



EMPLOYEE HANDBOOK

Updated May 2026



Dear Communities Connected for Kids Employee:

Welcome to Communities Connected for Kids! We are pleased and excited you have made the decision to join our Communities Connected for Kids (CCKids) family. Our hope is that you find your experience most rewarding and are able to make connections with fellow employees that contribute to you having a positive and fulfilling career. Remember, every position in our organization contributes to our mission and our vision...improving the lives of the children and families we serve.

Sincerely,

A handwritten signature in purple ink, which appears to read "Carol DeLoach", is written above a horizontal line.

Carol DeLoach
Chief Executive Officer

GETTING STARTED

Starting a new job is exciting, but at times, it can be overwhelming. This employee handbook has been developed to help you get acquainted and answer many of your initial questions, as well as provide guidance to our current employees. **The employee handbook is intended to provide you with direction and guidance. This is not an employment contract.**

As an employee of Communities Connected for Kids, the importance of your contribution cannot be overstated. Our goal is to provide the highest quality services to individuals and their families, agencies and other referral sources, and to do this efficiently and economically. You are an important part of this process as your work directly influences CCKids reputation and the quality of care we provide.

This employee handbook explains our human resource policies and benefits, as well as the specific opportunities and responsibilities that exist for you within CC Kids. In an effort to be responsive to the needs of a growing organization, changes or additions to this handbook will be made when necessary, and as such, the handbook may be changed with or without notice. We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

OUR VISION, MISSION, AND CORE VALUES

Mission, Vision & Values

Mission

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee and the Treasure Coast through a community network of family support services.

Vision

We envision a community without abuse, neglect and abandonment so all children grow to their full potential.

CORE VALUES

Communities Connected for Kids values are based on the belief that as an organization and as to every employee, we are accountable to the children and families we serve and to the communities in which we live.

We ensure services provided are:

- Individualized, based on the strengths and needs of the families we serve
- Respectful and culturally sensitive
- Effective and accountable
- Evidence based and data driven
- Permanency focused
- Ensure financial and human resources are managed and maximized

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GUIDE FOR USING THIS HANDBOOK

Congratulations on joining Communities Connected for Kids (CCKids)! We are the Lead Agency for Community Based Care in Indian River, Martin, Okeechobee and St Lucie Counties. With the goals of safety, permanency and well-being, we actively partner with Medicaid-funded children’s treatment organizations and local funders to ensure children get the best trauma-informed care available. These partnerships ensure that families have access to a full array of quality services designed to address the circumstances that led them to the child-welfare system.

The policies outlined in this handbook and policy manual provide valuable information to assist you with making your employment at Communities Connected for Kids successful.

PURPOSE

Communities Connected for Kids reserves the right to revise or rescind provisions of this handbook, as well as any other policies, with or without notice. Matters not included in the Handbook should not be interpreted to mean that a related policy does not exist. Such issues may be included in Communities Connected for Kids Policy; the Standards of Conduct Manual; Communities Connected for Kids Benefits, Benefit Summary Plan Descriptions and Insurance Contracts.

Neither this handbook nor any other written or verbal communication by a management representative is intended in any way to create a contract of employment. Communities Connected for Kids adheres to a policy of employment-at-will, which permits Communities Connected for Kids or the employee to terminate the employment relationship at any time, for any reason. Your supervisor or Human Resources department personnel should be consulted for clarification or questions about policies and procedures.

Section 1: The Way We Work

A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY

Communities Connected for Kids is committed to providing the best possible environment for maximum development and achievement of goals for all employees. Our practice has always been to treat each employee as an individual. We have always sought to develop a spirit of teamwork and encourage individuals to work together to achieve common goals. Communities Connected for Kids has identified core competencies that we believe are critical to the success of our employees and the organization. Communities Connected for Kids expects all employees, regardless of their roles:

Will be:

- Responsible
- Respectful
- Team-Focused
- Customer-Focused; and,

Will demonstrate:

- Safety first
- Positive initiative
- The skills needed to be a capable communicator

Additionally, we have identified the professional skills and technical competencies that are needed by each employee to successfully perform his/her role, and these are outlined in your job profile.

In order to maintain an atmosphere where Communities Connected for Kids goals and mission can be accomplished, we strive to provide a workplace that is comfortable, inclusive and progressive. Most importantly, we wish to have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere, taking into consideration the individual circumstances of each employee. We firmly believe that by communicating with each other directly, we can resolve most difficulties that may arise and develop a mutually beneficial relationship.

We are always interested in your constructive ideas and suggestions for improving our programs and services. We have locked suggestion boxes at each CCKids location. The key is kept by the CCKids CEO. After your suggestion is reviewed, you will be notified (if you have identified yourself, which is not required) whether or not it is feasible to put into practice. Management believes that suggestions demonstrate initiative on the part of an employee. With your approval, we will place the suggestion in your personnel file and take it into consideration at the time of your performance review.

TALK TO US – POSITIVE APPROACH FOR SHARING CONCERNS/SUGGESTIONS

Communities Connected for Kids encourages all employees to share their ideas and concerns openly. We are committed to exploring ideas and suggestions that may help improve the services we provide and our work environment. We encourage you to bring your questions, suggestions and concerns to management's attention, and want to let you know that in our continuing effort to improve operations, careful consideration will be given to each of these. If you feel you have a problem, you should present the situation to your supervisor so that the problem can be addressed by investigation, examination and through a discussion of the facts. We hope that your supervisor will be able to satisfactorily resolve most

matters.

If you find that you still have questions after meeting with your supervisor or that you would like further clarification on the matter, you may request a meeting with the next level supervisor. Your suggestions and comments on any subject are valued, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way, because you choose to use this procedure.

Communities Connected for Kids also knows that there are times when you may experience a problem or concern in the workplace and wish to resolve it in a positive manner. We want you to be heard. Therefore, we encourage you to take the following steps to present your ideas or to address any work-related concern or suggestions you may have.

- 1. Talk to Us - As indicated above**, have a discussion with your supervisor. If you cannot talk to your supervisor about the matter, talk to your Human Resources department personnel. All complaints or concerns should be brought to the attention of the appropriate supervisor or manager as close to the time of the related event as possible. The greater the length of time between the event and the filing of the complaint or concern, the greater concern there will be regarding our ability to investigate.
- 2.** If you feel that after your discussions under Step 1, your idea, problem or concern was not thoroughly considered or resolved, you can talk to your supervisor's supervisor in conjunction with Human Resources department personnel. At this stage, Human Resources will document the resolution or next steps to be followed.
- 3.** If you are not satisfied with the response in Step 2, you may appeal to the CEO stating in writing the reasons why you believe further review is warranted. This written appeal should be submitted directly to the CEO with a copy given to Human Resources.

Resolution does not necessarily mean agreement or that an idea will be implemented; however, you will be heard and receive an explanation for the final decision. We wish to resolve any complaint or concern quickly. A complaint or concern should be filed within 10 business days of the event or unsatisfactory resolution at any stage of the process. All supervisory responses at any stage will be provided within 10 business days, unless there are unforeseen circumstances. In such cases, the employee will be informed of the delay and the need for an extension.

This process may be used for concerns with performance assessments or to raise concerns regarding a termination as long as Step 1 commences within 48 hours of the termination.

EMPLOYEE RESPONSIBILITY FOR COMPLIANCE MATTERS

All employees, including supervisors and managers, are responsible for promptly reporting actual or potential wrongdoing, including actual or potential violations of law, regulation, policy, procedure, or CCKids's Standards of Conduct. If the problem is not satisfactorily resolved, the employee may proceed up the normal reporting chain to a higher level. In addition, the existing Human Resources "Positive Approach to Sharing Concerns/Suggestions" policy provides a formal procedure for reporting and responding to employee problems and concerns.

INDIVIDUALS SERVED AND THEIR FAMILIES

Our Responsibility

We are responsible for the safety and well-being of abused, neglected or abandoned children. We meet this duty through a carefully designed array of services.

Confidentiality/Privileged Communication

The work of Communities Connected for Kids is unique in many respects, and we often deal with many personal problems of the individuals served, their families and other environmental influences. It is necessary that this type of information be developed and utilized for the benefit of the individuals served and their families. This puts us in a position of trust, with knowledge of what we consider "Privileged Communication."

Each of us has a responsibility to maintain the highest ethical standards and confidentiality regarding any information related to the children and families we are serving. The misuse of this knowledge and material can be extremely damaging and can serve to create additional serious problems. Naming of individuals served and/or discussion of their problems must be avoided. The dangers of misinterpretation, misuse and the transmission of information cannot be overemphasized. Such abuse can easily create serious personal problems for individuals served, for their immediate families, and for the professional and public image of Communities Connected for Kids.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 2003, we must ensure that Protected Health Information (PHI) concerning individuals served is maintained in a confidential manner and is not released without appropriate authorization. As such, you must not communicate any information whatsoever about an individual served, to any party other than those to whom you are authorized to release such information. Your supervisor will provide additional information regarding your responsibilities under HIPAA and with whom you are free to share information.

Records of Individuals Served

If in the event, you have access to treatment and medical records of individuals served and related information, including the fact that an individual receives services from CCKids, you are required to keep this information strictly confidential. All records, and copies thereof relating to individuals served, both present and discharged, shall remain the property of Communities Connected for Kids and shall not be removed from the premises without the written approval of the CEO or his/her designee.

Abuse of Individuals Served

Communities Connected for Kids is dedicated to the care and treatment of the individuals in our care. Punitive actions, emotional or physical abuse, neglect, sexual conduct or other abusive behaviors are never appropriate. Communities Connected for Kids has "zero" tolerance for any form of abuse of individuals served.

PROFESSIONALISM

All employees are expected to maintain a high standard of ethical and professional conduct. It is expected that employees will serve as positive role models, conduct themselves in a professional manner, and avoid any action that may be detrimental to individuals served. Maintaining a positive attitude is essential, and discussion of personal or work-related problems while in the presence of individuals must be avoided. Obscene or abusive language is never appropriate and will not be tolerated. The Florida Certification Board Code of Ethics sets forth the rules of ethical and professional conduct which all applicants and certified professionals are expected to honor (hereafter referred to as 'the Rules'). Failure to comply with an obligation or prohibition set forth in the Rules will result in disciplinary action. All complaints must be submitted in writing, on the FCB Ethics Complaint Form, within no more than 30 calendar days of an employer becoming aware of an allegation of any violation.

PUBLIC RELATIONS

CCKids's reputation has been built on excellent service and quality work since its inception in 2013. Maintaining this reputation requires the active participation of every employee. Employees are expected

to interact in a courteous, friendly and sensitive manner with all associated with CCKids, including co-workers, individuals served, families, agencies, community service providers, community neighbors and others.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality of all employees is critical for the successful and efficient operation of CCKids.

- If you are unable to report for work or must be late due to illness or an emergency, you are required to notify your supervisor, as far in advance as possible. Normally, you must report to your supervisor no later than your normal reporting time.
- An employee absent from work who fails to contact his/her supervisor or designee for three (3) consecutive workdays will be considered as having abandoned his/her position and will be terminated. Chronic absenteeism or lateness will result in disciplinary action or dismissal.
- It is equally important that you work for the entire time you are scheduled. If an emergency should arise or you become ill during working hours, be sure to secure permission from your supervisor prior to leaving work, and before the end of your scheduled workday.

ATTIRE

Employees are expected to maintain the highest standards of personal grooming and present a neat, professional appearance at all times. Employees must refer to the CCKids dress code policy #1246 which sets the standards needed to be followed.

- The satisfaction of individuals served, as well as other customers, represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct contact with individuals served, you represent Communities Connected for Kids by your appearance as well as your actions. Properly groomed employees help to create a favorable image to the public and fellow employees.
- Good grooming and good taste should be the two factors considered in determining what is appropriate.
- No employee should dress or adorn themselves in a manner that may be offensive or provide a poor example for individuals served.
- Employees who do not conform to these guidelines will be appropriately advised by their supervisors and notified that continued disregard will result in disciplinary action, up to and including termination.

EMPLOYEES CHILDREN AT THE WORKSITE

- The children of Communities Connected for Kids employees are not permitted at the worksite or while an employee is conducting business on behalf of Communities Connected for Kids without authorization from the Chief Executive Officer (CEO).
- Employees will be informed of this policy during the new hire orientation process, to ensure that employees do not bring their children to the worksite unless authorized.
- Employees are encouraged to contact the Employee Assistance Program (EAP) or other identified referral sources to seek assistance in identifying emergency dependent care options.

SOLICITATION AND DISTRIBUTION

In order to avoid unnecessary annoyances and interruptions to your work, solicitation by an employee to another employee is prohibited while either individual is on working time.

- Employee distribution of literature in work areas is prohibited at all times.
- Trespassing, soliciting or distribution of literature by non-employees on Communities Connected for Kids property is prohibited at all times.
- Solicitation includes any fundraising or sale of goods or services for any organization or cause other than those that directly benefit CCKids.

COMPLIANCE WITH IMMIGRATION LAW

Communities Connected for Kids is required by federal immigration law to verify the identity and eligibility to work for all individuals within three (3) business days of being hired. In the event that appropriate documentation is not provided, employment must be terminated.

In accordance with this requirement, each individual hired must present for inspection by Human Resources department personnel, original documentation verifying his or her identity and eligibility to work in the United States. In accordance with CCKids procedure, a copy of the documentation may be maintained by Human Resources department personnel throughout your employment. Each applicant must also attest to his or her legal authority to work and certify this on the Form I-9. All offers of employment and continued employment for positions in the United States are contingent on furnishing satisfactory evidence of identity and legal authority to work in the United States.

Communities Connected for Kids voluntarily participates in the U.S. Department of Homeland Security's E-Verify program which is used in accordance with federal guidelines to verify the employment eligibility of all newly hired employees, as well as the validity of Social Security Numbers provided by all new hires.

EQUAL EMPLOYMENT OPPORTUNITY

Communities Connected for Kids is committed to the full utilization of all Human Resources and to a policy of equal employment opportunity. Communities Connected for Kids recognizes its responsibility not only to its employees and contractors, but also to the communities in which it operates. Therefore, Communities Connected for Kids reaffirms its policy to hire qualified applicants and treat employees during their employment without regard to race, religion, gender, color, age, physical or mental disability, national origin, veteran status, marital status, gender identity and expression, sexual orientation, citizenship, or any other category protected by law. This includes all employment decisions, including, but not limited to, recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off, termination or any other term and condition of employment.

In some cases, individual states may have additional or stricter laws to protect additional classes from discrimination. You may discuss equal employment opportunity related questions with your supervisor, a member of the Human Resources department or any other member of management.

GENETIC INFORMATION NONDISCRIMINATION ACT

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment.

Communities Connected for Kids recognizes its responsibility to limit the acquisition and disclosure of employee or applicant genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members; the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees or their family members.

AMERICANS WITH DISABILITIES ACT

Communities Connected for Kids is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodation where appropriate. Whether you are an applicant, a part-time or full-time employee, or are working during your orientation period, we ask that you notify your supervisor or a member of the Human

Resources department of the need for reasonable accommodation in order for you to perform the essential functions of your job. At that time, you will be asked to complete the request for accommodation and provide medical certification.

Typically, within five (5) business days of your request for a reasonable accommodation and your completing the request and returning the medical certification, a member of the Human Resources department will interact with you regarding your proposals for an effective reasonable accommodation. If in the event of extenuating circumstances, you will be provided notice if the Human Resources department personnel need more than five (5) business days to evaluate your proposal. In doing so, Human Resources department personnel may ask you for your assistance on the type of accommodation you believe may be necessary regarding the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your treating healthcare provider or other medical or rehabilitation professionals.

Any employee or applicant who requests an accommodation and/or complains of or believes he/she or others have been subjected to discrimination is protected from retaliation. An employee, at all times, has the right to file a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) or similar state or local agency, and the right to participate or assist in any investigation.

AIDS IN THE WORKPLACE

Communities Connected for Kids will not discriminate against any employee because of AIDS, has tested positive for HIV or AIDS related complex, or has been suspected of having AIDS. Such discrimination is not permitted in hiring, discharging, promotions, demotions, transfers, job assignments, compensation or any other employment related decision. In the event that an AIDS-afflicted employee becomes disabled as a result of his/her disease, he/she will be treated consistently with regard to all employment matters, including medical benefits and time-off policies.

NON-HARASSMENT

Our policy is to prohibit harassment of one employee by another employee or supervisor on any basis, including but not limited to, race, religion, gender, color, age, physical or mental disability, national origin, veteran status, marital status, gender identity and expression, sexual orientation, citizenship or any other category protected by law. The purpose of this policy is not to regulate our employees' personal morality. Rather, it is to assure you that no employee harasses another, in any manner in or outside of the workplace.

While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, bullying and teasing. Bullying can take a number of forms, including, but not limited to, verbal abuse, offensive conduct or behavior that is threatening, humiliating, or intimidating, work interference, or sabotage, which prevents an employee from accomplishing what needs to be done. On the other hand, supervisory feedback to an employee indicating areas in need of improvement or development does not constitute harassment.

Any employee who feels he/she is a victim of such harassment should immediately report the matter to his/her supervisor, a member of the Human Resources department or any other member of management. Communities Connected for Kids will investigate all such reports as confidentially as possible. Adverse action will not be taken against any employee who reports or participates in the investigation of a violation of this policy.

Supervisors have a duty to report any allegations brought to them by employees regarding behavior that may violate this policy. Employees should not expect, and may not require, a supervisor to hold such information in confidence. Supervisors must report the information to their supervisor, Human Resources department personnel or any member of management immediately.

SEXUAL HARASSMENT

It is the policy of Communities Connected for Kids that all of our employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee -- either male or female -- should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment is unlawful and will not be tolerated by CCKids.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with our work effectiveness.

Such conduct, whether committed by supervisor or non-supervisory personnel, is specifically prohibited. This includes repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact. All employees should maintain appropriate professional boundaries. This is especially imperative for those in positions of authority (i.e. managers and supervisors).

Supervisors have a duty to report any allegations brought to them by employees regarding behavior that may violate this policy. Employees should not expect, and may not require, a supervisor to hold such information in confidence. Supervisors must report the information to their supervisor, Human Resources or any member of management immediately.

In addition, no one should imply or threaten that an applicant or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

If sexual harassment is committed by a Communities Connected for Kids employee, we will take such action as is appropriate under the circumstances. Such action may include counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, mandated training, transfers and other formal sanctions up to and including termination of employment.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or a member of Human Resources. If you prefer not to discuss the matter with your supervisor or a member of the Human Resources department, you may discuss it with any other member of management or address the situation with the CEO. In addition to the above, an employee may file a formal complaint with either The United States Equal Employment Opportunity Commission or the applicable state or local equal employment opportunity agency.

NON-RETALIATION

Employees who report a possible violation of law, regulation, policy, procedure or CCKids's Standards of Conduct will not be subjected to disciplinary action or other form of retaliation, retribution or harassment. No supervisor or employee is permitted to engage in retaliation, retribution or any form of harassment against an employee for reporting a compliance related concern. Any supervisor or employee who

conducts or condones retribution, retaliation or harassment in any way will be subject to disciplinary action up to and including termination. Employees cannot exempt themselves from the consequences of wrongdoing by reporting their own wrongdoing, although self-reporting may be taken into account in determining the appropriate course of action.

RESPONSIBLE USE OF SOCIAL MEDIA

Communities Connected for Kids personnel using social media or social networking sites must act responsibly as inappropriate use of social media may affect your job. A social media site user is expected to act appropriately whether working on the Communities Connected for Kids information systems network or while using his or her personal account. In reviewing these guidelines, consider them in conjunction with the Communities Connected for Kids Standards of Conduct, Non-Harassment and Sexual Harassment policies, and other relevant policies. Inappropriate postings, which include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Communities Connected for Kids personnel using the Internet and Communities Connected for Kids Intranet services are expected to communicate in a courteous, respectful and sensitive manner with all those persons associated with CCKids, including co-workers, families, agencies, community service providers, our community neighbors and others. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by using Positive Approach to Sharing Concerns/Suggestions” policies than by posting complaints to a social media outlet.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, harassing or bullying, or that disparage individuals served, parents, other employees, suppliers or others associated with CCKids. The use of social media for personal reasons during work time is prohibited. This policy is not meant to interfere with an employee’s rights under Section 7 of the National Labor Relations Act.

If you are contacted by an individual or parent, you should check with your supervisor to determine whether there are any business reasons why you should not respond. On occasion, case management may create a blank Facebook account as part of ongoing efforts to locate a missing child.

Section 2: Your Pay and Progress

RECORDING YOUR TIME

- You are required to maintain an accurate record of all time worked.
- Hourly (non-exempt) employees and salaried (exempt) employees must record actual hours on time sheets/cards, or by use of other approved time-keeping systems. Employees are responsible for preparing their time records for their supervisor’s review and approval. Under no circumstances should time records be submitted later than the close of the pay period. Time sheets/cards/records not submitted may result in a delay of payment; however, employees will be paid in accordance with the applicable state law. You should check with your Human Resources department personnel if you are asked by your supervisor to record your time in another manner.
- For non-exempt employees, Communities Connected for Kids tracks hours worked in 15-minute increments, as permitted under the Fair Labor Standards Act.
- A full-time exempt employee who works a partial day and who has accrued time-off in accordance with CCKids’s time-off policies may use, or be expected to use, time-off benefits in four (4) hour increments. However, in accordance with Wage and Hour regulations, an exempt employee who works a partial day and does not have accrued time-off must be paid according to a predetermined amount (typically, a full eight (8) hours) or 40 hours in a workweek in

which services were provided, unless no hours are worked on a given day.

- With the exception of an employee on an approved Family Medical Leave, an exempt employee may not be issued a partial day of pay. Under Family Medical Leave, time may be taken off intermittently and adjusted for an exempt employee based on the amount of time actually worked.
- At no time is a full-time employee with accrued time-off benefits, including Health Management Leave time, permitted to voluntarily elect to receive zero pay. The abuse or excessive use of time-off benefits, including the partial use of days by exempt employees without accrued time off may result in disciplinary action, up to and including termination of employment.

PAY DAY

You will be paid on a bi-weekly basis. This payment is distributed on alternate Fridays and reflects your earnings for the two-week period that concluded on the preceding Saturday. Employees will be paid on the preceding workday if a payday falls on a non-working day, such as a bank or Federal holiday.

COMPENSATORY TIME

This is a practice not authorized for use at CCKids.

METHOD OF COMPENSATION

Communities Connected for Kids requires that all employees be paid by Direct Deposit or the Check Debit Card system, unless prohibited by State law. Direct Deposit program and Check Debit Card enrollment forms can be obtained from your Human Resources or Payroll office. If in the event the use of direct deposit or the Check Debit Card system creates a documented undue hardship, the Human Resources Director may approve payment through a payroll check. In the event that an employee is approved to receive a hard copy, paper paycheck, it will be mailed to the employee's home address. Under no circumstances may payroll checks be cashed/deposited prior to the designated payday.

PAY FOR E-LEARNING (ONLINE TRAINING)

The time spent in mandatory training is considered work and is included in an employee's pay as hours worked. Voluntary training or meetings not directly related to an employee's primary duties that take place outside the employee's regular working hours are not considered work hours; and therefore, are not compensable.

PERFORMANCE REVIEWS/DEVELOPMENT PLANS

Your performance and contributions to Communities Connected for Kids are very important. Periodically, your supervisor will review your performance with you. Normally, you and your supervisor will be responsible for jointly completing a performance assessment annually. Your supervisor will assist you in preparing a development plan that is specific to your present role. Additionally, at your request, your supervisor and Human Resources department personnel will work with you to prepare a career development plan that will help you determine how you may be able to align your professional goals with organizational needs and opportunities outside of your role. New employees, rehired employees and those who have assumed a new role at Communities Connected for Kids will receive supervisory feedback throughout their new/transferred employee orientation period. This feedback will include at least one formal session to review your progress.

EMPLOYEE PROFESSIONAL GROWTH AND DEVELOPMENT

Communities Connected for Kids places significant importance on professional growth and development. Employees have an obligation to the organization and to the individuals served to perform to their best ability. Our focus on performance and competency means that you will actively participate in professional growth and development opportunities based on prescribed learning paths for your position, as well as

learning related to your individual needs and goals. Communities Connected for Kids provides a host of learning resources that present opportunities for you to acquire new knowledge, develop skills, and to assist you in enhancing your performance. These opportunities consist of traditional classroom instruction, coaching and supervision, eLearning (computer-based), structured on-the-job learning, small group meetings, self-study materials, workshops and other external resources. It is CCKids's belief that learning can occur at any time and in any place, and we strive to make that possible for you.

PROMOTIONS

We believe that career advancement is rewarding for both the employee and CCKids. Whenever possible, we will promote qualified employees to new or vacated positions. In addition, your Human Resources department personnel and your supervisor are available to discuss potential promotional opportunities with you.

TEMPORARY TRANSFERS

Because Communities Connected for Kids is a complex organization, there may be times when it is in the best interest of the organization for you to work in a program or department other than your current location. The decision to transfer an employee is made based on the needs of the individual and the organization. As such, your supervisor or Department Head may also request a transfer for you. In order to ensure the safety of the individuals served, as well as efficient and cost-effective operations, Communities Connected for Kids reserves the right to reassign employees to programs as business needs demand. Advance notice of such changes will be given when feasible but is not guaranteed. The duration of such reassignments changes is determined by the needs of the organization, but also with consideration for the personal needs of the affected employee.

PAY ADVANCES

Pay advances will not be granted to employees.

EMPLOYMENT CLASSIFICATION – EXEMPT/NON-EXEMPT STATUS

All positions are classified as non-exempt or exempt in accordance with provisions of the federal Fair Labor Standards Act and state wage and hour laws. Employees working in non-exempt positions are eligible for overtime pay consistent with CCKids's policy, while employees working in exempt positions are not eligible for overtime pay. Employees will be notified of their employment classification upon hire. Employees seeking new roles will be informed whether a role is exempt or non-exempt during the interview process. Supervisory personnel conduct performance evaluations and have the authority to hire and terminate an employee or effectively recommend such. Exempt status applies to most supervisors as well as administrative, professional and executive employees. Exempt employees are paid a set base salary per pay period. The duties of the role may require an employee to work beyond the standard workweek without additional compensation. An exempt employee is paid for doing the job, not for the specific hours worked.

CCKids's policy is to pay all employees in accordance with all applicable federal and state regulations. Additionally, Communities Connected for Kids will only make payroll deductions or, if required, dock pay in accordance with applicable law. Communities Connected for Kids is committed to classifying (exempt or non-exempt) and paying all employees correctly, as well as within one pay period or sooner, if required by state law. Any employee who feels that he/she has been paid or classified incorrectly should report it immediately to the Human Resources Director or his/her supervisor, so that such reports can be investigated promptly and confidentially. Adverse action will not be taken against an employee who reports or participates in the investigation of a possible violation of this policy.

OVERTIME

There will be times when you will need to work overtime so that Communities Connected for Kids can

meet the needs of individuals served or provide other services required by CCKids. Overtime may include work performed remotely by hourly employees after regularly scheduled work hours, including sending or responding to work-related email or text messages when approved by his or her supervisor. All overtime must be approved in advance by your supervisor.

Hourly employees will be paid at a rate of time and one-half their regular hourly rate for time worked in excess of 40 hours a week. The week is defined as Sunday through Saturday. Only actual hours worked count toward computing weekly overtime; time-off benefits used do not count toward computing weekly overtime.

Section 3: On the Job

CONFIDENTIALITY OF EMPLOYMENT AND BUSINESS INFORMATION

- In the course of employment, employees will come into contact with programs and procedures developed by Communities Connected for Kids or its contractors, and/or may have the opportunity to develop programs and procedures. Employees may not disclose confidential or proprietary information related to programs or procedures without express written authority. Nor may employees disclose individuals' confidential information, including the names of individuals served. Use of this information outside its intended purpose and without authorization is strictly prohibited.
- The receipt of individuals' confidential or proprietary information, in error or indirectly, must be reported to Human Resources department personnel or your Department Head immediately. Examples of confidential information include records of individuals served, proprietary operational information, social security numbers and confidential communications.
- The release of confidential or proprietary information or failure to report the release of such information is considered violation of CCKids's Standards of Conduct.
- The release of confidential or proprietary information with authorization of management is permitted within the scope of your job responsibilities, provided it is done for valid Communities Connected for Kids business reasons.
- Protected Health Information (PHI) may not be released or obtained without appropriate authorization, and in accordance with the Health Insurance Portability and Accountability Act (HIPAA). If you are not sure or have a question regarding PHI, you should contact your Human Resources department personnel or CCKids's Privacy Officer.

EMPLOYEE PROTECTED HEALTH INFORMATION AUTHORIZATION, USE AND DISCLOSURE - HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The following information outlines CCKids's policy concerning employees' Protected Health Information (PHI). If you have any questions, contact your Human Resources department personnel.

- CCKids's benefit plans include coverage, which at times requires the access and release of PHI. These plans include the following: health benefits, behavioral/mental health benefits, Employee Assistance Program (EAP), dental, prescription drug plan, workers' compensation, life insurance and disability insurance. In addition, Communities Connected for Kids is self-insured for many of the aforementioned benefits and carries additional coverage in the form of stop-loss insurance. Stop-loss insurance provides reimbursement back to Communities Connected for Kids for eligible benefits paid by Communities Connected for Kids above a negotiated threshold. When proper authorization is received, Communities Connected for Kids will request PHI and work with a Third Party Administrator or Insurer to assist an employee or dependent of an employee to resolve claim or coverage issues. In the event PHI is received in error, the employee will be informed by

the Vice President of Human Resources and the PHI will be returned to the vendor.

- Communities Connected for Kids also provides benefits in the form of Leaves of Absence and Health Management Leave (Sick Leave) and must administer policies and procedures related to Drug-Free Workplace, Family Medical Leave, Medical Leave, pre-employment drug screening, Workers' Compensation and Pre/Post employment health screenings. At times, employee medical information may be exchanged between Communities Connected for Kids and a healthcare provider in order to assist in obtaining services, to address billing issues, to issue benefits or document the appropriateness of Leaves requested. All information obtained pursuant to this paragraph is considered part of the employee's employment file and is excluded from the requirements of the Health Insurance Portability and Accountability Act. However, all such files are confidentially maintained in a separate locked file cabinet or in a separate electronic file.
- At no time is PHI released to assist a Third Party in selling other insurance products, to discriminate against an individual in receiving treatment, or to withhold treatment or discriminate in employment decisions including selection, employment, promotion or related decisions.
- An authorization may be revoked at any time. CCKids's Notice of Privacy Practices describes the revocation process.

ELECTRONIC COMMUNICATIONS POLICY

- Communities Connected for Kids continues to adopt and make use of new means of communication and information exchange to give you the tools to do your job. This means that you may have access to one or more forms of electronic media and services, including computers, e-mail, telephones, mobile phones, voice mail, fax machines, external electronic bulletin boards, on-line services and the Internet.
- Communities Connected for Kids encourages the use of these media and associated services, because they are valuable sources of information and can assist you in doing your job more effectively. However, the electronic media and services provided by Communities Connected for Kids are CCKids property, and their purpose is to facilitate and support our mission.
- The use of any photographic, video or audio recording devices must respect the privacy of individuals and their families.
- Personal signatures on electronic communications may include no more than: Name, Title, Address, Phone number, Fax number, Cellular number, or approved Communities Connected for Kids links.
- Personal photographs must respect the professional and business aspects of CCKids's work and depict only the employee as the subject. Other photos and images are prohibited.
- This policy is not designed to cover every possible situation. Instead, it is designed to express CCKids's philosophy and set forth general principles that should be applied when using electronic media and services.
- The following applies to all electronic media and services that are accessed on or from Communities Connected for Kids premises, accessed using Communities Connected for Kids equipment or through Communities Connected for Kids access methods; or used in a manner that identifies the individual with CCKids.
 - **Prohibited Communications** – Email messages may not contain content that may be considered offensive or disruptive. Email cannot be used to knowingly transmit, retrieve or store any communication that is discriminatory or harassing; obscene; defamatory or threatens physical harm; or to engage in illegal activity or activity that is contrary to the Communities Connected for Kids Standards of Conduct. Commercial messages, employee solicitations, or messages of a religious or political nature should not be distributed using Communities Connected for Kids email.
 - **Personal Use** – Electronic media and services are provided by Communities Connected for Kids primarily for employees' business use. Incidental and occasional personal use of

Communities Connected for Kids email is permitted. However, you are expected to demonstrate a sense of responsibility and not abuse the privilege. Such messages become the property of Communities Connected for Kids and are subject to the same policies as business email. Personal email should not interfere with or conflict with business usage or job duties.

- **Access to Employee Communications** – Electronic information created and/or communicated by an employee using Communities Connected for Kids email, word processing, utility programs, spreadsheets, voice mail, telephones, Internet and bulletin board system access, and similar electronic media generally is not monitored by CCKids. However, Communities Connected for Kids reserves the right, at its discretion, to review any employee’s electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other Communities Connected for Kids policies. You should not assume electronic communications are private. Accordingly, if you have sensitive information to transmit, you should use other means.
- **Security/Appropriate Use** – Employees must respect the confidentiality of other individuals’ electronic communications. Except in cases in which explicit authorization has been granted by Communities Connected for Kids management, employees are prohibited from engaging in, or attempting to engage in monitoring or intercepting the files or communications of other employees or third parties; hacking or obtaining access to systems or accounts to which he or she is not authorized; and using the passwords or log-ins of others. No e-mail or other electronic communications may be sent that attempts to hide the identity of the sender or represents the sender as someone else. Electronic media and services should not be used in a manner that is likely to cause system congestion or significantly hamper the ability of other people to access and use the system. Anyone obtaining electronic access to other companies’ or individuals’ materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- **Participation in On-line Forums** – Communities Connected for Kids recognizes that participation in some forums might be important to the performance of your job. Employees should include the following disclaimer in all of their postings to public forums:

“The views, opinions and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by Communities Connected for Kids.”

EMERGENCIES AND INCLEMENT WEATHER COMMUNICATION SERVICES

Communities Connected for Kids utilizes specialized services to aid in communication during disasters and/or emergencies. The following are two types of these services:

Emergency Communications Network

- Toll-free “hotline” set up to be used as the single point of providing updates on the emergency, service closures/openings, and information on post-emergency relief efforts. The hotline number is 1-866-322-3535.
- The system provides recorded updates to callers.

- The emergency communications hotline contains a passcode for management access and may be updated by one or more members of the Emergency Operations Team, including the CCKids Project Manager and the Director of Community Relations.

Voice Message Broadcasting

- At the discretion of the Emergency Operations Coordinator, an emergency communication tool may be used to deliver consistent recorded messages in minutes to all staff, providers, foster parents, caregivers and clients.
- Emergency notifications are broadcast to all home, office, and cellular telephones signaling that the Emergency Hotline has been set up and will be providing updated information before, during and after the disaster/emergency.
- At the request of the Emergency Operations Coordinator, call lists for staff, key subcontractors, leadership, foster parents and residential group facilities will be updated and provided to voice message broadcasting vendor, Line 1 Communications. Employees are responsible for ensuring that up-to-date contact information is provided to Human Resources throughout the year.
- Social media updates are used to communicate to our partners and stakeholders, including status of operations, needs identified either for the overall system, or for individual circumstances of a child or family receiving services.

SUPERVISORY SUPPORT AND CRISIS ON-CALL SYSTEM

Communities Connected for Kids programs have supervisory support systems in place for use by employees who may be faced with new or difficult situations that require coaching, direction and/or confirmation of the appropriate action to be taken.

While Communities Connected for Kids locations may vary regarding the specific technology and procedures used for the crisis-on-call system, prior to beginning each workday you should check to ensure that you have current information for the following contacts:

- supervisor's and back-up supervisor's telephone numbers -both office and mobile numbers, if appropriate.
- Clinical and administrative back-up to the assigned person on call to assist in handling any issues reported.
- Phone numbers for local police and fire departments.
- Phone number for Poison Control.
- Child/Adult abuse hotline or appropriate numbers.
- Phone numbers as part of CCKids's emergency response systems.

COMMUNITIES CONNECTED FOR KIDS AND PERSONAL VEHICLES

- Individuals served are permitted to travel in employee-owned vehicles provided such travel is within the scope of the employee's job duties and the travel is approved in advance by a supervisor. The primary liability for any damages incurred as a result of an accident when a Communities Connected for Kids employee is using his/her own vehicle for Communities Connected for Kids business rests with the owner of the private vehicle. Communities Connected for Kids employees using their own vehicles must keep such vehicle in safe operating condition.
- All employees who drive in a Communities Connected for Kids leased vehicle or in his or her personal vehicle while conducting Communities Connected for Kids business must provide proof of possession of a valid driver's license from his or her state of residence. Additionally, an employee granted permission to use his or her own vehicle in the course of conducting Communities Connected for Kids business must provide proof of valid automobile insurance in an

amount equal to or greater than the minimum required under his/her state of residence insurance regulations.

- In many roles, driving and maintaining a valid driver's license are essential functions of the job. Employees responsible for transporting individuals served or for driving his/her personal vehicle for business purposes must maintain a safe driving record. Employees must notify the supervisor and Human Resources department personnel in the event that his or her license or driving privileges are suspended or revoked prior to working his or her next regularly scheduled workday. Additionally, it is the individual responsibility of each Communities Connected for Kids employee to bring to the attention of Human Resources department personnel information about any moving violations.
- All employees who are required or authorized to drive vehicles in the course of performing job duties must consent to a periodic review of his or her driving record. The frequency of these record checks will be determined by CCKids procedure and/or in accordance with state or federal regulatory requirements. Furthermore, Communities Connected for Kids reserves the right to verify that an employee's personal vehicle used for Communities Connected for Kids business is maintained in accordance with state requirements and/or in safe operating condition.
- Reimbursement for mileage when using employee-owned vehicles will be in accordance with CCKids Travel policy and must be supported by documentation of purpose of trip, date of trip, mileage and destination.
- Operators of Communities Connected for Kids vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a Communities Connected for Kids leased vehicle, or personal vehicle used for Communities Connected for Kids business purposes must be reported to your supervisor immediately.
- Employees operating a Communities Connected for Kids leased vehicle, or personal vehicle used for Communities Connected for Kids business purposes are responsible for any moving or parking violations and fines received while driving. The receipt of any moving or parking violation must immediately be reported to the employee's supervisor. A copy of the documentation of the violation, as well as evidence of payment of the violation must be given to the employee's supervisor.
- The use of seat belts is mandatory for all operators and passengers of Communities Connected for Kids leased and personal vehicles used for business purposes.
- Age and size appropriate car seats must be used at all times when infants and children are being transported.
- The use of business or personal mobile phones while driving is highly discouraged and may be prohibited by state law. If state law allows, and a call is absolutely required while driving on Communities Connected for Kids business, have a passenger make the call or, if alone, find a safe place to park the vehicle before placing the call. Texting while operating a vehicle is prohibited. Citations for violations of state law while conducting Communities Connected for Kids business are the sole responsibility of the employee.

DAMAGE TO PERSONAL VEHICLES

- The primary liability for any damages incurred as a result of a motor vehicle accident when a Communities Connected for Kids employee is using his/her own vehicle for Communities Connected for Kids business rests with the owner of the private vehicle. Generally, Communities Connected for Kids is not responsible for the repair costs to the employee's vehicle.
- A Communities Connected for Kids employee involved in a motor vehicle accident in his/her own vehicle while performing Communities Connected for Kids business is responsible for reporting the claim to his/her own automobile insurance company. The employee is encouraged to cooperate fully with the insurer's adjustment of the claim, including working with them to arrange for an inspection, damage appraisal and approval for repairs.
- The employee is also responsible for working with his/her Communities Connected for Kids

supervisor or designee to provide a full accident report and description of the claim. The employee will be required to provide his/her insurance company's contact information including the name and a phone number for the insurance company, as well as policy information.

- Each employee driving his/her personal vehicle for Communities Connected for Kids business in the scope or course of employment must maintain the minimal level of automobile insurance coverage required by the state in which he/she resides.

BUSINESS TELEPHONES AND MOBILE DEVICES

- Personal use of business telephones and mobile devices should be limited to CCKids business, and may not interfere with assigned duties. Employees will be expected to pay for any long-distance personal calls made using Communities Connected for Kids equipment. Excessive personal use of the business telephone or assigned mobile device may result in disciplinary action.
- The use of personal mobile devices during work hours is discouraged. Personal devices should be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow, other employees or individuals served.
- Communities Connected for Kids is committed to protecting the confidentiality and privacy of individuals served, as well as the privacy of employees. As such, the use of mobile devices with cameras and other devices with photo or video capabilities by employees, visitors and others is strictly prohibited in areas where client and employee records are stored, and in any and all areas in the workplace where privacy is an expectation.
- An employee may be provided with a CCKids-owned/leased mobile device based on operational need. Employees will be responsible for excess minutes used/data accessed or transmitted beyond the employee's Communities Connected for Kids approved plan. This equipment shall remain the property of CCKids, and must be surrendered upon request, or returned to Communities Connected for Kids at the time of termination of employment.
- All access to Communities Connected for Kids systems will be terminated upon the employee's separation of employment. As such, the transfer of a CCKids owned/leased mobile device or business telephone number for personal use following termination is prohibited.

ACCESS TO PERSONNEL FILES:

Upon request, an employee may inspect his/her own personnel file in the presence of a Communities Connected for Kids official in the office in which the records are maintained. The inspection will take place within a reasonable time after the request has been made (within five (5) business days) and at a mutually agreed upon time. You may take notes regarding the contents of the file and may place a statement in the file if you find an error in the file. Removal or correction of any information in the record may be done by mutual agreement. If no agreement is reached, you may submit a written explanation to be part of the record.

You will be permitted to see any records used to determine your qualification for employment, promotion or wage increases, and any records used to discipline you with the exception of any records relating to a criminal investigation or any letters of reference maintained by CCKids. You are permitted to have a copy of any document you have signed relating to your obtaining employment. In the event that the employee's assigned workplace is located greater than 25 miles from the office in which the records are maintained, Human Resources department personnel will arrange with the employee to allow for inspection of the records at a more convenient location.

Unless directed by Court Order, state law or subpoena, or required by law, a terminated employee may not have access to his or her file and may not receive copies of his or her file.

CHANGES IN PERSONAL DATA

Communities Connected for Kids needs to maintain up-to-date information about you so that we can aid

you and/or your family in matters of personal emergency. Changes in your name and telephone number should be given to your supervisor and Human Resources department personnel. Changes in your address, marital status, number of dependents, or changes in next of kin and/or beneficiaries are to be given to a member of your Human Resources department personnel promptly.

CARE OF EQUIPMENT

You are expected to use proper care when using CCKids's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

TRAVEL/EXPENSE ACCOUNTS

Communities Connected for Kids will reimburse employees for reasonable expenses incurred through business travel or entertainment. All cash advances must be accounted for and expense receipts required.

The following business expenses will be reimbursed:

- Travel Expense
- Automobile Expense
- Lodging
- Tips
- Business Meals (in accordance with our per diem rates, room service excluded)

An employee will be provided appropriate notice if he/she is not eligible for reimbursement for local travel and expenses. For additional details related to staff travel expenses, refer to Communities Connected for Kids Policy.

MAIL USE

Employees may not receive personal mail through Communities Connected for Kids facilities. Receipt of prescription medications ordered through CCKids's mail service is permitted only when these items cannot be received at the employee's home during normal business hours.

BULLETIN BOARDS

We post information of interest and importance to you on our bulletin boards. We suggest that you look at it regularly to keep up with what is happening in your location and within the organization. This bulletin board is for administrative use only, and employees may not post or remove any information from it.

ASSISTANCE FOR EMPLOYEES WHO ARE THE SUBJECT OF LEGAL CLAIMS

Communities Connected for Kids will make every effort to ensure that staff who are the subject of a legal claim that arose during the scope of their employment will be provided with legal assistance to handle the claim. It is generally the practice of Communities Connected for Kids to defend all employees who are the subject of a legal claim that arises from their scope of employment with Communities Connected for Kids. The type and amount of assistance provided is determined on a case-by-case basis and is mutually agreed upon by Communities Connected for Kids and the subject employee. Assistance will only be provided if it is determined that doing so is in the best interest of Communities Connected for Kids.

LETTERS OF REFERENCE OR RECOMMENDATION/SOCIAL MEDIA ENDORSEMENTS

- References may be provided upon request for current and former employees with written approval provided by the Human Resources Director. The reference or letter of recommendation must be supported by information in the employee's personnel file. Requests by current or former employees for endorsements of professional skills on social media sites – i.e. - LinkedIn, may be provided upon written request and with approval from the Human Resources Director. The

- reference or recommendation must be supported by information in the employee's personnel file.
- Interns/trainees hired as a component of their school program may receive recommendations from the appropriate Department Head provided it is reviewed and approved by Human Resources department personnel before any information is sent.
- Providing false or undocumented information may subject the employee/supervisor to disciplinary action, up to and including termination.

IF YOU MUST LEAVE US

- Should you decide to leave your employment with us and you are a non-exempt employee, we ask that you provide your supervisor with a minimum of two (2) weeks advance notice. If you are an exempt employee, notice of four (4) weeks is requested. Your thoughtfulness will be appreciated and will be noted favorably should you ever wish to reapply for employment with CCKids.
- All resigning employees are asked to participate in an in-person exit interview or complete a brief online exit interview.
- All Communities Connected for Kids property must be returned upon or prior to termination. Otherwise, Communities Connected for Kids may take further action to recover any replacement costs and/or seek the return of Communities Connected for Kids property through appropriate legal recourse.
- You should notify Communities Connected for Kids if your address changes during the calendar year in which termination occurs so that your tax information is sent to the proper address.
- Accrued, unused Time-Off Benefit time will be paid at termination when a non-exempt employee provides a minimum of two (2) weeks written notice of intent to resign employment. Supervisory/management level staff will provide a minimum of four (4) weeks written notice. Additionally, in order to be paid for accrued, unused Time-Off Benefit time following termination, a departing employee must honor his/her responsibility to work his/her regular work schedule during the notification period, as well as adhere to CCKids's policies, procedures and Standards of Conduct.
- **Employees who fail to provide written notice of intent to resign employment as outlined above, or who fail to complete the required notification period, and those whose employment is terminated for cause will not be paid for accrued, unused Time-Off Benefit time, unless required by state law.**
- Payment of accrued, unused Time-Off benefit time will be paid to eligible employees in the paycheck following the last paycheck issued for hours worked during the pay period in which the termination falls, unless prohibited by state law.
- Time-Off Benefit of time advanced before it has accrued must be repaid at termination and will be deducted from an employee's final paycheck.

Section 4: Employment Status, Time-Off and Other Benefits

ORIENTATION PERIOD FOR NEW HIRES/TRANSFERRED EMPLOYEES

The first 90 days of employment are classified as an orientation period for all new employees and for employees who have been promoted or transferred into a new role. You should use this period of time to determine if Communities Connected for Kids and/or your new job are suited to you. Your supervisor will also use this period as an opportunity to evaluate your work performance. However, the completion of the orientation period does not guarantee employment for any period of time thereafter.

This employee handbook, which can be accessed on CCKids's Intranet > Human Resources > Employee Handbook, can serve as a valuable resource during your initial employment as well as throughout your employment. Your supervisor, who is responsible for the operation of your department, is another good source of information about Communities Connected for Kids and your job and is available to assist you in adjusting to your new role.

CATEGORIES OF EMPLOYMENT

Statutory benefits are state and federally mandated employee benefits. Examples of statutory benefits include Social Security, Unemployment Compensation and Workers' Compensation.

The following employees are eligible for statutory benefits:

➤ **Full-time Employees**

Full-time employees are those who are scheduled/budgeted as full-time and work 40 hours per week on average, including Time-Off Benefit time, in each week of a two-week payroll period. Employees classified as full-time employees are eligible for CCKids's fringe benefits package in accordance with their position and length of employment.

➤ **Part-time Employees**

Part-time employees are scheduled/budgeted as part time, normally working less than 40 hours per week on average in each week of a two-week payroll period and are eligible for statutory benefits, CCKids's Employee Assistance Program (EAP) and available work/life programs. Part-time employees who work 30 hours per week or more on average are eligible for some fringe benefits as well. Part-time employees who work 1,000 hours or more per year (based on their anniversary date) should also review eligibility requirements for the Communities Connected for Kids Retirement Plan.

RE-EMPLOYMENT WITH CCKIDS:

An employee who leaves employment will not be eligible for rehire for 30 days. In most cases the date the employee returns to work will be considered the rehire date and will become the employee's original date of hire. Following rehire, the employee must satisfy the waiting period for benefits. Full-time employees will be subject to the benefit eligibility waiting periods of a new employee, including the accrual of Time-Off Benefit time. Health Management Leave (HML) time will begin accruing on the date of rehire for full-time employees.

A full-time employee will be eligible for all medical benefits on the first day of the pay period in which the 90th day of continuous active, full-time employment occurs. The self-service benefit enrollment process must be completed prior to the eligibility date, or the employee will have to wait until the next Open Enrollment period (typically October or November) to enroll in benefits that will be effective in January of the next plan year.

CCKids's Retirement Plan allows rehired employees to be reinstated into the plan and continue receiving Communities Connected for Kids contributions (if the employee previously met vesting requirements) if the employee returns to work within twelve (12) months.

CHANGES IN EMPLOYMENT STATUS/BENEFIT AND TIME-OFF BENEFIT ELIGIBILITY

Part-time to Full-time

An employee's waiting period will be waived when changing status from part-time to full-time status, provided that the employee has been employed by Communities Connected for Kids for a minimum of 180 days prior to the status change. An eligible employee must enroll within 30 days of the status change. If the online enrollment process is completed within 30 days, the eligibility date for all health and welfare benefits, including life insurance, long term disability and voluntary benefits will become effective the first day of the month or following the status change. In the event that an employee's status change from part-time to full-time occurs on the first day of the month, the employee would be eligible for benefit coverage effective the same day. Example: If an employee changes status on July 1, he/she would be eligible for benefits on July 1. If this same employee changed status on July 2, the employee's benefit eligibility date would be August 1 (the first day of the month following the status change).

If the employee does not enroll during the enrollment period, the eligibility date to elect the options will be the next Open Enrollment period (typically October or November) for the benefits to be effective the next plan year (January 1).

If the employee has been employed for a minimum of 180 days, Health Management Leave time (HML) will begin accruing on the date of the status change to full-time employment. Time-Off Benefits (TOB) will begin accruing the first of the month following the status change. If the employee has not been employed for at least 180 days, the employee must complete the 90-day waiting period that applies to new employees, both for health and welfare benefits and TOB accruals.

Full-Time to Part-Time Status Change

Employees who change from full-time to part-time status will be removed from Group Life, Long-Term Disability and Medical/Dependent Care Spending Accounts effective the day of the change in status. Welfare benefit coverage for medical, dental, mental health, AD & PL, prescription drug benefits and Voluntary Benefits will terminate on the last day of the month in which employment status changes.

Conversion coverage is offered for Life insurance and Voluntary Benefits. Continuation of welfare benefits, including medical, dental, prescription coverage and Medical Spending Account coverage is available through COBRA. Upon changing to Part-time status, an employee may be eligible to continue medical, dental and prescription coverage through COBRA offered through CCKids's Third Party Administrator. An employee who has lost coverage as the result of changing from full-time to part-time status may wish to visit the Healthcare Insurance Marketplace at <https://www.healthcare.gov/> to explore alternate healthcare options. CCKids's Employee Assistance Program (EAP) and Work Life Programs continue to be available to part-time employees.

Part-time employees working on average between 30-39 hours between their start and first year anniversary date will be offered coverage no later than the thirteenth month if hired on the first day of the month, or on the first of the month following 13 months of employment. Qualified part-time employees working on average between 30-39 hours and their dependent children (to age 26) are eligible for the High-Deductible Health Plan (HDHP) medical benefit and may contribute to a pre-tax Health Savings Account (HSA). Dental benefits are also available. For additional information, contact your Human Resources department personnel.

CCKids's Retirement Plan continues to be available to eligible part-time participating employees. An employee will be eligible for contribution, provided, he or she met the original eligibility requirements to receive CCKids's contribution and the employee works 1,000 hours in the plan year and did not experience a break in service (a computation period during which the employee does not complete at least 501 hours of service).

Unused Time-Off Benefit time accrued up to the date of the employee's change to part-time status will be paid out in a lump sum, in accordance with CCKids's regularly scheduled payroll cycle. Accrued, unused Health Management Leave time is not paid out at the time of the change to part-time status and is not available for use by the part-time employee.

Full Time to Part-time to Full-time Status Change

An employee who has a minimum of 180 days of combined full-time and part-time service, who changes from full-time status to part-time status, and then returns to full-time status within the same plan year will be eligible for initial enrollment or reinstatement into his/her previous full-time elections under CCKids's benefit plans. An employee who changes from full-time status to part-time status, and then returns to full-time status **within a different plan year** will be eligible to make new elections under CCKids's benefit plans. The reinstatement date for all benefits, with the exception of life insurance and long term disability

coverage, will be the first of the month on or following the return to full-time status, as long as the employee enrolls within 30 days of the change to full-time status; life insurance and long term disability are reactivated as of the full time status date. In the event that the employee does not enroll within 30 days, the employee must wait until the next Open Enrollment period to enroll in health and welfare benefits.

An employee who returns to full-time status from part-time status within 180 days (assuming benefit eligibility was met during his/her initial full-time status) will retain his/her previously accrued Health Management Leave (HML) balance. An employee who returns to full-time status from part-time status after 180 days will not retain his/her previously accrued Health Management Leave.

Provided an employee returns to full-time employment within 180 days, Time-Off Benefit time begins accruing at a rate based on the employee's original full-time hire date. If in the event an employee returns to full-time status after 180 days, the employee will have to wait the 90-day eligibility period and accrue at the rate for a new employee.

Termination or Leave of Absence (LOA) Status

Full-time employees who terminate employment will be removed from Group Life, Long-Term Disability and Medical/Dependent Care Spending Accounts effective the day of the termination. Welfare benefit coverage for medical, dental, mental health, AD&PL, prescription and Voluntary benefits will terminate on the last day of the month in which employment ends. Conversion coverage is available for Life insurance and Voluntary benefits. Continuation of welfare benefits, including medical, dental, prescription coverage, and Medical Spending Account coverage are available through COBRA, which is administered by Communities Connected for Kids Third Party Administrator.

Family and Medical Leave and/or Medical Leave of Absence (Leaves certified as qualifying events under the Family and Medical Leave Act, as well as state related regulations and/or Communities Connected for Kids approved medical leave) may be approved for a combined period, typically not to exceed nine (9) months in a twelve (12) month period for an employee hired before July 1, 2015, and six (6) months in a twelve (12) month period for an employee hired on or after July 1, 2015. Communities Connected for Kids will work with the employee both during the leave period and at its end in order to return the employee to his or her position or another open position for which the individual is qualified and in which the individual can perform the essential functions of the job with or without reasonable accommodation. If the employee is unable to return to work at the end of the approved period, and when an extension of the Leave is not appropriate, employee benefits will terminate. Eligibility for COBRA benefits will apply in accordance with COBRA regulations. A medical leave of absence includes employees out of work due to a Long-Term Disability and/or a Workers' Compensation event.

TIME OFF

The primary purpose of Communities Connected for Kids is to provide high quality services to those entrusted to our care by their families, guardians, agencies and other designated parties. The most critical resource we have by which to accomplish this task is our employees. No intervention can be implemented without the assistance of competent employees who are physically and mentally prepared to carry out this tremendous responsibility. For this reason, Communities Connected for Kids provides generous time-off benefits. CCKids's comprehensive time-off policies include Time-Off Benefits (TOB) and Health Management Leave (HML). These benefits are available to employees designated as full time who consistently work 40 hours per week.

Time-Off Benefits (TOB)

TOB is a benefit provided to full-time employees who consistently work 40 hours per week. TOB is provided to allow you time off to revitalize or attend other events that require your attention and cannot be

managed within your normal work schedule.

- TOB must be requested and approved by your supervisor in advance, and in accordance with CCKids procedures.
- Due to the needs of individuals served and/or agency needs, you may be required to use or schedule your time in accordance with these needs.
- TOB begins accruing on the first day of full-time employment (new hires, rehires, and current employees moving from Part-Time to Full-Time) and is earned each pay period based on the number of hours worked during the pay period.
- TOB begins accruing in July and stops accruing in June each year. However, eligible employees will have until the end of the pay period that includes Labor Day of the calendar year in which time off-benefit time stopped accruing, to use this time. Example: TOB time that accrues between July 2017 and June 2018 must be used by the end of the pay period that includes Labor Day 2018. See your Human Resources department personnel for specific dates, as these dates vary each year depending on the payroll cycle. Additionally, approval for the use of time-of-benefit time is subject to CCKids operational needs.
- **During their initial year of employment, eligible employees earn TOB on a prorated basis.**
- **TOB does not accrue on any time-off without pay.**

- TOB is earned in accordance with the following accrual schedule:

<u>Service</u>	<u>Earn up to</u>	<u>Accrual Rates</u>
90 days – 2 years	192 hrs./year/24 days	.0923 x # of hours worked
3 years – 4 years	200 hrs./year/25 days	.0962 x # of hours worked
5 years – 9 years	208 hrs./year/26 days	.1000 x # of hours worked
10 years – 14 years	248 hrs./year/31 days	.1192 x # of hours worked
15 + years	288 hrs./year/36 days	.1385 x # of hours worked

- Non-exempt employees who are absent from work for a full or partial day, or who arrive late or leave work early, will be charged with the use of unused accrued, TOB for time not worked.
- In the event that an exempt employee does not have the adequate TOB accrued to permit Leave with pay during an absence of a full day, deductions in pay may occur for absences of a full day or more. However, an exempt employee who works a partial day and has accrued time-off is expected to use his or her TOB in four (4) hour increments. In accordance with federal Wage and Hour regulations, an exempt employee who has exhausted his or her accrued time-off must be paid for the full day according to his or her predetermined salary for any partial days of absence, unless such absence is approved under the Federal Family and Medical Leave policy. An exempt employee may receive no pay for a given day if all accrued time according to the policy has been used and no services are provided during the day.
- Overuse, misuse, or abuse of TOB may result in counseling and, if necessary, disciplinary action.

Advancement of TOB

Under certain circumstances and in accordance with CCKids procedure, TOB hours may be advanced to address specific needs. However, at no time should such advancement exceed the lesser of 40 hours or the hours that the employee can earn during the remainder of the TOB year. Advanced time is TOB time that has been requested, approved, but not yet earned and will result in a negative TOB balance. Once your TOB balance reflects a positive balance you will again be eligible to request the use of accrued TOB.

Forfeiture of TOB

All accrued, unused TOB for the previous TOB year will be forfeited as of the end of the pay period in which Labor Day falls, unless state law specifies otherwise. However, if by the end of the TOB year

forfeiture date an employee is unable to use accrued, unused TOB time due to an extended absence resulting from a work-related injury or work-related illness, arrangements will be made for the employee to be paid for this unused time no later than the pay following the TOB year forfeiture date.

Health Management Leave (HML)

Communities Connected for Kids recognizes that at times each of us may experience health problems that prevent us from reporting to work, even when we make every effort to manage our health needs. Health Management Leave (HML) is a Time-Off Benefit (TOB) provided by Communities Connected for Kids that allows you to protect yourself from loss of income due to illness or injury. HML works best for you when it is used as intended, and only when necessitated by illness or injury.

- HML will begin to accrue immediately upon hire for eligible full-time employees. HML is accrued based on hours worked, at a rate of four (4) hours per pay period, based on a two-week pay period of 80 hours, not to exceed a total of 64 hours in a TOB year. Hours actually worked include any approved paid time-off leave.
- HML is not earned on any time off without pay.
- It is expected that you will accumulate HML to use in the event that you sustain an illness or injury that may result in an extended absence.
- HML is designed to provide you with short-term disability income and provides you with financial protection in the event you become disabled or experience an extended absence. (Communities Connected for Kids provides a no-cost Long-Term Disability (LTD) insurance plan to eligible employees that begins after an employee is disabled for 90 or more days).
- Accrued HML hours are available to use for an illness/injury whether or not certified by a qualified healthcare provider.
- In the event that an absence of four (4) or more days is needed to attend to the health needs of yourself, your spouse, domestic partner, child* or parent, you must notify your supervisor and request a Leave of Absence Application from Human Resources department personnel.
- An employee who has been absent for three (3) or more consecutive workdays must present a healthcare provider's certificate upon returning to work stating that the employee is able to resume the essential functions of his/her job with or without accommodation; and/or is free of communicable disease (if applicable).
- A certificate from a qualified healthcare provider may be requested at any time in the event of suspected abuse of HML time to ensure that an employee can successfully perform essential job functions, as evidenced by successful participation in an approved Job Demand Assessment. Further, for absences of less than three (3) consecutive days, a supervisor may designate that accrued TOB be charged rather than HML, until a qualified healthcare provider's certificate is provided.
- HML is designed as protection against illness or non-work-related injury; it may not be converted into TOB time.
- Under no circumstances will unused, accrued HML be paid upon termination.

**For the purpose of all Communities Connected for Kids Medical, Communities Connected for Kids Family and Medical, and Health Management Leaves and related policies, "child" includes foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.*

Accrued HML

Accrued HML are hours accrued but not used in the TOB year in which they are issued, and as such are carried over and available for use in accordance with Communities Connected for Kids policy, during subsequent TOB years.

- Accrued HML of 40 hours or more that are not used by the conclusion of the current TOB year in which they are accrued will be doubled. These hours are available in the event that they are needed due to a long-term illness.

- HML hours of 39 hours or less that are accrued, but unused during the current TOB year will be carried into the next TOB year at their current value. The benefit year-end is the last day of the last pay period of the TOB year.

Example: (1) You accrue and do not use 45 HML hours as of the end of the benefit plan year; you will be credited with 90 hours of HML time as of the first pay period of the new TOB year. (2) You accrue and do not use 32 HML hours as of the end of the benefit plan year. You will be credited with 32 hours of HML as of the first pay period of the new benefit year.

- Accrual of HML time is capped at 1,040 hours.
- In accordance with CCKids procedure, accrued HML time may be approved for occasional, one day events to care for an immediate family member (spouse, domestic partner or child). For information regarding CCKids procedure, check with your supervisor or Human Resources department personnel.

SERVICE AWARDS

Years of Service

- Full and part-time employees celebrating five-year incremental service anniversaries shall receive a monetary award.
- The employee must be an active employee at time of issuance of the award. These awards are given twice a year and will be issued as soon as administratively possible following the end of the January through June, and July through December service periods.
- The following cash awards in the form of a check will be given:

<u>Years of Service</u>	<u>Award</u>
5	\$ 200
10	\$ 250
15	\$ 300
20	\$ 350
25	\$ 400
30	\$ 450
35	\$ 500
40	\$ 1,000
45	\$ 1,250
50	\$ 1,500

All awards are subject to withholding in accordance with Internal Revenue Service regulations.

Retirement Recognition

At the time of retirement, an employee is eligible for a certificate of appreciation and a cash award. The retiring employee must be age 55 or over and must have completed a minimum of 10 years of service in order to be eligible. An eligible retiring employee will receive a \$200 award, and \$25 for each additional year of service beyond 10 years.

Eligible employees will receive a cash award in accordance with a schedule approved by the CEO. All awards are subject to withholding in accordance with Internal Revenue Service regulations. Contact Human Resources department personnel for details.

Section 5: Leaves of Absence

JURY DUTY

All full-time employees summoned for jury duty are granted paid Leave in order to serve. Paid Leave consists of your regular pay, less any juror fees paid to you, unless state law dictates otherwise. You must provide a copy of the summons to your supervisor no later than the day before, or as soon as possible following notification of a requirement to report for jury duty service. On return from jury duty, you must submit a copy of a receipt of jury fees paid to you to your supervisor, who will submit the document to the payroll department.

MILITARY LEAVE

- If you are about to enter active duty with the U.S. Armed Forces, you should notify your supervisor and your Human Resources department personnel as far in advance as possible. Upon leaving CCKids, you will receive pay due to you.
- In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees will be eligible for re-employment upon return from active duty in the same, or reasonably comparable job, that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.
- The period an employee has to make application for reemployment or report back to work after military service is based on time spent on military duty.
 - For active service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
 - For service of more than 30 days, but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service.
 - For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service. Failure to notify Human Resources department personnel of your intention of returning within these designated time periods will result in forfeiture of your re-employment rights, as well as any benefit determined by length of service, should you be re-employed at a later date.
- Employees performing military duty of more than 30 days may elect to continue employer sponsored health plans in which he/she is enrolled for up to 24 months of activation; however, you may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed.
- On return from Military Leave, Communities Connected for Kids will contribute to an eligible employee's retirement plan an amount equal to what would have been contributed had the employee continued to work. Additionally, Communities Connected for Kids will match the employee's voluntary employee contribution in accordance with established policy, provided the employee continued to make his/her contribution while on Military Leave.
- An employee who must take time off for National Guard and Reserve training will be granted Leave without pay; however, the employee may, but is not required to, use accrued TOB during his/her Military Leave if available.
- All questions regarding Military Leave should be directed to your Human Resources department personnel.

COURT ATTENDANCE AND WITNESS DUTY LEAVE (Non-Work Related)

- All full-time employees who are subpoenaed to appear as a witness in a criminal or civil proceeding are permitted to take unpaid Leave to appear as a witness in court proceedings.
- Employees can substitute available TOB time for unpaid court attendance or Witness Duty Leave.
- Whenever possible, employees must provide advance notice of their need for Leave. Communities

Connected for Kids will not discriminate against an employee who is required to appear as a witness.

- Under no circumstances will Leave be approved for an employee seeking to take action on his/her own behalf against CCKids, a Communities Connected for Kids client or family, a Communities Connected for Kids Officer, or a member of CCKids's management or Board of Trustees.

ADMINISTRATIVE LEAVE

At times, for business or safety reasons, an employee may be placed on an administrative leave. In addition, in instances when an internal investigation of alleged policy or program violations, including investigations of allegations of abuse or neglect, are required, an employee may be placed on administrative leave. This action is taken to protect all parties as well as the investigative process. Communities Connected for Kids takes such allegations and the investigation process seriously. When such investigations are needed, we will take the following action:

- A determination will be immediately made as to whether the employee who is the subject of the allegation will be placed on Administrative Leave with or without pay pending the conclusion of the investigation. This decision will be based on the seriousness of the allegations and the information or evidence available at the time of the allegation. This action is taken to protect the integrity of the investigation, the employee(s) involved, CCKids, and/or the individuals served. Typically, the employee will be paid while on Administrative Leave.

BEREAVEMENT LEAVE

- Full-time employees will be paid for a period up to four (4) regularly scheduled workdays for the death of an immediate family member.
- For purposes of Bereavement Leave, members of an immediate family include spouses, siblings, domestic partners, children, parents, parents-in-law, grandparents, grandchildren and other relatives, other than the above who reside in the employee's household.
- Full-time employees may use accrued, unused TOB time to attend the funeral services for someone other than a person designated as immediate family. Every effort will be made to grant such a request, keeping in mind the operational needs of the organization.

PAID HOLIDAYS

- Communities Connected for Kids observes the following holidays each calendar year:
 - Day before Thanksgiving Day (half day closure)
 - Thanksgiving Day
 - Day after Thanksgiving Day (Black Friday)
 - New Year's Day
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - One (1) floating holiday
 - One (1) wellness day
- All regular, non-exempt and exempt, full-time and part-time employees not on unpaid leave of absence will receive holiday pay at their regular rate of pay.
- Should a company-recognized paid holiday fall on a Saturday, the holiday will usually be observed on the preceding Friday. If the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.
- The supervisor and/or employee shall notify Human Resources when a floating holiday or wellness day is requested and taken so that the employee's timesheet can be updated accordingly.
- Employees that provide on-call coverage or are required to work (with supervisor's approval) on a designated holiday shall be eligible to utilize another day in place of the holiday, prior to the end

of the following pay period. The program director or supervisor will notify Human Resources which employees provided holiday on-call coverage and which day they choose to utilize.

- Non-exempt employees providing on-call coverage on the holiday will work from 9:00 am to 5:00 pm, clocking in and out in Kronos, and on-call pay will start at 5:00 pm.
 - Exempt employees providing on-call coverage on the holiday will have their hours reflected in Kronos as being worked. Human Resources will apply admin time for the day approved as their designated holiday within the specified timeframe.
- Unused days cannot be carried over into the following year, and employees will not be provided with payment in lieu of taking the time off. No payment or gratuity is given in lieu of taking the paid holidays upon termination of employment or retirement.

VOLUNTEER TIME OFF (VTO)

It is the policy of CCKids to provide eligible staff with volunteer time off (VTO) from normal work hours to volunteer in the community. This can be through a CCKids sponsored event or as an individual endeavor to support volunteer activities that enhance and serve the communities in which we work and promote awareness for our company's brand (by wearing the CCKids T-Shirt).

- VTO must be used at a non-profit organization in Judicial Circuit 19 (Indian River, Martin, Okeechobee and St. Lucie counties) and activities must be relevant to the mission of Communities Connected for Kids.
- Requests by individuals for individual activities will be reviewed on a case-by-case basis
- All full-time employees, exempt and non-exempt, can volunteer for up to 4 hours per month with an approved organization. Employees will be paid at their normal pay rate for the volunteer hours taken. Time off can be taken in any increment and on any day of the week, including weekends, but not to exceed 4 hours in a 30-day period. Using VTO does not affect TOB.
- Eligibility: All regular full-time employees of CCKids are eligible to participate in this program after completing the 90-day probationary period. The employee must provide at least one week's notice to their supervisor. Supervisor must approve the VTO, which does not take priority over work demands
- Ineligibility: Employees are ineligible to participate in the VTO program if the employee is not in good standing, i.e. is under a Corrective Action Plan, the employee's employment terminates for any reason, the VTO would result in overtime, or the activity is not approved by the CEO
- Approval Process: Employees must complete the VTO request form via DocuSign on the CCKids website and submit it to their supervisor at least one week before requested time off. Supervisor approval is then forwarded to the Program Director for approval and if approved, sent on to the CEO for final approval. Once the CEO has signed off a copy will automatically be sent by DocuSign back to the employee, Supervisor, HR, CEO. If approval is not granted, the individual would need to use personal TOB to take time off.

PERSONAL LEAVE OF ABSENCE

- Occasionally, personal circumstances may make it necessary for an employee to request permission for an extended, unpaid absence to attend to personal situations that arise and cannot be handled by means other than time off.
- To be eligible for this Leave, you must have completed five (5) years of continuous employment (full or part-time status) and must be full-time when the Leave is requested.
- The length of time permitted for a Personal Leave will be based on the request, the employee's work record, and the needs of the organization. However, under no circumstances, may a Personal Leave extend beyond a maximum period of nine (9) months. Final determination for the length of a Personal Leave is made by the CEO, in consultation with Human Resources and the employee's supervisor.
- The approval of a Personal Leave ensures the employee a position with Communities Connected for Kids upon his/her return. If the employee's original position is available, the employee shall be

returned to that position. Otherwise, the employee will be offered an available position for which he/she is qualified. Should the employee return to a lesser paying position, the employee's rate of pay shall be reduced to a level appropriate to that position and the employee's length of service.

- During a Personal Leave, support for the insurance programs provided as benefits and CCKids's contributions toward the employee's retirement plan are discontinued. The employee has the option to convert the group insurance programs to individual policies during the Personal Leave, provided that such policies offer conversion to individual plans. You may contact your Human Resources department personnel for more information regarding continuation of group benefit plans through COBRA. All of the plans in which the employee was previously eligible and enrolled, those supported by Communities Connected for Kids and those paid by the individual, and those currently offered will become available or effective the first of the month on or following the employee's return from the Personal Leave, and upon timely enrollment in benefit self-service. Service tenure otherwise is maintained.

COMMUNITIES CONNECTED FOR KIDS LEAVE FOR MEDICAL ABSENCES

Communities Connected for Kids Leave for Medical Absences (CCK -ML) interacts with Family Medical Leave (FML) and are leaves without pay. Employees may use any accrued TOB/HML. If Human Resources department personnel and/or the supervisor have received notice of a qualifying event under the Family and Medical Leave Act (FMLA), but the required forms have not been returned, the absence will be designated as FML, and the rights permitted under the Family and Medical Leave Act (FMLA) will be provided until the forms are received and reviewed.

- If an employee qualifies for Family and Medical Leave (FML), the FML will run concurrently with the CCK-ML.
- Medical absences begin on the earlier of the approved date or the initial absence.
- CCK-ML is available to both full-time and part-time employees, as all employees may need time off for illness or injury, whether work or non-work related.

Full-Time and Part-Time Employees

- Beginning as of the first day of work, an employee who has a disability may be eligible for leave as a reasonable accommodation under the Americans with Disability Act (ADA) and/or applicable state law. If in the event of a potential disability during this time, contact your Human Resources department personnel.
- **After completing 90 days of employment, an employee hired prior to July 1, 2015,** and who is approved for CCK-ML, is permitted Leave typically not to exceed nine (9) consecutive months in a twelve (12) month period. The twelve (12) month period is tracked from the approved date or the initial absence, whichever is earlier.
- **After completing 90 days of employment, an employee hired on or after July 1, 2015,** and who is approved for CCK-ML is permitted Leave typically not to exceed six (6) consecutive months in a twelve (12) month period. The twelve (12) month period is tracked from the approved date or the initial absence, whichever is earlier.
- Unless state law dictates otherwise, the employee must use his or her accrued but unused Health Management Leave (HML) time, followed by Time-Off Benefits (TOB) during the Leave. Any additional absences will be without pay. The use of such time must be approved in advance by the employee's supervisor/Department Head in accordance with CCKids procedure. During a Leave of Absence, TOB will accrue only when approved, accrued benefit (TOB or HML) hours are used. The issuance of "zero" time is not permitted when an employee has accrued HML or TOB available.

Other CCK-ML Conditions (Applicable to Full-time and Part-time Employees)

- The TOB Year coincides with CCKids's fiscal year, which begins with the first payroll period that includes July 1 and ends with the last payroll period that includes June 30.

- CCK-ML will be reviewed on a month-by-month basis: However, it may be less frequent, if documented by the treating healthcare professional. Communities Connected for Kids reserves the right to request a second or third opinion, in compliance with the FMLA, state law and Communities Connected for Kids policy, as outlined under federal Family and Medical Leave below.
- An extension of CCK-ML may be approved as a reasonable accommodation when it is medically certified that the employee can return to work within a specified time of reasonable duration. In the event that additional Leave is required beyond the approved CCK-ML, as a reasonable accommodation under the Americans with Disability Act (ADA) or applicable state law, the employee will discuss with designated CCKids Management and Human Resources department personnel the need for the extension, and any accommodation being requested. Leave in excess of permitted CCK-ML must be approved by the CEO and Director of Human Resources.
- If the employee wishes to return to work after the Leave of Absence, he/she must notify the Human Resources department personnel as soon as possible of the date of availability. An employee who has been out of work on a CCK-ML must present a healthcare provider's certificate upon returning to work stating that the employee is able to resume the essential functions of his/her job with or without accommodation.
- An employee who has been absent due to a non-work or work-related injury, illness or exposure, must submit a qualified healthcare provider's certification for all absences of three (3) days or more.
- Furthermore, CCKids employees "fitness-for-duty" screening prior to returning to work to confirm his/her ability to perform the essential functions of his/her job. CCKids, at its expense, may require the employee to participate in a Job Demand Assessment. CCKids's Transitional Work Program recognizes our responsibility to provide opportunities to employees with occupational injuries or illnesses to contribute to our mission during temporary periods when they cannot fulfill all the responsibilities of their regular roles while they are receiving medical treatment. Additionally, there are times when a non-work related injury or illness may prevent an employee from fulfilling the responsibilities of his or her regular roles, and transitional work may be provided, as part of a reasonable accommodation.

Job Restoration

- Communities Connected for Kids will work with the employee both during the Leave period and at its end in order to return the employee to his or her position or another open position for which the individual is qualified and in which the individual can perform the essential functions of the job with or without reasonable accommodation.
- Under the FMLA, an eligible employee will be restored to the same or an equivalent position upon his/her return.
- For all other medical leaves under this policy, Communities Connected for Kids will make reasonable efforts to return an employee to the same or similar job as held prior to the CCK-ML, considering any reasonable accommodations necessary to perform the essential functions of the position.

Communities Connected for Kids will take the following actions in the sequence listed:

- Attempt to return the individual to the most recently held position.
- Attempt to place the individual in a comparable position. Should the employee return to a lesser-paying position, the employee's salary shall be reduced to a level appropriate to that position and the employee's length of service.
- If the employee has exhausted all Leave and the employee cannot be returned to work, the employee will be given preference for rehire if the position previously held or a comparable position becomes available following a 30-day break in

service, and the employee applies for the position. Benefit eligibility will be in accordance with CCKids's rehire policy.

- Communities Connected for Kids may prohibit employees from holding another job while on leave, including a Family and Medical Leave. The employee requesting the Leave has a duty to disclose any other form of employment to their supervisor who will discuss with the CCKids CEO and the Human Resources department. The commencement of another job while on any authorized leave and without CCKids approval may lead to disciplinary action, up to and including discharge.

Health Management Leave (HML) Accruals and Caps – Full Time Employees

- Communities Connected for Kids recognizes that at times each of us may experience health problems that prevent us from reporting to work, even when we make every effort to manage our health needs. HML is a time-off benefit provided by Communities Connected for Kids that allows you to protect yourself from loss of income due to illness or injury. HML works best for you when it is used as intended, and only when necessitated by illness or injury. HML is provided to all eligible full-time employees.
- HML is to be used for short term disability and available to use for an illness/injury. HML is designed to provide an employee with short-term disability income and provides you with financial protection in the event you become disabled or experience an extended absence. (Communities Connected for Kids provides a no-cost Long-Term Disability (LTD) insurance plan to eligible employees, which, begins after an employee is disabled for 90 or more days). It is expected that you will accumulate HML to use in the event that you sustain an illness or injury that may result in an extended absence.
- HML will begin to accrue immediately upon hire. An employee hired to work on a full-time basis will accrue .05 hours of HML for each base pay hour worked, not to exceed 64 hours in a benefit year.
- Accrued HML are hours earned but not used in the benefit year, and are carried over and available for use, in accordance with Communities Connected for Kids policy, during subsequent benefit years.

Approval of Communities Connected for Kids Leave for Medical Absences (CCK-ML)

In the event that an absence of four or more days is needed to attend to your health needs, you must notify your supervisor and request a Leave of Absence application from the Human Resources department personnel.

- A certificate from a qualified healthcare provider may be requested at any time in the event of suspected abuse of HML time, or to ensure that an employee can successfully perform essential job functions, as evidenced by successful participation in an approved Job Demand Assessment. Furthermore, for absences of less than three (3) consecutive days, a supervisor may designate that accrued TOB be charged rather than HML, until a qualified healthcare provider's certificate is provided.
- HML is designed as protection against illness or non-work related injury; it may not be converted into TOB time.
- **Under no circumstances will accrued HML be paid upon termination.**

**For the purpose of all Medical Leaves and related policies, "child" also includes a foster child, stepchild, adopted child, legal ward or a child of a person standing in loco parentis.*

FEDERAL FAMILY AND MEDICAL LEAVE (FML)

Overview

Communities Connected for Kids recognizes the importance of child and family development, the need to be able to participate in early child rearing, as well as the need to care for family members who have serious health conditions. The Family and Medical Leave Act (FMLA) of 1993 (amended January 2009

and February 2013) is intended to provide job-protected, time off from work to meet the demands upon the family unit.

If you are requesting Family Medical Leave (FML), because of your own serious health condition, you and your treating healthcare provider must complete a “Certification of Health Care Provider for Employee’s Serious Health Condition” form. It is Communities Connected for Kids policy that a request for any form of job-protected Leave because of an employee’s or applicant’s own qualifying medical condition that results in an extended absence, may constitute a request for a reasonable accommodation, and such requests will be decided on a case-by-case basis, consistent with the Americans with Disabilities Act (ADA).

The “Request for Family Medical Leave Certification Health Care Provider” forms must be provided to your Human Resources department personnel within 15 days of the submission of an “Application for Leave of Absence” form. You can obtain forms from your Human Resources department, or online under the Human Resources department section on CCKids’s Intranet. If you can provide at least 30 days’ notice of your need for FML, you must do so. The failure to report your need for Leave or to provide the appropriate forms in a timely manner may result in a delay of the Leave or termination of employment.

If you are requesting FML because of a covered relation's serious health condition, you and your covered relation’s treating provider must complete a "Certification for Health Care Provider Family Member’s Serious Health Condition” form. Additionally, for each FML request, you must complete and return to your Human Resources department personnel an “Application for Leave of Absence” form.

CCKids, at its expense, may require an examination by a second healthcare provider designated by CCKids, if it reasonably doubts the medical certification you initially provide. If the second health care provider’s opinion conflicts with the original medical certification, CCKids, at its expense may require a third mutually agreeable healthcare provider to conduct an examination and provide a final and binding opinion.

In the event that CCKids has received notice of a qualifying event under the Family and Medical Leave Act, but the required forms are not returned, the absence will be designated as FML and the rights permitted under the FMLA will be provided. In the event that you fail to provide required re-certification, or in the event that the qualifying event is no longer applicable, your employment may be terminated, effective on the date the applicable event occurs.

In the event you feel as though termination is not warranted, you may file an appeal with your Human Resources Director within 15 days of termination. Your appeal must include the reason(s) why you believe termination of employment is unwarranted.

Family and Medical Leave Eligibility and Job Restoration

- Under the FMLA, an eligible employee may take up to twelve (12) work weeks of unpaid Leave within a twelve (12) month period and be restored to the same or an equivalent position upon his/her return. To be eligible for FMLA, you must have worked for Communities Connected for Kids for at least 1,250 hours during the twelve (12) month period prior to the start of the Leave. This twelve (12) month period does not need to be continuous or consecutive. The months of service would not include those earned prior to a break of seven (7) years or more. Time is credited for breaks required for fulfillment of military obligations or as provided in a written employment agreement. Communities Connected for Kids is not required to aggregate service when there is break of seven (7) years or longer, except for breaks resulting from either fulfillment of military obligations or as provided in a written employment agreement.
- Your individual record of hours worked are used to determine whether 1,250 hours have been

worked in the twelve (12) months prior to the commencement of Family and Medical Leave (FML). The 1,250 hours include only those hours actually worked. Paid Leave and unpaid Leave, including FML, are not included. The twelve (12) month period in which twelve (12) weeks of Leave may be taken will be measured forward from the date of the employee's first day of FML.

- When both spouses or domestic partners are employed by CCKids, they are each entitled to up to a total of twelve (12) weeks during a twelve (12) month period; however, leave for birth, adoption, foster care, or to care for a parent with a serious health condition must be shared by both spouses or domestic partners working for CCKids.
- Certain highly compensated employees or "key employees" may be denied restoration to their prior or equivalent position. Key employees are defined as those employees who are among the highest paid 10 percent of employees within 75 miles of the work site. Denial is based on the following conditions:
 - The denial is necessary to prevent substantial economic injury to the employer;
 - The employer has notified the employee of its decision to deny restoration should the Leave take place or continue; andThe employee elects not to return to work after being notified of the employer's decision.

Reasons for Leave

- Eligible employees may take FML for any of the following reasons:
 - The birth of a child of the employee and in order to care for such child;
 - The placement of a child with the employee for adoption or foster care;
 - To care for the spouse, domestic partner, child or parent of the employee, if such spouse, domestic partner, child or parent has a serious health condition; or
 - A serious health condition that makes the employee unable to perform the essential functions of his/her position.
- Any Leave due to the birth and care of a child, or the placement of a child for adoption or foster care and care of the newly placed child, must be completed within one year of the date of birth or placement of the child.
- CCK-ML and FML run concurrently.
- Military Care Giver Leave - The FMLA entitles eligible employees to take unpaid, job-protected leave under the Military Caregiver Leave. This benefit provides up to a total of 26 workweeks of unpaid leave during a single twelve (12) month period for a spouse, domestic partner, son, daughter, parent, or "next of kin" to provide care for a recovering service member or veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred within five (5) years of his or her service in the regular Armed Forces or the Reserves. This provision is intended to cover the treatment of those illnesses or injuries that may not manifest immediately, such as post-traumatic stress disorder.

Eligible employees may take leave to care for a service member or veteran who was injured on active duty and suffers an aggravation or recurrence of that injury. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.

If you are requesting FML under the Military Care Giver Leave, you and your covered relation's treating provider must complete a "Certification for Serious Injury or Illness for a Current Service Member for Military Family Leave" form, or for veterans, a "Certification for Serious Injury or Illness of a Veteran for Military Leave" form; as well as an "Application for Leave of Absence" form. All forms can be obtained from and should be returned to your Human Resources

department; or are available online under the Human Resources department section on CCKids's Intranet.

- Qualifying Exigencies Leave – Qualifying exigencies may arise when an employee's spouse, domestic partner, son, daughter or parent who is a member of the Armed Forces (including the National Guard and Reserves), and who is on active covered duty or has been notified of an impending call or order to covered active duty. For the purposes of Qualifying Exigency Leave, an employee's son or daughter on covered active duty refers to a child of any age. Covered active duty is duty during deployment to a foreign country. Eligible employees are entitled to take up to twelve (12) workweeks of unpaid, job-protected leave in a twelve (12) month period.
 - Qualifying exigencies include:
 - Short-notice deployment
 - Military events and related activities
 - Certain childcare and school activities
 - Financial and legal arrangements
 - Counseling
 - Rest and recuperation
 - Post-deployment activities; and
 - Any other event that Communities Connected for Kids and the employee agree is a qualifying exigency.

If you are requesting FML under the Qualifying Exigency Leave, you must complete a "Certification of Qualifying Exigency for Military Family Leave" form, as well as an "Application for Leave of Absence" form. Both forms can be obtained and should be returned to your Human Resources department; or are available online under the Human Resources department section on CCKids's Intranet.

Requirements for the Use of Time-Off Benefits

- FML is unpaid. However, all accrued, unused TOB and HML time must be used as part of your designated FML, unless state law dictates otherwise. The payment of TOB does not extend the twelve (12) week (or twenty-six (26) week Leave under the Military Care Giver Leave) Leave period provided by the law.
- If you request Leave, because of a birth (other than female employee), adoption or foster care placement of a child, or to care for a "covered" relation with a serious health condition, any accrued, unused TOB is used first during your FML. After you have exhausted all available TOB time, you must use any accrued, unused HML time, unless state law dictates otherwise. The issuance of "zero" time is not permitted when an employee has accrued TOB or HML available. TOB or HML time may not be advanced during a Family and Medical Leave of Absence.
- If you request Leave because of your own serious health condition, including childbirth, any accrued, unused HML time is used first as part of your Family and Medical Leave. After you have exhausted all HML time, you must use accrued, unused TOB time. The issuance of "zero" time is not permitted when an employee has accrued HML or TOB time available. If an employee is eligible for FML, any Communities Connected for Kids Medical Leave will run concurrently and begin on the approved date or the initial absence, whichever occurs first.

Benefit Continuation

- During an approved FML or DML Communities Connected for Kids will maintain your medical benefits under the same terms and conditions applicable to employees not on Leave, provided the employee elects to continue his/her these benefits during the FML. You may elect to continue or

discontinue your benefit coverage during your FML or DML and must do so on the “Application for Leave of Absence” form. If TOB or HML Leave is substituted for unpaid FML, Communities Connected for Kids will deduct your portion of the health plan premium as a regular payroll deduction.

- If your Leave is unpaid, you must arrange with Human Resources department personnel to make monthly premium payments throughout the duration of your Leave. Failure to continue paying your portion of benefit contributions will result in benefit termination.
- If you elect not to return to work at the end of the Leave, you are required to reimburse Communities Connected for Kids for the cost of premiums that were paid by Communities Connected for Kids to maintain coverage during your unpaid Leave. An exception to this would be if you cannot return to work because of a serious health condition or because of other circumstances beyond your control. If you return to work for at least 30 days following the completion of your unpaid Leave, then elect to leave CCKids, you are considered to have “returned to work,” and thus are not required to reimburse Communities Connected for Kids for its share of premiums paid during your Leave.

Intermittent Leave

- If medically necessary, FML due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition, or on a schedule that reduces the usual number of hours you work per week or workday). If the Leave is unpaid, Communities Connected for Kids will adjust your salary based on the amount of time actually worked.
- If you are on an intermittent or reduced scheduled Leave, Communities Connected for Kids may temporarily transfer you to an available alternate position that better accommodates your recurring Leave and that has equivalent pay and benefits. When scheduling intermittent Leave, you must make a reasonable effort not to disrupt CCKids’s operations when possible.
- Intermittent Leave is reserved for employees on FML and is not available to employees on CCK-ML.

Recertification While on Family Medical Leave

- During an approved FML, recertification by a qualified healthcare provider (a type of provider recognized by our health care plan) to document the need for continued Leave for an ongoing medical condition may be requested every 30 days, unless medical certification indicates the minimum duration of the Leave is more than 30 days. For extended absences due to ongoing medical conditions, recertification may be requested on a less frequent basis.
- Recertification is needed to document your need for continued Leave and must provide information on the status of your medical condition and your intent to return to work. Failure to provide required documentation may result in the discontinuation of the Leave effective the date the documentation was originally required or may result in termination of employment. At the time you are notified of CCKids’s intent to terminate employment for failure to provide required documentation you will be granted a 15-day grace period from the date of the notice to file an appeal. In the event that an employee's appeal is upheld, the employee will be reinstated, and the Leave continued. At no time may the continuation of the Leave extend beyond the Leave maximum, beyond the initial end date of the Leave or beyond an approved extension, without an approved extension.
- If you have been on an approved FML because of your own serious health condition (except if you are taking intermittent Leave), prior to returning to work, you must provide “fitness-for-duty” certification, which may include at CCKids’s expense, a Job Demand Assessment to confirm that you are able to perform the essential functions of your job.

STATE AND LOCAL FAMILY AND MEDICAL LEAVE LAWS

Where state and local Family and Medical Leave laws offer more protection or benefits to employees, the

protection or benefits provided by such laws will apply. For qualified employees, the initial twelve (12) weeks of any medical Leave, or longer if required by a state Family and Medical and/or Maternity Leave regulation, whether extended or intermittent, is considered Family and Medical Leave. Family and Medical Leave includes state Family and Medical, as well as Maternity and Paternity Leaves provided under state law. In accordance with Communities Connected for Kids procedure, your Human Resources department personnel will notify you when your Leave has been designated as Family and Medical Leave.

➤ **FLORIDA**

Florida Domestic Violence Leave

Florida provides three (3) days of unpaid Leave in a twelve (12) month period to eligible employees (those who have been employed for three (3) months) who are victims of domestic violence. Specifically, Leave may be granted for an employee to seek an injunction for protection; to obtain medical care or mental health counseling to address related physical or psychological injuries; to obtain services from a victim services organization; to make the employee's home secure or to seek new housing; or to seek legal assistance or to attend and prepare for court proceedings related to the domestic violence. Employees are required to give appropriate notice, barring imminent danger, and provide adequate documentation of the need for leave.

Section 6: Health and Welfare, and Mandated Benefits

SOCIAL SECURITY

Law requires a percentage of your earnings be paid to Social Security through payroll deductions. CCKids, as your employer, pays an equal amount. Your payments plus CCKids's, provide Social Security retirement and disability incomes for you, and payments to your family in the event of your death.

UNEMPLOYMENT COMPENSATION

Employees in all states may be entitled to unemployment compensation when they separate from employment. Employees are advised to contact the state employment offices for more details, as the conditions controlling each unemployment compensation program vary from state to state.

WORKERS' COMPENSATION

Employees are protected by applicable state Workers' Compensation Law, which determines financial support to employees who sustain a work-related injury, illness or exposure during the course of work.

- Employees must report any incident resulting in personal injury, illness or exposure immediately to their supervisor or Department Head. The employee is responsible for following the Department procedures in the event of such an incident. Your supervisor or Human Resources department personnel can provide these procedures.
- Consistent with applicable State law, failure to report an incident within a reasonable period of time could jeopardize your claim. We ask your assistance in alerting management to any condition that could lead or contribute to an employee accident.
- An employee who is out of work for three (3) or more days and is eligible for Workers' Compensation benefits will have such time designated as Family Medical or Medical Leave after the third day absent.
- Should an employee terminate because of a job-related disability, he/she may be entitled to benefits as stipulated in the applicable state Workers' Compensation law in which the employee was employed at the time of injury.

CHOICE BENEFITS – SECTION 125 PLAN

Communities Connected for Kids provides comprehensive health benefits to eligible full-time employees through its Choice Benefits program. These benefits include medical, dental, prescription drug, and accidental death and personal loss, as well as flexible medical and dependent care spending accounts. The cost of these benefits is dependent upon the types of plans and/or the levels of benefits that you elect. In the event you elect benefit coverage, your contributions will be deducted each pay and will be made on a before-tax basis.

By contributing to the costs of your benefits with before-tax dollars, you reduce your taxable income. Communities Connected for Kids pays for benefits at the beginning of each month for the present month. Therefore, if you cease employment during the month, you will be responsible for the full month's benefit deduction. Depending on your date of termination, payment for the month will be deducted from your final paycheck. If there is a need to take a double deduction from your final paycheck in order to cover benefit costs for the month, or if you have any past payment due, you will be notified by your Human Resources department personnel.

- Eligible employees may also elect to enroll in voluntary, employee paid supplemental Life, Group Accident and Vision insurance coverage. Voluntary benefit deductions are made on an after-tax basis.
- Plan documents are available for each benefit plan on CCKids's Intranet>Human Resources department site, or through your Human Resources department office.
- Choice Benefit plans are available to full-time employees effective the first day of the pay period in which day 90 occurs, provided the employee has had active, continuous employment, and has enrolled during their 60 day enrollment period, (days 30 - 90). If an employee does not enroll during their enrollment period, the eligibility date to elect the options will be the next Open Enrollment period (November) for the benefits to be effective the next plan year (January 1).
- You may elect to change your benefit selections or terminate benefit coverage only during the annual Open Enrollment period.
- Voluntary plans may be dropped at any time, and coverage will end on the last day of the month in which the employee elects to discontinue coverage.

Benefit Changes/Qualified Family Status Changes

- Additionally, you are also permitted to make a change in your benefit selection during the benefit year if you have experienced a specific "Qualified Family Status Change" event, which affects a family member's or your employment, or a family member's or your coverage. For more details regarding "Qualified Family Status Change" events, see your Human Resources department personnel or visit CCKids's Intranet>Human Resources site for additional information.
- The event and your changes in coverage must meet Internal Revenue Code requirements. In order to make a benefit change following a "Qualified Family Status Change" event, you must make these changes within a specified number of days of the event. Otherwise, you will need to wait for the next Open Enrollment period to make benefit changes.

The following Family Status Changes must be made within 30 days of the event:

- Change in employment status (FT to PT or PT to FT);
- Significant changes in health plan cost or coverage levels;
- When your, your spouse's, domestic partner's or dependent's coverage is lost or obtained;
- Marriage or affidavit that the domestic partner relationship has ended;
- Moving out of a health plan's service area due to a change in residence or work site;
- Strike or lockout;
- Leave of Absence;
- Court order giving or removing custody or ordering/removing coverage.

Exception to 30-day rule: Under the following circumstances, an employee must notify and submit documentation within 60 days of the date of the event:

- When you, your spouse's, domestic partner's or dependent's Medicare or Medicaid coverage is lost or obtained;
 - Divorce, legal separation or annulment;
 - Birth, adoption, placement for adoption, or death of a spouse or dependent (effective date of event).
- All benefit changes must be because of and consistent with the change in status which affected eligibility for coverage under CCKids plan. For example, if you have a baby, you can add the baby to your existing plans, but cannot drop other dependents from your plans.
- The effective date of coverage for the birth, adoption or death of a dependent is the actual date of birth, the date of adoption or date of death. Any change in premium due to an event will be effective the first of the month following the Qualified Family Status Change.
- For more information regarding your Choice Benefit options, see your Human Resources department personnel who will provide you with a current plan year Benefit Summary Plan Description and more detailed benefit information.

RETIREMENT PLAN

- All employees are eligible for the Communities Connected for Kids retirement plan managed by Teachers Insurance and Annuity Association (TIAA).

- **Employees hired prior to December 31, 2025:**

CCKids match eligibility requirements:

The employee must be 21 or over, work a minimum of 1,000 hours, and for other than retiring employees, be active on the last day of final pay period of the calendar year.

Waiting Period:

One year

CCKids Contribution Match (for employees meeting the eligibility plan requirements):

The basic contribution will be 5%.

- **Employees hired January 1, 2026, or after:**

CCKids match eligibility requirements:

The employee must be 21 or over, work a minimum of 1,000 hours, and for other than retiring employees, be active on the last day of final pay period of the calendar year.

Waiting Period:

One year. In addition, CCKids' contributions will be held in a non-vested account until 3 years have passed since the participant's hire date, at which point they become fully vested. If the participant leaves prior to 3 years, any employer contribution will be forfeited.

CCKids Contribution Match (for employees meeting the eligibility plan requirements):

The basic contribution will be 3%.

- Rehires on or after 12/14 that have previously met eligibility will go back into the plan but will be subject to the 3-year vesting, starting with the rehire date.
- Once eligibility requirements have been met, an employee must be employed on the last day of the

final pay period beginning and ending in December, in order to be eligible to receive CCKids's Employer Contribution unless the employee has attained age 62 or older. If age 62 or older and in final year of employment, an otherwise eligible employee must only complete at least 1,000 Hours of Service for the plan year (calendar year). An employee who passes away while an active employee during the plan year need not meet either the 1,000 hours requirement or the requirement to be employed at the end of the year. Contributions made on behalf of deceased participants will be made within 30 days of the date of death. Employees may enroll in the plan and make voluntary contributions immediately.

- You will be notified in advance of your date of eligibility, and a member of the Human Resources department will assist you with enrollment if needed.
- Participation in the plan is mandatory, and a condition of employment once you reach eligibility. Employees who fail to enroll will be automatically enrolled in the plan, in accordance with plan guidelines.
- Retirement plan benefits that you will receive are based on your age at retirement, the manner in which you elect to receive distributions, and the amount of funds in your account at the time of your retirement.
- Within limitations outlined in the Plan Document or by TIAA the retirement plan funds may be withdrawn at any age. However, in accordance with IRS regulations, any retirement funds taken prior to age 59 ½ are subject to applicable penalty, unless taken as a monthly annuity.
- Plan documents are available on the benefit portal website, or through the Human Resources department.

WORK/LIFE ASSISTANCE SERVICE

Consultation and assistance are available to support you and your dependents in successfully managing issues related to childcare and elder care concerns and arrangements through CCKids's Employee Assistance Program provider. The services include, but are not limited to, providing referrals or plans to assist you in finding childcare services, short term care, summer care, in-home, ill childcare and contingency plans, as well as adoption information and college planning assistance. In addition, Eldercare services provide referral services and counseling, including elder housing choices, nursing facilities and crisis planning.

EMPLOYEE ASSISTANCE PROGRAM

Communities Connected for Kids makes available to you a comprehensive Employee Assistance Program (EAP), which provides you and your dependents with confidential assistance and consultation. This behavioral health counseling service provides you with assessment, treatment and referral services for a variety of personal problems including family, marital, mental health, substance abuse, legal and financial matters, as well as with matters related to work, stress and/or other areas impacting your personal and professional life.

- At times, the EAP may be a tool utilized by a supervisor to assist an employee and/or to address a performance issue. In such a case, a supervisor may make participation in the EAP mandatory, and a condition of continued employment.
- The service provides in-person counseling away from work and emergency counseling 24 hours a day, seven (7) days a week. **Employees may access services by calling 800-451-1834.** Additional resources are available at allonehealth.com/portal using the Access Code ADC53.
- These benefits are provided at no cost to you and are available to all full-time and part-time employees. Contact your Human Resources department personnel for additional information.

MEMBER ADVOCACY

The Benefits Member Advocacy Center ("Benefits MAC"), provided by Devereux's benefit partner, Conner Strong & Buckelew, can help you and your covered family members navigate your benefits.

Contact the Benefits MAC to find answers to your benefits questions, search for participating network providers, clarify information received from a provider or your insurance company, such as a bill, claim, or explanation of benefits (EOB), guide you through the enrollment process and more.

Eligible employees may contact the Benefits MAC at 800.563.9929 or submit a request online at www.connerstrong.com/memberadvocacy. Services are available Monday through Friday, 8:30 am to 5:00 pm ET. After hours, you will be able to leave a message with a live representative and receive a response by phone or email during business hours within 24 to 48 hours of your inquiry.

Section 7: Standards of Conduct

Each employee has an obligation to observe and follow CCKids's policies and procedures, and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken as detailed in the Communities Connected for Kids Standards of Conduct manual and Communities Connected for Kids policies and procedures. Disciplinary action may include a verbal warning, written warning, probation, suspension without pay, or termination. The appropriate disciplinary action imposed will be determined by CCKids. Communities Connected for Kids does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, and may result in termination for cause:

- ◆ Violation of CCKids's policies, procedures, Standards of Conduct or safety rules
- ◆ Insubordination
- ◆ Not engaged or alert
- ◆ Poor attendance
- ◆ Possession, use, sale of alcohol or controlled substances on work premises, on Communities Connected for Kids property or in vehicles used for Communities Connected for Kids purposes or during work hours
- ◆ Possession of weapons, firearms or explosives on work premises, on Communities Connected for Kids property or in vehicles used for Communities Connected for Kids purposes during work hours
- ◆ Poor performance
- ◆ Failure to appear for scheduled work without notification for three (3) consecutive days
- ◆ Theft or dishonesty
- ◆ Physical harassment, sexual harassment, threatening, bullying or intimidating behavior
- ◆ Harassment or disrespect toward visitors or other members of the public
- ◆ Unlawful discrimination
- ◆ Physical/sexual/emotional abuse or neglect of individuals served and/or others
- ◆ Falsification of time or other records
- ◆ Use of obscene or abusive language or behavior
- ◆ Failure to report known or observed violations of the Standards of Conduct

These examples are not all inclusive. Discharge/termination decisions are based on an assessment of all relevant factors. Human Resources department personnel shall be consulted for final warnings, suspensions or terminations before a decision is reached on the appropriate level of discipline. For matters of alleged abuse, neglect, safety, or other serious allegations suggesting that an employee should not be in the workplace, the employee may be placed on immediate Administrative Leave in accordance with Communities Connected for Kids policy to allow for proper investigation, assessment of the facts, and for the protection of staff, individuals served and the employee. Confirmed abuse and/or neglect of individuals served is cause for immediate discharge.

EMPLOYEE COACHING, COUNSELING, VERBAL/WRITTEN WARNING, SUSPENSION/PROBATION AND TERMINATION GUIDELINES

- Supervisory personnel will attempt to provide each employee with an appropriate level of coaching and counseling to assist them in adhering to CCKids's Standards of Conduct and performance.
- Depending on the situation, infraction, violation of CCKids policies and/or violation of CCKids's Standards of Conduct, appropriate action may include additional coaching, disciplinary warning, suspension, probation and/or termination. The circumstances and the seriousness of the infraction or situation will determine the action to be taken.

CONFLICT OF INTEREST

All Communities Connected for Kids employees will take all reasonable steps to avoid conflicts, or the appearance of conflicts between their private interest and their official responsibilities and performance of their duties. We have a duty to report any actual or perceived conflicts of interest to management or Human Resources. It is expected that you will raise legitimate questions or concerns in an appropriate and efficient manner, including raising it directly with the individual employee, provided you are comfortable in doing so.

In general, all employees will:

- Avoid all situations that may create an actual conflict, or the appearance of a conflict of interest. Every employee has a duty to disclose any potential conflict of interest, which will subsequently be reviewed by appropriate management;
- Act in a manner that does not conflict with the best interest of CCKids. We may never use our position or confidential information for our own personal gain;
- Refrain from hiring relatives of existing employees in a position that may create a conflict of interest (such as a direct reporting relationship);
- Compensate providers and vendors at fair market value. Every payment must be supported by proper documentation confirming that the contracted services were provided.

Failure to disclose a potential conflict of interest is a violation of Communities Connected for Kids Standards of Conduct.

Outside Employment

- Communities Connected for Kids will not prohibit employees from holding other jobs, except as it relates to guidelines provided under Communities Connected for Kids Medical Leave. However, every employee **MUST** disclose any outside employment to his/her supervisor and Human Resources regardless of whether any potential conflict is perceived. If the outside employment causes performance problems in the employee's work at CCKids, management may require that such outside employment be discontinued.
- Employees will not serve as a trustee or director of or have a financial interest in or a business relationship with another organization that might result in any conflict with the purposes, aims or goals of CCKids, unless approved in advance by appropriate management.

Employment of Relatives

- Communities Connected for Kids permits members of the same family to be employed by Communities Connected for Kids in the same Department unless the CEO or COO finds that such employment would not be in the best interest of CCKids.
- A supervisor may not hire an individual to work under his/her supervision or supervise an individual who is a member of the supervisor's immediate family, or his/her spouse or domestic partner. With regard to the employment of relatives, the term "immediate family" refers to parents, in-laws, children, sisters, brothers, aunts, uncles, nieces, nephews or family members residing in

the same household. In the event that a conflict occurs after employment, the employee in the non-supervisory role will be required to transfer to another role within 30 days. The employee will be given preference for a job for which he or she is qualified. In the event the employee must take a lesser paying position, the employee's salary is reduced at the time of the change, to a level appropriate to the position and the employee's length of service.

EMPLOYEE RESPONSIBILITY FOR DETECTING AND PREVENTING FRAUD, WASTE AND ABUSE

Each employee has an obligation to observe and support CCKids's efforts to identify and prevent instances of fraud, waste and abuse in provision of services and billing of services under government health care programs. In accordance with the Deficit Reduction Act of 2005, Communities Connected for Kids has established written policies, and has summarized those policies in this Employee Handbook to provide employees with information regarding: (1) The federal False Claims Act and similar state laws, (2) an employee's right to be protected as a whistleblower in reporting false claims, and (3) CCKids's policies and procedures for detecting and preventing fraud, waste and abuse.

The Federal False Claims Acts and Similar State Laws

a. The False Claims Act

The Federal False Claims Act (31 USC § 3729-33) helps the federal government combat fraud, waste and abuse and recover losses resulting from fraud in Federal programs, including Medicare and Medicaid. Violations of the False Claims Act can include "knowingly" (1) submitting a false claim for payment, (2) making or using a false record or statement to obtain payment for a false claim, (3) conspiring to make a false claim or get one paid, or (4) making or using a false record to avoid payments owed to the U.S. Government. "Knowingly" means that a person: (1) Has actual knowledge that the information is false; (2) acts in deliberate ignorance of the truth or falsity of the information; or (3) acts in reckless disregard of the truth or falsity of the information.

Examples of potential false claims include:

- Billing for services that were not provided at all
- Submitting inaccurate or misleading claims about the type of services provided
- Making false statements to obtain payment for products or services

The False Claims Act contains provisions that allow individuals with original information concerning fraud involving government programs to file a lawsuit on behalf of the government. If the lawsuit is successful, the individual may be eligible to receive a portion of the recoveries received by the government.

Penalties for violating the Federal False Claims Act are significant. Financial penalties for submitting a false claim can total as much as three (3) times the amount of the claim, plus fines of \$5,500 - \$11,000 per claim.

b. Federal Program Fraud Civil Remedies Act of 1986

The Program Fraud Civil Remedies Act (31 U.S.C. §§ 3801 et seq.) establishes an administrative remedy against any person who presents or causes to be presented to certain federal agencies, a claim or written statement that the person knows or has reason to know is false, fictitious or fraudulent.

Under this statute, the term "knows or has reason to know," is defined in the Act as having actual knowledge of the information, acting in deliberate ignorance of the truth or falsity of the information, or acting in reckless disregard of the truth or falsity of the information. No proof of specific intent to defraud is required. The term "claim" includes any request or demand for property or money, e.g., grants, loans, insurance or benefits, when the United States Government provides or will reimburse any portion of the

money.

The federal government may investigate and, with the Attorney General's approval, commence proceedings if the claim is less than \$150,000. A hearing must begin within six (6) years from the submission of the claim. The Act allows civil monetary sanctions to be imposed in administrative hearings, including penalties of \$5,500 per claim and an assessment, in lieu of damages, of not more than twice the amount of the original claim.

c. State False Claims Acts

In addition to the Federal False Claims Act, many states have or are in the process of adopting similar laws. While Communities Connected for Kids operates treatment programs in 13 states, it accepts and treats individuals from across and outside of the United States. Communities Connected for Kids is subject to, and must comply with, State False Claims Act requirements nationally. Employees are encouraged to periodically visit CCKids's website where additional, detailed information regarding state laws related to false claims will be posted.

Whistleblower Protections

The Federal False Claims Act and many State False Claims Acts contain whistleblower protections to encourage and protect individuals who report violations, and thereby assist the government in preventing and detecting fraud, waste and abuse in federal and state health care programs. These whistleblower laws protect individuals from retaliation – including termination, demotion, threats or harassment -- based upon their good faith actions in reporting false claims violations or instituting a False Claims Act lawsuit. An individual who experiences retaliation may be entitled to reinstatement (at the seniority level they would have if not for the retaliation), up to twice their back pay, plus interest, and compensation for their costs or damages. Likewise, CCKids's Policy #080 Non-Retaliation also protects Communities Connected for Kids employees from retaliation.

Policies and Procedures for Detecting and Preventing Fraud, Waste and Abuse

Communities Connected for Kids is committed to full compliance with all laws and regulations that apply to our organization.

As an employee of CCKids, you are reminded to:

- Exercise good faith and honesty in all dealings and transactions;
- Observe all laws and regulations that govern what we do, including the requirements of Medicare, Medicaid and other federal and state health care programs;
- Provide accurate and truthful information in all transactions;
- Contact one of the following resources available within Communities Connected for Kids if you have any knowledge or concern regarding a potential false claim, waste or abuse:
 - Speak with your supervisor or another manager;

Employees and other interested individuals can make reports/complaints related to potential Fraud, Waste, or Abuse to SAFEHOTLINE. The toll-free phone number is 1-855-662-SAFE (1-855-662-7233) The CCKids Company ID number is **5733737145** (required for making reports). Reports may also be made on their website by clicking on submit report at [SAFEHOTLINE.COM](https://www.safehotline.com).

Communities Connected for Kids strictly prohibits retaliation in any form against any individual making a report, complaint or inquiry in good faith. If Communities Connected for Kids determines that an individual has engaged in such retaliation, Communities Connected for Kids will take appropriate action – including disciplinary action up to and including dismissal from employment.

Section 8: Safety in the Workplace

EMPLOYEE RESPONSIBILITY

Safety can only be achieved through teamwork. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
- The use or possession of alcohol, or illegal or controlled substances (including marijuana) on Communities Connected for Kids property during working hours is prohibited.
- Use, adjust or repair machines and equipment only if you are trained and qualified.
- Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess...ask your supervisor.
- Know the locations, contents and the use of first aid and firefighting equipment.
- Wear personal protective equipment in accordance with the job you are performing.
- A violation of a safety precaution is in itself an unsafe act and may lead to disciplinary action, up to and including termination.

SMOKING IN THE WORKPLACE

Communities Connected for Kids is committed to providing a safe and healthy environment for employees, individuals served and visitors. Therefore, smoking, including the use of other tobacco products and e-cigarettes, is not permitted, unless there are designated smoking areas outside the building.

All Communities Connected for Kids works areas are designated as smoke-free. This includes, but is not limited to office space, common areas, and company owned or leased vehicles.

Communities Connected for Kids provides benefits through the national prescription plan to help eligible employees and their dependents stop smoking. These benefits include over-the-counter smoking cessation products. For additional information on plan coverage, contact Human Resources department personnel.

GOOD HOUSEKEEPING

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized, and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

WORKPLACE VIOLENCE

Workplace violence can affect or involve employees, visitors, individuals served and contractors.

Whatever the cause or whoever the perpetrator, workplace violence **is not to be accepted or tolerated**.

Communities Connected for Kids is committed to providing a safe and productive environment for all employees, individuals, visitors and contractors.

Workplace violence includes any threat of or act of physical violence, threat of or damage to property; or physical or emotional harassment, bullying or intimidation, or other threatening, disruptive behavior that occurs in the workplace. Physical/Emotional Harassment or Intimidation is conduct that creates a hostile environment, impairs operations, or frightens, alarms or inhibits others. This includes making statements that are false, malicious, disparaging, derogatory, disrespectful, abusive, insubordinate, or which have the intent to hurt others' reputations. Physical intimidation or harassment may include holding, impeding or blocking movement, following, stalking, touching or other inappropriate physical contact or advances. Intimidating, bullying or harassing behavior may cause bodily or emotional injury, pain and/or distress.

The foregoing does not include the use of appropriate physical intervention by a Communities Connected for Kids staff member when necessary to protect the health or safety of a Communities Connected for Kids client, a Communities Connected for Kids staff member and/or a third party.

If you observe or experience workplace violence, physical/emotional harassment or intimidation:

- If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor, Human Resources department personnel or member of management immediately.
- Do not engage in either physical or verbal confrontation with a potentially violent individual.
- If you encounter an individual who is threatening immediate harm to an individual on our premises, contact emergency personnel immediately.
- All reports of work-related threats are kept confidential to the extent possible, investigated and documented. Employees are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence.
- Failure to report or fully cooperate in CCKids's investigation could result in discipline, up to and including termination.

DOMESTIC VIOLENCE

We recognize that domestic violence is a serious issue, and that the impact on an affected employee, as well as his/her family and co-workers can be significant. If you are a victim of domestic violence, we encourage you to seek assistance through the Employee Assistance Program, local law enforcement personnel, a community counseling treatment center or domestic violence shelter. **CCKids's Employee Assistance Program, which is available to support you 24 hours a day/seven days a week, can be reached by calling 1-800-451-1834.**

If you have obtained an Order of Protection against a perpetrator of domestic violence, you are required to notify your supervisor and Human Resources Director immediately, so that appropriate actions can be taken to minimize the risk for you, your co-workers, individuals served and other visitors in the workplace. If you are unsure where to seek assistance, contact your Human Resources department for assistance.

DRUG FREE WORKPLACE/SUBSTANCE ABUSE

CCKids's intention is to provide quality care in an environment that is safe, healthy and fosters therapeutic interaction between and among employees and individuals served. The abuse of Controlled Substances and alcohol or their use at Communities Connected for Kids interferes with this goal.

- No employee is to work, report to work, or to be present on Communities Connected for Kids premises, in Communities Connected for Kids vehicles or engaging in Communities Connected for Kids activities while under the influence of illegal or illicit drugs, alcohol, controlled substances or any prescription or over-the-counter medication that affects job safety or performance. Marijuana is a Class 1 controlled substance.
- The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of controlled substances or alcohol on Communities Connected for Kids premises, in Communities Connected for Kids Vehicles or while engaged in Communities Connected for Kids activities are strictly prohibited.
- The use of prescription drugs or over-the counter medication, which may affect an employee's ability to concentrate or affect equilibrium or impair reactions or an employee's judgment, must be reported to the immediate supervisor. A qualified healthcare provider's statement attesting that the prescribed dosage level is consistent with the safe performance of the employee's duties may be required before you report to work.
- For the safety of individuals served, prescription drugs, as well as over-the-counter medication

that must be taken during work hours to treat a medical condition, must be stored in a locked area or an area that is not otherwise accessible to individuals served. Medication that is not needed during work hours is not to be brought on-site.

- Employees are required to immediately, (but no later than the next regularly scheduled workday) to notify Communities Connected for Kids of any pending criminal charge related to violations of drug laws or driving under the influence occurring outside of the work place.
- Your initial and continued employment with Communities Connected for Kids is conditioned upon your full compliance with CCKids's Drug-Free Workplace policies and procedures. Any violation may result in disciplinary action, up to and including termination.
- Any employee who violates this policy may be required, in connection with or in lieu of disciplinary sanctions, to participate in or successfully complete an approved drug or alcohol assistance program as a condition of continued employment.
- Communities Connected for Kids reserves the right to take appropriate and lawful actions to enforce this policy, including but not limited to, the right to inspect the employees' personal property in certain circumstances, as well as CCKids desks, vehicles or other suspected areas of concealment. Consent to such inspections under the foregoing circumstances shall be a condition of employment or continued employment. Any employee who fails to undergo a properly requested inspection is subject to disciplinary action, up to and including termination.
- A Drug-Free Awareness Program is available at CCKids. These programs inform employees about the dangers of drug abuse in the workplace; CCKids's policy of maintaining a drug-free workplace; available drug counseling, rehabilitation and employee assistance programs; and penalties which may be imposed upon employees for substance abuse violations occurring in the workplace.
- As a condition of employment, applicants must undergo a drug screening at CCKids's expense, after being offered employment, but before being employed. Employment is conditional upon the satisfactory results of this screening.
- During their work hours, employees are also subject to reasonable suspicion drug and/or alcohol screening, as well as unannounced screening, if required under the terms and conditions of an employee agreement related to continued employment.



I have been notified that the Communities Connected for Kids employee handbook updated May 2026 is available for my review and reference online at [Together we can. \(cckids.net\)](http://Together we can. (cckids.net)). I understand that a paper copy of the handbook may be obtained from my Human Resources Office. **I understand that I am responsible to read and abide by the policies and procedures contained in this employee handbook and all other CCKids policies and procedures.** I understand that this handbook replaces any and all prior handbooks, policies and practices of the foundation.

I understand and agree that my employment relationship with Communities Connected for Kids is at-will, which permits Communities Connected for Kids or me to terminate the employment relationship at any time, for any reason. Furthermore, I understand that no manager, supervisor or other representative of CCKids has the authority to enter into any express or implied agreement of employment for any specified period of time or for employment other than at-will.

I understand that the policies and benefits contained in this employee handbook may be added to, deleted or changed by Communities Connected for Kids at any time and that I may access the current version of the handbook online on CCKids's Intranet. I understand that neither this manual nor any other written or verbal communication by a management representative is intended to create a contract of employment.

If I have questions regarding the content or interpretation of this handbook, I will bring them to the attention of Human Resources department personnel.

NAME

_____ (Please Print)

DATE

**EMPLOYEE
SIGNATURE**

May 2026