



Northeast Florida Healthy Start Coalition
EMPLOYEE HANDBOOK

TABLE OF CONTENTS

HISTORY	5
HR MISSION AND VISION STATEMENT	6
INTRODUCTION.....	7
GENERAL STATEMENT OF PERSONNEL POLICIES AND PROCEDURES.....	8
DIVERSITY	9 -15
o Equal Employment Opportunity Statement	
o American Disabilities Act (ADA) American with Disabilities Amendments (ADAAA) Policy	
o Anti-harassment Policy	
o Sexual Harassment	
o Grievance Procedure	
o Whistleblower Policy	
EMPLOYMENT.....	15 -23
o At-Will Notice	
o Compliance (I-9 form)	
o Background and Reference Check	
o Introductory Period	
o Change in Employee Status	
o Vacancies	
o Internal Job Opportunity	
o Staff orientation/training	
o Open Door Policy	
o Employment Classification	
o Working From Home	
o Nepotism	
o Separation Of Employment	
o Return of Company Property	
o Rehire	

WORKPLACE SAFETY 24-27

- **Notice to Employee on Substance Abuse**
- **Employee Assistance and Drug –Free Awareness**
- **Smoke Free workplace**
- **Violence Prevention Place Policy**

WORKPLACE EXPECTATIONS..... 28- 34

- **Confidentiality**
- **Conflict of Interest**
- **Attendance and Punctuality**
- **Absenteeism**
- **Attire and Grooming**
- **Electronic Communication and Internet**
- **Social Media**
- **Employee Personnel Files**

COMPENSATION..... 35- 39

- **Performance Evaluation**
- **Payment Wages**
- **Time Reporting**
- **Hours of Work**
- **Timesheet and Attendance**
- **Leave Records**
- **Notice of Termination**
- **Pay upon Termination**
- **Meal Periods**
- **Employee Travel and Reimbursement**

TIME OFF AND LEAVES OF ABSENCE..... 40- 48

- **Holidays**
- **Annual Leave**
- **Sick Leave**

- **Personal Leave Day**
- **Bereavement Leave**
- **Pregnancy & Maternity Leave**
- **Military Leave Of Absence**
- **Jury Duty**
- **Coalition Leave**
- **Unpaid Leave**
- **Unauthorized Absence**

EMPLOYEE BENEFITS..... 49- 50

- **Health Insurance**
- **Short Term Disability**
- **COBRA**
- **Retirement**
- **Worker’s Compensation**
- **State Unemployment Insurance**
- **Property and Liability Insurance**
- **Social Security**

GENERAL INFORMATION..... 51- 54

- **Tax Exempt**
- **Auto Accident**
- **Coalition Credit Card**
- **Daily Itinerary/ Field Log**
- **Parking**
- **Salary Advance and Loan**
- **Demotion**
- **Inspectional Search**

HISTORY

The Northeast Florida Healthy Start Coalition, Inc. was organized in 1992 as part of a statewide network of community-based organizations to reduce Florida's high infant mortality and improve the lives of pregnant women and their families. The group is governed by a volunteer board which allocates state funding and provides oversight to local agencies that deliver services to pregnant women and families of newborns. The Coalition covers Baker, Clay, Duval, Nassau and St. Johns counties.

The Coalition is comprised of more than 40 members representing consumers, physicians, local government, business, health care payors, social services, education, civic organizations, public health, nurses, local medical societies, mental health, hospitals, local health planning agencies and midwifery in the five-county area. A 17-member governing board directs Coalition efforts. Standing committees conduct the organization's activities.

One of 32 community-based maternal and child health groups in the state, the Coalition is supported by the Florida Department of Health, the U.S. Department of Health & Human Services, donations, grants and other funding sources. In 2010-2011, the Coalition has a total budget of \$6.67 million. More than 90 percent of this funding is used to provide direct services to at-risk pregnant women, new mothers, infants and families through contracts with community providers, MomCare, the Fetal & Infant Mortality Review (FIMR) Project, the Azalea Project and the Magnolia Project, a federal Healthy Start initiative to reduce disparities in birth outcomes. Remaining resources support planning, administration and community-based initiatives such as the Safe Sleep Partnership and Responsible Fatherhood.

Mission

The Healthy Start Coalition leads a cooperative community effort to reduce infant mortality and improve the health of children, childbearing women and their families in Northeast Florida.

Vision

In Northeast Florida, too many babies die from preventable causes and lack of health services. Through the cooperation of elected officials, local churches, business leaders and members of the community, infant mortality, racial and social disparities are substantially reduced by programs that address and support the entire family. The Healthy Start Coalition is a recognized model and catalyst for community involvement, collaboration and innovative services governed by a diverse and active membership. Sustainable financial and in-kind resources are developed to support the Coalition mission.

HUMAN RESOURCES MISSION AND VISION STATEMENT

Mission of Human Resources

The mission of the Human Resource Department is to support the goals and challenges of the Coalition by providing services which promote a work environment that is characterized by fair treatment of staff, open communication, personal accountability, trust and mutual respect.

Vision of Human Resources

To provide high quality Human Resources services by modeling and inspiring the core leadership values of integrity, trust, excellence, teamwork, vision, and communication.

EMPLOYEE HANDBOOK

INTRODUCTION

Welcome to the Northeast Florida Healthy Start Coalition, Inc. Whether you have just joined our staff or have been at the Coalition for a while, we are confident that you will find our organization a dynamic and rewarding place in which to work. We consider the employees of Coalition to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer /employee relationship. The Coalition believes that each employee contributes directly to the growth and success of the organization. We hope you will take pride in being a member of our team.

This handbook contains only general information and guidelines to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook within 30 days of date of hire, for it will answer many questions about employment with the Northeast Florida Healthy Start Coalition.

This document is in no way to be considered an employment contract. Nothing in this document alters the fact that all employees of the Northeast Florida Healthy Start Coalition, hereinafter referred to as "Coalition," are employed at-will and for an indefinite period, such that employment may be terminated at any time, with or without cause of notice, at the will of either the employee or the Coalition.

As the Coalition continues to grow, the need may arise and the Coalition reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the Coalition to end our relationship for any reason at any time. Our employment-at-will policy cannot be altered for any employee at any time except in writing signed by the employee and the Executive Director. Employees will be notified of any changes to the handbook as they occur. Please read the handbook carefully and keep it for reference. The original edition of employee handbook was effective February 1, 2013.

GENERAL STATEMENT OF PERSONNEL POLICIES AND PROCEDURES

The Board of Directors of the Coalition (“the Board”) is the governing body composed of members from the Provider, Consumer, Governmental and Payor segments of the community. As a governing body, it is responsible for setting policies and guidelines to administer the Coalition.

Authority is delegated by the Board to the Executive Director for the daily operation procedures of the Coalition within the framework of established policies. The Executive Director is responsible for daily activities of the staff. The Executive Director has the responsibility and authority to implement and administer all phases of these policies and procedures.

No employee handbook can anticipate every circumstance or question about policy. The Executive Director or designated staff has discretion to interpret and implement personnel policy, and the Coalition reserves the right to revise, supplement or rescind any policies or portion of the handbook. These personnel policies may be amended by the Board of Directors at any time the Board deems necessary, in its sole and absolute discretion. A copy of this manual shall be given to each employee.

DIVERSITY

EQUAL EMPLOYMENT OPPORTUNITY

The Coalition provides equal employment opportunity(EEO) to all employees and applicants for employment without discriminate on any basis prohibited by law, including race, color, sex, age, religion, ancestry, national origin, disability, marital status or veteran status, or other legally protected group status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The Executive Director of the Coalition and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of your supervisor, the Associate Executive Director, Executive Director or the Human Resource office. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including termination. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

American Disabilities Act (ADA) American with Disabilities Amendments (ADAAA) Policy

Purpose

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

It is the policy of the Coalition to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

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

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

Terms Used in This Policy

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

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive,

digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness and specific learning disabilities.

- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. Impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Undue hardship:** An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
 - The overall financial resources of the employer; the size, number, type and location of facilities.

- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- **Essential functions of the job:** Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

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

Anti-harassment Policy and Grievance Procedure

The Coalition is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Coalition expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment. In keeping with this commitment, we will not tolerate harassment of Coalition employees by anyone, including any supervisor, co-worker, vendor, client, volunteer, contractor, consultant, customer or other regular visitor of the Coalition.

Definitions of Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, color, sex, age, religion, ancestry, national origin, disability, marital status or veteran status, or other legally protected group status. The Coalition will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- (a) Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status; and

- (b) Written or graphic material circulated within or posted within the workplace that shows hostility towards a person or persons because of their protected status.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis of an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct towards an individual of the same or opposite sex that may constitute sexual harassment include the following:

- (1) Demands for sexual favors;
- (2) Sex-oriented verbal kidding, teasing or jokes;
- (3) Repeated sexual flirtations, advances or propositions;
- (4) Continued or repeated verbal abuse of a sexual nature;
- (5) Graphic or degrading comments about an individual or his or her appearance;
- (6) The display of sexual suggestive objects or pictures;
- (7) Subtle pressure for sexual activity; or
- (8) Physical contact such as patting, hugging, pinching or brushing against another's body.

Grievance Procedure

All employees are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor, the Associate Executive Director or Executive Director and the Human Resource office. The Coalition forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. The Coalition will preserve confidentiality to the extent that the needs of the investigation permit.

The Coalition's policy is to investigate all complaints of harassment and/or discrimination thoroughly and promptly. If an investigation confirms that a violation of this policy has occurred, the Coalition will take appropriate corrective action, including discipline up to and including immediate termination of employment.

Whistleblower

A whistleblower as defined by this policy is an employee of Northeast Florida Healthy Start Coalition who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources department. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Coalition will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of

physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources office immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Human Resources office who is responsible for investigating and coordinating corrective action.

EMPLOYMENT

AT-WILL NOTICE

The contents of the Employee Handbook are presented as a matter of information. While this Handbook is not intended to be a book of rules and regulations, it does include some important guidelines, which employees should know. Except for the at-will employment provisions, the Handbook can be amended at any time. The Handbook, the plans, policies and procedures described herein and the language used herein, are not intended to create, or is it to be construed to constitute a contract between the Coalition and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described herein, nor the language used herein, intended to be or is a guarantee or promise of employment or continuing employment.

An employee is not hired for any definite or specified period of time. A person is an at-will employee of the Coalition and his or her employment can be terminated at any time, with or without cause and with or without prior notice. Coalition policy requires all employees to be hired at-will and this policy cannot be changed except by a written documented signed by the employee and an Officer of the Coalition. There have been no implied or verbal agreements or promises to an employee that he or she will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other Coalition document or written or verbal statement or policy.

USCIS (U.S. Citizenship and Immigration Services) COMPLIANCE (I-9 FORM)

All individuals hired by the Coalition will be required to establish and certify their identity and right to work in the United States. Each individual employed by the Coalition will be

required to produce, within three (3) days, proof of his/her identity and eligibility to work in the United States.

Background and Reference Checks

To ensure that individuals who join the Coalition are well qualified and to ensure that our organization maintains a safe and productive work environment, it is our policy to conduct a level 2 background check for pre-employment on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, The Americans with Disabilities Act and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

INTRODUCTORY PERIOD

All new and rehired employees work on an introductory basis for the first ninety (90) days (calendar days after their start date). The purpose of this introductory period is to ascertain competence of the individual relative to her/his specific work assignment. Employees will be rated in areas such as ability, aptitude, attitude and other areas considered relevant to the employee's position. **All employees of the Coalition are employed at-will.**

CHANGE IN EMPLOYEE STATUS

It is essential that all changes in employee status or information be reported to the Human Resource Department. A change in name, address, telephone number, and marital status, number of dependents or additional educational courses and degree completion must be promptly reported.

VACANCIES

The Coalition encourages current employees to apply for vacant positions for which they are qualified. It is the policy of the Coalition to fill vacant positions with the most qualified candidates. Promotions are based on qualifications and documented performance. When the Coalition is considering two or more candidates and the qualifications and documented performance are equal in the judgment of management, promotion will be based on seniority. Receipt of a promotion does not constitute commitment for continued employment in the new position, nor is there a guarantee that the employee will be able to return to his/her former position if he/she is unsuccessful in the new job.

INTERNAL JOB OPPORTUNITY

The Coalition is dedicated to assisting employees to reach their professional goals through internal promotion and transfer opportunities. This procedure enables current employees to apply for any available position either before or at the same time the position is advertised outside of the company. Refer to the internal Standard Operating Procedure for process guidelines.

Standard Operating Procedure (SOP) for internal job posting can be found on the public share drive under: Administrative>Human Resource> SOP.

STAFF ORIENTATION, IN-SERVICE TRAINING AND EDUCATION

Policy

It is the policy of the Coalition to encourage the professional growth of all Coalition personnel through continuing education and training. Every effort will be made to accommodate such activities on the part of Coalition personnel within the context of the Coalition budget, schedule and workload, which must be given priority in all cases.

New Employee Orientation Procedure

The Executive Director or a designee will provide each new employee with all requisite materials for the position, including job description, personnel policies, by-laws, other relevant policies, administrative policies, work programs and other background orientation material, etc., reviewing these materials with the new employee, briefing the new employee on the current activities of the Coalition, making initial work assignments and insuring that the new employee has had sufficient orientation to carry them out.

Staff Training

As appropriate, the Executive Director may assign personnel to attend various training courses, seminars and workshops. These activities are to be considered as part of the Coalition's normal work; they will not be considered as leave, and regular pay practices apply. The Coalition will pay the reasonable cost of such courses, seminars and workshops as approved in advance by the Coalition.

OPEN DOOR POLICY

In keeping with the Coalition's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns. We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns, and other issues which are important to you. If after talking with your supervisor you feel the need for additional discussion, you are encouraged to speak with the next level of management or with the Associate Executive Director.

The most important relationship you will develop at the Coalition will be between you and your supervisor. However, should you need support from someone other than your supervisor, the entire management team, including the Executive Director, is committed to resolving your individual concerns in a timely and appropriate manner.

EMPLOYMENT CLASSIFICATION

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classification and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Exempt Employees

An exempt employee is a salaried employee earning at least \$455 per week who holds an administrative, professional, or management position. Exempt employees are not subject to the overtime pay provisions of the Fair Labor Standards Act (FLSA).

Certain employees such as executive, administrative, professional and outside sales employees are paid on a salary basis for all hours worked each week. Certain computer professionals may also be exempt, regardless of whether they are paid on a salary or hourly basis.

These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime premium pay will be paid to exempt employees. Such employees are paid on the salary basis and are ineligible to receive pay for overtime work. An employee's designation is listed on his/her job description which is presented to the employee when hired.

Non-Exempt Employee

All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are not authorized to work more than hours per workweek, however, would receive overtime pay for all hours worked in excess of 40 hours in any workweek.

Full-Time Employee

A full-time employee is hired without a predetermined termination date of employment and is expected to work a standard 40-hour work week.

After the first ninety (90) calendar days after their date of hire of continuous employment, he/she is eligible for any fringe benefits provided by the Coalition. The employee may be exempt or non-exempt.

Part-Time Employee

A part-time employee is hired without a predetermined termination date of employment and for a work week that is normally and regularly less than the standard work week not to exceed 24 hours. This part-time employee is not eligible for any fringe benefits.

Semi-Full Time Employee

A semi-full time employee is hired without a predetermined termination date of employment and for a work week that is normally and regularly less than the standard work week between 26-37 hours.

A semi-full time employee classified in this category is eligible for a pro-rata share of annual leave and sick leave based on weekly hours worked. All semi-full time employees working at least 30 hours per week are eligible for a pro-rata share rate to participate in the Short Term Disability (STD) plan.

Temporary Employee

A temporary employee is hired for a specified, but limited, period of time, not to exceed one hundred eighty (180) days. He/she will be paid for actual time worked. The employee will not receive any benefits unless specifically authorized in writing. The employee is non-exempt and is compensated on an hourly basis.

Independent Contractors

The Coalition may retain individuals or business entities on an independent contractor basis. If so retained, the individual or business entity will be required to enter into a written contract with the Coalition. The independent contractor is separately

responsible for taxes, disability insurance, workers' compensation and general liability insurance.

Outside Employment

An employee may engage in outside employment during non-working hours, provided that such activity does not interfere with his/her job performance or constitute a conflict of interest.

Prior to accepting outside employment, an employee is to notify management in writing. The notice must contain the name of the potential employer, the title and nature of the position, the number of working hours per week and the time of scheduled work.

If the position constitutes a conflict of interest or interferes with the employee's job at the Coalition, at any time, he/she may be required to curtail or terminate such activity. The use of Coalition supplies, equipment and material is prohibited.

Personal Educational Activities/Volunteering

An employee may engage in personal educational activities/volunteering during non-working hours, provided that such activity does not interfere with his/her job performance or constitute a conflict of interest.

Prior to attending an educational activity, internships or volunteering an employee is to notify management in writing. The notice must contain all that apply: the name of the institution, location where activity will take place, name of class/intern/place, time of class/intern/place, duration of class/intern/place and field of study the employee is seeking.

If the class, internship or volunteer position constitutes a conflict of interest or interferes with the employee's job at the Coalition, at any time, he/she may be required to curtail or terminate such activity. The use of Coalition supplies, equipment and material is prohibited.

Working from Home

Teleworking or telecommuting is the concept of working from home on a full- or part-time basis. While this practice is common in some organizations due to the nature of our work the Coalition does not offer this benefit. However, the organization will consider special situations on a case- by- case basis under the following circumstances:

- Medical conditions (a doctors note must be provided)
- Immediate family illness (i.e. children, or spouse)
- Extreme work conditions (i.e. weather conditions)

The Coalition does offer the option of having a flexible work schedule. **(Please refer to employment compensation for additional information on flex time scheduling).**

Nepotism, Employment of Relatives and Personal Relationships

The Coalition wants to ensure that the organization practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions, that have a reporting responsibly to each other Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If an employee begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and the human resources of the relationship.

The Coalition reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct –reporting relationship or authority involved.

Disciplinary Policy

Purpose: To establish rules pertaining to employee conduct, performance, and responsibilities. Although our company reserves the right to discharge “at will” we believe the purpose of these rules is not to restrict the rights of anyone, but rather to help employee’s work together harmoniously.

Disciplinary Measures

When it becomes necessary, our company reserves the right to discipline employees who knowingly violate company rules or policies. Disciplinary measures will include, but are not limited to:

- Engaging in act of discrimination or harassment in the work place;
- Being under the influence of a controlled substance, or alcohol at work on company premise, or while engaged in company business;
- Removing company property without prior authorization or disseminating company information with out authorization;
- Unauthorized use of company property, equipment , devices or assets;
- Damage , destruction or theft of company property, equipment , devices or assets;
- Falsification, misrepresentation or omission of information , documents or records
- Insubordination or refusal to comply with directives;
- Excessive or unexcused absenteeism or tardiness;
- Falsifying injury reports or reason for leave’
- Possessing unauthorized weapons on premises;
- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the **employment-at-will** relationship between the Coalition and its employees.

Return of Company Property

The separating employee must return all company property at the time of separation, including cell phones, keys, lap tops and identification cards. Failure to return some items may result in deductions from the final paycheck.

The separating employee shall contact the Human Resource department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Accrued vacation leave will be paid in the last paycheck. Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided.

Rehire

Former employees who left the Coalition in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resource department and the applicant must meet all minimum qualifications and requirements.

Supervisors must obtain approval from the Executive director and Human Resource office prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

WORKPLACE SAFETY

Drug-Free Workplace

The Coalition is committed to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Coalition.

NOTICE TO EMPLOYEES ON SUBSTANCE ABUSE

The Coalition seeks to prevent any risk to the safety of our employees, the quality of our work, or our productivity, which results from the use of alcohol or illegal drugs. To that end, the Coalition operates a drug-free workplace. Employees are required to report to work without any illegal drugs or controlled substances in their bodies or under the influence of alcohol.

As a result, if a supervisor suspects or has reason to believe that an employee is under the influence of alcohol or has used controlled substances, that employee may be asked to undergo a urinalysis examination and/or blood tests which may confirm or deny the presence of any drug or alcohol. Also, post-accident testing may be required. If the screening is negative, there will be no loss of pay; but if it is positive, disciplinary action will be taken, up to and including termination.

Possession, sale or use of illegal drugs while at work or on Coalition premises will also subject the employee to discipline up to and including termination.

Employee Assistance and Drug –Free Awareness

The Coalition will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and /or termination under this or other policies. Such employees may be allowed to use accrued paid time off placed on leave of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Work Rules

The following work rules apply to all employees:

Whenever employees are working, are present on company premises, or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- The Coalition will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The company retains the right to require the following tests:

Pre-employment: All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.

Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge.

Confidentiality

Information and records relating to positive test result shall be kept confidential and maintained in secure file separate from normal personnel files.

SMOKE-FREE WORKPLACE

It is the policy of the Coalition to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. Smoking is defined as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind”.

Smoking is not permitted in any buildings or rental cars. Employees wishing to smoke should do so during their break times, outside Coalition buildings in dedicated smoking areas and in accordance with local ordinances.

The smoke-free workplace policy applies to:

- All contractors and consultants and/ or their employees working on the company premises
- All employees, temporary employees and student interns.

Workplace Violence Prevention Place Policy

The Coalition is committed to preventing workplace violence and to maintaining a safe work environment. The organization has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occurs onsite or offsite during work-related activities.

Prohibited Conduct

All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct that threatens intimidates or coerces another employee, customer, vendor or business associate will not be tolerated.

The organization resources may not be used to threaten, stalk or harass anyone at or outside the workplace. The Coalition treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, executive director, associate director or human resources department. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in danger, nor should they attempt to intercede during an incident.

Employees should promptly inform the HR department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The Coalition will not retaliate against employees making good-faith reports. The Coalition is committed to supporting victims of intimate partner violence by providing referrals to the company's employee assistance program and community resources and providing time off for reasons related to intimate partner violence.

WORKPLACE EXPECTATIONS

Confidentiality

Our clients and other parties with whom we do business entrust our organization with important confidential information. It is our policy that all information gathered by, retained, generated by or relating to the Coalition is confidential. There shall be no disclosure of any confidential information to anyone outside the Coalition without the appropriate authorization.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and email. When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to the employee's supervisor without comment on the employee's part. When any inquiry is made regarding any client, the inquiry must be forwarded to management.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversations of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Conflict of Interest

The Coalition is judged by the collective and individual performance of its officers and employees. The Coalition has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Coalition holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, an employee must be very careful that his /her relationships with clients or vendors or other activities do not subject an employee or the Coalition to question or undue criticism. An employee must refrain from engaging in any activity that could be in conflict with his/her status as a Coalition employee. This includes the use of an employee's position with the Coalition for personal profit or advantage or entering into transactions or relationships where it may appear the employee has a conflict of interest or is improperly benefiting from his/her affiliation with the Coalition or is violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If an employee questions the propriety of a transaction or activity, he/she must seek guidance and approval from his/her supervisor or a member of management of the Coalition. If necessary, an employee should seek written approval.

Attendance and Punctuality

To maintain a productive work environment, the Coalition expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and the Coalition. The employee is responsible for reporting to work promptly and ready to work at his/her assigned time. If an employee believes he/she may be more than fifteen (15) minutes late, he/she must contact his/her immediate supervisor to report the reason for the tardiness and the expected time of arrival. Annual leave will be used for tardiness. Patterns of tardiness or missing work will be addressed with appropriate disciplinary action. Tardiness may affect an employee's overall performance rating, or result in discipline up to and including termination.

Absenteeism

Attendance is a major concern of the Coalition. Unsatisfactory attendance, including tardiness and leaving work early, is unacceptable performance. An employee will be rated in his/her performance appraisal in the categories of attendance and punctuality.

An employee who is unable to timely arrive at work must notify his/her supervisor no later than fifteen (15) minutes after the start of his/her scheduled work day. If the supervisor is not available, the employee must contact a member of management. If the employee is unable to contact the Coalition, he/she must direct another person to make the contact on the employee's behalf. Leaving a message with a fellow staff employee or with the receptionist is not considered proper notification.

When an employee calls in absent, he/she is to advise the Coalition of his/her expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for two (2) consecutive days and has not provided proper notification, the Coalition will consider the employee to have abandoned his/her position and voluntarily terminated his/her employment with the Coalition.

An employee shall be at his/her workstation, prepared to begin work at the start of his/her scheduled work time or resumption of his/her work duties. If not, the employee

will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance.

The Coalition does not categorize tardiness as excused or unexcused. If a non-exempt employee is tardy, his/her wages will be reduced by the amount of time the employee is tardy, calculated in whole minutes according to the Coalition's clock.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. The Coalition employees are expected to be neat, clean and well groomed while on the job.

Dress and appearance, which communicate a professional image, help to instill confidence in our ability to provide the highest standard of professionalism to our clients and the public. As a result, guidelines have been established regarding the dress and appearance supporting the image of all employees. The following standards will be strictly adhered to:

Good Personal Hygiene

Bathing, the use of deodorants and personal grooming should contribute to a clean and neat appearance.

Hair

Hair should be clean, neat and conservative. No extreme or unnatural hair colors such as blue, green, purple, pink, etc. will be permitted. Hair on males longer than shirt collars must be pulled away from the face and secured. Facial hair must be neat and well groomed.

Fingernails

Fingernails must be clean and maintained at a professional length. Artificial nails are permitted to the extent they are not distracting and do not interfere with job tasks.

Makeup

Moderate makeup is allowed as would be appropriate in a daytime professional setting.

Jewelry

Moderate jewelry such as rings, earrings, necklaces, bracelets and anklets that do not restrict job performance and that do project a professional image are permissible. Jewelry, such as eyebrow rings, lip rings, nose/studs, and tongue rings/studs or any other facial rings/studs are prohibited.

Tattoos

Tattoos and similar body art must be covered during business hours.

Shoes

Shoes must provide safe, secure footing and offer protection against hazards.

Dress-Professional

Appropriate and professional business attire is mandatory when conducting and/or attending meetings in or away from the office. Dresses and skirts (no shorter than two (2) inches below the fingertips), suits, dress shirts, slacks and ties are acceptable.

Dress-Business Casual

Business casual attire is acceptable when not conducting and/or attending meetings in or away from the office and include: Nice blouses, sweaters or tops with dress pants, skirts, dress shorts or dresses (all no shorter than two (2) inches below the fingertips), suits, button down shirts and casual pants are acceptable.

Dress-Friday Casual

Similar to business casual dress, Friday casual attire is meant to be relaxed and comfortable with the addition of jeans, T-shirts, sweatshirts, and sweatpants. Jeans and jean items only permissible on Fridays and must be neat and without tears or holes. Section "H" applies on Fridays if attending meetings, etc.

Unacceptable Attire

Unacceptable clothing includes, but is not limited to workout attire; cutoffs; beach attire; halter, tube and tank tops; mini dresses, skirts or shorts; sheer clothing or clothing that otherwise is revealing, distracting, too tight or provocative; flip-flops; shirts with profanity or sexually explicit displays or language; wrinkled, stained or dirty clothing; and ripped or distressed clothing.

Dress and Appearance – Interpretation and Enforcement

The Executive Director or designee is responsible for interpreting and enforcing the dress and appearance policy. If an employee dresses inappropriately, he or she is counseled by the Executive Director or designee. Dress and appearance policy violations that are exceptionally unprofessional or unsafe can result in the employee being sent home without pay. Violations of the dress and appearance policy can result in disciplinary action up to and including termination of employment.

Electronic Communication and Internet Use

The Coalition recognizes the importance of e-mail, voice mail and internet access in the work environment. Accordingly, e-mail, voice mail and the internet access are generally available to employees. Employees should use these information systems for Coalition business only. The Coalition reserves the right to enter and examine an employee's e-mail, voice mail and internet files or transactions at its discretion. All such communications are the property of the Coalition.

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (i.e. cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the organization or be contrary to the Coalition best interests and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, and unauthorized access of any computers and company provided equipment such as cell phones and laptops.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions to reduce the release of viruses or contain viruses immediately.

It is the Coalition policy to purchase software programs to facilitate business. All authorized software, license agreements, and all backup copies of said software will be kept in a secure location. No employee may load personal or unauthorized software on any Coalition computer without the Executive Director's approval.

It is vital to the success of the Northeast Florida Healthy Coalition to ensure consistent message are communicated when promoting or advertising Coalition assets and programs. Refer to the internal Standard Operating Procedure for process guidelines.

Standard Operating Procedure (SOP for internal Communication Guidelines can be located on the public share drive under: Administrative> Human Resource> SOP> Communication.

Social Media -Acceptable Use

Below are guidelines for social media use.

Employees may not post financial, confidential, or sensitive information about the company, clients, employees or applicants.

Employees may not post obscenities, slurs, or personal attacks that can damage the reputation of the company, clients, employees, or applicants.

Employee Personnel Files

The Coalition shall maintain a personnel file on each employee. An employee's personnel record contains all information pertinent to his/her employment. It is maintained by the Human Resource department and kept in a locked central file. Employee records for all current employees shall be maintained in an up-to-date fashion.

Personnel files are the property of the Coalition. Only authorized employees will be permitted access. With reasonable advance notice, employees may review their own personnel files in the Coalition's office in the presence of the Executive Director or Human Resource manager.

Personnel files may not be taken outside the Human Resource department. Representatives of government or law enforcement agencies, in the course of their duties may be allowed access to file information.

COMPENSATION

Performance Evaluation Procedure

Performance appraisals are conducted on an annual cycle on or around the end of the calendar year.

The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths areas for improvement and job goals for the next review period have been clearly communicated.

All administrators and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both administrators and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. A performance review does not result in an automatic salary increase. Performance evaluation forms will be retained in the employee's personnel file.

Payment of Wages

Wage and Salary Authorization

1. The Board of Directors shall authorize salary and wage schedules for the Executive Director.
2. The Executive Director shall authorize salary and wage schedules for all other positions.

3. Salary reviews shall take place after each annual evaluation. An increase in salary for cost of living and/or merit may be provided by the Executive Director within the budgeted amount approved by the Board of Directors. The Coalition, however, does not guarantee that any employee will receive any salary increase in any given year.

Payment Schedule

Employees are paid by direct deposit on a bi-weekly basis, every other Friday. The pay period begins on a Saturday and ends on a Friday. If the payday falls on a holiday, direct deposit will be the day before. If an error has been made on a direct deposit, the employee should inform his/her supervisor. Paychecks are not issued in advance of regularly scheduled paydays.

Payroll Deductions

There are two types of payroll deductions:

1. Those required by law: Federal Income Tax and Federal Insurance Contribution Act (FICA or Social Security/Medicare).
2. Those authorized by the employee: Voluntary contributions to 403(b) Retirement Plan and Dependent Health Insurance coverage.

Time Reporting

Hours of Work

The standard work week is eight hours a day, five days a week. Each non-employee will be entitled to either a non-paid lunch period of sixty (60) minutes or a non-paid lunch period of thirty (30) minutes. Hours of work will vary according to each position. The supervisor is responsible for establishing appropriate work schedule to include a lunch period for his/her employees. The Executive Director shall approve all work schedules. With the approval from the supervisor, an employee may opt to work a flex time schedule.

Flexible work hours can help motivate staff, improve productivity, accommodate education activities or routine health appointments, and promote a culture that respects work-life balance. All Coalition employees will be considered for alternative work scheduling on a case-by-case basis.

Below are factors that may be considered in the decision includes:

- Work team schedules and time commitments.
- Disciplinary record from the past 30 days especially in the areas of reliability and attendance.

There are two alternative work schedule options available to employees. The options include:

- **Ten-hour day**, four-day workweek, in which an employee works ten hours per workday, reducing the workweek to four days a week. If an employee accepts this option, he or she would omit overtime unless work is performed outside of the agreed schedule.
- **Non-traditional work hours**, instead of the normal 8 hour day an employee could work for example; from 7:00-4:00, 7:30-4:30, 9:00-6:00 etc. working any arrangement of hours within an 8 hour day constitutes a valid work day including a 30 minute or hour lunch break.

The opportunity to engage in flextime must be approved by employee's supervisor. Employee must first discuss possible flextime arrangements with his/her supervisor and then submit a written request using the Flextime Request Form.

The Coalition reserves the right to revoke flextime privileges at any time for reasons including, but not limited to, scheduling conflicts, and concerns regarding the productivity of the employees.

If flextime is to be terminated, the supervisor must give 3 days notification to the employee along with a written documentation outlining why privileges were revoke.

However, only 40 hours may be worked per workweek. Because the Coalition allows its non-exempt employees to work a flex time schedule, **NO** overtime is allowed unless approved in advance by his/her supervisor. Unauthorized overtime shall be addressed as a disciplinary issue, but employee shall receive overtime pay any time his/her hours exceed 40 in a workweek. Other options may be negotiated with the Executive Director. Holidays, Personnel Leave Day and Administrative Leave are for eight-hour periods only.

Employees who may be required to work additional hours early in the work week will have their work schedule adjusted by the end of the week to avoid overtime. **NO** overtime is allowed unless approved in advance by his/her supervisor.

Timesheet and Attendance Record

Each employee shall record his/her time worked by Friday noon on a bi-weekly basis on the PayChoice website and attendance record. Timesheets and Attendance Record must be validated by the immediate supervisor by Friday at 5:00 pm on a bi-weekly basis. Supervisor will submit validated Attendance Record to the Human Resource office to verify hours worked and time off by noon the following Monday.

Leave Record

A leave record shall be maintained on a monthly basis for each employee and may be reviewed on the PayChoice website. This information is recorded from the employee's timesheet.

Notice of Termination

Normally the Coalition will give semi-full time, part-time and full-time employee's notice at least ten (10) working days prior to his/her termination date. However, it remains within the Executive Director's discretion to suspend or terminate an employee immediately, depending upon the facts of each situation. Employees shall be paid for all days worked until his/her termination from employment.

Pay Upon Termination

Upon termination, full-time employees are entitled to all earned and unpaid salary. Any employee who leaves in good standing from the Coalition staff as determined by the Executive Director will also be paid for any unused annual leave pay. Pay in lieu of annual leave is limited to two hundred forty (240) hours of accumulated annual leave.

Introduction, part-time, Semi-Full time and temporary employees are entitled to all earned, unpaid salary, but are not eligible for payment of accrued annual days upon termination of employment. An employee who has previously achieved full-time status, but is placed on probation as a result of disciplinary action, is eligible to receive payment for accrued annual leave upon termination.

Upon termination of employment, the last paycheck may be a "live" check rather than direct deposit and will allow for any and all personal charges to be deducted to the extent permitted by law.

Meal Periods

An employee is entitled to take a non-compensated meal period each workday of one (1) hour. The Executive Director or designee must approve any variation in the normal schedule in advance.

No employee will be scheduled to work more than five (5) consecutive hours in a workday without a meal period. In no case may any meal period be waived to shorten an employee's work hours to be used in lieu of time without pay.

Employee Travel and Reimbursement

It is the policy of the Coalition to reimburse employees and members of the Board of Directors and its committees for reasonable expenses incurred as a result of Coalition business. Reimbursement for these expenses will be made on a monthly basis.

Forms supplied by the Coalition must be completed at the conclusion of each month, signed by the employee, and approved by the supervisor, and approved by the Associate Executive Director. Prior authorization by the Executive Director or designee is required for out-of-town travel. Reimbursement rates will not exceed those amounts allowed by the State of Florida.

In order to drive on behalf of the Coalition, employees are required to carry automobile insurance and provide a current copy of proof of automobile insurance to the Associate Executive Director. Any employee involved in an accident while traveling on business must promptly report the accident to his/her supervisor.

For more information reference the Coalition's Official Travel and Transportation Operating Procedure.

TIME OFF/LEAVES OF ABSENCE

HOLIDAYS

Immediately upon employment all full-time employees are entitled to paid holidays.

Holidays occurring on Saturday will be observed on the preceding Friday while those occurring on Sunday will be observed on the following Monday. Exceptions may be granted at the discretion of the Executive Director. If a holiday occurs when an employee is on vacation, the day will not be charged to annual leave.

Employees on leave of absence without pay for any reason will not receive holiday benefits for holidays occurring during the period of such leave.

Following is a list of holidays recognized by the Coalition:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day

Veteran's Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve Day
Christmas Day
Personal Leave Day – Floating

ANNUAL LEAVE

An employee may use annual leave for any purpose, including vacations, rest, relaxation, personal business or emergencies. An employee must request the use of annual leave in advance from his/her supervisor. It is within the supervisor's discretion to approve or deny such leave request.

Annual leave begins to accrue with the first full pay period that an employee works. Annual leave may be used only after it is earned.

Annual leave allowances accrue to all regular full time employees according to the following schedule:

1. Through the first five continuous full-time years of service to the Coalition, 3.08 hours per pay period (10 days per year).
2. After completion of five continuous years of full-time service with the Coalition, 4.62 hours per pay period (15 days per year).
3. After completion of ten continuous years of service with the Coalition, 6.15 hours per pay period (20 days per year).

After completion of 15 continuous years of service with the Coalition, 7.69 hours per pay period (25 days per year). Annual days will accrue bi-weekly to the credit of the employee at the rate stated above. The rate of accrual will change to the higher rate on the first day of the pay period in which the initial employment with the Coalition occurs.

During an approved leave of absence with pay, an employee shall continue to earn annual leave credits.

In order to provide proper rest and relaxation, use earned annual leave at the rate of at least forty (40) hours each service year. Any hours in excess of two hundred forty (240) as of June 30th of each year will be forfeited.

Annual leave credits shall be used only in minimum increments of one-half hour.

Any employee who leaves in good standing from the Coalition staff as determined by the Executive Director will be paid for any unused annual leave at the employee's current rate of pay. Annual leave will be paid up to two hundred forty (240) hours.

All leave must be approved in advance by employee's immediate supervisor.

Part-time and temporary employees do not earn annual leave.

Semi-full time employees will earn 1.54 hours of annual leave per pay period regardless of service with the Coalition.

In case of death of an employee, payment for unused annual leave at the time of death will be made to the employee's beneficiary, estate, or as provided by law. Such payments will be made at the rate of pay at the time of death.

SICK LEAVE

Sick leave begins to accrue with the first full pay period that an employee works. Sick leave may be used only after it is earned.

All regular full-time employees will earn sick leave at the rate of 4.62 hours per pay period based on 80 hours worked.

All semi-full time staff will earn sick leave at the rate of 2.31 hours per pay period based on 52-74 hours worked.

During leaves of absence with pay, an employee shall continue to earn sick leave credits.

Sick leave shall be used only in minimum increments of one-half hour.

Accumulated sick leave allowances may be used by the employee when an employee is incapacitated by illness or injury; when hospitalized or confined for observation following illness or injury; when absent for medial, dental, or optical examination or treatment; or when quarantined following exposure to a contagious disease.

Sick leave is granted in the event of temporary illnesses, temporary disabilities, medical appointments or dental appointments of the employee's immediate family members where the employee's assistance is required. (Immediate family is defined as

employee's spouse, child, mother, father, immediate in-laws, sister, brother, employee's grandparent).

After three (3) workdays or partial workdays of absence in any 30-calendar day period, the supervisor may require a medical certification before any further approval of sick leave will be granted.

Medical certification is required after ten (10) consecutive days of absence in any 30-calendar day period. Medical certification must indicate that the employee is unable to perform regularly assigned duties if further sick leave is to be authorized and be required for each additional thirty (30) consecutive days of absence.

All leave must be approved by employee's immediate supervisor within a reasonable time period (no less than one hour) prior to the scheduled time to work.

Anticipated absences should be reported to the employee's supervisor (or designated representative) by using the Leave Request Form by the start of the work period if not earlier. Employees with unreported absences may be denied pay for work hours missed and be subject to disciplinary action. Employees who take sick leave must also notify their supervisor of their ability to work their next scheduled workday.

Sick leave may not be taken in excess of the hours accumulated. Employees who have exhausted their sick leave accumulations but who require additional leave time may be granted use of annual leave with their supervisor's approval.

The use of sick leave will be suspended without proper authorization by a doctor when and employee has given the Coalition notice of intent to resign or retire. The use of sick leave will also be suspended without proper authorization by a doctor when an employee has been notified of separation or termination.

Sick days may not be used immediately prior to or following annual leave or holidays unless doctor's excuse is provided.

A two (2) hour doctor appointment does not warrant taking eight (8) hours of sick leave.

Part-time and temporary employees are not entitled to accrue sick leave.

If an employee was hired by the Coalition effective October 1, 2007, he/she may carry over unused sick leave that was accumulated with the Northeast Florida Regional Council.

There will be no payment for unused sick leave to any employee upon separation from the Coalition.

LEAVE

PERSONAL LEAVE DAY

This is given to full-time employees each year on July 1st and must be used with immediate supervisor approval by June 30th the following year. If it is not used within that timeframe, then it is forfeited. There will be no payment for unused personal leave to any employee upon separation from the Coalition. If an employee is on their introductory period, he/she is not eligible for personal leave until they are a regular full-time employee each year on July 1st.

BEREAVEMENT LEAVE

In the event of a death in the family, full-time employees will be entitled to time off with pay for up to four (4) consecutive working days of administrative leave with the approval of the Executive Director or designee. An additional two (2) days of paid leave will be allowed to attend an out-of-state funeral. No charge will be made to the employee's annual or sick leave. At the discretion of the Executive Director or designee, eligible employees may be allowed to use up to a maximum of three sick leave days with full pay in addition to the available bereavement leave. Family under this section only is defined as an employee's spouse, employee's mother, employee's father, employee's children and children's current spouse, employee's grandparents, employee's grandchildren, employee's siblings and the sibling's current spouse, employee's aunt, uncle, niece, nephew and first cousin, current mother-in-law, current father-in-law, and employees spouse's grandparents.

To request bereavement leave, an employee must provide documentation to include employee's name, relationship and a copy of the obituary, or a copy of the funeral program. Failure to provide documentation in a timely manner will result in the employee using annual leave in lieu of the bereavement leave.

Pregnancy & Maternity Leave Policy (new)

Our organization firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. Coalition policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including recruitment, hiring, training promotion and benefits. When the employee returns to work, she is entitled to return to the same or equivalent job with no loss of service, or other rights or privileges. Should the employee **not return** to work when released by her physician, she will be considered to have voluntarily terminated her employment with the company unless approval was given by manager to extend leave.

To be eligible for a pregnancy leave of absence, the employee must be a non-temporary full-time employee.

Maximum Length of Leave

The maximum length of pregnancy leave allowed is 12 weeks. If the employee needs a longer leave due to medical complications, the employee should notify their manger and the human resource office as soon as possible. The additional leave will be treated the same as any other medical or disability leave.

Written Requests

A written request for pregnancy leave must be submitted to the human resource office within a reasonable time. The employee must submit a written doctor statement, indicating the anticipated delivery date. The employee should inform the organization of the expected duration of her pregnancy leave so that the organization may plan around absence efficiently until her return.

Paid Leave

Pregnant employee may continue to work until they are certified as unable to work by their physician. At that point pregnant employees are entitled to receive benefits according to the company short term disability insurance plan. *note: employee can use

vacation/sick hours if hours available until they are eligible for short term disability pay. See short disability pay under benefits.

MILITARY LEAVE OF ABSENCE

Employees will be granted military leave to satisfy military reserve obligations and/or active military duty in accordance with federal and state law. Employees are required to give advance written or verbal notice of an absence for military service, unless circumstances make it unreasonable or impossible to do so. Employees should provide written notice as soon as possible to their manager. Unless otherwise provided by law, employees are entitled to take a cumulative total of up to five (5) years of military leave while employed by the Coalition.

Military leaves of absence will be unpaid; however, employees may choose to use any accrued paid time off during a military leave. While on a military leave of absence, employees will not accrue paid time off or any other benefits that would otherwise accrue based on the length of an employee's employment.

Employees on military leave for fewer than thirty-one (31) consecutive days may continue their health insurance coverage while on leave by paying the full cost of the **employee** portion of their premium to remain covered each month during the leave. Employees on military leave for thirty one (31) days or more may continue their health insurance coverage while on leave by paying the full cost of the premium (including both the employee's and employer's share) to remain covered each month during the leave. However, employees on military leave may not continue their health insurance coverage for more than twenty-four (24) months of military leave. Employees on military leave may continue other benefits to the same extent that employees on personal leave would be permitted to so do. Employees who wish to continue their insurance coverage and other benefits during a leave should advise the Associate Executive Director of their intent before beginning their leave.

At the conclusion of military service, employees who wish to return to work must report to the Coalition, or submit an application for re-employment, within a certain time frame. The time frame required depends on the length of the employee's military leave, so employees should contact the Coalition immediately to discuss the deadline for re-employment.

JURY DUTY OR WITNESS LEAVE

An employee who is required to perform jury duty is required to show the summons to the Executive Director or designee. The employee then will be paid his/her full salary for a maximum of two pay periods minus jury duty fees collected, during which time there will be no loss of accrued annual leave. If a jury duty obligation should legitimately exceed two (2) pay periods in duration, determination of subsequent action will be made by the Executive Director.

COALITION WITNESS LEAVE

If an employee is requested to serve as a witness on behalf of the Coalition, he/she will be granted a witness leave at regular pay for such time as it is necessary to comply with the request. Paid witness leave shall not be granted to an employee subpoenaed as an expert witness, as a party in a case, or as a lay witness other than as delineated above.

INCLEMENT WEATHER OR NATURAL/MAN-MADE DISASTER

In the event of serious weather or other natural or man-made disaster which could prove hazardous to the health and safety of the employee, the Executive Director or designee may declare time off with pay.

TEMPORARY DISABILITY LEAVE

The Coalition recognizes that a temporary disability may preclude an employee's attendance at work. In such cases, the Coalition does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, the Coalition will reasonably accommodate the employee's needs as well as the needs of the Coalition. If a leave is granted, any extensions will be subject to the same considerations.

An employee's request for a temporary disability leave must be in writing. That request must be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. At any time during a temporary leave, management may request that the employee furnish a written statement(s) of his/her current health condition. Prior to returning to employment with the Coalition, the employee will be required to submit written medical certification of his/her ability to work, including any restrictions. Upon return to work, if the employee qualifies, he/she will be reinstated to his/her former position or one that is substantially the same, depending upon the availability of any position at that time.

Any unused accrued annual leave and sick leave shall be used prior to the effective date of the temporary disability leave except for temporary disability leave due to pregnancy.

UNPAID LEAVE

Request for leave of absence without pay authorized by an employee's supervisor must be approved by the Executive Director two (2) weeks in advance of the employee's anticipated departure. Such leave must not exceed twelve (12) weeks except under unusual circumstances. Approval or denial of unpaid leave period is within the discretion of the Coalition and dependent upon the operational needs of the Coalition. The employee does not accrue any fringe benefits (annual leave, sick leave, holiday benefits and retirement benefits). Health premiums become the responsibility of the employee during the unpaid leave period.

UNPAID PERSONAL LEAVE OF ABSENCE

Once an employee has been employed as a full-time permanent employee of the Coalition for more than one (1) year, he/she may request a personal leave of absence without pay. The employee must submit his/her request in writing and state the date the leave is to begin, the date of return to work and the reason(s) for the leave

The employee will receive either written approval or denial of the request. If approved, the employee must use his/her leave of absence for the approved reason or purpose. Sick leave, annual leave and seniority and other benefits are not earned during an unpaid leave of absence.

Accrued annual and sick leave must be used during this period. Any paid holidays that fall within the leave of absence are not paid. If the employee fails to return to work on the scheduled date of return, the employee will be considered to have abandoned his/her position and voluntarily terminate his/her employment.

UNAUTHORIZED ABSENCE

Absence without leave and not informing the employee's supervisor with acceptable reasons within twenty-four (24) hours of an employee's reporting time for work may result in disciplinary action. An employee absent for a period of two consecutive working days without approval shall be deemed to have voluntarily abandoned his/her position.

EMPLOYEES BENEFITS

HEALTH INSURANCE

The Coalition will provide Health Insurance to all full-time employees that will begin the first full month after the first ninety (90) calendar days (calendar days after their date of hire) of continuous employment. The Coalition participates in a group health plan. The employee's cost is paid by the Coalition.

SHORT TERM DISABILITY INSURANCE

All active full-time employees working are eligible to participate in the Short Term Disability (STD) plan. All semi-full time employees working at least 30 hours per week are eligible for a pro-rata share rate to participate in the Short Term Disability (STD) plan.

Disability or Disabled means that, due to sickness, pregnancy or accidental injury, an employee: 1) is receiving appropriate care and treatment and complying with the requirements of such treatment, and 2) is unable to earn more than 80% of his/her pre-disability earnings at his/her own occupation.

The Short Term Disability replaces 60% of an employee's gross weekly earnings, less income he/she may receive from other sources (such as Social Security, Workers' Compensation, etc.) The maximum weekly benefit is \$700. Benefits begin after the elimination period. The elimination period begins on the day the employee becomes disabled and is the length of time the employee must wait while being disabled before he/she is eligible to receive a benefit. The elimination periods are as follows:

1. Accidental injury: 0 days
2. Sickness and Pregnancy: 7 days

Benefits continue for as long as an employee is disabled up to a maximum duration of twenty-six (26) weeks.

BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Coalition's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; and employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Coalition's group rates plus an administration fee.

RETIREMENT PROGRAM

The Coalition offers its full-time employees a Board approved retirement plan. Details of this plan will be furnished to each employee by the Executive Director or designee.

WORKERS' COMPENSATION

Employees of the Coalition are covered under the Workers' Compensation Program as required by law. In case of an accident sustained while the employee is on the job, details of the accident must be reported immediately to his/her supervisor, who will assist with necessary arrangements for medical attention and compensation in accordance with the law. Failure to immediately report injuries to his/her supervisor may cause the employee Workers' Compensation Insurance coverage to be voided. Employees may be required to be drug tested. Failure to submit to immediate drug testing will result in termination. The supervisor will prepare claim forms for signatures and submit the same on behalf of the employee to the Coalition's insurance carrier.

STATE UNEMPLOYMENT INSURANCE

Employees of the Coalition are covered under this act as required by state law.

PROPERTY AND LIABILITY INSURANCE

The Coalition maintains liability insurance covering its business operation and property. All matters that may involve such coverage must be promptly reported to the Executive Director.

SOCIAL SECURITY

Social Security payroll deductions are made for eligible employees based upon the established rate of the Federal Income Contribution Act (FICA). This payroll deduction is matched by the Coalition.

General Information

TAX EXEMPT

The Coalition is a State of Florida tax exempt organization. It is the responsibility of the employee to present a copy of the tax exempt certificate at the time of travel or purchase. Any Florida sales tax paid by the employee will not be reimbursed unless authorized by the Executive Director or designee.

AUTOMOBILE ACCIDENT

If an employee is involved in an automobile accident while on Coalition business the employee must report the accident to his/her supervisor immediately. The employee should request and obtain a police report and police investigation at the scene of the accident.

If an employee job requires his/her to operate his/her personal vehicle, the employee shall be required to submit proof of a current and valid Florida Driver's License.

If the employee uses his/her own vehicle, whether by authorization or requirement, to carry out the business of the Coalition, the employee must submit a current photocopy of the cover page of his/her insurance policy covering that vehicle as proof of that insurance. Insurance must be maintained current as a term and condition of continuing employment for that particular position.

The Coalition's Commercial General Insurance shall be excess insurance only and in no event will the Coalition's insurance respond as the employee's Statutory and/or Financial Responsibility Insurance. The liability for Statutory and/or Financial Responsibility means the minimum automobile liability limits required by statute or law.

COALITION CREDIT CARD

Employees may be given a Coalition credit card to facilitate and expedite certain purchases. The Coalition credit card is not to be used for personal charges. If there are any personal charges, they are to be marked appropriately and charges will be deducted from the next payroll check.

Employees are responsible for the Coalition credit card and are required to report immediately if card is lost or damaged. Any service problems with the agency credit card should be reported immediately to employee's supervisor.

Each month, Coalition credit card expenditures must be reconciled and submitted with original receipts to the Fiscal Manager within 5 business days of the statement. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance with this policy will result in cancellation of the card and such other disciplinary actions as appropriate.

Misuse of the Coalition Credit Card shall result in the cancellation of the card and disciplinary action as appropriate up to and including termination of employment.

DAILY ITINERARY/FIELD LOG

Employees who provide direct service will complete a Healthy Start Coalition Itinerary/Field Log daily. The log will identify the agency or participant name, date, address, and time of the visit, placed in the designated area in the employees work station. Logs are completed prior to conducting visit. In the event an employee has an early morning appointment that will be conducted prior to coming into the office, the log is completed the day prior to the visit and placed in the designated area in the office. When unscheduled drop-by or home visits are conducted that are not reflected on the log for that day, the employee must notify his/her supervisor/director of the change. Logs will be filed and maintained with the employee and the supervisor/director.

PARKING

The Coalition provides employees with parking at no cost. All parking is at the employees own risk. It is recommended that employees lock their cars and take other appropriate safeguards.

SALARY ADVANCES AND LOANS

The Coalition does not give salary advances or loans to its employees.

TRANSFERS

Management reserves its right to place employee where and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are at the discretion of the Coalition.

WORK ASSIGNMENTS

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, an employee may be required to perform duties or tasks of a fellow employee who is absent from a position that is temporarily vacant. The employee performing the temporary duties or tasks will be compensated at his/her regular rate of pay while performing other assigned duties on a temporary basis.

REPORTING IRREGULARITIES

It is the responsibility of each employee of the Coalition to report, immediately, any and all irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of Coalition funds or property, or suspicious persons or suspicious activity.

If an employee has actual or constructive knowledge of any irregularity, and does not report it to his/her supervisor, the employee has have engaged in unacceptable job performance.

Demotion

Demotion is a reduction in responsibility usually accompanied by a reduction in salary. If and when a demotion occurs, an employee will maintain his/her seniority in time of service with the Coalition.

Inspection/Searches

Any items or parcels taken out of or off Coalition premises or property (or property controlled by the Coalition) are subject to inspection/search. An employee's desk, workstation, work area, computer terminal, memory, files, etc. and voice mail are subject to inspection/search at any time. The Coalition may monitor any telephone conversation an employee has on Coalition owned or controlled equipment, premises or property. While on Coalition owned or controlled premises or property, an employee's vehicle, meal containers, purse, brief case, etc., as well as yourself, are subject to inspection/search. Any inspection/search conducted by the Coalition or its designee may occur at anytime, with or without notice.

An employee is prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior authority of management. Any password or restrictor must be revealed to and maintained by a second authorized

source. Removing, changing, deleting or erasing any Coalition information, without the appropriate authorization, is strictly prohibited.

GENERAL CONDITIONS

Contractual Arrangements

Only employees authorized by the Executive Director may enter into any agreement or other commitment to pay Coalition funds to any person or organization.

News Releases

Only employees authorized by the Executive Director may release information to the news media that represents views or policy of the Coalition. Any written releases must be approved in writing by the Executive Director.

ACKNOWLEDGEMENT

This employee handbook describes important information about the Northeast Florida Healthy Start Coalition, Inc., and I understand that I should consult the Associate Executive Director regarding any questions not answered in the Handbook. I acknowledge that my employment with the Coalition is at-will and not for any specified length of time. Accordingly, either the Coalition or I can terminate the relationship at will, with or without cause, at any time

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the Coalition's policy of employment-at-will. All such changes will be communicated and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Director, Associate Executive Director or Human Resource Director has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that this is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

