

Employee Handbook

CASA of Liberty/Chambers Counties

This handbook is a source of information to give employees a description of working conditions at CASA of Liberty/Chambers Counties. It is not a contract for employment. This handbook may be amended or withdrawn at any time in the sole discretion of the employer.

I. The Mission of the Organization

CASA of Liberty/Chambers Counties advocates for the best interests of abused and neglected children in the foster care court system, through the training and support of community volunteers.

II. Philosophy Regarding the Workplace

CASA of Liberty/Chambers Counties is committed to treating employees (*and volunteers*) fairly and consistently. Employees (*and volunteers*) should treat each other with mutual respect. The environment should be safe, productive and peaceful. Direct communication that values opinions and feelings is encouraged. Dedication to a common mission drives our conduct.

A. Equal Employment

CASA of Liberty/Chambers Counties is committed to the principles of equal employment opportunity. All employment decisions are based on individual qualifications, without regard to race, color, religion, national origin, sex (including pregnancy), age, disability, or any other status protected by law.

B. Qualified Individuals with Disabilities

CASA of Liberty/Chambers Counties will make reasonable accommodations for qualified individuals with disabilities, if it can do so without undue hardship.

C. Discrimination and Harassment Prohibited

Any form of discrimination or harassment on the basis of race, color, religion, national origin, sex (including pregnancy), age, disability, or any other status protected by law, will not be tolerated in the workplace.

III. **Employment Status**

All employees are employees at will. This means that the employer or the employee may terminate the relationship at any time, for any reason, with or without cause. No supervisor, board member or agent of CASA of Liberty/Chambers Counties can enter into any agreement to alter this provision.

IV. **Classifications of Employment**

A. ***Full-time employees***

A full-time employee works more than (30 hours) and up to 40 hours per week on an annual basis.

B. ***Part-time employees***

A part-time employee works less than (30 hours) per week on an annual basis and is not entitled to paid holidays or benefits.

V. **Office Hours**

Employees shall be on duty and perform work for the benefit of the employer between the hours of (9 a.m. and 4 p.m.) unless otherwise agreed to in writing by the Executive Director. Regular attendance is required. If circumstances arise that cause a delay in arrival, employees or a relative or friend must contact the Executive Director by (9 a.m.).

Certain positions require some evening and weekend hours, as a necessary component of the function of the position. These positions are:

- Executive Director
- Program Director
- Volunteer Coordinator

Employees in these positions may arrange a flexible work schedule for the applicable number of hours in a work week, if approved in writing by the Executive Director and/or Executive Board.

VI. **Overtime**

Only non-exempt employees are eligible to receive overtime pay. Non-exempt employees who work more than 40 hours in a week will be paid overtime at the rate of time and a half their regular rate of pay for every hour worked over 40 hours in a work week, in accordance with the Fair Labor Standards Act. Prior to working more than 40 hours in a work week, non-exempt employees must first receive advanced permission in writing from the Executive Director. The Executive Director is an

exempt employee and, therefore not eligible for overtime pay. (Other exemptions include some executives, professionals, administrators, independent contractors, and bona fide volunteers. Exemptions are narrowly construed. Before exempting other positions, employers should seek legal advice.)

VII. Pay Days

Employees are paid on the 15th and last day of the month. If the scheduled payday falls on a weekend or holiday, employees will be paid on the immediately *preceding* weekday. Employees who leave employment for reasons other than discharge will be paid not later than the next scheduled payday. Employees who are discharged will be paid not later than the sixth day after they are discharged.

VIII. Payroll Deductions

Federal law requires that income tax be deducted from an employee's pay. Social Security and Medicare taxes are also deducted. Court-ordered child support and any other government-mandated wage withholding will also be deducted from any affected employee's pay.

IX. Paid Holidays

All full-time employees are eligible for holiday pay. Part-time and/or temporary employees are not eligible for holiday pay. CASA of Liberty/Chambers Counties observes the following paid holidays:

New Year's, Martin Luther King, Presidents' Day, Good Friday, Memorial Day, Independence Day, and Labor Day

Three Days at Thanksgiving (Wednesday before, Friday after)

One floating week at Christmas based on Court Schedules and personal preference as approved by the Executive Director and/or Board

Should a holiday fall on a Saturday or Sunday, the preceding Friday or the following Monday will be the designated holiday respectively, subject to Court Schedules.

X. Time Sheets

Employees must accurately fill out weekly time sheets and submit them to the Executive Director by *10 a.m. every Monday following the work week*. Failure to submit a time sheet may result in a delay in payment of wages.

XI. Leave**A. Sick Leave**

Full-time employees accrue sick leave at the rate of 8 hours a month, up to a maximum of 5 days per year. Once a balance of 5 days has been reached, it carries forward until used. Employees must call the Executive Director by 9 a.m. if unable to work due to illness. If an employee is unable to work for more than three (3) days, a note from the doctor may be requested. An employee will not be paid for absent time if the employee does not have accrued sick leave. Accrued sick leave will not be paid upon termination of employment.

B. Annual Leave

Full-time employees earn annual leave at the rate of 10 days annually. An employee having completed their fifth year of service shall accrue 15 days annually from that date. Three (3) days of annual leave/vacation may be carried forward into the next calendar year, but must be used no later than March 15 of that year. Request to take annual leave is subject to prior approval of the Executive Director. Accumulated annual leave will be paid upon termination of employment.

C. Court Duty

Employees will be excused from work to appear in court for jury duty or to appear as a witness if the jury summons or subpoena is submitted to the Executive Director within three days after it is received by the employee. Employees will be paid for attendance at the jury pool and for the days of trial. The employee must return to work if he or she is released from court and two or more hours remain in the workday. An employee who wishes to take time off to appear voluntarily as a witness or party to any judicial proceeding must obtain prior approval of the Executive Director. The employee will be required to use any available annual leave.

D. *Military Leave*

An employee's eligibility for leave for military service and re-employment are governed by state and federal law. Employees should inform the Executive Director at the earliest convenience if they are called to military service.

E. *Emergency Leave, Parental Leave or Leave without Pay*

Requests for emergency leave or leave without pay will be considered by the Executive Director on a case-by-case basis, subject to the needs of the organization. Employees who experience a death in their immediate family may receive three (3) days leave with pay, subject to approval by the Executive Director. In addition to sick leave, employees who have worked for 12 consecutive months at the organization may receive four (4) weeks paid leave upon the birth or adoption of a child, subject to approval by the Executive Director.

F. *Unpaid Family and Medical Leave*

After one year of employment, which need not be consecutive, and 1250 hours worked in the twelve months immediately preceding the request for leave, full-time employees are entitled to 12 weeks of unpaid leave within any 12-month period, when the employee cannot work in order to care for the employee's newborn or newly adopted child, or because of a serious health condition of a sick child, spouse, or parent. The Executive Director may authorize, on a case by case basis, unpaid leave to care for other persons in a comparable relationship with the employee.

G. *Maximum Duration of Leave*

CASA of Liberty/Chambers Counties provides extended leave beyond the FMLA entitlement. If an employee is unable to return to work at the expiration of 12 weeks of FMLA leave, with a physician's excuse, CASA of Liberty/Chambers Counties will provide an additional leave of up to 12 weeks. In the event the employee is unable to work after the extended leave of 12 weeks, the employee shall be administratively terminated. In addition, no emergency leave or leave without pay shall extend beyond 24 weeks.

XII. Benefits

A monthly payment of up to \$250 towards purchase of health/dental insurance of your choice, or to cover out of pocket health care expenses, in accordance with Sections 105-106 of the Internal Revenue Code.

XIII. Conflict of Interest

Employees should avoid actual and potential conflicts of interests. Employees and their family must not accept gifts of substantial value from customers or suppliers or vendors. Employees must not accept personal fees or conduct transactions that result in personal benefit or gain to the employee. *Employees and their families shall not receive services from the organization (unless they are treated equally to any other client and there is full disclosure and approval of the transaction by the Board of Directors).*

XIV. Safety

Employees should make every effort to ensure a safe, healthy, and accident-free environment. Employees should report any unsafe conditions and immediately report any injury to the Executive Director.

XV. Use of Equipment

Unauthorized or improper use of telephones, email system, mail system, computer, or other equipment, including personal long distance phone calls or mailing personal items, is prohibited.

XVI. Performance Evaluations

All full- and part-time employees will be evaluated annually by the Executive Director. The Executive Director will be evaluated annually by the Board of Directors.

XVII. Discipline

All employees are expected to perform their duties diligently and to conduct themselves professionally, and in accordance with policies, at all times. Failure to observe the expected standards of performance and behavior will result in appropriate disciplinary action, including termination.

XVIII. Compliance with State and Federal Laws**A. *Discrimination***

No employee may be discriminated against on the basis of race, color, religion, sex, national origin, age or disability. Employees must immediately report such actions to the Executive Director or the President of the Board of Directors. Any allegation will be investigated as promptly and confidentially as possible.

B. *Sexual Harassment*

Sexual harassment, including but not limited to unwelcome sexual advances, verbal or physical conduct of a sexual nature, or any actions that create a hostile work environment are strictly prohibited. Employees must immediately report such actions to the Executive Director, or the President of the Board of Directors. Any allegation will be investigated as promptly and confidentially as possible.

C. *Whistleblower Policy*

Any employee who in good faith reports an illegal act, including discrimination and harassment, by any other employee or Board member may not be suspended, terminated, or subject to retribution as a result of the report.

D. *Confidential Information*

Employees may have access to confidential information concerning the financial condition, credit history, or business affairs of a person or entity. Employees shall not improperly use, disclose, or permit access to confidential information.

E. *Substance Abuse*

It is the policy of the organization to maintain a drug-free workplace. Employees must not possess or use any illegal drugs while at work. The organization also prohibits the presence of any person on the premises of the organization while under the influence the alcohol, inhalants, drugs, or controlled substances.

F. *Possession of Firearms and Gambling*

Possession of firearms and gambling while at work is prohibited.

XIX. Termination of Employment

Full-time employees should give ten (10) working days notice of resignation. The Executive Director should give twenty (20) working days notice of termination.

XX. References

CASA of Liberty/Chambers Counties will not provide references for former employees unless a written authorization and release is received. Otherwise, the organization will verify dates of employment, the position held, and the rate of pay.

Employee Acknowledgment

I have received a copy of the Employee Handbook. I understand that it is not a contract but a source of information. I also understand that I am an at-will employee and may be terminated at any time with or without notice and with or without cause.

Date

Employee Signature