###### PERSONNEL

###### POLICIES AND PROCEDURES

###### MANUAL

****

###### Teaching Family Homes of Upper Michigan

**1000 Silver Creek Rd., Marquette, MI 49855**

**Preface**

All of the following Personnel Policy and Procedures govern both Teaching Family Homes of Upper Michigan unless otherwise noted in a policy.

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| **Policy** |  |
| **1** | **Personnel Policies & Procedures Manual** |

This Manual is the property of Teaching Family Homes of Upper Michigan (TFH) and contains the current policies and procedures of TFH in outline form. It is only meant to serve as a reference guide. The policies and benefits described are conditions of employment but do not constitute an express or implied contract between TFH and the Employee.

Personnel practices, including the right to hire, transfer, suspend or discharge, to relieve Employees from duty and to maintain discipline and efficiency of Employees, rest exclusively in the sole discretion of the Agency. TFH may introduce new policies, procedures, and job requirements as TFH priorities, interests and needs dictate.

Stipulations in State Licensing Rules, contracts, the Modified Settlement Agreement, State and Federal Law in addition to accreditation agency requirements may supersede agency policy.

This Manual may be revised/amended with approval of the Board of Directors. The Human Resource Committee of the Board of Directors will review annually. Any amendments/revisions shall supersede any previous versions of the same policy or manual and have retroactive force and effect, regardless of an Employee’s date of hire. Employees will receive copies of any amendments to this manual within thirty days of Board approval.

Compliance with the Policies in this manual is a condition of employment with the agency. Failure to comply with these policies may cause an employee to be subject to warnings, disciplinary action, suspension of employment, or termination at the lawful discretion of TFH. Depending on the severity of situation, further steps involving Court/Lawyer/Attorney may be taken.

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| **Policy** |  |
| **2** | **Delegation of Executive Director Authority** |

In the extended absence or the inability of the Executive Director to perform her/his duties, the Deputy Director or his/her successor shall assume administrative authority for TFH.

* If the Deputy Director is not able to assume authority, the Executive Committee of the Board of Directors shall appoint an “acting” Executive Director.
* If the Executive Director absence will exceed three weeks, the Chairperson of the Board of Directors of Teaching Family Homes shall be notified. The Executive Committee shall be notified at the Chairperson’s discretion.

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| **Policy** |  |
| **3** | **Equal Employment**  **Opportunity and Cultural Diversity** |

**EQUAL OPPORTUNITY**

TFH subscribes to a policy of equal employment opportunities and will maintain and conduct all practices relating to recruitment, hiring, discipline and other terms and conditions of employment in a manner which does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, disability, marital status, height, weight or veteran status. This prohibition covers all aspects of the employment process, including application, testing, hiring, assignment, evaluation, disciplinary action, promotion, medical examinations, training, layoff/recall, termination, compensation, leave, benefits or any other term, condition, or privilege of employment.

TFH will not discriminate on the basis of legally protected class status with regard to any employment practices or terms, conditions and privileges of employment. Under Michigan, law, a person with a disability needing accommodations for employment must notify their Supervisor in writing within 182 days after the need is known or reasonably should have been known. Failure to notify may result in a loss of rights. Such inquiries may be directed to the Executive Director immediately in writing.

**CULTURAL DIVERSITY**

Service shall be provided without regard to client gender, gender identity, race, color, religion, national origin, age, disability, marital status, height, weight, or veteran status.

Employees shall actively recognize cultural values and practices for all co-workers and persons receiving services. Cultural planning and activities, along with utilizing community resources, shall be incorporated into programs to best meet the cultural needs of the client.

Services shall be sensitive to the needs and requirements of clients from linguistic and cultural backgrounds and responsive as far as practicable to the particular individual.

**NON-DISCRIMINATION STATEMENT**

TFH prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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| **Policy** |  |
| **4** | **At-Will Status**  **of Employment** |

Employees of TFH are employed “at-will.” This means that at the sole discretion of either TFH or the Employee, the employment relationship may be terminated with or without cause or notice. Nothing in this manual operates to change the status of the Employee relationship from at-will to any other status. All disciplinary provisions in this manual are advisory. There is no right or obligation to exhaust any single or progressive disciplinary procedure prior to termination. Any representations that change the Employee status from an at-will employment status must be in writing and signed by the Executive Director of the organization. Any other purported changes in the at-will nature of the employment relationship are without any effect.

Each Employee shall be required to read and sign an at-will notice of employment at the time of hiring.

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| **Policy** |  |
| **5** | **Philosophy, Mission, Vision, Value, and Goal**  **of the Organization** |

## **PHILOSOPHY**

TFH’s therapeutic approach is founded on the principles of social learning theory and cognitive-behavioral intervention. Each client is assessed for therapeutic needs. Staff may use individual counseling, negotiating, and contracting, as well as natural and logical consequences as tools for working with children and families. Other forms of intervention, depending on the needs of the individual, may include group counseling and group dynamics training, family counseling and parent training, vocational and educational assessment and counseling, recreational therapy, and self-help skill development.

## **MISSION STATEMENT**

Teaching Family Homes equips youth and families by teaching and modeling skills that inspire them to reach their potential as healthy and self-sufficient community members.

## **VISION STATEMENT**

Communities where youth and families are healthy and self-sufficient.

## **CORE VALUES**

TFH’s core values are: Dedicated and Competent; Compassionate and Patient; Involved and Responsible; Solution-focused and Growth-Oriented.

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| **Policy** |  |
| **6** | **Management Rights** |

The Agency expressly retains and reserves the right to operate its services as it determines in its sole discretion. This includes, but is not limited to, the right to:

1. Hire, retain, direct, schedule, promote, discharge, demote, reclassify, assign, transfer, layoff, recall, relieve, fire, suspend and otherwise discipline Employees.
2. Determine the duties of each Employee, subject to change without written notice to the Employee.
3. Manage its affairs efficiently and economically, including the determination of quantity and quality of services rendered, the control of equipment to be used and discontinuance of any services or methods of operation.
4. Produce new equipment, methods, or processes; change or eliminate existing equipment; institute technological change; and decide on supplies and equipment to be purchased.
5. Sub-contract or purchase the construction of new facilities or the improvement of existing facilities.
6. Determine the number, location, and type of facilities, direct the work force; assign the type and location of work assignments; and determine the number of Employees assigned to operations.
7. Close or otherwise reduce the scope of operation of any or all facilities.
8. Determine starting and quitting times, and the number of hours to be worked by Employees.
9. Establish and change work schedules, work standards and the methods of processes and procedures by which such work is to be performed by Employees.
10. Select Employees for promotion or transfer to other Supervisory positions and to determine the qualifications and competencies of the Employees to perform the available work. Offers of employment will be extended to only those applicants that can demonstrate that they meet all the Agency’s requirements and qualifications.
11. Evaluate Employees and determine by interview, observation, performance, consumer feedback, written test or other established methods or procedures, the qualifications, aptitude and/or ability of individual Employees for assignment to, employment in, or promotion to the various positions.

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| **Policy** |  |
| **7** | **Qualifications** |

Offers of employment will be extended to only those applicants that can demonstrate that they meet all of TFH’s employment requirements and qualifications. Applicants will be evaluated based on the position for which the applicant has applied. TFH reserves the sole discretion to define the required qualifications for each category of staff positions.

**HIRING**

1. The Executive Director must be notified by the Program Supervisor prior to initiating any action to acquire new or additional staff or contract or volunteer help. All hiring procedures must be followed.

1. TFH will always endeavor to hire the best-qualified applicant. The selection will be based entirely on the training/education, work history, background information, clearance check and approval; demonstrated skill level and personality qualities of the applicant.

**INTERNAL PLACEMENTS**

1. If a vacant position is deemed open for applications, the notice will be posted, via email to all personnel.

**HIRING OF AGENCY PERSONNEL**

1. Applicants will respond an open position by submitting an application or resume, and any pertinent references, to the Human Resource Coordinator on or before the indicated application closing date.

* The applicant materials will be screened to determine if minimum job description qualifications are met, and those appropriate applicants will be invited for a formal interview.
* Clerical and Bookkeeping staff will be tested at the administrative office before the interview to verify specific minimum clerical skill qualifications.
* Formal interviews will be conducted by at least two personsfrom TFH administration/management positions and will consist of a prescribed set of general employment and job-related questions.

1. Hiring Procedures: Applicant Selection

* Soliciting Applications
  + Local and regional newspapers
  + Online recruiting sites
  + Applicable Professional publications
  + Applicable Professional and community contacts
* Preliminary Screening
* Review applicant resumes for relevant education/experience
* Invite promising applicants to initial interview screening
* Interview Applicant provides background information
* Written evaluation of skills (when applicable)
* Applicant completes questionnaires applicable to position
* Preliminary and situational questions are answered by the applicant.
* Role play (if applicable)
  + Applicant problem solves a situation with interviewer (15 minutes)
  + Interviewer provides feedback.
  + Applicant repeats problem solving of situation implementing feedback from interviewer
* Social Behavior and Receptivity Scale
* Interviewer observes applicant throughout interview.
* Initial Assessment
  + Evaluation of application and background information
* Evaluation of written responses
* Score responses
* Evaluation of Social Behavior and Receptivity Scale
* Score Responses
* Reliability
* Interviewers discuss scores and assess reliability.
* Final approval of all Employees will be given by the Executive Director

1. Hiring Procedures: Training

* Chosen interviewed applicants are invited to the next Agency training session by the Human Resource Coordinator on a conditional offer of employment based on the successful completion of pre-service as demonstrated by achieving passing scores on competency-based testing and an official job offer by the Human Resource Coordinator.
* Trainees engage in a 50+hr TFH Pre-service training session. Background clearances are conducted and compatibility with the position is assessed.
* During the last day of training, remaining trainees will be informed by the Human Resource Coordinator as to their general compatibility with the program and a position offer may result.

A Probationary period of 180 days will follow an offer of employment wherein further compatibility with the position, job duties and programming will be assessed regularly.

1. For the Executive Director position, hiring, evaluation and termination procedures are covered in the Bylaws of the Corporation.

TFH is required to comply with extensive state and federal laws that govern the hiring of Employees and the maintenance of personnel records. Accordingly, the Agency must have these documents on file prior to the commencement of the relationship or by the time otherwise designated.

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| **Policy** |  |
| **8** | **Personnel File/Record** |

**CONTENTS OF FILE**

A personnel file will be kept for each Employee. The personnel file of each Employee may contain his/her application for employment, Federal and State tax forms, evidence of education, resume, training and previous experience, the records of hiring, job assignments, work schedules, job performance evaluations, correspondence relating to the Employee, reprimands, and other discipline. The file may contain other information not prohibited by law.

Employee medical records will be maintained in a separate file. TFH adheres to HIPPA privacy rules concerning Employee provided health information (PHI). Similarly, Employee payroll/financial records will be kept in the business office.

An Employee’s Personnel File will not be disclosed to a third party without a signed authorization (by Employee), a subpoena, or court order.

## **PERSONNEL FILES**

For the purpose of maintaining complete and accurate personnel files, Employees are required to report any changes in their personal status to the Human Resource Coordinator. The information needed is:

* Change of address or telephone number
* Any change affecting tax withholding status
* Legal change of name
* Change of person(s) designated to call in case of emergency
* Changes that would affect insurance benefits
* Changes in driving record

## **EMPLOYEE ACCESS/CORRECTION TO FILE**

Pursuant to Michigan law, Employees may review and request a copy of their personnel file. They may also file a response regarding the content of his or her personnel file. If an Employee would like to review his or her personnel file, a written request must be submitted to the Human Resource Coordinator.

An appointment for review of the file at the Administrative office shall be made between the Human Resource Coordinator and the requesting Employee. The examination of the personnel file will be supervised by the Human Resource Coordinator and will be scheduled during regular office hours unless other arrangements are necessary.

Requests for a photocopy of the contents of the Employee’s personnel file shall be reimbursed by the Employee at 10 cents per page.

If there is a disagreement between TFH and the Employee regarding the contents of the file, the Employee may submit up to five pages (8.5x11) of written response. This response will be included when the personnel file is divulged to a third party. Any revisions, adjustments, or additions made to the file must be approved by the Executive Director.

Personnel files may not be removed from the Administrative office at any time.

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| **Policy** |  |
| **9** | **Employee Background Check** |

In order to insure that TFH hires employees of Good Moral Character, in conjunction with State of Michigan Licensing Guidelines for Child Caring Institutions and Child Placing Agencies, the following background checks shall be required of all employees.

## **REFERENCES**

Prospective employees shall provide a minimum of 3 references prior to a conditional offer of employment. The consultant/supervisor responsible for hiring shall make phone contact with each of the references and complete the Reference Documentation Form. Three favorable references must be obtained before a conditional offer of employment is made. This process must be completed in a timely manner to assure the candidate has adequate time to complete the background check process.

## **DRIVING RECORD, ICHAT, SEX OFFENDER REGISTRY CHECK, AND PREA**

The candidate for employment must be told that the official employment offer is contingent upon the successful completion of a Driving Record check, Criminal Background Check, and Sexual Offender Registry check, Fingerprinting, and PREA check (if applicable). The following procedures shall be followed to complete these checks:

1. The prospective employee shall complete the Clearance Request Form supplying identifying information, address, and driver’s license number.
2. The Human Resource Coordinator shall be responsible for the completion of the background checks.

* The Human Resource Coordinator or designee shall complete the Driver’s License Verification using a web-based application to verify driving record and/or offenses. This information may then be forwarded to the agency’s insurance carrier for verification of the candidates’ insurability with regard to agency vehicles and employment.
* The Human Resource Coordinator or designee shall access the candidates’ criminal background utilizing the appropriate online system. Any criminal background information obtained through this process shall be dealt with through the Teaching Family Homes Criminal Conviction Policy of the Personnel Policy and Procedure Manual.
* The Human Resource Coordinator or designee shall complete a Sex Offender Registry check.
* The Human Resource Coordinator or designee shall prepare a letter to any necessary parties regarding the PREA check for new hires and promoted individuals.

1. The Human Resource Coordinator or designee shall compile all information, obtain supervisory recommendation and forward to the Executive Director for final review for continuance of hire.
2. All background checks shall be completed within the first week of hire and placed in personnel file with updates annually. Corrective steps will be taken if a background check in flagged.

**STATEMENT OF GOOD MORAL CHARACTER**

On the first day of employment, the employee shall review the State of Michigan Administrative Rules concerning the Good Moral Character requirements of applicants and shall sign the Good Moral Character acknowledgement form.

**CENTRAL REGISTRY CLEARANCE**

Prior to employment, the employee shall provide personal information for Michigan's Central Registry Clearance. Each employee/volunteer or potential employee/volunteer must sign this form indicating that they are aware of the Central Registry clearance request. A copy of the picture identification for each employee/volunteer or potential employee/volunteer must be included with the request.

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| **Policy** |  |
| **10** | **Criminal Convictions**  **and Criminal Charges** |

It is the policy of TFH to conduct a Michigan State Police criminal history record check on all Employees. Other state or federal agencies, including the FBI, may also be used where appropriate. Employees shall be required to provide TFH with authorization permitting access to such reports.

If TFH substantiates that the Employee willfully provided incomplete, misleading, dishonest, or false answers on the job application or during pre-hire interviews, disciplinary action, up to and including termination may result.

Should a criminal history include information that indicates that the Employee is inappropriate to work with vulnerable clients, TFH will investigate the accuracy of the criminal history report and allow the Employee a reasonable amount of time to refute its accuracy. During the course of this investigation, TFH will suspend the Employee without pay until the matter is resolved to the sole satisfaction of the Executive Director.

Employees who are convicted of a felony, a serious misdemeanor or any other serious crime, the nature of which implies that the Employee is incapable of performing his/her job with honesty, are subject to termination. Employees who are convicted of a crime that shows a lack of good moral character, as determined by the Michigan Legislature and/or the Michigan Department of Consumer and Industry Services administrative rules and policies on good moral character, are subject to termination.

An Employee who is under investigation or charged with a crime may be subject to suspension without pay, reassignment or termination if determined to be in the best interest of the Agency and its clientele. Additional information involving such types of charges and convictions are detailed in policies on Drug Free Workplace and Motor Vehicle Use.

An employee is required to inform their supervisor immediately via phone call, followed up in writing (within 48 hours) of **any investigation** or potential charge of a crime. The Supervisor must notify their Director as soon as possible after verbal notification from the Employee.

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| **Policy** |  |
| **11** | **Job Description** |

During orientation, each Employee shall be provided a written job description which describes the following:

* Qualifications necessary for the position
* Essential responsibilities of the position
* Job classification
* Brief description of responsibilities and duties
* Title of immediate Supervisor

Employees shall also be provided with TFH’s organizational chart.

Any job description distributed by TFH is not inclusive of all duties that the Employee will be required to perform. TFH reserves the right to change the responsibilities and duties at its sole discretion. Employees will be notified of the changes to their job descriptions to assist with smooth operations.

During orientation, the job description shall be signed by the Employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description shall be placed in the Employee’s personnel file with a copy provided to the Employee.

Some of the positions within TFH include:

* Accounting Clerk
* Accounting/Benefits Manager
* Bookkeeper
* Director of Business
* Executive Director
* Classroom Aide – school
* Consultant/Supervisor – Families First
* Consultant/Supervisor – GH
* Consultant/Supervisor – JJDRA
* Counselor/Therapist
* Direct Care Worker
* Direct Care Worker – Lead
* Director of Clinical Services
* Director of Facilities
* Director of Fund Development & Public Relations
* Director of Home-Based Services
* Director of Quality Assurance
* Director of Residential Services
* Evaluation Coordinator
* Family Specialist – Families First
* Family Specialist – JJDRA
* Family Worker - FRP
* Human Resource Coordinator
* IT Coordinator
* Light Duty Clerk
* Maintenance Worker/Groundskeeper
* Nurse
* Officer Manager
* Program Manager - GH
* Program Manager – Home based (JJDRA)
* Program Manager – Family Reunification Program (FRP)
* Program Support Assistant
* Recreation and Nutrition Coordinator
* Service Learning Coordinator
* Social Service Worker - GH
* Student Intern – GH/HB
* Team Leader – FRP
* Training and Events Coordinator
* Volunteer Coordinator
* Volunteer-general
* Youth Worker
* Youth Grounds Maintenance
* Youth Surveillance Worker – JJDRA

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| **Policy** |  |
| **12** | **Volunteers/Student Interns** |

It is the policy of TFH to encourage volunteers to work with clients. Before volunteering with clients each volunteer must certify in writing that he/she is free from communicable disease and that the volunteer’s physical and mental health will not negatively affect either the health of the client or the quality of the client’s care.

Volunteers and Student Interns under the direction of TFH shall sign a statement indicating whether he/she is on court supervised probation or parole or has been convicted of a crime. TFH shall require a criminal history record check, background checks, and TB screening. The volunteer shall be in such physical and mental health so as not to negatively affect either the health of the client or quality of his/her care and must be suitable to assure the welfare of clients.

A volunteer under the direction of the Teaching Family Homes will be required to review and familiarize him or herself with the policies and procedures of the Agency. The volunteer’s personal information must be submitted to the Human Resource Coordinator.

A volunteer will not be considered in determining staffing requirements unless the volunteer meets the full qualifications of a staff member.

A volunteer will not operate an agency vehicle at any time.

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| **Policy** |  |
| **13** | **Performance**  **Evaluations, Salary Increases and Promotions** |

## **EVALUATIONS**

All Agency Employees are to be evaluated in writing by their supervisor within two weeks of completion of the six-month probationary period and twelve months from their original hire date. Following their probationary evaluation, all employees shall have their annual evaluation completed by their supervisor on the 30th day of September (last day of the fiscal year). Evaluations will be done on agency approved forms, and will include a summary of strengths, areas for improvement, and annual goals. Pay increases will go into effect on the first full pay period of the fiscal year.

Evaluation outcomes may be considered by the Administration when deciding disciplinary action, promotions, salary adjustments or status change. Evaluations shall be conducted on a 4-point Likert Scale format. All evaluations shall be placed in the Employee’s personnel file kept in the Administrative office.

## **SALARY INCREASES**

It is the responsibility of the Board of Directors to approve salary schedules, ranges, and adjustments for all Employees of the Agency. This is based upon the current fiscal year budgeted salary schedule. The Agency Executive Director has the authority to approve up to 5% annual increase in personnel salaries. Increases beyond the 5% must be reviewed and approved by the Board of Directors. Salary adjustments shall be recommended by the Employee’s Supervisor at the time of the employee’s evaluation.

Salary increases are budgeted on an annual basis and contingent on overall Agency funding availability. The Employee must receive a 3.0 average rating for each category on their evaluation to qualify for 100% of the budgeted salary increase. Discretionary increase requests (e.g. based upon longevity or exceptional performance) must be made in writing and approved by the Executive Director. These increases could be in the form of either salary increases or one-time bonuses.

Full-time Employees providing direct service to clients, having completed one year of service to clients, shall be eligible for Certification. The Certification evaluation shall take place one year after an employee’s hire date. Staff achieving certification status shall be recommended by their supervisor for an increase to the full 5% level for both achieving their initial certification and any annual certifications thereafter. This increase shall not bring the certified staff above the possible cumulative annual 5% increase described above unless approved by the Board of Directors.

In the event that an Employee is being paid more, in their current position, than the top pay range approved by the Board of Directors, the supervisor may request a one (1%) to three (3%) lump sum payment (based on the top pay range amount) in lieu of an increase in the hourly rate. Each year Teaching Family Homes Board members review pay increase caps.

**PROMOTIONS**

It is the policy of TFH that, as the organization continues to expand and grow, it will endeavor to fill new job opportunities from among existing Employees, provided, in the Administration’s sole judgment, a fully qualified person is available. Should an Employee wish to be considered for a promotion, the individual should notify their immediate supervisor.

The following characteristics will be evaluated for purposes of considering eligibility for promotion or reassignment:

* experience
* qualifications
* skills
* abilities
* education
* seniority
* attendance
* willingness to accept assignments
* dependability
* evaluations
* quantity and quality of work accomplished and other characteristics of importance to TFH

TFH reserves the right to hire outside its current staff if, in the sole judgment of the Administration, other persons from outside TFH are more suitable or qualified.

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| **Policy** |  |
| **14** | **Employment of Relatives**  **and Personal Relationships**  **Among Co-Workers** |

## **EMPLOYMENT OF RELATIVES**

The employment of relatives of Employees is permitted by TFH as long as qualifications for the position are met and, in the opinion of the Executive Director employing the relative will not create an actual or perceived conflict of interest. Employees will not be permitted to work in positions where relatives will influence, or be influenced by, decisions affecting work assignments, responsibilities, salary, promotion, or other career matters. Managers who seek to hire, transfer or promote their own relatives must obtain prior written approval from the Executive Director.

## **RELATIVE DEFINED**

Relatives include a spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister-/brother-in-law, aunt/uncle, niece/nephew, and any individual with whom an Employee has a personal familial relationship.

## **PERSONAL RELATIONSHIPS**

Personal relationships may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims. Thus, Supervisors may not hire, promote, or directly supervise any person with whom they have a personal intimate relationship, nor may they engage in any personal intimate relationships with their subordinates.

## **PERSONAL RELATIONSHIP DEFINED**

A personal relationship includes but is not limited to the following activities: dating, sharing the same household or other activities that may give rise to an inherent subjectivity or conflict of interest romantic or otherwise.

## **NOTICE**

An Employee must notify the Executive Director if his or her relationship to another Employee changes to fit the definition of “relative” above. If a personal relationship develops between a Supervisor and subordinate, both Employees are required to inform their Supervisor immediately.

## **COMPANY DISCRETION**

TFH reserves the right to use its sole discretion in hiring, assigning, and transferring relatives in a manner calculated to eliminate potential conflicts of interest or other employment complaints. To do this, TFH will take action it deems fair and equitable and that will remove any direct reporting or management relationship between Employees who are defined as “relatives.”

Similarly, TFH reserves the right to use its sole discretion in hiring, assigning, or transferring Employees who have personal relationships with co-workers. TFH will take action it deems fair and equitable to eliminate any direct reporting or management relationship between Employees who are involved in a personal relationship. Finally, TFH may change the placement of relatives and individuals involved in a personal intimate relationship regardless of whether there is a direct reporting or management relationship if TFH determines that the personal intimate relationship actually or potentially interferes with the Employees’ job performance.

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| **Policy** |  |
| **15** | **Classification of**  **Employment** |

For purposes of administration and eligibility for overtime compensation, TFH classifies its Employees as follows:

Regular Full-Time:

1. An Employee who works 80 hours in a bi-weekly pay period and who has satisfactorily completed the 6-month probationary period. Regular full-time Employees may be salaried or hourly depending on program/position requirements.

* Exempt: Some TFH positions maintain exempt status reflecting a fixed-salary wage and the exemption from additional overtime pay in compliance with the Federal FLSA, section 13 (29 CFR 541.1-541.3).
  + Executive, Administrative, Management and the Professional positions are considered salaried/exempt.
* Non-Exempt: All other TFH positions that maintain regular and direct Supervisory monitoring as a necessary part of the position requirements are considered non-exempt status. These Employees will receive overtime pay as set forth in this manual and in compliance with the Federal FLSA.

Regular Part-Time:

1. An Employee who works less than 80 hours in a bi-weekly pay period on a permanent, on-going basis and has completed the probationary period described below. An Employee working less than an average of 40 hours per week is ineligible for TFH benefits except those required by law.

Temporary:

1. An Employee who is hired for a prescribed period of time and who may be either full or part time as described above. Temporary Employees do not qualify for TFH benefits except those required by law. Time worked by temporary Employees will count toward the probationary period if the Employee is hired directly into a similar position as a regular Employee.

Probationary:

1. New regular full or part time Employees shall be on probationary status during the first 6 months of employment and shall be subject to a six‑month probationary period evaluation, with consideration for regular status employment, continuation of probationary status or termination determined at that time.

* During the probationary period, regular verbal feedback will be given to the Employee by the Supervisor. Written feedback may be delivered, and termination of employment may be recommended at the discretion of the Supervisor.
* Benefits will accrue from the date of hire, though insurance benefits will be subject to terms and conditions of the insurance policies in force.
  + Accrued vacation will not be paid if termination occurs before the completion of the Probationary period.
  + Insurance contracts will be cancelled without further obligation to all Employees who terminate/are terminated from employment unless the Employee elects to enroll in COBRA and premium is received.

1. At the end of 6 months employment, a formal written evaluation using the standard job performance evaluation format will be conducted with recommendation of one of the following:

* Satisfactory performance with recommendation for regular status:
* Unsatisfactory performance with termination or unsatisfactory performance with continued probation may be recommended in an effort to improve deficiencies. Clear specification of deficiencies and recommended strategies for improvement shall be provided for the Employee by his/her Supervisor including a well-defined time frame for follow‑up monitoring and attainment of goals. The extension of the probation period shall not exceed an additional 90 days, at the end of which time (a total of 270 days employment) the recommendation must either be to terminate or grant regular status.
* Probationary Employees are at-will Employees and may be terminated during the probationary period without notice, warning, or cause. The successful completion of the probationary period does not give rise to any expectation or right to continued employment.

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| **Policy** |  |
| **16** | **Training, Staff Meetings and Staff Development** |

## **STAFF TRAINING AND STAFF MEETINGS**

All necessary training required by the TFH, State, Federal or local regulating authorities must be completed by all Employees. Documentation of attendance at training will be kept in each Employee’s personnel file. All Employees will be required to attend regular and special staff meetings and in-service training sessions that may be held by TFH. Failure to attend shall be subject to disciplinary action up to and including termination.

## **STAFF DEVELOPMENT**

Professional development of Employees is an important aspect of the mission of TFH. TFH will support the attendance in outside training workshops and will cover the expense of such training if it will enhance the services provided by TFH and necessary funds are available. Costs and Employee absence from regular duties are contingent upon prior Executive Director approval and budget constraints.

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| **Policy** |  |
| **17** | **Other Employment** |

Full-Time Employees are not permitted to perform any services or have any interest or involvement, either directly or indirectly, in any other business that resembles or competes with that of TFH. Violation of this policy is grounds for disciplinary action, including termination. The Executive Director may permit Employees to perform volunteer work for other entities closely related to TFH competition. Any other employment must not interfere with the Employee’s ability to perform the work expected by TFH. Other employment by full-time Employees is subject to prior approval by the Executive Director or designee.

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| **Policy** |  |
| **18** | **Work Schedules** |

**WORKING HOURS**

The normal work week for full-time Administrative Employees shall consist of 40 hours per work week. Office hours are normally from 8:00 a.m. until 5:00 p.m. Lunch may consist of one hour. Schedules differing from the above may be considered and are subject to approval by an Employee’s Supervisor. Program coverage consists of 24 hours per day, 7 days per week as outlined in the program contracts and job descriptions. Time off shall be subject to scheduling and Supervisor approval.

Some TFH programs are required to provide personal care, protection, and supervision of clients 24 hours a day, 7 days a week. To comply with wage and hour regulations, the following definitions have been adopted:

**OVERTIME**

Non-Exempt Employees:

1. The basic rate for overtime will be one and one-half times the Employee’s base hourly pay. Unless under emergency conditions, overtime is expected to be scheduled and approved by an Employee’s Supervisor prior to the overtime work period. Supervisors are responsible for the accurate representation of overtime hours and regular hours on time sheets. Overtime is not earned for paid time off hours, i.e.: vacation, sick, personal, or holiday, etc.
2. The work period for overtime calculations is based upon a 7-day work period beginning Sunday 7:00 a.m.and ending one week later Sunday at 7:00 a.m.All hours worked over 40 in this work period will be compensated at 1½ times the Employee’s regular rate of pay.

Exempt Employees:

1. Exempt Employees are expected to be on-call 24/7 to support programs unless approved in advance by the Employee’s Supervisor and an alternate on-call person has been identified. Employees who are hired as exempt staff will not receive overtime pay. Exempt Employee schedules are considered flexible. Flex time arrangements are to be monitored and approved by the Employee’s Supervisor ahead of time. Approved time must be used within 30 days.

All Employees:

1. Employees are expected to work overtime when scheduled or requested by the Supervisor. This is a condition of employment. The Supervisor will endeavor to give at least 24 hours’ notice whenever possible. All Employees are expected to work a reasonable amount of overtime including holidays and weekends. 24-hour notice must be given to the employee by the supervisor before the request is made to work overtime.
2. Due to the nature of the employment, Employees are expected to take a temporary or permanent reduction in work hours and/or a permanent or temporary transfer to another worksite or position if requested by the Administration.

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| **Policy** |  |
| **19** | **Payroll & Time Sheet**  **Administration** |

**TIME SHEET ADMINISTRATION**

The purpose of the time sheet is to ensure an accurate record of all hours that an Employee works. It is TFH’s policy that all work performed by all non-exempt Employees is to be performed while the Employee is “on the clock.” In order for Employees to receive the correct payment of wages, they are required to complete their own time sheet, according to their actual hours worked. Employees are prohibited from asking co-workers to record their hours on their behalf. Any time worked beyond the Employee’s work schedule must be authorized and approved by the Supervisor prior to working beyond the Employee’s work schedule under all circumstances except emergencies.

An Employee’s signature on his/her time sheet indicates that he/she has worked all of the scheduled time, including overtime and that all hours actually worked by the Employee are represented on the time sheet. Failure of the Employee to note any discrepancies or inaccuracies in hours worked or amount of pay within two weeks of receiving their pay shall result in a final determination that the hours and pay are correct.

**PAYROLL POLICY**

TFH’s payroll is based upon 26 bi-weekly pay periods during the year. Work weeks run Sunday through Saturday with two work weeks in a pay period. Paydays occur every second Thursday with the issuance of paychecks 12 days following the last Saturday of the pay period, by means of direct deposit into a financial institution as determined by the employee. Pay vouchers/stubs are available in designated home areas such as group homes, home based supervisors, or administration site. Full‑time salaried Employees, payroll computations are based upon the Employee’s annual salary divided by 26 pay periods. For hourly Employees, the payroll computation is based upon the Employee’s hourly rate times the actual number of hours worked during the pay period.

1. New Employees will complete contact, tax withholding, financial institution, and if applicable**,** health and life insurance information authorizing the Agency to withhold taxes and insurance benefit payments from the Employee's paycheck.

2) Payroll deductions possible:

* Social Security Tax
* Medicare
* Federal Withholding Tax
* State Withholding Tax
* Garnishments
* Agency group insurance premiums
* Deferred annuity plan
* Employee directed (voluntary contributions, savings, cafeteria plans, dues, etc.)
* Child Support Orders

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| **Policy** |  |
| **20** | **Travel and Meals** |

TFH will reimburse Employees for approved expenses when carrying out TFH business and related duties or functions, both locally and out of town. Expenses must be documented by a written expense report explaining the business purpose. The following additional criteria must be met:

1. A Supervisor must approve travel and other expenses in advance.
2. Travel expenses must be within the Board of Directors’ currently approved rates. Expenses must also be reasonable and reflective of the Employee’s efforts to be cost conscious.
3. All expenses must be reported on the individual expense voucher or mileage report form and supported by receipts.
4. The expense report detail section must provide sufficient explanation to indicate the business nature of all expenditures.
5. The use of a personal vehicle is permissible when a TFH vehicle is not available, and mileage will be reimbursed at the currently approved rate.
6. All air travel is to be coach class, utilizing all available discounts and realizing the lowest cost fare available for the routes flown. Employees are expected to arrange air travel sufficiently far in advance of the date of travel such that advanced purchase discount tickets can be obtained.
7. Transportation is reimbursable at the actual cost of economy fare transportation or other public transportation. Automobile rental must result in sufficiently increased efficiency to justify rental fees. The total for use of a vehicle, lodging, meals, and absence from work cannot exceed the cost of economy airfare transportation.
8. The cost of meals and gratuities while traveling for a business purpose is reimbursable at actual cost not to exceed the current approved rate.
9. The actual cost of lodging should not exceed the price of a single room. Accommodation selection shall be on the basis of adequacy, convenience, economy, and availability. Personal expenses on hotel bills are not reimbursable (e.g. pay movies, personal phone calls, etc.).
10. Conference registration or other tuitions are reimbursable at the actual cost incurred when attending workshops, conventions, or seminars. Travel time to and from out-of-town destinations, minus meal periods and unscheduled stop times, will be paid at the Employee’s regular wage. Time spent attending the training sessions will be paid. Meals and other “optional” activities attended during the conference are not generally paid. Any requests for such payment must be pre-approved by the employee’s supervisor and Executive Director.
11. When a spouse accompanies a staff or board member, only the single rate for lodging is reimbursable. Other additional expenses related to the spouse are to be borne by the staff member, unless the spouse is also a staff member traveling in conjunction with Teaching Family Homes of Upper Michigan.
12. All expenses should be reported on a current basis. Expense reports are to be filed monthly. The expense report for the prior calendar month is due in the accounting office by the 5th of every month.

## **DOCUMENTATION**

All expenses should be documented by an original receipt with the exception of gratuities, and toll expenses. As a result, all entries on expense vouchers for hotel, car rental, airline tickets, taxis/shuttles, phone bills, etc. must be documented and accompanied by an original detailed bill with explanation of the purpose of travel.

Failure to substantiate a bona fide business purpose for such expenditures or provide original documentation receipts could result in the items being considered ineligible for deduction upon an audit, an event whereby additional taxes and penalties would be due by TFH and the Employee.

Tax exemption for any personal use items is prohibited.

## **SUBSTANTIATION**

Documentation for meal expenses must substantiate the business purpose of the expenditure by providing the following information:

* Date, place, city, and description (e.g., lunch, dinner)
* Name(s), program affiliation(s), title(s) of persons attending
* Business purpose (topics discussed)
* Amount spent (attach receipt)

## **APPROVAL**

Each expense report will be reviewed for reasonableness and must be approved by the Employee’s Supervisor.

Exceptions to this policy shall be authorized in writing by the Executive Director.

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| **Policy** |  |
| **21** | **Absence and Tardiness** |

Upon accepting employment with TFH, each Employee assumes the personal responsibility of being on the job each scheduled day. Employees should strive for perfect attendance.

Absenteeism is defined as a failure to meet a scheduled shift exclusive of approved leaves. Tardiness is defined as the failure to report to work at the time scheduled.

TFH recognizes that occasional absences and lateness are unavoidable. However, absenteeism and tardiness always cause lost wages to Employees and create difficulty in meeting staffing requirements. Since clients require round the clock services, the tardiness of one Employee will force another Employee to continue working. When Employees are required to stay late to cover for a tardy coworker, it creates morale problems and unnecessary overtime expense. The same challenges exist when dealing with absences.

## **TARDINESS**

Employees are expected to inform their Supervisor that they will be late as soon as it becomes evident. A call is required on each day the Employee is going to be late. Failure to do so will result in the Employee being recorded as “late, no-call.” Asking a friend, another Employee or a relative to give notification is not acceptable, unless extenuating circumstances preclude the Employee from operating or accessing a phone (i.e., medical emergency).

Excessive tardiness is grounds for disciplinary action, including termination. Excessive tardiness is defined as being late more than 3 times within a period of 120 consecutive days. If an Employee is more than one hour late, TFH may, at its sole discretion, remove the Employee from the schedule for the rest of the shift, without any further obligation to provide additional work hours later in the work week.

## **ABSENTEEISM**

The Employee must call each day that he or she will be absent. It is unacceptable to have a third party call on the Employee’s behalf unless extenuating circumstances exist (i.e., medical emergency).

Excessive absenteeism will result in termination. Excessive absenteeism is defined as being absent more than 1 day a month. Scheduled and approved leave days will not be counted towards this calculation. Any Employee who is absent 2 consecutive scheduled workdays without reporting their absence to their Supervisor will be considered a “voluntary quit” and termination procedures will automatically ensue.

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| **Policy** |  |
| **22** | **Paid Holidays** |

**HOLIDAYS**

The Board of Directors of TFH shall establish ten holidays annually.

1. Hourly Employees who are required to work on holidays will be paid 1‑1/2 times their normal rate. Full time hourly employees who are not required to work on the holiday will be paid for the holiday at their regular rate.
2. Salaried employees who are required to work a holiday will be entitled to take another day off as an alternative holiday. This alternative holiday must be taken within two weeks after the holiday worked.
3. An Employee who is on vacation or sick leave with pay when a holiday occurs will be paid for the holiday and no charge will be made against accrued vacation or sick leave credits
4. There will be no holiday pay when the Employee is:

* on leave of absence, without pay
* on lay‑off
* on regular worker's compensation
* on loss of time

1. Observed Holidays will be as follows:

* New Year’s Eve Day
* New Year’s Day
* Good Friday
* Memorial Day
* Fourth of July
* Labor Day
* Thanksgiving Day
* Friday after Thanksgiving
* Christmas Eve Day
* Christmas Day

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| **Policy** |  |
| **23** | **Paid Time Off & Sick Leave** |

**Full-time employees are eligible for Paid Time Off and Part-Time employees are eligible for Paid Sick**

**Leave.**

**PAID TIME OFF ACCRUAL**:

Regular full-time employee PTO accrual is based on length of service at anniversary date of employment according to the following schedule:

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| Years of Employment | Year 1 | Years 2 - 5 | Years 6 - 10 | Years 11+ |
| Pay Period accrual | 4.62 hours | 6.15 hours | 7.69 hours | 9.23 hours |
| Annual accrual | 120 hours | 160 hours | 200 hours | 240 hours |

**GENERAL PTO PRACTICES**:

1. Employees can use PTO for sickness, vacation, or personal time. Paid Medical Leave Act is included in Paid Time Off.
2. All PTO requests will be approved or denied based on employee time available and staffing needs and shall be done in a timely manner.
3. All PTO requests shall not exceed the amount of accrued hours at the time of the request.
4. Full time employees must take at least 1 PTO period of 5 consecutive days (or 40 hours) within the year.
5. Employees may accumulate PTO up to their annual allocation plus 40 hours. When an employee's number of available PTO hours equals their annual allocation plus 40 hours, no additional PTO time will be earned until time is used.
6. Employees’ accrued PTO will carry over from one year to the next; however, the employee’s PTO will be capped at their annual allocation plus 40 hours and no additional PTO time will be earned until time is used.
7. PTO shall not be used in increments exceeding 3 concurrent weeks without prior approval by the Supervisor and the Executive Director. Executive Director shall seek the Board of Director’s approval for his/her PTO if the time requested exceeds three concurrent weeks.
8. There shall be no PTO accrual:

* During an approved leave of absence without pay.
* While on regular worker's compensation.
* While on loss of time
* During an extended military tour of duty.
* During a PTO period preceding termination.
* While on lay‑off.
* Beyond the maximum accrual.

1. Unused accrued PTO shall be paid at the following rate when an employee terminates employment in good standing: 50% during first year of employment and 75% after two or more years of employment. PTO shall be paid out within 30 days of official termination date. An Employee terminated as a result of disciplinary actions or who fails to provide TFH with the required days of written notice, or who fails to continue to be available for the normal work schedule during such period, shall forfeit accrued PTO benefits.
2. If an employee’s status changes from full-time to part-time, PTO accrual is paid out at the time their status changes to part time.
3. Employees using PTO for illness may be required to obtain written verification from a physician before reporting back to the job.

**SICK LEAVE**

1. All part-time employees will be given 40 hours of sick leave on January 1st each year. The 40 hours of sick leave will be pro-rated for new employees based on their start date.
2. The 40 hours of sick leave will not rollover from year to year.
3. Employees must notify their Supervisor at least two hours prior to start of their scheduled work day in the event they will not report to work because of reasons listed below:

* Personal illness or incapacity over which the employee has no reasonable control which prohibits the performance of the duties of the job.
* To complete appointments for medical or dental care when it is not practical to arrange such appointments for off-work hours.
* Employees who are caring for immediate family members (spouse, child, parent) who are unable to adequately care for themselves.
* Employees who have been victims of domestic violence.

1. Sick leave may not be used in units of less than an hour.
2. Employees using sick leave for illness may be required to obtain written verification from a physician before reporting back to the job.
3. Unused sick leave is not paid out upon termination.
4. Absence for 3 or more days because of illness will require an employee to provide a statement from his or her doctor that verifies the reason for the absence and releases him or her to work.

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| **Policy** |  |
| **24** | **Bereavement Leave** |

**BEREAVEMENT**

Regular full‑time Employees will receive funeral leave with pay in the event of the death of a family member.

The amount of funeral leave time shall be determined at the discretion of the Executive Director. The maximum amount of funeral leave shall not exceed 5 consecutive working days, one of which must be the day of the funeral.

1. 5 days for an Employee’s parent, spouse, or child, with additional time or extensions deemed necessary by the Executive Director.
2. 3 days for Employee’s immediate family: sister, brother, in-laws, grandparents, step and half relatives, grandchildren.
3. 1 day for uncle, aunt, nephew or niece of the Employee or spouse.
4. Additional days may be granted by the Executive Director.
5. Proof of death may be required.

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| **Policy** |  |
| **25** | **Leave of Absence** |

All Leave of Absence requests must be requested and approved by the Executive Director by completing a leave request. Approved requests will be submitted to the Board of Directors which may grant up to one-year leave of absence, without pay to an Employee subject to renewal at the discretion of the Board to exceed no more than two years. Each request will be handled individually.

TFH shall comply with the Family and Medical Leave Act (FMLA) when applicable.

An Employee may be placed on a medical leave of absence for up to six months upon submission of medical certification establishing the need for such leave. This includes all short-term disability leave of absence requests. Additional medical certification may be required by TFH at any time to confirm the Employee’s continued need for leave. Prior to the Employee’s return to work, TFH shall require the Employee to furnish acceptable Medical Certification of fitness for return to work and ability to perform job duties.

Employees may be able to continue insurance coverage at their own expense (except as required by law) while on leave, if already enrolled. Eligible Employees who allow insurance coverage to terminate while on leave of absence, due to non-payment of premiums, may re-enroll during an open enrollment period.

Employees on leave for medical reasons who fail to provide appropriate medical documentation validating the absence may be considered a “voluntary quit” and subject to termination.

Employees on a leave of absence will not accrue benefits such as vacation, sick, personal leave hours. Tax Shelter TFH match dollars will not be paid during an Employee’s leave of absence.

Employees on sick or Short-Term Disability leave are responsible for the employee portion only of health benefits for up to 8 weeks. For employees on a leave of absence other than medical leave the employee is responsible for full cost of insurance.

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| **Policy** |  |
| **26** | **Military Leave** |

TFH will comply with its obligation under the Uniformed Services Employment and Reemployment Rights Act (USERRA) for Employees who perform duty, voluntarily or involuntarily, in the “uniformed services”. Notice must be given to the Employee’s Supervisor upon receipt of orders to report for duty. An Employee on a military leave of absence must report back for re-employment within the time-limits established by law.

Health and pension plan coverage for service members is addressed by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay up to102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA pension protections apply to defined benefit plans and defined contribution plans as well as plans provided under federal or state laws governing pension benefits for government employees. For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service with the employer. (See 38 USC Section 4318 for additional information on employee pension benefit plans.)

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| **Policy** |  |
| **27** | **Jury Duty, Court Appearances and Subpoenas** |

**JURY DUTY**

Regular full-time Employees who are called to serve on jury duty must notify their Supervisor immediately and will be compensated for the difference between pay for the jury duty and their salary. An Employee must give their Supervisor prior notice of such jury duty and present proper evidence of performance of jury duty and amount paid. Time paid under this benefit will not be calculated as hours worked for the purpose of paying overtime wages. An Employee is expected to report to work when excused from attendance at court.

Personal business appearances shall require the Employee request personal or vacation time. In the event that such time is not available, un-paid leave may be approved by the Employee’s Supervisor.

**SUBPEONA RELATING TO WORK**

Court appearances as an Agency representative shall be considered a job responsibility. In the event that an Employee is subpoenaed to court to provide evidence or testimony relating to the course of employment, the Employee shall notify their Supervisor to discuss information to be provided.

Employees shall comply with Agency confidentially polices, Federal HIPAA privacy regulations and client privilege laws. Privileged information (for example, therapeutic case notes) are not subject to disclosure without client consent or imminent threat of harm to the client or others, unless court ordered. Privileged information requires a separate written release from client*.*

**SEARCH WARRANTS**

In the event that a search warrant is issued to search a TFH facility or records, the Executive Director must be notified immediately, and content of warrant provided verbally prior to the search. The Executive Director shall inform TFH’s attorney and instruct the Employee as to actions to be taken. The Employee shall follow the Executive Director’s direction to comply with the warrant.

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| **Policy** |  |
| **28** | **Transporting Clients:**  **Policy For Staff and Drivers** |

TFH has adopted the following policy on Employees driving on company time. This policy applies whether the driving is in a TFH-owned or leased vehicle, a temporary rental vehicle, the Employee’s own vehicle or any other vehicle.

## **AGENCY VEHICLES**

Use of TFH vehicles is restricted to official agency business only. Staff is expected to use agency vehicles when available.

## **SAFETY LAWS AND REGULATIONS**

It is the expectation that all Employees obey all safety laws and regulations of any state in which they operate and that safety belts are used by all occupants of the motor vehicle.

**EMPLOYEE PERSONAL AUTO INSURANCE**

All Employees who use their personal vehicles shall provide the Agency with a copy of his or her personal vehicle auto insurance coverage. Any changes in coverage shall be reported within five working days to the Human Resource Coordinator***.***

## **MOTOR VEHICLE REPORTS**

If an Employee drives on company time for any reason, he or she will be asked to consent to allowing TFH to obtain and review a copy of the Employee’s motor vehicle record. TFH will/may perform this check at any time that staff are employed at TFH.

## **UNACCEPTABLE DRIVERS**

An unacceptable driver is an individual who will not be permitted to drive on company time for any reason. Such drivers are those who:

* Do not have a valid driver’s license
* Have a driver’s license that is suspended or revoked by the Secretary of State or a court of law
* Have incurred motor vehicle citations of any type on a published motor vehicle report, which are not acceptable by TFH’s motor vehicle insurer. These may include but are not limited to:
* Driving while license suspended (DWLS)
* Hit and run
* Vehicular manslaughter conviction
* Auto theft
* Drugs or narcotics
* Speed contest or exhibition of speed
* Attempting to elude police officer
* Failure to stop/report accident
* Have been excluded by TFH’s commercial insurer(s)
* Are unable or unwilling to comply with TFH’s policies on driving on company time as determined by TFH in its sole discretion

The TFH’s insurer may also be reviewing Employee driving records for acceptability. If the Employee does not meet the above standards, he or she shall be immediately prohibited from any driving on company time and will be required to provide their Supervisor with a written confirmation.

## **PROHIBITED CONDUCT**

TFH prohibits the following:

* Using a vehicle for an illegal purpose.
* Any conduct which violates the motor vehicle laws or regulations of the jurisdiction in which they are operating the vehicle.
* Transporting of unauthorized passengers.
* Unnecessarily aggressive driving.
* Irresponsible conduct while operating or occupying a motor vehicle.
* Conduct unbecoming to TFH.

## **RENTAL VEHICLES**

It may become necessary to rent a vehicle for use while on company business. The employee will notify his/her supervisor prior to renting a vehicle. If this is the case, the Employee will be required to obey all rules and regulations of the rental contract and rental company. If the Employee rents a vehicle in his or her own name and an accident occurs, the rental company may look to the Employee for reimbursement of property damage to its vehicle and its loss of profits while the vehicle is being repaired. TFH will not indemnify the Employee in this situation, so it is the Employee’s obligation to purchase the collision damage waiver and otherwise protect him/herself.

## **VIOLATIONS OF POLICY**

If any Employee becomes aware of any violation of this policy by anyone, the Employee is required to report the violation to the Executive Director verbally and thereafter in writing.

**INSURANCE CARRIER REQUIREMENTS**

Current carrier procedures require that youth (or client) transports in a company owned vehicle that occur outside the Upper Peninsula be reported to them.

Prior to the transport, contact a Site staff personnel (program support, office manager, or business department personnel) to report the transport. Information needed when reporting:

* Date of transport
* Ending destination of transport
* Employee transporting
* Vehicle used for transport

Site staff that was notified of the transport will inform the proper insurance authority via fax.

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| **Policy** |  |
| **29** | **Inclement Weather Policy** |

In the case of inclement weather, employees are asked to use their best judgement when determining whether they can travel to work safely.

In the absence of notification to the contrary, all normal operations will continue as scheduled. If management decides to close the administrative offices, management will attempt to notify employees via email or text message.

Management reserves the right and discretion to address any unforeseen circumstances.

**PAY STATUS**

1. Prior to official closure, reduction, or suspension of operations, non-exempt employees unable to report for work may utilize accrued vacation during the time away from work.
2. Non-exempt Employees who show up for work and are sent home due to inclement weather will be paid for their full scheduled shift.
3. Any non-exempt employee who, prior to the announcement of closure, has reported in as sick, was scheduled to be on leave, or vacation, or who decides to leave work early, or to not come to work due to weather or other emergency related reasons, will be paid as though there were no closure and thus will be charged for sick leave, accrued vacation, or leave without pay for the period not worked.
4. Exempt employees are responsible for ensuring that all work obligations are met. Exempt employees may choose to work from home during inclement weather with the approval of their supervisor. Full day absences due to inclement weather may be charged to vacation.
5. Employees forced to remain off work due to prolonged closure will be informed of their pay status and/or options as soon as the closure situation is evaluated.

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| **Policy** |  |
| **30** | **Animals** |

Animals may only be brought to TFH sites for a specific activity or purpose. Before an animal can come to campus, written permission must be obtained from the residential director for group home activities or the Executive Director for agency wide activities or non-group home activities. Animals that are brought to campus will have to be up to date on vaccinations and proof of their vaccinations will have to be given to the Residential Director or Executive Director before the animal can come to TFH sites. Proof of vaccinations for animals coming to TFH will be kept on file. Vaccination proof will need to be updated annually.

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| **Policy** |  |
| **31** | **Confidentiality of**  **Client, Staff & Agency Information** |

TFH shall take all required measures to safeguard and standardize protected health information in accordance with the Health Insurance Portability and Accountability Act (HIPAA). All youth, family, client, and employee records containing individually identifiable health information shall be secured so that they are not readily available to those not authorized to view.

Each client has a right to confidentiality. In accepting employment at this facility, employees are placed in a position of trust in regard to any and all information regarding the clients. Employees must constantly be aware of the confidential nature of all information regarding the clients. Employees shall receive information about the HIPAA privacy rule and procedures during orientation. All protected information must be kept out of view at employee workstations. All employee computers shall be password protected. All computerized data pertaining to treatment/health records shall be backed up daily and stored in a fire-proof/locked box. Employees shall not remove any confidential client information from the premises without Supervisor approval. Electronic information shall only be stored on password protected flash drives.

All reports, records, and data are confidential which pertain to testing, care, treatment, reporting, and research associated with serious communicable diseases or HIV infection, Acquired Immunodeficiency Syndromes, and Acquired Immunodeficiency Syndrome-related complex. If anyone requests such confidential information about a client, immediately direct that person to the program Supervisor. Employees and volunteers shall refrain from discussing protected information in a public location and shall sign a confidentiality statement. All faxed and e-mailed protected information shall include a confidentiality statement; mailed information shall be stamped confidential.

Information concerning clients or employees shall only be discussed on a need to know basis and is not to be discussed outside the workplace. Information concerning the clients or staff persons shall not be released to any individual or Agency in any form without written consent and must be recorded in client/staff file as to which information, date of release and to whom information was released to.

Employees should not directly or indirectly copy or remove from the premises confidential such information unless the employee has an Agency business reason and has received his or her Supervisor’s permission before doing so. When employment ends, employees must return to their Supervisor all originals and all copies of such information.

As a condition of employment, Employees must sign a confidentiality agreement. That agreement is a legally binding document in which Employees acknowledge their obligation to maintain and protect the information and equipment of the Agency. Program training and operations materials are the property of the Agency and may not be used except for Agency business.

Confidential Employee and youth records shall be destroyed in a manner that ensures confidentiality to include recycling and shredding. Electronic records shall be deleted from any temporary storage device after use.

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| **Policy** |  |
| **32** | **Prohibited Conduct** |

**SLEEPING**

Sleeping on duty is strictly prohibited and subject to disciplinary action up to and including termination.

**ALCOHOL/DRUG AND TOBACCO PRODUCT USE**

Consumption of alcohol, drugs, use of tobacco products, and/or vapor delivery systems (i.e., e-cigarettes) is prohibited on the premises of any facility and vehicle owned and/or operated by TFH. Any Employee found under the influence of alcohol or illegal drugs while on duty or on the premises of a facility owned or operated by TFH, including Agency vehicles, shall be subject to disciplinary up to and including termination.

**ACCEPTABLE CONVERSATION**

Employees are expected to engage in appropriate conversation and refrain from cursing or swearing.

Employees of TFH are expected to engage in and exhibit appropriate social skills with co-workers and clients. Employee public behavior is a reflection on TFH. Employee actions should reflect a positive image.

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| **Policy** |  |
| **33** | **Communications** |

When a group of people are working together closely, some misunderstandings are bound to occur. If a work-related matter is troubling an Employee or if he or she feels that are not being treated fairly, the Employee should discuss the matter with his/her Supervisor.

TFH welcomes and encourages suggestions. Employees may have suggestions, problems, or complaints which, when expressed, can offer an improved workplace for everyone. It may be a method to improve productivity, a solution to reduce waste or a clarification of a policy. TFH hopes that each Employee feels free to offer ideas that could help improve the quality and efficiency of operations.

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| **Policy** |  |
| **34** | **Employee Honesty**  **and Integrity** |

The Agency selects Employees with the expectation that the Employee’s honesty and integrity are of the highest level. In the event an Employee is observed by another Employee taking any property of the Agency or a client without authorization, or misusing it, it becomes the witness’s responsibility to advise their Supervisor of this observation. Property, equipment, or supplies belonging to the Agency or clients are not to be removed from the premises by any Employee without express permission to do so.

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| **Policy** |  |
| **35** | **Anti-Harassment Policy** |

Harassment because of religion, race, color, national origin, gender, age, height, weight, handicap, disability, marital status or other legally protected status is unlawful and is prohibited by federal and state law as well as TFH. TFH has zero tolerance for any form of harassment.

For the purposes of this policy, “harassment” means unwelcome verbal communication or physical contact because of religion, race, color, national origin, gender, age, height, weight, handicap, disability, marital status or other legally protected status, which unreasonably interferes with a person’s work performance, or which creates an intimidating, hostile or offensive work environment.

“Harassment’ includes “sexual harassment,” which means unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal or physical conduct or communication of a sexual nature when:

* Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the individual’s employment.
* Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual.
* Conduct or communication has the purpose or effect of unreasonably interfering with an individual’s employment or creating an intimidating, hostile or offensive work environment.

Examples of harassment may include one or more of the following:

* Making suggestive or derogatory comments or gestures about a person’s religion, race, color, national origin, age, height, weight, handicap, disability, marital status, or other legally protected status.
* Displaying magazines, cartoons or jokes which are derogatory about a person’s religion, race, color, national origin, age, height, weight, handicap, disability, marital status, or other legally protected status.
* Telling jokes that are derogatory about a person’s religion, race, color, national origin, age, height, weight, handicap, disability, marital status, or other legally protected status.

Examples of sexual harassment may include one or more of the following:

* Physically touching an Employee in an offensive manner.
* Displaying printed materials of a sexual nature.
* Repeated and unwelcome requests for dates after work.
* Sending letters which make romantic suggestions.
* Sexual advances or propositions or threats.
* Continuing to express interest after being informed that the interest is unwelcome.
* Suggestive, derogatory, or insulting comments, jokes or sounds, including whistling.
* Commentary about an individual’s body.
* Display of sexually suggestive objects, pictures, or letters.
* Obscene gestures.
* Unwanted physical contact, including touching, pinching, brushing the body, impeding, or blocking movement, unwanted sexual intercourse or other unwanted sexual acts, sexual assault or battery.

The above list is not meant to be exhaustive but is included to provide examples of prohibited action. TFH does not condone, either explicitly or implicitly, and will not tolerate, harassment of any kind by anyone in the organization or others including clients, vendors, independent contractors, and applicants for employment or visitors to the workplace.

## **COMPLAINT PROCEDURE**

The Supervisor is responsible for fostering a workplace free from harassment, for discouraging employment related harassment and for implementing and enforcing this policy.

**If sexual harassment occurs, an Employee is encouraged to take the following actions:**

* Tell the individual his/her behavior is unwelcome and ask him/her to stop.
* Keep a record of the incidents (date, time, location, possible witnesses, what happened, your response). A record is not mandatory for filing a complaint but will present a clearer view of the case.
* File a complaint.

Any person who feels that he or she has been subjected to harassment, who is aware of conduct prohibited under this policy, or who feels that he or she has been retaliated against for having brought a complaint of or having opposed harassment and/or for having participated in the complaint process is encouraged to bring the matter to the attention of their Supervisor, Director and/or Executive Director. If the Executive Director is the alleged harasser, the complaint shall be filed with the Chairperson of the Board of Directors.

The Executive Director will be notified within 24 hours of the receipt of the complaint. The Executive Director will assign an individual or team to promptly conduct a full investigation of the incident(s). To protect the interests of the complainant, the person complained against, witnesses, any other person who may report an incident of harassment and all other persons affected, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

TFH will conduct a prompt, thorough and impartial investigation which may include interviews, review of documentary evidence, etc.

## **RESOLVING THE COMPLAINT**

If, as a result of an investigation, it is determined that a violation of this policy has occurred, TFH will take prompt and appropriate remedial action to eliminate the policy violation and ensure that it does not reoccur. Such remedial action may include:

1. Disciplinary action of the harasser up to and including termination.
2. Restoration to an individual of any employment benefits or employment status impaired as a result of the harassment or the exercise of the right to make a complaint of harassment, to oppose harassment or to participate in an investigation under this policy.
3. Removal from the individual’s personnel record or other records of TFH of any documents containing adverse or negative references to the complainant flowing from the policy violation.
4. Other appropriate measures to assure that any individual adversely affected by the filing of a complaint, participation in any complaint proceeding or opposition to harassment is restored to the position held prior to the policy violation.
5. Removal of the effects of the policy violation in the workplace, such as the removal of offensive graffiti or posters or similar objects of harassment, the elimination of unwanted physical contact or verbal communication.
6. Other appropriate measures to assure that this policy, and TFH commitment to enforcing this policy, are reiterated in the workplace, such as republication of the policy and in-house training relating to this policy.

If as a result of the investigation, it is determined that no violation of this policy has occurred, TFH will:

1. Inform the complainant and the alleged harasser of the results of the investigation and the reasons for its finding of no policy violation.
2. Advise the complainant and the alleged harasser that TFH is committed to the enforcement of this policy and will not tolerate harassment or retaliation of any sort.
3. Notwithstanding the determination that no policy violation has occurred, advise all individuals that there will be no retaliation for making a complaint of harassment, opposing harassment, or participating in an investigation under this policy.
4. Advise the complainant to provide additional information relating to any policy violations in the future.
5. Take appropriate measures to assure that this policy, and TFH commitment to enforcing this policy, are reiterated in the workplace, such as republication of the policy and in-house training relating to this policy.

## **If No Determination Possible**

If, as a result of the investigation, it is determined that there is insufficient information from which to make a determination whether a policy violation has occurred, TFH will:

1. Inform the complainant and the alleged harasser of its finding that no determination can be made.
2. Advise the complainant and the alleged harasser that TFH is committed to the enforcement of this policy and will not tolerate harassment of any sort.
3. Notwithstanding the determination that there is insufficient information from which to determine that a policy violation has occurred, advise all individuals that there will be no retaliation for making a complaint of harassment, opposing harassment, or participating in an investigation under this policy.
4. Advise the complainant to provide additional information relating to any policy violations in the future.
5. Take appropriate measures to assure that this policy, and TFH commitment to enforcing this policy, are reiterated in the workplace, such as republication of the policy and in-house training relating to this policy.

Harassment complaints filed in bad faith are subject to disciplinary action, including termination.

The investigation and reporting process will necessitate some disclosures, including disclosures of the identities of the accused to the accuser and vice versa, as well as to other individuals thought to have relevant information concerning the complaint. TFH will disclose such information only as necessary and appropriate to the investigation and only on a “need-to-know” basis.

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| **Policy** |  |
| **36** | **Drug-Free**  **Workplace Policy** |

In compliance with The Drug-Free Workplace Act of 1998, as amended, it is the policy of Teaching Family Homes of Upper Michigan to maintain a healthy and drug free work environment. This policy also applies to marijuana, regardless of whether its use and/or possession is legal under the Michigan Medical Marijuana Act. All investigations regarding this policy will be conducted by the Human Resource Coordinator or another authorized supervisor.

#### **POLICY PURPOSE**

* Assure a drug-free staff to service the clients, many of whom are medically involved.
* Reduce vehicle accidents and in-home accidents.
* Assure greater safety of staff operating equipment in the home.
* Maintain high staff morale and Employee performance for the benefit of staff and clients.
* Reduce crime in the workplace.
* Reduce absenteeism and tardiness.
* Increase staff effectiveness, productivity, and reliability.
* Secure a living environment that protects the client’s property and well-being and sustains the highest quality of service.

#### **EMPLOYMENT SUBSTANCE SCREEN**

All new job applicants shall be informed that a substance screen may be incorporated as an employment measure or may be requested at any time during employment.

The Consultant/Supervisor shall explain the nature of the screening procedure to the applicant.

If an initial substance screen test is positive, it will be followed with a confirmation test.

An applicant or Employee shall be notified of a positive finding resulting from the substance screen and shall have 5 working days in which to challenge positive test results.

Confidentiality of substance screen results shall be assured. Test results will not be released to anyone except the management staff of TFH

An applicant or Employee who subsequently refuses to submit to the substance screen portion of the physical shall be in default of the terms and conditions for employment with TFH and the offer of employment shall be null and void. The applicant may reapply for employment if desired after 12 months.

#### **ALL EMPLOYEES**

No Employee shall transport, possess, or consume alcoholic beverages, marijuana (whether prescribed by aphysician or not) of any kind, controlled substances not prescribed by a physician, or illegal drugs on TFH’s property or in an TFH’s vehicle or any other location during the course of doing business with the Agency.

No Employee shall report to work after consuming alcoholic beverages, marijuana (whether prescribed by a physician or not) controlled substances or illegal drugs in a condition that makes him/her unfit for full and reliable performance of job responsibilities and appropriate care of clients entrusted to his/her care.

Any Employee suspected of being under the influence of drugs or alcohol, or for any other good cause, may be required to submit to urine analysis or blood test.

Any Employee involved in an accident may be required to submit to a drug or alcohol test.

All Employees are subject to random drug or alcohol tests.

Any Employee involved in an incident involving a client or staff injury may be required to submit to a drug or alcohol test.

Any Employee involved with damage to equipment belonging or entrusted to TFH may be required to submit to a drug or alcohol test.

Any Employee who has indicated that he/she is unable to perform their duties or has given cause to suspect drug or alcohol usage affecting his/her job may be required to submit to a drug or alcohol test.

Excessive or unusual absenteeism may be cause for drug or alcohol tests.

Any Employee convicted of selling drugs, convicted of illegal drug usage or illegal possession will be terminated.

Employees who, as part of a medical treatment plan, are required by a physician to use prescription narcotics must report this fact to their immediate Supervisor along with any reasonable medical documentation requested by Teaching Family Homes prior to reporting to work. The Supervisor shall make a determination as to whether the Employee is able to perform his/her work responsibilities satisfactorily.

#### **PROCEDURE**

A substance screen shall be performed by securing a urine or blood sample.

TFH will utilize only professionally developed and administered drug detection tests and will pay all costs for drug detection tests. Also, the Employee will receive a copy of the test results and all reports or analyses prepared as a result of a positive test.

The sample will be secured at the clinic to assure identification and integrity are maintained from collection through testing.

The drugs being identified are those drugs that are used or abused, are not part of a medical treatment plan, or may alter the thinking and actions of its user. The classes of drugs frequently identified by way of illustration and not a total listing of all drugs are amphetamines, barbiturates, benzodiazepines, cocaine, opiates, and cannabinoids (Marijuana or THC whether prescribed by a physician or not). Some over-the-counter drugs may be identified. Positive results will be evaluated in context of the individual’s complete medical history.

The specimen will be subject to an initial screen. If a drug is detected, it will be followed with a confirmation test.

The results of a drug detection test shall be kept confidential unless disclosure of results is mandated by law, by a court decision, by the advice of TFH’s attorney or when an Employee challenges the results of the test.

When an Employee’s confirmation test results are positive, specimens of the tested fluids will be saved in order to enable the Employee to challenge test results. The Employee will have three days from the date of notification of positive test results to make an official challenge of results and will be required to make arrangements at an approved laboratory for an alternate test and pay for these additional tests, at his/her own expense.

If the results of the Employee’s test differ from the TFH’s, the Employee shall authorize release of the test results to the Agency. TFH will reconsider the results and take action accordingly.

The nature and severity of any violation will be determined by the Employee’s Supervisor and the Executive Director and be referred to the Board of Directors for review and action. Employees who violate the Teaching Family Homes policy concerning controlled substances will be subject to oral reprimand with or without suspension; written reprimand with or without suspension; or termination.

#### **DRUG-FREE AWARENESS PROGRAM**

Teaching Family Homes of Upper Michigan intends to employ various methods to establish and maintain a drug-free awareness program for Employees including, but not limited to, the following actions:

* Making available posters, brochures, or other literature that highlight substance abuse and the impact on the workplace.
* Audio-visual displays that inform, educate, and promote a healthy work environment.
* Presentations from substance abuse professionals.
* Consideration of requests by Employees/Supervisors for training sessions or other programs.
* Information as to assessment/evaluation services, drug counseling, rehabilitation, Employee assistance programs and other treatment options.
* Any Employee retains his right to appeal actions taken under this policy through the grievance procedure or other established means of appealing personnel actions.

A copy of this policy is given to each TFH Employee with the understanding that as a condition of employment, the Employee is required to abide by the terms of this policy and is also required to notify the Agency of any criminal drug conviction within 5 days after such conviction.

TFH understands its responsibility to notify the appropriate federal funding TFH within 10 days after receiving notice from any Employee or otherwise of any such conviction as noted above.

#### **REFUSAL**

If an Employee refuses a substance screen by blood or urine test, that Employee will be treated as insubordinate for failure to obey a directive and such action will be grounds for termination.

#### **REHABILITATION**

All Employees who admit they have a substance abuse problem or test positive for drug or alcohol use and who want to go through a drug or alcohol rehabilitation program for the first time may be conditionally reinstated to their job after successfully completing the substance abuse rehabilitation program and maintaining the preventive course of conduct prescribed by the Employee’s drug or alcohol counselor and his or her doctor, including, but not limited to, regular attendance at AA meetings. Proper documentation and verification of being free of drugs and a doctor’s statement shall be required before the Employee will be permitted to return to work.

An Employee who is diagnosed as a drug abuser or alcoholic may be granted an unpaid medical leave of absence consistent with the terms and conditions of TFH leave of absence policy. The Employee will not be permitted to return to work until certification is presented to TFH indicating that the Employee is capable of satisfactorily performing his/her job responsibilities. Failure to cooperate with an agreed upon rehabilitation treatment plan may result in discipline up to and including Employee termination.

Employees who do not follow the prescribed preventive maintenance treatments by their drug or alcohol counselor and who engage in drug or alcohol abuse may be subject to immediate termination. Employees will have only one opportunity to go through a rehabilitation program.

Employees who refuse to seek appropriate help or rehabilitation, as determined by TFH, shall be subject to termination.

The Employee shall be responsible for all medical and rehabilitation costs and fees unless the health insurance program provides coverage.

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| **Policy** |  |
| **37** | **Workplace Violence** |

Employee vs Employee violence or threats of violence in the workplace will not be tolerated. Pushing, choking, fighting, threats or intimidating acts of violence against any Employee, Employee’s personal property or Agency property is forbidden.

If an Employee feels he or she is a victim or potential victim of violence in the work environment, it is recommended that the Employee file a written complaint with his or her Supervisor or the Executive Director. Filing a complaint will allow the Agency to undertake an immediate investigation of the complaint and take whatever action is deemed appropriate.

All complaints will be treated on a confidential basis to the extent possible. No disciplinary or retaliatory action will be taken against any Employee filing a complaint in good faith.

If a friend or relative of an Employee enters or attempts to enter TFH premises under the suspicion of threat to the Employee or other persons, the Employee will be removed from the schedule until the potential or actual risk to the Employee or others is eliminated.

TFH endeavors to provide a safe work environment for its Employees.

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| **Policy** |  |
| **38** | **Disciplinary Actions** |

## **VERBAL WARNINGS**

In the instance where an Employee engages in inappropriate behavior or whose job performance is inadequate as determine by his/her Supervisor, a verbal warning may be issued by the Supervisor to the Employee. The Supervisor shall document the warning and it will be filed in the Employee’s personnel file.

Verbal warnings should consist of a clear, concise, and specific description of the objectionable behavior, specific suggestions for remedial actions to be taken by the Employee, a specific timeline for review or follow-up of the recommended action and a statement of acknowledgement from the Employee.

## **WRITTEN REPRIMAND**

A written reprimand may be presented to an Employee who either persist in previously noted inappropriate or unproductive behaviors or who engages in a behavior of a serious nature.

The Employee shall submit a written statement to his/her Supervisor acknowledging the problem areas and outlining his/her intent to correct the problem. The Employee shall reply in writing to her/his Supervisor within 5 calendar days of receipt of the reprimand.

Written reprimand documentation shall be placed in the Employee’s personnel file as a permanent part of his/her employment record at the Agency.

## **DISCIPLINARY SUSPENSION**

Suspension with or without pay, not to exceed two weeks, may accompany a written reprimand if the Employee’s conduct is deemed serious enough or if an alleged violation of ethical conduct occurs as determined by the Executive Director.

## **IMMEDIATE DISCHARGE**

In the event of an extreme case of Employee misconduct, especially where the well-being of clients is concerned an Employee may be terminated immediately without notice by the Supervisor and Written documentation regarding the incident must be submitted to the Executive Director by the Employee’s Supervisor for review at the time of the recommendations, including an accompanying staff practices investigation report.

These procedures do not alter the Agency’s right to terminate the Employee “at will” employment at any time, with or without notice.

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| **Policy** |  |
| **39** | **Resignation and Termination/References** |

Upon the voluntary decision to resign, the Employee is required to notify his or her Supervisor and the Human Resource Coordinator so that proper arrangements may be made in regard to the Employee’s final paycheck and other administrative requirements. A summary explanation of post-termination benefits, if any, is available from the Human Resource Coordinator.

Administrative/support staff resignations shall notify their Supervisor in writing at least two weeks in advance of their resignation. The letter of resignation shall be forwarded to the Human Resource Coordinator for processing.

Direct Care and Supervisory Employees are requested to notify their Supervisor at least 30 days in advance of their intended resignation. This will allow time to recruit, hire and train replacement personnel.

An Employee may be terminated involuntarily as a result of disciplinary actions, at will, layoff retrenchment or emergency. Such a decision shall be made by the Executive Director upon the recommendation of the Employee’s Supervisor to terminate the Employee. Whenever possible, the Agency shall provide an Employee a minimum of 14 days’ notice.

Employees who fail to provide appropriate notice of are discharged at will or through an involuntary termination as a result of disciplinary action, or who fail to provide the Agency with the required day’s written notice, or who fail to continue to be available for their normal work schedule during such period, shall forfeit any and all rights to accrued benefits.

Each Employee, upon termination or resignation shall engage in an exit interview. At the time of the interview, the Employee may be asked to complete an exit interview form. All TFH owned property and/or supplies presently in the Employee’s possession, including keys, cell phones, pagers, credit cards, and training materials/manuals shall be returned to their Supervisor prior to receipt of final paycheck.

Employees shall make arrangement to meet with the Human Resource Coordinator within three working days of employment end date to complete an exit interview, receive benefits counseling, clearance of Agency owned materials and property, and generation of a final check, including payment for unused vacation time.

All Employee reference requests for current or past Employees shall be referred to the Human Resource Coordinator. The Human Resource Coordinator will provide a written reference using TFH established format. Reference requests must be accompanied by a signed release by the Employee. Only information described in the reference format shall be released.

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| **Policy** |  |
| **40** | **Solicitation/**  **Distribution Policy** |

In the interest of efficiency and for the protection of the workplace, any solicitation or distribution of materials by an Employee or non-Employee during the working time of the Employee or the person(s) being solicited shall be approved by the Executive Director.

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| **Policy** |  |
| **41** | **Dress Code** |

Employees are expected to maintain high standards of neatness, cleanliness, and personal hygiene. All Employees should arrive for work in modest, neat, and clean clothing appropriate for the work at hand. All Employees should be constantly aware they are a reflection of the organization at all times. Work attire varies based on job category.

**Professional Staff**

Professional Employees are expected to wear appropriate business attire during business hours, including onsite and offsite business meetings and related events. “Casual” attire such as blue jeans and shorts are prohibited, except on casual Fridays and when responsibilities are more casual in nature. Footwear should be professional in nature.

**Paraprofessional Staff**

Paraprofessional Employees are to wear business casual (khakis, shirts) when attending any outside appointment/meeting with residents. While on TFH sites, dress should be appropriate for engaging with children and youth in all types of activities. Knee length shorts and capris are acceptable. Footwear should be appropriate for the position in which the staff person works. Comfortable walking shoes in good repair are recommended. Open toe or open heel shoes are not recommended for safety reasons. Clothing items inappropriate for the work setting include tanks tops, shirts with suggestive or explicit logos, and tight or revealing clothing including athletic, acrylic, or stretchy leggings worn alone. Hats should not be worn inside buildings.

**All Employees**

For all Employees, facial tattoos are prohibited. Tattoos that suggest violence, drugs, or explicit activities are prohibited and must be covered. Cosmetics, colognes, and fragrances must be kept to a minimum to prevent discomfort, and/or allergic reactions from clients and co-workers. Jewelry (including body piercings) should not compromise health, sanitation, and safety. Certain jewelry may be prohibited, based on the risks to the clients and/or staff member, in certain programs. Hair should be clean, and well-groomed.

Requests for modification to the dress code are available for persons observing seriously held religious or cultural beliefs and must be approved in writing by the Executive Director.

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| **Policy** |  |
| **42** | **Visitors** |

When entering the administration building, all visitors must sign in on a Visitors’ Log. Visitors other than family, guardians or friends of clients or government officials shall be prohibited without permission from the Supervisor. This applies to former Employees as well as strangers. Authorized visitors are permitted only during normal daytime hours unless otherwise approved by the Supervisor. Visitors other than family, guardians or friends of clients or government officials must have prior authorization to visit. Staff shall maintain a log of visitors. It is the responsibility of each Employee to refer unauthorized visitors to the Supervisor.

Employees are prohibited from visiting the programs during off-duty hours unless the Supervisor approves a bona fide reason for the visit in advance. Employees are permitted to pick up their paycheck on payday. Such visits must be brief, and no services may be performed unless authorized. All other visits require advance approval.

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| **Policy** |  |
| **43** | **Technology Usage and Digital Communications Policy** |

This technology usage policy establishes guidelines for use of all Teaching Family Homes (TFH) technological equipment; including, but not limited to: Computers, Tablets, and Agency Phones. It emphasizes appropriate use to facilitate workplace communications and outlines prohibited types of content and use. The policy establishes that TFH owns the technology, has the right to monitor employee use and content of messages, and will impose disciplinary consequences for misuse.

TFH recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are encouraged to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place TFH, TFH’s clients and others at risk.

All use of agency technology must be in support of the mission and goals of TFH. Technology may be used to communicate with fellow professionals and clients, access and acquire job-related resources, and to facilitate performance of daily tasks or projects. Any use, which does not fall into this definition, may be considered as potential misuse of agency technology.

TFH has established the following guidelines for employee use of the agency’s technology and communications networks, including the Internet and e-mail, in an appropriate, ethical, and professional manner.

Because all the computer systems and software, as well as e-mail and Internet connections are the property of TFH, all company policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state, or local laws.

**PASSWORDS:**

1. Username/password credentials are not to be sent in a plain-text email. Passwords may be given orally, whether in person or over the phone. This promotes security for our network.
2. If account access is needed by a supervisor while on leave/sick, a user’s password may be reset to provide temporary access.
3. It is TFH policy, that any user may be locked out of their accounts at any time to protect network security.
4. Employees should not use the same password for TFH accounts as for other non-TFH access.
5. Users should not share passwords or use another users’ credentials, to access or vandalize computer equipment or information.
6. Passwords should meet specific complexity requirements.
   * Must be 8 characters or greater in length.
   * Cannot contain username or parts of full name. Do not use the names of family members or pets.
   * Must contain characters from 3 of the following four categories:
     + English uppercase characters (A through Z)
     + English lowercase characters (a through z)
     + Base 10 digits (0 through 9)
     + Non-alphabetic characters (for example, !, $, #, %)

**GENERAL USAGE:**

1. All technology provided by TFH, including computer systems, communications networks, company-related work records and other information stored electronically, and is the property of the company and not the employee. In general, use of the company’s technology systems and electronic communications should be work-related and not for personal convenience or commercial gain.
2. Use of TFH equipment is for the use of TFH employees only, with the exception of devices designated for client usage.
3. Users shall not allow anyone other than TFH’s IT staff to install or delete any software; alter any computer settings; maintain, repair, or upgrade any computer hardware.
4. Upon layoff, resignation, or termination of employment, or at any time on request by TFH, you will be asked to produce the equipment for return or inspection. Staff is required to handle the equipment in a manner that respects the agency’s property.
5. Users should not use unauthorized storage devices on TFH computer systems. Storage devices of unknown origin should be handed over to IT staff. Unauthorized storage devices pertain to storage devices that are not TFH property. This includes CDs, DVDs, flash drives, and external hard drives. This is to prevent network infection from outside sources.
6. TFH technology should receive proper care. This includes:
   * Storing devices in clean environments.
   * Always be aware of the location of equipment with network access.
   * Prompt reporting of damaged/lost/stolen equipment.
   * Mobile devices should not be stored or operated at temperatures below 40 degrees or exceed 90 degrees Fahrenheit.
7. Personal use of agency equipment/systems cannot affect TFH operations. Excessive or inappropriate personal use will not be tolerated.
8. Software purchased by TFH is for the sole use of the agency and its needs.
9. Personal devices and/or equipment are not allowed to be connected to the internal TFH network. Personal devices should be restricted to guest Wi-Fi only.
10. Any attempt to circumvent/bypass security policies put in place by IT staff will be treated as an intrusion attempt and will be dealt with accordingly.

SENSITIVE INFORMATION SECURITY:

1. All computer displays containing sensitive information should face away from bystander/pedestrian traffic that may observe the screen. This can be achieved by:
   * Protective screen privacy devices.
   * Angling monitor, desks not facing where the monitor can be viewed from a doorway.
   * Minimizing application containing sensitive information.
   * Powering off display.
   * Locking a computer during conversations.
2. All TFH devices should be placed into a locked state when unattended. This includes phones and computers.

**MEDIA DECOMMISSION/DESTRUCTION:**

1. Any storage medium designated for agency use must be decommissioned and disposed of by IT staff only.
2. Devices with removable storage devices can be resold/donated without their storage drives. Other devices will be stored by IT staff until proper disposal is performed on the device.

**COMMUNICATIONS:**

1. Employees may not use the system in a way that disrupts its use by others. This includes “spamming” (sending inappropriate e-mail to large email groups.)
2. Employees may not use TFH’s Internet, e-mail, or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature.
3. Email messaging that might adversely or negatively reflect on TFH is forbidden. Communication tools must be managed and monitored to ensure they do not present the agency in an unfavorable light or do not otherwise compromise the integrity of Teaching Family Homes or its clients, staff, volunteers, donors, grantors, or data, systems, processes, and resources.
4. Copyrighted materials belonging to entities other than TFH may not be transmitted by employees on the company’s network without permission of the copyright holder. This applies to video, audio, and video games that are not legally owned.
5. E-mail and other electronic communications transmitted by TFH equipment, systems and networks are the property of the agency. Therefore, TFH reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files, and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
6. TFH E-mail is for TFH work-related uses. Access to TFH E-mail will not be permitted after termination of employment with TFH. TFH E-mail should NOT be a user’s primary E-mail account for things not related to their work for TFH.
7. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.
8. E-mail messages are the equivalent of business memorandums and should therefore be used cautiously with words and messages prudently selected. An Employee should not commit to e-mail what he or she would not readily commit to a business memo.
9. The solicitation of Employees or distribution of information not related to the Agency’s business is prohibited, unless approved by the Executive Director.
10. The digital communication tools provided by TFH are for official use only. Employees should not store or print their personal files, Internet materials or email. This includes but is not limited to music files, family photos, etc.
11. TFH reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete, or discontinue access to agency email, internet access, and any Social Media Site, at any time, with or without notice and at its sole discretion. TFH may remove, delete, block, filter, or restrict by any other means any materials in TFH sole discretion. Employees shall understand and agree that TFH may disclose your communications and activities with TFH in response to lawful requests by governmental authorities, judicial orders, warrants, or subpoenas.
12. TFH logo may not be used without explicit permission in writing from the Executive Director.
13. Transmission of any electronic Protected Health Information outside of the TFH network must be done via a method that applies encryption. This includes:

* Webpages that utilize HTTPS
* SFAX
* Traditional facsimile
* Internal TFH E-mail
* Internal direct access to agency network resources
* VPN access to agency network resources

**AGENCY PROVIDED CELLULAR PHONES:**

1. It is TFH policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use.
2. TFH has a zero-tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive, or converse on the cell phone in any way.
3. These devices are TFH property, and all lock codes for the devices should be given to the main office. (IT)
4. The phone number attached to the phones belong to TFH, and under no circumstances should these phone numbers be used to send or receive messages of a personal nature as these phones may be redistributed to another user. Additionally, the Phone numbers issued to the phones should remain attached to the phone.
5. Phones can be used for non-business purpose only in the case of an emergency. Notify your supervisor when you have used your phone for emergency use.
6. All Phones utilized to send or receive TFH email must have a security Lock Code to access the device, as data sent via email could contain sensitive information.

**PERSONAL CELLPHONE USAGE:**

1. Personal cell phone use while working is permissible for incidental amounts of times, however, cell phone use, including text messaging, shall not impede business. Employees shall refrain from using cell phones while working directly with clients, except when necessary for case consultation.

1. Employees are prohibited from communicating confidential, proprietary, or identifying client information through the use of text messaging, email or other cell phone communication tools on their personal cell phones.
2. Clients shall not be photographed, nor may client photographs be stored on cell phones in accordance with state licensing guidelines.

**BYOD POLICY (BRING YOUR OWN DEVICE):**

TFH aims to equip users with the technology required to perform job functions. However, there may be situations that you may wish to use personal equipment for the performance of duties.

1. All non-TFH devices should be reported to IT staff.
2. Devices that need access to secure information stored on TFH systems should be setup by IT with secure revocable access.
3. Upon termination of employment, email access will be revoked, and any cached emails should be deleted from personal devices.
4. Support for these devices will be limited to access to TFH resources (Wi-Fi, servers, etc.). All other support should be directed to a user’s service provider. (IE. Verizon, AT&T, etc.)
5. Access to TFH systems should explicitly be forbidden to non-agency personnel.
6. In the event of loss/theft of a device with TFH access, the incident should be reported to IT staff within 2 hours to protect agency systems and client information.
7. Access to the device must be secured with a form of authentication (pin, password, etc.) and this security be enabled.
8. Any charges incurred utilizing a personal device to access TFH resources are the responsibility of the employee. Reimbursement for these charges is determined by the supervisor.
9. TFH reserves the right to enable remote wipe of devices with access to TFH email.
10. In the event that a device must be remote wiped, IT staff cannot guarantee personal data will not be lost. It is the employee’s responsibility to take additional precautions to regularly backup personal data (photos, contacts, etc).
11. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing TFH resources.
12. Employees are expected to always use personal devices in an ethical manner and adhere to the TFH acceptable use policy as outlined.
13. The use of antivirus and anti-spyware is required to prevent infections to agency systems. Employees are liable for infections that compromise the network.
14. TFH data should not be stored on a non-agency digital storage medium including but not limited to disks, hard drives, and thumb drives.
15. IT staff reserves the right to refuse the ability to connect personal devices to TFH network infrastructure.
16. IT may disconnect equipment if found to be used in a way that puts the company’s systems, data, users, and clients at risk.
17. Passwords and other confidential TFH information are not to be stored unencrypted on a personal device

**ACCOUNT ACCESS:**

1. Account changes will be given to IT staff only via the HR or the CEO. This includes account lockouts, temporary access for another user, and levels of access to network resources.
2. Upon layoff, resignation or termination of employment HR will prompt IT to disable user access to network resources and E-mail. E-mail may be forwarded to another user for a set amount of time during employee transitions.
3. Staff may only access electronic Protected Health Information that is pertinent to their job duties and client care.

**EXTERNAL SERVICE COMMUNICATIONS:**

This policy directly reflects upon social media websites including but not limited to forums, blogs, Craigslist, Facebook, and other digital communication mediums.

1. It is important that employees be aware of the potential risks and TFH expectations regarding the use of external communications methods such as social media and online forums. Remember that any posting on any site that is in the public domain may be monitored by the Employer. Postings regarding confidential information, discriminatory statements, sexual innuendo, or defamatory or derogatory statements regarding TFH or its managers, employees, or clients, are strictly prohibited.
2. Communications and messages regarding the agency sent/posted to external systems must be approved by an employee’s supervisor. When sent/posted, such messages must contain a disclaimer at the end of the message stating: “The opinions expressed in this message are mine only, and do not reflect the opinion or position of Teaching-Family Homes of Upper Michigan.”
3. The communication of trade secrets and/or proprietary confidential information via agency technology is permitted only to Employees on a need-to-know basis. Employees are reminded that they must always treat this information in a secure manner and must not deviate from that obligation by communicating it via agency technology. Employees shall honor the privacy rights of current employees by seeking their permission before writing about or displaying other content on internal company happenings that might be considered to be a breach of their privacy and confidentiality.
4. Employees shall be aware that they can be held legally liable for anything they write or present online. Employees can be disciplined by the company for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Employees shall be aware that they can be sued by company employees, competitors, and any individual or company that views such commentary content, or images as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.
5. Employees shall defend, indemnify, and hold TFH and its respective officers, directors, employees, and successors harmless from and against, and shall promptly reimburse them from any and all losses, claims, damages, settlements, costs, and liabilities to which they may become subject arising out of, based upon, as a result of, or in any way connected with that employee posting of any content to a Social Media Site, any third party claims, or any breach of this policy.
6. Postings, photographs, or other content contained within an individual’s social media will at all times uphold the Standards of Ethical Conduct and Good Moral Character Clause as defined by TFH and the State of Michigan. Content will be dignified, in good taste, and not contain vulgar or obscene words or images.
7. Employees are prohibited from posting photographs of clients or of proprietary nature without the express permission of the Executive Director. Because of the protected nature of clients, those employees living within the TFH properties face more restrictive guidelines for the use of photographic material within the homes. Photos of the home or other agency employees shall not violate their confidentiality.
8. Employees are prohibited from posting any information which violates a client’s confidentiality, either directly or implied, on any form of social media. This includes but is not limited to posting, photographs, or video.
9. Employees are prohibited from linking themselves with clients on social media sites. TFH employees shall refrain from such social media relationships for a period of 2 years following the client’s discharge from TFH care.

If you have questions regarding the appropriate use of TFH electronic communications equipment or systems, including e-mail and the Internet, please contact your supervisor, manager, HR, or IT staff. Employees who become aware of violations of this Policy should report them directly to their supervisor.

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| **Policy** |  |
| **44** | **Media Releases** |

Only authorized spokespersons may give information to the media. If a contact is made by the media directly to an unauthorized Employee, the Employee should request the name of the visitor/caller, the telephone number where the person can be reached, and the name of the media represented. The Employee must inform the visitor/caller that the Agency’s spokesperson will return the call or make arrangements to meet with them at an alternate site or time. The Employee shall advise their Supervisor of any such call or visit at once. Employees should never release the home telephone number of any other staff member, including the Supervisory staff. No member of the press should be allowed in the facility without the express approval of the Executive Director.

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| **Policy** |  |
| **45** | **Inspection of Containers**  **and Packages and Offices** |

Administrative staff reserve the right to inspect all containers and packages entering or leaving the premises such as boxes, bags, lunch buckets, etc., at all locations and on TFH’s premises.

Employee’s offices, desks, lockers, cubicles, closets, file cabinets, briefcases, etc. may sometimes need to be searched in an effort to find a particular item or as part of an investigation into alleged misconduct. All TFH property is subject to search without notice for legitimate business purposes.

The Director of Facilities shall be provided with copies of all keys and passwords relating to TFH property.

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| **Policy** |  |
| **46** | **Complaint Resolution Procedure/Whistle Blower Protection** |

**COMPLAINT RESOLUTION**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the Employee believes is detrimental, the Employee should follow the procedure described here for bringing the complaint to the TFH attention.

**STEP ONE**

Discussion of the problem with the Employee’s immediate Supervisor within seven calendar days of the occurrence of the alleged complaint.

**STEP TWO**

If the Employee’s problem is not resolved after discussion with his or her Supervisor, the Employee may submit a formal, written grievance to their immediate Supervisor within fourteen calendar days of having the verbal discussion with Supervisor. The written grievance shall be signed by the grievant, shall be specific, shall contain a synopsis of the facts giving rise to the alleged violation, shall cite the policy alleged to have been violated, shall contain the date of the alleged violation, and shall specify the relief requested.

In an effort to resolve the problem, the Supervisor will consider the facts, conduct an investigation and may also review the matter with their Director. The Employee will normally receive a written response regarding his or her concern within seven calendar days of receipt of the written complaint.

**STEP THREE**

If the Employee is not satisfied with his or her Supervisor’s decision and wishes to pursue the problem or complaint further, the Employee may prepare a written summary of his or her concerns within seven calendar days and request that the matter be reviewed by the Consultant, Supervisor, Human Resource Coordinator, or Director, depending on the chain of command. The Employee will receive a written response regarding his or her concern within seven calendar days of receipt of the written complaint.

**STEP FOUR**

The Director, after a full examination of the facts (which may include a review of the written summary of the Employee’s statement, discussions with all individuals concerned and a further investigation if necessary), will normally provide a written response to the Employee of his/her decision within seven calendar days.

**STEP FIVE**

If after full examination by the Program Director, the response is still not satisfactory, the Employee may submit a written request to the Executive Director requesting a formal interview and review of the complaint. The Executive Director shall respond in writing within seven calendar days of receipt of the request. The decision of the Executive Director shall be final.

TFH does not tolerate any form of retaliation against Employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting or delaying TFH from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude or demeanor) where TFH deems disciplinary action appropriate.

Furthermore, this procedure does not alter TFH right to terminate the employee’s “at will” employment at any time, with or without cause and with or without motive. Thus, the complaint resolutions procedure is not available for TFH decisions resulting in termination of employment. Failure to submit the required documentation within the time frame outlines in his policy may result in rejection of the grievance or complaint without further consideration.

**WHISTLE BLOWER PROTECTION**

It is the responsibility of all Supervisors and Employees of TFH to report suspected fraud or financial misconduct or wrongdoing. No Employee who, in good faith, reports suspected misconduct or wrongdoing shall suffer employment consequences, harassment or any other type of retaliation for reporting. Anyone who makes an unsubstantiated report of fraud or financial wrongdoing, while knowing that the report is false, shall be subject to disciplinary action, including termination.

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| **Policy** |  |
| **47** | **Acceptance of**  **Gifts and Loans** |

Employees should refrain from accepting gifts of any kind from clients for whom the Agency provides service, family members, friends of clients, or from individuals or organizations with which there is a direct business relationship. If Employees receive a gift or are asked to accept a gift, they must report it immediately. The Supervisor has the sole discretion to approve any gift acceptance.

Employees are not permitted to borrow money or property from clients, family members of clients or friends of clients under any circumstances.

Employees are not to commingle, borrow or pledge funds of a client.

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| **Policy** |  |
| **48** | **Health and Safety** |

TFH makes every effort to maintain safety, and safety is the shared responsibility of every Employee. Employees must always use their best judgment and avoid carelessness and risky situations. If an accident involving a client, Employee or visitor should occur, Employee(s) must report it immediately to the appropriate Supervisor, who will then make certain that all necessary steps are taken.

All Employees are expected to always practice excellent hygiene. Clients may be susceptible to diseases and may even be carriers of various diseases that are easily transmitted when poor hygiene is practiced. Employees must master the safety procedures necessary to avoid either contracting or spreading disease.

TFH makes every effort to provide adequate training and information for the Employees and urges Employees to make every effort to practice safe procedures and good hygiene. If an Employee has a special medical risk of harm to self or others, the Employee shall inform the Agency. TFH shall work with the Employee to provide training and information concerning such issues.

All incidents and accidents must be reported in writing using the forms established by the Agency. If an Employee is aware of any medical or health problems that pose a direct threat and result in a significant risk of substantial harm to himself, herself or someone else, the Employee must discuss the matter with his or her Supervisor. TFH reserves the right to request medical evaluations, including drug screens, at TFH expense for Employees when it appears, in TFH judgment, that an Employee has a condition that is potentially dangerous to clients, other Employees or him or herself.

Employees have a right to know about the chemicals and materials used in the workplace. TFH has identified hazardous chemicals/materials, labeled containers, secured Material Safety Data Sheets, and trained all Employees with regard to the safe utilization of all hazardous chemicals/materials in the workplace.

Where Employee injuries require a doctor’s attention, TFH will arrange to send the Employee to TFH selected physician or clinic. The appropriate Supervisor will sign the Employee’s timecard, note time of departure, and indicate the nature of the injury. If, according to a doctor, an injured Employee can return to work during that same shift, the Employee must do so as soon as possible.

For the health and welfare of all, Employees are expected to follow all rules and regulations as set forth in this manual, as well as any other manual, directive, guidelines, or other such documents that TFH may, at its sole discretion, issue in the future.

Any violation of any statute, rule, or regulation (including health and safety violations) must be, if possible, corrected immediately and under any circumstances be reported to the Supervisor.

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| **Policy** |  |
| **49** | **Control of**  **Bloodborne Pathogens** |

Teaching-Family Homes of Upper Michigan (TFH) seeks to protect those staff members who may be exposed to bloodborne pathogens and other potentially infectious materials (OPIM) in their performance of assigned duties.

**EXPOSURE DETERMINATION**

TFH has identified those categories of Employees (“Class A”) whose duties create a reasonable anticipation of exposure to blood and other infectious materials (OPIM). Class A Employees include the following:

* All residential program direct-care staff
* Home-based workers
* Any other worker who may encounter reasonably anticipated exposure to blood or OPIM during
  + routine or non-routine situations

**HEPATITIS B VACCINATION OPTION**

TFH will provide for inoculation of the Hepatitis B vaccine at no cost to the staff member within 10 working days of the Employee’s hire date. Employees who decline this option will sign a waiver.

**TB SCREENING FOR EMPLOYEES & VOLUNTEERS**

Every new Employee or Volunteer who come in contact with residents 4 or more hours per week for more than 2 consecutive weeks will be screened for tuberculosis. Freedom from communicable tuberculosis shall be verified before employment and shall be verified annually thereafter.

**TRAINING**

Every new Employee will undergo proper training in the universal precautions against exposure and/or contamination, including the provision of appropriate protective supplies and equipment.

**POST-EXPOSURE EVALUATION AND FOLLOW-UP**

All Employees who incur an exposure incident will be offered post-exposure evaluation and follow-up by a licensed physician in accordance with the MIOSHA standard. This follow-up will include the following:

* Documentation of the route of exposure and circumstances surrounding the incident.
* The source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
* Results of testing will be made available to the exposed Employee.
* The Employee will be offered the option of having their own blood tested for HIV/HBV.
* The Employee will be offered post exposure prophylaxis in consultation with a licensed physician who treats the Employee.
* The Employee will be given appropriate, confidential counseling concerning precautions to take, the risks and benefits of HIV testing, and information on what potential illnesses to be alert for and report any related experiences to their Supervisor.
* A written opinion shall be obtained from the health care professional and will include the following:
* A statement that the Employee has been informed of the results of the evaluation.
* A statement that the Employee has been told about any medical conditions resulting from blood or OPIM.
* Any limitations on the Employee’s use of personal protective clothing or equipment.

Teaching-Family Homes of Upper Michigan will designate the health care professional who evaluates exposed Employees in each community where a TFH program resides.

**RECORD KEEPING**

TFH will establish and maintain records for each Employee with occupational exposure that includes the Employee’s Hepatitis B vaccination and TB screening status and copies of any exposure evaluation and follow up.

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| **Policy** |  |
| **50** | **Medical Evaluations** |

TFH reserves the right at any time to require the Employee to submit to a medical examination verifying that the Employee is physically and emotionally capable of performing the Employee’s job responsibilities from a physician selected by TFH at the TFH expense. TFH also reserves the right in its sole discretion and expense to require an Employee who is presently working and is not on any leave of absence, to provide a physician’s statement verifying that the Employee is physically and emotionally capable of performing the Employee’s job responsibilities.

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| **Policy** |  |
| **51** | **Insurance Benefits** |

**HEALTH AND DENTAL INSURANCE**

Regular full-time Employees averaging 30 hours per week are eligible to participate in a group health plan selected by the Board of Directors on the 90th day of employment. Time worked by temporary full-time Employees will count toward the waiting period if the Employee is hired for a regular full-time position.

The Employee’s portion of premium is determined by the Board of Directors and is collected through payroll deduction each pay period. Additional coverage is available for the spouse and eligible dependents as required by law for an additional cost to the employee as determined by the Board of Directors.

The Employee will receive an identification card from the carrier after eligibility is determined. Full details on these benefits will be provided upon eligibility. A summary of all benefits is described in a separate manual.

**LIFE INSURANCE**

TFH provides full payment of the premium effective 180 days from date of regular, full-time employment. A group benefit plan booklet shall be issued to the eligible Employee of the insurance carrier at the time of participation.

**LOSS OF TIME/SHORT-TERM DISABILITY**

TFH provides, full payment of the premium effective 180 days from the date of hire for regular, full-time employment. Eligibility is determined by the current carrier. A group benefit plan booklet shall be issued to the eligible Employee by the insurance carrier at the time of participation.

**PROFESSIONAL LIABILITY**

TFH will provide professional liability insurance for Employees. At no time shall clinical professionals provide client services without insurance coverage. Professional liability insurance coverage shall be limited to TFH client service activities. Outside work for pay will not be covered by TFH.

**COBRA**

Employees who terminate their employment or are laid off or discharged from employment or Employees who have a reduction in scheduled work hours resulting in loss of benefits eligibility and are covered by TFH group medical plan may continue their coverage by notifying the Accounting and Benefits Manager in writing of this desire and paying one hundred and two percent of the premium costs. By law, other employment-related events may qualify the Employee or his/her dependents for COBRA benefits.

For all Employees, TFH will continue to pay its portion of the Employee’s health insurance premium for up to 12 weeks of approved workers’ compensation leave. The Employee must make timely payments of shared health insurance premiums while on an approved leave. Failure to pay will result in termination of benefits. TFH has the right to alter or eliminate the benefits described herein in its sole discretion and without notice. Such revisions will have prospective effect to all affected Employees regardless of their dates of hire. To the extent that there is any discrepancy between these policies and the insurance policy and/or Summary Plan Description, the latter plan documents control.

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| **Policy** |  |
| **52** | **Tax Sheltered Annuity/Retirement Policy** |

TFH currently provides all Employees a tax-sheltered annuity retirement benefit. Up to 3 non-serviced investment plans may be made available as options for Employee choice. 5 or more Employees may group together and choose a plan not offered by the Agency. The plan offered by the Agency shall be reviewed periodically by the Board of Directors and the Executive Director to ensure that Employees are provided with the best possible options.

All TFH Employees are currently eligible to participate in the plan upon commencement of employment and may invest a percentage of their salary as specified by federal law.

TFH currently contributes a percentage to an eligible Employee’s investment up to a maximum of 7% of the Employee’s salary. This contribution shall begin AFTER one year of continuous full-time employment with TFH and is dependent upon the Employee investing a minimum of 3% of their annual salary.

After 12 months of employment, the schedule for the Agency percent match is as follows: (1-12 months employment, Employees ineligible for Agency contribution).

* 13-48 months continuous employment 5%
* 49-72 months continuous employment 6%
* 73 + months continuous employment 7%

Staff at 8% or 10% [under the former policy] as of October 1, 2019, will be grandfathered in at their current percentages.

If the plan allows Employees various investment options, Employees are free to make their own choices as to the type of option in which they invest. Investment changes may occur only at the beginning of each quarter of TFH fiscal year (October 1st through September 30th).

Specific information regarding the retirement plan shall be furnished to all Employees upon request.

The Board of Directors does not and will not have a vested interest in any Employee retirement option, nor any associated liability resulting from Employee investment options.

TFH has the right to alter or eliminate the benefits described herein in its sole discretion and without notice. Such revisions will have prospective effect to all affected Employees regardless of their dates of hire. To the extent that there is any discrepancy between these policies and the plan documents, the plan documents control

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| **Policy** |  |
| **53** | **Employee Social Security, Workman's Compensation and Unemployment Benefits** |

## **SOCIAL SECURITY/ MEDICARE**

## TFH pays an amount into the Social Security program equal to the contribution of each Employee.

## **WORKMAN'S COMPENSATION**

## In accordance with State of Michigan law, the Agency provides workman's compensation insurance benefits for job related injuries free from retaliation. Employees injured on the job are to do the following:

## Contact your supervisor immediately.

## Seek immediate medical attention.

## Document the injury on a Work Injury Report and if involving a youth, an Incident Report must be attached.

## Submit the report (s) to the Accounting / Benefits Manager within 24hrs of injury.

1. Any injury involving an Employee absent from work (lost time) must be approved by the Executive Director immediately.
2. Any injury involving less than 7 days absence from work will be paid through Personal Time Off (full-time) or sick leave (part-time) accrual.

## Medical attention is to be sought by the Employee as required for each injury, at TFH designated medical provider nearest to the injury location. As a last resort, local hospital emergency departments are to be the designated medical provider centers.

## **UNEMPLOYMENT COMPENSATION**

## TFH Employees may draw unemployment compensation benefits during periods of lay-off in accordance with state and federal law. TFH has the right to appeal any determination made by the Michigan Employment Security Commission.