KenCrest

Your Dreams. Our Mission.

Employee Handbook

PERSONNEL POLICIES AND PROCEDURES

Revised March 18, 2026

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Introduction

KenCrest (sometimes referred to as “the Agency”) has prepared this document to provide you (the employee) with an overview of the Agency’s personnel policies and procedures. This document is intended to familiarize you with essential information about KenCrest and your responsibilities. However, it is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every employment question.

To retain necessary flexibility in the administration of policies and procedures, KenCrest reserves the right to supplement, rescind, or revise policies and procedures from time to time as the Agency deems necessary or appropriate at its discretion. You will be advised of changes that occur as soon as is practicable. Please note that this publication is not an employment contract or a legal document. As an at-will employee, either you or the Agency may terminate your employment at any time for any reason permitted by law with or without cause and with or without notice.

You are required to follow the personnel policies and procedures as outlined in this handbook. You are also required to complete and submit to the Agency a sign-off sheet indicating that you have read (or have had read to you) and understand the KenCrest personnel policies and procedures and are aware of the consequences for violating any of the policies and procedures**. Failure to comply with any of the KenCrest personnel policies and procedures, including completion and submission of the sign-off sheet, may result in disciplinary action up to and including discharge.**

Where there is a conflict between the KenCrest policies and procedures and those required by a funding source for a program, the policies, and procedures of the funding source (within the scope of applicable local, state, and federal laws) will take precedence upon approval by the Chief Operating Officer.

The Board of Directors designates the Chief Executive Officer of KenCrest with the primary responsibility to direct the activities of the Agency. The Chief Executive Officer delegates authority and responsibility to the Chief Human Resources Officer for the execution and administration of the KenCrest personnel policies and procedures. The Chief Human Resources Officer, in turn, delegates the responsibility for the day-to-day administration of the KenCrest personnel policies and procedures to the Chief Operating Officer, the Vice Presidents, Executive Directors and the KenCrest Human Resources Department, or any other individuals who serve in a similar capacity. The Chief Executive Officer shall have the authority to waive individual provisions of these policies and procedures within the limits of applicable law when such a waiver enhances the Agency’s mission.

DISCRIMINATION, HARASSMENT & ETHICS

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

POLICY

KenCrest prohibits discrimination against any employee or applicant for employment regarding race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, or non-job-related disability. KenCrest complies with all related local, state, and federal laws. KenCrest is committed to providing a work environment that is free of discrimination and unlawful harassment.

EQUITY COMMITMENT

STANCE

KenCrest is dedicated to community building. Our commitment is to empower those we support as well as those we employ- to achieve a meaningful life, obtain a sense of safety and stability, and most of all, know that they are – valued and respected. We believe in fairness and equality, regardless of race, age, ethnicity, religion, gender, ability, or sexual orientation; and expect our team members to lead with compassion, concern, and respect for all, both in their professional and in their personal lives.

UNLAWFUL HARASSMENT

POLICY

KenCrest prohibits harassment based on race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, or non-job-related disability, which may constitute discrimination and violate local, state, and federal employment laws. KenCrest is committed to providing a work environment that is free of discrimination and unlawful harassment.

DEFINITION

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives, friends, or associates, based on one of the protected categories, and that

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

SEXUAL HARASSMENT

POLICY

KenCrest prohibits discrimination and harassment based on sex. KenCrest is committed to providing a work environment that is free of discrimination and unlawful harassment.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

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

PROCEDURES

- Equal Employment Opportunity (EEO)
- Unlawful Harassment
- Sexual Harassment

1) An employee who believes that they are the victim of, or a witness to, discrimination or unlawful harassment or retaliation should promptly inform his or her supervisor and/or a Human Resources representative.
2) Upon report of any claim of discrimination or unlawful harassment, the supervisor must notify a Human Resources representative immediately. An investigation will be conducted promptly by either the supervisor and/or the Human Resources representative. If an investigation occurs at the supervisory level, the supervisor must notify the Human Resources representative of his/her findings.
3) To the extent practicable and desired by the individual making the complaint, all complaints shall remain confidential. In certain cases, KenCrest may have an ethical or legal obligation to make limited disclosure of the complaint.
4) Once the investigation is concluded, KenCrest will communicate the results to the employee who reported or made the complaint. Discipline, up to and including discharge will be given to any person found to have violated KenCrest's policies and procedures against discrimination, unlawful harassment, or retaliation.

5) KenCrest will strive to assure that any person making a good faith complaint, or any witness who comes forward in an investigation, will suffer no retaliation by KenCrest on account of having made a complaint.
6) A supervisor who has knowledge of discrimination and/or unlawful harassment and does not investigate or report the complaint is subject to disciplinary action, up to and including discharge. Knowledge is defined as including, but not limited to, the following: a direct witness to unlawful actions, was informed of the concern (even if alleged victim wants it kept "off the record"), and/or receives information from others.

HIV/AIDS

POLICY

KenCrest prohibits discrimination based on AIDS or HIV status within its employment practices and in the provision of services to the people we serve within the Agency. Any unauthorized disclosure concerning an individual's HIV/AIDS status is prohibited.

PROCEDURE

1) An employee who believes they have been subject to or have witnessed a violation of this policy should inform his/her supervisor or a Human Resources representative.

CODE OF ETHICS

POLICY

KenCrest employees will conduct the Agency's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

PROCEDURES

1) The interactions between employees, with people who we support, customers, vendors, and the public at large will be conducted respectfully, honestly, and according to high standards of conduct.
2) Gifts, favors or payments may be given to others at Agency expense if they are consistent with accepted business practices, are of limited value so as not to be considered a bribe, and are not in violation of the law of accepted ethical standards.
3) Employees shall not accept for themselves or others any gifts, favors or payments without a legitimate business purpose from any person or business organizations that do or seek to do business with the Agency or is a competitor of the Agency.

4) Employees may accept common courtesies usually associated with customary business practices such as: lunch or dinner with vendors; gifts of small value such as calendars, pens, coffee mugs; tickets to events if accompanied by the vendor; gifts of small items usually given during the holidays such as gift baskets and food items.
5) Employees shall avoid any situation which involves or may involve a conflict between their personal interest and the interest of the Agency.
6) Employees are required to make prompt and full disclosure in writing to their supervisor of any potential situation which may involve a conflict of interest.
7) Employees may not misuse, reveal or mishandle confidential information.
8) Use of property and funds belonging to the Agency or to people we serve is for legitimate business purposes only and all transactions will be properly and accurately recorded.
9) Employees should report violations or suspected violations of the Code of Ethics policy and procedures to their supervisor, program Director or a Human Resources representative.
10) When a perceived violation lies with the individual responsible for that area, the situation can be reported to the Chief Human Resources Officer or the Chief Operating Officer.
11) All reports will be taken seriously and addressed promptly, discreetly, and professionally and the action taken will depend upon the nature of the complaint.
12) Discussion and documentation regarding the complaint will be kept in strict confidence to the extent appropriate or permitted by policy or law.

WHISTLEBLOWER PROTECTION

POLICY

KenCrest expects employees and contractors who have knowledge of or a concern about illegal, dishonest, fraudulent, wasteful and/or abusive activity at KenCrest to report such conduct immediately. Filing of any type of false claim statement or other financial reimbursement documents or retaliating against another employee for filing a report or complaint is prohibited.

PROCEDURES

1) Information on federal and state laws concerning false claims, program fraud, anti-kickback prohibitions and retaliation for reporting of same is available from the Human Resources Department.

2) Employees should share their concerns, complaints, questions and suggestions with a supervisor, a director, or a Human Resources representative.
3) The Whistleblower Protection policy is intended to be used for serious and sensitive issues.
4) Although anonymous reports can be submitted, employees and directors are encouraged to put their names on allegations as this will facilitate follow-up investigation.
5) Every effort will be made to protect the complainant's identity.
6) When the perceived problem, complaint and/or concern lies with the individual responsible for an area, the situation can be reported directly to the Chief Human Resources Officer or the Chief Operating Officer or through the compliance hotline by calling 1-888-242-4928 (toll-free in the US and Canada) or Submit a Report online at https://report.syntrio.com/kencrest/LHILandingPage-kencrest.asp
7) All reports will be taken seriously and addressed promptly, discreetly, and professionally.
8) Although the employee is not expected to prove the truth of an allegation, the employee needs to demonstrate that there are sufficient grounds for concern.
9) The action taken will depend on the nature of the concern.
10) Discussions and documentation regarding the complaint will be kept in strict confidence to the extent appropriate or permitted by policy or law.

ADA/ADAAA

POLICY

KenCrest complies with The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of KenCrest to comply with all federal and state laws concerning the employment of individuals with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

PROCEDURES

KenCrest will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to KenCrest. Contact Human Resources (HR) with any questions or requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made about the employee's immediate employment situation. Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy. The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.

TERMS USED IN THIS POLICY

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability, organic brain syndrome, emotional or mental illness and specific learning disabilities.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may

return in a limiting form, is also considered a disability under the final ADAAA regulations.

- **Direct threat:** A significant risk to the health, safety, or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
    - The nature and cost of the accommodation.
    - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
    - The overall financial resources of the employer; the size, number, type, and location of facilities.
    - The type of operations of the company, including the composition, structure, and functions of the workforce; administrative or fiscal relationship of the facility involved in making the accommodation to the employer.
- **Essential functions of the job:** Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

THE PREGNANT WORKERS FAIRNESS ACT (PWFA)

PURPOSE

As required by the federal Pregnant Workers Fairness Act (PWFA), KenCrest will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to KenCrest's operations.

POLICY

An employee or applicant may request accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.
While the reasonableness of each accommodation request will be individually assessed, accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, KenCrest will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

KenCrest prohibits any retaliation, harassment, or adverse action due to an individual's request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

RECRUITMENT, SELECTION & HIRING PROCESS

JOB ADVERTISEMENT

POLICY

KenCrest provides equal employment opportunities for all applicants and employees by utilizing non-discriminatory recruitment and selection practices.

PROCEDURES

1) Vacant or newly created positions will be advertised internally within the Agency. However, exceptions may be made in certain circumstances that involve situations such as, but not limited to, company required transfers, redesign of current job duties or the potential loss of employment due to layoff or restructuring.
2) Any position advertised in print media should state that KenCrest is an equal opportunity employer by using the letters “EOE” at the end of the advertising copy.
3) Employment agencies, college placement offices, temporary agencies, or any other outside source that is used to recruit individuals for employment with KenCrest, must be advised that KenCrest is an equal opportunity employer.

EMPLOYMENT APPLICATIONS

POLICY

KenCrest provides equal employment opportunities for all applicants and employees by utilizing non-discriminatory recruitment and selection practices.

PROCEDURES

1) An applicant must complete an employment application before the initial interview and before an offer of employment can be made.
2) Any misrepresentations, falsifications, or material omissions in any employment information or data may result in KenCrest’s exclusion of the individual from further consideration for employment or, if the person has been hired, discharge from employment.
3) An employee’s completed employment application will be kept in his/her central office personnel file.
4) All other employment applications and resumes received from individuals not hired will be maintained in a file for a one-year period by the respective recruiter or hiring manager.

REASONABLE ACCOMMODATION

POLICY

KenCrest complies with all relevant laws concerning the employment of persons with disabilities and acts accordingly. Furthermore, the Agency prohibits discrimination against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

KenCrest complies with the ADAA, Pregnant Workers Fairness Act (PWFA) and all relevant laws concerning reasonable accommodation to employees and applicants with limitations related to pregnancy, childbirth, related medical condition, or religious practices and acts accordingly, unless the accommodation will cause undue hardship. An employee may request accommodation due to pregnancy, childbirth, a medical condition, or religious reason by submitting a request in writing to Human Resources. When an applicant requests accommodation that can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, the employee will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be accommodated.

PROCEDURES

1) Reasonable accommodation(s) will be made for any applicants with a disability who need assistance in any phase of the recruitment process (e.g., having another person assist an individual with a visual impairment complete the employment application).
2) Supervisors may contact a Human Resources representative for technical assistance if they are interested in hiring a qualified applicant with a disability who requires reasonable accommodation(s) to perform the essential functions of the position.
3) HR will complete the ADA interactive process for any applicant or employee requesting reasonable accommodation submitted.
4) Documentation or Medical Certification form will be required to be returned to HR within 15 calendars of receipt.

CREDENTIALS & EMPLOYMENT DOCUMENTS

POLICY

KenCrest provides equal employment opportunities for all applicants and employees by utilizing non-discriminatory recruitment and selection practices.

PROCEDURES

1) As part of the hiring process, designated HR onboarding staff will obtain all necessary background checks and other required credentials in compliance with applicable regulatory guidelines and laws. These documents and checks will be performed through authorized resources and partners as determined by HR. All relevant documentation will be digitally logged and tracked by HR for initial and ongoing maintenance as well as audit compliance. Contact HR or designated program authority(s) for current hiring procedures and/or regulations pertaining to any required credentials and clearances.
2) References or employment verifications relevant to job requirements must be obtained from any applicant being offered employment. It is recommended that at least two (2) professional references or verifications be obtained from previous employers once the offer has been extended.
3) Employees who are required to drive as part of their job will have their Motor Vehicle Record (MVR) checked upon employment and periodically as indicated in the KenCrest Vehicle Safety Policy. HR or direct supervisor will provide this information to employees.
4) State and federal laws require certain steps be followed and documentation provided in the employment of minors. KenCrest will abide by all such relevant laws in the hiring of minors where applicable in the states where we conduct our business. No person under the age of 16 will be hired; and, where practicable for the position, no person under the age of 18 will be hired.
5) Human Resources in collaboration with designated program authority(s) will determine and facilitate the completion of the required employment forms by job applicants upon job offer as a condition of employment.
6) Timely update of credentials and clearances in accordance with regulatory, agency, or role-related requirements is required to maintain active employment status. Prompt and compliant response to any relevant communications from HR or designated program authority(s) is expected as a condition of employment. Credential and clearance documentation to support the successful completion of required updates must be provided to HR for digital logging and tracking.

IMMIGRATION LAW COMPLIANCE

POLICY

KenCrest complies with the Immigration Reform and Control Act of 1986 (and any amendments) which requires employers to employ only United States citizens and aliens who are authorized to work in the United States.

PROCEDURES

1) As a condition of employment, each new employee must properly complete and present required documentation for the *US Citizenship & Immigration Services (USCIS) Form I-9*. Any offer of employment that is extended is conditional upon the prospective employee's compliance with immigration regulations which require that the employee produce proper documentation of his or her entitlement to work in the United States.
2) An employee has **three days** after his or her employment begins to provide in person with HR or an authorized designee the proper I-9 documentation. If the employee does not comply with this requirement, he or she will be discharged from employment. Original documents, not photocopies, are required for in-person review and digital capture in accordance with I9 record keeping requirements.
3) A former employee who is rehired must also complete the *USCIS Form I-9* and produce satisfactory documentation of his or her entitlement to work in the United States.
4) Employees are required to provide updated USCIS Form I-9 documentation as required by law.
5) HR representatives and hiring managers are responsible for ensuring that proper documentation is completed within the time limits established by law.

JOB-RELATED MEDICAL REQUIREMENTS

POLICY

Applicants or employees may be required to submit job-related medical documentation.

PROCEDURES

1) Medical documentation may be required for reasons including but not limited to: pre-employment post-offer; in the case of physicals to evaluate the employee's ability to perform the essential functions of his/her job; physicals that are required to meet state or federal regulatory requirements; and to certify time off from work.

2) Different types of medical documentation, such as a physical examination form, medical certification form, and/or functional job analysis may be required to be completed by a healthcare provider.
3) A physician's statement will be required in the event of a continued absence of more than three (3) days, or frequent absences due to illness or disability. For more information, refer to the *Paid Time Off* Policy and *Attachment B* in this Handbook. Employees in some programs will be referred to a specific paid time off plan and procedures designated by the program.
4) For more information regarding medical certification from a physician in the event of a serious medical condition, refer to the Policy on *"Leaves of Absence."*
5) All medical information received will be kept confidential and maintained in a central office medical file separate from an employee's central office personnel file.

EMPLOYMENT CLASSIFICATION

POLICY

KenCrest classifies the status of each job and designates the job to the appropriate employment category. KenCrest complies with federal and state Wage and Hour laws in assigning proper classifications relevant to salaried and hourly jobs.

DEFINITIONS

- **Exempt employees** - those employees who, according to applicable law, are exempt from both minimum wage and overtime requirements and are normally paid on a salary basis. Exempt employees are typically professional, executive, and administrative employees.
- **Non-exempt employees** – those employees who do not fall under the categories listed above, or otherwise do not meet the requirements for an exempt employee and therefore are subject to the minimum wage and overtime requirements of the Fair Labor Standards Act (and any amendments). Non-exempt employees are typically paid on an hourly basis.
- **Probationary employees** – those employees who are within their first ninety days of employment, or who have had their initial probationary period extended.
- **Regular employees** – those employees who have successfully completed their initial probationary period.
- **Temporary employees** – those employees hired for a pre-determined period typically with a specific employment ending date, not to exceed a six-month period. These employees are not to be confused with individuals working for KenCrest through a temporary staffing agency.

- **Full-time employees** – those employees working thirty (30) hours or more per week on a regular basis.
- **Part-time employees** – those employees working less than thirty (30) hours per week on a regular basis.

PROCEDURES

1) In the case of any change in classification, the immediate supervisor or a Human Resources representative will advise the employee of any changes in work conditions, benefits, etc.
2) If an employee changes from full-time to part-time status, whether initiated by the Agency or the employee, accrued time will be paid to the employee in accordance with the *Paid Time Off P*olicy and procedures. Employees in some programs will be referred to a specific paid time off plan and procedures designated by the program.
3) Temporary employees are not eligible to receive any benefits offered by KenCrest, unless and if mandated by law.
4) If a full-time temporary employee is changed to permanent classification, any amount of time worked in temporary employment may count toward satisfying the 90-day wait period for benefits. Any further eligibility determination is up to the discretion and review of the Human Resources Director.
5) The length of full-time temporary employment may not extend beyond one (1) year. At that time, a determination should be made to either make the temporary job permanent or end the job. Any such determination is up to the discretion and review of the program Director and Human Resources Director.

EMPLOYEE CATEGORIES

POLICY

KenCrest designates each employee into a category. Each category has specific requirements for their category. The categories are Traditional, Mobile, Hybrid and Remote. Only KenCrest HR can assign a category to a group of employees.
The purpose of this policy is to describe KenCrest's requirements and limits on assigning a category to a group of employees.

DEFINITIONS

TRADITIONAL WORKERS

These employees work at a defined location. Their job functions require them to work at a specific location (worksite) for a defined period of time (work shift). This location is

usually owned or leased by KenCrest. Examples include KenCrest residences, KenCrest office spaces.

Travel Reimbursement: Employees are reimbursed for any approved business travel via personal means from their established/primary work location to the other required locations. Travel reimbursement will follow established policy and procedure.

If the employee is starting their day or finishing their day at a location other than their established/primary work location (i.e. attending a KenCrest required outside meeting or training), they can submit for personal travel reimbursement through the travel reimbursement process.

Network Access: KenCrest supplies these employees with the required network access to all systems needed for the job at their work location. Remote/internet access is not required for these positions. These employees may choose to install approved system apps (e.g. Workday) on their mobile devices for their own convenience. Access to and usage of these apps and systems on personal devices is not reimbursable. Access to and usage of these apps and systems are not reimbursable.

MOBILE WORKERS

These employees work at various locations in the community. Their job functions require the employee to work face to face with clients at community locations. Although their worksites may vary, they typically work traditionally scheduled work shifts. These locations can include KenCrest owned or leased properties but are usually not KenCrest properties. Examples include 3rd party businesses, client homes, community services such as churches, parks and schools.

Travel Reimbursement: Employees are reimbursed for any business travel via personal means when traveling from location to location. Employees are also compensated for time according to established rules. Employees are generally not compensated for travel and time to the first location in their workday and travel and time from the last location in their workday. Employees should attempt to reduce travel as much as possible. The employee's work shift starts when they arrive at their first location and ends when they leave the last location. Travel reimbursement will follow established policy and procedure.

Network Access: KenCrest supplies these employees with the devices and network access to all systems needed for their job. Internet access is supplied via the equipment provided (i.e. wifi/data). These employees may choose to install approved system apps (e.g. Workday) on their mobile devices for their own convenience. Access to and usage of these apps and systems added to a personal device is not reimbursable. Employee

must comply with KenCrest Technical Use Policy and HIPAA standards at all times. Employee must return all KenCrest supplied devices when they leave KenCrest.

REMOTE WORKERS

These employees have the ability to work at locations outside of KenCrest locations. Their job functions permit them to work from any location as long as they have sufficient network and internet access to accomplish their functions. KenCrest has the authority to limit locations based on the legal impacts of the location on the agency. These employees are required to direct their work schedule based on the needs of the agency. Very few employees have a remote work position.

The CEO and CHRO are the only positions authorized to confer remote worker status. Remote work arrangements may change at any time depending on the needs of the agency.

Travel Reimbursement: Employees may be, at the discretion of KenCrest, reimbursed for travel anytime they are required to report to a location. Travel reimbursement will follow established policy and procedure.

Network Access: KenCrest supplies these employees with the devices and network access to all systems needed for their job. Internet access is the responsibility of KenCrest and is reimbursable. KenCrest reserves the right to determine the correct bandwidth required. Internet service greater than that required by KenCrest is the financial responsibility of the employee. Reimbursement will follow established policy and procedure. Employee must comply with KenCrest Technical Use Policy and HIPAA standards at all times. Employee must return all KenCrest supplied devices when they leave KenCrest.

HYBRID WORKERS

Similar to Remote workers, these employees have the ability to perform part of their work at a location outside of the office (with sufficient network and internet access). KenCrest has the authority to limit certain locations based on the legal impacts of the location on the agency. KenCrest reserves the right to require these employees to perform certain job functions at a specific physical location and on a specific schedule (work shift). The majority of KenCrest employees who have flexible work arrangements are hybrid employees. The hybrid work schedule is approved and at the discretion of

the employee's supervisor. Hybrid work arrangements may change at any time depending on the needs of the agency.

Travel Reimbursement: Employees are not reimbursed for travel to or from their established work location. They may be reimbursed if they need to travel to and from multiple locations. Travel reimbursement will follow established policy and procedure.

Network Access: These employees are permitted to work hybrid for their own convenience. KenCrest will provide the employee with the equipment and network access necessary for their job. The employee is required to provide sufficient internet and telecommunication service. Sufficient internet service is considered a pre-requisite for Hybrid work (similar to electricity). Internet service is not reimbursable. Failure to maintain sufficient internet service at the hybrid location to perform their job functions will require the employee to report to a work location until it is resolved. The Hybrid Work privilege can be revoked at any time by KenCrest. Employee must comply with KenCrest Technical Use Policy and HIPAA standards at all times. Employee must return all KenCrest supplied devices when they leave KenCrest.

PROCEDURES

1) The category of employee is preset when an employee is hired.
2) Challenging a category for a group of employees
    a. Managers may present a case that a group of employees should be categorized differently.
    b. Individuals will not be considered independently if they share a job title/description with others. The entire group of employees who share the job title/description will be considered for the new category.
    c. HR and Executives will review the case presented and will make the final determination if a category will change.
3) Remote Applicant Considerations
    a. Applicants for a position will have the location where they will be working as an additional consideration for whether they will be awarded the position.
    b. Certain localities obligate KenCrest to additional laws that will not be cost beneficial and therefore will rule out candidates.
4) Remote and Hybrid Notifications
    a. Remote and Hybrid employees must inform their manager and HR whenever they will be working from a different location than they traditionally do if greater than 14 days (10 business days).
    b. Certain localities have timelines as short as 10 business days that trigger additional obligations on KenCrest.

c. Employees must discuss permanent moves of their residence with KenCrest.

5) The CHRO and CEO are the only individuals who can approve Remote working status.

PROBATIONARY PERIOD

POLICY

KenCrest maintains a probationary period of 90 calendar days.

PROCEDURES

1) Employees are placed on a probationary status for 90 calendar days for the following reasons:
    - Initial employment
    - Promotion
    - Transfer to another program
    - Transfer to a different position within an employee's program or main service area
    - Job performance
2) During their initial probationary period, newly hired employees will receive various mandatory training and Agency documents.
3) Employees will receive a copy of a job description outlining position responsibilities and requirements.
4) Employees will receive a written performance evaluation typically near the end of their probationary period which will include information about their performance to date. The performance evaluation will contain one of the following actions: the employee will be moved into regular employment status; or the employee's probationary period will be extended; or the employee will be discharged.
5) If KenCrest determines that the designated probationary period does not allow sufficient time to evaluate the employee's performance, the probationary period may be extended for a specified period not to exceed an additional 90 calendar days.
6) During the initial 90-day probationary period or an initial extended probation, employees cannot be granted *planned* PTO, and are limited to two (2) days of *unplanned* PTO. Refer to *"Attachment B"* for details. Employees in some programs will be referred to a specific paid time off plan and procedures designated by the program. Employees may contact their direct supervisor or Human Resources for information.
7) Employees who resign or are discharged within their initial employment probationary period will not receive a payout of unused accrued time.

8) Any absence may extend the probationary period by the length of the absence.

9) An employee who is not successful in the new position may be discharged from employment prior to the completion of the initial 90-day probationary period. Supervisors will consult with a Human Resources representative to make the determination and prepare notification to the employee.

10) Employees in their initial probationary period, or initial extended probationary period will not have recourse under the Grievance Policy.

SAFETY & HEALTH INFORMATION

GENERAL SAFETY

POLICY

KenCrest expects employees to take reasonable measures and exercise good judgment regarding safety.

PROCEDURES

1) Employees, in conjunction with KenCrest, are responsible for taking reasonable measures and exercising good judgment with regard to ensuring their own safety, as well as that of other employees, the people who we support, visitors, or Agency property and employees should not place themselves or property in any potentially unsafe situation.
2) Employees and visitors are required to comply with federal, state, local, Agency and Program safety policies and regulations, including but not limited to:
    a. OSHA Regulations
    b. Fire Code/Safety Procedures
    c. Vehicle Policy and Procedures
    d. Site specific Evacuation/Contingency Plans
    e. Infection Control Policy and Procedures
3) Proper Lifting and Transferring Procedures
   Employees are required to immediately report any unsafe conditions to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible if they are qualified to do so. Otherwise, a qualified person (such as an electrician or maintenance worker) should be contacted to rectify the situation.
4) All accidents/incidents that result in injury **must be immediately reported** to the supervisor, regardless of how minor the injury may appear. Supervisors **must then contact the Workers' Compensation Specialist** in the Human Resources Department as soon as possible and complete the appropriate forms as required by the state.
    a. Please refer to the policies on *"Workers' Compensation – Pennsylvania" or "Workers' Compensation – Delaware" or "Workers' Compensation – Connecticut."*
5) All work-related accidents/injuries will be investigated by the employee's supervisor immediately to determine if the incident was preventable.
    a. Completion and review of the *Supervisor's Accident and Illness Investigative Form* may be considered informal counseling should the accident be deemed preventable.
    b. Disciplinary action may occur for severe or multiple preventable safety incidences.

6) To decrease the risk of injury to themselves or the people we serve, employees will be responsible for wearing clothing and accessories that are appropriate for their specific work environment and which do not present a safety concern while at work.
7) Employees are encouraged to offer recommendations to improve KenCrest's injury and illness prevention program or related operating plans. Written safety suggestions should be provided to the employee's supervisor or a Human Resources representative.
8) KenCrest is not responsible or liable for an employee's personal possessions in the workplace or on the property. Employees are encouraged to leave valuables at home and only bring the minimum necessary possessions with them to work. An employee's personal possessions may not be stored on KenCrest property. Employees should consult with their supervisor to help determine a safe, secure place to keep personal possessions during work hours.

GENERAL ILLNESS POLICY

Many of the people we serve have compromised immune systems, neurological challenges, weakened pulmonary conditions, or may be at risk for dangerous complications and hospitalization when they get sick or are likely to experience a longer recovery period once they become ill. For their protection, their families and our staff, we have implemented certain policies and practices to minimize the spread of colds, flu, Covid, viral infections, and other communicable illnesses.

PROCEDURES

Forming a partnership between work and home for the communication of health information and practices helps to keep our staff and others in good community healthy.

- Stay home if you have a fever, vomiting or diarrhea. You may return to work if you are symptom free without medications for 24 hours.
- Frequently handwashing prevents the spread of germs.
- Staying home when sick helps during your recovery and stops the spread of germs.
- Covering your cough helps stop the spread of germs.
- If you are ever in doubt or contemplate whether you might have a Cold, Virus, or Allergies, please err on the side of safety and caution and stay home.

VIOLENCE AND ABUSE

POLICY

KenCrest prohibits employees from engaging in either actual /threatened physical violence or physical/emotional abuse, possessing dangerous or unauthorized materials and/or weapons (e.g., explosives, firearms, knives) while conducting Agency business or while on Agency property.

PROCEDURES

1) Employees should immediately inform their supervisor and/or program Director of situations (either within the Agency or outside of work) that could pose a threat to their safety or the safety of others in the workplace.

2) Any and all acts of violence or threats of violence and statements that may be construed as threats or implied threats made against any KenCrest employee or property will be taken seriously and investigated fully, which may include reporting to appropriate law enforcement officials.

3) Employees should immediately follow the program procedures on reporting abuse if they witness violence or abuse against an individual supported by KenCrest.

BLOODBORNE PATHOGENS

POLICY

KenCrest complies with the OSHA Standard on Occupational Exposure to Bloodborne Pathogens (and any amendments).

PROCEDURES

1) Each program is required to have an exposure control plan. Employees must read the exposure control plan which can be found on file at each KenCrest office and work location.

2) Employees will be informed by a program representative if they are covered under the Occupational Exposure to Bloodborne Pathogens Standard.

3) Training on the Standard is mandatory for all covered employees.

4) All employees covered by the Standard will be offered the opportunity to receive Hepatitis B vaccinations at the expense of the Agency.

5) If a work-related exposure incident occurs, an employee should refer to their specific state exposure incident procedures, which can be found on file at each KenCrest office and work location.

6) Universal precautions are to be used to protect all employees and people we serve from exposure to diseases which are spread through human blood and bodily fluids.
7) Pre-service training in universal precautions is required for all employees whose work puts them in direct contact with the people we serve.
8) Precautions to prevent exposure to diseases are to be taken in all potential exposure situations, whether the person(s) involved are known to be infected.
9) Employees must read the *"Procedures Regarding Universal Precautions for Infection Control"* which is distributed at the required Infection Control training and can be found on file at each KenCrest office and work location.

DRUG, ALCOHOL & SUBSTANCE ABUSE

POLICY

KenCrest employees (whether actively at work or not) are prohibited from using, selling, purchasing, manufacturing, possessing, distributing, dispensing or being under the influence (as determine by established testing levels) of alcohol, marijuana, illegal drugs, or other controlled substances while performing KenCrest business and/or while on KenCrest property.

DEFINITIONS

- The term **"alcohol"** refers to any and all liquor, beer, wine, and other distilled spirits intended for human consumption.
- The term **"marijuana"** refers to any form of marijuana, cannabis that contains THC. These forms include, but are not limited to; cigarettes, edibles, topical/transdermal creams.
- The terms **"illegal drugs"** and **"controlled substance"** refers to those substances and drugs the sale, purchase, manufacture, possession, distribution, dispensation, or use of which are prohibited under any federal, state, or local law, as well as prescription drugs when used other than pursuant to a valid doctor's prescription.

PROCEDURES

1) Off duty employees who reside on KenCrest premises may consume legal alcoholic beverages within the confines of their private quarters if such consumption does not result in a breath alcohol level of intoxication of .04 or greater. Employees are responsible for making sure any visitor or guest to an employee's private quarters adheres to this policy and procedures.

2) Employees are required to notify their supervisor if taking any prescription or over-the-counter drugs which may adversely affect their ability to perform their job functions.
3) While at work, employees are required to keep prescription drugs in their original container identifying the drug, dosage, date of prescription, and physician.
4) Any employee who has observed a violation or has cause to believe that another employee has violated any of the policies listed above is required to report such violation to his/her immediate supervisor.
5) Any employee who is convicted under any criminal drug statute, as defined in the Drug Free Workplace Act, for violation occurring on KenCrest property or while performing KenCrest business must notify his/her program Director within 5 days after such conviction. The proper federal, state, or local agency will then be notified within 10 days by the employee's program Director.
6) Testing of applicant post-offer, pre-hire and testing of employees randomly and for reasonable suspicion will be conducted by KenCrest in furtherance of these procedures. Refer to "*Attachment A"* at the end of this handbook for specific testing procedures.
7) Failure to report a suspicion of drug and/or alcohol involving another employee will result in disciplinary action up to and including termination of employment.
8) All employees are required to attend training on KenCrest's Drug, Alcohol and Substance Abuse Policies & Procedures within their initial three- month probationary period.
9) Violation of any of the procedures listed above, including refusal to submit to testing when required to do so, refusal to sign any requested consent or release forms, or refusal to cooperate with a supervisor's investigation in the case of reasonable suspicion testing will result in termination of employment for employees and denial of a final offer of employment for applicants.

HIPAA

POLICY

KenCrest complies with the Privacy and Security Rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

PROCEDURE

1) Employees are to refer to the "*KenCrest HIPAA Policy & Procedures"* manual for procedural information. Employees may ask their supervisor for a copy of the manual.

COMPENSATION & BENEFITS

COMPENSATION PLAN

POLICY

KenCrest maintains hourly and salary pay ranges for each job classification.

PROCEDURES

1) Each job is assigned a pay grade on the compensation scale.
2) A review of the agency's compensation plan will be conducted at least once annually.
3) The Chief Human Resources Officer is responsible for overseeing the administration of the compensation plan and maintaining its integrity.
4) Management reserves the sole discretion to make compensation determinations.

TIMEKEEPING

POLICY

KenCrest complies with federal and state laws which require employers to keep an accurate record of employee work time to calculate employee pay and benefits.

PROCEDURES

1) All records and equipment documenting time worked (e.g., timecards, timesheets, swipe cards and machines, etc.) are the property of KenCrest. Consequently, any unauthorized removal, destruction, tampering, altering, misrepresentation, material omission, or falsification of time records is prohibited.
2) All employees must accurately record their time. Further, non-exempt employees (refer to the Policy on *"Employment Classification")* must also record the beginning and ending time of their meal period and must also record the beginning and ending time of any split shifts or departure from work for personal reasons.
3) An employee's actual, accurate time worked must be reflected in the proper timekeeping document. Failure to do so is considered falsification of records.
4) Completion of time records will be determined by the employee's department procedures and will be dependent upon the type of time recording method used (e.g., timecards, timesheets, swipe cards, etc.).
5) All records of an employee's time worked must be reviewed and approved by a supervisor.

6) Failure by an employee to submit records of work time may result in delayed payment.

OVERTIME

POLICY

KenCrest complies with the overtime requirements established in the Fair Labor Standards Act (FLSA) and other applicable laws.

PROCEDURES

1) KenCrest reserves the right to require employees to work overtime.
2) Exempt employees are expected to adjust their time schedules to most effectively carry out the responsibilities of their job. The demands of the exempt position may require working beyond regular working hours without additional compensation.
3) All overtime work performed by a non-exempt employee must receive the supervisor's prior authorization.
4) Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.
5) Non-exempt employees who work more than 40 hours in a work week will be paid for those overtime hours at a rate of one and one-half times their regular hourly rate.
6) Overtime pay is based on actual hours worked. Use of PTO, LTM, holiday, or any other accrued time will not be considered hours worked for purposes of performing overtime calculations for the work week in which the overtime was performed.
7) All overtime is determined on a weekly basis. For example, if an employee works 50 hours one week and 30 hours the next week and receives one paycheck for those 80 hours, he or she must receive overtime pay for the extra ten hours worked in week one even though the total hours for the two-week period is the same as if he or she worked 40 hours each week.
8) For the purpose of determining overtime, the hours a non-exempt employee works within his or her own program will be combined with any hours worked in another program.
9) Overtime wages will be paid to the non-exempt employee in the paycheck for the period in which it was earned.
10) Employees will *not* accrue Paid Time Off (PTO) hours on any overtime hours worked.

PAYROLL DEDUCTIONS

POLICY

KenCrest complies with federal, state, and local laws that require certain income tax withholdings from an employee's pay. KenCrest also makes deductions which are required by court order.

PROCEDURES

1) KenCrest makes required legal and court ordered payroll deductions. KenCrest offers benefit plans beyond those required by law. When the employee must pay in part or in full for their selected benefits, the employee must sign a payroll deduction authorization form. Any other deductions from an employee's pay will only be taken with the employee's authorization and/or in accordance with law.
2) Questions concerning paycheck deductions should be directed to the employee's supervisor, payroll representative or the central Payroll Office.
3) Upon resignation or discharge, employees must immediately return Agency property including but not limited to vehicles, equipment, petty cash, ID badges, cell phones, computers, credit cards, keys, debts owed to the Agency, and materials. Unreturned KenCrest property after separation of employment may result in legal claims of reimbursement of cost of equipment.

FAIR LABOR STANDARDS ACT

POLICY

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

PROCEDURES

Salary Basis Requirement

To qualify for exemption, employees generally must be paid at not less than the current DOL FLSA wage per week on a salary basis. These salary requirements do not apply to teachers, and employees practicing law or medicine.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The

predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available unless due to public accountability issues.

Circumstances in Which the Employer May Make Deductions from Pay

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see Company Policy on penalties for workplace conduct rule infractions) unless required due to public accountability issues.

Also, the city is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

It is the city's policy to comply with applicable wage and hour laws and regulations. The improper pay deduction specified in Title 29 of the Code of Federal Regulations § 541.603 may not be made from the pay of employees who are subject to the salary basis test under the Fair Labor Standards Act.

If you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately contact Human Resources at 610-825-9360.

Every complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the city will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

PAYDAY

POLICY

KenCrest pays employees on a biweekly basis.

PROCEDURES

1) Employees are paid bi-weekly for work performed through a two-week period.
   a) The pay period begins at 12:00AM on Monday morning and ends two weeks later at 11:59PM Sunday night.
   b) Some employees in the Children's Residential Program will be referred to specific procedures regarding pay period beginning and ending times for that program.
2) Employees choose to receive their pay through either a bank direct deposit or pay card.
3) If an employee notices that his/her pay stub information is incorrect, it is the employee's responsibility to notify their supervisor as soon as possible. The supervisor will conduct a review and work with the Payroll Office to make any necessary adjustments.
4) Salary or wage advances are not granted.
5) Employees are issued a paystub for each biweekly pay period. It is the employee's responsibility to retain the paystubs for their personal record and future reference.
   a) The Payroll Office may require a nominal fee for any paystub copy request.

BENEFIT PLANS

POLICY

KenCrest provides employees with legally mandated benefits.

PROCEDURES

1) KenCrest also chooses to offer, to eligible employees, health and welfare benefits *not* mandated by law such as health insurance, life insurance, retirement plan, and paid time off. Other than those benefits mandated by law, KenCrest reserves the right to modify or eliminate benefit plans, with or without notice, as dictated by business needs.

2) Explanation of eligibility criteria, copies of plan documents, summary plan descriptions and benefit plan booklets may be obtained by contacting a Human Resources representative.

PAID TIME OFF (PTO)

POLICY

KenCrest provides all eligible full-time employees with paid time off.

PROCEDURES

1) Employees in some programs will be referred to a specific paid time off plan and procedures designated by the program. Employees may contact their direct supervisor or Human Resources for information. (note: in accordance with Connecticut state law, KenCrest provides eligible part-time staff with paid sick leave which is outlined in a plan document available by the CT program).
2) Refer to "*Attachment C"* at the end of this Handbook for accrual and usage procedures.

EXTENDED ABSENCE REQUESTS

PROCEDURES

1) To request extended time-off, an employee must submit a *leave of absence form.*
2) This **must** be completed for any paid or unpaid time-off of more than **2 weeks consecutively.**
3) This must be submitted at least **45 days** in advance by the employee and signed by his/her supervisor when requesting planned time-off.
4) This form can be obtained from the supervisor. **The form must be approved and signed by the supervisor 30 days before using any planned PTO.**

UNAPPROVED TIME OFF REQUESTS

POLICY

Management will review requests in a timely manner and approve or deny all PTO requests. PTO requests for time off are not guaranteed to be approved.

Unapproved time off is categorized as any time taken off after receiving a denial of time off request.

- "Unapproved Time Off" is not eligible for usage of the PTO bank.
- "Unapproved Time Off" off may result in further disciplinary action including suspension and termination of employment.

CMH & ICF PTO POLICY

POLICY

Please refer to the most current Nursing PTO Policy to review the policy and procedures available from your supervisor, including but not limited to:
Accrual, Planned Time, Unplanned Time, Cash Out/ Transfer Option, Status Change, Resignation Policy, LTM Policy, Leave of Absence.

DE BIRTH TO FIVE & BIRTH TO THREE POLICY

POLICY

Please refer to the most current **Birth to 5 and Birth to 3 Early Intervention Programs - State of Delaware** to review the policy and procedures available from your supervisor, including but not limited to:
Accrual, Planned Time, Unplanned Time, Cash Out/ Transfer Option, Status Change, Resignation Policy, LTM Policy, Leave of Absence.

HOLIDAY TIME

POLICY

KenCrest provides full-time employees with paid holidays as designated by KenCrest each year.

PROCEDURES

1) Holiday time may not be used in advance of being accrued or approved.
2) Use of holiday time will not be considered hours worked for the purpose of calculating overtime for the week in which the overtime was performed.

3) Due to the nature of the Agency's work, employees may be scheduled to work on a holiday. In such an event, program procedures for holiday work will apply.
4) If an employee works on a holiday, he/she must either take another day off within the same pay period (with supervisor approval) **or** be paid out for that holiday (an extra day) in that pay period. Holidays will not be carried forward (with exception of the Extended Leave DSP position).
5) Holidays which occur within a planned PTO period will not be counted as part of a PTO request. Employees will not be paid for both a holiday and a PTO day on the same calendar day.
6) Holidays will be paid during the initial probationary period.
7) Employees may be required to provide a doctor's note for any callout around a holiday and if the note is not provided, then the employee cannot be granted use of paid time-off or long-term medical time for the callout.
8) Other holiday procedures may apply. Supervisors will ensure that employees are aware of the holiday procedures within a particular program and employees are responsible to know about and refer to any other specific holiday procedures issued by their programs.

BEREAVEMENT TIME

POLICY

KenCrest provides full-time employees with up to three (3) days of bereavement leave.

PROCEDURES

1) In the event of the death of a spouse, significant partner, parent, child, stepparent, stepchild, or sibling, loss of pregnancy up to three (3) days of paid bereavement time may be granted.
2) In the event of the death of a grandparent, grandchild, or in-law, one (1) day of paid bereavement time may be granted.
3) In the event of the death of a KenCrest colleague or consumer, based on the staffing needs of the program the Director will determine a plan that will enable employees to attend funeral services. Employees who were scheduled to work and who otherwise attend the funeral services may be paid as bereavement time.
4) Directors may, at their discretion, approve requests for bereavement time in the event of the death of individuals other than those listed above.
5) Employees are required to notify their supervisor of the need for bereavement time as soon as possible.

6) Documentation of employee's attendance at a funeral service may be required upon request by a supervisor.

JURY DUTY

POLICY

Employees will be granted time off with pay for jury duty service.

PROCEDURES

1) Employees are required to notify supervisors immediately when they are called to jury duty. To make alternative scheduling arrangement, the court-issued notice must be shown to the employee's supervisor immediately after it is received
2) Employees are expected to report to work whenever the court schedule permits.
3) Upon return, the supervisor will submit the following information to the central Payroll Office: the notification letter and dates absent from work due to jury duty.

WITNESS DUTY

POLICY

Employees will be granted time off for witness duty service.

PROCEDURES

1) Employees are required to notify supervisors immediately when they are called to be a witness. To make alternative scheduling arrangements, the court-issued notice must be shown to the employee's supervisor immediately after it is received.
2) If an employee has been called as a witness because of his or her work at KenCrest, he or she will be paid for the entire period of witness duty.
3) If an employee has been called as a witness for reasons unrelated to his or her work at KenCrest, he or she may use any available time in his/her PTO Account to receive compensation for the period of the absence.
4) Employees are expected to report to work whenever the court schedule permits.
5) Upon the employee's return to work, the supervisor will submit to the central Payroll Office a copy of the notice and a record of the amount of time the employee spent on witness duty.

LEAVES OF ABSENCE – PA AND DE

POLICY

KenCrest complies with all applicable laws regarding required leaves of absence.

DEFINITIONS

The following types of leave are available to KenCrest employees. These leaves fall into two categories: Family and Medical Leave Act (FMLA) and Personal Leave.

FMLA Leaves	Personal Leave
Medical	Medical
Family	Family
Parental	Parental
Medical/Parental (Maternity)	Personal
Military Caregiver	Military
Military Qualifying Exigency	Educational

ELIGIBILITY

1) Employees who have been employed with KenCrest for at least one year and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave (which may not need to be consecutive if there is a break in service) may be eligible for FMLA leave.
2) Employees who do not qualify for a FMLA leave may be eligible for a Personal Leave.
3) All leaves of absence are **unpaid** unless the employee is using their accrued paid time off (PTO) and/or long-term medical (LTM) as required and allowable under this policy.
4) While on an approved leave of absence, employees are required to first use all their accrued PTO and/or LTM where allowable for the type of leave before any unpaid time is taken or DE Paid Leave (where available). (Note: employees in Preschool Program must also use DTO time where applicable).

DESCRIPTION

Leaves of Absence (both FMLA and Personal Leave) are described as follows:

- Medical: Employees who are unable to work because of a serious health condition or disability may be granted a medical leave of absence. This type of leave covers serious medical conditions, disabilities caused by pregnancy, and childbirth. Employees unable to work due to a work-related injury or illness (workers' compensation) will be placed on a medical leave of absence. If medically necessary, employees will be allowed to take leave intermittently or on a reduced schedule basis.

  Employees on a medical leave of absence that does not fall under workers' compensation must use accrued PTO and LTM time before unpaid time is taken. (Note: Employees in Preschool Program must also use DTO time where applicable.)

- Family: Employees may be granted a family leave of absence for the purpose of caring for a child, spouse, or parent who has a serious health condition. If medically necessary, employees will be allowed to take leave intermittently or on a reduced schedule basis.

  Employees on a family leave of absence must use accrued PTO time before unpaid time is taken. (Note: employees in the Preschool Program must also use DTO time where applicable)

- Parental: Employees (male or female) may be granted a parental leave of absence in order to care for a newborn child or in the case of adoption or foster care, for the care and placement of the child. An employee's entitlement to parental leave expires 12 months after the date of the child's birth or placement.

  Employees on a parental leave of absence must use accrued PTO time before unpaid time is taken. (Note: employees in the Preschool Program must also use DTO time where applicable)

- Personal: Employees may request a leave of absence for personal reasons.

  Employees on a personal leave of absence must use accrued PTO time before unpaid time is taken. (Note: employees in the Preschool Program must also use DTO time where applicable)

  Employees must submit a request for personal leave of absence at least 15 days prior to leave. Exceptions will be made on a case-by-case basis.

- Military: A military leave of absence will be granted if an employee is inducted, or is recalled, to active duty in the Armed Forces of the United States. KenCrest complies with federal laws which provide protection in terms of reinstatement, seniority, etc. for veterans, members of the Reserves and National Guard, and any other employees who have been called to active duty.

Employees on a military leave of absence must use accrued PTO time before unpaid time is taken. (Note: employees in the Preschool Program must also use DTO time where applicable)

- Military Caregiver: Employees may be granted a military caregiver leave of absence to care for a family member or designated next of kin with a serious injury or illness related to current military service. The employee is entitled to 26 workweeks of leave to care for a covered service member in a single 12-month period. However, no more than 26 workweeks of leave may be taken in a single 12-month period.

  Employees on a military caregiver leave of absence must use accrued PTO time before unpaid time is taken. (Note: employees in the Preschool Program must also use DTO time where applicable)

- Military qualifying exigency: Employees may be granted military qualifying exigency leave to handle various non-medical exigencies arising out of an employee's spouse, son, daughter, or parent being on active duty or on call for active-duty status. An employee is allowed 12 weeks in a 12-month period. Qualifying exigencies have been defined as:
  - Short notice deployment (leave is limited to seven days, beginning on the date the service member is notified of the deployment).
  - Military events and related activities.
  - Childcare and school activities.
  - Making or updating financial and legal arrangements to address a military member's absence.
  - Counseling.
  - Taking up to five days of leave to spend time with a covered military member who is on short term temporary rest and recuperation leave during employment.
  - Attending post deployment activities.
  - Any other event that the employee and the employer agree is a qualifying exigency.

  Employees on a qualifying exigency leave of absence must use accrued PTO time before unpaid time is taken. (Note: employees in the Preschool Program must also use DTO time where applicable.)

- Educational: Employees may request a leave of absence to continue their education.

  Employees on an educational leave of absence must use accrued PTO time before unpaid time is taken. (Note: Employees in the Preschool Program must also use DTO time where applicable.)

- ADA leave will be provided as unpaid leave to an employee with a disability as *reasonable accommodation*; so long as it does not create an undue hardship for the employer.

For leaves of absence due to pregnancy and/or childbirth, a combination of medical and parental leave will be used (not to exceed a combined total of 12 weeks). Medical leave will apply to women who have been certified by a physician as being medically unable to return to work for part of the 12 weeks due to medical issues, such as pregnancy complications and childbirth. The remainder of the 12 weeks may be classified as parental leave.

PROCEDURES

1) To accrue paid time off employees must either be using their accrued time or be actively at work. Employees will not be eligible to accrue paid time off if they are on a medical leave due to a work-related injury or illness or a non-work-related leave (e.g., medical, family, parental, educational, personal, military caregiver, or qualifying exigency) and not using their accrued time. For more information about the use of accrued time while on a medical leave due to a work-related injury or illness, refer to the appropriate policy on *"Workers' Compensation."*
2) Full-time employees on FMLA leave or an initial Personal Leave will receive holiday pay for any holiday that occurs during the leave period. Employees on an extended Personal Leave will not be eligible to receive holiday pay when a holiday occurs while on leave.
3) Initial leaves of absence (FMLA or Personal Leave) cannot exceed a combined maximum of 12 weeks annually for non-military caregivers; or 26 weeks maximum for military caregiver FMLA or a combination of both. This is inclusive of time off with pay, time off without pay and a combination of the two. Additional time off (e.g., leave, use of accrued time) may be granted at the discretion of the employee's supervisor, after consulting with a Human Resources representative, and cannot exceed an additional 12 weeks.
4) For FMLA or Personal Leave leaves, the twelve-month period used to calculate leave entitlement is calculated on a rolling basis by counting backward from the date of the leave request.
5) KenCrest reserves the right to deny "key employees" restoration of employment to their previous position or to an equivalent or comparable position if such restoration will cause substantial and grievous economic injury to the Agency.

   For these policies, a "key employee" is defined as a salaried employee who worked at least 1,250 hours in the preceding 12 months and is among the highest-paid 10% of all KenCrest employees working within a 75-mile radius of the facility at which the employee is employed.

6) Any employee who does not return to work at the conclusion of an approved leave of absence may be separated from employment. Employees on a medical leave of absence due to a work-related injury or illness who are still unable to return to work after a six-month period may be discharged from employment with KenCrest. An employee whose job position is eliminated while on a leave of absence will be considered for an equivalent position.

7) Requests for leave of absence must be submitted in writing to the supervisor at least 30 days prior to commencement of the leave period, or as soon as is practicable. Failure to provide notice within the required 30 days, or as soon as is practicable, may result in the employee's leave being delayed. The supervisor will make the determination as to whether leave shall be granted.

8) Employees must try to schedule the medical treatment of themselves, spouse, child, or parent to not unduly disrupt the operations of the Agency.

9) Intermittent or reduced leave is not available unless medically necessary. When intermittent or reduced leave is granted based upon foreseeable planned medical treatment, the Agency has the right to transfer the employee temporarily to an available alternative position with equivalent pay and benefits to better accommodate recurring periods of leave.

10) The Agency may request that the employee on any type of leave report periodically on the status and intention of the employee to return to work.

11) Leaves of absence will be granted within the guidelines of these policies and procedures and applicable federal, state, and local laws including, but not limited to, the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act, and the Fair Labor Standards Act.

12) After an employee has reported out for over ten consecutive workdays, he or she may be automatically placed on a leave of absence. This leave will become effective retroactive back to the first day the employee reported out. The employee will be notified of this in writing.

13) In the event of an employee's absence due to a reason that qualifies under the FMLA, an employee may be automatically placed on a leave of absence or have that time counted towards his or her FMLA entitlement.

14) A medical certification from a physician or authorized healthcare provider will be required if an employee requests a medical, family, or military caregiver leave of absence and/or if an employee reports out for over ten consecutive workdays. Time off from work will be evaluated to determine if it should be counted against an employee's FMLA entitlement.

15) A medical certification from a physician, a copy of an invitational travel order (ITO) or an invitational travel authorization (ITA) issued to any member of the covered service member's family will be required if an employee requests a military caregiver leave.

16) A copy of the military member's active-duty orders and a certification providing the appropriate facts related to the qualifying exigency for which leave is sought will be required if an employee requests military qualifying exigency leave.

17) Employees requesting a medical, family, or military caregiver leave of absence will be required to return the completed appropriate Department of Labor medical certification form within 15 calendar days. If the medical certification is incomplete or insufficient and KenCrest asks for additional information, the employee has 7days to provide the additional information. KenCrest reserves the right to require medical certification from a physician or authorized healthcare provider of KenCrest's choosing if the employee's medical certification is disputed. A KenCrest Human Resources manager, a leave administrator or a management official may contact the employee's health care provider to authenticate or clarify information contained on the certification. Failure to provide a required medical certification or additional documentation within the timeframe as requested by KenCrest may result in the denial of leave or revoke the employee's entitlement to continued leave and may result in having the time already taken be considered as unauthorized leave.

18) All medical information received will be kept confidential and will be maintained in a central office medical file separate from an employee's central office personnel file.

19) KenCrest may require an employee to obtain subsequent re-certification to support continuing medical leave for one of the following reasons:
- The employee requests an extension of leave.
- Changed circumstances occur regarding illness or injury.
- The employer receives information that casts doubt upon the continuing validity of the most recent certification.
- Medical leave extends beyond a single leave year.
- The employee's illness and treatment are open-ended.

20) Employees returning to work from medical leave will be required to provide a fitness for duty certification from a physician or authorized healthcare provider so that they are cleared to return to work. KenCrest may provide the physician or authorized healthcare provider with a document (e.g., job description, functional job analysis) outlining the job functions and duties of the employee's position.

21) Employees on a leave of absence, except for military leave, will be required to maintain contact with KenCrest at an interval determined by the employee and his or her supervisor.

22) During the *initial* FMLA or personal leave of absence, KenCrest will continue to provide the core, employer-paid Life/Accidental Death & Dismemberment and Long-Term Disability coverage and will continue to contribute the employer portion towards health insurance benefits (if applicable) for full-time employees while on leave. (*Please note that KenCrest will only continue to fund the employer portion of health benefits for a maximum of 12 weeks per year. Therefore, if the employee*

takes a subsequent leave within one year, they could be responsible for the total health premium from the start of the leave or any time during the leave).

23) Employees who have received an *additional* 12-week leave extension following an initial FMLA or, or personal leave of absence, and wish to continue their health insurance coverage (if applicable) may be required to pay the *total premium* cost of coverage. However, KenCrest will continue to provide the core, employer-paid Life/Accidental Death & Dismemberment and Long-Term Disability coverage for full-time employees.

24) Under the Americans with Disabilities Act (ADA), an KenCrest will continue an employee's health insurance benefits during the leave. *KenCrest will only continue to fund the employer portion of health benefits for a maximum of 12 weeks per year. Therefore, if the employee takes a subsequent leave within one year, they could be responsible for the total health premium from the start of the leave or any time during the leave.*

25) While on leave, employees remain responsible for payments, if any, for their portion of health insurance premiums and any other elected benefits. Employees have the option to cancel any benefits they cannot pay for during the leave. Employees may re-elect their benefits when they return to work, and they will be effective on the first of the month following their return date. If the employee is receiving paychecks (e.g., using PTO or LTM) while on leave, benefit premiums will be deducted from the check. Employees not receiving a KenCrest paycheck will be billed and must send payment to KenCrest. Any employee whose premium payments are more than 30 days past due will lose coverage until such payments are made. Employees will be subject to any benefits changes that occur while they are on leave. Additionally, employees should consult with a Human Resources representative to review how their leave will affect their benefits.

26) In the case of parental, medical, family, military caregiver and military qualifying exigency leave, employees covered under the Family and Medical Leave Act will be:
- reinstated to either the same position occupied before the leave or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment (any increase in pay [e.g., cost of living increases] or changes in benefits which are not dependent upon seniority or accrual during the leave period will be made effective upon the employee's return to work);
- restored to the same worksite in which the employee commenced leave, or to a geographical proximate worksite; and
- entitled to be returned to the same shift or equivalent schedule, and have the same opportunity for bonuses, and other discretionary and non-discretionary payments

LEAVES OF ABSENCE - CONNECTICUT

POLICY

KenCrest complies with all applicable laws regarding required leaves of absence.

DEFINITIONS

The following types of leave are available to KenCrest employees. These leaves fall into two categories: Family and Medical Leave Act (FMLA) and Personal Leave.

FMLA Leaves	Personal Leave Leaves
Medical	Medical
Family	Family
Parental	Parental
Medical/Parental (Maternity)	Personal
Military Caregiver	Military
Military Qualifying Exigency	Educational

ELIGIBILITY

1) Employees who have been employed with KenCrest for at least one year and have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the leave (which may not need to be consecutive if there is a break in service) may be eligible for FMLA leave.
2) Employees who do not qualify for a FMLA leave may be eligible for a Personal leave.
3) All leaves of absence are **unpaid** unless the employee is using their accrued paid time off (PTO) and/or long-term medical (LTM) as required and allowable under this policy.
4) While on an approved leave of absence, employees are required to first use all their accrued PTO and/or LTM where allowable for the type of leave before any unpaid time is taken or CT Paid Leave.

DESCRIPTION

Leaves of absence (both FMLA and Personal Leave) are described as follows:

- Medical: Employees who are unable to work because of a serious health condition or disability may be granted a medical leave of absence. This type of leave covers serious medical conditions, disabilities caused by pregnancy, and childbirth. Employees unable to work due to a work-related injury or illness (workers' compensation) will be placed on a medical leave of absence. If medically necessary, employees will be allowed to take leave intermittently or on a reduced schedule basis.

  Employees on a medical leave of absence that does not fall under workers' compensation must use accrued PTO and LTM time before unpaid time is taken.

- Family: Employees may be granted a family leave of absence for the purpose of caring for a child, spouse, or parent who has a serious health condition. If medically necessary, employees will be allowed to take leave intermittently or on a reduced schedule basis.

  Employees on a family leave of absence must use accrued PTO before unpaid time is taken.

- Parental: Employees (male or female) may be granted a parental leave of absence in order to care for a newborn child or in the case of adoption or foster care, for the care and placement of the child. An employee's entitlement to parental leave expires 12 months after the date of the child's birth or placement.

  Employees on a parental leave of absence must use accrued PTO before unpaid time is taken.

- Personal: Employees may request a leave of absence for other personal reasons not listed.

  Employees on a personal leave of absence must use accrued PTO before unpaid time is taken.

- Military: A military leave of absence will be granted if an employee is inducted, or is recalled, to active duty in the Armed Forces of the United States. KenCrest complies with federal laws which provide protection in terms of reinstatement, seniority, etc. for veterans, members of the Reserves and National Guard, and any other employees who have been called to active duty.

  Employees on a military leave of absence must use accrued PTO before unpaid time is taken.

- Military Caregiver: Employees may be granted a military caregiver leave of absence to care for a family member or designated next of kin with a severe injury or illness related to current military service. The employee is entitled to 26

workweeks of leave to care for a covered service member in a single 12-month period. However, no more than 26 workweeks of leave may be taken in a single 12-month period.

Employees on a military caregiver leave of absence must use PTO before unpaid time is taken.

- Military qualifying exigency: Employees may be granted a military qualifying exigency leave to handle various non-medical exigencies arising out of an employee's spouse, son, daughter, or parent being on active duty or on call for active-duty status. An employee is allowed 12 weeks in a 12-month period. Qualifying exigencies have been defined as:
  - Short notice deployment (leave is limited to seven days, beginning on the date the service member is notified of the deployment).
  - Military events and related activities.
  - Childcare and school activities.
  - Making or updating financial and legal arrangements to address a military member's absence.
  - Counseling.
  - Taking up to five days of leave to spend time with a covered military member who is on short term temporary rest and recuperation leave during employment.
  - Attending post deployment activities.
  - Any other event that the employee and the employer agree on is a qualifying exigency.

  Employees on a qualifying exigency leave of absence must use accrued PTO before unpaid time is taken.

  Educational: Employees may request a leave of absence to continue their education.

  Employees on educational leave of absence must use PTO before unpaid time is taken.

PROCEDURES

1) To accrue paid time off employees must either be using their accrued time or be actively at work. Employees will not be eligible to accrue paid time off if they are on a medical leave due to a work-related injury or illness or a non-work-related leave (e.g., medical, family, parental, educational, personal, military caregiver, or qualifying exigency) and not using their accrued time. For more information about the use of

accrued time while on a medical leave due to a work-related injury or illness, refer to the policy on *"Workers' Compensation—Connecticut."*

2) Full-time employees on FMLA leave will receive holiday pay for any holiday that occurs during the leave period. Employees on an extended Personal leave may not be eligible to receive holiday pay when a holiday occurs while on leave.
3) Eligible employees may take up to 12 weeks of FMLA leave in a 12-month period under Connecticut law, or 26 weeks maximum for military caregiver FMLA or a combination of both. This is inclusive of time off with pay, time off without pay, and a combination of the two. Additional time off (e.g., leave, use of accrued time) may be granted at the discretion of the employee's supervisor, after consulting with a Human Resources representative. The additional time off cannot exceed an additional 8 weeks in the first year and 12 weeks in the second year.
4) For FMLA or Personal leaves, the twelve-month period used to calculate leave entitlement is calculated on a rolling basis by counting backwards from the date of the leave request.
5) Under Connecticut state law, an employee—upon return from FMLA leave—is entitled to be restored to the position of employment, or an equivalent position with equivalent benefits, that the employee held before the leave.
6) Any employee who does not return to work at the conclusion of an approved leave of absence may be separated from employment. Employees on a medical leave of absence due to a work-related injury or illness who are still unable to return to work after a six-month period will be discharged from employment with KenCrest. An employee whose job is eliminated while on a leave of absence will be considered for an equivalent position.
7) Requests for leave of absence must be submitted in writing to the supervisor at least 30 days prior to commencement of the leave period, or as soon as is practicable. Failure to provide notice within the required 30 days, or as soon as is practicable, may result in the employee's leave being delayed. The supervisor will make the determination as to whether leave shall be granted.
8) Employees must try to schedule the medical treatment of themselves, spouse, child, or parent to not unduly disrupt the operations of the Agency.
9) Intermittent or reduced leave is not available unless medically necessary. When intermittent or reduced leave is granted based upon foreseeable planned medical treatment, the Agency has the right to transfer the employee temporarily to an available alternative position with equivalent pay and benefits to better accommodate recurring periods of leave.
10) The Agency may request that the employee on any type of leave report periodically on the status and intention of the employee to return to work.

11) Leaves of absence will be granted within the guidelines of these policies and procedures and applicable federal, state, and local laws including, but not limited to, the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act, and the Fair Labor Standards Act.

12) After an employee has reported out for over ten consecutive workdays, he or she may be automatically placed on a leave of absence. This leave will become effective retroactive back to the first day the employee reported out. The employee will be notified of this in writing.

13) In the event of an employee's absence due to a reason that qualifies under the FMLA, an employee may be automatically placed on a leave of absence or have that time counted towards his or her FMLA entitlement.

14) A medical certification from a physician or authorized healthcare provider will be required if an employee requests a medical, family, or military caregiver leave of absence and/or if an employee reports out for over ten consecutive workdays. Time off from work will be evaluated to determine if it should be counted against an employee's FMLA entitlement.

15) A medical certification from a physician, a copy of an invitational travel order (ITO) or an invitational travel authorization (ITA) issued to any member of the covered service member's family will be required if an employee requests a military caregiver leave.

16) A copy of the military member's active-duty orders and a certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought will be required if an employee requests military qualifying exigency leave.

17) Employees requesting a medical, family, or military caregiver leave of absence will be required to return the completed appropriate Department of Labor medical certification form within 15 calendar days. If the medical certification is incomplete or insufficient and KenCrest asks for additional information, the employee has 7 days to provide the additional information. KenCrest reserves the right to require medical certification from a physician or authorized healthcare provider of KenCrest's choosing if the employee's medical certification is disputed.

18) All medical information received will be kept confidential and will be maintained in a central office medical file separate from an employee's central office personnel file.

19) KenCrest may require an employee to obtain subsequent re-certification to support continuing medical leave for one of the reasons listed below. If the employee's health insurance does not pay for the recertification, then KenCrest will pay.
    - The employee requests an extension of leave.
    - Changed circumstances occur regarding illness or injury.
    - The employer receives information that casts doubt upon the continuing validity of the most recent certification
    - Medical leave extends beyond a single leave year.

- The employee's illness and treatment are open-ended.

20) Employees returning to work from medical leave will be required to provide a fitness for duty certification from a physician or authorized healthcare provider so that they are cleared to return to work. A simple statement that the employee can return to work is sufficient.

21) Employees on a leave of absence, except for military leave, will be required to maintain contact with KenCrest at an interval determined by the employee and his or her supervisor.

22) During the *initial* FMLA, family or parental leave of absence, KenCrest will continue to provide the core, employer-paid Life/Accidental Death & Dismemberment and Long-Term Disability coverage and will continue to contribute the employer portion towards health insurance benefits (if applicable) for full-time employees while on leave. (*Note: KenCrest will only continue to fund the employer portion of health benefits for a maximum of 16 weeks year 1 and maximum of 12 weeks year 2)*.

23) Employees who have received an *additional* 8 week leave extension in year 1, or 12 week leave extension in year 2, following an initial FMLA or medical, family or parental leave, and employees who are on a personal, military, or educational leave of absence, and wish to continue their health insurance coverage (if applicable) may be required to pay the *total premium* cost of coverage. However, KenCrest will continue to provide the core, employer-paid Life/Accidental Death & Dismemberment and Long-Term Disability coverage for full-time employees.

24) Under the Americans with Disabilities Act (ADA), an KenCrest will continue an employee's health insurance benefits during the leave. *KenCrest will only continue to fund the employer portion of health benefits for a maximum of 12 weeks per year. Therefore, if the employee takes a subsequent leave within one year, they could be responsible for the total health premium from the start of the leave or any time during the leave.*

25) While on leave, employees remain responsible for payments, if any, for their portion of health insurance premiums and any other elected benefits. Employees have the option to cancel any benefits they cannot pay for during the leave. Employees may re-elect their benefits when they return to work, and they will be effective on the first of the month following their return date. If the employee is receiving paychecks (e.g., using PTO or LTM) while on leave, benefit premiums will be deducted from the check. Employees not receiving a KenCrest paycheck will be billed and must send payment to KenCrest. Any employee whose premium payments are more than 30 days past due will lose coverage until such payments are made. Employees will be subject to any benefits changes that occur while they are on leave. Additionally, employees should consult with a Human Resources representative to review how their leave will affect their benefits.

26) In the case of personal leave, employees covered under the Family and Medical Leave Act will be:

- reinstated to either the same position occupied before the leave or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment (any increase in pay [e.g., cost of living increases] or changes in benefits which are not dependent upon seniority or accrual during the leave period will be made effective upon the employee's return to work);
- restored to the same worksite in which the employee commenced leave, or to a geographical proximate worksite; and entitled to be returned to the same shift or equivalent schedule, and have the same opportunity for bonuses, and other discretionary and non-discretionary payments.

CONNECTICUT PAID LEAVE

Eligibility for Paid Leave

The CT Paid Leave Authority administers the Paid Leave program and, with its claims Administrator, will determine an applicant's eligibility for benefits as well as the amount of benefits the applicant may receive. The employer does not make this determination.

CT Employees will need to take PTO and LTM before applying for the CT Paid Leave program.

DELAWARE PAID LEAVE

Eligibility for Paid Leave

Delaware State administers the Paid Leave program and, with its claims Administrator, will determine an applicant's eligibility for benefits as well as the amount of benefits the applicant may receive. The employer does not make this determination.

DE Employees will need to take PTO and LTM before applying for the DE Paid Leave program.

GENERAL WORKERS' COMPENSATION POLICY

POLICY

KenCrest provides workers' compensation insurance in the form of payment of injury-related medical expenses and compensation for lost time in accordance with applicable law. Medical expenses, lost wages, and rehabilitation costs for employees who are

injured or become ill “in the course and scope” of their job. It also pays death benefits to families of employees who are killed on the job.

PROCEDURES

1) Employees are responsible for reporting an injury or suspicion of occupational disease immediately to his or her supervisor and Human Resources no later than 24 hours.
2) Employees are expected to remain in contact with their supervisor as well as the Workers Compensation Manager and assigned representatives from the insurance company for the duration of their absence due to a work-related injury. The injured employee’s case will be reviewed on an ongoing basis. Further, an Independent Medical Examination (IME) may be requested at any time for a reasonable cause at an appropriate time, or as is medically indicated.
3) Failure to follow KenCrest’s policy or procedures on workers’ compensation may jeopardize the employee’s right to receive compensation. Injured workers who refuse reasonable medical treatment forfeit their rights to compensation for the injury or for any increase in their incapacity that results from refusing the treatment. Employees will be required to sign a form acknowledging medical treatment was offered and declined.
4) Employees are not eligible to use their accrued time to make up the difference between their full salary and the amount they receive in workers’ compensation. Employees receiving full workers’ compensation benefits are not eligible to accrue paid time off.
5) Employees returning to work after being out on workers’ compensation leave will be required to provide certification from a physician or authorized healthcare provider that they are able to perform the functions of their job. KenCrest will provide the physician or healthcare provider with a document outlining the job functions and duties of the employee’s position. The physician or authorized healthcare provider should indicate whether the employee is able to perform the job functions and duties of the position, as well as any accommodations and/or restrictions. If accommodations and/or restrictions are indicated, the supervisor, in consultation with the Workers’ Compensation Manager, will determine the reasonableness of providing such accommodations to enable the employee to perform the essential functions of the position. Additionally, light, or modified duty in the same or different position may be provided within the Agency.

OSHA will be contacted immediately by the workers compensation manager for the following:

- All work-related fatalities
- All work-related inpatient hospitalizations, amputations, and loss of eye.

WORKERS' COMPENSATION—CONNECTICUT

POLICY

The Connecticut Workers' Compensation Act regulates that employers are allowed to direct the initial visit of medical care. After the initial visit, employees must visit an "approved medical care plan" from the Corvel Network. If the employee chooses outside of the "plan" (network), suspension of benefits is at risk.

In accordance with the Connecticut Workers' Compensation Act, the chart below describes the workers' compensation payment schedule, as well as regulations for using accrued time.

Connecticut Workers' Compensation		
Out of work:	Payments:	Accrued time:
0 - 3 days	Not applicable.	Usage allowed.
4 - 6 days	Workers' compensation payments provided for time lost during the fourth through sixth day.	Usage not allowed.
7+ days	Workers' compensation payments provided for time lost, retroactive to day one of the injury.	Usage not allowed.

WORKERS' COMPENSATION—DELAWARE

POLICY

The Delaware Workers' Compensation Act gives employees the right to choose a medical provider. Medical care is not dictated in Delaware. The employee is responsible for informing medical providers that care is being treated because of a work-related injury.

In accordance with the workers' compensation law for the state of Delaware, the chart below describes the workers' compensation payment schedule, as well as regulations for using accrued time.

Delaware Workers' Compensation		
Out of work for:	Payments:	Accrued time:
0 - 3 days	Not applicable.	Usage allowed.
4 - 7days	Workers' compensation payments provided for time lost during the fourth through the seventh day.	Usage not allowed.
8+ days	Workers' compensation payments provided for time lost, retroactive to day one of the injury.	Usage not allowed.

WORKERS' COMPENSATION—PENNSYLVANIA

POLICY

The Pennsylvania Workers' Compensation Act gives employers the right to establish a list of designated health care providers. KenCrest employees injured in Pennsylvania must seek treatment for a work injury or illness with one of the designated providers for 90 days from the date of the first visit. The provider list is geographically accessible for every county in Pennsylvania. Employees must sign a declaration form agreeing to the same. A copy of the designated panel list is posted at every work location across the Agency.

In accordance with the Pennsylvania Workers' Compensation Act, the chart below describes the workers' compensation payment schedule, as well as regulations for using accrued time.

Pennsylvania Workers' Compensation		
Out of work:	Payments:	Accrued time:
0 - 7 days	Not applicable.	Usage allowed.
8 - 14 days	Workers' compensation payments provided for time lost during the eighth through fourteenth day.	Usage not allowed.
15+ days	Workers' compensation payments provided for time lost, retroactive to day one of the injury.	Usage not allowed.

RETURN TO WORK PROGRAM (MODIFIED DUTY)

PROCEDURES

The intent of the Return to Duty Program is to benefit both the injured employee, as well as KenCrest, by establishing a progressive program designed to allow injured employees to contribute to the Agency's mission by performing job functions that meet their specific medical restrictions either in their modified pre-injury position or a light-duty position. The goal is to assist the employees in returning to full duty with no restrictions.

Returning to work is encouraged once a medical doctor indicates it is all right to do so. There may be work restrictions to minimize the risk of re-injury. The Workers Compensation Manager will communicate with employees and their supervisor throughout the return-to-work process.

Employees should talk to the employer and insurer/adjuster about what kind of work was done before the pre-injury position and what kind of work is allowed or the worker is capable of post-injury. The treating medical doctor must certify the worker can return to the old job or a similar, modified job.

Return to work is possible even without a full recovery. The job could be a pre-injury position, or alternative work.

The following are specific aspects of and procedures for the Return to Duty Program:

1) When an employee is injured and begins treatment with a doctor, the employee's supervisor and Workers' Compensation Manager will work together to develop modified work duties of the employee's pre-injury position. A copy of the job description will be given to the treating physician so that a determination can be made regarding the employee's ability to return to work, along with any necessary medical restrictions.
2) The injured employee's treating physician either clears the employee for full duty with no restrictions or, if restrictions are indicated, will work with the Workers' Compensation Manager to determine the appropriate modified or light duty position which the employee can perform.
3) Modified Duty may mean that the injured employee performs his/her pre-injury position with some restrictions (modified duty), or it may refer to assigning an injured employee to a different position which meets his/her specific medical restrictions (light duty).
    a. If the department or program can accommodate the injured employee's modified restrictions *without* using additional staff to cover the injured employee's pre-injury position, the employee will not be placed in the Return to Duty Program. Please also note that light duty accommodation will always be covered through the Return to Duty Program.
4) When identifying an appropriate modified or light duty position which meets the specific medical restrictions for the injured employee, the following will also be considered:
    a. The geographical location of the available position. Wherever possible the employee will be assigned a Return to Duty position at his/her previous work location. However, it may be necessary to assign the employee to a different work location or program.
    b. The employees' skills and abilities. It will be necessary to ensure that the employee has the necessary skills and capabilities to perform the Return to Duty position.
5) After a physician has cleared the injured employee to perform the available modified or light duty position, participation in this program is mandatory.
6) Injured employees participating in the Return to Duty Program will be paid at 100% of their pre-injury rate for all hours worked.

7) Employees in the Return to Duty Program will continue to receive any Agency-paid or elected voluntary benefits (if applicable). The appropriate payroll deductions will be taken as usual.

8) Employees in the Return to Duty Program will accrue Paid Time Off based on the actual number of hours worked. For example, if an employee normally worked 7.5 hours per day at their pre-injury job and is now working 6 hours per day on modified duty, that employee would accrue PTO based on a 6-hour workday.

9) Employees working in the Return to Duty Program will be held to the same performance standards (such as attendance, punctuality, and job performance, etc.) as all other employees and must abide by the KenCrest Personnel Policies and Procedures.

10) The injured employee will only be allowed to perform job duties that are cleared by a physician. Further, the supervisor responsible for the employee while in the modified or light duty position will ensure that the injured employee does not perform any job duties that have not been cleared as such.

11) Employees in the Return to Duty Program will be required to submit to periodic work visits to their supervisor and workers compensation manager.

12) Before returning to full duty, an employee performing in a modified or light duty position will be required to obtain a medical clearance by his/her treating physician.

GENERAL WORK RULES

ACCESS TO PERSONNEL FILES

POLICY

KenCrest maintains a record of employment for each employee in a central personnel file maintained by HR and allows access to the personnel file on a limited basis. Employee personnel files are the Agency's property.

PROCEDURES

1) Employee files are kept confidential. Access to the files is limited to authorized staff with a need to know. This means access is limited to the Human Resources and Payroll staff, senior management, and supervisors upon authorization by Human Resources.
2) A current employee or a former employee actively involved in the grievance process who wishes to view his/her central personnel file must give reasonable notice and make an appointment with a Human Resources representative to schedule a date and time for review.
3) An employee may review his/her file only twice (2x) per calendar year.
4) The file review will take place at a time and place designated by a Human Resources representative, who also must be present during the review.
5) Employees can take notes but will not be allowed to photocopy any documents from their personnel file.
6) Former employees having exhausted the grievance process will not be allowed access to their central office personnel file.

HYBRID/REMOTE WORK

POLICY

KenCrest has certain standards, eligibility requirements, and operating expectations for employees working in hybrid or remote work arrangements. These arrangements support flexibility while ensuring productivity, collaboration, information security, and alignment with business needs. KenCrest may modify or discontinue an arrangement at any time based on performance, business requirements, or policy violations.

PROCEDURES

This policy applies to all employees approved for hybrid or remote arrangements, whether full-time or part-time, exempt or non-exempt. A Hybrid/remote work arrangement does not change the terms and conditions of employment.

1) Definitions:
    - Hybrid/remote work – A formal arrangement wherein an employee works off-site for a minimum of one scheduled day per week, connected to the office by computer and telephone, and inclusive of hybrid and fully remote work.
    - Dependent Care – The daily support and nurturing of individuals who cannot independently meet their own needs (e.g., children or adults with functional impairments).

2) Policy Principles
    - Hybrid/remote work may be offered for select positions where business needs are met and the work can be performed effectively off-site; they are not an entitlement, nor are they guaranteed or precedent-setting.
    - Employees approved for hybrid/remote work remain subject to all KenCrest rules, practices, policies, confidentiality requirements, and instructions.
    - KenCrest may limit where hybrid/remote work can occur based on tax/legal implications.

3) Eligibility
    - Employees must be proficient and independently productive in all job responsibilities and be consistently meeting expectations to be considered.
    - Decisions are based on legitimate business needs and EEO principles; departments may define additional criteria.

4) Roles & Responsibilities

Employee Responsibilities:

- Maintain performance, productivity, deadlines, responsiveness, and professional conduct equivalent to on-site standards.
- Must follow the dress code as directed by program/department.

- Establish and communicate a work schedule in advance and remain accessible within a reasonable time during scheduled hours. Request time off using standard processes when absent on a scheduled remote/hybrid day.
- Designate a private, safe, ergonomic, distraction-reduced workspace that protects KenCrest data from viewing by others.

Supervisor Responsibilities:

- Review and discuss hybrid/remote work expectations regularly; evaluate arrangements on an ongoing basis to ensure business and employee needs continue to be met.

5) Work Schedule, Availability & Timekeeping

- Employees must be reachable during agreed work hours and participate actively in communication and collaboration.
- Non-exempt (hourly) employees working remotely must accurately record all hours worked each day, take required meal and rest breaks, and obtain advance approval for any overtime. Off-the-clock work is strictly prohibited. All time worked—whether authorized or unauthorized—must be reported and will be compensated; however, working unapproved overtime or outside scheduled hours without prior manager approval may result in disciplinary action and/or revocation of hybrid or remote work privileges.

6) Communication Expectations

Employees working in a hybrid or remote arrangement must maintain consistent, timely, and professional communication. This includes:

- Responding promptly to phone calls, emails, Teams messages, and meeting requests during scheduled work hours.
- Remaining reachable and engaged through approved communication platforms, including Microsoft Teams, unless attending a meeting, training, or performing a task where delayed response is appropriate.
- Keeping calendars updated, using status indicators accurately (e.g., “In a Meeting,” “Away,” “Do Not Disturb”), and ensuring coworkers and supervisors can depend on real-time availability information.

- Ensuring voicemail and Teams settings are functional, checked regularly, and professional.
- Actively communicating delays, schedule changes, or periods of unavailability to the supervisor in advance whenever possible.
- Employees are expected to maintain proficiency in the communication tools required for remote and hybrid work, including Microsoft Teams, Outlook, and other approved platforms. Employees should request refresher training when needed to ensure they are able to communicate effectively and fulfill job responsibilities while working remotely.

Failure to meet communication expectations may result in review or modification of the hybrid/remote arrangement.

7) Meetings & On-Site Presence

- Employees are expected to attend all required meetings and training courses via voice/video or in person, as directed. Reasonable notice will be provided for required on-site meetings. No face-to-face work interactions may occur in an employee's home.
- Virtual meetings held between 9:00 a.m. and 5:00 p.m. generally require cameras to be on, unless an approved exception exists. Meetings must be attended from the approved home office with professional/appropriate backgrounds.

8) Dependent Care & Personal Obligations

- Employees must have dependent care arranged during work hours; working from home is not a substitute for dependent care.
- Employees with children aged 8 or younger must have childcare arrangements in place and may not serve as the primary caregiver during scheduled work hours.
- Personal obligations (e.g., running a personal business, volunteer/civic activities) must not interfere with job duties. Repeated work disruptions (including during meetings/calls) may result in modification or termination of the arrangement.

9) Approved Work Location

- Employees must work from their designated home office or an alternate location only with prior written approval; working from non-approved locations is prohibited.
- Employees who plan to work from a state other than their approved hybrid/remote work location for more than two weeks must obtain prior approval from their supervisor.

10) Workspace, Safety & Liability

- KenCrest may approve of the hybrid/remote work site and perform on-site visits as needed; declining a visit may result in corrective action or termination of the arrangement.
- An employee's home workspace is considered an extension of the workplace for Workers' Compensation regarding job-related injuries during working hours. Employees must maintain a safe and ergonomic environment and report incidents promptly per established procedures. KenCrest is not responsible for injuries to third parties or family members in the home.

11) Technology, Equipment & Collaboration

- Employees must provide high-speed internet that meets KenCrest requirements and supports the KenCrest VPN. KenCrest does not purchase or reimburse internet service, equipment, or usage for certain employment categories. Please refer to the employee handbook "Employee Categories" for more information.
- KenCrest may provide equipment for certain arrangements; such equipment is for business use, remains KenCrest property, and must be returned upon request. Maintenance/repair may require employees to bring equipment to a KenCrest site.
- Employees must use Microsoft 365 tools (e.g., Teams, OneDrive, SharePoint) for communication and collaboration and must not use personal platforms or storage for company business.

12) Information Security & Confidentiality

- Hybrid or Remote employees must comply with all security and confidentiality requirements, including using secure connections (e.g., VPN) to access

information. KenCrest information may not be copied/stored on personal devices or printed/stored at the remote location when the job requires printing of confidential/sensitive information.

- Information security breaches must be reported to the HIPAA Privacy Officer and CTO and may result in corrective action up to and including termination.

13) Expense Reimbursement

Office supplies are provided as needed; employees may be required to visit a KenCrest location to obtain them. Out-of-pocket expenses require prior written approval.

14) System Downtime & Business Continuity

If network access is unavailable due to technical issues or system downtime, employees must promptly contact their supervisor for direction and may be required to work from a KenCrest location or use paid/unpaid leave consistent with time and attendance policies.

15) Performance Concerns & Monitoring

Declines in productivity or quality may lead to reassessment, modification, or revocation of the arrangement. KenCrest reserves the right to monitor productivity on company issued devices in accordance with policy and law should an employee's productivity and/or performance be questioned by their supervisor.

16) Prohibited Activities

Employees may not conduct face-to-face work interactions in their home, perform work from unapproved locations, engage in personal business during working hours, or use KenCrest equipment for other employment or unlawful purposes.

17) Temporary hybrid/remote work During Emergencies

During a pandemic or disaster, employees may be directed to work from home for limited periods. After the initial period, continued Hybrid/remote work must be discussed with the manager; all policy guidelines apply.

18) Modifications, Suspension, or Termination of Arrangements

Management may suspend, cancel, or amend any hybrid/remote work arrangement at any time. Where feasible, reasonable notice will be provided; if revoked for performance, the employee may be required to resume a standard schedule by the end of the pay period in which notice is given. The employee must coordinate a return to on-site work with the supervisor.

19) Exceptions

The CHRO and CTO may grant exceptions to this policy.

WORK SCHEDULES

POLICY

KenCrest employees are required to comply with their designated work schedules, including any required emergency or special assignments.

PROCEDURES

1) Since work schedules for employees vary throughout KenCrest, supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.
2) Employees may be required to modify their normal work schedules in case of emergency or special assignments. For instance, employees may be required to remain on duty beyond normally scheduled hours, report for work prior to their actual starting time, or work on days for which they have not been previously scheduled.
3) Decisions on emergency or special assignments will be made by supervisors after consultation with the appropriate program Director.

4) For more information, employees should refer to the Policies on *"Attendance and Punctuality" and "Overtime."*

MEAL PERIODS

POLICY

KenCrest will provide an unpaid meal period to employees whose positions do not require provision of direct service during meal periods to the people we serve.

PROCEDURES

1) Programs will establish meal period standards to meet the needs of the program. Any additional break period that may be offered will also be determined by the program.
2) A non-exempt employee (see Policy on *"Employment Classification")* must be relieved of all job duties and responsibilities during his or her unpaid meal period. If a non-exempt employee performs work during the meal period, then it is treated as time worked and will be compensated according to the guidelines established in the Fair Labor Standards Act and/or other applicable laws.

ATTENDANCE AND PUNCTUALITY

POLICY

Employees are required to be reliable and punctual in reporting for scheduled work.

PROCEDURES

1) Employees must notify their supervisor in advance of an anticipated absence, lateness, or other deviation in scheduled work hours. Employees are responsible to know of and refer to their program's specific call-out instructions about who to contact and by what time employees must call-out prior to their start time.
2) Employees are expected to be present at their work location at their scheduled time. Lateness is defined as any time thereafter.
3) Excessive lateness is defined as three (3) times in a one-month period.
4) An employee's actual arrival time must be reflected in the proper timekeeping document. Failure to do so is considered falsification of records.

5) A physician's statement will be required in the event of absence of three (3) or more consecutive days, frequent absences, or a pattern of absences.
6) Employees who fail to show up for work for two consecutive days without prior notification (no call, no show) may be considered as having voluntarily resigned their position with KenCrest.

EMPLOYEE PERSONAL DATA CHANGES

POLICY

KenCrest requires every employee to submit accurate personal data.

PROCEDURES

1) Employees are required to notify their supervisor or Human Resources representative as soon as possible of any changes in their personal data.
2) Employees are also responsible for updating the information in the HRIM. Examples include changes to:
   - Name
     - The employee will be required to complete a new W4 form
   - Mailing address
     - The employee will be required to complete a new W4 form
   - Phone number
   - Emergency contact
   - Licenses
   - Certificates
   - Family status that may affect employee benefits

INSERVICE TRAINING

POLICY

KenCrest provides general and job-specific in-service training to employees.

PROCEDURES

1) Employees are informed of training courses which they are required to attend.
2) An employee's wages will be paid for attendance at approved and required in-service training.

3) A record of attendance at required in-service training sessions will be kept in the applicable training system and/or an employee's file at the program office and/or the KenCrest central office personnel file.
4) Some programs require successful completion and/or certification in certain in-service training areas (e.g., CPR, first aid) before an employee may begin, or continue, his or her employment with KenCrest.
5) If an employee fails to complete a required training or retraining by their due date, then he or she may be removed from the work schedule and remain off (unpaid) until training is satisfactorily complete. Employees may be disciplined up to and including termination if the required training is not completed as of the extended due date.

EMERGENCY CLOSINGS

POLICY

KenCrest will determine when emergency conditions may require the closing of a work location.

PROCEDURE

1) Emergency conditions, such as severe weather, fire, flood, snow, or earthquake may necessitate the closing of a work location.
2) Due to unique and varied operating requirements, KenCrest programs have their own emergency closing procedures to which employees should refer to and obtain from their supervisor.
3) When the Agency and/or a program closes a work location due to an emergency, employees who were scheduled to work at that location will be notified and will be paid for their shift.

SMOKING

POLICY

Smoking is prohibited in KenCrest work sites, including offices, facilities, centers, licensed residential homes, and Agency vehicles.

PROCEDURE

1) Directors may establish a designated outdoor smoking area for that sole purpose.

2) Directors also have the discretion to implement more restrictive standards, including a completely smoke-free environment.

INSUBORDINATION

POLICY

Insubordination in the workplace refers to an employee's intentional refusal to obey an employer's lawful and reasonable orders. Such a refusal would undermine a supervisor's level of respect and ability to manage and, therefore, is often a reason for disciplinary action, up to and including termination. All reports of insubordination should be referred to HR for further inquiry.

An employee's refusal to do something that is illegal, unethical or a violation of company policy would not be considered insubordination.

INTERNAL INVESTIGATIONS

POLICY

Employees are required to cooperate in an internal investigation and maintain the confidentiality of information shared or discussed during an internal investigation. Failure to do so may be grounds for disciplinary action, up to and including discharge.

PROCEDURES

1) An employee being interviewed during an internal investigation will not be allowed to have a co-worker, family member or attorney present during the interviewing process.
2) An employee who is the subject of an investigation may be placed on administrative leave (without pay) depending upon the circumstances warranting the investigation.
    a. If an investigation is required, the employee may be placed on administrative leave until the investigation is complete.
    b. The period of administrative leave will be *paid*. If the employee is returned to work, the employee is expected to return to work on their next scheduled shift.

c. Administrative leave is based on the investigation findings, a decision will be made about appropriate disciplinary action between operations management and human resources.

d. Founded investigations may result in disciplinary action including suspension without pay.

e. A determination about appropriate disciplinary action will be made by the Program Director in consultation with a senior Human Resources representative. The employee will be notified about the determination.

f. An allegation of abuse against an individual automatically results in the employee being placed on administrative leave.

REQUESTS FOR REFERENCE CHECKS

POLICY

KenCrest will respond to outside requests for reference checks from other employers.

PROCEDURES

1) Human Resources and central Payroll Office representatives are authorized to provide verification of previous or current employment based on length of service and job title.
2) No additional employment data will be provided without a written employment reference request and authorized release form signed by the individual who is the subject of the inquiry.
3) Any written employment reference request and signed authorized release form must be forwarded to the Director of Employee Relations for review and completion.
4) Responses to such inquiries will be limited to information that can be substantiated by KenCrest's records, including the employee's personnel file.
5) Current or former employees may submit a written request for a letter of recommendation, which can be provided by their supervisor in consultation with a Human Resources representative.

CONFIDENTIALITY/NONDISCLOSURE

POLICY

KenCrest requires the protection of confidential Agency information.

PROCEDURES

1) Protection of confidential Agency information includes but is not limited to data regarding the people we serve (unless information is formally released by an individual we support or his or her legal guardian), employee information, fiscal information, human resource strategies, and pending projects and proposals.
2) If an employee is unsure of whether information is classified as confidential, or whether a person is authorized to receive the information, the employee should consult his or her supervisor or program Director.
3) Employees are required to maintain the confidentiality of information shared or discussed during an internal investigation.
4) Any employee who discloses confidential Agency information to a person who is not authorized to receive that information will be subject to disciplinary action (including possible discharge) and legal action, even if he or she does not actually benefit from the disclosed information.
5) Medical information regarding the people we serve may be protected under the Health Insurance Portability and Accountability Act (HIPAA). Employees should refer to the *"KenCrest HIPAA Policies and Procedures"* manual for more detailed information and responsibilities.

CONFLICTS OF INTEREST

POLICY

KenCrest prohibits any employee or immediate family member from personally profiting from any companies, organizations, or persons doing business with the Agency.

PROCEDURES

1) Employees and family members are prohibited from receiving any type of personal profit from any supplier, provider, customer, or people we serve within the agency, such as: favors, fees, payments, substantial gifts, gratuities, loans of any monies, free services.

2) Employees may not engage in political activity in the name of the Agency unless it furthers the Agency's mission or interests and is approved by the Chief Executive Officer.
3) It is an employee's duty to report any proposed transaction that may constitute a conflict of interest to his or her supervisor, who will discuss the employee's concern with the management chain up to and, if necessary, including the Chief Officer for their area.
4) If an employee is not sure if something constitutes a conflict of interest, he or she should consult his or her supervisor, who will discuss the employee's concern with the management chain up to and, if necessary, including the Chief Officer for their area.
5) The Chief Officer will advise the Chief Executive Officer of the facts concerning potential conflict of interest allegations and what, if any, steps have been taken to protect the Agency.

OUTSIDE EMPLOYMENT

POLICY

KenCrest recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of KenCrest are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Procedures

KenCrest applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees.

Notice:

Employees must notify their supervisors or managers of their intent to engage in outside employment.

1) All full-time employees are expected to make KenCrest their priority employer.
2) Employees are required to provide HR with the names of other employers and the responsibilities they perform for those employers, if requested.
3) All employees, especially those working in a hybrid or remote capacity, are strictly prohibited from holding a second job and performing that work during their

scheduled KenCrest work hours (Job Stacking). Your full attention and dedication must be given to your KenCrest responsibilities during your shift.

- Employees may not solicit or conduct any outside business during work time for KenCrest.

4) Work-related activities and conduct away from KenCrest must not compete with, conflict with, or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to KenCrest.
5) Employees are prohibited from performing any services for customers of KenCrest that are normally performed by KenCrest.
   - This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information.
6) Employees are not permitted to conduct outside business on KenCrest equipment including but not limited to cell phones and laptops.
7) KenCrest employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.
8) If outside work activity causes or contributes to job-related problems at KenCrest, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
9) Employees may not use KenCrest paid sick leave to perform work for another employer.
10) If an employee's outside employment presents a conflict of interest with KenCrest, as defined in the Conflict-of-Interest Policy, or if such outside employment has any potential for negative impact on KenCrest, the employee will be asked to terminate the outside employment.
11) Fraudulent use of company sick leave or an employee's refusal to comply with KenCrest's reasonable request to terminate outside employment may result in immediate termination of employment with KenCrest.

Employee Rights:

1) Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1).

USE OF AGENCY EQUIPMENT AND VEHICLES

POLICY

KenCrest expects employees to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines when using Agency equipment and vehicles.

PROCEDURES

1) The unauthorized, negligent, destructive, or unsafe use or operation of equipment or vehicles is prohibited.
2) The use of Agency vehicles requires prior approval by the employee's supervisor. The driver of any Agency vehicle must have a valid driver's license and acceptable motor vehicle record (MVR). Incurring excessive or avoidable traffic and parking violations is prohibited.
3) Employees must notify their supervisor if any equipment, machines, tools, or vehicles are damaged, defective, or need repair. Employees are required to follow any program reporting requirements relating to damaged or defective equipment and materials.
4) Employees may be held responsible to pay for the cost of replacing lost, stolen, or damaged equipment (such as laptop computers, cell phones, etc.) or vehicles that are the property of KenCrest.
5) Questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job should be asked of the employee's supervisor.
6) Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of KenCrest.
7) KenCrest reserves the right to search an employee's belongings and/or work while on Agency premises. KenCrest reserves the right to search for its own property at any time. This search can be authorized by the Director or their designee, for probable cause. Failure to comply with a search request will result in disciplinary action, up to and including discharge from employment.
8) Agency vehicles are to be driven only by those employees who are specifically authorized to do so.
9) Agency vehicles and equipment are *not* available to employees for their own personal use, unless otherwise approved by the Director.
10) Employees who drive an Agency vehicle or their own vehicle in the course of employment must notify their supervisor immediately of any relevant information

about their driving privileges including expiration, revocation, or suspension of their license.

a) Failure to immediately notify may result in disciplinary action up to and including discharge.

11) If an employee is driving his or her own vehicle on Agency business, the employee's insurance policy will have primary responsibility for liability coverage, with secondary coverage being provided by the Agency.

12) Upon resignation or discharge, employees must immediately return Agency property including, but not limited to, vehicles, equipment, petty cash, ID badges, cell phones, computers, credit cards, keys, debts owed to the Agency, and materials.

13) Employees should refer to any additional procedures set by their program regarding motor vehicle usage.

14) Failure to return all equipment or funds may result in legal action including filing for theft.

AUTOMOBILE EXPENSE

POLICY

KenCrest will participate in the cost of business or program-related use of automobiles.

PROCEDURES

Business Use of Personal Vehicles

1) When employees are required to use their personal vehicles for business use, the Agency will reimburse for that use based upon the submission of a reimbursement request and supported by a mileage log. The rate per mile will be reviewed and adjusted on an annual fiscal year basis. The IRS reimbursement rate will be considered as a basis for determining the reimbursement rate. The rate is intended to cover all related expenses including insurance and maintenance. No further reimbursement will be eligible.

2) All vehicles used in the transport of the people we serve must be insured to the minimum state vehicle standards.

Business Use of Agency Vehicles

<u>Automobiles assigned to Programs:</u>

1) An Agency vehicle assigned to a program or department will be parked at a program location when not in use and will not be available for any employee's personal use. The Agency will cover all payments including lease or financing charges, insurance,

maintenance, and fuel. The program will maintain mileage logs with odometer readings. Required maintenance and inspection is the responsibility of the program.

2) All drivers of Agency owned and leased vehicles will be subject to license verification and those with driving violations will be prohibited from driving Agency vehicles. In addition, drivers will be required to attend driver safety courses as a part of their training schedules. The purchase of fuel for Agency vehicles can be made using a gasoline credit card subject to the rules of use for the vehicle location.

USE OF TECHNOLOGY DEVICES

POLICY

Employees are prohibited from using telephones, cell phones and other technology devices while providing direct care to the people we serve, unless it is directly related to and necessary for the immediate delivery of care.

PROCEDURES

1) Personal calls and texts made to and by employees are to be discouraged during work hours and are prohibited while providing direct care to people we serve.
2) KenCrest telephones at each work location are intended for business use.
3) Any personal incoming or outgoing telephone calls or text messages are to be made only during breaks (where applicable) or with approval from a supervisor. During work time, any necessary personal calls, or text messages or technology usage must be limited to 10 minutes or less.
4) Emergency calls for employees will be handled and routed immediately as possible.
5) During work time, employees' personal cell phones must be kept on 'mute' or 'vibrate.'
6) Use of cell phones or other technology devices while transporting individuals is prohibited.
7) Service areas may establish more specific telephone and technology usage rules, and employees must become familiar with the information by receiving it from the supervisor.
8) KenCrest assumes no responsibility or liability for the replacement or repair of personal cell phones or other technology devices lost or damaged during work hours or while on agency property.

USE OF AGENCY COMPUTER RESOURCES

POLICY

KenCrest abides by all computer software copyright laws. Use of unlicensed software is prohibited. Users will abide by the procedures established to manage the use of the Agency's computer system and network.

DEFINITIONS

- **Computer resources** - refers to KenCrest's entire computer network and includes but is not limited to host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, standalone computers, laptops, printers, scanners, software, data files, and all internal and external computer and communications networks (e.g. internet, e-mail systems, etc.) that may be accessed directly or indirectly from the computer network.
- **Users** – refers to all employees, independent contractors, consultants, temporary workers, and other persons or entities that use KenCrest computer resources.

PROCEDURES

1) Computer resources are the property of KenCrest and are to be used for legitimate business purposes only. Employees should not have an expectation of privacy.
2) KenCrest reserves the right to:
    - Audit the usage of agency computer resources.
    - Monitor productivity on company issued devices in accordance with policy and law should an employee's productivity and/or performance be questioned by their supervisor.
3) The computer resources and computer accounts made available to users are the property of KenCrest. Designated KenCrest personnel have the right to monitor anything created, stored, sent, received on, or deleted from the KenCrest computer system. This includes e-mails, internet usage, downloaded information, etc.
4) Users will use or disclose information in KenCrest files or databases ONLY for legitimate business purposes and always in a manner consistent with applicable law and regulations governing such use and disclosure.
5) Users are not permitted to use or disclose information in KenCrest files or databases for personal benefit or permit others to benefit personally by access to any confidential information or use of equipment available through a work assignment.

6) Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail (both internal and external) or other form of electronic communication (bulletin board sites, newsgroups, chat groups, etc.), downloaded from the internet, or displayed on or stored in KenCrest computer resources. (This does not refer to information used in legitimate work- or business-related situations such as sexuality training or behavior plans).

7) Sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of KenCrest via computer resources is prohibited. If unsure what constitutes confidential or proprietary information, contact your supervisor before transmitting such information. (Refer to the Policy on *"Confidentiality/Nondisclosure").* Any further questions will be brought by the supervisor to the Director.

8) Computer access passwords are to be kept confidential. Employees are to use their own password only; passwords are not to be shared with other employees; and employees are not to use their passwords to log other employees onto the network. Passwords will expire every 60 days and must be re-established. In emergency situations requiring access to the network or databases beyond their own passwords, employees should contact the Network Administrator.

9) To ensure licensing compliance and network safety, employees must receive prior approval from the IT Department before downloading or installing software, screensavers, programs, etc. onto company computers. The IT Department will not install any software on an employee's computer without written authorization from the employee's Director.

10) The company may have the need to restore deleted voice mail or e-mail messages. Deleting voice mail or e-mail messages does not guarantee that they are erased from our storage system. Employees should not believe that privacy of voice mail or e-mail communications is created by their efforts to delete incoming or outgoing messages or using a password.

11) E-mail sent from or to in-house counsel or an attorney representing the company must include the following header: **ATTORNEY-CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION.**

12) Users will respect the finite capability of the computer systems and limit use of these resources to not interfere unreasonably with the activity of other users.

13) Users will not exhibit or divulge the contents of any record or report except to fulfill a work assignment and only in accordance with KenCrest policy and consistent with applicable law and regulations governing such use and disclosure.

14) Users will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.

15) Users will respect the confidentiality of data and reports from any information system database containing information about those people we serve by KenCrest and KenCrest employees.

16) Users are prohibited to send or forward KenCrest data to any personal platforms or email addresses.

17) Users will report any violation of these policies and/or procedures to their immediate supervisor.

VIDEO MONITORING

POLICY

KenCrest uses video monitoring on the premises for safety, crime prevention, operational monitoring, and legal protection. Employees should have no expectation of privacy in common areas or areas where video monitoring is active. Cameras may be utilized in common areas to enhance safety, prevent crime, and assist in operational monitoring. Footage is used for legal protection and to ensure a secure workplace for all staff. KenCrest follows all Federal, State and local laws regarding video monitoring.

PROCEDURES

1. Video monitoring does **not** include audio. KenCrest prohibits the unauthorized recording of oral communications.
2. Scope and Location: Video monitoring cameras may be in front of residential home properties such as video doorbells and in agency vehicles. Monitoring is conducted solely for safety, crime prevention, and operational security. No video monitoring is conducted in restrooms or private areas.
3. Data Security: Access to surveillance footage is strictly limited to authorized management for legitimate business investigations.
4. Acknowledgement: By signing the handbook acknowledgment form, employees in Pennsylvania, Delaware and Connecticut acknowledge they have received this prior written notice of electronic monitoring.

BIOMETRICS

POLICY

KenCrest uses biometric identifiers such as fingerprints and facial recognition and it is strictly for business purposes, such as access control and timekeeping. This data is stored securely and is never shared with external third parties. We will not collect this data without your prior, written, opt-in consent.

PROCEDURES

1. **Security & Disclosure:** Your biometric data is stored as an encrypted mathematical template. We will never sell, lease, or trade your biometric information. Data is only shared with our service providers to facilitate the purposes above, and they are contractually prohibited from using it for any other reason.
2. **Retention & Deletion:** In accordance with CT and DE state laws, we will retain your biometric data only as long as you are employed or until the purpose for collection is fulfilled. Upon termination of employment, your biometric data will be permanently deleted from our systems within [e.g., 60 days].
3. **Your Rights:** You have the right to access, correct, or request the deletion of your biometric data. Please contact the IT department to exercise these rights.

INDIVIDUAL'S PROPERTY

POLICY

KenCrest employees are prohibited from using and borrowing property or money which belongs to the people we serve.

PROCEDURES

1) The property of the people we serve can only be sold or purchased with the consent of those individuals, as well as approval from the Director.
2) When the property of an individual we support is sold or purchased, the proceeds must be returned to the individual.

REIMBURSABLE EXPENSES

POLICY

Reimbursement is available for actual and reasonable expenses an employee incurs while either on Agency business or attending conferences and seminars on behalf of the Agency.

PROCEDURES

1) Employees are reimbursed, at a rate approved by the funding sources, for the use of their automobiles while on Agency business. Eligible expenses include mileage,

tolls, and parking charges. All eligible expenses need to be approved by the employee's supervisor for the reimbursement to be processed.

2) KenCrest is not responsible or liable for an employee's personal possessions in the workplace or on the property. Employees are encouraged to leave valuables at home and only bring the minimum necessary possessions with them to work. An employee's personal possessions may not be stored on KenCrest property. Employees should consult with their supervisor to help determine a safe, secure place to keep personal possessions during work hours.
3) Employees who personally pay for items purchased for the residents or the facility will not be reimbursed unless the employee received prior authorization by their supervisor to make the purchase and they submit a receipt.
4) Employees should use the most reasonable means of transportation available to conduct and/or while on agency business.
5) KenCrest does not reimburse employees for the cost of traffic or parking violations.
6) Employees may be reimbursed for reasonable lodging and meal costs upon prior approval by the employee's supervisor or Director. In addition, reimbursement of a guest's (e.g., a colleague or official interested in KenCrest programs) meal may also be reimbursed if provided to enhance the Agency's mission and image, and upon prior approval by the Director.
7) To maintain a reasonable flow of expense reports, employees are asked to submit their request for reimbursement every two weeks. Failure to submit expenses within a reasonable time after incurring the expense may result in non-reimbursement. Receipts for expenditures must be furnished by the employee to receive reimbursement.
8) Employees should refer to their program's procedures for any additional information regarding reimbursable expenses.

PRESENTATIONS RELATED TO AGENCY WORK

POLICY

Any honorarium, gratuity, or fee received by an employee from an outside organization, for a presentation given on behalf of KenCrest, must be forwarded to the employee's Executive Director.

PROCEDURES

1) Some employees may be invited or required to speak to other organizations about the services and programs of the Agency, to participate in Agency-sponsored workshops, or to provide consultative services on behalf of the Agency.
2) Presentations or attendance at meetings by employees as representatives of KenCrest will require prior approval by the Executive Director and may require submission of written reports.
3) The employee who presents will consult with the Executive Director as to the disposition of such payments.

PERSONAL REALTIONSHIPS

POLICY

KenCrest maintains a work environment with clear boundaries regarding familial and personal relationships.

PROCEDURES

1) KenCrest expects that employees will focus on performing their job responsibilities with high quality and professionalism and without unnecessary conflict of interest or interruption.
2) KenCrest employees are expected to adhere to the dress code defined by their department. Including but not limited to remote and virtual meetings.
3) An employee may not work in a supervisory chain-of-command with another employee who is a family member.

   “Family members” are defined as spouse, partner, parent, sibling, child, stepparent, stepsibling, stepchild, grandparent, grandchild, uncle, aunt, cousin, niece, nephew, and in-laws within these categories.
4) An employee may not work in a supervisory chain-of-command with another employee with whom they have a personal relationship.

   “Personal relationship” is defined as a relationship between two employees who have either a casual or continuing relationship of a dating, romantic or intimate nature.”
5) A supervisor must disclose whether they are a family member of or involved in a personal relationship with a current employee.
6) If employees marry or become related to one another under the above definition of family members while they are working in a supervisory chain-of-command relationship, the employees must disclose that information to the Director. Efforts will

be made to reassign one or both employees to an available position for which the employee is qualified. If, however, no such position is available, one of the employees must resign. The employees will have 120 days to decide which of them will resign. If no decision has been made at that point, the Agency will make the final decision.

7) An exception to this policy is made in the case of residential program live-in employees who are related to one another at the time of hire.

8) A supervisor is prohibited from dating subordinate employees in their chain of command.

9) If employees become involved in a personal relationship with one another under the definition of personal relationships while they are working in a supervisory chain-of command (one supervising the other), the employees must disclose that information to the Director. Efforts will be made to reassign one or both employees to an available position for which the employee is qualified. If, however, no such position is available, one of the employees must resign. The employees will have 30 days to decide who is to be reassigned or terminated if no other position is available. If any conflict arises during that time or a decision is not made, then the Agency will make the final decision.

10) KenCrest reserves the right to take prompt action to separate employees when a conflict of interest or the potential for conflict arises because of a familial or personal relationship between employees, whether they are in a chain of command. The employees may be separated by reassignment or termination of employment.

11) In the event that any type of familial or personal relationship between employees should interfere with an employee's work, the work of others, the normal operating procedures of KenCrest, and the maintenance of order on the premises, one or both of the involved employees may be required to accept reassignment to another worksite and/or position, resign or be terminated from employment.

JOB PERFORMANCE MANAGEMENT

PERFORMANCE EVALUATION

POLICY

KenCrest supervisors may complete and give a performance evaluation to employees at the conclusion of an employee's probationary period and on their yearly anniversary date.

PROCEDURES

1) Employees may complete a self-assessment.
2) The performance evaluation will include competency ratings, areas of strength, areas for development, and an action plan.
3) The completed evaluation will be signed by the employee and their supervisor. A copy is given to the employee and the original is placed in the central office personnel file.
4) The Human Resources Department will maintain KenCrest's performance evaluation process and provide training. Upon request, consultative support is available to individual supervisors and employees.

JOB PERFORMANCE EXPECTATIONS

POLICY

KenCrest requires employees to perform their job duties satisfactorily within the context of the job description and core values and mission of the Agency.

PROCEDURES

1) Employees must not engage in activity that interferes with their own work, the work of others, the normal operating procedures of KenCrest, and the maintenance of order on the premises.
2) Upon hire, supervisors will discuss job expectations with employees.
3) Employees will receive a copy of their job description which outlines required job duties.

DISCIPLINARY ACTION

POLICY

KenCrest, with sole managerial discretion, uses disciplinary actions as correction for an employee's behaviors including but not limited to job performance concerns or policy violations. KenCrest reserves the right to terminate the at-will employment of any employee at any time with or without notice and/or prior discipline.

Types of Disciplinary Action
Verbal warning
Written warning
Suspension without pay
Demotion
Discharge

DESCRIPTIONS

Verbal warning: A verbal warning is a disciplinary action which details an employee's job performance issues or violations of a KenCrest policy, procedure, or rule. Although the warning is 'verbal' in nature, the information presented will be documented in writing to the employee.

Written warning: A written warning is a more serious disciplinary action which strongly points out to an employee that a performance problem or violation has occurred and warrants their immediate attention. Except for offenses requiring more stringent action, employees will normally receive a verbal warning before receiving a written warning. Additionally, a written warning need not pertain to the same or similar offense(s) for which the verbal warning was given.

Suspension without pay: A suspension without pay is designed to provide supervisors with an additional disciplinary step before discharge may be necessary. When an employee is suspended, they may be required to leave the premises immediately. The supervisor or his or her designee will allow the employee to recover his or her personal belongings.

Demotion: Demotion is a reduction in an employee's job responsibilities and/or job title, which is a result of the employee's lack of performance and/or inability to perform his or her current job duties. A recommendation for such an action requires written documentation by the supervisor and approval from the Director or their designee, and Human Resources.

Discharge/Termination: Discharge from employment represents that a serious breach of the Agency's policies and procedures have occurred, which include but are not limited to: causing direct harm to others, or a repeated failure to correct performance or behavior addressed in prior warnings. A recommendation for such an action requires written documentation by the supervisor and approval from the Director or their designee, and Human Resources.

PROCEDURES

1) Progressive discipline typically follows an ascending pattern moving from the lowest level of discipline to the highest. However, depending upon the circumstances and/or severity of the event/performance concern, in consult with Human Resources, a supervisor may use multiple steps at the same time, or steps can be skipped along the way.
2) Supervisors should review and follow the Disciplinary Action Procedures and consult with a Human Resources representative accordingly on disciplinary matters.
3) A disciplinary action form that fully explains the warning as well as cites any preceding and related disciplinary action, will be given to the employee at a formal meeting arranged and conducted by their supervisor. This meeting is designed to provide a forum in which the supervisor shares concerns with the employee and explains in detail the circumstances requiring the disciplinary action and the contents of the disciplinary action form.
4) Any disciplinary action form containing a warning should be signed and dated by the employee to acknowledge their receipt of, but not necessarily agreement with, the reason for the warning. If the employee refuses to sign the warning, another supervisor (if possible) should be brought in to sign and witness that the employee has received, but refused to sign, the document. A copy of any endorsed disciplinary action form will be given to the employee, and a copy placed in the employee's central office personnel file.
5) If an investigation is required prior to reaching a decision about proper disciplinary action, the employee may be placed on administrative leave until the investigation is complete. The period of administrative leave will be *unpaid*. Based on the investigation findings, a decision will be made about appropriate disciplinary action. If the employee is suspended or discharged, then the administrative leave in its entirety or a portion of it will be unpaid. If the employee is restored to work, then they will receive back pay. A determination about appropriate disciplinary action and

eligibility for pay will be made by the Director in consultation with a senior Human Resources representative. The employee will be notified about the determination.

6) Employees on suspension without pay will not be allowed to use any accrued time while on suspension. Further, supervisors considering the placement of an exempt employee on a suspension without pay should first consult with the Human Resources Department.

7) Before the end of a suspension period, the supervisor is to notify the employee as to his or her future employment status, which may include discharge or reinstatement (with or without further disciplinary action) or whether the suspension period will be extended. Such notification may be given verbally but must also be confirmed in writing and cosigned by the Director or their designee, and the supervisor. The written notification will be given to the employee and a copy placed in the employee's central office personnel file.

8) For employees receiving a disciplinary action notice indicating Demotion, the Policy on "Probationary Period" must also be given to and discussed with the employee.

9) Upon approval of the decision to Discharge an employee, a Human Resources representative will write a discharge notice either using the disciplinary action form or a letter format. The supervisor (and an additional supervisory staff member if necessary) will meet with the employee to present the reason(s) for the discharge and give the employee a written discharge notice. If the supervisor is unable to meet with the employee, the discharge notice will be sent to the employee and serve as notice of their discharge from employment with KenCrest. For more information, please refer to the Policy on *"Discharge."*

10) Behavior that is illegal is *not* subject to progressive discipline, may be grounds for immediate discharge, and may be reported to local law enforcement such as but not limited to: theft, intoxication at work, fighting and other acts of violence, consumer abuse or neglect. Supervisors will take reasonable steps to ensure safety, report the behavior to the Director and Human Resources, and follow other procedural channels.

DOCUMENTATION

- A General Counseling Statement, although *not* a formal disciplinary step, may be completed by an employee's supervisor whenever it is necessary to counsel, coach and inform the employee on problematic behaviors that need improvement or could lead to further concerns or disciplinary action.
- A Disciplinary Action Form must be completed by an employee's supervisor whenever a progressive disciplinary action is issued for correction of the employee's problematic actions or behaviors.

1) Supervisors must have written documentation of the employee's actions which warrant disciplinary action. Additionally, supervisors should document any other

phone calls, meetings, and other communications which relate to disciplinary action(s) taken against an employee. Employees will receive a copy of any documentation which will be placed in his or her central office personnel file.

2) All relevant documentation must be forwarded to the employee's central office personnel file.
3) Any changes regarding an employee's status (e.g., discharge, demotion, salary, etc.) must be processed immediately by the supervisor using the appropriate Payroll form. Human Resources can provide necessary guidance.

ENDING EMPLOYMENT

RESIGNATION

POLICY

Employees categorized as exempt under applicable law are required to give four (4) weeks written notice of resignation. Employees categorized as non-exempt under applicable law are required to give two (2) weeks written notice of resignation.

PROCEDURES

1) Employees are responsible for submitting their written notice of resignation. The notice should be dated with the current date, as well as stipulating the employee's intended last day of work. Upon receipt, the supervisor will sign and date the resignation notice. The date of receipt and intended date of the last day of work will be used for establishing whether the employee gave the required notice of resignation.
2) Employees will not be permitted to take time off during the resignation period. Any time off pre-approved or unplanned during the resignation period may cause the resignation period to be extended. At no time will the resignation period be extended beyond the amount of time taken.
3) Employees who fail to show up for work for two consecutive days without prior notification (no show, no call) may be considered as having voluntarily resigned their position with KenCrest. Supervisors will contact the Human Resources Department, and a written confirmation of resignation acceptance will be sent to the employee by a Human Resources representative.
4) Upon resignation, employees must immediately return Agency property including, but not limited to equipment, petty cash, ID badges, cell phones, computers, credit cards, keys, debts owed to the Agency, and materials.
5) Employees will be paid for all time worked, up to and including the effective resignation day.
6) Employees may participate in an exit interview with a Human Resources representative.
7) A *Remove from Payroll* form must be completed by the supervisor and forwarded to a Human Resources representative who will review and send it to the central Payroll Office within three working days from date of discharge. Any additional documentation must be forwarded to Human Resources for placement in the employee's central personnel file.
8) Employees receiving KenCrest sponsored health insurance benefits may be eligible to receive a continuation of their health insurance benefits through COBRA. For

more information, employees should refer to the Policy on *"Continuation of Health Insurance (COBRA)."*

9) Refer to the *"Paid Time Off (PTO)"* Policy and *Attachment B* for information regarding the use and payment of unused, accrued time upon resignation. Employees in some programs will be referred to a specific paid time off plan and procedures designated by the program. Employees not completing the full resignation period will be deemed ineligible for PTO payout.

DISCHARGE

POLICY

Violation of KenCrest personnel policies and procedures, or specific program procedures or operational standards, or job performance issues may result in disciplinary action up to and including discharge. KenCrest reserves the right to terminate the at-will employment of any employee at any time for any reason permitted by law with or without cause and with or without notice.

PROCEDURES

1) The Director and Human Resources must review and approve any discharge.
2) A discharge will be effective immediately. The supervisor will ensure that the employee turns in any KenCrest property and removes their personal possessions from the KenCrest work location. The supervisor or other Agency representative will accompany the employee until they leave KenCrest property.
3) Upon discharge, employees must immediately return KenCrest property including, but not limited to, equipment, petty cash, ID badges, cell phones, computers, credit cards, keys, debts owed to the Agency, and materials.
4) A *Remove from Payroll* form must be completed by the supervisor and forwarded to a Human Resources representative who will review and send it to the central Payroll Office within three working days from date of discharge. Any additional documentation must be forwarded to Human Resources for placement in the employee's central personnel file.
5) Employees will be paid for all time worked, up to and including the effective date of the discharge.
6) Employees receiving KenCrest sponsored health insurance benefits may be eligible to receive a continuation of their health insurance benefits through COBRA, unless

discharge is due to the employee's "gross misconduct." For more information, refer to the Policy on *"Continuation of Health Insurance (COBRA)."*

7) Upon discharge, the employee is not eligible for payment of any unused accrued time.

REDUCTION IN LABOR FORCE

POLICY

Employees may be separated from employment due to a reduction in labor force or the elimination of certain positions within the Agency.

PROCEDURES

1) All reductions in labor force actions will be discussed with the Human Resources Department and if applicable, will be performed in accordance with Workers' Adjustment Retraining and Notification (WARN) Act.
2) Affected employees will be given a copy of the most recent Job Opportunities posting to apply for vacant positions.
3) Employees must immediately return Agency property including, but not limited to equipment, petty cash, ID badges, cell phones, computers, credit cards, keys, debts owed to the Agency, and materials.
4) Employees will be paid for all time worked, up to and including the last day worked.
5) A *Remove from Payroll* form must be completed by the supervisor and forwarded to a Human Resources representative who will send it to the central Payroll Office within three working days following the last day worked.
6) Employees receiving KenCrest sponsored health insurance benefits may be eligible to receive a continuation of their health insurance benefits through COBRA. For more information, refer to the Policy on *"Continuation of Health Insurance (COBRA)."*
7) Upon separation due to a reduction in labor force, employees will receive a payout of all unused accrued time from their PTO account.

GRIEVANCE PROCESS

POLICY

KenCrest provides a grievance process to current employees.

PROCEDURES

1) The grievance process serves to evaluate an individual's legitimate concerns while upholding the managerial authority in the Agency.
2) Employees in their initial 90-day probationary period or initial extended probationary period will not have recourse through the Grievance process.
3) Employees should promptly discuss concerns with his or her immediate supervisor at a mutually convenient time. Every effort should be made to address and resolve the employee's concerns prior to initiating the grievance process.
4) If a discussion with an employee's immediate supervisor does not result in a satisfactory resolution, the employee can file a written grievance with the next level Director (depending upon the nature of the grievance). Employees will be instructed to whom to address their grievance. This written grievance should state clearly the relevant facts, the nature of the grievance, and the remedy requested or suggested. A written grievance must be filed within five (5) working days of the time when the employee knew, or should have known through reasonable diligence, of the facts giving rise to the grievance.
5) After receiving the employee's (grievant's) written grievance, the Director or their designee will investigate. This investigation may include, but not be limited to, the following: interview with grievant; interviews with witnesses; review of relevant records (e.g., timecards, central office personnel file); interview with grievant's supervisor or manager; etc. Within five (5) working days of the receipt of the written grievance (unless the review of the circumstances of the grievance make this not possible in supporting a thorough and fair consideration of the facts), the Director or his or her designee will present his or her decision in writing to the grievant.
6) The decision of the Director or his or her designee shall be made within five (5) working days from the time that the review is completed (unless the review of the circumstances of the grievance make this not possible in supporting a thorough and fair consideration of the facts) and shall be final.
7) Employees directly reporting to the Chief Executive Officer will have the option of having their grievances reviewed by the President of the Board of Directors. The Board President may conduct his or her own investigation and/or refer the matter to an Ad Hoc Grievance Review Committee. Such Committee, appointed by the President of the Board of Directors, shall be composed of Board members. This Committee will submit recommendations in writing to the President of the Board. The decision of the Board President shall be made within five (5) working days of the receipt of the Committee recommendations and shall be final.
8) To ensure that a thorough investigation is conducted, KenCrest reserves the right to extend the previously mentioned timeframes. Employees will be notified of the need for an extension.

9) Due to the specific requirements surrounding procedures for handling sexual harassment and other unlawful harassment allegations, the grievance procedure is not intended to be used for these purposes. However, the disciplinary or employment action resulting from an investigation of sexual harassment and/or other unlawful harassment is subject to the grievance process. Please refer to the Policies on “Unlawful Harassment and Sexual Harassment.”

Any documentation regarding the investigation process will be confidentially maintained in a file separate from the employee’s (grievant’s) central office personnel file. However, any correspondence relating to the final decision regarding the grievance will be maintained in the employee’s (grievant’s) central office personnel file.

Grievance for Terminations, Suspensions or Demotion

Policy

The grievance request regarding a termination, suspension or demotion will be heard only when new information or evidence is brought to light.

CONTINUATION OF HEALTH INSURANCE (COBRA)

POLICY

KenCrest complies with the Consolidated Omnibus Budget Reconciliation Act of 1986, as amended (“COBRA”).

PROCEDURES

1) COBRA requires certain employers to offer employees and their covered spouse and dependents a continuation of health insurance coverage under certain circumstances where health coverage under a group health plan would otherwise end due to a qualifying event.
2) Employees will receive notification of their rights under COBRA upon election of health insurance benefits and termination of coverage.

ATTACHMENT A

DRUG, ALCOHOL & SUBSTANCE ABUSE

Testing Procedures

Type of Testing:

Testing for the use of illegal drugs, controlled substances or alcohol will be conducted under the following circumstances:

Job Applicant Testing

1) Once an applicant is made an initial offer of employment, he/she will be informed of the KenCrest Policy & Procedures on Drug, Alcohol and Substance Abuse and advised that he/she must take and pass a test for illegal drugs and controlled substances (alcohol testing of applicants is not performed) before a final offer of employment can be made. A written copy of the policy and procedures will be given to the applicant prior to submission to testing.
2) The applicant must submit to the drug test within 24 hours of being informed that he/she must go.
3) The applicant will be asked to go to one of the medical facilities or clinical laboratories designated by KenCrest. Proper identification must be presented by the applicant at the medical facility.
4) The supervisor sending the applicant for testing must complete the *KenCrest Substance Screening Appointment Form* prior to testing and forward it to the Human Resources Department.
5) An applicant who refuses to submit to testing will not be made a final offer of employment.

Random Testing of Employees

1) Employees subject to random testing include:
   - those who are hired primarily to drive vehicles
   - those who notify KenCrest of a drug and/or alcohol problem and are required to meet the stipulations outlined in “Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor”
   - those who are terminated for a positive substance or alcohol test and/or other and rehired in the future after meeting the stipulations outlined in “Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor”

- those who test positive for alcohol at a level falling between .02 and less than .04 and are required to meet the stipulations outlined in “Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor”

2) Testing will be done at times and on dates to be announced only on the day of testing. The total number of random tests collected each year will be evenly distributed throughout the year and will equal at least 50% of the number of employees in the random pool.
3) On the day of testing, the selected employee(s) will be accompanied by a supervisor to a KenCrest designated medical facility or clinical laboratory.
4) Employees in the random pool as a driver will be subject to urine testing for illegal drugs and controlled substances only. Employees in the random pool as a condition of continuing employment will be subject to urine testing for illegal drugs, controlled substances and/or breath alcohol testing as determined by the reason for treatment.
5) Employees sent for random testing will continue to work pending the testing results.
6) An employee who refuses to submit to testing when chosen from the random pool will be terminated from employment.

Reasonable Suspicion Testing of Employees

1) Employees may be subject to testing when reasonably suspected of being under the influence of illegal drugs, controlled substances, or alcohol under the following circumstances:
   - Employee is exhibiting abnormal behavior or personal appearance (e.g. disorientation, glassy eyes, slurred speech, aggressiveness, unsteady walk, etc.).
   - Employee has an odor of alcohol or illegal drugs.
   - Employee is involved in either a job-related accident or job-related incident involving the apparent violation of the law or regulations or safety rules or other policy established by KenCrest, which did or could have resulted in severe injury or property damage.
   - While using KenCrest vehicle or own vehicle and performing KenCrest business, employee has had a pattern or series of driving accidents or has an accident resulting, in part, through the fault of the driver.
   - The presence of alcohol, illegal drugs or controlled substances or drug or alcohol paraphernalia or containers is found on KenCrest property.
   - KenCrest receives a complaint from either a member of the public, person we serve, or another staff member concerning possible violation by an employee of the KenCrest policy and procedures on drug, alcohol, and substance abuse.
   - Any other instances where KenCrest, in its discretion, reasonably suspects the employee to be under the influence of illegal drugs, controlled substances, or alcohol.

2) If an employee is suspected of being under the influence of illegal drugs, controlled substances or alcohol, the employee's supervisor, or other authorized supervisory staff member, will conduct an immediate investigation of the circumstances surrounding the cause of suspicion. The investigation may include talking to witnesses or other staff members, reviewing records, talking to the suspected employee, and direct observation. The results of the investigation will be reported to an authorized representative able to make final testing determination.
3) All final decisions regarding testing of any kind and under any circumstances will be made by an individual approved as an authorized representative and who has received required training by the Human Resources Department.
4) Once a decision has been made to send an employee for testing, he/she will be accompanied to the KenCrest designated medical facility or clinical laboratory by an authorized supervisory staff member.
5) Employees will be subject to urine testing if reasonably suspected of being under the influence of illegal drugs or controlled substances. Employees will be subject to breath alcohol testing if reasonably suspected of being under the influence of alcohol.
6) An employee who refuses to submit to testing will be given the ability to provide the urine sample in the case of illegal drug and controlled substance testing or a blood sample in the case of alcohol testing (rather than a breath alcohol test) and have the specimen held by the medical facility or clinical laboratory for a 24-hour period. At the end of the 24-hour period, the employee must decide whether he/she wants to have the specimen tested.
7) An employee who is required to undergo testing based upon reasonable suspicion will be suspended without pay from employment immediately after rendering the sample and pending the results of the test (in the case of breath alcohol testing, results will be available immediately, therefore, suspension may not be necessary). If the test results are negative, the employee will be reinstated with back pay for the period of suspension, unless his/her conduct would otherwise justify disciplinary action for violation of any other personnel or KenCrest policy.
8) The employee's supervisor must complete the *KenCrest Substance Screening Appointment Form* and forward it to the Human Resources Department.
9) All investigation documentation will be maintained confidentially by the supervisor who conducted the investigation in a supervisory file separate from the central office personnel file.
10) An employee who refuses to cooperate with a supervisor's investigation, give a specimen or have a specimen tested after the 24-hour waiting period will be terminated from employment.

Specimen Collection and Testing:

Once an applicant or an employee agrees to submit to testing, the following procedures will be followed:

1) All specimens will be collected by competent, experienced medical facilities and sent to a NIDA -certified laboratory for testing.
2) Specific specimen collection procedures will be employed which promote untampered viable samples, while maximizing employee and applicant rights to privacy.
3) Appropriate chain of custody documentation will be prepared, and procedures adhered to reasonably assure that the samples which are ultimately tested are those relating to the employee or applicant who rendered the sample.
4) Urine drug testing will be used to test for illegal drugs and controlled substances. If the applicant or employee cannot provide enough of a urine sample to be used for testing, he/she will be examined, at KenCrest cost, by a physician at the facility to determine if there is a valid medical reason for being unable to provide an adequate sample. If a valid reason exists, it will not be considered a refusal to submit to testing and the applicant or employee may instead submit to blood testing for illegal drugs and controlled substances. If no valid reason exists, it may be considered a refusal to submit to testing. KenCrest reserves the right to test for certain classes of drugs, and not others. Classes of drugs and testing levels have been determined in accordance with reasonable forensic medical standards.
5) Employees or applicants will not be subject to direct observation while rendering a urine sample. If, however, the specimen collection personnel receiving the specimen suspects tampering has occurred on the part of the applicant or employee, he/she may be required to provide a second specimen under direct observation by medical staff.
6) Initial testing of the urine specimen will use an immunoassay method. A specimen that tests positive during the initial testing will receive a confirmatory test using the gas chromatography/mass spectrometry (gc/ms) method.
7) Breath alcohol testing will be used to test for the presence of alcohol. Testing will be performed by a qualified Breath Alcohol Technician. If the applicant or employee is unable to provide an adequate amount of breath, he/she will be examined by a physician at the facility to determine if there is a valid reason for being unable to provide an adequate amount of breath. If a valid reason exists, it will not be considered a refusal to submit to testing and the individual will be asked to submit to a blood alcohol test. If no valid reason exists, it may be considered a refusal to submit to testing.
8) All positive test results, as confirmed by the gc/ms method, will be reviewed by a Medical Review Officer (MRO) to ensure credibility of test results, assess whether other medical factors are affecting the test results and to provide for confidentiality of the employee's or applicant's personal medical history. The MRO will report as

positive those tests for which a valid medical explanation cannot be offered for the positive reading.

9) If an employee or applicant disputes a positive test result for illegal drugs or controlled substances, he/she may, within 24 hours of receipt of the test results, request that the same specimen be re-tested at a different laboratory. Employees or applicants requesting a second test will be liable for the cost of the second test if the results are positive.

10) All test results will be sent directly to the Human Resources Department. Test results will only be disclosed to those individuals who have a need to know, as determined by the Human Resources Department.

Positive Test Results:

1) An applicant who tests positive for illegal drugs and/or controlled substances will not be made a final offer of employment. He/she will be eligible for future consideration for employment only after meeting the stipulations outlined in "Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor." If the applicant is hired and tests positive at some point during employment for illegal drugs and/or controlled substances, he/ she will be terminated from employment and will not be eligible for re-hire at any time in the future.

2) An employee who tests positive for illegal drugs and/or controlled substances will be terminated from employment. He/she will be eligible for re-employment only after meeting the stipulations outlined in "Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor." If the employee is rehired and tests positive again, he/she will be terminated from employment and will not be eligible for re-hire at any time in the future.

3) An employee who tests positive for alcohol at a level of .04 or greater will be terminated from employment. He/she will be eligible for re-employment only after meeting the stipulations outlined in "Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor." If rehired and employee tests positive again, he/she will be terminated from employment and will not be eligible for re-hire at any time in the future.

4) An employee who tests positive for alcohol at a level falling between .02 and less than .04 will be suspended from work for at least 24 hours. To remain employed, he/she must meet the stipulations outlined in "Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor." Any second violation at a level of .02 or greater will result in termination of employment and he/she will not be eligible for re-hire at any time in the future.

Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor:

The following stipulations apply to a) applicants and employees who test positive for illegal drugs, controlled substances, or alcohol and are being considered for re-employment as outlined above; and b) Applicants and employees who notify KenCrest of a current drug and/or alcohol problem and are requesting continued employment:

1) He/she provides proof of successful completion of a treatment program as prescribed by a substance abuse professional. This will include clearance to return to work.
2) He/she takes and passes a post-offer, pre-employment, or return-to-duty drug and/or alcohol test.
3) He/she agrees to be placed in the random pool for the duration of employment with KenCrest.

KenCrest Community Living Services Drug, Alcohol & Substance Abuse Testing Procedures Acknowledgement

The handbook acknowledgement serves as verification that I have received a copy of the KenCrest Community Living Services Drug, Alcohol & Substance Abuse Testing Procedures **and** understand that I am required to adhere to them as an employee. If I have any questions about the content of this document, I will contact my supervisor or Human Resources representative.

ATTACHMENT B

DRUG, ALCOHOL & SUBSTANCE ABUSE (CT)

POLICY

KenCrest employees (whether actively at work or not) are prohibited from using, selling, purchasing, manufacturing, possessing, distributing, dispensing or being under the influence (as determine by established testing levels and/or behavioral observation) of alcohol, marijuana, illegal drugs or other controlled substances while performing KenCrest business and/or while on KenCrest property.

DEFINITIONS

- The term **"alcohol"** refers to any and all liquor, beer, wine, and other distilled spirits intended for human consumption.
- The term **"marijuana"** refers to any form of marijuana, cannabis that contains THC. These forms include, but are not limited to; cigarettes, edibles, topical/transdermal creams.
- The terms **"illegal drugs"** and **"controlled substance"** refers to those substances and drugs the sale, purchase, manufacture, possession, distribution, dispensation, or use of which are prohibited under any federal, state, or local law, as well as prescription drugs when used other than pursuant to a valid doctor's prescription.

PROCEDURES

1) Employees are responsible for making sure any visitor or guest to an employee's private quarters adheres to this policy and procedures.
2) Employees are required to notify their supervisor if taking any prescription or over-the-counter drugs which may adversely affect their ability to perform their job functions.
3) While at work, employees are required to keep prescription drugs in their original container identifying the drug, dosage, date of prescription, and physician.
4) Any employee who has observed a violation or has cause to believe that another employee has violated any of the policies listed above is required to report such violation to his/her immediate supervisor.
5) Any employee who is convicted under any criminal drug statute, as defined in the Drug Free Workplace Act, for violation occurring on KenCrest property or while performing KenCrest business must notify his/her Director within 5 days after such conviction. The proper federal, state, or local agency will then be notified within 10 days by the employee's Director.
6) Testing of applicants post-offer, pre-hire and testing of employees for reasonable suspicion will be conducted by KenCrest in furtherance of these procedures.

7) Failure to report a suspicion of drug and/or alcohol involving another employee will result in disciplinary action up to and including termination of employment.
8) All employees are required to attend training on KenCrest's Drug, Alcohol and Substance Abuse Policies & Procedures within their initial three-month probationary period.
9) Violation of any of the procedures listed above, including refusal to submit to testing when required to do so, refusal to sign any requested consent or release forms, or refusal to cooperate with a supervisor's investigation in the case of reasonable suspicion testing will result in termination of employment for employees and denial of a final offer of employment for applicants.

Type of Testing:

Testing for the use of illegal drugs, controlled substances, marijuana, or alcohol will be conducted under the following circumstances:

Job Applicant Testing

1) Once an applicant is made an initial offer of employment, he/she will be informed of the KenCrest Policy & Procedures on Drug, Alcohol and Substance Abuse and advised that he/she must take and pass a test for illegal drugs and controlled substances (alcohol testing of applicants is not performed) before a final offer of employment can be made. A written copy of the policy and procedures will be given to the applicant prior to submission to testing.
2) The applicant must submit to the drug test within 24 hours of being informed that he/she must go.
3) The applicant will be asked to go to one of the medical facilities or clinical laboratories designated by KenCrest. Proper identification must be presented by the applicant at the medical facility.
4) The supervisor sending the applicant for testing must complete the *KenCrest Substance Screening Appointment Form* prior to testing and forward it to the Human Resources Department.
5) An applicant who refuses to submit to testing will not be made a final offer of employment.

Reasonable Suspicion Testing of Employees

1) Employees may be subject to testing when reasonably suspected of being under the influence of illegal drugs, controlled substances, marijuana or alcohol which adversely affects or could affect the employee's job performance If an employee is suspected of being under the influence of illegal drugs, controlled substances, marijuana or alcohol, the employee's supervisor, or other authorized supervisory staff member, will conduct an immediate investigation of the circumstances surrounding the cause of suspicion. The investigation may include talking to

witnesses or other staff members, reviewing records, talking to the suspected employee, and direct observation. The results of the investigation will be reported to an authorized representative able to make final testing determination.

2) All final decisions regarding testing of any kind and under any circumstances will be made by an individual approved as an authorized representative and who has received required training by the Human Resources Department.
3) Once a decision has been made to send an employee for testing, he/she will be accompanied to the KenCrest designated medical facility or clinical laboratory by an authorized supervisory staff member.
4) Employees will be subject to urine testing if reasonably suspected of being under the influence of illegal drugs, controlled substances, or marijuana. Employees will be subject to breath alcohol testing if reasonably suspected of being under the influence of alcohol.
5) An employee who refuses to submit to testing will be given the ability to provide the urine sample in the case of illegal drug, controlled substance or marijuana testing or a blood sample in the case of alcohol testing (rather than a breath alcohol test) and have the specimen held by the medical facility or clinical laboratory for a 24-hour period. At the end of the 24-hour period, the employee must decide whether he/she wants to have the specimen tested.
6) The employee's supervisor must complete the *KenCrest Substance Screening Appointment Form* and forward it to the Human Resources Department.
7) All investigation documentation will be maintained confidentially by the supervisor who conducted the investigation in a supervisory file separate from the central office personnel file.
8) An employee who refuses to cooperate with a supervisor's investigation, give a specimen or have a specimen tested after the 24-hour waiting period will be terminated from employment.

Specimen Collection and Testing:

Once an applicant or an employee agrees to submit to testing, the following procedures will be followed:

1) All specimens will be collected by competent, experienced medical facilities and sent to a NIDA -certified laboratory for testing.
2) Specific specimen collection procedures will be employed which promote untampered viable samples, while maximizing employee and applicant rights to privacy.
3) Appropriate chain of custody documentation will be prepared, and procedures adhered to reasonably assure that the samples which are ultimately tested are those relating to the employee or applicant who rendered the sample.

4) KenCrest reserves the right to test for certain classes of drugs, and not others. Classes of drugs and testing levels have been determined in accordance with reasonable forensic medical standards.
5) Employees or applicants will not be subject to direct observation while rendering a urine sample.
6) Initial testing of the urine specimen will use an immunoassay method. A specimen that tests positive during the initial testing will receive a confirmatory test using the gas chromatography/mass spectrometry (gc/ms) method.
7) Breath alcohol testing will be used to test for the presence of alcohol. Testing will be performed by a qualified Breath Alcohol Technician.
8) All positive test results, as confirmed by the gc/ms method, will be reviewed by a Medical Review Officer (MRO) to ensure credibility of test results, assess whether other medical factors are affecting the test results and to provide for confidentiality of the employee's or applicant's personal medical history. The MRO will report as positive those tests for which a valid medical explanation cannot be offered for the positive reading.
9) If an employee or applicant disputes a positive test result for illegal drugs or controlled substances, he/she may, within 24 hours of receipt of the test results, request that the same specimen be re-tested at a different laboratory. Employees or applicants requesting a second test will be liable for the cost of the second test if the results are positive.
10) All test results will be sent directly to the Human Resources Department. Test results will only be disclosed to those individuals who have a need to know, as determined by the Human Resources Department.

Positive Test Results:

1) **An applicant** who tests positive for illegal drugs and/or controlled substances will not be made a final offer of employment. He/she will be eligible for future consideration for employment only after meeting the stipulations outlined in "Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor." If the applicant is hired and tests positive at some point during employment for illegal drugs and/or controlled substances, he/ she will be terminated from employment and will not be eligible for re-hire at any time in the future.
2) **An employee** who tests positive for illegal drugs and/or controlled substances will be terminated from employment. He/she will be eligible for re-employment only after meeting the stipulations outlined in "Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor." If the employee is rehired and tests positive again, he/she will be terminated from employment and will not be eligible for re-hire at any time in the future.

3) **An employee** who tests positive for alcohol at a level of .04 or greater will be terminated from employment. He/she will be eligible for re-employment only after meeting the stipulations outlined in “Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor.” If rehired and employee tests positive again, he/she will be terminated from employment and will not be eligible for re-hire at any time in the future.
4) **An employee** who tests positive for alcohol at a level falling between .02 and less than .04 will be suspended from work for at least 24 hours. To remain employed, he/she must meet the stipulations outlined in “Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor.” Any second violation at a level of .02 or greater will result in termination of employment and he/she will not be eligible for re-hire at any time in the future.
5) **An employee** who tests positive for the presence of marijuana as the result of reasonable suspicion of being impaired will be terminated from employment. He/she will be eligible for re-employment only after meeting the stipulations outlined in “Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor.” If rehired and employee tests positive again as the result of reasonable suspicion testing of being impaired, he/she will be terminated from employment and will not be eligible for re-hire at any time in the future.

Conditions of Employment (both re-employment and continued employment) After Positive Drug and/or Alcohol Test or Report of Current Drug and/or Alcohol Problem to Supervisor:

The following stipulations apply to a) applicants and employees who test positive for illegal drugs, controlled substances, marijuana, or alcohol and are being considered for re-employment as outlined above; and b) applicants and employees who notify KenCrest of a current drug and/or alcohol problem and are requesting continued employment:

1) He/she provides proof of successful completion of a treatment program as prescribed by a substance abuse professional. This will include clearance to return to work.
2) He/she takes and passes a post-offer, pre-employment, or return-to-duty drug and/or alcohol test.

KenCrest Community Living Services Drug, Alcohol & Substance Abuse (CT) Acknowledgement

The handbook acknowledgement serves as verification that I have received a copy of the KenCrest Community Living Services Drug, Alcohol & Substance Abuse (CT) and

understand that I am required to adhere to them as an employee. If I have any questions about the content of this document, I will contact my supervisor or Human Resources representative.

ATTACHMENT C

PAID TIME OFF - PROCEDURES

Note: Employees in some programs will be referred to a specific paid time off plan and procedures designated by the program. Employees may contact their supervisor or Human Resources for information. In accordance with Connecticut state law and Philadelphia City Promoting Healthy Families and Workplaces Law, KenCrest provides eligible part-time staff with paid sick leave, which is outlined in a document available by applicable CT or Philadelphia program.

1) Paid time off is provided to full-time employees (those regularly working 30 or more hours per week).
2) Eligible employees will have access to a Paid Time Off (PTO) Account and a Long Term Medical (LTM) Account for their time off needs.

PTO ACCOUNT

Accruing Time in the PTO Account

1) Time begins accruing in the PTO Account on the first day of employment.
2) Employees accrue time into their PTO Account based on employee category and anniversary date as follows:

CATEGORY A:

Years of Service	Annual Accrual
1 day – 2 years	22 days
2 years – 4 years	24 days
4 years – 6 years	26 days
6 years +	29 days

CATEGORY B:

Years of Service	Annual Accrual
1 day – 2 years	17 days
2 years – 4 years	19 days
4 years – 6 years	21 days
6 years – 8 years	23 days
8 years – 10 years	25 days
10 + years – 12 years	27 days
12 years +	29 days

3) Employees can accrue a maximum of 44 PTO days. Once the employee has reached the maximum, no further time will accrue until hours are depleted from the account.

4) Employees must be either using their accrued time or be actively at work to accrue paid time off.
5) Employees who are rehired within one year of separation of employment will be reinstated at the annual PTO accrual level in place at the time of separation. Employees rehired after one year from date of separation will accrue PTO time at the annual accrual level of a new employee.
6) Employees changing from part-time to full-time will receive credit for all years of service in determining their annual PTO accrual level.

Using Time from the PTO Account

General

1) It is the responsibility of the employee to take an active role in managing his/her planned and unplanned time off. Employees must be aware of the time they are accruing, monitor their time, and plan appropriately.
2) New employees are required to successfully complete their initial probationary period before *the planned* time off may be taken. A maximum of 2 *unplanned* days may be used during the initial probationary period. *Unplanned* time off more than 2 days will be unpaid.
3) If an employee has their initial probationary period extended, then use of *planned* PTO during that extended period still cannot be granted. *Unplanned* time will continue to be limited during an extended probation to two (2) days maximum for the employee's unforeseen illness or emergency. (note: item 3 does not apply to Connecticut employees).
4) Time from the PTO Account may not be used in advance of being accrued. It is the employee's responsibility to monitor his/her available time. Balances appear at the bottom of each pay stub. Therefore, if an employee submits a time record indicating paid time off and that employee does not have the time available, that time will be unpaid.
5) Employees must first use any available accrued time from their PTO Account before requesting unpaid time off (including when the employee is on an approved leave as defined under the Policy on *"Leaves of Absence"*).
6) Employees who do not have time available in their PTO Account may request unpaid time off only for serious, unforeseen emergencies. Supervisors may only grant unpaid time off for the minimum increment of time that it would take the employee to address the emergency.
7) If an employee has depleted their PTO Account and is granted unpaid time off, it will be documented by the employee's supervisor and the unpaid time will be categorized as "planned" or "unplanned" for the purposes of monitoring attendance.

8) Holidays which occur within a planned PTO period will not be counted as part of a PTO request. Employees will not be paid for both a holiday and a PTO day on the same calendar day.
9) An employee cannot apply for PTO which exceeds his or her regularly scheduled work week. Overtime is not considered in determining an employee's regularly scheduled work week.
10) Use of paid time off will not be considered hours worked for purposes of calculating overtime for the week in which the overtime was performed.
11) In the event a facility closes (due to nonemergency reasons) for a scheduled period, Directors can require employees to use either time from their PTO Account or time off without pay during that period. Please refer to any separate program procedures for further information.
12) Within the PTO Account, time will be reported as either "PTO-Planned" or "PTO-Unplanned." Examples of "Planned" and "Unplanned" time are as follows:

Planned Time Off	**Unplanned Time Off**
{Scheduled 2 weeks in advance}	{Less than 24 hours of notice}
Vacation	Minor Illness
Personal Business	Dependent Illness
Doctor's Appointments	Family Emergency
Religious Observances	Other emergency
Leaves of Absences	
Other Elective Absences	

Planned Time

1) Planned PTO days must be requested at least two weeks in advance and approved by the employee's supervisor. In the event of an unexpected need, a PTO day will be considered as planned if at least 24 hours of notice is given. While every attempt will be made to grant an employee's requested PTO date(s), approval of requested paid time off may be denied due to operational needs and staffing levels.
2) A *Request for Paid Time Off Form* must be completed (at least 2 weeks in advance) by the employee and signed by his/her supervisor when requesting planned time off. This form can be obtained from the supervisor. The form must be approved and signed by the supervisor before using any planned PTO.

3) If an employee has their initial probationary period extended, then use of *planned* PTO during that extended period still cannot be granted. Unplanned time will continue to be limited during an extended probation to two (2) days maximum for unforeseen illness or emergency.

4) Use of planned PTO during an employee's resignation period will be at the discretion of the employee's supervisor. Use of planned PTO during the resignation period may result in the employee having to extend his/her resignation period. If an extension of the resignation period is required, failure to comply will result in the employee NOT having served out his or her proper resignation period.

Unplanned Time

1) Unplanned time off must be reported to the employee's supervisor as soon as possible before the start of his/her workday. The supervisor must also be contacted before the start of the employee's workday on each additional day of absence. **Employees should also refer to their work site's procedures on call outs, which provides instructions about who to contact and the timeframe in which employees must call prior to their start time.** Failure to properly call out or notify a supervisor may result in denial of an employee's claim to paid time off. In cases of improper notification, the absence may be treated as an unplanned and/or unpaid absence from work and may result in disciplinary action up to and including discharge.

2) Allowances can be made for circumstances where time off will be needed but the exact day is not predictable (such as receiving a subpoena), at the discretion of the employee's supervisor so that an absence may be considered "planned."

3) A *Request for Paid Time Off Form* must be completed by the employee and signed by his/her supervisor as soon as possible after returning to work following unplanned time off. This form can be obtained from the supervisor.

4) Before returning to work from an absence for personal illness of three (3) or more consecutive days, an employee **will be** required to provide a physician's statement that the employee may safely return to work and is able to perform his or her job duties. In the event of frequent unplanned absences or in a pattern of absences, a physician's statement may also be requested.

5) Four (4) unplanned absences during a 3-month period are a hardship to the Agency and excessive and will result in a meeting between the supervisor and employee to discuss the reasons for the absences. A plan of correction may be drafted, if necessary. If the plan of correction does not result in reduced unplanned absences, progressive discipline may result.

6) If an employee has their initial probationary period extended, then use of unplanned time will continue to be limited during an extended probation to two (2) days maximum for unforeseen illness or emergency.

7) Unplanned absences during the resignation period will be unpaid and will not extend the resignation period.
8) After an employee has reported out for more than 10 consecutive workdays, he or she may be automatically placed on a leave of absence. This leave will be retroactive back to the first day the employee reported out. The employee will be notified of this in writing.

Cash Out/Transfer Option

1) Eligible employees may be allowed to cash out some accrued time from their PTO Account each year. The number of cash outs permitted, and time of year will be determined and announced each year.
2) Employees would be able to cash out from 1 hour up to a maximum of their **standard weekly hours** from their PTO Account. The cash out amount cannot exceed the employee's number of **standard weekly hours**. For example, an employee who works a 12-hour shift, 3 days per week could cash out a maximum of 36 hours; or, an employee who works 8 hours, 5 days per week could cash out a maximum of 40 hours; etc. Alternatively, an employee could opt to transfer the same number of hours from their PTO Account into his/her Long-Term Medical Account. In either case, after a cash out or transfer, an employee must have at least the equivalent of **two** standard weeks worth of accrued hours left in his/her PTO Account.
3) If an employee chooses the cash out option, payment will be in a separate check from regular pay. (There will be no retirement account contribution taken from the cash out monies, unless indicated on the Cash Out Request form, and the deduction would be the employee contribution only – no employer match). Employees must complete a *PTO Cash Out/Transfer Request Form* and submit it to a Human Resources representative by the announced due date.

Status Change/Separation of Employment

1) Upon resignation or change of status to part-time, compensation for accrued, unused time from the PTO Account will be paid if proper resignation notice has been given and served. (Refer to the section on *"Ending Employment"*).
2) Payouts from the PTO Account will be as follows:

Years of Service	**Payout**
Less than one year	No payout
1 year – Less than 3 years	25% of accrued, unused time

3 years – Less than 5 years	50% of accrued, unused time
5 years – Less than 7 years	75% of accrued, unused time
7 years and above	100% of accrued, unused time

3) Employees will continue to accrue time until the last day of actual work.
4) Discharged employees will not be paid out for any accrued, unused time from the PTO Account. (Refer to the section on *"Ending Employment").*
5) In the event of a layoff/job elimination, employees will not be subject to the payout restrictions and will receive a 100% payout of any accrued, unused time from the PTO Account.
6) In the case of an employee's death, the employee's spouse/children (Or legal representative) will be paid for 100% of the accrued, unused time remaining in the PTO Account.

LONG TERM MEDICAL (LTM) ACCOUNT

Gaining Time in the LTM Account

1) Full-time employees receive a deposit of 3 days into their Long-Term Medical Account each July. There is no limit to the number of days that can be held in the LTM Account.
2) New employees receive a prorated number of days into their LTM Account upon hire. However, new employees are required to successfully complete their initial probationary period before days can be used from their LTM Account.
3) If an employee changes their standard work hours (but is still full-time status), the 3-day deposit amount will be adjusted accordingly only once per year during the deposit period in July.

Using Time from the LTM Account

1) The LTM Account cannot be used in advance of being accrued.
2) The LTM Account must be used for an employee's own personal illness, injury, or chronic/recurring health conditions only.
3) The first 3 days of absence must be used by the PTO Account before the LTM Account may be accessed. If the employee has less than 3 days of time in his/her PTO Account, that portion of time will be unpaid until the LTM Account can be accessed on day 4. A doctor's note must be provided when requesting LTM time.

4) Once the LTM account is accessed, the employee must first use any available accrued time from their LTM Account before requesting unpaid time off (including when the employee is on an approved leave as defined under the Policy on *"Leaves of Absence"*).
5) Employees who do not have time available in their LTM Account may request unpaid time off only for serious, unforeseen emergencies.
6) Supervisors may only grant unpaid time off for the minimum increment of time that it would reasonably take the employee to address the emergency.
7) Use of time from the LTM Account will not be considered hours worked for the purpose of calculating overtime for the week in which the overtime was performed.
8) A *Request for Paid Time Off Form* must be completed by the employee.

Status Change/Separation of Employment

1) In the case of resignation, discharge, or change in status to part-time, there is no payout of unused days in the LTM account.

Recurring/Chronic Health Condition

1) Employees who have a recurring or chronic health condition may access the LTM Account directly after utilizing the PTO Account for the **first** 3 days of absences for that condition in a rolling year. The 3 days can be used consecutively OR intermittently (one day at a time). Once the annual 3-day limit is met, time can be used from the LTM Account. To be able to do this, the employee must have a medically certified serious recurring or chronic health condition. A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing supervision/ treatment by a health care provider. (Any condition that would be approved under FMLA). It also includes one or more of the following: a) Requires periodic visits for treatment by a health care provider; b) Continues over an extended period of time (including recurring episodes of a single underlying condition); c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, migraines, IBS, Crohn's disease).
2) The employee must provide a doctor's note after the first absence for the chronic condition (even if it was only one day) if the employee wishes to count the absence towards the 3-day initial period of using time from the PTO Account. The doctor's note must indicate the general diagnosis, the course of treatment, and the expected duration. The employee needs to submit this note at least once in a rolling year and may be asked for updated information as often as monthly. All information is kept confidential. The employee must also complete the *Request for Paid Time Off Form*

after each absence and indicate that the time off is due to the documented recurring/chronic health condition.

3) After one rolling year passes, the 3-day waiting period will need to be met again.
4) If the employee is absent due to any other unrelated condition, time must be taken from the PTO Account and handled as any other unplanned absence.
5) Employees with chronic/serious health conditions may also be eligible for Short-Term Disability (optional benefit), Long-Term Disability (employer-paid for full-time employees) or FMLA/Personal Leave. Employees should contact a Human Resources representative for more information regarding these benefits.

USE OF PAID TIME OFF DURING A LEAVE OF ABSENCE **

1. Workers' Compensation (as determined by State Law):

***PA Employees*:** Employees may use time from their PTO Account or LTM Account for the first 7 days. The first 3 days of absence must be used from the PTO Account before the LTM Account may be accessed. If the employee has less than 3 days of time in his/her PTO Account, that portion of time will be unpaid until the LTM Account can be accessed on day 4. Documentation not limited to a doctor's note must be provided when requesting LTM time. Use of time beyond 7 days will be allowed, if still awaiting a decision on the claim.

DE Employees: Employees may use time from their PTO Account for the first 3 days. Use of time beyond 3 days will be allowed, if still awaiting a decision on the claim, and the LTM Account can be accessed at this time.

2. Medical Leave:

Employees must use the first 3 days from their PTO Account, after that they must use all time from either their PTO or LTM Account before unpaid time is taken. If the employee does not have 3 days in their PTO Account, all or part of the 3 days may be unpaid. This time may be taken along with STD (short-term disability) payments (if enrolled in the voluntary STD Plan). Documentation not limited to a doctor's note must be provided when requesting LTM time.

3. Parental Leave:

Employees must use time in their PTO Account before unpaid time is taken.

4. Personal Leave:

Employees must use time in their PTO Account before unpaid time is taken.

5. Military Leave:

Employees must use time in their PTO Account before unpaid time is taken.

6. Family Care Leave: Employees must use time in their PTO Account before unpaid time is taken.

7. Educational Leave: Employees must use time in their PTO Account before unpaid time is taken.

** Eligible employees in the Philadelphia Preschool Program also must use time in their DTO account before unpaid time is taken.

ATTACHMENT D

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

KenCrest Services and Education & Learning Centers

Date of Preparation: March 18, 2024
Revised March 18, 2024

KenCrest Services is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard *29 CFR 1910.1030,* "Occupational Exposure to Bloodborne Pathogens".

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Program Administration
- Employee Exposure Determination
- Methods of Program Implementation and Exposure Control, including:
  - Universal Precautions
  - Engineering Controls and Work Practices
  - Personal Protective Equipment (PPE)
  - Housekeeping
  - Laundry Procedures
- Hepatitis B Vaccinations
- Post Exposure Evaluation and Follow-up
- Administrative Actions for Post Exposure Evaluations and Follow-up
- Procedures for Evaluating the Circumstances of an Exposure Incident
- Evaluation of New and/or Safer Devices
- Employee Training
- Recordkeeping
- Program Review and Revision

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

1. Program Administration & Responsibilities

Human Resources Department (HR) - The Human Resources Department will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. HR will be responsible for ensuring

that all medical actions required by the program are performed and that appropriate employee health and OSHA records are maintained.

HR will be responsible for training, documentation of training, and making the written ECP available to employees or their representatives, OSHA, and medical professionals involved with this program.

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Human Resources Department
960A Harvest Drive, Suite 100
Blue Bell, Pa 19422
(610)-825-9360

Executive Director of Healthcare Services- The Executive Director of Healthcare Services will work closely with the Human Resources Department in the overall administration of the ECP. They will provide technical oversight for the program's ongoing processes, effectiveness, and revisions, and will serve as the lead KenCrest medical professional for the program efforts.

Program Managers (PM)/Nurse House Manager (NHM)- The Program Manager (PM) or Nurse House Manager (NHM) at each location is responsible for day-to-day implementation of the ECP. The PM/NHM will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharp containers), and labels as required by the standard. The PM/NHM will ensure that an adequate supply of equipment is available in the appropriate sizes. Additionally, the PM/NHM will ensure all employees covered by this program have received training on the program elements prior to working in areas with potential exposures.

PM/NHM assignment varies by location. Contact the KenCrest Human Resources Department with questions about staffing at specific locations. If a PM/NHM is not present at a location, an appropriate individual to perform the duties related to the ECP will be designated.

Affected Employees- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

2. Employee Exposure Determination

a. Residential- The following is a list of all job classifications at our establishment in which all employees have any occupational exposures:

- **Direct Support Person (DSP) onsite**
- **Program Managers (PM) or Nurse House Manager (NHM) onsite**
- **Nurse, Community Living Divisional Office**

The following is a list of job classifications in which some employees at our establishment have occupational exposure. These employees will follow the same exposure control procedures as outlined for the above-mentioned staff:

- **Outcome Specialist**
- **Maintenance Staff, onsite**
- **Any Other Employee in Direct Contact with Consumer**

b. Education Learning Centers (ELC) - The following is a list of all job classifications at our establishment in which all employees have any occupational exposures:

- **Teacher**
- **Teachers Assistant**

The following is a list of job classifications in which some employees at our establishment have occupational exposure. These employees will follow the same exposure control procedures as outlined for the above-mentioned staff:

- **Any Other Employee in Direct Contact with Consumers**

3. **Methods of Program Implementation and Exposure Control**

a. Universal Precautions

All Employees will utilize precautions to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual. See Attachment 1 for the **KenCrest Services and Centers Procedures Regarding Universal Precautions for Infection Control.**

b. Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Labeled coffee cans or sealed milk jugs may be used as sharps containers and must be sealed before being placed in household trash container for disposal in accordance with PA Department of Environmental Protection (PA DEP) guidelines.
- Use of proper personal protective equipment
- Use of Bleach, Lysol, or other appropriate cleaning materials to

sanitize hard surfaces.

- Hand-washing and general cleaning

Sharps/Disposal containers are maintained and replaced by the PM/NHM or their designee as necessary to prevent overfilling. Labels for the sharps containers will be affixed by the PM/NHM or their designee.

KenCrest will identify the need for any changes in engineering and work practices through guidance from HR and the Agency Safety Workgroup.

New procedures and new products will be evaluated regularly by assessing the needs of specific supported individuals on a case-by-case basis. This assessment is provided by the assigned nurse as well as the support team providing care for supported individuals and is documented in the individual's case notes.

c. Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the HR department during OSHA Bloodborne Pathogen Standard and Infection Control training.

The types of PPE available to employees are as follows:

- Utility Gloves (heavy rubber)
- Valve Masks
- Face shields/Goggles
- Disposable Rubber/Nitrile Gloves
- Gowns

PPE supplies are made available to all employees and can be found with the First Aid supplies in a designated location as determined by the PM/NHM or their designee. PPE can be replenished by the PM/NHM through the internal electronic supply process.

All employees using PPE must observe the following precautions:

- Remove contaminated gloves by the turn-out method shown in the training sessions.
- Wash hands immediately or as soon as feasible after removing gloves or other PPE.

- Remove PPE after it becomes contaminated and before leaving the work area.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately, or as soon as feasible, any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- All used PPE items will be disposed of by double- bagging in unruptured plastic bags and placing in the nearest trash receptacle, following universal precautions.

d. Housekeeping

The procedure for handling all regulated waste and contaminated sharps is:

- All contaminated sharps, i.e., needles, glass, or razors, shall be discarded as soon as feasible in labeled coffee cans or labeled sealed milk jugs which are located at each site. Contaminated sharps are discarded immediately or as soon as feasible in containers that are closeable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Approved disposal containers are available in *designated areas* as determined by the PM/NHM and are easily accessible and identifiable for all employees.
- Bins, buckets, cans, and similar receptacles are cleaned and decontaminated as soon as feasible after visible contamination.
- All surfaces, bins, buckets, and mechanical means (i.e., brush and dustpan) used in the clean-up procedure of contaminated items or have possibly been exposed during an incident with blood or OPIM will be decontaminated with a 1/10 bleach solution as soon as feasible or discarded.

Laundry Procedures

All laundry contaminated with blood or OPIM will be handled as little as possible. Contaminated laundry will be placed in appropriately marked bags at the location where it was used. Contaminated laundry will not be sorted or rinsed in the area of use but moved to the specific laundering area onsite.

Contaminated laundry will be laundered on site by KenCrest employees.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled, or color-coded containers before transportation within the site occurs. Use a plastic trash bag for this purpose.
- All employees who handle contaminated laundry will utilize PPE (vinyl gloves or utility gloves) when handling and/or sorting contaminated laundry.
- Contaminated laundry is to be washed with hot water on a double rinse cycle with laundry detergents.

4. Hepatitis B Vaccine

Human Resources will ensure training is provided to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The Hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

1) Documentation exists that the employee has previously received the series.
2) Antibody testing reveals that the employee is immune; or
3) Medical evaluation shows that vaccination is contraindicated.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

If an employee declines the vaccination, the employee must sign a declination form (Attachment 2 of this policy). Employees who decline may request and obtain the vaccination later at no cost. Documentation of refusal of the vaccination is kept in the Human Resources Department within employee medical files**.**

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Human Resources Department
960a Harvest Drive, Suite 100
Blue Bell, PA 19422
(610) 825-9360

Vaccinations will be provided by KenCrest's designated medical provider and will be fully paid for by KenCrest services.

5. Post Exposure Evaluation and Follow-Up

Should an exposure incident occur, all employees should contact their immediate supervisor who will then contact the Worker's Compensation Manager in the KenCrest HR Department.

An immediately available confidential medical evaluation and follow-up will be conducted by one of the physicians listed on the KenCrest Worker's Compensation Panel of Physician's List. Following initial first aid (clean the wound, flush eyes, or other mucous membranes, etc.), the following activities will be performed:

- The PM/NHM will document the routes of exposure and how the exposure occurred.
- The PM/NHM will identify and document the source individual and will have Human Resources review the individual's medical record to determine if the individual is already known to be HIV, HCV, and/or HBV positive.
- If not already provided by the individual or their legal guardian, the PM/NHM will attempt to obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing need not to be performed.
- If the source individual cannot be contacted, or does not give consent to testing, KenCrest will document the efforts taken to attempt to get consent, and the reasons consent was not obtained.

- Human Resources will work with the physician, the exposed employee, and hen possible the source individual to assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
- The exposed employee will be offered post-exposure prophylaxis (preventative treatment) if recommended by the evaluating health care professional. This would be coordinated by the Workers' Compensation Manager and provided by a KenCrest approved medical provider.
- The exposed employee will be offered counseling through KenCrest's employee assistance program.

6. Administrative Actions for Post-Exposure Evaluation and Follow-up

The Worker's Compensation Manager will ensure that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow- up are given a copy of OSHA's bloodborne pathogens standard. The Worker's Compensation Manager will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

The evaluating health care professional will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

7. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Worker's Compensation Manager will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- A description of the devices being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

The Workers' Compensation Manager will record all Bloodborne Pathogens Exposures involving sharps to the Sharps Injury Log provided as an Attachment 2 to this policy.

If the exposure meets the requirements for the OSHA Recordkeeping standards, an entry will be made on the OSHA 300 Log. This entry will list the name of the employee as “Confidential” with an identification number that can be matched by Human Resources personnel to the Exposure Records.

If a review of an exposure incident indicates that revisions to this ECP are necessary, the Human Resources Department will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

8. Evaluation of New and/or Safer Devices

The Executive Director of Healthcare Services will meet at least annually with the pharmacy vendor to review any possible commercially available, safer medical devices that would be appropriate for our population.

9. Employee Training

All employees who have occupational exposure to bloodborne pathogens will receive initial and annual training. Employees who attend virtual training will be provided phone numbers before and after the training they can use to have questions answered in real time.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- An explanation of the OSHA bloodborne pathogen standard
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes and exposure incident
- An explanation of the use of limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, and removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood and OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used by KenCrest locations
- An opportunity for interactive questions and answers with the person conducting the training session

Training is conducted through the **RELIAS** Online Training System as well as individual employee training sessions with location supervisors. Additional information on the training process is available **from the HR department.**

10. Recordkeeping

a) Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at:

KenCrest Services
Human Resources Department
960a Harvest Drive, Suite 100
Blue Bell, PA 19422
(610) 825-9360

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the **Administrative Secretary who maintains training records for the HR Department.**

b) Medical Records

Medical records are ·maintained for each employee with occupational exposure in accordance with *29 CFR 1910.1020,* "Access to Employee Exposure and Medical Records."

The Human Resources Department is responsible for the maintenance of the required medical records. These confidential records will be kept for at least the duration of employment, plus 30 years and are kept at:

KenCrest Services
Human Resources Department
960a Harvest Drive, Suite 100
Blue Bell, PA 19422
(610) 825-9360

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to The Human Resources Department.

c) OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements *(29 CFR 1904).* This determination and the recording activities are done by the **Worker's Compensation Manager in coordination with the employee's supervisor and the treating physician.**

d) Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log (See Attachment 3 of this program). All incidences must include at least:

- Date of injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred

The log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report. **The Workers' Compensation Manager** will record all percutaneous injuries from contaminated sharps in a Sharps Injury log provided as an attachment to this policy.

11. Program Review

This program will be reviewed whenever there are changes to the processes and/or procedures used to address employee exposures, when there are changes to the regulatory requirements related to this program, when technological improvements are identified to reduce employee exposures and/or risks, if procedures in this program are shown to not be effective in controlling employee exposure risks, or at least annually.

Any review and/or revision of this program will include input from the Human Resources Department, Licensed Physician or Healthcare Provider (LPHCP), employees covered by or affected by the program, occupational safety professionals, and other subject matter experts (as needed).

Any changes to the program that affect employees covered by this program will be communicated to those employees through formal training, ad-hoc training, written memorandum, or other documented means. Employees will be provided with the opportunity to review the program and program changes, and the opportunity to ask questions or seek clarification on any aspect of the program and/or program changes.

KENCREST SERVICES AND CENTERS

PROCEDURES REGARDING

UNIVERSAL PRECAUTIONS FOR INFECTION CONTROL

KenCrest has adopted procedures, called "Universal Precautions," to protect all staff and people we serve from exposure to diseases which are spread through human blood. This means that the blood and certain body fluids of all persons are to be thought of as possibly infected (with HIV or HBV), and that precautions to prevent exposure are to be taken "universally" in all potential exposure situations, whether the persons involved are known to be infected.

These procedures are written in accordance with guidelines established by the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) and apply to all personnel.

Diseases Addressed by Universal Precautions:

The primary diseases that universal precautions protect against are AIDS, caused by the human immunodeficiency virus (HIV), and a form of hepatitis, caused by the hepatitis B virus (HBV). There are other diseases which are carried in the blood, but they are less common.

Body Fluids Which REQUIRE Universal Precautions:

- blood
- any body fluid containing visible blood
- wound secretions
- vaginal secretions and semen

Body Fluids Which DO NOT REQUIRE Universal Precautions:

- urine (with no visible blood)
- feces or stool (with no visible blood)
- saliva (with no visible blood)
- sputum/mucous (with no visible blood)
- vomitus (with no visible blood)
- sweat
- tears

Some of the above fluids and excretions present a potential source for other types of infections, not carried in the blood, and the use of good hand washing and other precautions is warranted; however, protective equipment would not be required, and contact would not be viewed as an exposure incident under the OSHA's Bloodborne Pathogens Standard.

PROCEDURES RELATED TO DIRECT CARE:

Personal Protective Equipment (PPE)

Anytime exposure to blood or potentially infected body fluids is anticipated, protective barriers should be used to eliminate or limit the contact as much as possible. The type of protective barrier used must be appropriate for the individual situation, and some of these are enumerated below. The key is to keep blood and other infectious materials from reaching a person's clothing, skin, eyes, or mouth.

Exam Gloves:

- will be worn routinely by all staff when performing tasks which involve handling of blood or body fluids
- must be made of disposable latex, vinyl, or nitrile
- should be examined before use for holes or tears
- must be removed and discarded after each use, taking care to "peel them down," by turning them inside out to prevent contact with the contaminated outer surface
- may not be washed or disinfected for re-use
- hands must be washed after removal of gloves

Sterile Gloves - must be used in place of exam gloves for invasive nursing or medical procedures where this is needed to prevent contamination of normally sterile body areas.

Utility gloves - used for housekeeping chores to prevent contact with blood, body fluids, or other hazardous waste. These gloves may be decontaminated and reused, but should be discarded if they are discolored, or show signs of deterioration, e.g., tears or punctures.

Face Shields/Goggles - worn when splashes or droplets of potentially infectious materials pose a hazard through the mucous membranes of the eyes, mouth, or nose.

Gowns - Disposable gowns or aprons may be worn to protect clothing from becoming soiled on occasion when any splattering of blood or body fluids is possible.

Open Wounds or Cuts

- any open cuts, scratches or sores must be kept covered (unless otherwise specified by a doctor) and protected from any others coming in contact with the open area.
- staff persons with cuts or skin irritation on their hands are to keep open areas

covered and wear protective gloves when cleaning or coming in contact with any body fluid.

Personal Care - No personal hygiene items, such as razors or toothbrushes, may be shared with another individual.

Hand Washing - Hand washing is the single most effective means of preventing the transmission of disease, and should be done:

- at the start of the day, and anytime when soiled
- before any contact with food, whether preparing it, eating, or feeding or serving another individual
- after using toilet facilities personally or assisting someone else with toileting
- after any contact with anything which has been soiled with blood, urine, feces, mucus, or vomit, even if gloves were worn during the exposure
- after handling or feeding pets
- after working or playing outdoors
- Before and after providing care to each person

It is best to use liquid soap, rubbing hands vigorously under running water, and to dry them thoroughly with a paper towel, using the towel to turn off the faucet instead of using your clean hands. Using a moisturizing lotion after hand washing can help prevent dryness, cuts, and cracks in skin surface caused by frequent hand washing. Alcohol-based hand cleansers are appropriate to use until washing with soap and water is feasible.

Handling "Sharps"

- Any sharp objects which could cause puncture wounds (needles, razors, scissors) must be handled with extreme caution, and must be disposed of or stored immediately after use.
- A puncture resistant, leak-proof container must be available to use for disposal of broken glass or sharp objects. The ELCs will use containers that are labeled "BIOHAZARD" or colored red to worn others of the nature of its contents. Residential locations will use labeled coffee cans or milk jugs that can be tightly sealed for disposal when filled.
- Needles utilized for health care may not be bent or broken and can only be recapped using the one-handed technique. A "sharps container" for needle disposal must be kept as close to the area of use as is practical.

PROCEDURES RELATED TO HOUSEKEEPING

Soiled Surfaces - Areas soiled by blood or other potentially infectious body fluids must be cleaned immediately with soap or detergent and water (using gloves), and then sanitized using a bleach solution containing ¼ cup bleach to 1 gallon of water, or commercial sanitizing agent which states it is approved for use as a "hospital disinfectant" (must be effective against HIV and HBV). Bleach solution must be made fresh each day and may not be stored for longer than 24 hours.

Washing Dishes – Hand washed dishes should be washed in HOT soapy water (120° F), rinsed, dipped for one minute in bleach or sanitizing solution, rinsed again, then air dried. If using a dishwasher, an appropriate detergent made especially for use in dishwashers should be used.

Laundry - Soiled linens should be handled as little as possible, and should not be shaken into the air, or held directly against an employee's clothing. Laundry should be bagged at the location where it was used and, if soiled with blood or any body fluids, should be placed and transported in bags that prevent leakage. If cold water is used for washing clothes, laundry detergent with chemicals that are suitable for low temperature washing must be used. In Children and Family Services, rinsing of clothing is NOT permitted. The soiled clothing must be sent home with the child in a plastic bag.

Waste Disposal - Any disposable materials (e.g., wound care supplies, menstrual pads, soiled diapers, used latex gloves, etc.) which have come into contact with blood or bodily fluids should be sealed in a separate plastic bag before being placed in the regular plastic lined waste container. Any items which become grossly saturated with blood, from a medical procedure or wound requiring first aid, must be disposed of in a special red plastic bag, used only for infectious waste materials.

HEPATITIS B VACCINATION INFORMATION AND ACCEPTANCE/DECLINATION FORM

The following information is provided to inform you of your risks of acquiring hepatitis B, as well as your options and risks associated with the hepatitis B vaccination.

HEPTATIS B

Hepatitis B (HBV) is a disease caused by a highly infectious virus that attacks the liver. Hepatitis B is the most serious form of hepatitis with 240,000-300,000 new cases reported in the United States each year. The virus is spread through direct contact with blood or other potentially infectious body fluids of infected persons.

Each year in the United States, approximately 5,000 persons die from hepatitis B-related liver disease and another 1500 die from hepatitis B-related liver cancer. In addition, some people who contract HBV will become carriers, passing the disease on to others. Currently, there is no cure or treatment for HBV.

1. **SYMPTOMS**
   Symptoms of hepatitis B can include yellowing of the skin or eyes, loss of appetite, nausea, vomiting, fever, extreme tiredness and stomach or joint pain.

2. **HEPATITIS B VACCINE**
   The best way to prevent infection from HBV is to be vaccinated with the hepatitis B vaccine. The vaccine is a non-infectious, yeast-based vaccine prepared from recombinant yeast cultures, rather than human blood or plasma, so there is no risk of acquiring HBV or HIV from the vaccine. The vaccine is given in three doses with the second does being administered one month after the initial dose and the third dose being administered six months from the initial dose. 90-95% of those vaccinated will develop immunity to the hepatitis virus. Because it is unclear how long the immunity lasts, booster shots may be required at some point in the future.

3. **SIDE EFFECTS**

The most common side effect is soreness in the arm in the area in which the shot was given. Other less common side effects can include fever, nausea, vomiting, headache, and joint pain. There is also the possibility of more serious reactions such as seizures, Bell's Palsy and Guillain-Barré Syndrome.

4. **CONTRAINDICATIONS**
   Those for whom it may be inadvisable to receive the vaccine include individuals with severely compromised cardiopulmonary status, individuals with a hypersensitivity to yeast or any component of the vaccine, individuals with any serious active infection and pregnant and nursing women (please see your obstetrician before receiving the vaccine).

VACCINE ACCEPTANCE SIGN-OFF

I understand that due to my potential occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. I have read and understand the information presented to me concerning the hepatitis B vaccination.

☐ **I request that the hepatitis B vaccine be given to me at this time to reduce my risk of contracting the hepatitis B virus.**

EMPLOYEE NAME:_____

EMPLOYEE SIGNATURE:_____ DATE:_____

WITNESS: _ DATE: _____

DIVISION: _ POSITION_____

DATES OF VACCINATIONS: DOSE 1: _____ DOSE 2: _____ DOSE 3:

VACCINE DECLINATION SIGN-OFF

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However:

☐ **I decline hepatitis B vaccine at this time**.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

EMPLOYEE NAME:_____

EMPLOYEE SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

DIVISION: _____ POSITION _____

VACCINE PREVIOUSLY RECEIVED

☐ I have received the hepatitis B vaccine at an earlier time and therefore I am declining the vaccination at this time.

EMPLOYEE SIGNATURE: _____ DATE: _____

DATE & PLACE OF VACCINATIONS: _____

SHARPS INJURY LOG

Facility Name/Location: _____

Calendar Year: _____

Date	Case/ Report No.	Type of Device	Brand Name and Model of Device	Work Area Where Injury Occurred	Brief Description of How the Incident Occurred

29 CFR 1910.1030, OSHA's Bloodborne Pathogens Standard, in paragraph (h)(5), requires an employer to establish and maintain a Sharps Injury Log for recording all percutaneous injuries in a facility occurring from contaminated sharps. The purpose of the Log is to aid in the evaluation of devices being used in healthcare and other facilities and to identify problem devices or procedures requiring additional attention or review. This log must be kept in addition to the injury and illness log required by 29 CFR 1904. The Sharps Injury Log should include all sharps injuries occurring in a calendar year. The log must be retained for five years following the end of the year to which it relates. The Log must be kept in a manner that preserves the confidentiality of the affected employee.

Employee Acknowledgment Form

I (the Employee) have received the handbook, and I understand that is my responsibility to read and comply with the policies contained in this handbook and revisions made to it.

I (the Employee) may access the Handbook via a link on the KenCrest Services internet webpage, or via a link on the KenCrest Services intranet. There are various means that I can use to access the Handbook, including my personal computer, an agency computer at appropriate time intervals established by my supervisor, and other devices such as an I-pad, or a computer at locations in my community. A hard copy will be kept at each work location; and, in limited situations, a hard copy of the Handbook can be obtained from the program or the Human Resources Department.

This is to acknowledge that I have received the Employee Handbook and understand that it contains essential information about my privileges and responsibilities as a KenCrest employee. I acknowledge that I am obligated to read (or have read to me) and adhere to the policies and procedures contained in the Handbook. I am aware that there can be consequences for violating the Agency's policies and procedures, such as disciplinary action up to and including termination of employment. I will contact my supervisor or the Human Resources Department if I have any questions about the information contained in the Handbook.

I understand that the Employee Handbook is not an employment contract or a legal document. As an at-will employee, either I or KenCrest Services may terminate my employment at any time for any reason permitted by law with or without cause and with or without notice.

I understand that I am governed by the contents of the KenCrest Services Employee Handbook. I understand that the Agency may change, rescind, or add to any policies, procedures, benefits, or practices described in this document from time to time in its sole and absolute discretion with or without prior notice. KenCrest will advise employees of material changes within a reasonable time.

The KenCrest Services Employee Handbook, which contains this Acknowledgment Form is distributed to employees primarily by electronic method. The Agency will send a separate, hard copy instruction sheet and advanced notice regarding the availability of access to the electronic Handbook and all subsequent updates. Employees are expected to print, sign, and return the Acknowledgment Form when the Handbook is distributed in full or updated in part.

I further understand, agree and authorize KenCrest to withhold in its entirety or make appropriate deductions from my final paycheck for any and all amounts or debts I owe to KenCrest as a result of, among other things, my failure to adhere to KenCrest policy and procedures concerning return of Agency vehicles, equipment, petty cash, ID badges, cell phones, computers, credit cards, debts owed to the Agency and any other materials or property of KenCrest or the people we support. I agree to remain personally liable for any additional amounts that are owed but not recoverable in full from my last paycheck.

_____

Employee's Name (**please print**)

_____

Employee's Signature Date