

AID
Receipt of Employee Handbook

I have received a copy of the current revision of the Employee Handbook, which outlines the benefits, policies, and employee's responsibilities for AID. I will familiarize myself and comply with the information contained in the handbook. I understand that AID is an "at will" employer and as such, employment with AID is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

The information in this handbook is subject to change as situations warrant. I understand that changes in AID policies may supercede, modify or eliminate the policies in this booklet. Changes in policy will be communicated to me by my supervisor or through official notices or bulletin boards. I accept responsibility for keeping myself informed of these changes.

I understand that I have an obligation to inform my supervisor or department head of any changes such as phone number, address, marital status, etc.

Name (Please Print)

Employee's Signature

Date

PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT.

ASSN: #28
Revised: 02/06
Source: Human Resources



EMPLOYEE HANDBOOK

Approved: 1968
Revised: 03/2006
Source: Human Resources

WELCOME!

I am pleased to welcome you to the Association for Individual Development. We are committed to our mission to serve individuals of all ages with diverse disabilities that reside in Kane or Kendall Counties, Hanover Township in Cook County, and the entire City of Aurora.

To be a successful social service agency, we must dedicate ourselves to offer quality service to our clients. Additionally, we must always be searching for better ways to further enhance our services.

Being the best starts with having the best people. We are convinced that the success we have attained relates directly to the quality of our people. You are a vital part of our agency. It is only through the efforts of our employees that we can achieve our goal of continued success in the social service network.


AID strives to recruit and maintain a culturally diverse workforce. All of our employees and their individual viewpoints, beliefs, experiences and backgrounds are highly valued, and we are dedicated to making the most of each person's abilities.

We believe in and practice "open door" communication. If at any time you have questions regarding your job, your program, or the agency, I encourage you to discuss them with your supervisor.

The more you know about the Association for Individual Development, the more effective you can be as an employee. This Employee Handbook contains information concerning AID policy, practices and employee benefits. You are responsible to read it thoroughly and keep it for future reference. You'll find that the policies and benefits described in this handbook reflect AID's positive commitment to you.

My sincere good wishes as you start your employment with us.

Sincerely,

A handwritten signature in cursive script that reads "Lynn O'Shea".

Lynn O'Shea
President

AID
Employee Handbook

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AID Employee Handbook

Objective

The purpose of this handbook is to better acquaint you with the policies, benefits, and standards of employment at AID. This handbook is meant to provide guidelines and expectations to employees in order to assist employees to better perform their job duties. This handbook is not an exhaustive list of every workplace rule and policy, but rather a guide to employees on commonly raised questions. Every manager has the responsibility of administering these policies in a consistent and impartial manner.

AID maintains an at-will employment policy. Nothing in this Employee Handbook is intended to be interpreted as a binding contract or promise of any kind. AID has the right to modify or eliminate the policies and benefits described in this handbook at any time, with or without prior notice.

Introduction

Delivery of the services provided by AID require both human and economic resources. AID believes that the human resources are the most critical aspect in achieving its mission. You, as an employee of AID and a member of our service delivery system, are one of our most important resources. To function most effectively, it is essential that all employees pledge and commit themselves to a spirit of teamwork and mutual cooperation.

All members of the Board of Directors and staff of AID are encouraged to take an active part in and support local, state, and federal legislation to ensure the rights of and services to people with disabilities

Each employee can assist in keeping the Employee Handbook up-to-date by informing his or her immediate supervisor whenever problems are encountered. Employees are encouraged to call attention to concerns, and more importantly, to suggest specific solutions.

All employees are required to adhere to the policies set forth in this handbook.

I. MISSION AND VISION

The Association for Individual Development is a private community-based, not-for-profit organization serving individuals of all ages with diverse disabilities. The areas we serve are Kane and Kendall Counties, Hanover Township in Cook County, and the entire city of Aurora.

Mission Statement

Our mission is to enrich the lives of persons with diverse disabilities by promoting individual achievement and inclusion in their communities.

Vision Statement

AID will be recognized as a dynamic community organization providing comprehensive services for its clients and community while assisting individuals with disabilities in reaching their maximum potential and achieving the highest quality of life.

Individuals with disabilities will live, learn, work, and socialize with people in the community, using appropriate supports that facilitate choice, participation and inclusion in the mainstream of community life.

II. CODE OF ETHICS

The purpose of the Code of Ethics is to serve as a standard for the everyday conduct of staff members, consultants, and volunteers of the Association for Individual Development. The code represents standards of ethical behavior for staff in professional relationships with persons served, colleagues, and AID. In addition, this code of ethics is intended to assure that a conflict of interest does not jeopardize the quality of client services, the integrity of employee relations, as well as the mission of AID. Respect for our individual clients and staff must guide our every professional endeavor.

Responsibility to Clients:

- The staff's primary responsibility is to our clients.
- The staff should not exploit staff/client relationships for personal gain, such as accepting personal gifts from clients or their families or engaging in any financial transactions.
- The staff should respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
- The staff should make every effort to empower clients to make appropriate choices.
- The staff should not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, disability, or any other preference or personal characteristic, condition or status.
- The staff should avoid relationships or commitments that conflict with the interests of clients.
- The staff should under no circumstances engage in inappropriate or exploitative activities with clients.
- Staff providing direct client service must not be concurrently engaged in child care, personal errands, personal hobbies, or any other pursuit which would diminish their effectiveness in the provision of necessary and appropriate programming.

Responsibility to Colleagues:

- The staff should treat colleagues with respect, courtesy, and fairness.

- The staff should create, maintain and enhance conditions of practice that facilitate ethical and competent professional performance by colleagues.

Responsibility to AID:

- Staff should maintain high standards of personal conduct.
- Staff should not participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation. Staff should strive to avoid the appearance of dishonesty, fraud, deceit or misrepresentation.
- Staff should distinguish clearly between statements and actions made as a private individual and as a representative of AID.
- Staff are responsible to hold in confidence all information learned in the course of employment.
- Staff should strive to become and remain proficient in professional practice and the performance of professional functions.
- Staff should not engage in any activity which could be perceived as in competition with AID or any of its programs.
- Acceptance of a position within AID requires that an individual accept responsibility for the commitment the position entails. Such a commitment includes the professional and client-oriented execution of the duties of the position.
- AID encourages open communication between staff members and their immediate supervisors. Suggestions and concerns should be brought to the Director's attention with suggestions for possible solutions if appropriate.
- Employees of AID have a responsibility for publicly supporting the activities of AID. Negative statements regarding AID that are made in a public manner may be detrimental to the organization and the people we serve.
- All staff involved with any other employment or organization where a potential conflict of interest may exist, must inform their immediate supervisor in writing of such potential.
- All materials, methods, curricula, etc. developed in conjunction with an individual's employment at AID are the property of AID.
- The staff should not exploit professional relationships for personal gain.
- All contracts with outside vendors shall be finalized by Administration. At no time will an employee participate in any decision the outcome of which will result in gain to the employee or the family of an employee.

Incidents of violations of the code of ethics should be reported, in confidence, promptly to your immediate supervisor and/or Vice President of Human Resources, so that an immediate investigation will be initiated and appropriate corrective action will be taken.

III. ORGANIZATIONAL STRUCTURE

AID is a private, not-for-profit corporation comprised of a voluntary membership. This membership elects a Board of Directors who represent the area served by AID's Programs. The Board of Directors employs a President. All other staff members shall be hired by the President or appropriate staff to whom (s)he delegates this responsibility within the policies approved by the Board of Directors.

IV. STAFF EMPLOYMENT

A. RECRUITMENT

1. AID has a sincere commitment to Affirmative Action and Equal Employment Opportunity. This commitment is voiced in AID's EEO/AA policy statement, signed by the President. The policy is posted in all program facilities. To effectuate this policy, AID has established Affirmative Action Programs through which no person shall, on the ground of race, ethnicity, religion, color, national origin, gender, age, disability, sexual orientation, or veteran's status, be excluded from participation in, or otherwise subjected to unlawful discrimination under any program of activity of AID.
2. Workforce diversity is an awareness of the differences that workers bring to an organization. Here at AID, we recognize and respect the cultural differences of our staff. It is the policy of AID to encourage advancement from within. Therefore, whenever a position becomes available it will be posted internally, according to the procedures established for the posting of a position. An AID employee must be in good standing, regarding performance, in order to be considered for a posted position. In good standing means the employee is not currently working under any disciplinary action. The current immediate supervisor will be contacted to verify. An employee must be in a position 90 days before madding application for a position responsible to a different Director except in the case of a part-time employee seeking a full-time position.
3. The position may be concurrently advertised externally in accordance with the procedures established for recruitment. However, an outside applicant may not be hired until the position has been posted for three business days.
4. Lateral move, cross-training, the temporary filling of a position, or "acting" positions may also be used as a means to reallocate staff strength, in accordance with the procedure stablished for such staff assignments/reassignments. A Director has the discretion to allocate staff within his/her programs without affecting employment status.
5. Possible exceptions:

- a. The position of President may be held exempt from this policy per the discretion of the Board of Directors.
 - b. Any position may be held exempt from this policy per the discretion of the President.
6. AID will employ staff members on the basis of the requirements for the job and the verified qualifications of the prospective employee. Offers of employment are contingent upon receipt of the proper documents verifying work eligibility and identity. All background checks to include but not limited to, references, criminal background and nurse registry must be of favorable results as determined by AID. All documents required as stated by AID policy and procedure manuals are turned into Human Resources in a timely manner. Failure to produce required documentation will result in action taken up to and/or including termination.
 7. AID will practice non-discrimination in hiring, or any term or condition of employment including, but not limited to, selection for training, discipline, reprimand, lay off, discharge, or transfer.

B. EMPLOYMENT DESCRIPTIONS

Each employee will receive a written job description for his/her specific position. A job description shall include qualifications, reporting relationship, job responsibilities (essential & additional), and competencies. Job descriptions will be reviewed and/or revised on a periodic basis. All employees must sign and adhere to the current job description.

C. EMPLOYMENT REQUIREMENTS

1. **Pre-employment Drug Testing**
All new hires are required to take a pre-employment drug test at an AID approved clinic within 48 hours of the job offer. All offers of employment are made conditionally upon successfully passing the drug test. AID follows the Department of Transportation Guidelines; we require a “negative” test result and have a “no re-test” policy. A positive drug test result or failure to report for testing within 48 hours of the job offer will result in the revocation of the job offer. Individuals who do not achieve a “negative” pre-employment drug & alcohol test result are ineligible for re-application to AID for one (1) year following date of original test result.
2. **TB Test/Physical Exam**
Once an offer has been extended, selected positions may require the individual to pass a TB Test and/or Physical exam. Employees will be notified if this is a requirement.
3. All AID employees are required to complete and submit all necessary personnel information and/or documents required for employment at AID prior to start dates. Employees may not start employment until these requirements have been met. Examples

of such documents include, but are not limited to the following: application, credential verification, authorization for criminal background check, benefit enrollment forms, required medical documentation, emergency information, etc. All documents and information that are submitted must be valid and accurate. Any misrepresentation or falsification of documents, or failure to submit requested information, can be grounds for disciplinary action up to and including termination of employment.

4. New Employee Training

It is the intent of AID to help each new employee develop a working knowledge of the various AID programs, gain an understanding of how these programs achieve our overall mission, receive the necessary training required by the State, and gain an understanding of the Human Resources policies and employee benefits. New Employee Training is presented on a monthly basis. All staff are required to attend either the entire program or specific portions, depending upon their position.

D. EMPLOYMENT STATUS

1. Evaluation Period for Full-Time and Part-Time Employee:

All newly hired employees, or a current employee hired in a different position, shall be on a 90 day evaluation period. During this period the employee has an opportunity to demonstrate the proper attitudes and abilities for the position employed. This period will begin on the first working day.

2. Regular Employee Status for Full-Time Employees:

A regular full-time employee of AID shall have successfully completed the 90 day evaluation period as indicated above, and be actively and regularly employed in a position budgeted and approved for thirty hours a week or more.

3. Regular Employee Status for Part-Time Employees:

A regular part-time employee of AID shall have successfully completed the 90 day evaluation period as indicated above, and be employed in a position budgeted and approved for less than 30 hours per week. Salary is based on an hourly rate.

An employee changing status from full-time to part-time will be paid out a pro-rated portion of their existing PTO balance on the next possible pay date following the status change. A full- or part-time employee changing status to a substitute or intermittent status will be paid out their entire PTO balance.

4. Other Employee Status:

- a. The temporary employee is hired for a limited period of time not to exceed a continuous 90 day period without a specific written exception. Salary is based on an hourly rate. The temporary employee is not eligible for AID benefits.
- b. The intermittent employee is hired to work on an as needed basis. Salary is based on an hourly rate. Substitute employees are considered intermittent workers. The intermittent employee is not eligible for benefits unless required by law.

If an active employee substitutes in a different program, (s)he will be paid at the base rate for that position.

5. All employees will adhere to all AID policies and procedures while employed by AID.

E. LEAVE OF ABSENCE:

AID recognizes circumstances that arise requiring absence from work. Leaves of absences to be defined are:

1. Family and Medical Leave:

- a. Qualification of Employee for FMLA
Employees who have worked for AID for at least 1,250 hours during the prior (12) months may take up to twelve (12) weeks of unpaid leave.
- b. Purpose of FMLA Leave
FMLA is available for the following reasons:
 - birth and/or care of a child of the employee;
 - placement of a child into the employee's family by adoption or by foster care arrangement;
 - care of the employee's spouse, child (up to 18 years of age) or parent who has a serious health condition; or
 - inability of the employee to perform the function's of the employee's position due to a serious health condition.
- c. Substitution of available paid time off
Employees are first required to use their available PTO time during the twelve (12) week family leave period. If the employee has accrued time in an Extended Illness Bank, that time can be applied after two (2) PTO days have been used.
- d. Intermittent leave
In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically

necessary.

e. Employee's Notice to AID of foreseeable need for leave

The employee must provide AID at least thirty (30) days notice of the employee's intention to take leave. If a (30) day notice is not possible, the employee must provide such notice as soon as practical.

Requests for FMLA must be submitted in writing and signed by the employee's immediate Director.

f. Reinstatement of Employee to same or equivalent job

Employees who return to work from family leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

***For more detailed information, please see "Requests for Family and Medical Leave Act" Procedure.**

2. Domestic and Sexual Violence Leave

AID provides up to 12 weeks of unpaid leave on intermittent or reduced work schedule basis in any 12 month period to any employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence (provided that the employee is not the person accused of such violence) may take unpaid leave from work to address domestic or sexual violence by:

- seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- obtaining services from a victim services organization for the employee or the employee's family or household member;
- obtaining psychological or other counseling for the employee or the employee's family or household member;
- participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Unpaid leave does not exceed (and is not in addition to) Family and Medical Leave (FMLA).

Employees are first required to use their available PTO time (or Extended Illness Bank time where applicable) during the twelve (12) week domestic and sexual violence leave period.

3. Personal Leave

Personal leaves may be granted at the discretion of the appropriate Supervisor. Request for a personal leave must be initially submitted to the employee's Program Director. Accrued PTO will be applied to all personal leaves. The remaining time off will be without pay. Any requested leave of over 60 days may be approved only with the express approval of the President or designee. Any leave extending over a two-month period (60 days) will have benefits and seniority adjusted accordingly (see G.1.d.). Reinstatement rights will be agreed upon in writing at the time leave is approved and shall include any and all changes in benefits and/or position. An individual must be employed at AID a minimum of one year to be eligible to request a personal leave.

4. Jury Duty

Leave for jury duty is granted upon presentation of written evidence that the employee has been called for jury duty to their immediate supervisor for the employee file during a regularly scheduled work shift. During such leaves, the employee will continue to be paid by AID. An employee is expected to report to his/her job during any time off, postponement, or similar delay in connection with the jury duty for which the leave was granted.

5. Military Leave:

Military leave of absence without pay with re-employment rights will be granted to all employees called or enlisting in the military. AID requires immediate notice when an employee becomes aware of the possible future deployment so appropriate measures can be put in place to minimize disruption of service to clients.

Failure to comply with reinstatement agreements will be interpreted as self-termination on expiration date of leave of absence, unless prior approval is granted in writing by the President.

F. PERFORMANCE APPRAISALS:

AID shall review the performance of employees to determine and convey to each employee how s(he) is performing the duties as outlined in the job description. Performance feedback to employees is provided on an annualized basis, which mirrors AID's fiscal year. New employees will be reviewed during their initial evaluation period.

G. EMPLOYMENT BENEFITS

1. Medical and Dental Insurance

- a. All AID employees working a minimum of 30 hours per week on a regular budgeted schedule are eligible for coverage from the first day of the month following the first day of employment.
- b. The employee shall decide whether to participate in the Medical and/or Dental plan, within the first five working days of employment.
- c. The total cost of these benefits is shared by AID and the employee.
- d. Employees on personal leave for a period of more than two months (60 days) will be billed for the entire cost of medical insurance and that of their dependents if applicable.
- e. While out on leave (FMLA, Disability, PLOA, etc.), the employee is responsible for his/her portion of Medical/Dental Benefits. The cost may be taken through payroll deduction or the employee may be billed. Failure to pay the premium due would result in cancellation of coverage.

Extension of Medical/Dental Benefits due to Disability is:

Less than 5 years of service	-	6 months from date disabled
5 or more years of service	-	1 year from date disabled

- f. Insurance continuation is available to a covered employee upon termination, at the employee's expense, in accordance with federal COBRA guidelines.

2. Short Term Disability

- a. All AID employees working a budgeted minimum of 30 hours per week on a regular schedule are eligible for this insurance the first day of the month following 6 months of continuous employment provided the employee is actively at work on the date of eligibility. If not actively at work, coverage will begin when the employee returns to active employment following the absence. Benefits begin on the 30th calendar day of continuous disability for 9 weeks and are equal to $66 \frac{2}{3}\%$ of weekly pay paid to the employee at the time disability begins, according to the insurance contract.
- b. Upon return to work, the employee may request to use available PTO or Extended Illness Bank time to make up the difference in what he/she received in Disability pay and what his/her regular pay is; if such time is available when disability

begins. (Please see “Medical and Dental Insurance” {IV. G. 1 e.} for explanation of benefit costs while out on leave.)

- c. Disability is determined by the insurance company based on information obtained from a licensed physician. It is the employee’s responsibility to assure that required medical information is provided.
- d. Salary adjustments cannot occur while employee in on disability.
- e. AID pays the entire premium.

3. Long Term Disability

- a. AID employees, working 30 hours or more per week on a regular schedule are eligible for this insurance the first day of the month following 6 months of continuous employment provided the employee is actively at work on the date of eligibility. If not, coverage will begin when the employee returns to active employment following the absence. Benefits begin following the end of short term disability benefits resulting from either accident or sickness and are equal to 60% of monthly pay.
- b. Salary adjustments cannot occur while on disability.
- c. AID pays the entire premium.

4. Group Term Life Insurance

- a. All regularly scheduled full-time employees are eligible on the first day of the month following date of hire for \$3,000 term life insurance coverage.
- b. All regular AID employees working a budgeted 30 hours or more per week on a regular schedule are eligible for group term life and accidental death and dismemberment insurance in an amount equal to two times the annual salary computed to the nearest thousand dollars.
 - (1) Enrollment takes effect the first day of the month following 6 months of continuous employment, providing the employee is actively at work on the date of eligibility. If not, coverage will begin when the individual returns to active employment following the absence.
 - (2) Benefit adjustments cannot occur while on disability.
 - (3) The employer pays the entire premium.
 - (4) AID provides the opportunity for eligible employees to make application to purchase additional life insurance for themselves and/or their spouse.

Details of the plan will be forwarded to eligible staff prior to the enrollment date.

- (4) Conversion insurance is available to an employee upon termination, at the employee's expense. The employee must contact the insurance company directly if interested.

5. Retirement Plans

AID provides two separate retirement plans for all eligible employees. The Money Purchase Plan is for employer contributions; the 403 (b) Plan is for employee contributions.

a. **MONEY PURCHASE PLAN**

Eligibility Requirements: One year of service in which an employee works at least 1,000 hours.

Entry Dates: The earlier of January 1st or July 1st, following the eligibility requirements.

Contributions: AID will make a contribution to the plan on behalf of each eligible employee based on the following schedule:

<u>Years of Service</u>	<u>Contribution*</u>
minimum of 1 but less than 6	5%
minimum of 6 but less than 11	7.5%
minimum of 11 but less than 16	10%
16 +	12.5%

*The higher percentage contribution does not take effect until January 1st following the employee's anniversary date.

Vesting Schedule: The employer contribution account is subject to the following vesting schedule:

<u>Years of Service</u>	<u>Vested Percent</u>
Less than 5	0
5 +	100%

A year of service, for purposes of calculating vesting, is any plan year in which a participant works at least 1,000 hours. A participant will be automatically fully vested in their account upon reaching normal retirement age, death or disability. Any qualified rollover contributions made to the plan are always fully vested.

Investment Direction: Each participant will have the opportunity to develop their own investment strategy for their account within diverse investment options.

Plan Loans: Loans are allowed under the plan when 100% vested. Participants may borrow up to 50% of their vested account balance; but will not be approved for amounts less than \$1,000. Repayment of plan loans is required to be made through payroll deduction. A maximum of 2 outstanding loans are allowed at one time.

Distribution: Distributions are made only upon retirement, termination of employment, death or disability. Generally, a participant will be paid in a lump sum if the account balance is less than \$5,000. If the account balance is greater than \$5,000, there is choice among several different distribution options.

b. **403 (b) PLAN**

Eligibility Requirements: All AID employees are eligible to participate.

Entry Dates: Anytime employee chooses to participate

Contributions: Employees, who wish to participate in this plan have the option of contributing a portion of their income, up to the federally allowed maximum. A minimum of \$12.50 per pay check is required.

The 403 (b) Plan is owned by the employee and therefore, gives immediate full vesting and 100% portability.

Employees are solely responsible for the decisions made as to how their contributions are invested in the plan.

6. Benefits Required by Law

It is the policy of AID to provide benefits required by law, such as social security, unemployment compensation, worker's compensation, etc.

7. Paid Time Off

Paid Time Off (PTO) is a benefit that consolidates traditional vacation, short-term sick leave, and holiday time into a single plan based on length of service and scheduled status. The purpose of this program is to distribute benefits more equitably throughout the Agency. Additional advantages include flexibility in using paid time off for work/life balance; less unscheduled absences and less burden on staff to cover those absences; and more guaranteed days off for employees who use little sick time.

All regular status full-time and part-time employees who are budgeted at least 16 hours/week, are eligible. PTO will be accrued each pay period based on an employee's years of service and full-time or part-time status. New employees may begin using PTO as soon as it is accrued.

Full-time Employees: Full-time employees (30-40 budgeted hours/week) will accrue a total of 27 pro-rated days during their first year of employment. Each year thereafter, one more day will be added up to a maximum accrual of 37 days. Actual hours accrued will be pro-rated based on the employee's budgeted hours.

Part-time Employees: Part-time employees (16-29 budgeted hours/week) will accrue a total of 16 pro-rated days during their first year of employment. Each year thereafter, one more day will be added up to a maximum accrual of 26 days. Actual hours accrued will be pro-rated based on the employee's budgeted hours.

The PTO balance will appear on the employee's paycheck every pay period. Paid Time Off can be taken in ¼ hour increments. PTO hours can be carried over up to a maximum accrual amount. The maximum accrual amount will be based on an employee's full-time or part-time status.

{ 16 – 29 hours/week = 148.75 hours max. 30 – 40 hours/week = 200 hours

Employees must submit time-off requests in advance to their supervisor for approval. Supervisors are responsible for ensuring adequate staffing levels. All employees are encouraged to take responsibility to ensure that they have sufficient accrued paid time off to cover planned & unplanned absences and holidays.

Non-exempt employees who are regularly scheduled part-time or full-time will receive time and one-half pay if scheduled to work on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and second shifts on Christmas Eve and New Year's Eve (beginning at 4:00 p.m.). The Director must approve these hours based on a necessity for Program operation.

When the actual holiday (New Years Day, Independence Day and Christmas Day) falls on Saturday, the preceding Friday will be considered the PTO holiday for closed programs; when the holiday falls on Sunday, the Monday following the holiday will be considered the PTO holiday for closed programs. The Board of Directors will determine the specific closing dates.

Employees working in a program that is closed for a holiday are required to use available PTO/December Bank time for their regularly scheduled hours.

Upon termination of employment from AID, an employee will receive payment for any unused accrued Paid Time Off. If the employees last day worked falls prior to the end of the pay period, the employee is not eligible to receive a PTO accrual for that pay period.

Once employees reach their maximum accrual amount, no additional time can be accrued. Full-time employees, who are at the maximum accrual amount and in danger of losing time, may transfer PTO hours into their Extended Illness Bank by notifying the payroll department in writing, PRIOR to the affected pay period.

8. Extended Illness Bank

The Extended Illness Bank (EIB) is a “bank” of time to protect loss of income due to extended periods of illness or injury. Employees do not accrue EIB hours. The only way to increase hours in the EIB is to transfer PTO hours into it. Full-time employees who wish to transfer PTO hours into their EIB may do so at anytime up to a maximum of 320 hours. Hours cannot be transferred from the EIB back into the PTO bank. EIB hours are not paid out upon employee termination.

Employees may only access their EIB after they have used two consecutive PTO days due to personal illness or injury or a serious illness of a spouse or significant other, child and/or any other relative living with the employee or employee’s parent. Employees may be required to present proof of illness or injury upon request.

If a full-time employee terminates full-time status but remains an active employee, his/her EIB is frozen and cannot be accessed by the employee. If the employee returns to full-time status within six months of the status change, the EIB will be restored; if the employee does not return to full-time status within six months, all time in the EIB is forfeited.

9. December Bank

On December 1st of each year, all full-time employees will receive a “bank” of time with a designated number of hours approved by the Board. Eligible employees can use this time anytime between December 1st and March 1st with their supervisor’s approval. Time not used before March 1st will be forfeited. The December Bank is forfeited if the employee terminates employment prior to using December Bank during the eligible time period. Employees who work at an Administrative Office or a program that is closed the week between Christmas and New Year’s Day are required to use their December Bank time when the offices/programs are closed.

10. Bereavement Leave

Full-time employees may request up to three days of paid bereavement leave upon the death of a family member to attend services. Family member is defined as: parent, child, spouse or significant other, brother or sister, stepchild or stepparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandparent-in-law, grandchild, step-grandchild, or any other relative living with the employee. Written proof (examples may include obituary, memorial/prayer card, etc) for bereavement leave must be submitted to supervisor.

11. Employee Assistance Program

Recognizing that life's pressures may affect an employee's work performance, AID offers assistance to employees in dealing with problems that may be affecting them or their families. The Employee Assistance Program (EAP) is a confidential resource providing assistance with such personal issues as stress, depression, financial difficulties, alcohol or drug concerns, family problems, etc.

This benefit is paid for by AID and is available to all AID employees and their immediate families. **Phone (800) EAP-0321.** (327-0321)

12. Continuing Education

a. Tuition Reimbursement

AID offers employees an opportunity for development through educational assistance payments for courses which relate to the employee's position or potential for advancement to a higher position. While formal education in itself does not guarantee advancement, AID will assist individuals who want to better prepare for their duties or potential advancement within AID.

All full-time employees who have a minimum of six months of service are eligible to be recommended for the tuition reimbursement program. Employees must be in good standing with respect to behavior and performance and plan to continue employment with AID. The program is as follows:

1. Tuition reimbursement will be made as follows:

100% for a grade of B or better

75% for a grade of C (acceptable for undergraduate courses only)

Maximum reimbursement per course or credit hour will not exceed tuition cost at Northern Illinois University.

2. The course must be directly related to an employee's current position or must enhance the employee's potential for advancement to a higher position within AID.

3. The course must be offered by an approved institution of higher education and program within that school.

4. The individual must be recommended by his or her Director and Division Director/Vice President.

5. In the event an employee does not successfully complete the courses(s) (see #1), no reimbursement payment will be made. The employee must present a the grade report along with an itemized bill to receive

reimbursement. The individual must continue to be a full-time AID employee at course end to be eligible for reimbursement. Tuition reimbursement may be considered taxable compensation and subject to FICA, State and Federal tax withholding.

6. Available funding for tuition reimbursements will be based on a specific amount (ceiling) which will be determined each fiscal year.
7. Tuition reimbursement will be available on a first come first serve basis, as long as there are funds available.
8. Up to eight course hours per term per employee may qualify for tuition reimbursement.
9. A request for approval of all courses, must be in writing, approved by the Director and the Division Director/Vice President and sent to Human Resources. All requests must be approved prior to enrolling in the class. Request forms are available from Human Resources.
10. All students will be required to pay for their own books, supplies, late registration fee, and other miscellaneous expenses.
11. The Tuition Reimbursement program was developed to benefit both the employee and AID. Therefore, the employee will be required to sign a contract whereby he/she agrees to reimburse AID for the tuition reimbursement received, should the employee terminate employment at AID.

In the event an employee resigns or is discharged by AID, he/she will be required to pay back 100% of any tuition reimbursement received within the last twelve (12) months.

The amount to be repaid shall be paid to AID through payroll deduction. Any balance due should be paid within 60 days of the employee's last day of employment with AID.

b. Staff Training & Development

In order for AID staff to continue to upgrade their job skills, and to be in compliance with various funding source requirements, AID will arrange for appropriate staff training opportunities, such as conferences, conventions, and in-service trainings. Staff may be requested to disseminate information/material obtained during a training experience.

13. Overtime

Overtime pay will be paid to all non-exempt employees in accordance with the Fair Labor Standards Act of 1938, as amended, and AID procedure for earning such payment for time worked. Eligible employees will be paid at 1½ times their hourly rate of pay for hours worked over 40 hours in a calendar week. Paid time benefits are not considered “work” hours, and as such, are not counted towards “work” time. Any PTO, EIB, bereavement leave, etc. used during a calendar week is not counted towards the 40 hour work requirement for overtime pay.

All hours worked beyond the employees’ regular work hours must be approved in advance by the employee’s supervisor.

*The employee is responsible to inform the Department of Human Resources of any changes in personal status related to insurance i.e., change in name, address, beneficiaries, etc. In addition, the employee is responsible to notify the Department of Human Resources of prior employment with AID.

14. Employee Referral Bonus

In an effort to encourage employees to refer qualified, competent individuals for open positions here at AID, we have an Employee Referral Bonus program in place. A referring employee will receive a bonus when the individual is hired and begins working; again after the referred employee successfully completes six months of continuous employment, and finally after the referred employee successfully completes one year of continuous employment. The President, Vice-Presidents, and Division Directors are ineligible for the Referral Bonus; however, all other AID employees are eligible to participate. Please see Procedure E210 for further instruction.

H. WORK CONDITIONS

1. Employees must follow AID time and attendance procedures including punching in & out, absence procedures and/or reporting field or substitute hours to their supervisor no later than the end of the affected shift and under no circumstances later than the end of each work week Saturday 11:59 pm to be paid accurately. Employees are responsible for ensuring that time records are accurate and complete. Failure to follow established time and attendance procedures resulting in non-payment for hours worked and/or falsification of time records will result in corrective action, up to and including termination. Payment of these wages will be made on the next regular scheduled paycheck.
2. Wages will be paid bi-weekly (every other Friday) and are mailed to the employee’s home. Only in the event that a pay date falls on a banking industry holiday, and banks are closed, will payroll be processed to be paid on the day preceding the holiday, if feasible.
3. Direct deposit is available for the convenience of employees. All paychecks or pay stubs will be mailed the day before the established payday, if feasible. Employees are

responsible to insure personal information including address and banking information, if applicable is current. In the event of a change, the Change in Personal Information form should be completed and submitted to the Payroll Specialist immediately.

4. To request stop payment of employee paycheck for personal reasons including late or non-completion of the Change in Personal Information form, the employee must pay the agency the amount of the bank-established stop payment fee at time of request. A manual paycheck will be processed per established schedule.
5. Manual paychecks completed after the established payroll period will be mailed to the employee on Thursday of the week following the established pay date provided the required information has been submitted to the Payroll Specialist by close of day, Tuesday following the established pay date.
6. AID prohibits improper deductions made to any employee's paycheck. If an inadvertent deduction is improperly made to an employee's paycheck, the employee must immediately report it in writing to the attention of their immediate supervisor and forward a copy to the Payroll Specialist at 309 W New Indian Trail Court, Aurora, IL 60506. The complaint will be immediately investigated. Should an improper deduction have been made to the employee's paycheck, the employee will be reimbursed for the amount of the deduction. Any improper deduction will be noted and AID will comply with all applicable laws in the future.
7. Punctuality is expected of all employees. Repeated absence or a regular pattern of absences may be cause for termination. All requests for paid or unpaid time off must be in writing and must be approved, in advance, by the immediate supervisor.

Staff are expected to report to work at their assigned time and remain until the designated end work shift. Tardiness and/or leaving early is cause for corrective action, up to and including termination.

8. Attendance is an essential job function. Daily and weekly work schedules may be changed from time to time at the discretion of the Agency to meet the varying conditions of business.
 - a. In order to effectively operate programs and assure necessary staff coverage, it is imperative that employees notify their immediate supervisor of an absence PRIOR to the start of their scheduled work hours as well as inform their supervisor of any impending absence consistent with individual program procedure. Each Director or designee will establish and enforce a system of notification for what is considered to be an excused absence.
 - b. As long as the facility to which the employee is based/assigned is open for work the employee must report to work, or appropriately request paid time off, or be docked for time missed.

- c. Failure to report to work and notify the proper person may be cause for immediate disciplinary action up to and including termination. Unscheduled absences can place client health and welfare at risk.
9. Employees are expected to exercise reasonable care in safeguarding their property while at work. Employees shall utilize locked file cabinets, desks, offices, closets or other areas designated in their work unit for safe storage of personal belongings and ensure that such are kept locked at all times. AID cannot assume responsibility for the loss or theft of money or personal belongings. Employees are advised not to carry large sums of cash or other valuables with them while at work. Employees who work directly with consumers are discouraged from wearing expensive clothing, jewelry or accessories, which can easily be damaged through the course of work.
10. **Phone Usage**
Personal phone calls including personal cellular telephones and pagers on work time are discouraged. If it is necessary to make a long distance call on an AID telephone, the employee is to charge the call to his/her calling card. Employees whose job responsibility includes driving, and who may use a cellular phone for business purposes, are expected to refrain from using their cellular phone while driving. Safety must come before all concerns; under no circumstances should employees place themselves or others at risk to fulfill business needs.

Employees are solely responsible for any traffic violations resulting from the use of a phone while driving.

Employees should also be aware that conversations over cellular phones are not necessarily confidential as an outside party could tap into these conversations.

I. RESPONSIBILITY FOR AID PROPERTY

All AID staff are responsible for any and all equipment, money, materials, or files which are in their care. This includes items that are in-transit for which an employee has signed as the carrier or recipient. The value of damaged or lost items may be charged to the individual responsible. (For further information see “Property Control Procedure”)

J. VEHICLE USAGE

- 1. The utilization of all AID vehicles is coordinated to assure appropriate scheduling and proper maintenance.
- 2. AID acknowledges the need for employees in certain positions to use their personal vehicles in order to fulfill their job requirements. Therefore, AID will reimburse employees, at a specified rate approved through Finance Department, for mileage incurred while on AID business, and for tolls. Regardless of reimbursement, all staff

who may need to drive a personal vehicle for work related purposes are required to have the minimum acceptable liability insurance and must present proof of this requirement to the Human Resources Department.

3. Any private vehicle used for AID business must be insured at least at the minimum acceptable limit. This applies to volunteers, as well as staff and is outlined in #5 below.
4. Reimbursement is contingent upon the receipt of verification of current insurance coverage and a valid Illinois driver's license.
5. The minimum acceptable liability insurance is \$20,000 each person, and \$40,000 each accident which is the minimum required insurance amount in Illinois. For the employee's own protection, we encourage the carrying of liability insurance in the minimal amount of \$100,000 each person and \$300,000 each accident.
6. Employees, who drive anytime for AID business, in either AID owned or personal vehicles, are responsible to notify AID within 3 days of occurrence of loss of license or receipt of two or more moving violations in a 12 month period.
7. Employees involved in an automobile accident, while on AID business are required to go to an AID approved Occupational Health clinic for a Drug Test, (per Procedure.)

K. SALARY ADMINISTRATION

1. Established Pay Structure - In order to assure fair salary administration, AID has an established pay structure for most positions.
2. Salary decisions will be made each year based on budgetary constraints and administration policy established for that year.

L. GRIEVANCE POLICY

A grievance shall mean a complaint that there has been a violation, misinterpretation or inequitable application of established AID policy or procedure. The primary purpose of this policy is to secure an equitable solution at the lowest level possible to the problem(s) of those concerned.

1. All grievances should be resolved at the first step possible listed below. A member of the Human Resources management team will participate in all steps of the process to provide assistance to the employee and manager to achieve a common understanding of issues impacting the grievance, and facilitate an equitable solution to the problem. Employees are encouraged to address their grievance with their immediate supervisor for resolution whenever possible.

2. Any aggrieved employee shall present and discuss his/her grievance in writing to the Director of Human Resources within 5 working days of the grievance. The Director of Human Resources or designee will schedule and facilitate a meeting with the employee and the appropriate Program Director within 5 working days* of receipt of grievance. The Director will then have 5 working days to respond in writing to the grievance.

Should you believe AID has violated your HIPAA privacy rights, you may make a complaint directly to AID's Privacy Officer.

3. If you are not satisfied with the written response of the Director, your written grievance may then be submitted to the appropriate Division Director within 5 working days. He/She will then have 5 working days to respond in writing to your grievance.

As applicable to HIPAA privacy complaints, the Privacy Officer will investigate your complaint and respond in writing to you. You may also complain to the Secretary of U.S. Department of Health and Human Services if you believe AID has violated your privacy rights.

4. If you are not satisfied with the written response of the Division Director, your written grievance may then be submitted to the Administrative Management Team (the administrative management team consists of the President, Vice-President of Programs and Services, CFO, and Vice President of Human Resources) within 5 working days. The team will then have 5 working days to respond in writing to your grievance.

5. If you are not satisfied with the written response of the Administrative Management Team, your written grievance may then be submitted to the Chairperson of the Board Personnel Committee of the Association for Individual Development within 5 working days. At the discretion of the Chairperson, he/she may respond to your grievance in writing or present your grievance to the Board Personnel Policy Committee at the next scheduled Personnel Policy Committee meeting. The Chairman will respond in writing with the final determination after the next scheduled Personnel Policy Committee meeting.

6. The decision of the Board will be final.

7. An employee may withdraw a grievance at any point.

8. Employees who file a grievance or file a HIPAA privacy rights complaint, are assured of no reprisals from the grievance.

9. A copy of the grievance, subsequent meetings and/or determination will be placed in the employee's personnel file.

The Privacy Officer will maintain copies of all privacy rights complaints. Complaints do not become part of your personnel file.

* While every effort will be made to meet established time frames, it may be necessary to modify established time requirements due to staff absences due to illness, etc.

M. EMPLOYEE FILE

1. Employee files will be maintained, in the Human Resources Department, on all employees; and will include, but not be limited to, requirements of the various funding sources, monitoring agencies and the law of the land.
2. In order to assure confidentiality to each employee, only those who can show business reason shall have access to the information contained in the file folder that falls within the definition of "legal access". If an employee chooses to share this information with others, the employee's written permission must be on file. However, AID will release information regarding whether an individual is currently employed or has been employed in the past, will comply with any release of information required by law and will verify name, position, and dates of employment.
3. Each employee is responsible for notifying the Human Resources Department of all changes in personal status, i.e., address, name change, current telephone numbers, and emergency contact person.

N. CORRECTIVE ACTION

Rules and regulations in the general areas of safety, attendance, production, personal conduct and the treatment of those served by AID have been established. If these rules and regulations are violated, appropriate disciplinary measures ranging from verbal warnings to termination, will then be taken depending on the severity of the infraction.

Listed below are examples of employee conduct which may warrant corrective action and, in serious cases, termination without prior warning. Corrective action may be taken as a result of, but is not limited to:

- A. Possession and/or use of any weapon on agency property. Failure to comply with the Workplace Violence Policy.
- B. Possession and/or use of drugs including alcohol. Failure to comply with the Drug and Alcohol Policy.
- C. Theft, misuse or unauthorized possession of any agency, client, visitor, or employee property.
- D. Non-compliance with normal work standards and/or failure to comply with any reasonable instruction, request, or assignment made by employee's authorized supervisor, including changes in working area or job responsibilities.
- E. Insubordination.
- F. Neglect, verbal or physical abuse, or exploitation, including financial exploitation of any client, employee or visitor.

- G. Sexual harassment or discourteous or abusive treatment, physical abuse of, fighting with, or threatening bodily injury to any client, employee, or visitor.
- H. Divulging confidential and/or protected health information as applies to the Department of Human Services Confidentiality Act, the Healthcare Insurance Portability and Accountability Act (HIPAA), or other pertinent applicable specific standards and policies.
- I. Commission of repeated or serious medication errors.
- J. Misconduct and/or unethical behavior or interaction with clients or staff which violate or contradicts the AID's mission, policies, or practices.
- K. Non-compliance with established AID vision, mission, policies, procedures and code of ethics.
- L. Falsification of client or agency documents.
- M. Failure to provide adequate and appropriate client programmatic supervision as required by Illinois Department of Human Services and/or applicable standards or guidelines which expose clients to risk and/or creates a potentially dangerous situation regardless of whether harm results from employee's actions. This includes sleeping on work shift; abandonment of clients including employee elopement from premises or designated area regardless of duration; exposing clients to activities or locations outside reasonable programmatic or treatment settings including, but not limited to errands and visits to staff homes, or any other activities for the purpose of conducting employee personal business, etc.
- N. Reduced productivity resulting from absence or tardiness. Includes failure to report to work, notification of supervisor, or failure to enact call-off procedures when absent for a scheduled work shift which may be considered self-termination.
- O. Neglect of duty, walking off the job, or disregard for the health and safety of clients, visitors, or employees.
- P. Employee performance below required levels of competence. Includes inability to perform essential job functions due to revoked medication privileges, literacy test results below those required by Department of Human Services requirements as applicable, etc.
- Q. Failure to attend and/or complete in-service and/or outside training as required by position, license and/or certification.
- R. Failure to fully, accurately, and truthfully cooperate with an Office of the Inspector General (OIG) and/or Department of Public Health (DPH) investigation.
- S. A finding of substantiated or founded as a result of an OIG or DPH investigation
- T. Failure to report Incident/Accidents immediately to their supervisor

In the event of infractions with no further reoccurrence, nor has the employee been involved with any other corrective action within 18 months; the corrective action report and follow up form will be reviewed by Administration for possible removal of the corrective action report from the employee's personnel file.

O. TERMINATION

- 1. Employees are expected to give a minimum of two weeks notice, but are encouraged to give more when possible. Directors, Vice-Presidents and CFO are expected to give a

minimum of three weeks notice. Once Human Resources is notified, a termination packet will be sent to the employee with all the pertinent information

2. All terminations are effective on the last day an employee is physically on the job.
3. When an employee terminates, AID will pay the employee for service rendered up to and including the last day of employment. Accrued but unused paid time off will be included in the final pay. Any unused EIB time is forfeited upon termination. Final checks will be mailed to the address of record based on the established pay date schedule. All employees are responsible to ensure that Human Resources has the correct address on file.
4. Management is interested in any ideas and constructive feedback from terminating employees. Anyone who has voluntarily terminated his or her employment with AID may schedule an exit interview with Human Resources. Information on scheduling an exit interview is included in the termination packet.
5. Upon termination, all agency property and equipment must be returned, including but not limited to the following: keys, pagers, ID cards, laptops, etc. (For a detailed explanation, see **Property Control Procedure**)

Failure to submit AID property will result in deduction of replacement cost from the employee's final paycheck.

V. GENERAL AID POLICIES

A. ANTI-HARASSMENT/SEXUAL HARASSMENT

1. AID strongly disapproves of and will not tolerate any individual engaging in harassment of any other individual on the basis of that person's color, race, religion, national origin, disability, sex, age, sexual orientation, or veteran's status and will impose appropriate disciplinary action on any individual who engages in such prohibited action. Harassment includes (but is not limited to) name-calling, letters, jokes, e-mail, cartoons, graffiti, pictures, posters, gestures, ethnic slurs, racial epithets, and other conduct which is aimed at a particular employee or group of employees. This prohibition covers verbal, as well as physical harassment.
2. Included within this prohibition are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where there is an attempt made to: make submission to such conduct a term or condition of an individual's employment; or the submission or rejection of such conduct is used as a basis for employment related decision; or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

3. Incidents of such harassment should be reported, in confidence, promptly to your immediate supervisor and/or Director of Human Resources, so that an immediate investigation will be initiated and appropriate corrective action up to and including termination will be taken. All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process. No reprisal or retaliation against the employee reporting the allegation of harassment will be tolerated.

B. SAFETY

1. AID will make every attempt to provide safe and healthful working conditions for all employees, clients, interns, and volunteers. Abiding by and awareness of AID Safety Policies are expected.
2. Employees requiring medical attention will be directed to one of AID's Occupational Health Providers at either Provena-Mercy Hospital in Aurora, or to Provena-St Joseph Hospital in Elgin. Refer to AID Safety manual. All accidents or injuries occurring on AID premises or while performing AID business must be reported in a timely manner by informing the appropriate Director or immediate supervisor and completing all required forms according to AID Safety Policies and Procedures.
3. AID's policy is to have at least one staff member trained in first aid and CPR on the premises of each facility during normal working hours.
4. **Workplace Violence**
AID's objective is to provide a work environment, which is free from violence or threats of violence against individuals, groups, or employees, or threats against AID property. This includes domestic violence, which may occur on our property and/or in our facilities. This policy requires that all individuals on AID premises or while representing AID conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

Additionally, employees must be alert to, and immediately inform appropriate AID management staff of, any behavior(s) or potential behavior(s), which violate or could constitute a violation of this policy. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this policy.

AID strictly prohibits the use of violence or threats of violence in this workplace and views such actions very seriously. AID policy applies the same standards to non-employees. AID will immediately investigate all incidents of violence, potential violence, or threats of violence of which it becomes aware and will take appropriate action to resolve these situations.

C. ALCOHOL AND DRUG USE

1. The Association for Individual Development intends to establish and maintain for its employees and its clients a safe, healthful, and drug and alcohol free work environment.

We intend:

- a) to insure and to perpetuate the good reputation in the community enjoyed by AID and employees;
- b) to reduce in the workplace the incidents of accidental injury or damage to persons and property;
- c) to reduce the rate of absenteeism, tardiness, and indifferent job performance;
- d) to educate employees on the dangers of drug and alcohol abuse; and
- e) to provide an opportunity for rehabilitation for any employee who seeks assistance in overcoming an addiction to or a dependency upon or a problem with drugs or alcohol.

AID adopts the following policy to further its intent to maintain a safe, healthful and drug and alcohol free work environment.

2. In all work areas of AID it is prohibited to manufacture, distribute, dispense, possess or use any controlled substance, illegal drug or alcoholic beverage (hereinafter collectively referred to as prohibited substances and individually as a prohibited substance).
3. Any employee who manufactures, uses, possesses, distributes or sells or who falls under the influence of a prohibited substance during working hours shall be subject to termination. For purposes of this policy and its enforcement the phrase "under the influence" means the effect of a prohibited substance on an employee that is detectable in any manner whatsoever, including, without limitation, odor, misbehavior, slurred speech, and/or impaired physical and mental dexterity. The definition of the phrase shall not be confined to any legal definition of "under the influence" or "intoxication." A determination of whether an employee is "under the influence" of a prohibited substance may be founded upon a professional opinion, a lay opinion, and/or the results of a scientifically valid test.
4. The consequences described in the first sentence of paragraph 3 above shall not apply to an employee who wishes to partake in the social consumption of alcoholic beverages while attending an AID sponsored or sanctioned activity off AID premises, provided, however, that the employee is not then responsible for the supervision of or transportation of clients or is not scheduled to return to work at one of the Association's facilities after attending the social activity.
5. Each employee shall abide by the terms and conditions of this policy as a condition of employment. Each employee shall also have the duty to notify the Association of any criminal drug statute conviction for a violation occurring in a workplace provided by the

Association no later than five days after such conviction. An employee who is convicted of a drug statute violation that occurs in the workplace shall be subject to termination.

6. In order to carry out the policy set forth, the Association, will require new employees to undergo a pre-employment drug test. The test will be conducted at the Association approved medical clinics in Aurora and Elgin utilizing an MRO (Medical Review Officer). Applicants will also be required to self-disclose any/all drugs (including prescription drugs) they are taking prior to the drug test. Any employee who has or who alleges to have had a work related accident or injury which requires outside medical attention and/or has a vehicle (Association owned or employee owned) accident on work time will be required to have a drug and breath alcohol test at the time of treatment for the work injury and/or immediately following the vehicle accident. The test(s) will be conducted at one of the Association's approved clinics. The employee will be required to undergo a post-accident/incident drug and alcohol test prior to returning to work following the accident/incident. Furthermore, for cause, The Association shall have the right to search all persons and all areas in the workplaces that it provides, including without limitation desks, lockers, purses, briefcases, tote bags, lunch boxes, knapsacks, and similar items, and also employee motor vehicles parked on the Association's premises. By accepting employment by the Association an employee shall be deemed to have granted to the Association the employee's consent to search as provided in the previous sentence. The Association also may inquire of any job applicant whether he or she uses prohibited substances and whether he or she uses legal drugs and alcohol abusively.
7. AID encourages each employee who experiences an abuse problem with a prohibited substance to contact the Employee Assistance Program, phone: (800) 327-0321. Each and every such contact shall receive strict confidence. Information produced by each such contact shall be shared with individuals on a "need to know" basis only.
8. AID shall establish a substance abuse awareness program to inform its employees about: 1) the dangers of drug and alcohol abuse in the workplace; 2) the Association's policy of maintaining a drug and alcohol free workplace; 3) the availability of drug and alcohol abuse counseling rehabilitation, and employee assistance programs; and 4) the penalties that may be imposed upon an employee for drug and alcohol abuse violations that occur in the workplace.
9. Staff at the Association who must drive a commercial motor vehicle and who must possess a CDL driver's license for their job are subject to Department of Transportation Rules and Regulations relating to drugs and alcohol. This includes pre-employment and random testing. Staff in these positions will be given educational information related to the Department of Transportation rules and regulations specific to their job and required policies and procedures. Additionally, all individuals who are responsible to supervise this classification of staff will be specifically trained to determine reasonable suspicion testing situations. Furthermore, the Association's administration will comply with all legal requirements and responsibilities related to the Department of Transportation rules and regulations.

D. CONFIDENTIALITY AND PRIVACY PRACTICES

1. Without the employee's written consent, no information other than the fact of employment (present or past) with the Association will be released outside the agency, unless legally required. The Human Resources Department will verify basic information already released if requested.
2. All employees are required to adhere to and respect all applicable confidentiality and privacy policies for all clients and other employees. Divulging confidential and/or protected health information may be grounds for immediate corrective action. (A copy of the MH/DD Confidentiality Act, the Federal Confidentiality of Alcohol and Drug Abuse Patients Records, (42 CFR Part 2), the Illinois AIDS Confidentiality Act, and the Health Insurance Portability and Accountability Act (HIPAA) are available for review).
3. Employees are provided with training in Confidentiality and Privacy Practices. Following training, all employees are required to sign the Employee Confidentiality Agreement.

E. TIME OFF FOR VOTING

The voting polls are open a sufficient number of hours to assure the opportunity for every eligible employee to vote. However, if a situation arises where an employee can only vote at a time when scheduled to be at work, the immediate supervisor may make an exception.

F. SUPERVISION OF A RELATIVE OR SIGNIFICANT OTHER

Considering the potential for preferential treatment, potential detriment to staff morale, the Association shall not permit an employee to be in a position to supervise a relative, or significant other. For purposes of this policy, relatives are considered to include members of the immediate family, aunts, uncles, grandparents, first cousins, step-relatives, and relationships through marriage (i.e. mother-in-law, father-in-law, brother-in-law, etc)

AID will not hire relatives of clients/consumers currently enrolled on an AID program to work in the same program, nor promote or transfer current employees into a position where these relationships exist.

To implement this policy, the Association shall have the right to transfer an employee to a comparable position.

Employees who have been found to have intentionally violated this policy by concealing a relationship outline above may be terminated.

This policy will be applied in accordance with applicable federal and state law.

G. SOLICITATION

Solicitation for non-AID sponsored events may occur only with mutual consent among interested employees and exclusively during non-work periods.

H. CONFLICT OF INTEREST

No employee may derive or appear to derive any personal profit or gain, nor jeopardize the quality of client services, the integrity of employee relations, as well as the mission of AID directly or indirectly, by reason of their employment at AID or because of services provided to AID.

Each employee must disclose any personal interest including additional employment which may constitute a conflict of interest to their immediate supervisor in writing. The written conflict of interest statement will be reviewed and evaluated by the Vice Presidents of Operations and Organization Development & Human Resources to determine whether a conflict of interest may exist. Should a conflict of interest exist, the employee must immediately remedy the situation to eliminate the conflict of interest.

VI. EXCEPTIONS

The President shall exercise final authority on any and all questions of Employee Handbook interpretations. Exceptions to policy, when granted, shall be in writing and at the discretion of the President or in his/her absence, the appropriate designee.

VII. REVIEW

In order to assure the Employee Handbook is kept up-to-date and remains viable, it will be reviewed on an annual basis. Employees are encouraged to submit suggestions/concerns regarding Human Resource policies to the Vice President of Human Resources.