currently held
- Date of termination or resignation

Human Resources will provide additional salary history information only when requested in writing for verification of employment on a loan application. The current or former employee must sign the written request.

Requests for employee-related information by Federal and State agencies are also to be referred to Human Resources.

The guidelines established for references/employment verifications are also to be followed for letters of recommendation. A Community Partnerships employee may not write a letter of recommendation for a current or former employee that includes any information regarding work performance, attendance, salary, etc. Any exception to this policy must be approved by the Executive Director.

## **Safety**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Community Partnerships activities. That is why we have developed a Safety Program for our employees. (Please refer to the Health and Safety Section of this handbook.)

## **Solicitation and Distribution of Literature**

To avoid disruption of company operations, the following rules apply to solicitations and distribution of literature on Community Partnerships property:

Employees may not solicit other employees for membership, contributions, funds or other purposes during the employee's working time, or at any other time if the solicitation interferes with other employees who are scheduled to work.

Employees may not distribute literature (other than company information) at any time for any purpose in working areas.

Persons who are not employed by Community Partnerships may not solicit or distribute literature on company property at any time for any purpose.

Working time includes the working time of both the employee doing the soliciting and/or distributing and the employee to whom the soliciting and/or distributing is directed. Working time does not include break periods and/or meal periods.

In some instances, the collection of money for presents, flowers, parties, donations, or for cases of particular hardship can be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of management. All such approved solicitations should be made during regularly unpaid scheduled breaks and lunch periods.

The only exception to the above is that Community Partnerships may authorize the solicitation of funds for recognized and established charities which benefit the general community.

## **Staff Meetings**

Your supervisor will schedule staff meetings before, during, or after work. Your attendance is mandatory, and it's to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on Community Partnerships' events, to review problems and possible solutions, to receive training in different aspects of your job and to make suggestions about your department or your job. Contact your supervisor for the specific times staff meetings are held.

## **Theft**

We consider internal theft to be a serious offense. Although taking small items of Community Partnerships' property may seem inconsequential, the cumulative effect can be very large.

## **Use of Company Vehicle**

If you are authorized to use a Community Partnerships vehicle for company business, you must adhere to the following rules:

1. You must be on the approved driving list. See the Boise Office Manager.
2. You must be a licensed driver.
3. You must use your seatbelt and make sure all the passengers wear theirs.
4. You must maintain weekly mileage reports.
5. You must complete the vehicle-training checklist.
6. You are responsible for paying any moving violation tickets. Also, please park appropriately -- parking violations will not be paid by Community Partnerships.

7. You must not have any accidents on your driving record in the prior three (3) years. Any exceptions to this policy must be approved by the Executive Director.

Note: See "Driver's License & Driving Record" in the "Employment" section of this Handbook. Please refer to Health and Safety Policy

## **Workplace Violence**

It is our goal to endeavor to maintain a work environment free from intimidation, threats or violent acts. To that end, Community Partnerships has adopted a zero tolerance policy regarding violence in the workplace. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto Community Partnerships property, or any other act, which, in management's opinion, is inappropriate to the workplace.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their supervisor or a Human Resources representative. Complaints will be fully investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate.

Employees who observe or have knowledge of any violation of this policy should immediately report it to Community Partnerships management. Action will be taken and we look to employees for support of this policy. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of others exists.

Community Partnerships reserves the right to conduct searches and inspections of employees, employees' personal effects or Community Partnerships provided materials such as lunch pails, boxes, thermoses, purses, lockers, desks, personal computer files, cabinets, file drawers, packages or vehicles without notice. Any illegal and unauthorized articles discovered may be taken into custody and may be turned over to law enforcement representatives. A Community Partnerships employee who refuses to submit to a search or found in possession of prohibited articles will be subject to disciplinary action up to and including termination.

# Computer Policies

Hardware  
Network  
Internet  
E-Mail  
Passwords  
Licensing  
Outside Equipment  
Sound  
Donations  
Privacy  
Purchasing  
Software  
Software Audits  
Compliance  
Enforcement

# Computer Policy

## Hardware

All hardware devices acquired for or on behalf of the company or developed by company employees or contract personnel on behalf of the company are and shall be deemed company property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

## Network

You must not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of other users. Any person operating a network-intensive application or a defective computer that overloads company networks must understand that steps are constantly being taken to protect the overall company network. This may include disconnecting the offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the network or disrupts the activities of others or violates applicable law, then the offending computer system or the subnet to which it is attached may be disabled, confiscated or disconnected without prior notice.

## Internet

Employees may use the Internet to increase productivity. Employees are expected to comply with all company policies that may be applicable to the Internet. These include, but are not limited to, confidentiality, harassment, solicitation, discrimination, outside employment and business ethics. Under no circumstances are pornographic or harassing materials to be sent, received, viewed or downloaded using company facilities at any time or using personal facilities during working hours. Aliases are not to be used. Anonymous messages are not to be sent.

## Social Media Policy for Employees

Community Partnerships respects the right of its employees to use social media (e.g., MySpace, Facebook), personal Web sites, and Weblogs as a medium of self-expression. It is expected that CPI employees' internet usage will be work related when they are on work time. CPI employees do not have a right to have an expectation to privacy when it comes to their usage of company computer and company networks. Additionally, if an employee chooses to identify themselves as an employee of CPI on such internet sites, others may view the employee as a representative or spokesperson for the company. It is expected that CPI employees, as a condition of employment, observe the following guidelines in regards to social networking sites and use of company property.

- Employees must be respectful in all communications and blogs related to or referencing CPI and/or other employees.
- Comments and/or photos posted on blogs and social networking sites must comply with CPI's confidentiality policies. In all cases, do not publish any information regarding a client of CPI.
- Do not access your personal social network on company time just as you do not access your personal phone calls or emails on company time.
- Company logos, forms, policies, procedures and any proprietary or confidential business information of the company may not be used without permissions.

Any employee found to be in violation of any portion of this Social Media Policy will be subject to immediate disciplinary action, up to and including termination of employment.

## **E-Mail**

Community Partnerships has adopted this E-mail Policy to comply with HIPPA and the draft regulations requirement to protect the security of electronic behavioral health information, as well as to fulfill our duty to protect the confidentiality and integrity of confidential behavioral health information as required by law, professional ethics, and accreditation requirements. All personnel of Community Partnerships must be familiar with this policy, and demonstrated competence in the requirements of this policy is an important part of every CPI employee's responsibilities.

## **Assumptions**

- The e-mail and web-browser systems are part of Community Partnerships' business equipment.
- All e-mail that travels through Community Partnerships' business equipment from any service provider are subject to this policy.
- E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- Recipients can forward e-mail messages to other recipients without the original sender's permission or knowledge.
- Users can easily misaddress an e-mail
- E-mail is easier to falsify than handwritten or signed documents.
- Copies of e-mail may exist even after the sender or the recipient has deleted his or her copy.
- E-mail containing information pertaining to diagnosis and/or treatment of a person served is *not* a part of the medical record.
- All e-mail may be discoverable in litigation.

## **Definition**

The terms e-mail, e-mail component, and the e-mail system include all equipment and software used to view, store, download, upload, send, receive, write and read all e-mail.

Protected Health Information (PHI) includes all individually identifiable health information that is transmitted or maintained in any form or medium. This includes paper, electronic and oral information. In this context, “individual” is defined as the person who is the subject of the individually identifiable health information.

## **General Policy**

Community Partnerships encourages the business use of e-mail to increase productivity. The e-mail system and all messages generated by or handled by e-mail, including back-up copies, are part of the business equipment of Community Partnerships, are owned by CPI, and are not the property of the users of the system. Consequently, e-mail users do not have a right to privacy in their use of the computer system or its e-mail component.

Community Partnerships reserves the right to monitor, audit, delete, and read e-mail messages. The Network Administrator may override all Passwords. Community Partnerships may monitor the contents and usage of all e-mail passing through our networks and other systems to support operations, maintenance, auditing, security, and investigative activities. Users should use e-mail with the knowledge that Community Partnerships may from time to time examine the content of e-mail communications. CPI does not guarantee that e-mail messages will be private. E-mail communications can be forwarded, intercepted, printed, and stored by others. Use of the e-mail system constitutes consent to this policy.

## **Appropriate E-mail Use**

Generally, e-mail users should restrict their use of the e-mail system to proper business purposes relating to the services of the persons served and related administrative matters. A user may, however, use e-mail for personal purposes, under the following conditions: Personal use does not involve significant use of the Community Partnerships resources, such as work time, computer time, bandwidth, costs, and the like, and does not preempt any business activity or interfere with the user’s or other’s productivity. All personal use of the e-mail system is subject to the same policies as work-related use.

Transmission must not involve any illegal or unethical activity. Transmission must not involve or disclose any activity that could adversely affect CPI, its participants and employees. Transmission must not involve solicitation. Employees may not use the CPI e-mail system to solicit for outside business ventures, organizational campaigns, or political or religious causes, without the express consent of the Executive Director.

Users must not transmit confidential or proprietary information to unauthorized recipients. Protected health information (PHI) or confidential information should not be sent over the Internet unless the message is encrypted with a current encryption standards and/or a Virtual Private Network (VPN) is used which would encrypt the message. All e-mail concerning protected health information of the persons served will start with a confidentiality statement. E-Mail that includes PHI should only include the minimum necessary information to complete the communication transaction.

Proprietary information is information that belongs to Community Partnerships . Users must not transmit obscene, offensive, harassing, or hostile messages to any recipient. No person shall enter, transmit or maintain messages with derogatory or inflammatory remarks about an individual’s gender, race, age,

disability, religion, national origin, physical attributes, sexual preference, or health condition. No person shall enter, maintain, or transmit any abusive, profane, or offensive language.

Because some information is intended for specific individuals and may not be appropriate for general distribution, users should exercise caution when forwarding messages. Users must not forward sensitive information, including information of the persons served, to any party outside the Community Partnerships system without the prior approval of the Program Director or appropriate authorization. Senders may not engage in blanket forwarding of messages to parties outside Community Partnerships.

## **Security**

The e-mail system must employ user-IDs and associated passwords to isolate the communications of different users. Users must never share passwords or reveal them to anyone else. Employees may not intercept or disclose or assist in intercepting and disclosing e-mail communications.

Unless the sender had obtained the prior permission of the Program Directors, users should periodically purge from their personal e-mail storage areas messages that Community Partnerships no longer needs for business purposes.

## **Passwords**

Your password is the primary mechanism for assuring the privacy of your computing activity and preventing others from using your computer account for disruptive, offensive, or illegal activities. Only use your own account and do not attempt to view other user's files without their permission under any circumstances.

You are encouraged to not write down your password anywhere. If you must write down the password in order to remember it, you must not include any information with it that could identify what the password is for. If you believe your password has been compromised you must report this to the Technology Department through an online Technology Request as quickly as reasonably possible and your password must be changed.

You must not share your password with anyone under any circumstances (this includes System Administrators). If misuse of computers is tracked to your account you will be assumed to have been the only person to know the password. Such misuses or the sharing of your password may be subject to loss of computing privileges and/or other disciplinary measures up to and including termination.

## **Licensing**

You must abide by the terms of all software licensing agreements and copyright laws. You must not make copies of or make available on the network copyrighted material, including without limitation, software programs, music files, video files, still and digital images, radio and television broadcasts, and written text works, unless permitted by a license, by the consent of the copyright owner, by a fair use limitation under copyright law, or by permitted copying under the Digital Millennium Copyright Act (DMCA) when made by a library or archive for preservation purposes or when incidental to computer maintenance and repair.

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on company computers.

## **Outside Equipment**

A computer owned or in use personally by any employee is subject to all Community Partnerships policies while it connects to any company network directly or through any wired or wireless connection, through any network including, but not limited to, the LAN, DMZ, WAN and Internet. An individual may not grant access privileges to other individuals on any computer, even if that computer is personally owned. This includes e-mail, web services, file transfer, Internet Relay Chat (IRC), telnet, Terminal Services and any other network traffic. A computer on the company network in general may not provide any proxy network services to anyone else, including e-mail, web services, file transfer, Internet Relay Chat (IRC), telnet, Terminal Services and any other network traffic.

Community Partnerships encourages the business use of its networks, including internet access, to increase productivity. The network systems and all traffic generated by or handled by e-mail, web services, file transfer, Internet Relay Chat (IRC), telnet, Terminal Services and any other network traffic, are part of the business equipment of Community Partnerships, are owned by CPI, and are not the property of the users of the system. Consequently, users do not have a right to privacy in their use of the network and other systems or devices.

Community Partnerships reserves the right to capture, monitor, audit, delete, and read all network traffic. The Network Administrator may override all passwords.

Connecting any personal computing device to any company network or having possession of any personal computing device at a company work site may result in the surrender of your device to be included in a software audit and/or any internal or external investigation.

Community Partnerships shall in no way be liable for any loss of software, data, information or hardware during use of a company network or at any company work site.

## **Sound**

It is the policy of Community Partnerships of Idaho to provide a pleasant work environment for all of its employees. All employees should be sensitive to and prevent any workplace disruption related to sound. On request, headphones and sound cards will be provided for business use and will be available for check-out as needed. All sound producing devices are strictly bound by the Hardware and Software related sections of this policy.

## **Donations**

All donations of computers, software or computer related equipment must be accepted as a purchase in accordance with the Purchasing section of this policy. Once a donation is received, it becomes the property of Community Partnerships of Idaho to use solely at its discretion. Proof of original purchase,

the original media and all included original licensing materials are required in order for CPI to accept and use donated software.

## Privacy

Employees have no reasonable expectation of privacy in company owned property such as, but not limited to, any network traffic, computers, internet, and e-mail.

## Purchasing

All purchasing of company software and computer hardware devices shall be centralized with the Technology Department to ensure that all equipment conforms to corporate software and hardware standards. All requests for corporate computing software and hardware devices must be submitted as an online Technology Request. You will also need written budgetary approval from the Director of your department prior to purchase, installation or approval by the Technology Department, so please be sure to include this in your request.

## Software

All software acquired for or on behalf of the company or developed by company employees or contract personnel on behalf of the company is and shall be deemed company property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

The following list shows the standard suite of software installed on company computers that is fully supported by the Information Technology Department:

- Microsoft Windows 7, 2000, 2003, 2008 or XPpro.
- Microsoft Office 2003 or 2007
- Microsoft Internet Explorer
- Sophos Antivirus, Vipre or Avast!
- Adobe Acrobat Reader
- Adobe Shockwave
- Adobe Flash

(excluding test computers, servers, and other back office equipment maintained solely by the Information Technology Department)

Employees needing software other than those programs listed above must request such software according to the Purchasing section of this policy.

Software **cannot** be present on Community Partnerships of Idaho's computers in the following scenarios:

- An installation that is not in accordance with this policy.
- A piece of software purchased for another device or computer.
- A downloaded title from the Internet not authorized according to company policy.
- A pirated copy of any title
- A different title not covered by the Software Standards section in this policy

- Any means not covered by the ways that software can exist on company computers
- You may not place on any company computer or network system information or software that infringes on the rights of another person or gives unauthorized access to another computer account or system.

## **Software Audits**

Community Partnerships or its agents retain the right to audit all computer related resources operated on company premises or networks, to ascertain policy compliance. Community Partnerships or its agents additionally retain the right to audit all computer related resources owned but used away from company premises. All users are required to provide immediate access to equipment and software under their control to allow audits to complete quickly and successfully.

## **Compliance**

**Users must immediately report violations of any Computer Policy to their Program Director and to the Information Technology Director.**

## **Enforcement**

**All program managers and supervisors are responsible for enforcing this policy.**

**Employees who violate this policy are subject to discipline up to and including termination from employment.**

# ***SAFETY ORIENTATION AND PROGRAM***

*Re-Education and Accident Prevention*  
*Health and Safety Policy*  
*Safety Committee*  
*Environmental Safety*  
*Emergency Procedure Plan & Fire Safety*  
*Fire Extinguisher Education*  
*Exposure Control Plan/Blood-Borne Pathogens*  
*Participant and Staff Illness and Infection Control*  
*Injuries and Incident Reports*  
*Reporting Staff Injuries*  
*Driving Safety*  
*Smoking Policy*

# Safety Orientation and Program

This Safety Manual provides information and guidance for establishing and maintaining an accident-free and safe work environment. Further orientation and safety training specific to the department in which the employee works will occur.

Orientation of new employees begins before the first day of employment. The New Employee Orientation encompasses Community Partnerships' Mission, policies and procedures, and a thorough safety briefing. The Safety Orientation will include information about the following:

- Why a need for a Health and Safety Policy
- Each person's responsibility to make SAFETY WORK
- The Safety Officer's Responsibilities
- The Safety Committee
- Environmental Safety
- Emergency Procedure Plan & Fire Safety
- Exposure Control Plan for Blood-borne Pathogens
- Participant and Staff Illness and Infection Control
- Completing a Participant Incident and Behavior Form
- The Staff Accident and Injury Reporting Form
- Driving Safety
- Smoking Policy
- Alcohol and Drug Policy

## Safety Re-Education and Accident Prevention

All employees injured while performing their work related duties will complete a Staff Accident and Injury Reporting Form. The Safety Officer will evaluate the accident to see if it was something that was preventable, and if so, how to avoid it in the future. The Safety Officer will talk to or meet with each employee who fills out a Staff Accident and Injury Reporting Form that warrants more attention and training, within 30 days of the accident.

## Health and Safety Policy

Community Partnerships of Idaho believes in the dignity and importance of the individual employee and the employee's right to derive personal satisfaction from the job. The prevention of job related injuries and illnesses are of such importance that it will be given a top priority at all times. We emphasize the cooperative efforts of all individual employees to consciously remember "Safety First". Remember you

are part of a team. Each one of us has a responsibility in Safety. If we all complete our personal responsibilities, our Safety Program will be successful.

### **Management Responsibilities:**

Active participation in and support of health and safety programs is essential. Management will display interest in safety and health matters at every opportunity and will specifically:

1. Ensure that all health and safety rules, regulations, policies, and procedures are understood and observed.
2. Receive and take action on all safety complaints and suggestions.
3. Train employees (new and experienced) in the safe and efficient methods of accomplishing each task.
4. Ensure that reports are reviewed and assessed.
5. Promote employee participation in the safety program, including being a member of the Safety Committee.
6. Participate in the Safety Program and adhere to all the policies.
7. Keep work areas neat and tidy to avoid tripping or falling.
8. Read report forms and pass on to supervisor as needed. Director or Safety Committee Member will pass a copy on to Safety Officer.

### **Employee's Direct Supervisor's Responsibilities:**

1. Know the safety and health procedures, company wide and departmentally.
2. Observe quality of services to ensure the safety of the services provided.
3. Train those they supervise to be conscientious of safety at all times and ensure that safety policies are adhered to.
4. Identify situations or conditions that are reported as unsafe and brainstorm with employee as to how to make the situation safe. If it is a serious safety concern, the supervisor will bring it to the attention of their supervisor.
5. Read and track reports and as needed pass reports onto supervisor or Safety Committee Member.
6. Keep work areas neat and tidy to avoid tripping or falling.

### **Employee's Responsibilities:**

1. Know the safety and health procedures, company wide and departmentally.
2. Complete adherence to Safety Policies of Community Partnerships of Idaho and the Department in which they work.
3. Report any job related injury, illness, or property damage to your supervisor immediately and seek treatment promptly. After an injury or hospitalization, a physician's release may be needed for the employee to return to work for Community Partnerships.
4. Complete an Accident Report Form as soon as possible after the accident and turn it into supervisor (within 24 hours, or suspected abuse within 1 hour).
5. Inform supervisor of pregnancy and have a signed physician's release to continue working when experiencing any complications with pregnancy.
6. Report any hazardous conditions (unsafe sites, working areas, materials, etc.) and unsafe acts (carelessness of others, unsafe driving habits, etc.) to supervisor immediately.
7. Report concerns for personal or participant safety to supervisor immediately.
8. Attend New Employee Safety Orientation and additional departmental safety orientation in all departments in which assigned.
9. Observe all hazard and no smoking signs.
10. Keep work areas neat and tidy to avoid tripping or falling.

11. Follow fire safety procedures when in the office or in the community.
12. Do not report to work under the influence of alcohol or drugs.
13. Ask supervisor, when in doubt, whether any job related activity is unsafe. Safety is to be considered at all times.
14. When driving, be a defensive driver. Driver and all passengers MUST wear seat belt(s) at all times.
15. Be conscientious of safety at all times.

### **Safety Officer Responsibilities (SO):**

1. Oversees education of staff regarding the company wide safety policies and procedures and their responsibility in the implementation of those policies.
2. Ensures proper orientations occur for staff at the time of their initial hiring.
3. Knows Safety Policies and demonstrates knowledge by training others and practicing safe procedures.
4. Ensures all reports are reviewed and assess if a trend is developing.
5. Discuss with staff preventative measures regarding an accident that occurred as needed.
6. Fill out the necessary OSHA forms regarding accidents, as required.
7. Oversee the Safety Committee.
8. Ensures training of staff on an as needed basis, when concerned with safety.

### **The Safety Committee**

Community Partnerships has established a safety committee. The committee's purpose is to:

- review injuries and assess if trends are developing.
- Review safety concerns and brainstorm solutions to these concerns.
- Discuss training needed for all employees regarding safety.
- Train representatives from each department on how to train on a new safety procedure.
- Review communication from an injured employee.
- Discusses worker's compensation claims submitted and possible solutions on how to avoid them in the future.

The members of the Safety Committee will be the Safety Officer, and a representative(s) from each department and/or office at Community Partnerships. The Safety Committee will meet quarterly or as the committee deems necessary. Minutes from these meetings are available to all employees by contacting the Safety Officer.

The specific areas that the Safety Committee and the Safety Officer will focus on are:

- The physical environment where the services are provided.
- Safety of the staff.
- OSHA regulations, health hazards, use of protective gloves, etc.;
- Injured staff reports.
- Equipment management.
- Basic utilities of the offices (inspections, fire drills, etc.).
- Safety manual

### **Environmental Safety**

Please be aware of your surroundings, and keep drawers closed when not in use.

- ❖ When attempting to move office furniture always ask someone to help you, even if you think that you can do it by yourself.
- ❖ Clean up after yourself.
- ❖ Lift items with your leg muscles not your back muscles.
- ❖ Don't twist at the waist while carrying a load.
- ❖ Memorize where the fire extinguishers are located.
- ❖ Use professional conduct in the office.
- ❖ Don't stand in front of closed doors.
- ❖ Wear appropriate clothing.
- ❖ Follow the directions when installing printer or copy machine refills.
- ❖ Clean up spills or messes.
- ❖ Walk; don't run.
- ❖ Keep trash cans out of walk ways.
- ❖ File drawers should be closed with hands, not bumped with the body.
- ❖ Employees should eat in the break room or at their desk.
- ❖ When storing items, stack boxes/items carefully and safely.
- ❖ When plugging items in, make sure that the cord doesn't block the aisle or walkway.

The First Aid Kit is available for use in each office. Safety Committee Members are available to refer staff to medical personnel for advice/consulting as needed for an on-the-job injury. Mini First Aid Kits are available for staff to keep with them. They include 2 pair of protective gloves, 4 Band-Aids and 3 wipes. Please use protective gloves when any type of body fluid is present.

In times of Emergency/Natural Disaster/Severe Storm:

1. Stay inside. If out in the weather, seek appropriate shelter.
2. Remain calm.
3. Follow directions given through weather bulletin or radio announcements.
4. Contact supervisor/office as soon as possible. If specific directions for employees are needed, these instructions will come through the supervisors/office.

## **Emergency Procedure Plan & Fire Safety**

### **1. Escape Procedures, Exit Routes & Critical Office Operations**

All of the Exits and Exit Routes are marked with signs and arrows.

In case of emergency, fire or flood, all occupants will evacuate in a calm and safe manner. A Safety Committee Member, designee, or alternate will double check the building to ensure that everyone is out. Doors are to remain unlocked, but doors are to be shut. If it is safe to do so, all lights, computer equipment, and stereos/radios will be turned off.

The person who finds the emergency situation in which people need to be evacuated from the building, will yell "fire" and tell people to exit the building. The Safety Committee Member, designee, or alternate will assist with getting everyone out of the building. The Safety Committee Member, designee, or alternate will ensure that 911 is called.

In times of a Fire Drill, the same procedure will be followed—except 911 will not be called & only the computer monitors, not the computers, will be turned off. All doors are to be shut.

## **2. Employee Accounting following an Emergency Evacuation**

The Safety Committee Member, designee, or alternate, and the receptionist will account for all those in the building at the time of the emergency evacuation. The person conducting the fire drill will document the accounting of all occupants of the building on the Fire Drill Form.

## **3. Rescue and Medical Duties/Mean of Reporting Emergencies**

The person who finds the emergency situation will call 911 and inform a member of the management team as soon as possible. If the person is unsure about whether 911 should be called she/he will activate EMS by calling 911, (better safe than sorry).

## **4. General Fire Safety Rules for the Offices**

- Keep all aisles and doorways clear of any obstacles.
- Keep all doors unlocked during business hours.
- Store all flammable liquids in an approved storage area.

A test of the fire/emergency procedures will be conducted quarterly at all locations and Fire Drill Evaluation Form will be completed and kept in each office's Safety Notebook.

## **Fire Extinguisher Education:**

How to use a Fire Extinguisher:

1. Remove the Fire Extinguisher off the wall.
2. Grasp the pin that is held on by a plastic tag.
3. Twist that pin, while pulling; thus breaking the plastic tag and pulling the pin out.
4. Hold the Fire Extinguisher by the bottom handle with your fingers.
5. Press down on the top handle with the palm of your hand.
6. Aim for the base of the fire, sweeping side to side.

## **Exposure Control Plan/ Blood-borne Pathogens:**

All injuries will be documented on the Staff Accident and Injury Reporting Form or a Participant Injury Follow-Up Form. The employee's supervisor will read, document, and evaluate the circumstances around the injury, making the necessary recommendations to protect the employee and correct the problem. Also see section regarding Completing a Participant Incident and Behavior Form and the Staff Accident and Injury Reporting form.

Employees who respond to a medical emergency take a risk of being exposed to blood or other body fluids, which may or may not contain blood-borne pathogens. All employees will treat all body fluids (especially blood) as if it is infected with some type of blood-borne pathogen. All employees must take the necessary protective measures!

## **Employees will take the following steps toward prevention/protection:**

1. If gloves need to be worn, employees will wash their hands, before and after care. If nothing is available to wash their hands, the employee will use an antiseptic towelette, and then wash their hands with soap and water as soon as possible.

2. Employees will use protective gloves any time there is any type of body fluid, especially blood.
3. All items used in the first aid/care of a person will be disposed of by:
  - a. Placing items in hand that is covered by protective glove.
  - b. Taking glove off carefully, enveloping the used items.
  - c. Putting the “inside out” glove into other gloved hand.
  - d. Taking the remaining glove off carefully, enveloping the used item(s) again.

If the used items are too big to be disposed of by using the above “glove” method, the employee will place the items in a plastic bag, sealing it before they dispose of it.

4. All employees will place the “Biohazard” sticker on the sealed items before throwing them away. The items that need the sticker include but are not limited to: vomit, blood, body excretions.

### **Hepatitis B Vaccination, Pre and Post Exposure**

Community Partnerships will send employees to the doctors who have potentially been exposed to blood-borne pathogens, at no cost to the employee. The employee must complete a Staff Accident and Injury Reporting Form within 24 hours. The employee will receive the complete Hepatitis B series if medical personnel deem necessary. If an employee is continually put at risk, works for a participant who has hepatitis, or works for a participant that warrants specialized physical restraints on a continual basis, we will suggest that the employee receive the Hepatitis B shot series. The employee has the option to decline receiving the Hepatitis B series in writing.

### **Records**

All employees’ medical records are confidential and kept separate from their personnel files. All types of injuries are documented on a Staff Accident and Injury Report Form and filed.

### **Training/Records**

All Employees will receive training regarding Exposure Control, Blood-borne Pathogens, and the Safety Manual at the time of their initial orientation. Further training pertaining to the employee’s department will outline any specific hazards and will occur before the employee starts work in that department. These trainings will be added to each employee’s training record.

### **Participant & Staff Illness and Infection Control**

We encourage staff and participants to call in sick (through the proper channels) if they are exhibiting symptoms of illnesses and infections. Staff in direct contact with participants will be free of communicable diseases and infected skin lesions while providing services.

### **Injuries and Incident Reports**

Our policy is to ensure the safety of the participant and staff at all times and to minimize the possibility of any harm or violation of their rights. However, we recognize that due to the nature of the services we provide and the differences of each participant, accidents may occur.

To ensure that all precautions are taken, the needs of the participant/staff are being met, and accidents are being documented, staff will document the following:

Participant Injured: If the injury is an obvious emergency, staff will activate EMS by calling 911. If staff is unsure as to whether an injury constitutes an emergency they will activate EMS by calling 911 and

allow the EMS personnel to make that determination. Employees are required to notify their supervisor as soon as possible when an injury does occur. The supervisor will then instruct the staff on additional steps they should take, including proceeding to a designated medical facility. If staff is unable to contact their supervisor or a member of the management team in their department they should try to contact their regional office or the Boise office. Staff will complete the Consumer Incident and Behavior Form and Participant Injury Follow-Up Form within 24 hours and turn it into their supervisor. Wear gloves every time there is blood or body fluid present.

In addition, Community Partnerships Staff will fill out the Consumer Incident and Behavior Form any time they witness, recognize, or experience any incident or behavior that is dangerous, not typical, or that they feel should be brought to the attention of their supervisor. This report will be tracked by the Specialist (i.e. Developmental, Employment, or Mental Health) in charge of the consumer's caseload and filed in the participant's file under Incidents/Behaviors.

## **Staff Injuries**

Unless it is an emergency, employees are required to get from their supervisor, an "Authorization to Receive Medical Treatment Due to On-The-Job Accident" form, before they go to the doctor. You are required to take the form with you when you receive medical treatment, as the doctor's office may want to obtain billing information. Staff will then need to set up a time to meet with a member of the Safety Committee to complete Worker's Compensation paperwork, CPI Staff Accident and Injury Reporting Form, within 24 hours of the accident. Staff will also complete a Consumer Incident and Behavior Form if a participant was involved in the injury. All forms and documentation must be sent to the Boise office as soon as possible.

## **Driving Safety**

Not only is it the law, but it is also a requirement of Community Partnerships that employee and participants wear their seat belts at all times. While it is still legal to use a cell phone while driving in Idaho, Community Partnerships' employees are encouraged to practice safe driving habits at all times.

## **Smoking Policy**

Community Partnerships respects the rights of each individual employee. However, when employees are working for participants, the employee is not allowed to smoke in front of participants. If you do smoke and need a "smoke break" during your scheduled time with a participant, please make specific arrangements with your supervisor or other employee to provide services with your participant while you take an unpaid break. Please be courteous around other employees who may not smoke. Smoking is not permitted in any Community Partnerships' buildings.