

# Employee Handbook

---

3615 SW 13<sup>th</sup> Street, Suite 7  
Gainesville, FL 32608



**Board Re-ratified 1/15/26**

"Empowering Youth & Building Strong  
Families for a Brighter Tomorrow"

[www.cdsfl.org](http://www.cdsfl.org)

# EMPLOYEE HANDBOOK

Board Ratified Revisions: 10/05, 10/06, 10/07, 10/08, 10/09, 10/10, 10/11, 10/12, 10/13, 10/15, 10/17, 6/18, 10/20, 2/23  
 Revised: 3/06, 2/07, 2/08, 3/08, 8/08, 10/08, 9/09, 10/10, 10/11, 10/12, 10/13, 10/15, 10/16, 10/17, 6/18, 10/20, 2/23, 12/24, 5/25  
 Revisions Reviewed & Approved by Krizner Group: 10/05, 10/08, 9/09, 10/10, 10/11, 10/12, 10/13, 10/15, 10/17, 6/18, 10/20, 11/22, 12/24

## TABLE OF CONTENTS

Welcome! .....	3
You and Your Job .....	4
Non-Discrimination Policy .....	4
Non-discrimination Regarding Participants .....	4
Disability.....	4
Child Abuse Reporting .....	5
Prohibition Against Harassment.....	5
Workplace Violence.....	7
Corporate Compliance Program.....	8
Use of Information Technology Resources .....	8
Personnel Records .....	15
Working Together .....	15
Appointments .....	15
Job Descriptions.....	16
Conflict of Interest and Employment of Relatives .....	16
Probationary Period .....	16
Background Check, Personal Reference Check, Fingerprinting .....	16
Requests for References on Employees .....	17
Full-Time/Part-Time Employees .....	17
Temporary Employees .....	17
PRN.....	17
Attendance .....	17
Recording Time Worked.....	17
Personal Status Changes .....	18
Supervision and Evaluation .....	18
Hiring, Promotion and Transfer .....	18
Accidents, Safety, and Worker's Compensation .....	19
Participants with AIDS or Other Bloodborne Pathogens.....	19
Contagious Illness .....	20
Return to Work, Employee Safety, and Social Distancing Policies .....	21
Employee Screening .....	21
Advanced Notice of Absence (when possible) .....	21
Remote Work.....	21
Leave Requests and Accommodations .....	22

Retaliation Not Allowed .....	22
Personal Property .....	22
Physical Examinations .....	23
Complaint Procedures .....	23
Resignations and Termination .....	23
Suggestions .....	24
Your Benefits.....	24
Payday/Time Sheets.....	24
Salaries and Raises.....	24
Overtime .....	24
Annual Leave .....	25
Sick Leave .....	25
Paid Holidays .....	25
Leaves of Absence.....	26
Administrative Leave Policy.....	26
Personal Leave.....	26
Family and Medical Leave.....	27
Procedure for Requesting Leave and/or Extension.....	29
Animals in the Workplace.....	30
Holiday Pay.....	30
Termination of Leave.....	30
Breastfeeding Accommodation.....	31
Civic Duty.....	31
Bereavement Leave.....	31
Domestic and Sexual Violence Leave .....	31
Insurance Benefits .....	32
Your Rights Under the Consolidated Omnibus Budget Reconciliation Act (COBRA).....	32
Retirement.....	32
Credit Union.....	33
Training and Development Opportunities .....	33
Travel and Other Reimbursable Expenses .....	33
Limited Access.....	34
Bulletin Boards .....	34
Outside Employment .....	34
Drug-Free Work Place .....	34
Medical Marijuana .....	35
Use of CDS Facilities, Motor Vehicles, and/or Other Equipment.....	36
Ethical Conduct and Employee Professionalism.....	36
Consensual Romantic Relationships .....	37
Discipline Sameness vs. Consistency Policy.....	38
Work Rules/Code of Conduct.....	38
Promissory Note .....	42
EMPLOYEE HANDBOOK - ACKNOWLEDGEMENT FORM .....	43

## Welcome!

Dear Employee:

Our expectation of staff is to approach both the public and our program participants in a manner in which there is a continuous perception that there is no wrong door to services whether an individual or family is struggling with a mental health or substance abuse issue or a co-occurring disorder. Our intent is to assist the public and/or participant to the maximum extent possible to ensure their needs are met either directly or by an appropriate referral.

A Person and Family Centered Approach is at the heart of our strategy to assist our participants achieve their goals and become productive, happy, law abiding citizens. This means that services must be rendered in a fashion that consistently considers and involves the participant and family in the assessment of their strengths, needs, abilities, preferences, and desired outcomes, thus ensuring the process remains relevant.

Critical to our success over the years is our allegiance to ethical business practices, striving for increased organizational efficiencies, and quality in service delivery through an organized and ongoing comprehensive corporate compliance program and a strong commitment to being active in the communities in which we live and work.

We believe it is part of our corporate responsibility to be an educational resource for the community and to work with stakeholders to identify and address barriers and advocate for systematic change consistent with our mission: Empowering Youth & Building Strong Families for a Brighter Tomorrow.

This booklet is not to be considered a contract of employment and is not intended to state all the conditions of employment or principles, which will help to guide you in the performance of your duties. Instead, it provides information on certain policies and benefits currently in effect. At the discretion of CDS these policies may be modified or supplemented as part of our continuous effort to improve operations and to make CDS a better place to work.

We are pleased to welcome you as an employee and hope you will learn to fully understand and embrace our mission. We hope that your employment with CDS will bring personal happiness and professional growth throughout the coming years.

Sincerely Yours,

A blue ink handwritten signature, appearing to be "PK", written over a horizontal line.

Philip N. Kabler, J.D.  
Chief Executive Officer

## **You and Your Job**

The Chief Executive Officer is responsible for the administration of these personnel policies and in his/her absence delegates this responsibility to the Chief Operations Officer. To the extent possible, any changes, deletions, or additions to these policies will be described in writing and distributed to each employee or posted in key locations throughout CDS for a period of not less than one week.

### **Non-Discrimination Policy**

CDS complies with applicable laws, rules, and regulations. Consistent with these requirements, CDS does not discriminate in its employment practices or client services based on any of the legally protected statuses.

Furthermore, CDS does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. This policy also extends veterans. In addition, CDS's Non-Discrimination Policy applies to assignment of work and compensation for new employees as well as its selection of current employees for training, assignment of work, promotion, transfer, compensation, and other terms and conditions of employment.

All levels of management are responsible for implementing and enforcing this Equal Employment Opportunity Policy. In addition, all employees are required to report any suspected violations of this policy to management.

### **Nondiscrimination Regarding Participants**

CDS shall screen and provide services to participants based on program eligibility criteria and need and without discrimination by reason of any of the legally protected statuses. This policy also extends to Veterans.

Should any staff member, volunteer, participant, referral source or community member suspect or believe that CDS is utilizing a discriminatory practice either by a program systemically or by an individual it should be reported to the Chief Executive Officer and/or Chief Operations Officer immediately who will institute an investigation.

### **Disability**

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, which do not impose undue hardship.

It is the policy of CDS to afford equal opportunity to all qualified applicants and employees, regardless of physical or mental disability. However, all employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job

descriptions or as performed on a regular basis as part of their normal responsibilities. All employees with disabilities are eligible for accommodations per the Americans with Disabilities Act.

Such requests must be made to either the employee's direct supervisor or made to the Human Resources Specialist. While CDS cannot make all requested accommodations, we will work with employees to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be separated from CDS.

## **Child Abuse Reporting**

Chapter 39 of the Florida Statutes mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families at 1-800-962-2873.

## **Prohibition Against Harassment**

CDS is committed to a workplace which is free of discrimination and harassment based upon classes protected by federal, state, or local laws. In an effort to prevent such illegal harassment or discrimination from occurring, we will communicate this policy to every employee. This policy applies to all employees of CDS working at all locations. All employees have an obligation to report harassment or discrimination in the workplace even if he or she is not the victim.

All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of harassment or discrimination they commit.

Harassment is a form of intimidating, threatening, and/or predatory behavior in which a person targets another employee(s) for harmful or unfair actions relating to an individual's protected class. This treatment is discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, "sexual harassment" specifically is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment:

a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

## *Examples of Prohibited Conduct*

Though harassment, including sexual harassment, encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- Unwelcome sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Inappropriate statements, written or verbal, comments, jokes, or threats directed toward a person based on his or her protected class. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting, or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Preferential treatment or promises of preferential treatment to an employee based on that employee's protected class.
- Negative treatment or threats of negative treatment to an employee based on that employee's protected class.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job about that employee's sex.
- Sexual or discriminatory displays or publications anywhere in our workplace by our employees.
- Retaliation for sexual harassment complaints.

*Remote-based sexual harassment is also strictly prohibited. Examples of such behaviors include:*

- Inappropriate jokes, memes, or images shared through email or messaging, including sexually explicit content.
- Sharing of or solicitation of inappropriate or explicit photographs.
- Sending inappropriate website links or nude photographs or sexual videos.
- Suggestive comments or solicitations through chat, private messaging, or phone.
- Denigrating sexist comments in a video conference or one-on-one discussion, whether directed at an individual or generalized to a group.

- Statements or questions of a sexual nature during conference calls or video meetings.
- Unwanted flirtatiousness or romantic advances, even if not sexually explicit including commentary on a co-worker's appearance or sound during a remote meeting.
- Subjecting viewers or listeners to sexual content during remote meetings including sharing pornographic images and/or audio, showing intimate body parts, or engaging in sexual activity, even if it is accidental.

Corrective action and/or termination may be taken regarding any employee engaging in this type of behavior. Disciplinary action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination. Any supervisor or manager who has knowledge of such behavior yet fails to take appropriate action is also subject to discipline.

Any employee who feels subjected to any type of harassment or discrimination shall report this violation to the employee's immediate supervisor. If the employee does not feel comfortable discussing the situation with the immediate supervisor, or if the employee's immediate supervisor does not promptly resolve the situation to the employee's satisfaction, the employee should report the harassment to the Human Resources Department, Chief Operations Officer, Chief Executive Officer, or the Chairman of the Personnel Committee of the CDS Board of Directors.

CDS will investigate the complaint, make a written determination of its conclusion, and, when appropriate, prepare a plan of action to correct the problem and prevent re-occurrence. CDS shall inform the complaining employee of its determination.

Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy. If you believe that you are being retaliated against for bringing a complaint of harassment or discrimination, you should report such conduct immediately to your direct supervisor, or to the Human Resources Department. Any supervisor or manager who retaliates against an employee for making a complaint shall be subject to corrective action and/or termination.

If you have questions about the policy, please contact your supervisor or the Human Resources Department. The success of our policy depends, in significant part, upon the understanding and cooperation of all our employees.

## **Workplace Violence**

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, vendors, or participants.

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations such as domestic violence or other personal issues. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, participant, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not accepted or tolerated at CDS.

Every employee is responsible for reporting instances of workplace violence in accordance with this

policy. Every supervisor is responsible for responding promptly and thoroughly to allegations of workplace violence in accordance with the terms of this policy.

All persons at CDS should report instances of workplace violence. In true emergency situations where the threat of harm is imminent, employees should call 911 and request immediate assistance from the authorities.

In non-emergency situations, workplace violence should be reported first to an immediate supervisor. If the immediate supervisor is contributing to the risk of the workplace violence, the incident should be reported to the Chief Operations Officer and/or Chief Executive Officer immediately.

CDS takes potential and actual threats of workplace violence very seriously and will take immediate disciplinary action, including termination, when such threats occur. As a result, employees accepting employment with CDS accept and agree that they will be subjected to such disciplinary action if they make verbal or written threats of violence to other employees.

## **Corporate Compliance Program**

CDS provides mechanisms to assist employees and volunteers in reporting violations of possible criminal conduct, allegations of ethical violations, waste, other wrong doings or violation of CDS policy by persons within the organization, without fear of retribution.

The support of all employees and volunteers is necessary to achieving compliance with various laws and regulations. Employees and volunteers are protected from retaliation only if the employee or volunteer brings the alleged unlawful activity, policy, or practice to the attention of CDS and provides CDS with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees and volunteers that comply with this requirement.

CDS will not retaliate against employees or volunteers who, in good faith, has made a protest or raised a complaint against some practice of CDS, or of another individual or entity with whom CDS has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

CDS will not retaliate against employees or volunteers who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of CDS that the employee or volunteer reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

## **Use of Information Technology Resources**

CDS intent is to integrate technology as harmoniously as possible into the work place. Accordingly CDS provides employees with consistent standards in regards to the use of desk and laptop computers, telephone, electronic mail, voice mail, mail, pagers, mobile phone, intranet, and internet access.

Use of CDS computers is restricted and must be consistent with CDS objectives/mission. Computer users must abide by copyright law, applicable local, state, and federal laws, and CDS guidelines.

This policy applies to all employees/volunteers at all locations. All electronic and voice mail communications, including but not limited to stored information transmitted, received or archived in the CDS information system are the property of CDS. CDS reserves the right to access and utilize any information in its system as needed to protect and facilitate the legal and ethical interests of the organization.

CDS maintains all electronic communications, including both electronic mail and instant messaging correspondence when it reasonably knows that the data is relevant to pending, imminent, or reasonably foreseeable litigation. This litigation hold is to remain in full compliance with the Federal Rules of Civil Procedure. All such documents are preserved in the normal course of business and maintained through the Human Resources and Data Systems Departments in the event that they become necessary for purposes of litigation for a minimum of five years.

**General expectations and guidelines are outlined below.**

- Only personnel who have received supervisor approval and appropriate training are authorized to access CDS Information Technology (IT) resources.
- Authorized users will at all times ensure all IT security and confidentiality policies are followed.
- IT resources may not be used for commercial purposes, except for the business purposes of CDS.
- Staff sponsoring participant use of IT resources, whether on-site utilizing CDS computers or off-site (i.e. library) and maintain direct supervision of participants to ensure appropriate use of this resource.
- Regardless of the circumstances, individual passwords must never be shared or revealed to anyone outside of the Data Systems Department. Revealing a password to another party exposes the authorized user to responsibility for actions of another person.
- Although each employee has an individual password to access CDS Systems, they belong to CDS and the contents of all communications are accessible by management for any business purpose.
- CDS reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy.
- Employees are strictly prohibited from placing personal passwords on any CDS System for the purpose of preventing such monitoring.
- The safekeeping and functionality of mobile equipment that is assigned to an individual such as but not limited to cell phones and laptop computers are the responsibility of that individual. Expenses incurred due to misuse, personal use, or negligence will be the responsibility of the individual assigned.
- Staff who violates this policy may be subject to disciplinary action.
- Individual accounts are to be accessed only by the authorized users. Passwords are confidential and must be protected. Individual users will be held accountable for use of their account by others.

**Confidentiality and Acceptable Systems Usage:**

- CDS Systems are intended for CDS business only.
- All information transmitted or stored in CDS Systems (e.g., participant lists, documents relating to policies and procedures) is the sole and exclusive property of CDS and should be treated as confidential.
- Employees SHOULD NOT consider any materials transmitted or stored in CDS systems to

be private.

- Such information may not be disclosed to any person outside of CDS nor may any such information be removed from our premises without the express permission of the CEO/COO.
- Employees are strictly prohibited from accessing, reading, and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization.

#### **Computer Use:**

- Do not change settings on any computer without the permission of the primary user or the supervisor.
- Staff are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers/participants regarding computer use.
- Complaints about computer issues should be resolved directly by the parties involved whenever possible, but may be processed through CDS complaint procedures.

#### **Software, Personal Disks, and Networking Use:**

- Installation, upgrade, or removal of software is strictly prohibited and can only be performed by authorized Data Systems personnel.
- Computer software, whether purchased, developed, or modified by CDS, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior CDS authorization.
- Any such computer software is the property of CDS and may not be copied or appropriated by employees for personal use during employment with CDS or upon separation.
- Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.
- CDS does not permit the use of “bootleg” or “pirate” software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any “bootleg” or “pirate” software on CDS computer system should notify management immediately.
- The use of personal disks or software in CDS computer system without prior authorization is strictly prohibited.
- Employees are further prohibited from accessing CDS Systems from remote locations via modem and from connecting CDS Systems to outside systems via modem without prior authorization.
- All users of commercial software products licensed to CDS are responsible for upholding the terms of the license agreements.

#### **Internet Access:**

- Staff may make reasonable personal use of internet at lunch and break time.
- Intentional use of Internet resources to access or process obscene material, inappropriate text or graphic files, or files dangerous to the integrity of the network is prohibited.
- Websites containing pornographic or other offensive material should never be accessed from CDS computers.
- Accessing CHAT ROOMS is strictly prohibited.
- Staff are not to access any sites or services that may use excessive amounts of bandwidth

(for example, on-line radio or television) for other than work purposes.

- Staff are not to download materials that may carry viruses.
- Staff are at all times strictly prohibited from downloading information from the Internet for personal use.
- Staff are expected to use their common sense and ask questions if they are not sure about what they may access.
- Users must abide by the acceptable use policy of any accessed network.

#### **E-Mail:**

- E-mail communications should reflect the same level of professionalism expected of all other business communications. Some general guidelines are:
  - Use professional language, courtesy, and business etiquette.
  - Never send abusive, harassing, threatening, or ethnically oriented messages, even in jest.
  - Be careful when using sarcasm and humor. Without the personal interaction, your joke could be viewed as criticism.
  - Use common sense about what you say or send; you cannot control who will ultimately read it.
  - Never write anything to e-mail that you would not want to become public knowledge.
  - Review and proofread your message before you send it, a sentence that might be clear to someone talking to you face to face might come across quite differently without the tone of your voice or the facial expressions. Think before you send e-mail to more than one person or "reply all". Respect other employees' time. Do the additional people really need or want to see the message? Often an obligation is felt to respond or we want to express our own opinion. This then turns into a "chat" session.
  - E-mail to a participant should follow the same formality as a business letter. It should be treated as a formal document with proper business standards being followed. Spelling, grammar, and punctuation should be checked.
- The use of personal e-mail accounts to conduct CDS business, without prior supervisor approval, is strictly prohibited.
- All e-mail messages must contain CDS Confidentiality Statement.
- Participant information is confidential and every effort must be made to protect it when using e-mail functions. Refer to Policy P-1008 – Electronic Transmission of Protected Health Information.
- Before CDS staff release any internal CDS information, enter into any contracts, or order any products via public networks, the identity of the individuals and organizations contacted must be confirmed.
- Do not access another staff's mail files without permission.
- Misrepresenting, obscuring, suppressing, or replacing another user's identity on an e-mail system is forbidden.
- Transmission of unsolicited bulk e-mail "SPAM", chain letters, pyramid schemes, and direct marketing pitches is strictly prohibited.
  - Transmission of e-mails with sexual, ethnic, racial, religious or other threatening content is strictly prohibited.
- Offensive electronic messages received must not be responded to. If they do not promptly stop, they must be reported to the immediate supervisor and CDS's Security Officer. (COO)
- Users must follow virus protection procedures for e-mail attachments (refer to Policy P-1066)

– Virus Protection)

- E-mails are the property of CDS and their privacy is not guaranteed.
- Employees should not use CDS Systems to transmit any messages, or to access any information, which you would not want a third party to see.
- E-mail may be used for personal use as long as it is used reasonably. However, this does not entitle staff to any expectation of privacy.

#### **Personal Mail:**

- All mail which is delivered to CDS is presumed to be related to CDS business.
- Mail sent to you at CDS may be opened by CDS personnel and routed to your department.
- If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

#### **Voice Mail:**

- Voice mail introductory messages should be professional and advise the caller of work related information.
- Voice mail messages left for others should be work related and should never contain derogatory, harassing, or unprofessional information.
- Voice mail must be protected with user set password.

#### **Telephones:**

- The Telephone Systems (including voice mail) at CDS are the property of CDS and are provided for business purposes.
- CDS may periodically monitor the usage of the telephone systems to ensure compliance with this policy.
- Therefore, employees **SHOULD NOT** consider their conversations on CDS telephone systems to be private.

#### **Cell Phones:**

- CDS cell phones are intended for business purposes and emergency use. Other uses of cell phones should be kept to a minimum.
- Excessive personal calls, including roam charges, or unauthorized use of telephone features may result in the need to provide reimbursement to the Fiscal Department upon receipt of the billing statement.
- You may not use a CDS or any other cellular phone or similar device to text messages, surf the Internet, or respond to email while driving.

#### **Forbidden Use and Content of Communication:**

You may not use CDS Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the CDS Systems:

- To convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, or sexually-explicit messages, cartoons, jokes, or other potentially offensive material.
- To send propositions, love letters, requests for personal funds, solicitations, or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment.

- To write personal letters, resumes, or other documents unrelated to CDS business.
- To run computer games or other personal software, or copy such software.
- As a forum for gossip or personal communications.

### **Password and Encryption Key Security and Integrity:**

Create passwords that are easily remembered and conform to the following characteristics:

- Contain both upper and lower case characters.
- Has digits or punctuation characters as well as letters.
- Is at least 8 alphanumeric characters long.
- Is not a single word in any language, slang, dialect or jargon.
- Phrases that are 3 or more words long are acceptable.
- All Systems passwords and encryption keys must be available to CDS at all times.
- Passwords should be kept in a secured location.
- Employees should not use the “remember password” feature found on many computers and website applications, with the exception of CDS' .
- Staff may not install encryption programs without first turning over encryption keys to the Data Systems Manager.
- Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees’ messages.

### **Expectations Regarding Cyber Communication & Social Media Use by Employees & Volunteers**

We recognize that employees and volunteers will use social media and other cyber communications as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee or volunteer in general, as found throughout this Handbook and your job description, apply to your activities online. This includes forms of online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks. CDS trusts and expects employees and volunteers to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees and volunteers utilizing social media will recognize and follow the guidelines included within this policy. Failure to do so will result in disciplinary action, up to and including termination.

Please abide by the following expectations:

- 1) Always consider the power of your comments and contemplate the impact of your post on your reputation and that of CDS before you publish it.
- 2) Respect all confidential and proprietary information that you possess as a result of your relationship with CDS. Secure written permission to publish or report on conversations that are meant to be private or internal to CDS. Examples of confidential information include, but are not limited to participant information, confidential academic information, proprietary data, internal policies and memorandums, and all proposed and executed

organizational strategies.

- 3) When disagreeing with others' opinions, be appropriate and professional in doing so when posting such disagreement on social media sites.
- 4) When posting about your work at CDS, use your real name, identify that you work or volunteer for CDS, and the position that you hold. Be aware of your association with CDS in online social networks. If you identify yourself as an employee or volunteer of CDS, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and program participants.
- 5) Anytime you publish content on an external website regarding anything to do with work you do or any subjects associated with CDS, use the following disclaimer: "The postings on this site are my own and do not necessarily represent CDS's positions, strategies or opinions."
- 6) Respect your audience. Do not use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- 7) Employees and volunteers are prohibited from posting any type of photograph of any CDS employee, customer/participant, parent, family member, or volunteer on any and all social networking sites without the express written approval by CDS.
- 8) CDS respects its employees' interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees' right to discuss such concerns utilizing social media, it encourages any such concerns to be brought to CDS' Administration.
- 9) When CDS wishes to communicate publicly as an Organization - whether to the community or to the general public - it has well established means to do so. Only those officially designated by CDS have the authorization to speak on behalf of CDS.
- 10) Vulgar, obscene, threatening, intimidating, harassing, or discriminatory behaviors on social media sites may result in an employee's or volunteer's immediate termination.
- 11) Use professional discretion when "friending" former employees. When doing so, recognize that many former employees have online connections with current employees and that information shared between former employees is likely to be seen by current employees as well.
- 12) Employees are asked to use good judgement when making and/or accepting "friend" requests to or from coworkers. Employees in supervisor/subordinate relationships are particularly encouraged to use caution, due to potential for both parties to feel awkward or pressured to accept the request for business purposes and thus potentially impacting the work and social relationship (as well as possibly raising conflict of interest, unequal treatment, discrimination, or similar concerns).

## **Personnel Records**

CDS personnel records are confidential. Unless specifically authorized by the Chief Operations Officer or Chief Executive Officer, personnel records will not be released to any persons not associated with CDS.

Within CDS access to personnel files is limited to those with a need to know the information in the files. The Chief Operations Officer, the Chief Executive Officer, and Program Directors may have access to the records of their staff by requesting that the Human Resources Department pull the appropriate files. In addition, administration staff may have access to all records for purposes of updating and filing. Other than these limited situations, employees are not permitted access to personnel files of other employees.

Individual employees may, however, have access to their own files by requesting that the Human Resources Department pull the file for their review. Employees are not entitled to copies of records contained within their personnel files. The employee is responsible for scheduling a convenient time to review the file and the Human Resources Department or his/her designee will be present when the file is reviewed.

CDS abides by the Health Insurance Portability Accountability Act (HIPPA) as it relates to employee medical records. We maintain all employee medical records in a separate file and location that cannot be accessed by any other employee without a legitimate and explainable need for such review. Furthermore employees maintain the complete right to review their own medical records, (which include insurance application forms as well as physician and other health related documentation) by contacting the Human Resources Department and requesting such review.

## **Working Together**

We operate on the simple principle that if we treat employees fairly and promote a positive ethic for providing quality service to our participants, CDS will be a fulfilling and productive place to work. We are aware that no workplace is free from day-to-day problems. Nevertheless, we believe that we can work together to address problems effectively. We encourage you to bring problems to your supervisor, the Chief Executive Officer, or anyone in management you feel can help you. Should you encounter waste, fraud, abuse, a breach of ethics, misconduct, or any other form of wrongdoing as it relates to the workplace and/or CDS employees, or volunteers your prompt report of this behavior is vital to our ability to manage a safe, productive, quality work environment. Please rest assured there will be no reprisal in response to your ethical duty to report and that your concerns will be investigated in a timely and appropriate manner.

## **Appointments**

The Chief Executive Officer is appointed by the Board of Directors who sets his/her annual salary. The Chief Executive Officer appoints the Chief Operations Officer within the approved salary range and position line items. The Chief Operations Officer appoints Program Directors. Program Directors shall make all other appointments within their programs. All appointments are to be coordinated by the individual making the appointment. All records are to be forwarded to the Human Resources Department for inclusion in the personnel file.

## **Job Descriptions**

Each position within CDS will be described in writing. A written job description will be provided each new employee upon hiring. This job description may be updated from time to time during the course of employment.

## **Conflict of Interest and Employment of Relatives**

CDS recognizes that due to familiar or other personal relationships with employees or Board members, there may occasionally arise potential for conflict of interest. When this concern is identified, any action in that regard is subject to prior approval of the Chief Executive Officer in relation to employees, and subject to Board approval in matters relating to policy. This policy intends to protect against potential favoritism or undue influence stemming from such relationships.

No individual will be appointed to any position where the individual would supervise or be supervised by a relative, or where a relative would have the authority to recommend or approve that person's hire, work assignments, performance appraisals, pay changes, disciplinary actions, promotions, or termination.

Because of our common interest in maintaining the financial integrity of CDS relatives may not remain in positions that involve interdependent sensitive job assignments. These include situations where simultaneous employment of relatives would present an appearance of impropriety regarding the financial integrity of CDS. An example of a sensitive job assignment would be where a spouse is responsible for checking the financial integrity or accuracy of financial transactions performed by his/her partner.

No two relatives will remain employed with CDS if the relationship causes a conflict or other disruption on the job that is not otherwise covered by this policy.

## **Probationary Period**

Your first six months of employment allows you to get acquainted with CDS and our operations. It is also a time for us to get to know you. It is especially important that you make your supervisor aware of any questions or problems you may have during this period. As explained throughout this Handbook, you must satisfactorily complete this probationary period before being considered for certain employment-related benefits. Probationary status may be extended for up to 90 days or longer, subject to approval of the Chief Executive Officer.

A regular employee will once again be expected to complete a satisfactory 6-month probationary period when placed in a different position. However, this status will not hinder their access to vacation leave, personal holidays, or agency-wide employee rate increases. Regular employees are those individuals who have worked at least six months and have a corresponding Personnel Action Form acknowledging this status.

## **Background Check, Personal Reference Check, Fingerprinting**

CDS will comply with regulations and protocols as defined by Florida's Department of Juvenile Justice and the Department of Children & Families. Consistent with Florida law, employment at CDS is on an at-will basis.

## **Requests for References on Employees**

All requests for references from potential/future employers are to be directed to the Human Resources Department (the Custodian of Personnel Records). For your information, the following items may be appropriate for release: a) dates of your employment; b) your salary information; and c) the position(s) held. Additional information may be provided with appropriate signed releases.

## **Full-Time/Part-Time Employees**

Employees who are hired to work 40 hours per week are full-time employees. Employees who are hired to work less than 40 hours per week are considered part-time employees (see Insurance Benefit section for additional information).

## **Temporary Employees**

Temporary employees are hired at an hourly rate with the understanding that their employment is limited to a special period of CDS need and that their employment can be terminated at any time, according to CDS' need. A temporary employee is eligible for no benefits other than worker's compensation, FICA (Social Security) as required by law, and the agreed-upon hourly wage.

## **PRN**

Employees who are hired to work on an as needed basis are PRN employees and their employment can be terminated at any time. A PRN employee is eligible for no benefits other than worker's compensation, FICA (Social Security) as required by law, and the agreed upon hourly wage.

## **Attendance**

Employees are expected to report to work punctually as scheduled, ready for work at the assigned starting time. Employees working flexible schedules are expected to be prepared and on time for appointments, meetings and other commitments.

Employees are expected to contact their supervisor and give as much advance notice as possible whenever unable to work or report on time.

Employees, who report for work in a condition not fit for work, whether due to illness or any other reason, will not be allowed to work.

## **Recording Time Worked**

Each employee at CDS is responsible and accountable for recording time worked on behalf of CDS on an official time sheet. By submitting the time sheet, both the employee and the supervisor are attesting to the accuracy of the hours recorded as being reflective of hours actually worked. Time sheets are to be submitted to the Fiscal Department by the specified deadline each pay period.

## **Personal Status Changes**

It is very important that CDS have the correct spelling of your legal name, your current address, telephone number, income tax status, the name, address, and telephone number of your emergency contact, name of your dependents (if applicable), and insurance beneficiary (if applicable). In addition, if you drive any CDS vehicle or have occasion to transport CDS participants, we must have a copy of your valid driver's license and current valid insurance card in your personnel file. If at any time during your employment any of this information changes, it is your responsibility to notify your supervisor immediately.

## **Supervision and Evaluation**

The purpose of a written evaluation is to review an employee's performance in relation to the quantity and quality of work as defined in his/her job description; to outline goals and training needs (identified by employee and supervisor) for the employee, and to help the employee focus on professional development. Employees will also have the opportunity to evaluate their immediate supervisors on an annual basis. Evaluations are to be conducted at least annually, and are signed by each employee and his or her supervisor. Evaluations are filed in the employee's personnel file when complete.

## **Hiring, Promotion, and Transfer**

CDS will continue to recruit, hire, train, promote, and transfer to all job levels qualified persons, ensuring protection from discrimination regarding all protected classes. For the purpose of hiring, qualified active CDS volunteers, interns, and practicum students will be considered for open positions as internal applicants. The goal in filling job vacancies is to provide the best services to our participants by doing everything possible to make sure the most qualified person is hired.

To provide current employees with an opportunity to apply for available positions, promotion and transfer opportunities may be published and posted when appropriate. Qualified staff is encouraged to apply for any such positions. A preliminary screening check must be submitted to the Background Screening Unit prior to or at the time the promotion/transfer is made.

It may be necessary, at times, for the Chief Executive Officer to transfer a staff member from one position to another for the benefit of the agency. When this is done, in most instances, there will be a vacant position to fill. Transfers of this type will not exceed a 50-mile radius from the office site of the person being transferred.

While there may be situations where an outside applicant is best suited for a particular position, CDS will attempt to fill new and vacant positions by promoting qualified employees in accordance with the following general guidelines:

- Employees of a program in which a vacancy occurs would be given priority for promotion to that position over equally qualified employees of another program.
- Promotion will be made on the basis of an individual's merit, effort, and ability.
- Advancement depends on performance, qualifications, dependability, efficiency, a preliminary screening check, and ability to get along with other employees and staff.

- An additional probationary period will be applied when an employee is selected for another position within CDS that involves new or additional skills or duties.

## **Accidents, Safety, and Worker's Compensation**

CDS wants its operations to be safe and injury-free. Therefore, employees should always use common sense to avoid accidents and injuries. Accidents and injuries involving participants, volunteers, interns, or visitors must be reported immediately to your supervisor or another supervisor should your immediate supervisor be unavailable. Employees should comply with all safety rules and practices.

If you are injured, you should report the injury immediately to your supervisor, no matter how minor the injury appears to be. This is important to ensure that you receive proper and timely medical treatment, and to make certain that any unsafe condition can be remedied. If immediate professional medical treatment is needed, a drug screen is required.

At the discretion of the Chief Executive Officer, if the accident is deemed to be work-related, the leave required for injury and not covered by worker's compensation may be reimbursed to the employee. Such leave will be proportionate to the percentage of hours the employee regularly works.

In the event that an injured employee receives their regular wages through use of accrued leave or holiday pay and then receives payment for lost wages through worker's compensation arrangements must be made to return the difference to CDS. The value of the leave used will then be restored for the employee's future use.

Outside employment during a worker's compensation leave is prohibited without prior authorization and may result in disciplinary action, up to and including immediate termination of employment.

The Notice of Injury report must be completed with the Human Resources Department within **two working days** following the injury. Failure to report an injury or obtaining outside medical attention for a work-related injury without proper authorization is a violation of CDS policy.

Prior to returning to work, employees may be required to provide an appropriate fitness for duty certification from their own physician and/or a physician selected by CDS.

## **Participants with AIDS or Other Bloodborne Pathogens**

Many CDS programs may include participants who have contracted Hepatitis B or who have either contracted Acquired Immune Deficiency Syndrome (AIDS) or have tested positive for the HIV virus that causes AIDS. CDS cannot require testing for AIDS or HIV as condition for participation in its programs, and state law strictly limits situations where an individual's infection with AIDS or HIV may be disclosed even to persons within CDS. Accordingly, staff should take appropriate precautions when working with any participant. The appropriate precautions will depend on the specific program and the participant interaction involved.

CDS has identified positions in which employees may be exposed to bloodborne pathogens while performing certain tasks in the program or facility to which they are assigned. Persons in these

positions are covered by CDS's Exposure Control Plan for Bloodborne Pathogens. These persons will be provided with a copy of this Plan as well as training regarding the use of universal precautions and other procedures to reduce the risks associated with this possible exposure. All employees covered by this Plan are expected to comply with this policy.

Other employees who are concerned about bloodborne pathogens are encouraged to review a copy of this policy, which may be obtained from your immediate supervisor. Also, if you have any questions regarding this policy or bloodborne pathogens in general, please contact your immediate supervisor. CDS will not refuse services to any participant based on the participant's infection or suspected infection with the HIV virus, Hepatitis B, Hepatitis C, or any other bloodborne pathogen. In limited cases, however, it may be necessary to refer an individual participant to another program or to an appropriate medical program or facility if the participant's condition prevents CDS from properly caring for the participant or if the participant's condition presents a significant risk of substantial harm to the participant or others if the participant is left in the program. Any such determination will be made on a case-by-case basis, will be based on information from appropriate medical authorities, and will require the approval of the immediate supervisor.

Under normal circumstances, CDS employees will not be excused from providing services to participants who are infected with HIV, Hepatitis B, or other contagious conditions. An exception to this requirement may be granted for an employee who provides medical documentation showing that exposure to individuals with such conditions presents a significant risk of serious harm to the employee. In such cases, it may be necessary to transfer or replace the employee if this inability prevents the employee from performing the essential functions of the employee's current position or any other available position for which the employee is qualified.

Finally, CDS participants who are infected with HIV, AIDS, Hepatitis B, or any other condition are entitled to the same rights as other participants. These rights include: confidentiality, informed consent, the right to refuse treatment, and the right to be treated with respect and dignity. With respect to confidentiality, except for limited circumstances, the law prohibits CDS from disclosing the fact that a person has AIDS or is HIV positive. Any such information is to be maintained on a need to know basis within CDS and is not to be released within CDS or to any outside persons or entities without the approval of the Chief Operations Officer or the Chief Executive Officer.

## **Contagious Illness**

Employees with contagious conditions agree they will report such conditions to the Human Resource Department for appropriate guidance and management immediately upon learning of the condition.

Employees with a contagious condition or a suspected contagious condition may be prohibited from working until such time as that employee produces written verification from a licensed physician that the condition is no longer contagious.

CDS is committed to protecting the private health information of every employee; however, all employees must also recognize the need to alert other employees of contagious conditions that may impact or have impacted others, particularly those with sensitive medical conditions including, but not limited to pregnancy and immune deficiency conditions.

## **Return to Work, Employee Safety, and Social Distancing Policies**

In order to minimize transmission from person to person of any form of communicable illness, CDS Family & Behavioral Health Services, Inc. (CDS) is implementing the following requirements, consistent with the guidance and requirements of the Occupational Safety and Health Administration, the Governor of the State of Florida, other state and local provisions, and/or appropriate guidance from public health officials, and the World Health Organization (“WHO”). As circumstances allow, certain portions of the following policy may be modified or revoked. CDS will issue updates as to those issues in writing.

The following practices, when combined with social distancing, are designed to limit the spread of a disease such as COVID-19 by reducing the opportunities for unnecessary close contact between people. These measures can also be accomplished by administrative and engineering controls.

### **Employee Screening**

If you are feeling sick or have a temperature above 100.4, regardless of the possible reason, notify your supervisor and stay home! If you have a temperature of greater than 100.4, you will not be allowed to return to work until you are fever-free for 72 hours. You should self-monitor and stay home if you have a temperature greater than 100.4.

We also may perform questionnaire screening, as necessary, to ensure there has been no potential exposure or travel that has the possibility of creating greater health risks at the office.

All information related to any screening process will be obtained in compliance with all federal, state, and local law and will also be maintained as confidential. Further, to the extent possible, all screening measures will be conducted in as private a location and manner as possible.

### **Advanced Notice of Absence (when possible)**

If you are aware you will be absent from work, you should generally follow CDS’ regular procedures for notifying the company of the need for time off.

If you are out sick or showing symptoms of being ill, it may become necessary to request that you provide information, including from your healthcare provider, subject to applicable laws. In general, CDS may request you provide medical information to confirm your need to be absent and to know that it is appropriate for you to return to work. CDS will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

### **Remote Work**

If you have a heightened health concern and want to work from home, and have the ability to perform your job away from CDS premises, you should contact your supervisor. It may be necessary for you to provide limited medical information to support the request. Requests will be handled on a case-by-case basis.

Supervisors may modify job responsibilities if possible, to enable staff to work from home. In the event you are subject to a quarantine requirement, you will be expected, if able, to work remotely during that period.

## **Leave Requests and Accommodations**

CDS will attempt to work cooperatively with employees based on the need for leave, regardless of the reason. However, depending on needs of the organization, leave other than as required by law may be restricted or limited. If you need to request accommodations for situations such as staying at home when sick, to assist when household members are sick, when required by a health care provider to isolate or quarantine yourself or a member of your household, when you have an underlying medical condition or a household member with underlying health conditions that puts them at greater risk, please reach out to your supervisor and/or HR as soon as possible.

## **Retaliation Not Allowed**

CDS will not take adverse action against you for exercising your rights under applicable laws and will not permit retaliatory actions by co-employees about which it has been informed. In the event you believe you have been subject to retaliation, please refer to the company's policy regarding reporting harassment or inappropriate treatment.

Federal, state, and local laws prohibit punishing job applicants or employees for asserting their rights to be free from discrimination, harassment, or inappropriate sexual conduct. Additionally, employees are protected from reporting in good faith actions they reasonably believe to be illegal or unlawful. Asserting these rights is called "protected activity," and it can take many forms. For example, it is unlawful to retaliate against applicants or employees for:

- filing or being a witness in a complaint, investigation, or lawsuit;
- communicating with a supervisor or manager about employment discrimination, including harassment or a report of illegal or unlawful activity;
- answering questions during an employer investigation;
- refusing to follow orders that would result in discrimination or other illegal or unlawful actions;
- resisting sexual advances, or intervening to protect others; and
- requesting accommodation for a disability or for a religious practice.

Participating in a complaint process or an investigation is protected from retaliation under all circumstances. Other acts to oppose discrimination or illegal actions are protected as long as the employee was acting on a reasonable belief that something in the workplace may violate federal, state, and/or local laws addressing the employment relationship, even if he or she did not use legal terminology to describe it or is ultimately incorrect about the issue, provided the employee has made complaint in good faith.

Engaging in protected activity, however, does not shield an employee from all discipline or discharge. Employers are subject to applicable law, free to discipline or terminate workers if motivated by non-retaliatory and non-discriminatory reasons that would otherwise result in such consequences.

If you have questions about this policy, contact your supervisor or Human Resources.

## **Personal Property**

If you choose to bring personal items of value to work, such as a radio or camera, please take them home with you each evening. CDS cannot assume responsibility for the loss of any items of value. Although we try to provide a safe working environment, we cannot safeguard personal possessions.

It is our wish that none of our employees suffer any loss, so please think about your responsibility before bringing valuables to work.

## **Physical Examinations**

A physical examination may be required as a condition of initial employment or continued employment with CDS. Any required physical examination will be provided to you without cost by a CDS-appointed physician. A physical examination may include a chest x-ray, urinalysis, breathalyzer, blood test, drug screening, and other tests.

## **Complaint Procedures**

It is anticipated that free and open discussion of issues related to job performance will be the rule among personnel employed by CDS. Disagreements among employees, volunteers, and students-in-training should be resolved directly by the parties involved whenever possible. Those involved should communicate any and all concerns regarding another's behavior directly with the individual. Sharing such concerns with others that do not have a legitimate reason to know such concerns may quickly amount to gossip- one of the most damaging practices in any workplace.

Unresolved complaints should be discussed with an employee's immediate supervisor in a timely manner. If a satisfactory solution to the problem is not reached, the employee should then direct the complaint in writing to the next higher supervisor. All unresolved matters shall continue up the supervisory chain to the Chief Executive Officer.

Employees who wish to appeal a decision of the Chief Executive Officer have the right to address their complaints in writing directly to the Personnel Committee of the Board of Directors. The purpose of the Personnel Committee is to ensure that all employees are treated fairly. This involves looking into matters of employee concern and taking steps to remedy unfair practices. An employee may present a complaint in writing directly to the Personnel Committee of the Board of Directors only after an attempt has been made to address the issue with the Chief Executive Officer.

## **Resignations and Termination**

During the probationary period an employee can be terminated without recourse. After the probationary period, an employee will be subject to discharge if he/she cannot or will not do satisfactory work after proper instruction, and/or if his/her performance or attendance records are unsatisfactory.

Since our programs are based upon grant money, it might be necessary upon occasion to terminate persons due to loss of funding. In such a case, every effort will be made to give an employee at least two weeks' notice.

All employees are encouraged to use earned annual leave on a yearly basis in order to benefit from rest and relaxation. A maximum of 120 hours annual leave time may be paid at termination to employees who leave CDS in good standing and provide proper notice. Employees who are terminated for cause will not be paid for accrued leave. Exceptions to the rule of accumulated leave time may be made by the Board of Directors upon recommendation of the Chief Executive Officer.

CDS does not pay out compensatory time upon termination. Employees with ten years or more of

service are eligible to be paid sick leave on a graduated scale up to a maximum of 480 hours upon termination.

## **Suggestions**

CDS appreciates suggestions to improve operations and employee relations. Whenever you have a suggestion, which you believe may improve your job, working conditions, methods, costs, safety, or quality, please communicate it to your supervisor.

# **Your Benefits**

## **Payday/Time Sheets**

Employees are paid every two weeks. It is the responsibility of the employee to submit time sheets in accordance with established deadlines.

## **Salaries and Raises**

All salary lines and positions shall be subject to the approval of the Chief Executive Officer. In setting salaries, CDS considers several factors including the following:

1. Salaries paid for similar positions elsewhere in the state.
2. The education, training, and experience of the employee as well as the demands and responsibilities of the position.
3. The financial resources of CDS and the budget capabilities of each program.

Salary adjustments may be based upon any of the following: increases in the cost of living, the amount of responsibility, length of time with CDS, exhibited competency, and available resources.

Salary raises are not automatic, but are awarded at CDS's discretion. All increases are recommended by the Chief Executive Officer based upon the financial resources of CDS and the budget capabilities of each division.

## **Overtime**

Because of the nature of our work, it may be necessary for you to work overtime to meet critical needs. Overtime work by employees must be authorized in advance by your supervisor. Employees are expected to work overtime when requested. Every effort will be made to give employees adequate notice whenever overtime work will be required. When possible, flex time will be used to prevent or reduce overtime. Any use of flex time must take place in the same 40 hour, 7 day work week that the work time is accrued. Flex time must be approved by the employee's supervisor.

Non-exempt employees will receive overtime pay at the rate of one and one half (1 ½) times their

regular rate of pay for all hours actually worked in excess of 40 hours during any workweek. The seven day workweek is defined as Sunday through Saturday.

When overtime work is necessary, exempt employees may be awarded compensatory time at the rate of one (1) hour for one (1) hour at the supervisor's discretion.

Whereas employees will receive compensatory time or will be appropriately compensated for all hours worked, employees who persistently work overtime without their supervisor's authorization may be subject to disciplinary action.

On-call time may be required for persons with certain job descriptions. If, while on call, a non-exempt employee must return to the work site or make work-related calls or visits, these activities will be considered work time and the employee will be eligible for overtime within the above guidelines.

## **Annual Leave**

An employee is only eligible for annual leave after it has been earned and after the probationary period has been satisfactorily completed. Leave begins accruing on the day work commences. Such leave time must be approved by the employee's immediate supervisor. Request for more than two days of leave time should be made in writing at least two weeks in advance of the requested leave time. A schedule of annual leave accrual rates for which you are eligible will be provided for you. Pay in lieu of time off will not be given except for resignation as spelled out under that section.

## **Sick Leave**

Sick Leave may be used for personal illness, family illness, or medical and dental appointments. An employee's supervisor may require certification by a licensed physician verifying illness before sick leave is paid. Whereas employees may accumulate sick leave to be applied toward future illnesses, no compensation for accumulated sick leave will be paid to any employee upon termination without the express authorization of the CDS Board of Directors. A schedule of sick leave accrual rates for which you are eligible will be provided to you.

In cases where employees have not met their contracted hours, CDS is authorized to use accrued annual leave or any personal holiday for which that employee is eligible in order to assure that the employee's contracted hours for the pay period are met.

The sick leave pool is designed to help employees when facing a financial crisis due to serious/extended illness or injury. Employees interested in membership for the sick leave pool should contact the Human Resources Department to learn about eligibility criteria.

## **Paid Holidays**

CDS recognizes the following paid holidays each year:

*New Year's Day*  
*Martin Luther King, Jr.'s Birthday*  
*Memorial Day*

*Independence Day, July 4th*

*Thanksgiving Day*  
*Day after Thanksgiving*  
*Christmas, Kwanzaa, Hanukkah, or*  
*other recognized Winter Holiday (One Day)*  
*Labor Day*  
*Two Days of Employee's Choosing*

An employee is not eligible for the two variable holidays listed until the probationary period has been satisfactorily completed.

If any of the above holidays fall on a Saturday or Sunday, the Chief Executive Officer will designate whether the holiday will be observed on the preceding Friday or the following Monday. Employees scheduled to work on a holiday will, at CDS' option receive double their normal hourly rate for hours worked that day in lieu of another day off. Any employee paid double-time for holidays is not eligible to be paid overtime for those same hours. Personnel requesting holidays other than those listed above may obtain approval from their immediate supervisor for time off without pay. Such requests will ordinarily be granted if this can be done without imposing an undue hardship on CDS.

Part-time employees not regularly scheduled to work on a day that falls on a recognized CDS holiday are not eligible to be paid for that holiday.

## **Leaves of Absence**

### **Administrative Leave Policy**

An administrative leave may be authorized with or without pay and not charged against an employee's earned leave in circumstances that are of mutual importance to CDS and the employee. Examples, include, but are not limited to military duty, natural disasters, and other emergency conditions, and to perform work of humanitarian importance such as disaster aid.

An employee may be subject to administrative leave in instances where either CDS or an outside agency is conducting an investigation about an event involving the employee.

During the initial investigative period, the employee shall be placed on administrative leave. The employee shall receive regular wages for contracted work time as described on the applicable Personnel Action Form. CDS, however, reserves the right to withhold pay thereafter at the discretion of the Chief Executive Officer. CDS may, at its discretion reinstate an employee with or without back pay.

### **Personal Leave**

When sufficient personal reasons require, an employee, at CDS's discretion, may be granted an extended leave of absence without pay. A leave of absence may be granted for an initial period of up to 60 days, and employees may request extensions of up to 30 days, which may be granted at CDS's discretion. No leave, however, may be extended beyond 180 days from the beginning date of the leave.

Leaves will be without pay except that employees may be allowed to use any accrued annual leave and sick leave (only to care for a spouse, parent, or child or due to the employee's own serious health condition) during a leave. However, while on leave of absence, employees will not accrue paid leave days of any kind, or be eligible for holiday pay.

CDS may continue to make its regular payment to continue to cover the employee under its group health plan through the end of the month in which the employee begins leave. Thereafter, employees on personal leave may continue their benefits under CDS' insurance plans, provided the employee pays the entire monthly premiums due during the leave. Employees who wish to continue their insurance coverage, including any additional elected coverage's, should so advise CDS' Comptroller before beginning their leave.

Because operations sometimes require that vacant positions be filled, a personal leave of absence does not guarantee that a job will be available when the employee returns from a leave. An effort, however, will be made to place the employee in his/her previous position or a comparable job, which the employee is qualified to perform upon his/her return from leave. If no such position is available, the employee may be eligible for rehire as a new employee if the employee applies for an available position for which the employee is qualified and if the employee's prior work history warrants his/her rehire.

## **Family and Medical Leave**

CDS provides the Family and Medical Leave provisions below to all eligible employees. To be eligible, an employee must be employed at a work site where 50 or more employees are employed by CDS within 75 miles. For such employees who have at least 12 months of service who have worked for an average of more than 24 hours per week over the preceding 12 months (1,250 hours), FML will be granted without pay for up to a maximum of 12 weeks of unpaid, job protected leave in any 12 month period.

Family Medical Leave must involve one or more of the following reasons:

1. For the birth of a child, to care for a newly born child, or placement of a child with the employee for adoption or foster care. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.
2. To care for an immediate family member (spouse, child, or employee's parent or domestic partner) with a serious health condition. For the purposes of FMLA leave, a child includes a biological, adopted, foster, or step-child, a legal ward, or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and incapable of self-care due to a mental or physical disability. A parent includes a biological parent or a person who stands or stood in loco parentis to an employee when the employee was a "child" as defined above. A "parent" does not include parents "in law".
3. Because of the employee's serious health condition which makes the employee unable to perform the functions of the employee's job.
4. To manage qualifying exigencies of close family members of military personnel (spouse, child, employee's parent or domestic partner) when a qualifying family member serves in the military while such member is on active duty. Qualifying exigencies include short-term deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and similar such activities.
5. To care for a covered military service member who is your spouse, child, parent, domestic partner or next of kin with a serious illness or injury incurred in the line of duty on active duty (called Military Caregiver Leave). Eligible employees that qualify for Military Caregiver Leave are able to take up to 26 workweeks of leave in a single 12 month period. This policy is guided by federal law and regulatory interpretation and is subject to

modification without formal notice.

Employees may take family and medical leave intermittently, which means taking leave in blocks of time, or by reducing the employee's normal weekly or daily schedule, whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or placement of a child for adoption or foster care.

CDS will determine the amount of leave available under this section for an eligible employee by using a rolling 12 month period measured backward from the date an employee uses any such leave.

Employees must provide 30 days' advance notice of any foreseeable leave request under this provision. If 30 days' notice is not practical, such as in the case of a medical emergency, leave should be requested as soon as practicable under the circumstances requiring the leave. Employees are expected to abide by usual and customary call-in procedures for reporting an absence when significant advance notice cannot be provided.

To request leave for a serious health condition of either the employee or family member, the employee will be required to submit certification from a medical doctor (or other appropriate health care provider) supporting the need for leave providing information required on a Department of Labor form which can be obtained from the CDS Human Resources Department. Second or third medical opinions and periodic re-certifications at CDS' expense may also be required. Any incomplete certifications will be returned to the employee with any such failures noted in writing and the employee will be provided with seven days to cure such deficiencies.

When leave for a serious medical condition is foreseeable, employees must provide such a medical certification within 15 calendar days of their leave request unless it is not practicable under the particular circumstances to do so despite their diligent good faith efforts. If an employee fails to provide such timely certification, the leave request may be delayed until a reasonable period after the required certification is provided. When such a leave is not foreseeable, an employee must provide certification as soon as reasonably possible under the circumstances requiring the leave. Failure to provide a medical certification within a reasonable time under the circumstances may result in a delay of the continuation of the employee's leave. If an employee never produces the required certification, the leave will not be family and medical leave, and the employee will not be entitled to family and medical leave protection.

When leave is needed for a planned medical treatment for an employee's own serious health condition or that of an immediate family member, you must try to schedule treatment so that it will not unduly disrupt CDS operations. Failure to comply with these requirements may result in delay or denial of leave.

CDS shall maintain coverage under its group health plan for any employee granted Family or Medical Leave on the same basis as coverage would be provided if that employee was not on leave and continued to be employed. Payment of the employee contributions for such health coverage shall be due at the same time, as it would be made if by payroll deduction. The employee should make arrangements with the CDS Comptroller to discuss arrangements for payment of contribution to the group health plan during the employee's leave.

Although benefits will not accrue during any leave, benefits accrued before leave will not be affected; except that CDS may require that any accrued paid annual leave be used before any unpaid FMLA is used. Paid sick leave (only to care for a spouse, parent or child who has a serious health condition or for the employee's own serious health condition) and/or floating holidays days be substituted for unpaid family medical leave. CDS may withhold up to 40 hours of the employees accrued leave for use after the employee returns to work if requested to do so in writing by the employee.

If the employee does not return from the leave, CDS may recover premiums for maintaining group health coverage paid during the leave unless the employee's failure to return to work was due to medical or other circumstances beyond the control of the employee. Outside employment during family medical leave is prohibited without prior authorization and may result in disciplinary action, up to and including immediate termination of employment.

Employees who take leave under this policy due to their own serious health condition will normally be required to provide a fitness-for-duty certification from their health care provider stating that they are able to resume the essential functions of their job. Whether such a certification will be required will depend upon the nature of the health condition and the functions of the position held by the employee. Furthermore, fitness for duty certification may be required during periods of intermittent leave if a reasonable job safety concern exists. Certification will be required in all cases where it is necessary to determine that the employee does not pose a direct threat to the health or safety of the employee and/or others.

Upon return from a Family or Medical Leave, an employee will normally be returned to the same or an equivalent position with the same pay and benefits with two exceptions. First, if an employee fails to provide a required fitness-for-duty medical certification, CDS may delay the employee's return until such certification is provided. Second, reinstatement may be denied to a key employee whose reinstatement would cause substantial and grievous economic injury to CDS' operations. For the purposes of this policy, a key employee is defined as a salaried employee eligible for leave under this policy whose pay is among the top 10% of all CDS employees within a 75 mile radius of the employee's worksite.

Employees who do not qualify for the above Family or Medical Leave or who have exhausted Family and Medical Leave under this section may request leave for family or medical reasons in accordance with provisions governing personal leave. Also, as to Family and Medical Leaves, CDS specifically reserves all rights available to employers under the Family and Medical Leave Act of 1993 even if those rights are not specifically referenced in this policy.

The duration of leave, availability of benefits, opportunity for job restoration, and other rights and privileges associated with FMLA Leave are limited by the requirements of applicable state and federal law. No express or implied contractual rights should be inferred from this policy. CDS reserves the right to modify this or any other policy as necessary, at its sole discretion.

### **Procedure for Requesting Leave and/or Extension**

If you need a leave of absence, you must file a written request for your leave with your supervisor. This written request, together with any required supporting documentation, must be submitted at least 30 days before the date on which your requested leave is to begin, unless the need for a leave is not sufficiently foreseeable to give such notice. In that case, you

must submit the written request and supporting documentation as soon as practicable. If the leave is foreseeable, the employee shall make a reasonable effort to schedule any planned leave so as not to unduly disrupt CDS' operations. If CDS grants you a leave of absence, your leave will begin on the first workday that you miss as a result of the emergency or other situation requiring the leave. Should you request an extension of your leave of absence, you must furnish your supervisor with a written request for an extension before the expiration of the original leave of absence or most recent extension. A leave of absence, or any extension of a leave, must be approved by the Chief Executive Officer or Chief Operations Officer.

CDS may request documentation, including certification by a medical doctor (or other appropriate health care provider), of any circumstances requiring a leave or extension.

### **Animals in the Workplace**

The workplace is intended to be devoted to the efficient and effective operation of our Organizational core values. The presence of animals not devoted to accomplishing this objective can be disruptive, non-hygienic, and potentially unsafe. Therefore, animals are not allowed in the workplace. The sole exception to this policy are those service animals providing aides to their owners, under the provisions of the Americans with Disabilities Act (ADA).

A service animal is a dog or miniature horse used as an accommodation who is specifically trained to do work or perform a task for the benefit of an individual with a disability.

The effects of an animal's presence or the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this policy.

All of our workplace facilities and properties are covered by this policy at all times.

If an employee has a disability and needs to request a reasonable accommodation under the regulations of the ADA, the employee must contact the Human Resources Department for assistance with proper consideration of the request.

### **Holiday Pay**

Holiday pay will not be paid to employees who are on personal or FMLA leave.

### **Termination of Leave**

An employee will be considered as having resigned his/her position if he/she:

1. Fails to return to work on the first day after his or her leave of absence or authorized extension expires.
2. Applies for or accepts outside employment without his or her supervisor's permission.
3. Gives a false reason for any requested leave of absence.
4. Does not return to work from leave within 180 days.

## **Breastfeeding Accommodation**

CDS recognizes the needs of new mothers and provides a reasonable unpaid break time for employees needed to express breast milk for their nursing child for up to one year from the child's date of birth. CDS will provide private space that will shield an employee from view and will be wholly free from coworker or public intrusion. If such need arises, the employee should simply contact their supervisor and necessary breaks and corresponding office space will be provided.

## **Civic Duty**

CDS believes it is important for everyone to be involved with their government. All employees are encouraged to vote, and employees who are summoned for jury duty or to serve as a witness are encouraged to comply with their civic duty. All employees must notify their supervisor as soon as they learn that they have been summoned as a juror or witness so that work arrangements can be made. Any employee excused from work for jury duty will be paid his/her usual compensation.

## **Bereavement Leave**

In the event of death in the immediate family of any full-time employee, the employee shall be granted paid bereavement leave up to three workdays/shifts. To qualify for bereavement leave, the employee may be required to provide evidence of attending the funeral.

Immediate family is defined as mother, father, brother, sister, child, grandparent, grandchild, father-in-law, mother-in-law, husband, wife, stepmother, stepfather, stepbrother, stepsister, and stepchild and the above as applicable to registered domestic partners with the CDS Human Resources Department. A domestic partner is not married to, or a member of another registered domestic partnership or civil union, with anyone who is not the co-applicant.

## **Domestic and Sexual Violence Leave**

CDS is committed to promoting the safety and health of our employees, and to providing support and assistance to employees who are experiencing domestic or sexual violence. This support includes: resource and referral information, additional security at the workplace, work schedule adjustments, and leave to address the impact of the domestic or sexual violence.

Any employee may take up to 3 workdays/shifts of paid leave from work in any 12-month period if the employee, or a family or household member of the employee, is the victim of domestic or sexual violence, for the purpose of:

- i. seeking an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence;
- ii. obtaining medical care or mental health counseling, or both for the employee or a family or household member to address physical or psychological injuries resulting from the domestic or sexual violence;
- iii. obtaining services from any victim-services organization;
- iv. making the employee's home secure from the perpetrator of the domestic or sexual violence, or seeking new housing;
- v. seeking legal assistance in addressing issues arising from the act of domestic or sexual violence, or attending and preparing for court-related proceedings arising from the act of domestic or sexual violence.

The employee seeking leave should follow ordinary procedures for leave requests, or in instances where a request in advance is either impracticable or unsafe, the employee should call their supervisor as soon as possible to inform the supervisor regarding the reason for their absence.

All information relating to leave taken under this policy will be kept confidential.

## **Insurance Benefits**

CDS provides all eligible employees with an array of insurance benefits. Some of these benefits are paid by the corporation and some may be elected by each employee at the sole discretion of CDS. CDS reserves the right to add, alter, or discontinue any benefit at any time. CDS is philosophically committed to the idea that all employees should have health insurance for their well-being and personal protection. In this regard, full-time employees receive, through CDS, the opportunity to participate in a health plan at a nominal cost to them. Employees who work 30 hours per week or more (.75 FTE) are also eligible, but must pay 25% of the premium amount paid by CDS.

Some benefits may be available to the spouse (including domestic partners registered with the CDS Human Resources Department) and children of employees. A domestic partner is not married to, or a member of another registered domestic partnership or civil union, with anyone who is not the co-applicant

## **Your Rights Under the Consolidated Omnibus Budget Reconciliation Act (COBRA)**

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you are an employee of CDS covered by CDS’s medical insurance plan, you have the absolute right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment unless your termination is for gross neglect or misconduct. Your eligible dependents may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the Plan would otherwise end. If you have any questions concerning your rights under COBRA, please contact the CDS Human Resources Department for details.

By signing the employee handbook acknowledgment, you agree that you will provide your dependents with a copy of this policy for review and agree to assume all responsibility to inform such dependents of this policy, and wholly release CDS from all such responsibility.

## **Retirement**

CDS contributes from 0-10% annually to its voluntary retirement plan to each employee eligible for retirement benefits. Employees hired on or after January 1, 1995 must have 2 years of continuous employment and 500 hours of service in the 3rd year to vest in the retirement plan. Employees

hired on or after July 1, 2011 must be at least 21 years of age and have worked at least 1000 hours in at least 3 years of continuous employment to vest in the retirement plan. Employees must work 1000 hours each Plan year and be employed on the last day of the Plan year to be entitled to a distribution. Additional information about eligibility criteria may be obtained from the Human Resources Department.

## **Training and Development Opportunities**

When the resources are available, CDS is committed to providing training and development opportunities for both full-time and part-time personnel. This includes educational opportunities that are appropriate to employees' present work and professional growth.

All training must be approved by the Chief Operations Officer or his/her designee. CDS's training program includes but is not limited to opportunities for personnel to acquire:

- 1) Skills in working cooperatively and effectively with other personnel who fulfill different tasks or responsibilities
- 2) Awareness, sensitivity, and appreciation of the culture and perspective of the participants served by CDS
- 3) Skills to work more effectively with participant populations by staying current in the field of best practice and evidenced based interventions and program strategies
- 4) Skills to enable personnel to gain promotion.

Training opportunities must minimally meet the requirements outlined in appropriate program grants, or governing rules and regulations. When appropriate, CDS administration may consider certifications, academic course credits, and demonstration of competence under supervision in lieu of participation in certain required trainings.

CDS encourages employees to seek professional licensure and/or certifications relevant to professional positions. In this regard, CDS attempts to work with employees to identify continuing education within and outside CDS that will lead toward the attainment of licensure and/or certification or fulfill the continuing education requirements.

## **Travel and Other Reimbursable Expenses**

Travel, mileage, and expenses are authorized by supervisors for special assignments, programs, conferences, conventions, or other necessary business. When using their personal automobiles, employees are entitled to reimbursement for actual miles driven. When using CDS vehicles, employees are not entitled to mileage, but are still entitled to other travel related expenses. Highway tolls and parking expenses are also included. Proper forms for travel expenses must be filled out for reimbursement. Travel advances may be negotiated with the employee's immediate supervisor. Approval of such an advance by the Chief Executive Officer or Chief Operations Officer is required. When, in performance of duty, an employee makes payment for authorized items, he/she may be reimbursed for those items in accordance with the fiscal policies of CDS.

CDS will not be responsible for reimbursement of expenses not applied for within 90 days of expenditure. Fiscal-year-end or grant-year-end requirements may create the need for exceptions to this policy.

CDS has a limited access policy to preserve and maintain a safe and secure environment for our employees, staff members, and participants. This policy permits only authorized individuals to enter CDS property. This includes employees, authorized volunteers, and participants when necessary to render services.

Vendors and suppliers are permitted access, but only as invited by authorized CDS officials. Unauthorized persons will not be permitted access to CDS property without CDS' prior approval. To promote security, all employees are required to promptly report any unauthorized persons on CDS property to their immediate supervisor.

All CDS employees are on notice that all CDS properties, sites, and vehicles are electronically monitored by audio and video recording devices.

Anyone known to be violating a local, state, and/or federal law on CDS property or at a CDS supported function will be subject to referral for prosecution to the appropriate law enforcement agency.

### **Bulletin Boards**

CDS bulletin boards are located in conspicuous places on CDS property. You should watch them for notices, bulletins, and interesting information posted for your benefit. Personal notices unrelated to CDS business are not to be placed on CDS bulletin boards.

### **Outside Employment**

Outside employment must not interfere with the employee's satisfactory performance of duties within CDS.

### **Drug-Free Work Place**

CDS will not tolerate any risk to the safety of staff and participants, or to the quality and efficiency of our vital services, which may result from persons who use alcohol or drugs in violation of this policy. Accordingly, persons violating this policy will be subject to corrective action and/or termination. Specifically, CDS prohibits any and all illegal drug use, regardless of whether this illegal drug use occurs on or off CDS property or during nonworking time. Since alcohol is a legal substance, CDS policy does not prohibit the off duty consumption of alcoholic beverages. Employees are, however, prohibited from reporting to work under the influence of alcohol and from consuming alcohol during working time, which includes any rest or meal breaks. At no time may employees possess alcohol or illegal drugs on CDS property or in CDS vehicles.

If a supervisor believes reasonable suspicion exists, the supervisor should report his /her findings and observations to the Chief Executive or Chief Operations Officer. Upon approval by the Executive or Chief Operations Officer, the employee will be asked to submit to a drug test and sign a form acknowledging his or her consent. Factors that substantiate cause to a test should be documented by the supervisor on the Substance Abuse Investigation Report Form, which must be done as soon as possible but no later than 2 working days after the employee has been drug tested. A copy of this report will be given to the employee upon request and the original documentation will be kept confidentially by CDS and retained for at least one year. If the screening is negative, there will be no loss of pay; but if the results of the test indicate that the employee has engaged in drug or alcohol use in violation of this policy, the employee will be subject to termination.

Employees are allowed to bring prescription and over the counter medications on to CDS property for personal use, but must maintain these medications in a secure manner to prohibit unauthorized access by other individuals

With regard to legal drug use, an employee is required to notify his or her supervisor if the employee is taking any medication, which, in the performance of the employee's job, could be posing a direct threat to the health or safety of the employee or others. If possible, CDS will work with the employee and the employee's physician to develop a reasonable accommodation that would allow the employee to perform the essential functions of the job without imposing such a threat. If no such reasonable accommodation is available, the employee may be eligible for a personal leave of absence or Family and Medical Leave.

In accordance with the Drug-Free Workplace Act of 1988 for federal contractors and grantees, employees are also required to notify CDS of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Any employee so convicted will be subject to immediate termination. In addition, CDS reserves the right to take corrective action and/or to terminate employment based on evidence of an employee's violations of this policy and without regard to whether such contact has resulted in a criminal conviction.

## **Medical Marijuana**

If an applicant with a legal referral for marijuana (for the treatment of a medical condition) tests positive based on the substance limits for the drug test, it will be reported by the lab as a "positive drug test" and will be treated in accordance with all other positive drug tests.

Applicants shall be given an opportunity to provide any information relevant to the test, including identification of currently or recently used prescription or non-prescription medications as well as any legal referral for marijuana use for the treatment of a medical condition.

CDS recognizes that the State of Florida has permitted the legal use of medical marijuana. Accordingly, CDS is prepared to allow for the appropriate use of marijuana for medicinal purposes under statutory requirements and with proper notice that an employee has received a legal prescription for medicinal marijuana from a licensed medical professional. Employees will further be required to use such medication in strict compliance with the prescription under the following conditions. These conditions are to ensure the health and safety of the Organization's customers, employees, and vendors. Failure to comply with the following conditions may result in discipline, up to and including termination, and may prevent Employee from being able to receive benefits under Florida's Workers' Compensation laws, Chapter 440, Fla. Stat.

1. Production of confirmation that the employee has received appropriate medical documentation for the use of medical marijuana and provision of copies of his/her card or certificate to Organization. If an employee subject to this policy ever loses his/her certification, the employee will notify Organization within 24 hours.
2. No employee will use or take his/her medicinal marijuana while performing any work for Organization.
3. No employee will appear at work impaired in any way and, if use of medicinal marijuana at or close to an employee's scheduled work period leads to an impaired state, that employee will leave work

immediately and remain away from work until he/she is no longer impaired in any manner. Further, any employee found to be impaired at work will be subject to disciplinary action up to and including termination.

4. No employee will use or supervise the use of motor vehicles, machinery, or powered equipment of Organization while using or impaired by his/her medication.

## **Use of CDS Facilities, Motor Vehicles, and/or Other Equipment**

The CDS facilities, motor vehicles, and/or other equipment are to be used for the sole purpose of conducting CDS business unless otherwise authorized by the Chief Executive Officer or his/her designee. CDS will assume no liability for misuse of facilities, motor vehicles, and/or other equipment. Only authorized employees may use CDS vehicles. If a CDS vehicle incurs any damage while under the charge of an employee, that employee will be responsible for reporting the damage immediately and may be responsible for paying the deductible amount toward repair.

If an employee receives a traffic citation while operating a CDS vehicle, the employee agrees that the employee will be exclusively responsible for paying any fine or penalty and that such amount may be deducted from the employee's paycheck. Furthermore, CDS is not responsible for any physical damage to any non-CDS owned vehicle operated by an employee while conducting CDS business.

All equipment, keys, tools, documents, or other material provided to employees is CDS property and is expected to be returned immediately upon request. If such property is not returned the employee will be responsible for the full value of the property.

## **Ethical Conduct and Employee Professionalism**

CDS is fundamentally concerned with the welfare, integrity, and human dignity of our employees, our staff members, and our participants. To accomplish its goals, CDS expects all of its employees to act in an ethical and professional manner. Accordingly, CDS has adopted the following guidelines for ethical conduct and an employee failing to follow any portion of this policy may be subject to disciplinary action up to and including termination.

1. Participant confidentiality must be respected at all times. Participant information and access to participant files is limited to those members of CDS staff who have a legitimate interest relevant to the particular participant.
2. Employees are expected to exhibit a professional demeanor towards participants, fellow employees, staff members, and the general public.
3. Statements to the public and promotional materials are intended to assist the consumer in making informed decisions and choices regarding matters of concern. Therefore all business, contractual relationships and marketing, promotional materials and publications, as well as information communicated by staff members must be truthful, not be misleading or inflating the performance of CDS in any way, and must be as accurate as possible.
4. Employees are expected to be familiar and comply with the program procedures manual, which applies to the particular program area where the employee works.

5. Just as participants are to be treated with respect, employees are expected to be courteous, pleasant, helpful, and professional towards fellow employees, staff members, and the general public.
6. To protect participants and employees against the appearance of any impropriety and/or conflict of interest employees should not be involved in any aspect of services provided to family members, friends, or acquaintances. Should an employee be faced with this situation, he/she must notify his/her supervisor immediately so other arrangements can be made.
7. Personnel matters related to employees are confidential and must be respected at all times. Personal employee information and access to employee files is limited to those members of CDS staff who have a legitimate interest in the particular situation. Discussion should always be limited to those boundaries and conducted only on an as necessary basis. If an employee has any doubt about his/her role in engaging in such discussions he/she is expected to address the issue to his/her supervisor prior to taking any other action.
8. While some communication may be extremely difficult to have, employees are always expected to avoid an argumentative tone and comments and allow the other individual an opportunity to share his/her position inviting open discussion in a respectful manner.
9. All employees are expected to be familiar and comply with the rules of ethical conduct outlined by the National Association of Social Workers (NASW).

The above guidelines do not include all areas of ethical or professional conduct. Rather, they are intended only to cover certain specific situations. Besides following the above guidelines, employees should conduct themselves honestly, ethically, and professionally in all business performed on behalf of CDS.

### **Consensual Romantic Relationships**

The Organization prohibits romantic or sexual relationships between a management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member him/herself as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment.

If any supervisory or management employee enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Human Resources Manager. Although the parties may feel that what they do during non-working hours is their business and not the business of the office, because of potential issues regarding "quid pro quo" harassment, this is a mandatory requirement. This requirement does not apply to employees who do not work in the same department or parties who do not supervise or otherwise have management responsibilities over others.

Once the relationship is made known to the company, the company will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. That decision will be based on which move will be the least disruptive to the organization as a whole.

If it is determined that one or both parties must be moved, but no other jobs are available for either party, one or both parties may be terminated.

This policy applies to all employees without regard to the gender of the individuals involved.

Additionally, the Organization discourages romantic or sexual relationships between all employees. Such relationships can complicate working associations with other employees, limit an employee's eligibility for transfer or promotion and personal conflicts from outside the work environment can be carried over into day-to-day working relationships. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

### **Discipline Sameness vs. Consistency Policy**

CDS strives to ensure fair treatment of all employees. It is in the best interest of CDS to ensure that disciplinary and corrective actions are prompt, consistent and impartial and, most importantly, correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

It is important that employees realize that the same infraction committed by different employees holding different positions may, at times, result in different corrective action procedures. It is the responsibility of our managers and Human Resource team to review the totality of events, including the tenure, performance record, and previous unrelated infractions of the individual(s) involved to ensure that the corrective action or termination decision is reasonable and appropriate for the offense.

Here is an example of why the same corrective action for the same infraction is not appropriate. Consider three employees that each fall asleep while they are on duty. One is a Fiscal Assistant, the second is the Receptionist, and the third is an employee who is responsible for regularly operating a motor vehicle. When the Fiscal Assistant is caught sleeping on the job, a verbal warning may be appropriate. When the Receptionist falls asleep at the front desk, a final written warning may be issued instead because of the role's public nature. But falling asleep while operating a CDS vehicle would result in immediate termination, without warning, for the third employee because of the obvious safety concerns. The circumstances surrounding the infraction determine the appropriate level of discipline more than the infraction itself.

The goal is to administer corrective actions in a manner that best serves CDS and results in satisfactory performance.

### **Work Rules/Code of Conduct**

When issues arise related to employee errors or misconduct, CDS supports a progressive series of steps as the approach to resolving employee issues, whenever possible. This includes verbal counseling, training, corrective action, written reprimand, suspension and termination. In cases of

gross misconduct a progressive disciplinary response may not be an appropriate alternative and CDS reserves the right to take a more expeditious approach up to and including termination in such cases. CDS has adopted work rules to promote fair treatment of employees and to ensure that working conditions will be free from dangerous, disrupting, and costly behavior of others. The following work rules are not intended to be a complete description of inappropriate conduct, but rather are set forth as examples of conduct that CDS considers to be grounds for corrective action and/or termination in appropriate circumstances.

1. A slowdown, interference, or delay of your work or of the work of other employees.
2. Accepting or exchanging gifts of value money, gratuities, personal items, personal favors, or benefits from participants or their family, vendors, or stakeholders without the awareness and approval of your supervisor.
3. Personal fund raising activities should not occur in the work place without the awareness and approval of your supervisor.
4. Employees should consult with a supervisor prior to witnessing any non CDS documents for participants.
5. Any illegal drug use, regardless of whether this occurs on or off CDS property or during working or non-working time. Bringing any intoxicant, illegal drug, or controlled substance to the workplace. Reporting for work or being on the job under the influence of alcoholic beverages or with traces of any non-prescribed controlled substances in employee's system. (See Drug-Free Work Place).
6. Any other conduct that is contrary to CDS's best interest. Concerning off-the-job conduct, employees should conduct themselves in such a manner as not to reflect adversely on CDS or its employees.
7. Billing for services not rendered, or lack supporting clinical documentation for services provided. Failure to uniformly charge for services rendered. Failure to maintain an accurate and timely billing structure and record system in accordance with CDS policies and procedures.
8. Bringing to work, possessing, or utilizing on CDS's premises, any firearm, weapon, ammunition, fireworks, or explosives. In cases where an employee maintains a current and legal permit to carry weapons, such weapons may remain locked within the employee's personal vehicle in a CDS parking lot. Such weapons may not be used for any illegal or inappropriate purpose.
9. Creating or contributing to unsanitary conditions.
10. Disallowing reasonable accommodations in accordance with the Americans with Disabilities Act.
11. Dishonesty, including but not limited to, falsifying data requested by CDS.
12. Excessive absenteeism or tardiness.
13. Failure to adhere to any policy and procedure related to confidentiality and the appropriate creation, retention and destruction of confidential information and business records, including electronic versions.

14. Failure to obtain competitive prices or adhere to fair business practices in the purchase of goods and services.
15. Failure to adhere to fair business practices including financial practices, purchasing, petty cash, personnel practices, and related areas or dishonestly represent the agency and/or services. All marketing and advertising practices pertaining to the business and the outcome of services shall be provided in a truthful and honest way.
16. Failure to complete assigned work schedule or leaving the job without approval of immediate supervisor.
17. Failure to cooperate fully with any authorized governmental, contractual, accreditation investigation, monitoring/audit, or request for information in a manner that harms the agency or our participants.
18. Failure to follow any CDS policy or procedure.
19. Failure to investigate allegations of wrongdoing reported.
20. Failure to limit staff relationships with participants to their defined professional roles.
21. Failure to meet productivity standards for the position.
22. Failure to notify the Human Resources Department within 5 days of a conviction for any traffic violation (except parking) where points are placed on your license.
23. Failure to notify your supervisor immediately on the day of the occurrence where your license is suspended, revoked, canceled or if you have been disqualified from driving for any reason. This also applies to other regulatory licenses the employee may hold.
24. Failure to notify your immediate supervisor if you will not be at work.
25. Failure to notify your immediate supervisor or in the case when your supervisor is not available any supervisor within 24 hours of an arrest for any criminal offense.
26. Failure to obey orders of a supervisor.
27. Failure to properly supervise participants.
28. Failure to properly carry out medication procedures.
29. Failure to attend mandatory meetings and/or complete required trainings.
30. Failure to provide CDS required documents and/or information as requested.
31. Failure to report and/or follow CDS procedures in reporting known or suspected child abuse, neglect or abandonment to the Florida Abuse Registry as required by Florida law.
32. Failure to report knowledge of another employee's violation of any CDS policy, procedure, or allegation of any wrongdoing in accordance CDS Corporate Compliance Program.

33. Falsifying application for employment documents.
34. Fighting. (Physical or Verbal)
35. Gambling, lottery, or any other game of chance on CDS property.
36. Horseplay while at work.
37. Immoral or indecent conduct. (See Ethical Conduct and Employee Professionalism).
38. Lack of tolerance for diverse characteristics, disabilities, or cultural backgrounds.
39. Loitering or loafing during work hours.
40. Sleeping on the job.
41. Smoking in any CDS facility or vehicle (except in designated areas). Any fine levied under Florida's Smoke Free Workplace laws is the responsibility of the violator.
42. Theft, destruction, or damage of property belonging to CDS, employees, volunteers, participants, or their family members.
43. Threatening, intimidating, or coercing participants, fellow employees, volunteers, or members of the public. (See Equal Employment Opportunity Policy and Prohibition Against Harassment).
44. Unauthorized disclosure or acquisition of confidential information of CDS's employees, volunteers or any CDS participants or their family members. (See Personnel Records, and Ethical Conduct and Employee Professionalism).
45. Use of obscene or abusive language or loud arguing while at work or in the performance of work related duties
46. Violation of CDS's Ethical Conduct or Limited Access. (See Ethical Conduct and Employee Professionalism and Limited Access).
47. Violation of health and safety rules or practices. (See Accidents and Safety, and Workers' Compensation).

There are grievous errors that could conceivably result in an employee being suspended without pay by the Chief Executive Officer. Examples of such actions include, but are not limited to: any employee who abuses, neglects, or takes advantage of participants or their family members, unsatisfactory job performance, misappropriation of funds, physical or sexual assault, sexual relations with a participant, working under the influence of drugs or alcohol, and other legal offenses or breaches of professional ethics as defined by the National Association of Social Workers.

In all such cases a review will be conducted prior to the employee being suspended with or without pay. The employee will either be reinstated with pay retroactive to the date of suspension or the suspension will be upheld. In cases where warranted, further corrective action may be taken up to and including termination for cause.

**Promissory Note**

By executing the acknowledgment form attached to this Handbook, the employee accepts and understands that it may be utilized as an enforceable promissory note. If the employee fails to return any equipment, money, credit cards, or other property assigned to the employee during employment, CDS may first withhold the value of such amount from any final compensation due to the employee including paychecks and sick and vacation accrual. If such compensation does not exist or is insufficient to offset the value of the property due, the employee understands and agrees that CDS has legal entitlement to such property and employee will be responsible for such value and the cost of all attorney fees and costs expended in pursuing such property.

# EMPLOYEE HANDBOOK - ACKNOWLEDGEMENT FORM

CDS Family & Behavioral Health Services, Inc.

I received my copy of the Employee Handbook (*Board Ratified 12/24*) containing the CDS policies and procedures, which I have reviewed and understand. I also have been given an opportunity to ask questions I may have concerning any of the policies in this Handbook. I agree as a condition of employment to follow the policies in this Handbook, and if there is at any time something I do not understand, I agree to ask my supervisor. Employees agree, by signing the acknowledgment provision verifying agreement to this Handbook, that CDS may conduct occasional criminal, employment, driving and educational backgrounds on employees as it deems necessary to conduct its operation in appropriate and legal manner. CDS reserves the right to take any and all action it deems necessary to act upon the results of such ongoing screening. I understand that the Handbook does not provide any contractual rights or guarantees of employment and that my employment is at-will and for no definite duration. I further acknowledge that this understanding cannot be modified except by written agreement signed by the Chief Executive Officer and the President of the Board of Directors. I understand that CDS' policies and benefits may be changed from time to time at its discretion without notice. I will keep my Handbook for future reference and understand that this signed statement will be a permanent record in my personnel file. Furthermore, this is to verify that I attended an orientation session on the date entered below which covered all sections.

Employee Name: (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: (Print) \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **In Case of Emergency Please Notify (Print)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Board Ratified Revisions: 10/05, 10/06, 10/07, 10/08, 10/09, 10/10, 10/11, 10/12, 10/13, 10/15, 10/17, 6/18, 10/20, 2/23

Revised: 3/06, 2/07, 2/08, 3/08, 8/08, 10/08, 9/09, 10/10, 10/11, 10/12, 10/13, 10/15, 10/16, 10/17, 6/18, 10/20, 2/23, 12/24, 6/25

Revisions Reviewed & Approved by Krizner Group: 10/05, 10/08, 9/09, 10/10, 10/11, 10/12, 10/13, 10/15, 10/17, 6/18, 10/20, 11/22, 12/24

F-HR-1034