

CHILDREN'S ADVOCACY CENTERS OF ILLINOIS

1133 S. 2nd St.
Springfield, Illinois 62704

PERSONNEL POLICIES

AND

PROCEDURES MANUAL

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PURPOSE OF THIS MANUAL

This Policy and Procedure Manual, effective, January 01, 2002, **and modified and accepted by the board on and it** is intended for all employees and is not a contract or an offer to form a contract, and is not intended to create any binding contractual commitments between the organization and any of its employees. The CACI, and its employees, retain the mutual right to terminate the employment relationship at will, with or without warning, notice or cause. Further, the CACI retains the right to unilaterally modify, interpret, or discontinue any of the policies or procedures set forth in this Manual.

The benefits and policies discussed in this Manual are presented in summary form, are not all inclusive, and cover only some of the questions about which employees are concerned.

No one other than the Executive Director has any authority to enter into any agreement for employment or benefits for any specific period of time, or to make any agreement contrary to the foregoing.

This Policy and Procedure Manual has been prepared to promote and maintain an atmosphere of harmony, cooperation, and understanding among all employees. It is intended to familiarize employees with the methods and operations of our personnel policies and practices.

MISSION STATEMENT

The Children's Advocacy Centers of Illinois, a chapter of the National Children's Alliance, supports and promotes Children's Advocacy Centers through leadership, education and collaboration.

WELCOME

Welcome to the Children's Advocacy Centers of Illinois.

The Children's Advocacy Centers of Illinois (CACI) was established in 1995 as a chapter of the National Children's Alliance. At that time, the CACI consisted of a Board of Directors which was made up of CAC Directors from around the state. The CACI took a leadership role in linking together the Children's Advocacy Centers throughout the state and promoted the coordinated, multidisciplinary investigation of child sexual abuse and serious physical abuse as well as prevention, intervention, and treatment.

In mid 2001, the CACI received funding to hire a Chapter Director and establish a Chapter Office. This accomplishment was a true turning point for the Children's Advocacy Centers in Illinois. Once again Illinois took a leadership role in the development of CACs by becoming the only state in the Midwest Region to have a chapter office.

The goal of the CACI is to provide the following services to the member centers:

- Provide technical assistance/mentoring to help communities define multidisciplinary teams and advisory boards, write protocols, open centers, and successfully implement their goals.
- Promote and provide assistance to the CACs in meeting membership requirements and standards of the National Children's Alliance.
- Organize training for CAC staff and multidisciplinary team members of both new and existing CACs, including but not limited to:
 - Forensic interviewing
 - Medical testimony
 - Crisis intervention counseling
 - Advocate training
 - Fundraising and grant writing
 - Abuse dynamics, effects, and treatment
 - Legal issues
 - And other discipline specific training
- Establish a state-wide case tracking system in an effort to collect and compile accurate statistics.
- Standardize forms, policies, and practices to assure quality of services.

A Message from the Executive Director

Welcome to the Children's Advocacy Centers of Illinois. We are a non-profit organization dedicated to providing each of our member Children's Advocacy Centers with the most competent and professional service and representation possible. The Chapter's success depends on how well each one of us does his/her job. The quality of our members' experience ultimately depends on you---your professionalism, courtesy, and dedication. By accepting your position within our organization, you have accepted the responsibility of helping us achieve that quality experience.

As the Executive Director, it is my mission to provide a rewarding and supportive work environment. It is my sincere hope that this is the beginning of a long and productive relationship.

This Policy and Procedure Manual contains important information concerning your employment with us; what you can expect from us, our expectations of you, workplace guidelines, and employee benefits. Please review these guidelines carefully and retain this manual for future reference.

Good luck and welcome aboard!!

Sincerely,

Billie Larkin
Executive Director

100
GENERAL POLICIES

101 - AMERICANS WITH DISABILITIES ACT

In accordance with the provisions of the Americans with Disabilities Act, the CACI not only will provide equal employment opportunity to individuals with physical or mental handicaps, but will, upon request and evaluation of the facts and circumstances, make reasonable accommodations to otherwise qualified individuals with disabilities so they can perform the essential functions of the employment position the individual holds or desires.

Reasonable accommodations may take many forms, such as: physical access to work sites, technological aids for performing work duties, restructuring of jobs to eliminate marginal tasks that disabled individuals cannot perform, or adapting work hours to address specific disability-related needs.

Employee request for accommodation should be directed to the Executive Director who, in turn, will review the unique facts and circumstances of the case prior to rendering a decision.

102 - COMMUNICATION

CACI strives to communicate with all its employees through utilities, meetings, email, newsletters, posting, and through one-on-one meetings, as necessary. We expect and anticipate that all communications will be delivered in a professional manner. All communications, both formal and informal are to be conducted in a professional manner, with courtesy, respect, and self-control. Should you have any question to a particular policy, procedure, or issue, please consult with the Executive Director.

103 - SMOKE FREE ENVIRONMENT

The Children's Advocacy Centers of Illinois is a smoke free environment. The rights of others must be a consideration at all times. Smoking must be confined to designated areas outside of the CACI building only.

104 - DRUG AND ALCOHOL POLICY

The Children's Advocacy Centers of Illinois is committed to a drug free environment. The unlawful possession, use, distribution, sale, manufacturing or illicit drugs and alcohol on CACI grounds while conducting business or representing CACI is strictly prohibited. Any violation of this policy will result in immediate disciplinary actions. Drugs prescribed by a medical professional and taken for legitimate medical reasons are excluded from this policy. If prescribed medication is expected to, or believed to impair your ability to perform your daily tasks, you will be excused from work until you are able to perform your tasks in the manner expected.

105 - PERSONNEL FILES

A personnel file will be maintained for each employee and must contain the following:

- a. A current resume and cover letter
- b. Job description
- c. Employee evaluations.
- d. School transcript, if necessary.
- e. Copy of any certification or license necessary for the employee's position.
- f. All necessary payroll forms.
- g. All necessary enrollment forms for participation in agency benefits.
- h. A copy of proof of vehicle insurance, if employee uses their personal vehicle in the performance of the position.
- i. All disciplinary records, if and when applicable.
- j. Any documentation needed in relation to funding source requirements for the position.

Access to the employees personnel file is limited. It is available to the employee upon request to the Executive Director, payroll representatives (only as needed), the Executive Director and the CACI Board of Directors.

No employee shall share information concerning another employee's personnel file without prior consent from the employee.

The employee's personnel file becomes the property of the agency upon the voluntary or involuntary termination of the employee's employment. Said employee may review their personnel file by requesting to do so and may have copies of the contents.

106 - CONFIDENTIAL INFORMATION

Statement of Policy

It shall be the policy of CACI that any information obtained as a result of employment or service with CACI will be treated as confidential and released only to authorized personnel. This policy covers information obtained through the use of or access to reports or automated data processing systems or any other source of information.

Introduction

Information subject to confidentiality includes anything relating to clients, utilities, project bills, personnel, salaries and other business data that is often obtained by employees or volunteers due to the nature of their employment or service. The information may be compromised by unintended discussions with other employees, other

volunteers, friend, family members or other outside parties. In order for CACI to maintain the trust of clients, utilities, work sites and employees, it is imperative that sensitive information remain confidential.

Conversation with members concerning business or financial matters must be conducted in such a manner as not to be overheard by others.

Management information obtained as a result of employment or service with CACI may not be released to any outside agency except as specifically authorized. Information regarding billing, personnel, payroll, accounting data, planning data, or any other data related to the affairs of CACI is considered management information.

While it is the right of an employee or volunteers to express personal opinions in the media, that right does not allow employees or volunteers to speak as representatives of CACI. Employees or volunteers who express opinions to news media may not do so as representatives of the CACI and may not use titles associated with their employment or service at CACI.

Any breach of confidentiality will be grounds for disciplinary action up to and including discharge.

107 - ACCIDENT, INCIDENT REPORTS, AND EMERGENCIES

Should an accident or injury happen to you while at work, you must notify the Executive Director immediately. This procedure is to be followed regardless of whether or not you are experiencing any pain or discomfort at the time of the incident. An official incident report of any accident, injury, or incident must be completed as soon as possible and be turned in to the Executive Director.

108 - NEWS RELEASES

All news releases concerning any policies, information, etc. relating to the Center or its relationship to other agencies must be approved by the Executive Director. If necessary, the CACI Board of Directors may release a position statement and no further statements by employees should be made.

In the event of a catastrophic event, the policy on such occurrences will be strictly adhered to. The crisis communication plan will be implemented.

109 - FEES AND HONORARIA

Employees who have been given a fee, honoraria, or other monetary reimbursement for being a representative of the agency shall forfeit the fee, honoraria, or monetary reimbursement to the agency. No employee shall misrepresent themselves to another agency or person and accept fees, honoraria or other monetary reimbursement on behalf of the agency. The Board of Directors may upon their vote allow site review

compensation for NCA related site reviews since this time is considered as well learning and development for staff.

110 - VOLUNTEERS/INTERNS

Volunteers attached to the Chapter Office will be classified depending on their training and assignment, following the guidelines below.

The Professional Volunteer shall:

- have the same qualifications as the professional to whom the volunteer has been assigned.
- allow the agency to run background checks to rule out any history of child abuse or criminal activity.
- be bound by all rules of confidentiality.
- be required to complete all forms required of paid professional when necessary.
- work under the direct supervision of the Executive Director.

The Para-professional Volunteer shall:

- have at least two years of college and at least six months experience working within a social services agency.
- Complete at least 120 hours of training within the agency policies and procedures.
- allow the agency to run background checks to rule out any history of child abuse or criminal activity.
- be bound by rules of confidentiality and the policies and procedures of the agency.

The Community Volunteer shall:

- be a member of the community at large and have no educational requirements.
- be involved in fund raising activities and committees or help with housekeeping, filing, etc.
- report to the Executive Director, Fund Raising Chairperson or committee chairperson, as deemed necessary by the Executive Director.
- those volunteers who work on site must agree to submit to background checks.

Volunteers shall maintain agency required records.

1. Professional and Para-professional volunteers shall:
 - a. Complete volunteer applications with all required forms, including approval for DCFS CANTS check and criminal background check.
 - b. Fill out volunteer time sheets for documentation.
2. Community volunteers documentation requirements:
 - a. Community volunteers working on site shall abide by the same documentation requirements as professional and para-professionals volunteers.
 - b. Community volunteers not working on site are only required to fill out volunteer time sheets.

200

EMPLOYMENT PRACTICES AND PROCEDURES

201 – HIRING

1. Recruitment for applicants will take place through, but not restricted to, advertisements in community newspapers and/or notification to professional magazines and or through an agency wide employment opportunity posting system.

The method(s) used to recruit for any given position shall be to attract candidates who are qualified for the position and best fulfill the needs of the clients being served. Final decision for the recruitment methods to be used shall be at the discretion of the management

2. Employment shall be in compliance with the Illinois Human Rights Acts, Title VI of the U.S. Civil Rights Act, the Rehabilitation Act, the Age Discrimination in Employment Act, their applicable rules and regulations pursuant thereto, as well as the constitutions of the State of Illinois and the United States.

Employees may use the agency Grievance Appeals Procedure in those situations where they believe there is non-compliance with the policies and procedures in this manual.

3. Prospective employees shall complete a resume along with a cover letter. A personal interview may be arranged.

4. Pertinent reference information shall be obtained and verified.
5. The appointed employee shall be given a copy of the agency Personnel Policies and Procedures Manual within ten days of employment. The employee will sign an agreement that he/she has received, read, and understood the manual, no later than ten days after receipt of manual.
6. All material in the employee packet shall be reviewed. Necessary forms shall be completed and given to the Executive Director.
7. Family members of the Executive Director or of the Executive Board shall not be employed. Family is defined as:
 - father or mother
 - spouse
 - father/mother-in-law
 - grandparent
 - child
 - sibling
 - step parent
 - step sibling
 - step child
 - grandchild
 - domestic partner
9. No contractual arrangements shall be entered into with any Executive Board member or any member of their immediate family during their term of office.
10. The policies and procedures regarding employment conditions contained in between funding sources, (e.g. Illinois Department of Children and Family Services, Department of Human Services, etc.) shall be followed even when more restrictive than this agency's policy and procedure statements.

202 - EQUAL EMPLOYMENT OPPORTUNITY

The Children's Advocacy Centers of Illinois is committed to a policy of equal employment opportunity to all qualified persons without regard to age, race, creed, color, national origin, sex, marital status, religion, physical or mental handicap (if unrelated to the performance of essential functions of the job after reasonable accommodation is provided), sexual orientation, or veteran status. It is our intent and desire that equal employment opportunity will be provided in all activities related to recruiting, hiring, transfers, promotions, compensation, benefits, training, CACI sponsored social and recreational programs, and all other privileges, terms, and conditions of employment. In addition, any E.E.O.C. mandates shall apply.

203 - WORK HOURS

The Children's Advocacy Centers of Illinois has established specific working hours (8:00 am – 4:30 pm, Monday through Friday) in order to provide services according to member and operational needs. You will be furnished with a schedule of your working hours upon hire; however, this schedule is subject to change based upon work load and project demands. Any additional required hours will be determined, scheduled and assigned among staff in a fair and equitable manner.

As occasional work breaks are important to an employee's efficiency, you may take periodic coffee breaks during the course of a normal business day with approval of the Executive Director. In addition, employees are entitled to an hour lunch period that will be staggered in order to assure office coverage.

Full-time Exempt employees are paid on a salaried basis, presuming a minimum of 37.5 hours per week schedule. There may be instances where these employees work fewer than 37.5 hours within a given week as well as instances where they are required to work in excess of 37.5 hours per week. The specific schedule is based upon what may be necessary to perform the requirements of the position.

Non-Exempt employees, whether full-time, part-time, or temporary, are paid on an hourly basis for time worked. All Non-Exempt employees are required to personally and accurately record their work hours (it is a serious violation of CACI's Policy for an employee to falsify his/her timesheet; subjecting the employee to possible disciplinary action up to and including discharge).

204 - EMPLOYMENT CLASSIFICATIONS

The following categories of employment are maintained within the Children's Advocacy Centers of Illinois:

1. **Full-time Employee** – An employee who normally works 37.5 or more hours per week shall be designated as a full-time employee. These employees are eligible to participate in the employee benefit plans and programs of the CACI.
2. **Part-time Employee** – An employee who normally works less than 37.5 hours per week shall be designated as a part-time employee.
3. **Temporary Employee** – An employee scheduled to work for a defined period of time which may be seasonal or intermittent. These employees are not eligible to participate in the employee benefit plans and programs of the CACI.

4. **Exempt Employee** – A full-time employee who, based upon job content, is exempt from the Fair Labor Standards Act and is paid on a salaried basis and ineligible for overtime pay.
5. **Non-Exempt Employee** – An employee, whether full-time, part-time, or temporary, who is paid on an hourly basis for time worked and is eligible to receive overtime pay in accordance with the CACI's overtime policy and consistent with the Fair Labor Standards Act.
6. **Contract Employee** - An employee scheduled to work for a defined period of time which may be seasonal or intermittent. These employees are not eligible to participate in the employee benefit plans and programs of the CACI.

205 - PROBATIONARY PERIOD

Employment with the CACI shall be probationary for a period of ninety (90) days. Any time during the probationary period or thereafter, the employment relationship is terminable at will for any reason by either party.

206 - PERSONNEL REQUIREMENTS

1. No person known to have committed physical abuse, sexual abuse, Class I Neglect, Class II Neglect, or a felony involving crimes against persons shall be hired or allowed to volunteer for the CACI.
2. Prior to the applicant/volunteer's starting date, the Executive Director shall initiate the following investigations:
 - Criminal History;
 - Abuse or Neglect Allegations or Convictions;
 - Employment Verification;
3. The applicant/volunteer shall be informed during the interview process that employment shall be contingent on the results of these investigations.

207 - OUTSIDE EMPLOYMENT

Employees are representatives of CACI and need to devote time to the position as stated in their job description. Part time or non exempt employees are also considered to be representatives and must be available for work. All employees are representatives of the Children's Advocacy Centers of Illinois and agree to devote their professional time and interests to the organization. Therefore, you must avoid participation in outside activities which interfere, compete or conflict with the interests of the CACI, or which might, in any way, have an adverse effect on an individual's performance of assigned responsibilities and duties. Accordingly, outside employment or business interests should not be undertaken or engaged in by a member of the staff without prior written notice to the Executive Director.

208 - SEPARATION FROM EMPLOYMENT

An employee who resigns his/her position is expected to give at least two weeks advance written notice to the Executive Director.

The Executive Director shall provide a 30 day advance written notice to the CACI Personnel Committee.

209 - LAY OFFS

In the event of retrenchment, staff reduction or reorganization, the following will be given top priority:

- Job performance
- Length of employment with the agency
- Individual circumstances
- Grant or funding changes may dictate change

Employees being laid off will normally be given two weeks written notice. Such written notice may be reduced at the management's discretion due to business considerations. Employees who have been laid off will be placed on a preferable list for re-employment when positions they are qualified to fill become available. This listing will be kept for a period of six months. Employees may be terminated for just cause, including budget reasons, disciplinary reasons or for any other non-prohibitive reasons. (See Corrective Action Policy). Employees may be dismissed immediately for breaking confidentiality or for theft from the agency and any other unlawful or wrongful conduct. (See Corrective Action Policy). Employees not on probation who receive a notice of termination may follow the appeal procedure as outlined under Grievances procedure.

210 - RETIREMENT

Employees are eligible for normal retirement in the first day of the month following the month in which they reach age 65. Employees who desire to continue working past age 65 may do so subject to continued satisfactory job performances. 1.

Employees may retire at age 65 or may elect early retirement on the first day of the month following the month in which they reach age 55, or at any time after that, by submitting six months advance written notification to the Executive Director.

2. If the employee becomes permanently disabled between age 55 and age 65, the employee may retire by giving written notice to the Executive Director. 3.

Management may, at its discretion, set mandatory retirement age for certain jobs where age is a bona fide occupational qualification and where the qualification is reasonable and necessary for the normal operation of the services provided by the program. Approval of the Executive Board is required for this procedure. 4.

An employee is not eligible to receive accrued pay for sick days at the time of retirement.

300
PAY PRACTICES

301 - SALARY AND COMPENSATION

- ❑ Payday will be on the 15th and the last day of the month. If a holiday or weekend falls on a payday, paychecks will be distributed one day earlier.

- ❑ Salary shall be determined by the Executive Committee for the Executive Director only. It is up to the determination of the Executive Director on appropriate salary levels for staff.

302 - POSITION DESCRIPTIONS

It is the Executive Director's responsibility to develop and maintain a job description for each position. Each job description should include the following information:

- Basic function of the position
- Principle responsibilities and duties
- Specification regarding knowledge, skills and ability required to perform the duties
- Minimal education and experience required
- Any required licenses, registrations or certifications
- Physical requirements of the position, if any

Performance criteria must be developed for each job description. These performance criteria when combined with CACI's standard behavioral factor will be used to evaluate the employee's overall performance on an annual basis.

For each job description, the Executive Director must develop associated competencies and identify the method and frequency of validation.

Job descriptions should be reviewed annually and revised, as needed based on changes to job duties and/or responsibilities.

303 - PERFORMANCE EVALUATION

This policy applies to all CACI employees with the exception of those management utilities who are evaluated on quantifiable goals and objectives.

Regular ongoing feedback and guidance is essential to improving performance and establishing effective communication between the employee and Executive Director. Regular informal guidance should be provided on as needed basis.

The first 90 days of employment shall be considered a probationary time period. Performance issues can be discussed at anytime within this time period as necessary.

However, a formal review shall be conducted with the employee and his/her immediate supervisor at the conclusion of the probationary time period.

Following the Probationary Period, all performance reviews shall occur at 12 month intervals coinciding with the employee's anniversary date.

A critical factor in the performance appraisal program is the discussion of the performance review with the employee. The Executive Director should discuss all of the following information with each employee:

- Employee's job performance over the previous 12-month period as well as current level of performance
- Opportunities for improvement
- Salary range for the employee's position and the relationship of the employee's current rate of pay to that salary potential
- Continued performance expectations and goals for the next 12 months

When the Executive Director has completed the discussion with the employee the appraisal should be signed and dated by both the Executive Director and the employee verifying that the valuation has been completed. The original signed appraisal should be placed in the employee's personnel file.

304 - PAY INCREASES

Employees shall be eligible to be considered, at least annually and on the basis of merit performance, for a salary increase. Such an increase, if presented to the employee, would occur on the first day of the pay period beginning closest to the date of the given increase in salary. The amount of compensation to any employee shall be within the salary range for the position. The only exception to this will be allowed when: (1) income from funding sources become insufficient to compensate within the range or (2) years of service with this agency become significant; or (3) years of experience in an occupation are minimal or significant.

Each employee shall be informed of the salary range for the specific position at the time of employment and any subsequent revisions to the salary range. **305 - PROMOTIONS**

Promotions from within shall be considered whenever an employment vacancy occurs. Employees qualified for a vacant position will be given first consideration.

The Executive Director shall post notice of all available positions. Staff members are encouraged to indicate their interest in being considered for any promotional vacancy, or for transfer to another position, by notifying the Executive Director.

When a transfer of staff permits more effective and efficient operation, the agency reserves the right to transfer personnel to positions of equal or similar responsibility within the agency.

Staff accepting a promotion and/or transfer is placed on probationary status for a period of 90 days.

Procedures apply as though newly hired.

306 - PERFORMANCE EVALUATION FORM

Please See Attachment A

400 **REIMBURSEMENT FOR EMPLOYEE EXPENSES**

401 - ALLOWABLE EXPENSES

In the event that the CACI requests that employees travel on CACI business or commute to a work site necessitating overnight accommodations, the CACI will provide an amount equal to the federal per diem rates for the required transportation, meal, and lodging expenses. The employee will need to fill out the appropriate travel vouchers with the dates of travel and have his/her supervisor approve travel request.

402 - TRAVEL EXPENSE REIMBURSEMENT

In the event that the CACI requests that the employees utilize their personal vehicle for business purposes, other than normal commuting to and from work sites, employees will be reimbursed at the federal per diem rate per mile and for related costs, such as tolls and parking. The employee will need to fill out the appropriate travel vouchers with the dates of travel and have his/her supervisor approve travel request.

- Parking or driving violations incurred by the employee on agency business are the sole responsibility of the employee.
- A copy of the employee's notification of insurance must be provided to the agency prior to the employee utilizing his or her own vehicle for company business.
- The employee must maintain adequate insurance coverage at all times and provide documentation of said insurance when asked to do so by the management. Insurance of no less than \$100/\$300,000 liability insurance is required.
- By accepting mileage as reimbursement, the employee agrees to bear personally any and every loss to their car and contents sustained while their car is used for agency business.

- Employees shall keep an accurate record of miles driven. This record shall be submitted with each time card.

500 **BENEFITS**

501 - BENEFITS DISCLOSURE

Eligibility shall be determined within the terms of the various benefits:

Sick Days

Holidays

Vacation days

Bereavement days

Health and Dental Plan

Group Life Insurance

IRA

502 - LEAVE PLANS

The Leave Plan includes sick days, holidays, vacation days, bereavement days, etc. The term “day” is defined as that number of hours that are regularly scheduled as the employee’s work day.

a. Sick Days

Full-time employees are eligible for (12) twelve sick days per year. Paid sick time will begin to accrue with the beginning of your employment at the rate of one (1) day per full calendar month of employment. Sick days may be rolled over from year to year with a maximum cap of 750 total sick hours that are unpaid at time of departure

Sick leave is intended as a protection against loss of income in the event of personal illness, accident, or injury, or the illness or injury involving members of your immediate family.

Time consumed by appointments with doctors and dentists shall be considered sick leave.

If more than 3 days are missed, a doctor’s (or other medical or mental health professional’s) excuse may be requested. In the event of excessive absences, the Executive Director may request verification of medical necessity. Upon the separation from CACI, the employee will not be paid for any remaining sick days.

Maternity leave is scheduled for 6 weeks, and vacation and sick day accrual time will be used first. A doctor’s clearance must be given at the return of the leave. Paid leave is up to the discretion of the Executive Director and or the Board of Directors.

b. Legal Holidays

Employees will be paid for legal holidays. The CACI recognizes the following legal holidays:

New Year’s Day

Memorial Day

Independence Day
Labor Day
Thanksgiving Day
Day Following Thanksgiving Day
Christmas Day

c. Floating Holidays

The CACI recognizes the following holidays as floating holidays:

Election Day
Martin Luther King Jr. Day
Lincoln's Birthday
Washington's Birthday
Columbus Day
Veteran's Day

Employees will be given the option of:

1. Taking the day off; or
2. Working on the designated date and applying the hours towards holiday time that can be taken within the same calendar year. Floating hours must be used and cannot be rolled over into the next **calendar** year.

Upon the separation from CACI, the employee will not be paid for any remaining Floating Holidays.

d. Vacation

Vacation time is accumulated based upon the employees anniversary date; not on the calendar year.

Full-time employees are eligible for a paid vacation benefit in their first year. Employees will accrue paid vacation time at a rate of 6 3/4 hours per full calendar month; equaling two weeks or a maximum of 81 hours of paid vacation time at the end of their first year of employment.

Third Calendar Year of Employment

Full-time employees, who have completed their second year of employment, will become eligible for vacation time at a rate of 10.0 hours per full calendar month equaling three weeks or 120 hours per full calendar year for an employees third, fourth, fifth and sixth year with CACI.

Seventh Calendar Year of Employment

Full-time employees, who have completed six years of employment with CACI, will become eligible for the maximum vacation time at a rate of 13.33 hours per full calendar month equaling four weeks or 160 hours per full calendar year.

Vacation days may be rolled over from year to year with a maximum cap of 350 total vacation hours. When the maximum cap is reached by an employee, he/she will be encouraged to use vacation time or their time will stop accruing.

Employees are encouraged to turn in their vacation requests 2 weeks prior to the requested date(s), or as early as possible. Vacation requests will be approved at the discretion of the Executive Director.

Upon separation of employment, the employee will be paid for any accrued/earned but unused vacation time. In the event that the employee has used more vacation time than has been accrued at the time of termination, this excess vacation payment will be deducted from the employee's final paycheck.

Vacation time will be prorated for part-time employees and will be based upon the total number of hours worked.

e. Overtime

Non-Exempt employees are compensated at one (1) times their regular hourly rate for all hours worked in excess of 37.5 in any one work week (Monday through Sunday) up to 40 hours, and one & one-half (1-1/2) times their regular hourly rate for all hours worked in excess of 40 in any one work week. Employees are not to work overtime unless they are authorized to do so by the Executive Director. Non-exempt employees are encouraged to use their overtime as time off, with permission of the Executive Director rather than monetary compensation.

Employees will be notified as far in advance as is reasonably possible when scheduled overtime is to be worked, unless an emergency arises which precludes the giving of such notice.

503 - INSURANCE BENEFIT PACKAGE

Group Health and Dental Insurance

Group Health and Dental insurance is available to Full-time (37.5 hours) employees after the 30th day of employment. Employees may enroll for Single coverage at no cost to the employee. However, Full-time employees who elect Family coverage will have to pay the difference in premium cost from Single coverage. All employee premiums are paid through the convenience of payroll deduction and are on a pre-tax basis.

Any coverage not provided by the agency's group health insurance shall be the responsibility of the individual employee.

Long Term Disability Plan

Long Term Disability Insurance is provided to all Full-time (37.5 hours) employees at no cost after the 30th day of employment.

Life Insurance Policy

Group Life insurance is provided and paid for by the CACI for all Full-time (37.5 hours) employees after the 30th day of employment.

Simple IRA

A 2% non-elective contribution will be made on behalf of all Full-time employees following after the 30th day of employment.

504 - WORKER'S COMPENSATION

The State of Illinois Worker's Compensation Act and the Illinois Occupational Diseases Act cover injuries and illnesses related to work situations. When such injuries or illnesses may result in absence from work, the following procedures apply.1. Employees who are eligible for Workers' Compensation benefits and return to work the fifteenth day of absence are not eligible to have the first three work days of this absence paid for by Worker's Compensation. All days of absence are paid through this insurance plan when those absences exceed 14 or more consecutive calendar days.

2. In the event of a covered work related injury or illness where the insurance does not pay for the first three days, an employee may choose to be paid the three working days waiting period required by the State of Illinois Worker's Compensation Act from the Sick Days Leave Plan.3. In order for this to be approved, the employee must make their preference known, in writing, to their immediate supervisor within 5 calendar days upon returning to work and must have returned to work before 15 calendar days after the date of the employee's injury or illness.

4. The employee's supervisor will then bring this to the attention of the Executive Director who will inform the Executive Board.

5. The Personnel Committee reserves the right to accept or deny this request.

600

ATTENDANCE POLICY

601 - GENERAL PRINCIPLES

Every employee is an important member of our team. From time to time, it is necessary and understandable for an employee to be tardy or absent from work due to illness or a serious personal problem. It is important to recognize that excessive tardiness or absence impairs the effectiveness of good client services.

- It is the responsibility of the Executive Director to inform each employee of the procedure and telephone number to be used to report tardiness or absence.
- The employee must notify the Executive Director of anticipated tardiness or absence according to department policy before the work day begins. Notification is necessary each day unless the absence for a specified period of time has been approved in advance.
- Habitual or excessive tardiness or absenteeism will be cause for corrective action.
- Employees who are absent from work for illness for more than three consecutive days, may be requested to bring a return to work notice from their physician. As a part of the corrective action process for excessive absenteeism, employees may be required to submit a return to work notice from their physicians for any sick day occurrence.
- Any employee who is absent from work without notification for three or more consecutive scheduled working days will be considered as having voluntarily terminated due to job abandonment.

602 - BEREAVEMENT

A bereavement leave of absence (with pay for Full-time employees) may be arranged with the Executive Director, not to exceed three (3) days, in the event of the death or life-threatening illness within your immediate family. Immediate family is defined as a father, mother, brother, sister, husband, wife, child, in-law, significant other, domestic partner, or grandparent.

Absences to attend the funeral of an individual not listed as an immediate family member may be authorized by the employee's immediate supervisor. If approved, the employee must elect to take a vacation day or a day without pay.

603 - JURY DUTY

An employee who receives a jury summons is expected to consult with the Executive Director as soon as possible to discuss scheduling issues.

The CACI recognizes your duty to participate in civic responsibilities. If a full-time employee is called upon for jury service, the employee can choose between his/her jury duty pay or his/her regular pay for the same period of time for up to a two week period.

If the employee chooses to receive his/her regular pay, then the employee must reimburse the CACI an amount equal to the jury duty pay received in order to avoid double payment. The employee may keep any travel reimbursements received as additional compensation.

Upon return from jury duty, the employee must submit a copy of his/her jury pay voucher to establish eligibility for this payment.

604 - LEAVE OF ABSENCE

A leave of absence without pay may be granted to an employee, when necessary, for medical reasons, personal emergencies, military service (including Reserve or National Guard annual training requirements), or other reasons of sufficient importance. Requests for a leave of absence must be submitted in writing and must specify the reason for the request, the beginning date of the contemplated leave, and the expected date of return to work.

1. A disability leave of absence may be granted to any employee who has successfully completed their probationary period.
2. A personal leave of absence may be granted to any employee who has been employed for at least one calendar year.
3. The criteria for each type of leave are listed in this section as separate procedures. The length of the particular leave of absence and the compensation, if any, shall be within the discretion of the management.

Operational needs of the agency, including taking steps to insure quality and quantity of services and the productivity of the work unit, will be the basis for decisions relating to employee leave requests.

4. Employees must submit requests for all leaves of absences to said employee's immediate supervisor. The request should be made in advance and forwarded to the Executive Director. The Executive Director shall then submit the request to the Executive Board, recommending it be approved or denied. The final decision will be made by the Executive Board
5. The leave of absence will commence the first day of the absence. If an employee fails to return to his or her work at the conclusion of the approved leave time, the leave will then be cancelled and the employee may face termination. If no contact has been made by the employee to establish justification for not returning to work, the employee will be terminated as of the last day worked.

If the employee's leave of absence is during a pay period, the employee must make arrangements with the Executive Director for his or her check to be sent to the employee.

6. Employees must promptly report any absences or tardiness to their immediate supervisor.

7. Requests for any extension of the leave of absence must be submitted in writing to the employee's immediate supervisor. When possible, five working days' notice is desirable.
8. An authorized leave of absence is not a guarantee of the employee being ready and able to return to work. An employee who returns to work at the end of the leave of absence may be restored to their former position or to a comparable position at the same rate of pay unless circumstances have occurred during the employee's leave of absence making it either impossible or unreasonable to reinstate the employee.
9. If the conditions have occurred that make it either impossible or unreasonable to reinstate the employee, the employee shall be terminated by the Executive Board. Policies and procedures regarding involuntary termination shall then go into effect.
10. Employees on an extended leave of absence will not be able to accumulate additional sick days, personal days, vacation days or holidays.

a. Disability

1. A disability leave of absence may be granted to any employee whose illness or injury continues beyond the 10 working day guidelines.
2. The agency reserves the right to have the employee examined by a physician of their choosing prior to granting a disability leave of absence.

The maximum length of a disability leave of absence shall be four months.

3. Disability leave of absences must be requested in writing at least three weeks in advance when possible. A physician's statement indicating the nature of the disability, the period of treatment, and the estimated date when the physician will release the employee to return to work, must accompany the request. The disability leave will not commence until the employee's physician verifies, in writing, that the employee is no longer able to perform his or her work duties and/or poses a Health risk for themselves, co-workers and/or clients.
4. A written release from the employee's physician must be provided to the agency prior to the employee returning to work. The release must clearly state the employee's ability to resume work and clearly state any restrictions the employee may have upon returning to work.
5. The agency reserves the right to initiate a disability leave of absence if the employee's health condition begins to affect the employee's attendance, or the quantity and/or quality of work.

6. The agency also reserves the right to have the employee examined by a physician selected by the management.

b. Workers' Compensation Leave of Absence

Worker's Compensation Leave of Absence will be granted to employees who are disabled as a result of a substantiated injury or illness covered by the Illinois Worker's Compensation Act and the Illinois Occupational Diseases Act.

1. A Worker's Compensation leave of absence will begin after the 15th consecutive calendar day of absence due to the injury.
2. Employees on this type of leave will not accumulate additional Leave Plan days.
3. Compensation will not be paid during this leave until the agency is made aware that the days of absence will be compensated through the Worker's Compensation payments.
4. This type of leave will continue until a physician certifies that the employee is able to return to work with little or no restrictions. The employee must notify their immediate supervisor as to the date they will be able to return to work.
5. If there is a difference of opinion between physicians as to the employee's ability to return to work, it will be the employee's responsibility to provide certification of disability from his or her physician every two weeks and until such time as the employee's disability ceases completely or to an extent that will enable the employee to return to work.

c. Unemployment Compensation

The CACI shall provide Unemployment Benefits Compensation when applicable, according to the Unemployment Compensation Act.

1. Due to the not-for-profit status of the agency, as per the Unemployment Compensation Act, the agency will be responsible for paying into the Unemployment Benefits Fund when there are four (4) or more employees who have worked twenty (20) weeks in a calendar year. When the number of employees are less than four and there is not four employees who have worked twenty weeks in one calendar year, the agency is not responsible to pay benefits into this fund and the employee (s) will not be eligible for these funds.
2. When four employees have been employed for twenty weeks in a calendar year, the agency shall be responsible for paying into each employee's account at the prevailing rate. This benefit shall be paid by the agency to the appropriate governmental department and not to the individual employee.
3. The Executive Board reserves the right to appeal a former employee's claim for unemployment benefits.

700
RULES OF CONDUCT/EMPLOYEE RESPONSIBILITY

Employees are considered representatives of the Children's Advocacy Centers of Illinois and agree to devote their professional time and interests to the organization. Therefore, you must avoid participation in outside activities which interfere, compete or conflict with the interests of the CACI, or which might, in any way, have an adverse effect on an individual's performance of assigned responsibilities and duties.

701 - HARASSMENT FREE ENVIRONMENT

The CACI is committed to providing a work environment that is free of sexual, racial, ethnic, or religious harassment. Such behavior undermines the integrity of the employment relationship and is inconsistent with the philosophy in any form, including verbal, physical, and visual. No sexual, racial, or ethnic slurs will be tolerated.

Any incident of discrimination or harassment should be reported immediately to the Executive Director. If you cannot do that, notification should be made to the President of the Board of Directors. In all cases, reasonable measures will be taken to protect the complaining employee from any retaliatory harassment or abusive behavior by other employees, by members, vendors, or suppliers.

All complaints will be investigated promptly. Employee conduct which results in discrimination or harassment against other employees, members, vendors, or suppliers is illegal and will result in corrective disciplinary action, including possible discharge.

702 - CORRECTIVE ACTION POLICY

The CACI reserves the right to discharge or separate the employment of any employee at will. However, the CACI also supports the concept of progressive and corrective disciplines where warranted. When an employee's behavior or performance has become unacceptable or unsatisfactory, the Executive Director may utilize the following process to correct the problem. As a function of the incident involved, one or more of the following steps may be used as corrective discipline.

Upon initiation of any Corrective Action and throughout the Corrective Action Process, the Executive Director shall apprise the CACI Personnel Committee of all steps taken and of any recommendations pertaining to disciplinary actions.

Step 1. Corrective Counseling (Verbal Warning)

The Executive Director will conduct an informal counseling session with the employee. The Director will identify the area(s) of concern (e.g., unsatisfactory behavior or performance).

The Executive Director will identify why the behavior or performance is Unsatisfactory. The Executive Director will seek employee input relative to the issues. The Executive Director will record the notes from the meeting and maintain a copy. In closing the meeting, the Executive Director will establish a time frame within which performance/behavior is expected to improve and will note to the employee that continuation of said unacceptable behavior or unsatisfactory performance may lead to further discipline.

Step 2. Executive Director Meeting (Written Warning)

If performance remains at an unacceptable level following Step 1, the Executive Director will meet with the employee to issue a written warning. Such warning will identify the unacceptable behavior/performance and reference the meetings conducted at Step 1. The Executive Director will again solicit employee input relative to the unsatisfactory behavior/performance. The Executive Director will instruct and include in the written warning that further discipline up to termination may follow unless the employee's behavior/performance improves. A copy of the warning will be placed in the employee's personnel file. The employee will be asked to sign the warning and be provided with a copy.

Step 3. Suspension with or without pay for up to a maximum of 30 days (Written Warning)

If performance remains at an unacceptable level following Steps 1-2, the Executive Director can suspend an employee with or without pay for up to a maximum of 30 days. The length of suspension and payment issues will be determined with the input of the CACI Personnel Committee. The employee will be notified in writing of the terms of suspension and the suspension will commence immediately.

Upon return to the workplace, the Executive Director will meet with the employee. The unacceptable behavior/performance will be identified and the Executive Director will again solicit employee input relative to the unsatisfactory behavior/performance. The Executive Director will instruct and include in a written format that termination may follow unless the employee's behavior/performance improves. A copy of the warning will be placed in the employee's personnel file. The employee will be asked to sign the warning and be provided with a copy.

Step 4. Termination

In the event steps 1, 2, and 3 were not successful in correcting the employee's behavior/performance the Executive Director, with the consent of the CACI Personnel Committee, will terminate the employee. Such termination will be in writing and issued to the employee. The employee will be discharged following the delivery of the termination letter or upon reasonable attempts to deliver such notice.

Certain actions may result in the immediate suspension or termination of the employee. They include but are not limited to:

1. Abusive action to a CACI employee;
2. Insubordination;
3. Theft, attempted theft, or misappropriating of CACI property or funds;
4. Possession of or being under the influence of illicit drugs or alcohol on work premises or during work time;
5. Falsification of documents or records;

6. Possession of a weapon on CACI grounds;
7. Failure to maintain confidentiality;
8. Destruction of CACI property, materials, or equipment;
9. Failure to attend work after being denied requested time off;
10. Speaking maliciously about the CACI at work or away from workplace;
11. Immoral or indecent conduct;
12. Making malicious statements about co-worker;
13. A demonstrated lack of ability to satisfactory perform the duties and responsibilities of position;
14. Inability to accurately communicate with Administration.

703 - GRIEVANCES

Occasions may arise when employees wish to express a grievance. Should this occur, employees should discuss the issue with the Executive Director.

If an employee wishes to express a grievance regarding the Executive Director, the employee should first address the issue directly with the Executive Director. If the issue persists, the employee should discuss the issue with the Chair of the Personnel Committee (CACI Board President).

Although the CACI encourages employees to use the grievance procedure, the CACI reserves the right, within its sole discretion, to terminate that procedure at any step, or eliminate it entirely, under circumstances where it deems such action is necessary and appropriate.

704 - MEMBER RELATIONS

Employees are required to treat members in a courteous and respectful manner at all times. All employees have an obligation to represent the Children's Advocacy Centers of Illinois in a positive fashion and to make members feel as comfortable as possible in dealing with this organization.

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive contact with a member can enhance goodwill while a negative experience can destroy a valued relationship. Employees are encouraged to report recurring member-related problems to the Executive Director and/or make suggestions for changes in CACI policies or operating procedures to solve problems.

705 - SAFE WORKING CONDITIONS

The Children's Advocacy Centers of Illinois is committed to providing a safe and healthful workplace environment for all employees. In order to do so, we rely on you to report to the Executive Director if you observe what you consider to be an unsafe working condition or practice or if you discover unsafe equipment. We make every effort to comply with federal

and state occupational health and safety laws.

Careless conduct is not permitted at any time. All employees should use common sense and follow CACI rules, OSHA rules, as well as fire regulations while at work.

706 - CHANGE OF ADDRESS/STATUS

Certain information regarding each employee must be kept current for the purposes of ensuring proper benefit coverage, complying with State and Federal law, and enabling us to contact an individual of your choosing in case of emergencies. Therefore, you are expected to immediately report to management any of the following:

1. Change of residential address
2. Change of residential phone number
3. Change of marital status
4. Change in the number and/or status of dependents; and
5. Change of name, address, or phone number of a person who is expected to be notified by the CACI in case of emergency.

707 - PERSONAL PROPERTY

For security reasons, personal effects should never be left or stored on CACI premises. The CACI will not be responsible for any losses that may occur if your personal property is left on CACI premises.

708 - USE OF AGENCY PROPERTY

Employees should not use any agency property or equipment for personal reasons unless written permission from the Executive Director has been given. The employee shall ask, in writing, for permission to use the agency equipment or property, being specific in naming particular property or equipment, for what date and for how long. Any and all damages or losses will be the employee's responsibility to repair and/or replace. Failure to return property or to replace may be cause for garnishment or wages equal to the amount of replacement and/or immediate dismissal at the discretion of the Executive Director and the Executive Board.

800
ACKNOWLEDGMENT OF RECEIPT OF THE
POLICY AND PROCEDURE MANUAL

This is to acknowledge that I have received a copy of the Children’s Advocacy Centers of Illinois’ Policy and Procedure Manual. That you, the employee, understand that it contains important information on the general personnel policies of the CACI and on your privileges and obligations as an employee.

I have familiarized myself with the material in the Manual and understand its contents, as well as other material and data to which it refers.

I understand this Manual is not a contract or offer of a contract, and does not in any way alter my status as an employee at-will.

I further understand and agree that the CACI may change, rescind, or add to any policies, benefits or practices described in the Manual from time to time in its sole and absolute discretion, with or without prior notice.

Printed name of employee

Signature of employee

DATE
