

Employee Handbook

Effective September 15, 2020

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WELCOME TO THE FAMILY!

It is a pleasure to welcome you as an employee of Christian Family Care (CFC). We trust that your position will offer you personal satisfaction and will prove to be mutually beneficial and rewarding to both you and CFC.

OneTeam

CFC was founded in 1982 by Kay Ekstrom and a group of Christians from several local churches in the Phoenix area. Compelled by their beliefs, they developed the vision of a Christian social services agency that would serve children through Christian families by providing foster care, pregnancy counseling, and adoption services. In 1988 and 1989 child and family counseling services were added and the ministry expanded to open a Southern Arizona - Tucson branch.



CFC became accredited through the Council on Accreditation (COA) in 2002. COA attests that an organization meets the highest national standards in delivering the best quality services to the community it serves.

Kay Ekstrom retired in 2007 and Mark Upton was elected as the new President/CEO of CFC. Mark has served this community for many years as a business professional, church and community ministry leader and brought his administrative and leadership gifts to CFC. That same year CFC opened a Northern Arizona branch office in Prescott, thus going State-Wide in providing services.

CFC's fundamental belief is, a nurturing family is vital to every child's success. Hundreds of children that have come to CFC in crisis situations are now part of loving and caring families.

The success of CFC and the impact we make for God and for good upon society depend in great measure upon the Christian spirit of helpfulness and good human relations evident among all the employees of CFC. It is important that our attitude toward everyone we serve is above reproach. Our contacts with the courts, other welfare workers and agencies, representatives of government contracting agencies, and the general public, including our constituency, should prove to all that the quality of Christian character found in our employees is equal to that found in any Christ-honoring organization. This places a high degree of responsibility upon each one of us.

We stress communication at CFC and hope that this handbook, plus our other Policies & Procedures and Administrative Guidelines, will answer your questions about our practices and policies. The purpose of providing you with this handbook is to familiarize you with the policies that guide your day-to-day activities during your tenure at CFC and to provide a broad outline of your benefits. Keep in mind that CFC policies and procedures are revised from time to time in order to keep pace with changing conditions. This handbook supersedes and replaces any previously published employee handbook and exists in conjunction with our other Policies & Procedures and Administrative Guidelines. CFC personnel will be given an opportunity, from time to time, to participate in the review of personnel policies. All CFC personnel will be provided with written notification of any changes in personnel policies.

Again, welcome to Christian Family Care! We are praying for you and the work you are doing with our organization. If you have questions about this handbook, Staff Care is here to offer guidance and answer your questions.



Vision

We envision a future in which
every
child is loved and nurtured in a Christ-centered family.

Mission

Strengthening families and serving at-risk children in the name of Jesus Christ.



Christ-Focused Statement of Values

Committed to Compassion

CFC is guided by the biblical principle of compassion for others and demonstrates this in the care and concern we show for all children, families, and co-workers.

Committed to Integrity

CFC is committed to continuous quality improvement, professional and financial excellence, ethical development practices, and careful stewardship of the resources entrusted to the Agency.

Committed to Community

CFC is committed to embracing, transforming, and improving the diverse communities we serve through staff, board members, and volunteers who demonstrate awareness and sensitivity.

STATEMENT OF FAITH (NAE)

CFC Statement of Faith

1. We believe the Bible alone (the 66 books of the Old and New Testament) to be the inspired, authoritative word of God, without error in the original manuscripts (2 Timothy 3:15; 2 Peter 1:21).
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15; 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (1 Cor. 15:3; Ephesians 1:7; Hebrews 2:9), in His bodily resurrection (John 11:25; 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that all human beings are lost and sinful by nature. For their salvation, regeneration by the Holy Spirit and (for all who have the mental capacity) personal faith in Jesus Christ are absolutely essential. Justification is by faith alone, in Christ alone, and is not based on any human works or doctrine. (John 3:16-19; 5:24, Romans 3:23; 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16; 6:19-20, Ephesians 4:30; 5:18).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. The true Church is the body of Christ of which He is the head (John 17:23, Ephesians 1:10; 4:11-13, Galatians 3:26-28, 1 Corinthians 12:12-13, Romans 8:9).
7. We believe in the resurrection of the saved unto eternal life and the lost unto eternal condemnation (Matthew 25:31-46, John 5:28-29).

Code of Christian Conduct

Christian Family Care is a community of believers who have joined together to strengthen families and serve at-risk children in the name of Jesus Christ. Our organization requires behavior consistent with the Holy Scriptures. Consequently, when joining Christian Family Care, paid or volunteer staff freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards. As representatives of Christian Family Care, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees and volunteers. Violations of these standards are regarded as a serious breach of integrity and could result in discipline.

God's Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). These attributes are to be sought, encouraged, and demonstrated in our relationships. Scripture teaches there is absolute equality in value and dignity regardless of gender, race, or social status (Gal 3:28; Col 3:11).

Scripture further teaches us that certain behaviors should be avoided, including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, drunkenness, and immodesty of dress (Galatians 5:20-21), and sexual sins including promiscuity, adultery, premarital sex, use or distribution of pornography, homosexual behavior including using restrooms, locker rooms, changing facilities or dressing opposite of birth gender (Leviticus 20:13, Galatians 5:19), consistent with *CFC Statement of Marriage, Gender and Sexuality*.

Occasionally, loving confrontation may be necessary when a member of our organization appears to be in violation of scriptural norms. Our purpose in such a confrontation is not to condemn but "to present everyone complete in Christ" (Col. 1:28). We approach each situation with caution and humility, realizing that each of us is subject to the same temptations (Gal. 6:1). However, when the conduct is believed to be in violation of the standards of Scripture, or could compromise Christian Family Care's reputation or its ministry, Christian Family Care may initiate disciplinary action.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10). We believe that in order to preserve the function and integrity of Christian Family Care as the local Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by Christian Family Care in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Christian Family Care.

Statement on the Sanctity Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Statement on Natural Family and Raising Children

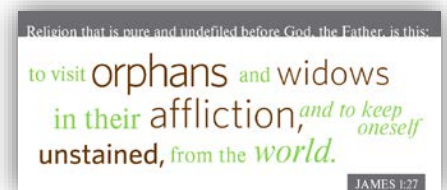
The following Statement on Natural Family and the Raising of Children is reflective of our concern that the disintegration of the family is fracturing the moral and social wellbeing of America, is increasing the burden of government to raise children; and our sincere religious belief that God intended the natural family to be the foundational social unit for the wellbeing of children and society. We further believe that, as Christians, we have a religious obligation to, whenever possible, place children in families that reflect God's intention. This statement reflects our firm religious beliefs that the way to a vibrant and healthy society for all peoples is to recognize our individual and corporate frailties; be people who give and accept the gift of God's grace; and adopt in acts of obedience the moral guiding principles of Christianity and the Bible. This Statement should be read in context with our Statement of Faith and Code of Conduct.

We believe that the Bible teaches that the family is of divine origin and purpose. As a result, our hope is for every child to be loved and nurtured in a Christ-centered family.

We believe the natural family, first established when God made a man and woman, unites them as “one flesh” in a lifelong covenant of marriage and blesses them with the exhortation to “be fruitful and multiply” is intended as the foundational social unit, inscribed by God, for the wellbeing of society (Genesis 1:27-28; 2:23-24).

We believe that the natural family was designed by God to be the very best and most important social structure for satisfying the longings of the human heart to give and receive love; welcoming and ensuring the full physical and emotional development of children; sharing a home that serves as the center for social, educational, economic, and spiritual life; building strong bonds among generations to pass on a way of life that has transcendent meaning; and extending a hand of compassion to individuals and households whose circumstances fall short of these ideals. (Genesis 2; Song of Solomon, Ephesians 5:28-29; Deuteronomy 11:19; Proverbs 22:6; Psalm 127:3; 1Timothy 5:8)

We believe, as Christians, we serve a God who is full of grace and rich in mercy. God's Word teaches us to look after the orphans and widows in their distress (James 1:27) and to serve those who are considered the “least of these” (Matthew 25:40) – the abused, abandoned and neglected children and their distressed families. Many children are growing up with added challenges because of the absence of a married father and mother in their lives. Healthy Christian natural families must reach out to serve these children and families with unconditional love and guidance – not only to prevent children from following in their parents' footsteps, but most importantly, to help point them toward God, the Father who will always be there for them. (Mark 10:13-16, 43-45; Matthew 18:2-6, 14)



Because we believe that God desires us to make every effort to place children in homes where they will be loved and nurtured in Christ-centered families our preference is always to place children in foster and adoptive homes of married couples, where a mother and father who are married (as defined in the *Statement on Marriage, Gender, and Sexuality*) can work together to properly teach, train, discipline, and provide a worthy example for living (Deuteronomy 6:6-7; Proverbs 22:6; Ephesians 6:4; 2 Timothy 1:5; 2 Chronicles 26:3-4).

Although we believe that God's ideal design is for children to be raised in two parent families, we believe that God commands all Christians to serve at-risk children and families and therefore we will sometimes, when no two-parent family is available, or when the abuse suffered by a child requires a single parent, place children in single parent families where the parent accepts their biological sex and whose life exemplifies Christian moral conduct. In no circumstances, however, will we knowingly place children with one whose lifestyle does not exemplify Christian moral conduct, because we believe that our doing so would be offensive to God.

Statement of Final Authority for Matters of Faith and Conduct

The *CFC Statement of Faith* does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Christian Family Care's faith, doctrine, practice, policy, and discipline, our Board of Directors is Christian Family Care's final interpretive authority on the Bible's meaning and application.

PRAYER/STAFF MEETINGS

We encourage communication and prayer at CFC. We believe prayer is vital to your wellbeing and the wellbeing of CFC. We encourage all employees to practice the spiritual discipline of prayer, both privately and corporately with other employees. Staff meetings are held with all employees quarterly. Attendance at departmental and all-staff meetings is important to keep informed, hear from our President and also how God is working in our programs to carry out the Mission of CFC. Please discuss with your supervisor if you are unable to attend.

Prayer requests and praises may be shared on Workplace.

OPEN DOOR

CFC has an open door policy that encourages employees to provide constructive feedback and to ask questions of their supervisor and/or leadership team. This policy also encourages employees who have job-related problems or complaints to talk them over with their direct supervisor or a manager at any level of management they feel can help them. CFC believes that employee concerns are best addressed through informal and open communication. If, however, concerns are not resolved at this level, or at the employee's discretion, he or she may wish to utilize the Employee Grievance Process outlined in this handbook. (Also refer to the Whistleblower Policy.)

CFC will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate.

No employee will be disciplined, retaliated against, or otherwise penalized for raising a concern in good faith.

CULTURAL COMPETENCE STATEMENT

CFC desires to be culturally competent in all areas. Any language or behavior which questions our sensitivity should be brought to the attention of CFC management.

CFC will strive to maintain a level of staff diversity that reflects the demographics of the community we serve. Training opportunities are offered for employees throughout the year, which bring awareness to cultural issues surrounding the community we serve.

EQUAL EMPLOYMENT OPPORTUNITY

Christian Family Care provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability, genetic information, marital status, veteran status or any other protected status under applicable law. As a non-profit, faith-based organization, CFC is permitted to reserve the right to prefer employees on the basis of religion, and we require that all staff agree with and sign our Statement of Faith without reservation. CFC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities, subject to the organization's faith-based employment practices. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Christian Family Care expressly prohibits any form of unlawful employee harassment based on race, color, sex/gender, national origin, age, disability, genetic information, marital status, veteran status, or any other protected status under applicable law.

ANTIHARASSMENT POLICY

Objective

Christian Family Care strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Our employees should be able to work in a safe atmosphere. To protect our employees and provide a safe atmosphere, CFC will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the company will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy.

There is neither Jew
nor Gentile, neither
slave nor free, nor is
there male and
female, for you are
all one in Christ
Jesus.

Gal 3:28

Prohibited Conduct Under This Policy

Christian Family Care, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Harassment

CFC prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal, visual, written, or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of CFC, as well as severe and pervasive conduct that is offensive and unwelcome and that alters the terms and conditions of employees' employment.

The following are examples of behaviors that may be considered sexual harassment. These behaviors will not be tolerated (this list is not intended to be all-inclusive):

- Unwanted physical contact or touching of a sexual nature;
- Unwanted and persistent flirtations or requests for dates;
- Sexual advances, requests for sexual favors, or propositions;
- Sexual gestures or verbal abuse, including offensive jokes, sexual innuendoes, or degrading language;
- Repeated unwelcome and/or inappropriate compliments about appearance or dress;
- Sexually suggestive photographs, drawings, graffiti and computer-related visual materials, including screen savers and Internet graphics;
- Sexually offensive letters, voice mail messages, calls, memoranda, text messages, social media posts, or e-mails; or
- Communications about sexual exploits, or questioning others about their sexual life or activities

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, age, disability, marital status, genetic information, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Since we live by the Spirit, let us keep in step with the Spirit. Let us not become conceited, provoking and envying each other.
Gal 5:25-26

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company

equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

Christian Family Care encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. If you feel you have experienced any type of prohibited harassment, you should report the behavior to your supervisor immediately, and follow the procedure outlined in the Employee Grievance Process outlined in this handbook.

Retaliation. No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing, supporting, or responding to a *bona fide* complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to disciplinary action.

DISABILITY ACCOMMODATION

Christian Family Care complies with all federal, state, and local laws concerning the employment of persons with disabilities. Furthermore, it is our organizational 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.

CFC will reasonably accommodate qualified individuals with a disability (including disabilities related to pregnancy) 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 and/or if the accommodation creates an undue hardship to CFC. Contact the Staff Care Department with any questions or requests for accommodation.

PREGNANCY ACCOMMODATION

CFC will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business. For information regarding the process of requesting an accommodation, please see the section above entitled “Disability Accommodation.” If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the Staff Care Department.

LACTATION ACCOMMODATION

Christian Family Care will provide all employees who wish to express breast milk at work for a nursing child up to a year old with a reasonable amount of break time. If possible, the break time should run concurrently with any paid break time already provided. In the event it is not possible for the break time for expressing milk to run concurrently with the paid break time already provided to the employee, the break time for expressing milk will be unpaid.

Wherever practicable, CFC will provide employees desiring to express breast milk at work with use of a private area or other location, other than a toilet stall, in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. Please contact Staff Care if you encounter any impediments to your lactation accommodation needs or any retaliation for availing yourself of such accommodations.

IMMIGRATION COMPLIANCE

Christian Family Care employs only United States citizens and those non-U.S. citizens who are authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986 and any other applicable laws.

Before beginning work, new employees must complete the Employment Eligibility Verification Form I-9 and present appropriate documentation establishing their identity and employment eligibility. All new employees will have their I-9 information submitted to the E-Verify system to ensure that they are eligible to work in the U.S.

Any employee who falsifies or attempts to falsify information about his or her immigration or work authorization status or the immigration status of any other employee or applicant will be terminated and will not be eligible for future employment with CFC.

EMPLOYEE CLASSIFICATION

All employees are designated as either nonexempt or exempt under applicable wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment at-will relationship at any time is retained by both the employee and Christian Family Care.

Nonexempt employees are employees who are NOT exempt from the law's requirements concerning minimum wage and overtime. Hourly, nonexempt employees are required to record and report all hours worked and will be paid accordingly, including overtime at the rate of one and one-half times the employee's regular rate of pay for all hours in the workweek over forty (40) hours. Salaried, nonexempt employees are required to record and report all hours worked and will be paid accordingly, including overtime at the rate of one-half times the employee's regular rate of pay for all hours in the workweek over forty (40) hours. Any employee who works time that is not recorded contemporaneously in the Agency's timekeeping system should notify his or her supervisor as soon thereafter as practicable so an administrative pay correction can be made and time compensated properly. The Agency will make good faith efforts to correct any timekeeping or payroll mistakes that are brought to its attention. Nonexempt employees must have all overtime approved in advance by a supervisor. If a non-exempt employee works overtime without permission, the employee will be paid properly for all hours worked, but repeated overtime work without authorization may result in the employee being disciplined, up to and including termination of employment.

Exempt employees are generally managers or learned or creative professionals, administrative employees, or certain computer technicians who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

CFC has established the following categories for both nonexempt and exempt employees.

1. **Regular, Full-Time Employee** – Those employees who are regularly assigned to work a full-time schedule of 30 or more hours per week are entitled to all of the benefits offered for said position.
2. **Regular, Part-Time Employee** – Those employees who are assigned to work fewer than 30 hours per week on a continuous basis. Part-time employees may be paid on a salaried basis or an hourly basis.
3. **Temporary Employee** – Those employees whose service with CFC is intended to be of limited duration such as during peak work periods, events, the life of a specific grant, or summer work. Temporary employees may work on a full-time or part-time basis.
4. **Fee for Service Employee** – Those employees who receive pay for their hours in session or required training and supervision or on a per-piece basis.

EMPLOYMENT AT WILL

All CFC employees are employed “at will,” which means that no CFC employee is guaranteed employment for any specific period of time or duration, and the employment relationship may be terminated by either the employee or CFC at any time and for any reason not prohibited by law. No statement in this handbook and no written or oral promise or representation by any CFC staff should be construed as changing the at-will employment status of any employee or construed to impose a “just or good cause” termination standard. The at-will employment relationship may only be changed in an express written agreement signed by the employee and the President of CFC. CFC management reserves the right to change its policies, procedures, and practices at any time in its discretion. This handbook is not a contract of employment.

EMPLOYMENT OF RELATIVES

Due to the potential of perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, CFC will hire or advance relatives of persons currently employed by CFC only if: a) candidates for employment/advancement will not be working directly for or supervising a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, and leave requests. For the purposes of this policy, the term “relative” applies to the following relationships, based on blood, marriage, or other definitions: spouse, children (including foster children), grandchildren, parents, siblings, grandparents, aunt, uncle, nephew, niece, or in-laws.

EMPLOYMENT OF BOARD MEMBERS/FAMILY

To preserve the objectivity and integrity of CFC’s Board of Directors, any member who wishes to apply for employment with the Agency must first resign from the Board.

CFC discourages the hiring of relatives of any current member of the Agency Board of Directors. CFC discourages the hiring of relatives of a branch advisory board. Any exception must be approved by the President or designee.

EMPLOYEE GRIEVANCE PROCESS

If an employee has a work-related problem or question, the employee should discuss the concern with his or her direct supervisor or with the Staff Care Department. If, however, the difference of opinion or complaint on the employee’s part becomes more significant, the following procedure ordinarily will be followed:

1. The complaint should first be discussed with the employee’s immediate supervisor. (If the complaint concerns the employee’s immediate supervisor, the employee may go immediately to step 2.) If the employee prefers the involvement of Staff Care, the employee should feel free to make arrangements with the Staff Care Department. The Staff Care Department should be made aware of the issue early in the process.
2. If the complaint is not resolved to the employee’s satisfaction, it should be discussed with the employee’s department/program Director.

3. If the complaint is not resolved to the employee's satisfaction, it should be discussed with the employee's department's program Officer.
4. If the complaint is still not resolved, it should be discussed with the President. If the complaint involves Agency management or the President and is not resolved within the above stated process, it should be referred to the Chairman of the Board of Directors.

CFC will not retaliate against any employee for filing a grievance or for participating in the investigation of a grievance in good faith.

EMPLOYEE COACHING/PROGRESSIVE DISCIPLINE

CFC wants our employees to reach their greatest potential in effective Christian service. To this end, every employee has the duty and responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their abilities and to the standards as set forth in their job descriptions or as otherwise established.

Christian Family Care supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of unsatisfactory behavior and/or performance issues.

Outlined below are the steps of our progressive discipline policy and procedure. CFC reserves the right to combine or skip steps in the process depending on the facts of each situation and the nature of the offense, up to and including termination. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization. Each supervisor is to contact Staff Care before administering progressive discipline.

The following outlines CFC's progressive discipline process:

Verbal Coaching: A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

Written Coaching: Written warnings or coaching is used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are documented using Form #9054 and will include an improvement plan. After completion, written warnings are shared with the employee by their supervisor where the employee is given an opportunity to respond, agree or disagree. The form is placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

Termination: Employment may be terminated after other disciplinary measures have failed or when a first time incident occurs that is extremely serious, at the discretion of management. Terminations will be documented using form #9054. A termination requires prior review by the applicable department head, the President, and Staff Care. This policy does not alter the right of CFC, as an at-will employer, to terminate the employment relationship at any time, with or without cause and with or without notice.

PERFORMANCE EVALUATIONS

Each employee's performance will be reviewed on a continual basis by his or her immediate supervisor. An informal review is ordinarily conducted for new employees by their supervisors after they have completed 90 days of service. A formal performance evaluation ordinarily will be conducted on an annual basis; however, we encourage continuous performance conversations between employees and their supervisors. Although the mechanics of the performance evaluation process may change from time to time, it will include the components of planning, goal setting, measurement, communication, and feedback.

Annual employee self-evaluation and professional development plans, signed by both the employee and supervisor, are placed in the employee's personnel file. Employees may keep a copy of their evaluation and have the opportunity to comment on it in writing. Performance evaluations also ordinarily will include a review of the employee's job description, discussion of ongoing SMART goals, and personal and professional development.

PERSONNEL FILE

Employee's personnel files have all been converted into secure, digital files on CFC's cloud or server-based storage.

Personnel files are the property of Christian Family Care, and access to the information they contain is restricted. Personnel files are not shared outside of the Staff Care department. Access to personnel files is limited to CFC management or as required by contracts or local/federal law. Employees may view their files during the course of employment by making a request with Staff Care.

Employees are responsible for notifying CFC of changes to their personal data. If an employee's marital status or mailing address changes, the number of tax exemptions previously claimed increases or decreases, or there is new/updated direct deposit information, the employee should update this information directly in the Paylocity payroll portal.

WORKPLACE SAFETY

SUBSTANCE ABUSE POLICY

CFC seeks to provide a safe, healthy, and productive environment for our employees, volunteers, and clients and to protect human life as well as CFC property and assets. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, CFC is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to prevent alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of CFC. The Staff Care department is responsible for policy administration. At management discretion and in accordance with applicable law, drug or alcohol testing may be required.

The use (or attempting to function with alcohol, drugs or drug metabolites in their system), possession, manufacture, dispensation, sale, distribution, concealment, or transportation of any alcohol or illegal chemical/drug substance, by employees or others, is strictly prohibited. Any employee found to be in violation of this policy is subject to disciplinary action. Abuse or misuse of legal prescription drugs will be looked upon in the same manner.

Employees who have drug or alcohol problems are encouraged to come forward for management intervention. CFC will make every attempt to assist employees who self-report and may offer referrals for treatment by reputable rehabilitation programs. This acknowledgement and referral process should not be construed to mean that CFC will, in any way, tolerate the use (or attempting to function with alcohol, drugs or drug metabolites in one's system), manufacture, dispensation, possession, sale, distribution, concealment, or transportation of any alcohol or illegal chemical/drug substance, on the property or during working hours, by employees or others.

If an employee becomes aware of a violation of this policy, he or she should report it immediately to his or her supervisor and Staff Care so the matter can be investigated promptly and action taken where necessary.

CFC will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illegal drugs or alcohol on CFC property or at a CFC-sponsored activity.

Marijuana. Christian Family Care complies with the Arizona Medical Marijuana Act. To maintain the highest standards of worker safety, use of, being under the influence of or impairment from medical marijuana at work or while performing employment duties is strictly prohibited. Employees may be disciplined or terminated if impaired while at work, or if the employee possesses or uses marijuana while at work. Signs of impairment include but are not limited to: red, bloodshot eyes; dilated pupils; poor concentration; impaired perception of time; loss of energy; impaired perception of distance; abnormal or erratic behavior; slow and deliberate responses; slow reflexes; incoherent speech; odor; and impaired balance or coordination.

Confidentiality. Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to Staff Care shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Crimes Involving Drugs. Furthermore, CFC also prohibits manufacturing, distributing, dispensing, possessing, or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

SAFETY AND EMERGENCY PROCEDURES

Refer to the Risk Management Program Guide. For Workers' Compensation, refer to the Benefits – Insurance section of this handbook.

Employees have the right to report work-related injuries and illnesses free from retaliation. Employees are required to report workplace injuries and illnesses promptly and are encouraged to report perceived safety hazards to their supervisor or Staff Care as soon as practicable without fear of retribution.

Stay Home if Sick: Employees who have a fever or feel ill are encouraged to stay home and should not come to work. These employees can utilize available paid sick leave and/or vacation time.

Illness at Work: Employees who become ill at work are encouraged to see a doctor, report to the nearest hospital, or return home. Supervisors will assist employees in any way possible, including aiding in making necessary transportation arrangements. Employees who witness a life-threatening illness or injury should call 911 first.

SMOKE-FREE WORKPLACE

Smoking (including vaping and the use of e-cigarettes) is prohibited in all non-smoking areas, including inside any CFC building, anywhere within 20 feet of any entrance or ventilation system to the buildings, breezeways, or outside corridors.

The smoke-free workplace policy applies to:

- All areas of company buildings.
- All company-sponsored off-site events or meetings.
- All rental vehicles used for CFC business.
- All visitors (customers and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees, volunteers, or interns.

COMMUNICABLE DISEASES

Definition: Communicable or contagious diseases are those diseases that are transmittable by microorganisms from one person to another. Communicable diseases prevalent in the U.S. and Canada include, without limitation, influenza, infectious mononucleosis, hepatitis A and B, measles, mumps, chickenpox, and tuberculosis. It is the policy of the Agency to adhere to health and safety

guidelines set forth by the Health Departments of the State of Arizona, the cities in which we work and serve, and the U.S. Center for Disease Control as they relate to communicable diseases.

Policy: Since communicable diseases pose primary risks (to the infected person) and secondary risks (to those who come in contact with an infected person), each case will be handled with a balance of Christian concern for the individual as well as for the Agency community.

CFC reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace or clients being served by a CFC employee.

CFC will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

WORKPLACE EXPECTATIONS

CONFIDENTIALITY

All employees of CFC will work with confidential information of clients, donors, employees, or the Agency, and thus protecting this information is very important. Confidential information obtained during or through employment with CFC may not be shared with anyone outside of CFC and should not be used by any staff member, volunteer, or intern for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit.

The use of CFC client lists, mailing lists, or databases (including client files and donor information) for personal or non-approved Agency business is prohibited. Further, all records, files, and documents (whether electronic or hard copy) should only be accessed by relevant staff. For example, if an administrative employee has access to electronic client files, that employee should not view those client files.

CONTACT WITH THE MEDIA

All media inquiries regarding CFC and its operations must be referred to the Director of Marketing and Communication.

COPYRIGHT POLICY

During the course of employment, employees will create numerous documents (i.e. trainings and training material, mail, e-mail, notes, computer records, reports, expense reports, etc.). These documents are the copyrighted property of CFC, and employees are responsible for the integrity of these records. Updated or revised versions of these documents retain CFC's copyright ownership. Employees may never knowingly make any false or misleading entries to any CFC document.

Copyright ownership gives exclusive right to use, make copies, edit, and distribute materials.

An employee who would like to use these copyrighted materials outside of normal job duties should obtain permission from Christian Family Care leadership.

For content not created by Christian Family Care or its employees, refer to CFC Policy 1.3, posted at all CFC copiers.

DUTY OF LOYALTY

CFC prohibits employees from engaging in activities that are contrary to the business interests of CFC, such as:

- Diverting a business opportunity of CFC
- Inducing employees to leave CFC
- Inducing vendors, clients, or potential clients to terminate their relationship with CFC
- Using or disclosing confidential and/or proprietary information.

The prohibition on using or disclosing confidential and/or proprietary information applies after the termination of the employment relationship. Certain confidential and proprietary information may constitute trade secrets under federal or state law, the unauthorized use or disclosure of which may expose an employee or former employee to claims for damages, punitive damages, and attorneys' fees, among other forms of relief.

WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee of CFC who reports an activity that he/she considers to be illegal or dishonest (such as conduct in violation of state law or contrary to the standards of Scripture) 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 and dishonest activities are violations of federal, state, or local laws; conduct contrary to the standards of Scripture; or partaking in activities which could tarnish the reputation of the Agency.

If an employee has knowledge or concern of illegal or dishonest behavior, the employee is to contact his/her immediate supervisor or the Staff Care Manager. 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.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, his or her identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to treat accused individuals fairly. The Agency will not retaliate against a whistleblower who makes or supports a complaint of perceived unlawful or dishonest conduct in good faith. This includes, but is not limited to, protection from retaliation in the form of 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 Staff Care Manager immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the Staff Care department.

CONFLICT OF INTEREST

It is important that employees avoid conflicts of interest to maintain high standards of conduct. A conflict of interest is a situation in which an employee's private or economic interest interferes with or in any way influences the employee's duties and responsibilities at CFC or with the Agency's general activities, even if this conflict has no adverse impact on job performance. While it is not practical to state all possible conflicts of interest, some are listed below. It is considered to be in conflict with CFC's interest:

- For any employee, contractor, intern, or volunteer to engage in services similar to CFC for another agency or private practice while they are providing such services to CFC. Employees, contractors, interns, or volunteers will provide CFC services in identified satellite offices or other

sites approved by the President. Staff will not engage in private practice or business activities that are directed toward CFC clients.

- For any employee, contractor, intern, or volunteer to accept outside employment in any capacity or engage in any activity that would be detrimental to the employee's job performance, or adversely affects or conflicts with the interests of CFC. Employees must notify department heads of any outside employment (on either a salary or a fee basis). If an employee's outside activity is determined to constitute a conflict of interest and the activity continues beyond a reasonable amount of time, disciplinary action will result.
- For an employee, contractor, intern, volunteer or any dependent member of his or her family to have a direct or indirect financial interest in any business organization that compromises the employee's ability to perform his or her job for or on behalf of CFC without the appearance of impropriety.
- For an employee, contractor, intern, volunteer or any dependent member of his or her family to solicit or accept, either directly or indirectly, gifts, payments, extravagant entertainment, services, or loans of any form from someone soliciting business or who has already established business relations with CFC. Gifts of nominal value and entertainment, meals, and social invitations that are customary and proper, and that are wholly in keeping with good business ethics and do not place the recipient under obligation are permitted.
- For any employee, contractor, intern, or volunteer to serve as an officer, director, or in any management capacity at another business organization that would adversely affect his or her work performance for or on behalf of CFC.
- For an employee, contractor, intern, or volunteer to release any data on bids, contract rates and costs or any other confidential data to anyone outside CFC's employ except when deemed necessary and essential by duly designated management representatives.

Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor or the Staff Care department.

ATTENDANCE

Timely and regular attendance is an expectation of performance for all CFC employees. It is understood, due to the nature of services provided by CFC, that not every employee works the same schedule. Therefore, employees and their supervisors should arrange schedules based on individual or departmental expectations and adhere to their established schedule. There may be occasions, however, when emergencies or sudden illnesses may require that an employee be late or absent. If the employee finds it necessary to be late or absent, the employee must notify his or her supervisor as far in advance of the absence as is practicable.

Excessive absenteeism, unexcused absences, continual lateness, failure to call before missing or being late for an assigned shift, or falsifying the employee's reasons for being absent or late may result in disciplinary action.

TELECOMMUTING

CFC has designed a telecommuting program to help employees work effectively in their home workspace. Telecommuting—also called teleworking, working from home, remote work, and flexible workplace—is a viable alternative work arrangement in cases where individual, job, and supervisor characteristics are best suited to such an arrangement. Specific information can be found in the Agency's standard telecommuting agreement. The telecommuting agreement must be agreed on and signed by the employee prior to telecommuting. The Agency reserves the right to terminate the telecommuting arrangement at any time for business reasons, in the Agency's sole discretion.

TELECONFERENCING GUIDELINES

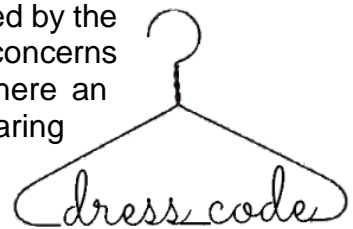
When attending virtual or teleconference meetings, appearance and behavior of CFC employees is expected to reflect the same modesty, discretion, and professionalism as in-person meetings. Staff has a responsibility to continue to reflect a consistent Christian testimony in dress and lifestyle as each employee personally represents CFC in person, on camera, and other forms of communication.

DRESS CODE

The appearance of CFC employees is always expected to reflect modesty and discretion. Staff has a responsibility to maintain a consistent Christian testimony in dress and lifestyle in the office and community. The community and office visitors gauge the quality of CFC by the attention we show to personal appearance and attire. Each employee personally represents CFC and is required to dress in an appropriate manner.

CFC has a business (professional) casual dress code during all regular work days, weekend work hours, including training, orientations, and teleconferencing. Below is a general overview of acceptable business casual attire. No dress code can cover all contingencies, thus employees are expected to use personal judgment and discretion in choice of clothing. Employees who are uncertain about acceptable attire should ask their supervisor or Staff Care.

When an employee's clothing does not comply with these standards, as determined by the employee's supervisor or Staff Care, the supervisor should address his/her concerns directly with the employee. These corrective actions also include situations where an employee is exercising poor hygiene (including offensive body odor) and/or is wearing excessive amounts of perfume/cologne. If continued coaching fails to bring the desired response, the supervisor may initiate disciplinary action or ask Staff Care to become involved in the situation.



Guidelines: Acceptable clothing for all regular work days, weekend work hours, including trainings and orientations.

For Women:

- **Pants:** Long pants including capri and cropped pants which extend at least one (1) inch below the knee when standing straight. Denim (AKA jean) pants must be dark wash and have no rips (as an intentional design-feature or otherwise), garish embellishments, or frayed edges. All pants must be neat, clean, and wrinkle-free.
- **Tops and Blouses:** Clean and neat shirts, knit tops, and blouses should be wrinkle-free. For women, sleeveless shirts and blouses that are dressy are acceptable as long as they do not appear to be “workout attire”. Undergarments should not be exposed when wearing a sleeveless top.
- **Skirts and Dresses:** Clean and neat dresses and skirts should be wrinkle-free. Hems can be no higher than two (2) inches above the knee as measured when standing straight and without pulling the garment down. Any slit or separation of the fabric must also be no higher than two (2) inches above the knee.
- **Shoes:** Dress shoes, nice and clean casual shoes (not including sneakers), and dressy open or closed toe sandals.

For Men:

- **Pants:** Wrinkle free clean pants, slacks or denim jeans that are dark wash with no rips or frayed edges.
- **Shirts:** Clean and neat wrinkle-free short or long sleeve shirts. Knit shirts must be collared and have sleeves. No sleeveless shirts for men are allowed.
- **Shoes:** Dress and casual shoes or loafers.

For Men and Women:

- **Prohibited clothing:** Excessively tight and/or revealing clothing of any kind, clothing that reveals undergarments, shorts, t-shirts (unless worn under another shirt/jacket), athletic attire, athletic shoes (AKA sneakers), flip-flops, work boots, hiking boots, baseball caps, sundresses (unless it meets the hem rule above and is paired with a sweater or other cover-up), tank top or spaghetti strap top, and sweatshirts or hoodies.
- **Tattoos and Piercings:** Tattoos are expected to be covered up when reasonably possible to do so. Visible tattoos and piercings are expected to be tasteful and not compromise professional appearance.

Guidelines: Acceptable clothing for community events or when meeting with others in court, church, government offices, or other professional settings.

When representing CFC in the community, your dress and appearance should reflect the professionalism of our organization. Men’s shirts should be long sleeved and tucked in. If appearing at the Capitol, ties for men are required and suit or sport coat is optional. Women’s attire for community events should be dresses, skirts or dress pants with conservative shirts or blouses.

All dress code guidelines listed above for regular work days are acceptable, with the exception of denim. Denim should not be worn to a community event or when meeting with others in court, church, government offices, or other professional settings.

PRIVACY POLICY

There is no expectation of privacy in the workplace or on CFC-issued equipment. While you are employed at CFC, you are utilizing the Agency's equipment, including but not limited to computers, telephones, printers, fax machines, office supplies, etc. CFC reserves the right to search your work area, work product, person, personal belongings, and electronic use of Agency equipment at any time and for any reason.

USE OF AGENCY EQUIPMENT

The Agency's computer system, including the hardware and proprietary and non-proprietary software, scanners, printers and modems are the property of CFC and are subject to use by any employee of the Agency. Property issued to employees should be used in the manner intended, and employees are responsible for any damage done (excluding normal wear and tear). Any items damaged or lost will be replaced at the employee's expense up to and including a payroll deduction to cover the replacement cost of any item that is not returned or is not returned in good working order.

Any e-mail, manuals, forms, brochures, letters, or other documents created by an employee during or in connection with their CFC employment remain the property of the Agency during their employment and upon the end of employment. All Agency materials should be returned to CFC at the termination of the employee's employment or upon request by Agency management, whichever is sooner. E-mail documents and voice mail messages, whether internal to the Agency or sent via the Internet or received from outside the Agency, are not confidential. CFC retains the right to inspect and review the use of all CFC equipment and documents at any time.

Telephones, postage meters, and copy and fax machines are provided for business use. Limited, occasional, or incidental use of this equipment for personal, non-business purposes is generally acceptable and should be kept to a minimum during work hours. Reimbursement for the use of Agency equipment for personal purposes can be made at the front desk.

Employees are required to use their agency-issued computers or tablets for doing any tasks related to employment with CFC. In the rare instance when an employee is granted permission to use their own personal computer for work-related tasks, they must obtain written authorization from their director and the Director of Operations.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the National Labor Relations Act.

COMPUTER/INTERNET USAGE



CFC will provide Internet access to its employees within CFC offices. Wireless Jet Packs may be provided for employees working remotely, if they will help the employee complete the daily responsibilities of their role.

Electronic Communication System Guidelines

CFC computers, software, accessories, and Internet connections may be used for personal ministry outside of normal business hours. It is the employee's responsibility to use the communication resources of CFC in a responsible fashion. Employees accessing e-mail or the internet through CFC's firewall are acting as representatives of CFC. In doing this, employees should follow the guidelines listed below.

- Avoid any Internet sites that contain obscene, hateful, or otherwise objectionable materials.
- Avoid sending or receiving any material that is obscene or defamatory, or that is intended to annoy, harass, or intimidate another person.
- Avoid uploading, downloading, or otherwise transmitting commercial software or copyrighted material in violation of its copyright.
- Avoid representing personal opinions as those of CFC.
- Avoid websites pertaining to gambling or illegal activities.
- The e-mail and internet systems are not to be used to create any offensive or disruptive messages or images. Among those would be any messages or images conveying sexual implications, racial slurs, gender-biased comments, or any other comments that offensively address someone's age, religious or political beliefs, national origin, or disability.
- Do not provide your passwords to anyone.
- All language used in communications should be professional and courteous. Treat E-mail messages as public information. There is nothing that prevents your messages from being forwarded to people not intended to receive the message.
- Visiting and/or downloading material from pornographic sites is prohibited at all times.

CFC retains the right to review and inspect employees' use of all computer-related equipment and technology including, without limitation, e-mail and internet usage.

Computer Virus Protection

In order to protect our computers and servers, employees are discouraged from bringing removable external hard drives or USB/thumb drives from home, as these items might transmit a computer virus to CFC computers or equipment, unbeknownst to its owner.

E-mail is another often-used avenue for computer viruses. When viewing e-mail, if you do not recognize the sender, do not open any attached file. You may forward the email to CFC's IT provider to investigate; delete the email immediately. Be aware of e-mail subject matters that have enticing words such as, "you have got to see this". If you see a subject matter like that trying to entice you to open it, delete it immediately, even if it is from somebody you know. If you receive an e-mail from a co-worker or any off campus contact and the e-mail has an attachment that you were not expecting or appears unusual, do not open the e-mail. Either call the sender and verify the attachment or delete it immediately. These can often be detected when you see an attachment, yet the e-mail has no mention of the attachment.

Procedures for Handling Information/Electronic Communication Policy Violations

Electronic Mail

CFC has set forth the following policy concerning the use of electronic mail (e-mail):

- **Purpose of e-mail.** The purpose of e-mail, as with all communication systems, is to facilitate ministry endeavors.
- **Ownership of e-mail.** All e-mail is the property of CFC.
- **Personal use of e-mail.** Limited, occasional, or incidental use of e-mail for personal, non-business purposes is generally acceptable, similar to personal phone calls, and should be kept to a minimum during work hours.
- **Monitoring e-mail and Internet usage.** CFC reserves the right to monitor all e-mail and Internet usage patterns in order to properly manage its gateway to the Internet.
- **Prohibited communication.** Any form of speech or activities prohibited in other policies are also prohibited in e-mail messages, including, but not limited to, betting pools, “chain letters,” the sale of products, political activism, and speech that is discriminatory or harassing in nature, or which is derogatory to any individual or group, or defamatory or threatening in nature. Additionally, e-mail that is illegal or against CFC policy is prohibited. **It should be recognized that the receipt (printing) or sending of jokes (illicit or otherwise) and all forms of pornography is strictly forbidden.**
- **Sensitivity to copyright laws.** Employees are advised not to post material in their e-mail in violation of U.S. copyright laws.
- **E-mail attachments should not be opened** unless the recipient is familiar with the sender and aware of receipt of the e-mail. If there are any questions, contact CFC’s IT contractor. Most computer sabotage comes through attachments to e-mails, and CFC wants to do everything it can to prevent a virus attack on its computer system.
- **Retention of e-mail messages.** E-mail messages stored in “Sent,” “Copies to self,” and “deleted” should be routinely reviewed and deleted if not currently relevant unless the user has been notified not to destroy or delete messages due to threatened or pending litigation or an ongoing investigation. All client-related emails should be maintained. If an important communication is made through an e-mail message, a digital copy of the email should be saved to CFC’s cloud-based storage for preservation. An employee can collaborate with CFC’s Business Intelligence department if they are unsure of how to save digital copies of emails.

SOCIAL NETWORKING

- The personal use of Facebook, Instagram, Twitter, or social networking/communication web sites must not interfere with working time.
- All personnel policies, including, without limitation, confidential, anti-discrimination, and anti-harassment policies, must be followed. The privacy rights of fellow employees must be respected.
- Employees may not claim to speak on behalf of CFC unless they have been preapproved in writing in advance by the President or Director of the Communications Department to do so, and their comments online are within their official job duties and responsibilities. This includes any “tweets,” “posts,” or other public messages on behalf of CFC.
- Any messages that might act as the “voice” or position of CFC must be approved by the President and Marketing Department.



- Any identification of the author, including usernames, pictures/logos, or “profile” web pages, should not use logos, trademarks, or other intellectual property of CFC, without approval of the President or Director of the Communications Department.
- CFC encourages its employees to be a voice for our mission. Social media comments can encourage and educate others to the positive and challenging aspects of foster care and adoption.
- A message should not disclose any confidential or proprietary information of CFC.
- Written messages are, or can become, public. Please use common sense.

This Social Networking policy is intended to maintain CFC’s reputation and legal standing and are not intended to prohibit employees from exercising their right to engage in protected concerted activity under the National Labor Relations Act.

SOLICITATION

CFC does not permit any outside third parties to promote or sell merchandise or services door-to-door in Agency-owned buildings or to solicit, distribute information to, or recruit its clients, staff, volunteers, or donors for any purpose whatsoever. CFC employees should always be mindful of soliciting for fundraisers, products, etc. Brochures, catalogues, and similar literature should not be distributed in work areas** or cause unnecessary interruptions to work time*. Any fundraising or promotion of political activities or candidates is prohibited at Christian Family Care.

*Work time is the paid time present on duty relating to the specific job of the employee or other assigned CFC business. Authorized meal periods, break periods, or other periods in the work day when the employee is not required to perform work tasks are not considered “work time,” regardless of whether the employee is paid for such periods. Employee solicitation must not disrupt another employee’s work.

**Work areas include those portions of CFC offices where productive work is normally done. The lunchroom, restrooms, breakrooms, and similar areas are not considered work areas. Distribution is permitted in non-work areas only, and only on non-work time.

Violations of this policy should be reported to Staff Care.

USE OF PERSONAL VEHICLE

Employees who use their own vehicles for travel on CFC business within their home region, will be reimbursed for mileage at the rate stipulated by CFC not to exceed the allowable reimbursement in accordance with the IRS Code. When traveling outside of their home regions of Phoenix, Tucson or Prescott, employees are advised to rent a vehicle according to the process outlined in Policy 1.7 Vehicle Rental Use Policy. Employees must carry, at their own expense, the minimum insurance coverage stipulated by CFC for property damage and public liability. See Risk Management Guide for further information and details.

While operating a vehicle on work time, the Agency requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

SALARY/PAYROLL

Christian Family Care strives to compensate our valued employees with salaries and benefits competitive with comparable social service organizations in the Southwest. Each employee's compensation is reviewed annually during the evaluation process and increases may be made based on merit or achievement, in addition to a cost of living increase; however, no increase is guaranteed.

PAY PERIODS

For all employees, the standard pay period is bi-weekly and the standard workweek runs from Saturday at 12:00 a.m. through Friday at 11:59 p.m. There are 26 pay periods per year. When a payday falls on a holiday, paychecks will be distributed on the last work day preceding the holiday. Refer to the payroll calendar for information regarding payroll information due dates and pay dates. Direct deposit is available and recommended for all employees.

TIMEKEEPING REQUIREMENTS



Non-exempt employees record actual hours worked in their timesheets. Both non-exempt and exempt employees will request time off in Paylocity. Any falsification of work hours will result in disciplinary action, up to and including discharge.

REST AND LUNCH PERIODS

The scheduling of meal periods at CFC is by the employee's immediate manager with the goal of providing the least possible disruption to organizational operations.

Two paid rest breaks of 15 minutes each are provided employees during each 8-hour shift. There will be a 30-minute unpaid lunch period. If a nonexempt employee works during what would otherwise be an unpaid lunch period, that time should be reported to the employee's manager so that a deduction is not taken improperly and the time worked is paid properly.

Reasonable unpaid break time will be provided to employees to express breast milk for up to one year after the birth of a child, which may coincide with existing meal and rest periods. Please see section titled "Lactation Accommodation".

EXPENSE REIMBURSEMENT

Expenses must be submitted within 60 days after they are incurred or they will not be eligible for reimbursement. Typical reimbursements include:

1. **Use of Personal Cell Phone:** Eligible employees will receive a monthly reimbursement to recognize that their personal cell phone is used regularly in the course of agency business.
2. **Client Expense:** When an employee incurs expenses in carrying out the duties of his/her job, such actual and reasonable expenses will be reimbursed with the prior approval of his/her supervisor.

- Mileage:** Reimbursement for mileage will be made at the rate stipulated by CFC as an allowable expense, no greater than the allowable IRS reimbursement. Commuting miles are not reimbursable to the employee, and no expenses are paid for a worker's transportation to and from their assigned office. Getting to and from work is the employee's full responsibility. If making client visits or other job related trips, round trip mileage from home to the office will be deducted from the total miles driven that day. For remote workers, mileage is computed from your home. Employees are considered "remote workers" only if it is included in their job description and/or offer of employment. Parking expenses are reimbursed when using the employee's car for CFC purposes.

LENGTH OF SERVICE/BREAK IN SERVICE

Length of service is calculated from the latest date of hire/rehire. However, a person who is laid off or voluntarily resigns from the employ of CFC and who is later rehired or recalled by CFC will resume their length of service as long as the time away from CFC did not exceed 12 months.

Only employees who have been laid off or resigned may be considered for rehire. Before rehire, the person's prior service will be reviewed by Staff Care and the employee's prior supervisor. An employee who is terminated involuntarily (except layoff) ordinarily will not be considered for rehire.

LEVIES AND GARNISHMENTS

When an employee's wages are garnished by a court order, CFC is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. CFC will honor federal and state guidelines, which protect a certain amount of an employee's income from being subject to garnishment. When CFC receives a notice of withholding for the support of a person, it immediately will begin withholding wages as specified in the notice. CFC will continue to withhold wages for support of a person until otherwise notified by the applicable enforcement agency. Withholding child support or support for another person takes priority over all other wage garnishments or deductions. Tax levies take the next highest precedence (federal, then state and local).

TIME OFF/LEAVES OF ABSENCE

Christian Family Care cares for the wellbeing of our valued employees. Social work can be stressful, and we want to give our employees paid time off to spend with our families for holidays and vacations and in times of illness and bereavement. Our comprehensive paid time off provisions are detailed below.

HOLIDAYS

CFC observes 11 paid holidays and three floating holidays. The Agency publishes a holiday schedule at the beginning of each calendar year. Regular, full-time employees who work 30 or more hours per week are eligible for holiday pay. For employees regularly working more than 30 but fewer than 40 hours per week, holiday pay will be allocated to that employee up to the number of hours usually worked per week. No pay will be received if the holiday falls on the employee's regularly scheduled day off. Temporary staff and employees who work fewer than 30 hours per week on a regular basis are not eligible to receive holiday pay and are expected to reschedule their work hours to accommodate holiday schedules.

The following is a list of *typical* holidays observed, but dates will vary from year to year, based on the discretion of management and the yearly calendar:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day **and** the Friday following
- Christmas Eve
- Christmas Day
- Three floating holidays



The floating holidays are an additional holiday allotment each calendar year that may be taken any time during the calendar year on an individual basis with the approval of the employee's supervisor. Floating holidays are available to use after the first payroll of the year. Floating holidays must be used in the calendar year in which they are granted or they are forfeited. The floating holiday is not paid out to an employee who leaves employment with CFC. A new employee starting after May 1st of the calendar year will receive two floating holidays. A new employee starting after September 1st of the calendar year will receive one floating holiday. Floating holiday hours may not be used after an employee submits a resignation of employment.

Holiday pay is not granted to employees who miss scheduled CFC holidays due to an unpaid leave of absence. Provisions are not available to allow an employee to make up lost time to qualify for holiday pay. Holidays are not considered as time worked when computing overtime.

The CFC Thrift Stores' holiday schedule may vary based on business need.

VACATION BENEFITS

CFC recognizes the need for a restful break in the year-round routine. In order to provide employees with this time off, CFC provides a paid vacation benefit.



Regular, full-time employees who work 30 or more hours per week are eligible to receive vacation benefits. On-call staff, temporary staff, and employees who work fewer than 30 hours per week on a regular basis are not eligible to receive paid vacation. Vacation benefits begin to accrue immediately upon the most recent date of hire. Vacation benefits accrue on a per-pay-period basis and will be pro-rated based on the number of hours the employee normally works each week.

Vacation benefits for regular, full-time employees working 30 hours per week or more accrue according to the following schedule:

Length of Continuous Service	Days/Hours Allowed per Year	Hours Accrued per Hour Worked
0-36 months	10 days/80 hours	0.038
37-60 months	15 days/120 hours	0.058
61+ months	20 days/160 hours	0.077

Vacation leave may not be used prior to accrual. If vacation leave is exhausted, paid sick leave may not be used in its place.

Employees leaving the employment of CFC will receive payment for any vacation earned but not taken.

Vacation will be paid at the employee's base rate at the time the leave is taken. It is the responsibility of each employee to request vacation time in Paylocity, to be approved each pay period by the employee's supervisor. Vacation leave does not count toward the calculation of overtime pay. Vacation cannot be used to supplement an employee's timesheet above their normal work schedule (typically 40 hours/week but may be less), and vacation hours requested in excess of an employee's normal weekly work schedule may be adjusted by Staff Care and/or payroll personnel.

Employees may not accrue vacation leave while on any unpaid leave. If the employee is on family or medical leave, paid vacation leave (as well as paid sick leave) must be used concurrently with any available unpaid family or medical leave.

Accumulation Limit: There is a cap on the maximum number of days of vacation an employee may accrue, unless an exception is approved by the President. Employees may accrue vacation time up to but not to exceed two times their annual rate of accrual. Vacation time will not accrue beyond the maximum allowed. Accrual will resume after the employee has used vacation time such that the time accrued drops below the maximum.

Vacation Scheduling: Employees should request vacation as far in advance of the requested date(s) off as possible in Paylocity, which request will then be accepted or denied by their supervisor. Whenever

possible, supervisors will schedule vacations to meet the wishes of employees, taking into account the needs of the department and the requests of other employees. If an employee's vacation plans change, the employee is responsible for notifying their supervisor and Staff Care to cancel the vacation request in Paylocity.

PAID SICK LEAVE POLICY



Paid sick leave (“PSL”) begins to accrue immediately upon the date of hire, however, new employees will be eligible to use PSL after completing 90 days of employment. For full-time employees who work 30 or more hours per week, PSL will accrue at the rate of 0.046 per hour worked. For all other employees, PSL will accrue at the rate of 0.033 per hour worked. In no case shall any temporary or regular, full- or part-time, employee accrue fewer than 1 hour of PSL for every 30 hours worked.

PSL may be granted to allow time off for the following reasons:

- An employee’s personal illness, treatment, or preventative care appointments;
- To care for a sick family member or to obtain treatment, diagnosis, or preventative care for a family member;
- Due to a business or school closure as a result of a communicable illness or public health emergency;
- To address legal, medical, or psychological matters related to sexual assault, domestic violence, or stalking; or
- Any other reason required by applicable law.

Unused accrued PSL will roll over to the following year, up to a maximum of 30 days (240 hours) for full-time employees or 5 days (40 hours) for all other employees.

Employees may use PSL only after it is accrued, and PSL can be taken in increments as small as one (1) hour. CFC will reinstate previously accrued unused PSL for rehired employees who are rehired within twelve (12) months of an employment separation.

PSL may not be used prior to accrual. If PSL is exhausted, vacation leave, if available, may be used in its place at the request of the employee; otherwise time off will be unpaid. Accrued, unused PSL will not be paid out in lieu of taking the time off, nor will it be paid upon leaving the employment of CFC.

Paid Sick Leave accrues according to the following schedule:

# of Hours Worked Per Week	Hours Accrued per Hour Worked	Accrual Maximum
0-29 hours	0.0335	5 days/40 hours
30+ hours	0.0460	30 days/240 hours

It is the responsibility of each employee to complete a time off request for PSL in Paylocity on a bi-weekly basis, as applicable. PSL does not count toward the calculation of overtime pay. PSL cannot be used to supplement an employee’s timesheet above their normal work schedule (typically 40

hours/week but may be less), and sick hours requested in excess of an employee's normal weekly work schedule may be adjusted by Staff Care and/or payroll personnel.

Employees may not accrue PSL while on any unpaid leave. If the employee is on family or medical leave, PSL must be used concurrently with any unpaid family or medical leave.

Retaliation: An employee will not be retaliated against for the use of aforementioned PSL. There will also be no retaliation against an employee in good faith who alleges a misuse of the PSL policy.

Reporting Illness: An employee who is unable to work due to illness or injury must notify the employee's direct supervisor via phone, text or email as soon as practicable, but no later than one hour after the employee's scheduled start time. Failure to report may be cause to consider the absence as unauthorized and without pay. Absences for foreseeable appointments or treatments should be requested as far in advance as practicable so that staffing and scheduling adjustments can be made, if necessary.

Documentation: For an absence of more than three (3) days, the employee may be required to submit a physician's authorization to return to work, stating the limitations (if any) under which the employee is able to return, or other documentation sufficient to establish a basis for using PSL.

FAMILY AND MEDICAL LEAVE

CFC complies with the Family and Medical Leave Act ("FMLA") and provides employees with leave in accordance with that law. This policy provides employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

General Provisions

Under this policy, CFC will grant up to 12 weeks of unpaid leave (or up to 26 weeks of unpaid military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months. The 12 months need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the

Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

- The employee must work in a work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child, or parent with a serious health condition.
- The serious health condition (described below) of the employee.
 - An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
 - A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.
 - This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.
 - Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Director of Staff Care.
 - If an employee takes paid sick leave for a condition that is from the outset or progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, CFC may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter, or parent has been notified of an impending order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy in a 12-month period. CFC will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, CFC will compute the amount of leave the employee has taken under this policy in the preceding 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

Benefits and Protections

During FMLA leave, CFC maintains the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees ordinarily will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

While out on leave, employees will continue to be responsible for the regular portion of their benefit deductions. Payment will be arranged prior to leave with the Benefits Specialist. If payment is more than thirty (30) days late, the employee's coverage may be discontinued. Notification will be given prior to the discontinuation of benefits.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

An employee who is on unpaid family or medical leave will not accrue paid time off during the leave.

An employee who requests family or medical leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid time off concurrently with unpaid family or medical leave. Paid sick leave will run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Short term disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

An employee who requests FMLA leave for childbirth or the adoption or foster care of a child may use any combination of paid or unpaid leave.

Employee Responsibilities

Employees must provide at least 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable and generally must comply with CFC's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for family or medical leave and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which family or medical leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

If an employee fails to report to work at the expiration of the approved leave period, CFC may assume that the employee has resigned.

Additional Information

For further information on FMLA, see the posted notice in the Workrooms. Employees may also request the full-length FMLA regulations/policy from Staff Care. If you have any questions, concerns, or disputes with this policy, contact Staff Care in writing.

PARENTAL LEAVE

Vacation and PSL usage policies continue to apply during leave taken for the birth, foster placement, or adoption of a child.

If an employee does not qualify for FMLA for the birth/adoption/foster placement of a child, then the CFC policy for a Personal Leave of Absence will apply.

PERSONAL LEAVE OF ABSENCE

Employees are expected to maintain a consistent record of employment. However, CFC recognizes that it may be necessary for an employee to be excused from work for personal reasons. In such cases, the employee must submit a request in Paylocity for an unpaid personal leave of absence as far in advance as possible, but at least 15 days before the start date of the requested leave. The request must include the reason for the leave and the date the employee intends to return to work. Exceptions to the advance notice requirement may be considered in emergency situations. Employees on leave of absence of an emergency nature are expected to report their status, and the anticipated date of return to work, on a weekly basis by notifying their supervisor or Staff Care. Failure to do so will be considered as the employee's resignation.

All requests will be given every consideration consistent with the urgency and need of the employee's circumstances, the employee's job performance, and the department's workload. Authorization for such personal leaves of absence is fully at the discretion of the applicable Senior Management member.

Personal leaves of absence are without pay and are available to regular full and part-time employees who have completed one year of service. Fee-for-service, on-call staff, and temporary employees are not eligible for personal leave. Failure of an employee to return from a leave of absence on the scheduled date, or accepting other employment while on leave without prior approval, will be considered a resignation.

Such leaves are intended to be short in duration and may generally not exceed a total of 30 days in any rolling 12-month period. Extensions of the leave period will be considered on a case-by-case basis and fully at the discretion of the applicable Senior Management member.

A personal leave of absence of no more than 30 consecutive days will not be considered an interruption of continuous service with respect to benefit plans. An employee who is approved for a longer leave than 30 consecutive days is eligible to maintain health insurance benefits by signing up for COBRA. Benefits that normally accrue for hours worked, e.g., vacation and sick leave, will not accrue during a personal leave. All personal leaves are granted at the discretion of management, based on the needs of the Agency related to the employee's position and the hardship that might result from his/her absence at a particular time.

While out on leave, employees will continue to be responsible for the regular portion of their benefit deductions. Payment will be arranged prior to leave with the Benefits Specialist. If payment is more than thirty (30) days late, the employee's coverage may be discontinued. Notification will be given prior to the discontinuation of benefits.

BEREAVEMENT LEAVE

CFC employees may take up to three (3) days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouse, children (including foster children), grandchildren, parents, siblings, grandparents, aunt, uncle, nephew, niece, or in-laws (relatives of a spouse as previously listed).

Time off beyond the initial 3 days may also be granted, but will be unpaid unless accrued vacation time is used.

JURY DUTY AND WITNESS LEAVE

Serving on a jury is a fundamental responsibility of citizenship and, unless business necessity requires it, CFC will not ask an employee to be excused from, or postpone, jury duty.

Regular full-time employees who are assigned to serve on a jury will be paid regular earnings for up to a maximum of five (5) days. Eligible employees who work fewer than 40 hours per week will be paid earnings up to their regular number of hours worked per week. All other employees will be granted an unpaid leave for the period of their service on a jury.

Employees are given the necessary time off without pay to attend, participate, or prepare for a court proceeding. Upon receipt of notification from the municipal, state or federal courts of a potential obligation to serve on a jury or to act as a court witness, the employee must notify his/her supervisor and provide a copy of the subpoena or summons to the supervisor and Staff Care. An employee summoned for jury duty or appearing as a subpoenaed witness is expected to work during normal working hours whenever court is not in session or when his or her presence in court is not required.

An employee appearing as a plaintiff, defendant, or a non-subpoenaed witness in a court proceeding is required to use unpaid time or vacation time unless the appearance is in connection with obtaining resources for the employee or a family member as a result of sexual assault, domestic violence, or stalking, in which case the employee may use available paid sick leave until it is exhausted.

Hours spent as a juror or witness are not considered "hours worked" and therefore are not considered in the calculation of overtime. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

VOTING LEAVE

Employees are encouraged to vote in federal, state, and local elections, including primary elections. Absentee balloting is recommended to avoid interfering with normal work hours. If, however, time off is required to vote, the Agency will accommodate requests for paid time off up to a maximum of three

hours such that the employee will have a continuous three hour window within which to vote prior to or after his or her shift while polls are open.

CRIME VICTIM LEAVE

The Agency will honor requests for time off from work to attend proceedings or obtain certain services when the employee or his or her family member has been the victim of a crime or juvenile offense, under the following circumstances:

- The crime must be a violent or serious felony or juvenile offense, as defined by law; and
- You must be the victim of the crime, or an immediate family member of a victim (defined as a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, grandparent, lawful guardian, and your registered domestic partner).

Requests for time off should be directed to the employee's supervisor with a copy sent to Staff Care. Employees must provide documentation of the scheduled proceeding before their absence. Such notice is typically given to the victim of the crime or juvenile offense by a court or government organization setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, employees must provide appropriate documentation within a reasonable time after the absence. Employees may also utilize sick leave if the crime for which they require time off meets requirements of the statute.

MILITARY LEAVE

Any employee who is serving in the Armed Forces or Reserves is eligible for job-protected, unpaid military leave consistent with applicable federal and state law. This includes individuals whose employment is interrupted by:

- Active military duty
- Active duty for training
- Initial active duty for training
- Inactive duty for training
- Full-time National Guard duty
- Reporting for examination to determine fitness for military service

Employees who are required to fulfill such military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation (if any) may be used for this leave if the employee chooses, but the Company will not require the employee to use vacation. Military orders should be presented to a supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Company unless military necessity makes this impossible. Employees must notify their supervisor of their intent to return to employment based on requirements of the law. Benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leave may be obtained from Staff Care.

Christian Family Care has a generous benefit package for all full-time employees who regularly work 30 hours per week, which includes affordable medical and dental insurance, CFC paid life insurance, AD&D, short and long term disability and other benefits as outlined below. A 403b retirement plan is available to all employees who work over 20 hours per week and CFC provides a matching contribution to encourage our employees to participate. Workers' Compensation insurance is provided to all employees.

MEDICAL AND DENTAL INSURANCE

CFC participates in group medical, dental, and vision insurance in order to provide employees and their dependents with comprehensive insurance coverage at reasonable rates. CFC reserves the right to change the amount that it will contribute toward the cost of insurance premiums based on changing medical/dental care costs and budget restraints. CFC also reserves the right to amend, modify, or terminate the plans at any time, subject to the Agency's obligations under the Patient Protection and Affordable Care Act.

Details about insurance providers, current employee contributions, and plan specifics will be provided to employees at the time of eligibility.

Eligibility: Regular, full-time employees who work 30 or more hours per week are eligible to receive group insurance benefits. Benefits will be effective on the first day of the month following the completion of 30 consecutive days of employment. If an employee does not elect to enroll at the time of eligibility, they may be required to wait until the annual open enrollment period to enroll. If this happens, the employee may be considered a late entrant (with benefit restrictions) for some insurance. Fee-for-service, on-call staff, temporary staff, and employees who work fewer than 30 hours per week on a regular basis are not eligible to participate in CFC's group insurance.

Termination of Coverage: An employee's (and applicable dependent's) coverage will end on the last day of the month of employment or dropped coverage. Termination of coverage for eligible dependents is also determined by the insurance plan document; for example, the maximum age limit for a full-time student to be covered.

Specific Plan Information: Employees should refer to the plan documents for details on pre-existing condition limitations, coverage, exclusions, pre-treatment approvals, etc. It is a good idea to check with the insurance carrier on specific coverage requirements before seeking medical, dental, or vision services. It is understood that if questions arise, the conditions set forth in the contract and/or plan document issued by the carrier will be the first authority.

LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT

CFC provides Life and AD & D insurance for eligible employees. Employees should refer to the TEN:24 Staff Website for details on coverage provided.

SHORT AND LONG-TERM DISABILITY

Employees should refer to the TEN:24 Staff Website for details on coverage provided.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

An Employee Assistance Program (EAP) is a voluntary, work-based intervention program that will connect member employees to confidential, professional assistance to help with personal, family, and work issues. These issues may include stress, depression, substance abuse, financial concerns, or family issues. These services will typically be provided at no charge to employees for the allotted amount of sessions allowed under the plan.

To find out more information about the CFC EAP program, employees should refer to the TEN:24 Staff Website under Benefits. This program is currently available for all benefits-eligible employees.

RETIREMENT

403(b) Plan: CFC offers a voluntary 403(b) personal retirement tax sheltered plan to all CFC employees (with the exception of temporary staff) who work 20 or more hours per week. Eligible employees may start to contribute to their 403(b) on the date of hire. If CFC is offering an employer match during the applicable fiscal year, this will begin on the 1st of the month following 90 days of employment. An employee may start, stop, or change their contribution at any time. The form to change contributions and the full 403(b) vesting schedule are available on the TEN:24 Staff Website.

WORKERS' COMPENSATION

All employees are covered by workers' compensation insurance. **If an employee has an accident or injury while working, he or she must immediately contact the employee's supervisor and/or Staff Care. The supervisor must notify Staff Care within 24 hours of the incident. An incident report form (9004) will be completed and submitted to Staff Care within 48 hours of the incident. Detailed instructions and forms can be found on the TEN:24 website.**

Although employees who are injured on the job do not accumulate sick or vacation pay for time missed due to the injury, they do retain sick and vacation pay earned before the injury. Employees may request sick and vacation pay while receiving Workers' Compensation or Disability Benefits up to an amount that does not exceed their regular wages. Employees may use sick or vacation pay in the initial days before Workers' Compensation or Disability Benefits begin (i.e., the elimination period).

CFC does not provide workers' compensation coverage for injuries sustained during or as a result of an employee's voluntary participation in off-duty social, recreational, or athletic activities that are not part of an employee's work-related duties. If an employee is required or expected to participate in a recreational, social, or athletic activity as part of his or her job, however, workers' compensation coverage may apply.

CFC will pay applicable insurance premiums for an injured employee while the employee is eligible for or receiving Workers' Compensation payments. It is the employee's responsibility to continue payment of their existing employee benefit contribution.

ONGOING TRAINING

CFC is committed to providing quality training for our employees. Besides in-house training provided by staff and representatives from the community, staff may be asked to attend workshops and conferences pertinent to CFC's focus. Social workers and counselors are also encouraged to serve in community organizations and to enroll in academic training, which will enhance their professional skills. Training hours will be paid as work hours if the training has been approved in advance in writing by the employee's supervisor and an appropriate Senior Management member.

TUITION REIMBURSEMENT

It is the policy of CFC to encourage employees to continue their education by taking job-related courses at a recognized and/or accredited trade school, college or university. All regular, full-time employees of CFC qualify for tuition consideration.

Course approval will be based on those degreed programs of courses directly related to the employee's present job. Degreed programs of study related to future work to which the employee may reasonably be assigned or promoted may also be approved.

The employee's immediate supervisor makes the initial decision on the relationship of the course to the employee's job; however, final approval rests with the appropriate Senior Management member. Approval for reimbursement has to be obtained prior to beginning the course. CFC will not reimburse for any costs underwritten through scholarships or other benefits.

Following completion of the course(s), the employee must submit proof of successful completion and receipts for tuition, fees and the books required for the course(s). Following all approvals the employee will be given a check issued in the employee's name covering 100% of the cost of tuition and books, not to exceed \$1,500.00 annually on the fiscal year calendar (October-September), if the employee receives a grade of "B" or above, or 50% of the cost of tuition and books if the employee receives a grade of "C."

AMEN – SO BE IT

We are truly blessed you chose to join Christian Family Care as we strengthen families and serve at-risk children in the name of Jesus Christ and we look forward to a future in which every child is loved and nurtured in a Christ-centered family.





ACKNOWLEDGMENT OF RECEIPT OF THE CFC EMPLOYEE HANDBOOK

Name of Employee

Position

Worksite

Date of Hire

I acknowledge that I am able to access the Christian Family Care Employee Handbook, which outlines the current benefits, policies, and responsibilities of employees and the Agency. The Handbook can be found on the Agency staff website at resources.cfcare.org. By signing this form, I acknowledge that I have had the opportunity to review this Handbook. I further acknowledge that I may ask any questions I may have concerning its contents and will comply with all policies and procedures herein to the best of my ability.

I understand that the information in the CFC Employee Handbook is not a contract and is subject to change at any time and without any notice as situations warrant, and changes in the policies may supersede, modify, or eliminate policies in this Handbook. I accept responsibility for keeping Staff Care and/or my supervisor(s) informed of any changes.

I understand that nothing in the organization's statement of personnel policies is intended to be a promise binding on the organization or to be read as a contract that limits the organization's right to terminate my employment at will without notice or cause, or to change its policies or benefits. I acknowledge that either I or CFC may end the employment relationship at any time for any reason and without prior or advance notice.

ACKNOWLEDGMENT:

Employee Signature

Date

Staff Care Signature

Date