



SUPPORT. ADVOCACY. LEARNING.

www.SALCommunityServices.org

Employee Handbook

Revised: 1/1/2023

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Welcome

Welcome!

Thank you for joining our team at SAL Community Services (SAL). We are excited to have you here and wish you great success in your career.

We believe you directly impact SAL's growth and success, and hope you find your purpose and joy within our organization. Your unique role and abilities will improve the lives of children and families in our community while enhancing the education and social service delivery systems.

This handbook outlines policies employees must follow and programs and benefits available to eligible employees. You should familiarize yourself with the contents of the employee handbook as soon as possible. As you review the handbook, please note some contents may not be relevant to you at this time, but please refer to the handbook in the future to answer your questions as they arise. If your questions cannot be answered or you need further clarification, please consult your immediate supervisor.

We want you to have access to the right tools that will ensure your success at SAL. This handbook will enable you to thrive and to do your best work on behalf of the families we serve.

Our success depends on your skills, dedication, and energy.

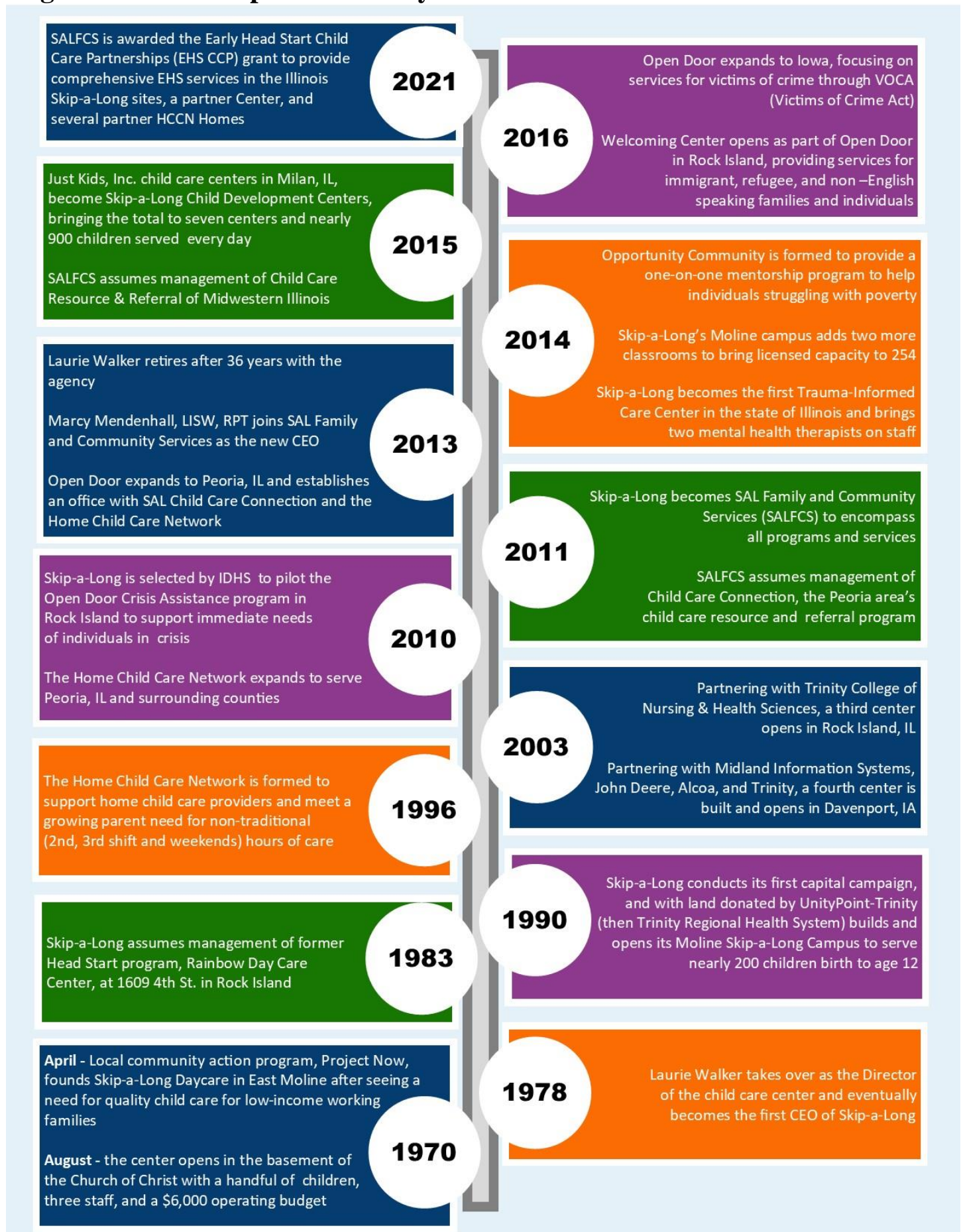
We hope your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,
Marcy Mendenhall, LISW RPT
President and CEO

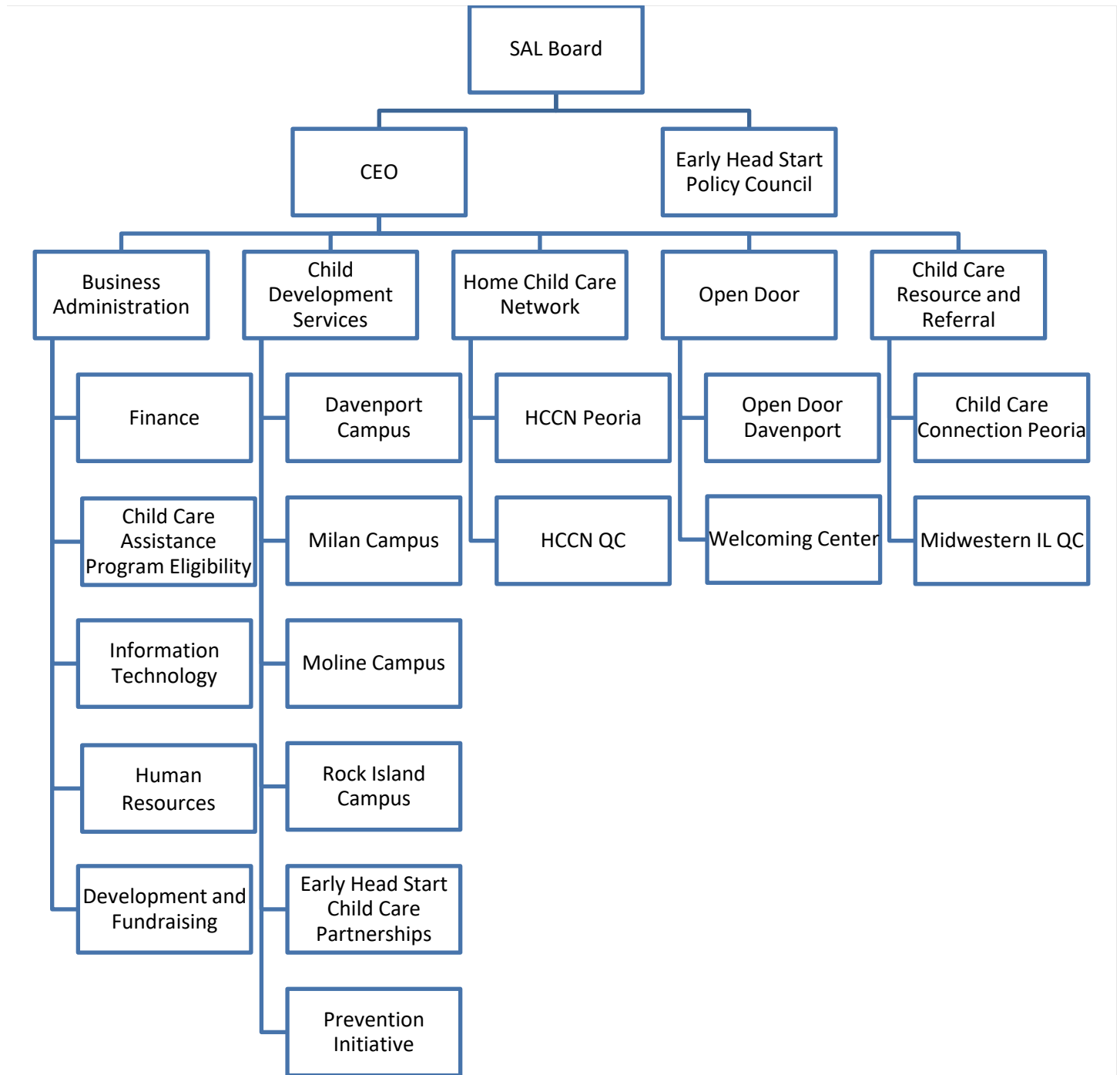
Mission Statement

SAL Community Services strengthens children, families and individuals to build and enhance thriving communities.

Organization Description – History of SAL



Organization Description – Organizational Chart



Organization Description - Program Descriptions

Skip-a-Long Childhood Centers

Skip-a-Long Childhood Centers are dedicated to making sure every child is prepared for success in school and in life. Four campuses in Davenport, IA, Milan, IL, Moline, IL, and Rock Island, IL serve nearly 1,000 children ages six weeks to 12 years old every day. With full-time infant care, preschool, before/after school and summer programs, Skip-a-Long provides a high-quality, caring learning environment where children thrive.

The Home Child Care Network

The Home Child Care Network (HCCN) works to support families needing non-traditional hours of child care (1st, 2nd, 3rd shifts, weekends, holidays) so children in a licensed home child care setting receive the same high-quality care as children in a center-based setting. HCCN offers free consultation and support to licensed home child care providers in 12 counties in Illinois, from the Quad Cities to Peoria. HCCN Coordinators provide curriculum, CPR/First Aid training, professional development opportunities, assistance with the ExceleRate Illinois quality rating system process, and one-on-one coaching on a variety of early childhood education topics. With this help, licensed home child care providers further their businesses while supporting the needs and education of children. HCCN Coordinators also work with parents needing child care to apply for the Child Care Assistance Program and to find a high-quality licensed home child care to meet families' needs. In addition, a Mental Health Therapist is available for all home child care providers to provide extra support for children and providers in the social emotional development of children.

Early Head Start Child Care Partnerships

The Early Head Start Child Care Partnerships (EHS) program provides family-centered services to socio-economically challenged families with infants and toddlers under the age of four and pregnant women. This program is designed to promote the development of the children, and to enable their families to fulfill their roles as caregivers and to move toward self-sufficiency. Providing similar services as preschool Head Start programs, EHS is tailored for the unique needs of infants and toddlers to promote the physical, cognitive, social, and emotional development through safe and developmentally enriching caregiving. This prepares these children for continued growth and development and eventual success in school and life. The program assists families in achieving self-sufficiency across a wide variety of domains, such as housing stability, continued education, and financial security.

Open Door and Welcoming Center

Open Door, a crisis assistance program funded by the Iowa Victim of Crime Assistance, offers a 'hand up' to individuals and families in crisis began in December 2016. Open Door has an on-site food pantry, clothing, and coordinators who work to connect community resources such as counseling, health services, employment, and housing to meet each person's immediate needs. Welcoming Center began in 2018 to support and serve immigrants, refugees, and non-English speakers in Rock Island County.

Child Care Connection & Child Care Resource and Referral of Midwestern Illinois

Child Care Connection (CCC) and Child Care Resource and Referral of Midwestern Illinois (CCR&R) are 'sister programs' funded by the Illinois Department of Human Services to support families needing child care and to assist licensed child care homes and centers in Illinois. CCC serves the nine-county area surrounding Peoria, IL, and CCR&R works with the seven counties surrounding the Illinois Quad Cities area. Both programs offer databases of all licensed child care options for parents, and work with families who apply for help to pay for care through the Child Care Assistance Program (CCAP). Quality teams at both locations offer support and resources for child care providers to make sure they have what they need to provide high-quality early care and education services. By hosting training sessions and conferences, and issuing Quality Grants to providers who qualify, both programs ensure communities are caring for and teaching children, so they are prepared for success in school.

Organization Description – Facilities & Locations

Business Administration Office
3800 Avenue of the Cities
Suite 108
Moline, IL 61265
(309) 764-3724
Fax: 309-764-3744

Child Care Resource & Referral
Of Midwestern Illinois
3800 Avenue of the Cities
Suite 102
Moline, IL 61265
(309) 205-3070
Fax: 309-517-6869

Home Child Care Network - Peoria
3425 Dries Lane
Peoria, IL 61604
(309) 685-8064
Fax: 309-685-8095

Home Child Care Network - Quad Cities
3800 Avenue of the Cities
Suite 108
(309) 764-8192
Fax: 309-764-5922

Skip-a-Long - Davenport Campus
3520 Crow Creek Road
Davenport, IA 52807
(563) 441-9998
Fax: 563-355-3267

Skip-a-Long - Milan Campus
1800 West 1st Street
Milan, IL 61264
(309) 787-6303

Early Head Start Administrative Office
3800 Avenue of the Cities
Suite 108
Moline, IL 61265
(309) 787-9460

Skip-a-Long - Moline Campus
4800 60th Street
Moline, IL 61265
(309) 764-8110
Fax: 309-764-8281

Skip-a-Long - Rock Island Campus
1609 4th Street
Rock Island, IL 61201
(309) 788-0426
Fax: 309-788-8727

Open Door - Davenport
Friendly House
1221 N Myrtle Street
Davenport, IA 52804
(563) 884-4657

Welcoming Center- Rock Island
1609 4th Street, Building 2
Rock Island, IL 61201
(309) 793-8201
Fax: 309-793-5323

Child Care Connection
3425 Dries Lane
Peoria, IL 61604
(309) 686-3750
Fax: 309-686-3850

Introductory Statement

This handbook will acquaint all employees with SAL Community Services (SAL) and provide you with information about working conditions, employee benefits, and policies affecting your employment. You should read, understand, and comply with all applicable provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by SAL to benefit you. One of our objectives is to provide a work environment that benefits your professional growth.

As you become more familiar with your position, you may notice that not all policies and procedures are set forth in this handbook. No handbook or manual can include all policies of a business in detail, and we have not tried to do so here. Instead, we summarized some of the more important policies, and those that are listed in this Handbook are designed and intended to provide you with a general understanding of what types of conduct we expect and what behavior we will not tolerate.

All employees of SAL are hired under the provision of a grant or letter of agreement, the terms of which vary considerably in scope, duration, and content. Therefore, although these policies reflect the general position of the program, some grants or letters of agreement may more specifically limit and define the relationship between the program and individuals hired.

It is important you understand that this handbook is not intended to serve as a contract for employment or benefits.

Definitions:

The term “employee,” “staff,” and/or “they/their” will be used throughout the Employee Handbook. This includes individuals who choose to identify as male, female, or nonbinary and are actively on the payroll register per the Department of Labor (DOL) and Internal Revenue Service (IRS).

Other terms you will see include the following:

Chief Executive Leadership: Any Chief Executive Officer such as the Chief Executive Officer, Chief Financial Officer, and/or the Chief Program Officer.

Department Head: The acting manager and/or director of the program who has oversight of their specific program.

Acronyms:

SAL –	SAL Community Services	HCCN –	Home Child Care Network
HR –	Human Resources	EHS –	Early Head Start Child Care Partnerships
DEI –	Diversity, Equity, and Inclusion	PHI –	Personal Health Information
CEO –	Chief Executive Officer		

Policy Revision Process

The ultimate responsibility and authority for formulating program policy is vested in the Board of Directors and the Policy Council. Responsibility for carrying out program policy is delegated to the President and CEO, Chief Financial Officer, and Chief Program Officer in collaboration with HR, who, in turn, delegates specific responsibilities to designated employees.

Changes to the Employee Handbook are outlined as follows:

Regular Process

1. Changes/revisions to policy can come from multiple places (government, best practices, regulatory bodies, accreditation, quality initiatives, contracts, personnel questions/concerns, etc....)
2. HR will analyze and evaluate the Employee Handbook at least twice per year in January and July.
3. Policies required by law or regulations will be submitted in written form for approval to Chief Executive Leadership, the Board of Directors, and the Policy Council from HR.

4. Once approved, updates will be communicated and distributed to department heads first and then the entire employee population.
5. Department heads are then responsible for disseminating the information to employees with final copies found on Ascentis Employee Self-Service at all times for all employees.
6. All other policy updates and changes will be proposed in written form by HR to the Board of Directors, the Policy Council and the Diversity, Equity, and Inclusion Committee (DEI).
7. The DEI creates a recommendation based on the requested/proposed change to policy.
 - a. Consensus from all organizational department representatives sitting on DEI Committee sought first.
 - b. Democratic voting if consensus cannot be reached.
 - c. CEO brought in if voting is still too close to call to determine direction.
8. Recommendation created by DEI Committee is sent to Policy Council for input and feedback.
 - a. If there are proposed changes, the recommendation gets sent back to DEI Committee.
 - b. If there are no proposed changes, the recommendation proceeds to the CEO.
9. CEO approves or denies recommendation.
 - a. If approved, the HR Director writes a memo that communicates the changes and effective date and distributes to each department head who is responsible for disseminating the information to employees.
 - i. Policy updates will be summarized and placed on online employee self-service.
 - b. If denied, recommendation goes back to the Board of Directors, the Policy Council, and DEI.
10. All updates and/or changes to policies will be documented on the final page of this handbook along with the dates of approvals by the Policy Council and the Board of Directors.

Emergency Process

1. Changes/revisions that need immediate action will be proposed for approval to the Policy Council, then Chief Executive Leadership and then the Board of Directors by HR.
2. Updates will be communicated and distributed to department heads first and then the entire employee population.
3. Department heads are then responsible for disseminating the information to employees.

Trauma-Informed Care Statement

Being “trauma-informed” means recognizing that people often have many different types of trauma in their lives. Trauma, as defined for this policy, is any event that negatively impacts an individual’s physical, psychological or emotional well-being. Trauma is different and unique to each person and cannot be measured as less or more impactful compared to another’s experience. Trauma cannot be seen, but trauma can adversely affect relationships, disrupt healthy development, and contribute to mental health issues in both children and adults.

Trauma-Informed Care emphasizes physical, psychological, and emotional safety for both customers and employees.

SAL recognizes that children, families, and individuals experience life events that may have an impact on their physical and emotional well-being. SAL practices trauma-informed care with all employees and customers we serve, which means we acknowledge each individual’s experience as their own and we work to ensure all children, families, and individuals feel safe and supported. SAL expects employees and customers to treat each other with respect and compassion at all times.

Diversity, Equity, and Inclusion Statement

Updated 7/1/2021

SAL believes in a healthy and successful workplace which values diversity, inclusion, equity, respect, and equality. Therefore, we are taking steps to embed individual practices, cultural beliefs, and all ways of life within our curriculum, policies, and daily practices that are attentive to the needs of culturally and linguistically diverse populations. It is through an intentional approach that we will practice diversity, equity, and inclusion, respect, and equality. Conflicts can arise from misunderstandings, biases, and institutionalized inefficiencies. In order to

prevent conflict related to cultural differences, the following statements adapted from the University of Missouri and the JAMS Foundation, regarding our interactions are key.

Our Beliefs:

Create a sense of safety, security, and trust: In order to have honest, difficult conversations, inclusiveness is necessary.

Understand your purpose for the conversation: Before you dive into a discussion about a heated, personal, and complex issue, it is a good idea to be clear about what you are trying to accomplish. Being clear with yourself and others upfront can help set the tone and guide the conversation.

Be mindful of your own assumptions, biases, thoughts, and emotions: Being able to identify them as they arise during a discussion can help you avoid misunderstandings and prevent explosions or shutdowns.

Acknowledge the fears/concerns up front: There are many reasons why people avoid talking about race, sexual orientation, gender identity, military status, or any other characteristics particularly with people who are of a different identity. For example, people in a dominant race may fear unintentionally saying something that is offensive and then being called a racist. People in non-dominant racial may fear having their viewpoints discounted by people in the dominant race. By acknowledging these fears/concerns up front, you can agree ahead of time on ways to lessen these fears (i.e., agree to avoid calling someone racist or ignorant, agree to validate someone's experience rather than find reasons to discount it).

Avoid assumptions: If you are talking about sexual orientation with people who you perceive to be of the same sexual orientation group, do not assume that they share your experience or perspective. If you are talking to people who you perceive to be of a different sexual orientation group, do not assume that they do not or cannot relate.

Be open to learning about others' viewpoints: The goal of dialogue isn't winning a debate or persuading others. It's about learning to see someone else's viewpoint and better understanding your own.

Understand that individual experience and group experience may differ: An individual woman, for example, may not have experienced sex discrimination in the workplace, but that does not mean that sex discrimination does not exist. It is counter-productive to point to counterexamples to try to discount generalized claims of group experience.

Practice active listening: Listening is an essential component of any successful dialogue—particularly when difficult or emotionally-charged issues are being discussed. Good listeners focus on understanding the other person's viewpoint. When the person has finished, paraphrase what they said to make sure you understand their intent.

- “If I understand you correctly...”
- “I may be wrong, but what I’m hearing is that...”
- “Please correct me if I misinterpret what you’ve said. It sounded to me that...”
- “I heard you say... Is this what you meant?”

Understand how race and class effect experience: People of color from economically advantaged families may not have experienced economic disparities and hardships, yet may still share the experience of being targeted, discriminated against, and subjected to various microaggressions. White people from lower socioeconomic backgrounds may have experienced oppression and discrimination based on their socioeconomic status, yet they do not share the same experience with race-based discrimination as people of color. In other words, the ways that race and socioeconomic class intersect and impact our lived experiences are very complex. Therefore, in conversations about race, it is important to consider how socio-economic background effects one's own and others' experiences and perspectives.

Avoid guilt and blame: We are all born and socialized into a society that we did not create. Therefore, it is not reasonable or productive to feel guilty or to blame others. At the same time, we all have a responsibility to work towards making things better for everyone. By acknowledging responsibility without guilt or blame, we can put our energies in a more productive direction.

Promote genuine, thoughtful, and heartfelt speaking:

- Giving everyone an equal turn to speak while others listen.
- Encouraging reflection before speaking
- Encouraging listening as a form of inquiry

Promote equal conversation power for all participants:

- Adopting a shoulder-to-shoulder, non-expert stance
- Using a “go-around” process to allow everyone an opportunity to express their thoughts.

Our Communication Tools:

1. If you feel cut off, say so or override the interruption. (“I’d like to finish...”)
2. If you feel misunderstood, clarify what you mean. (“Let me put this another way...”)
3. If you feel misheard, ask the listener to repeat what they heard you say and affirm or correct her statement.
4. If you feel hurt or disrespected, say so. If possible, describe exactly what you heard or saw that evoked hurt feelings in you. If it is hard to think of what to say, just say, “OUCH” to flag your reaction.
5. If you feel angry, express the anger directly (“I felt angry when I heard you say x...”).
6. If you feel confused, frame a question that seeks clarification or more information.
7. If you feel uncomfortable with the process, state your discomfort and check in with the group to see how others are experiencing what is happening. (“I’m not comfortable with the tension I’m feeling in the room right now, and I’m wondering how others are feeling.”) If others share your concerns and you have an idea about what would help, offer that idea. (“How about taking a one-minute Time Out to reflect on what we are doing?”)
8. If you feel the conversation is going off track, share your perception, and check in with others. (“I thought we were going to discuss x before moving to y, but it seems that we bypassed x and are focusing on y. Is that right?” [If so] “I’d like to get back to x and hear from more people about it.”)

Our Commitments:**Regarding the spirit of our speaking and listening:**

1. We will speak for ourselves and allow others to speak for themselves, with no pressure to represent a group.
2. We will not criticize the views of others or attempt to persuade them.
3. We will listen with openness and seek to understand others’ perspectives.
4. If tempted to make attributions about the beliefs of others (e.g., “You just believe that because...”), we will instead consider asking a question to check out the assumption we are making (e.g., “Do you believe that because...?” or “What leads you to that belief?”).

Regarding the form of our speaking and listening:

1. We will share airtime and participation.
2. We will not interrupt except to indicate that we cannot or did not hear a speaker.
3. We will “pass for now” if we are not ready or willing to respond to a question.

Regarding confidentiality:

1. When we discuss our experience in the dialogue with people who are not present, we will not attach names or other identifying information to particular comments unless we have permission to do so.

Regarding between-meeting communications:

1. We will not continue the discussion through email.
2. We will avoid having “meetings behind meetings” that undermine healthy conversation in the group setting.

Employees who knowingly or unknowingly violate this statement may be asked by their manager to complete a Performance Improvement Plan that indicates areas of learning in order to prevent future violations unless the behaviors are determined to be discriminatory or harassment. Please see policy [Discrimination and Harassment in the Workplace](#) (1.11) for more information.

For Early Head Start Employees ONLY

EHS employees are required to ensure processes are in place for communication with dual language learners and their families. All staff must be familiar with the ethnic backgrounds and heritages of families in the program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency. If a majority of children in a class or home-based program speak the same language, at least one class staff member or [home visitor](#) must speak such language.

Policies

1.0 Legal and Ethical Policies

1.1 Equal Employment Opportunity

Effective Date: 4/6/2013

Revision Date: 7/1/2021

SAL is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training and other personnel actions involving persons in all job titles and shall occur without regard to an individual's actual or perceived race, creed (including religious dress and grooming practices), color, religion (or for requesting an accommodation for a religious belief), sex, age, ancestry, national origin, genetic information (as defined in Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)), military status or discharge status, veteran status, qualified disabled veteran status, sexual orientation, gender identity or gender expression, transgenderism, marital status, citizenship status, familial status, physical or mental disability (or for requesting an accommodation for a disability), association with a disabled person(s), medical condition (including HIV or AIDS status, cancer related or genetic characteristics) arrest record (unless doing so violates contractual, funding, or licensing requirements), order of protection status, pregnancy (including conditions related to childbirth or breast feeding), homelessness or any other characteristic protected by applicable federal, state, or local law.

No individual will be denied nor receive special employment opportunities based on membership status in any protected category unless doing so violates contractual requirements such as criminal history (See Section 2.5 [Background Checks](#) for more information). Every employee of SAL is expected to support this equal opportunity and non-discrimination commitment by conducting their self in a manner that is consistent with the intent and spirit of this policy.

SAL will endeavor to make a reasonable accommodation for an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would result in an undue hardship upon SAL's business operations. This policy applies to all terms and conditions of employment, including recruitment, selection, job assignment, compensation, training, promotion, transfer, recall, layoff, leave of absence, discipline, termination, and access to benefits and training.

In furtherance of this policy, SAL will not permit the use of racial, religious, age-related, sexual or ethnic epithets, innuendoes, slurs or jokes within its facilities or while performing services. All employees, including supervisory personnel, shall conduct themselves in a professional manner and shall refrain from sexual advances, verbal or physical conduct of a sexual nature, or requests for sexual favors. Any employee who violates the above policy and our commitment to equal employment opportunity shall be subject to discipline, up to and including immediate discharge.

Any individual who believes they have experienced or observed behavior contrary to this policy is expected to report that information to their supervisor or HR. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated SAL's Equal Employment Opportunity Policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process.

"Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or

(3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, and harassment.

Any supervisor who becomes aware of possible or perceived discrimination, sexual or other unlawful harassment must immediately advise the HR Department so it can be investigated in a timely and confidential manner. Failure to report suspected discrimination or harassment as a supervisor will be subject to discipline.

Employees also have the legal ability to file a charge with the Illinois Department of Human Rights. Charges of discrimination must be filed within 180 days after the alleged discriminatory action, or one year for a Fair Housing case. The process of a charge filed with the Department of Human Rights involves several steps, including:

- Intake
- Mediation (optional)
- Investigation
- Findings & Results
- Legal Review

To file a charge, persons must submit either in person or by mail a completed Employment Complainant Information Sheet (CIS).

The Illinois Human Rights Commission also offers decisions on violations of the Illinois Human Rights Act. In order to file a Complaint of Civil Rights Violation with the Human Rights Commission, one must first file a charge through the Illinois Department of Human Rights.

Contact information for the Department of Human Rights and the Human Rights Commission are below:

IL Department of Human Rights

Chicago Office	Springfield Office
100 W Randolph Street	222 South College
10 th Floor, Intake Unit	Intake Unit
Chicago, IL 60601	Springfield, IL 62704
Tel: 312-814-6200	Tel: 217-785-5100
TTY: 866-740-3953	TTY: 866-740-3953
Fax: 312-814-1436	Fax: 217-785-5106

IL Human Rights Commission

James R. Thompson Center	William G. Stratton Office
100 W Randolph Street	Building
Suite 5-100	Suite 802
Chicago, IL 60601	Springfield, IL 62706
Tel: 312-814-6269	Tel: 217-785-4350
TDD: 312-814-4760	TDD: 217-557-1500
Fax: 312-814-6517	Fax: 217-524-4877

SAL is committed to the goals of affirmative action in recruitment and expanding the pool of potential applicants for employment. SAL has adopted and implemented positive measures designed to eliminate barriers that inhibit groups and individuals from access to employment opportunities. These measures are intended to benefit our workplace and the communities we serve through actions that demonstrate that we value and respect our employees.

As part of SAL's equal employment opportunity policy, SAL will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently

separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

For any questions regarding Affirmative Action and/or the Equal Opportunity Employment, please contact the HR Director.

1.2 Americans with Disabilities Act (ADA) and Reasonable Accommodation

Effective Date: 4/6/2013

Revision Date: 7/1/2021

SAL is committed to the fair and equal employment of individuals with disabilities under the ADA. SAL's policy is to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on SAL. SAL prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from HR and engage in an informal process to clarify what the employee needs and to identify possible accommodations. Upon doing so, HR will participate in a timely, good faith interactive process to identify and potentially implement such reasonable accommodation by asking for the employee's input, the type of accommodation the employee believes may be necessary, or the functional limitations caused by the disability. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

All requests for reasonable accommodations will be considered consistent with the business needs of SAL in accordance with state and federal law. All questions should be discussed with HR only.

1.3 Medical Examinations

Effective Date: 4/6/2013

Revision Date: 1/1/2023

To help ensure that employees are able to perform their duties safely, medical examinations may be required for positions as determined by licensing and regulatory bodies.

After a conditional job offer has been made to an applicant entering a designated job category and every two years after, the following medical examinations and vaccinations are required for applicable positions within Skip-a-Long Childhood Centers and EHS regardless of position, and employment is contingent upon satisfactory completion of these requirements (in accordance with Head Start Performance Standard 1302.93(a)):

1. Physical Exam – completed prior to hire, every two years, and/or whenever communicable disease or illness is suspected,
2. TB Test – completed prior to hire and with each physical examination in Iowa Skip-a-Long and/or EHS designated positions,
3. One dose of Tdap (tetanus, diphtheria, pertussis),
4. 2 doses of the MMR (measles, mumps, rubella) OR proof of immunity.

Employees in Illinois need their healthcare provider to complete CFS 602 Medical Report on an Adult in a Child Care Facility for proof of vaccinations. Blood tests of immunity to MMR are allowable and must be documented on this form. There is no exclusion for personal choice within Illinois law.

If an employee is pregnant or the healthcare provider does not believe a current health status warrants vaccination, the healthcare provider can indicate this on CFS 602 Medical Report on an Adult in a Child Care Facility. Employees who are eight weeks post-partum are generally considered eligible to receive vaccinations.

It is not possible for initial health examinations to test for all communicable diseases that might pose a significant risk to the health or safety of others. Therefore, employees must recognize that being in the workplace with a communicable disease creates a significant risk to others. Any employee who becomes aware that they have active tuberculosis or a communicable disease that poses a significant risk to the health or safety of others must immediately discuss the condition with their immediate director and the HR Director to determine if the risk can be eliminated or reduced by reasonable accommodation. If the risk cannot be eliminated or reduced by reasonable accommodation, eligible employees may be placed on medical leave without pay until a medical release is submitted to the HR Department, re-assigned to another position or terminated from employment.

Any employee who, for any reason, refuses or declines to undergo an initial or periodic health examination including a tuberculosis screening is ineligible for continued employment.

An employee experiencing fever, sore throat, vomiting or diarrhea shall not handle food or care for children. Any employee exhibiting these, or other symptoms of communicable illness, may be re-assigned or required to leave work until such symptoms are absent. See [Medical Information Privacy](#) (1.4) Communicable Disease Reporting for more information.

SAL will cover the costs of the exams and vaccinations with the organization's contracted provider. Exceptions can be made, only if pre-approved by HR for reimbursement to an employee with another provider.

Current employees may be required to take medical examinations to determine fitness for duty. Duties examined are outlined in an employee's job description. Such examinations will be scheduled at reasonable times and intervals.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained as confidential. Access to this information will be limited to those who have a legitimate need to know.

COVID-19 Vaccine Policy

As of December 8, 2021, all employees are required to be fully vaccinated or receive an approved exemption or accommodation as described in the Accommodations and Exemptions section below by their date of hire. For purposes of this policy, an employee is considered fully vaccinated two weeks following the second dose of a two-dose vaccine or one dose of a single-dose vaccination. Failure to comply with this policy will be considered a voluntary resignation of employment.

Proof of Vaccination

Employees are required to provide an original COVID-19 Vaccination Record Card or signed letterhead from their primary Healthcare Provider stating the vaccination(s) dates, type, and lot number to establish that they have been fully vaccinated. Copies of vaccination cards provided to SAL will not be accepted. The HR Director or director of the program may take a copy for SAL to maintain with your employment medical record, but copies of an employee's vaccination card will not be accepted. Candidates may initially send a picture to HR during the onboarding process, but will need to produce an original no later than the date of hire.

Fraudulent documents will not be tolerated. If it is found that an employee has provided fraudulent documents, it will be grounds for immediate termination of employment.

COVID-19 vaccinations are free, whether an individual has health insurance or not.

Accommodations and Exemptions for Current Employees

Under the Americans with Disabilities Act and/or Title VII of the Civil Rights Act of 1964, SAL is required to offer accommodations as necessary for employees who may not be able to receive the COVID-19 vaccination.

Vaccination status will not be requested until after a job offer has been made. Once an offer of employment has been made, the discussion surrounding vaccination requirements and accommodations will take place. HR will

request the prospective employee's vaccination status and lead discussions surrounding vaccination requirements and accommodations.

Reasonable accommodations will be granted where they do not cause undue hardship or pose a direct threat to the health and safety of others. A request does not signify an acceptance.

1.4 Medical Information Privacy

Effective Date: 4/6/2013

Revision Date: 7/1/2021

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by SAL and how employees can get access to this information. SAL is committed to maintaining and protecting the confidentiality of our employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The HR Director is the designated Privacy Officer for all employee medical information.

Protected Health Information

HIPAA protects all "individually identifiable health information," also called "protected health information (PHI)." "Individually identifiable health information" is information, including demographic data, that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual,
- and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, social security number).

Health information that does not identify an individual is not PHI.

The following could be used to identify an individual and are considered PHI:

- Names
- Fax numbers
- Telephone numbers
- Certificate/license numbers
- Health plan beneficiary numbers
- E-mail addresses
- Medical record numbers
- Device identifiers
- Internet Protocol (IP) address numbers
- Any other unique identifying number, characteristics or code
- Address (including zip code)
- Photographic images
- Biometric identifiers (like fingerprints)
- All dates related to an individual
- Social Security numbers
- Account numbers
- Vehicle identifiers and serial numbers
- Web Universal Remote Locators (URLs)

Keeping Protected Health Information Secure

HIPAA's Privacy Rule provides guidelines for the protection of PHI in any format, whether it is electronic, written or oral. SAL must secure client information to ensure it is not used or disclosed inappropriately. Passwords are critical to protecting the integrity, availability and confidentiality of electronic information. Remember: passwords should never be shared with or revealed to anyone, even fellow SAL employees, interns, or volunteers.

HIPAA also requires SAL's workforce to safeguard client information through physical and administrative means.

Physical safeguards include:

1. storing PHI in a secure location
2. shielding copy and fax machines from public view
3. positioning computer screens so they are not visible to anyone else
4. destroying unneeded information by placing it in locked shred bins

Administrative safeguards include:

1. policies and procedures that address how SAL will protect the privacy and confidentiality of our clients
5. verification of the identity of an individual requesting and/or picking up PHI ways to report suspected violations of privacy
6. guidelines for disciplining workforce members involved with breaches of privacy
7. SAL's Electronic Communications and Confidentiality policies

Health Care Plans Information

This policy of privacy practices applies to the health plans of SAL that are covered by privacy regulations, for example health benefit plans, dental plans, employee assistance programs (EAPs), and pharmacy benefit programs (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy, or a revised policy, if applicable.

The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except for the following purposes:

Treatment - The Benefit Plans may disclose employees' protected health information, or employees' covered dependents' protected health information, to a health care provider or administrator for its provision, coordination, or management of the employees' health care and related services. For example, prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose employees' protected health information for treatment activities of a health care provider.

Payment - The Benefit Plans may use and disclose employees' protected health information to facilitate payment of premiums for employees' coverage, and to determine and fulfill their responsibility to provide employees' medical, dental, and EAP benefits. For example, employees' protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose employees' protected health information to a health plan or administrator to determine employees' eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.

Health Care Operations - The Benefit Plans may use and disclose employees' protected health information for their health care operations, or the health care operations of a third-party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders or sending employee's information about treatment alternatives or other health-related benefits and services. The Benefit Plans also may disclose employees' protected health information to another health plan or provider that has a relationship with an employee, so that it can conduct quality assessment and improvement activities (for example, to perform case management).

Disclosure to Employer or Operating Company - The Benefit Plans may disclose employees' protected health information to SAL, or to a company acting on the behalf of SAL, so that it can monitor, audit, and otherwise administer the employee health benefit plan in which employees participate. SAL and its operating companies are not permitted to use protected health information for any purpose other than administration of employees' health, dental, and EAP benefits. The Benefit Plans will not disclose protected health information to SAL for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

Disclosure to Health Care Vendors and Accreditation Organizations - The Benefit Plans may disclose employees' protected health information to companies with whom they contract, if they need it to perform requested services. For example, the Benefit Plans may provide protected health information to vendors who provide important information and guidance to plan members with chronic conditions such as diabetes and asthma. Protected health information may be disclosed to accreditation organizations such as the National Committee for Quality Assurance

(NCQA) for quality measurement purposes. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect employees' protected health information.

Public Health Activities - The Benefit Plans may disclose employees' protected health information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive such reports; 3) to report information about a product or activity that is regulated by the U.S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.

Health Oversight Activities - The Benefit Plans may disclose employees' protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.

For Research - The Benefit Plans may disclose employees' protected health information for medical research purposes, subject to informed consent of the employee if protected health information is shared.

To comply with the Law - The Benefit Plans may use and disclose employees' protected health information to comply with the law. This may include:

- Judicial and Administrative Proceedings for a legal order,
- Law Enforcement Officials for court orders or authorized by law,
- Health or Safety to prevent or lessen a serious and imminent threat to employees' health or safety or the health and safety of the general public,
- Government Functions such as the U.S. military or the U.S. Department of State
- Workers' Compensation to comply with workers' compensation laws.
- When necessary to file claims with re-insurers or stop-loss carriers, or to obtain coverage with re-insurers or stop-loss carriers or to subrogation vendors to recoup payments made by the Benefit Plans that were reimbursed by other insurance arrangements.

Uses and Disclosures with Employees' Written Authorization - The Benefit Plans will not use or disclose employees' protected health information for any purpose other than the purposes described in this policy without the employees' written authorization. For example, the Benefit Plans will not supply protected health information to another company for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the HR Department, but not with respect to any actions the Benefit Plans have already taken.

Disclosure to Others Involved in an Employee's Care - The Benefit Plans may disclose protected health information about employees to a relative, a friend, the subscriber of employees' benefits, or any other person employees identify, provided the information is directly relevant to that person's involvement with employees' health care or payment for that care. For example, if a family member or a caregiver calls SAL with knowledge of an employee's protected health information, SAL may confirm protected health information or answer questions. Employees have the right to stop or limit this type of disclosure by contacting the HR Department. If an employee is a minor, the employee also may have the right to block parental access to the employee's protected health information in certain circumstances, if permitted by state law.

Employees may request restrictions on the use and disclosure of the employee's protected health information for the treatment, payment, and health care operations purposes explained in this policy. While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain. Under limited circumstances, the Benefit Plans may deny employees access to a portion of their records. If employees request copies, the Benefit Plans may charge employees copying and mailing costs.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created the information that the employee wants to change, the employees should ask that person to amend the information.

Upon request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information for up to six years preceding the request. The accounting that the Benefit Plans provide will not include disclosures made for treatment, payment or health care operations, disclosures made earlier than six years before the date of the request, and certain other disclosures that are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans will charge those employees a reasonable fee for each accounting statement after the first one.

If employees want more information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit Plans made about access to protected health information, they may contact the HR Department. Employees may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. SAL will not take any action against employees if they file a complaint in good faith.

SAL may change the terms of this policy at any time. If SAL changes this policy, SAL may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before SAL issued the new policy. If SAL makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

Communicable Disease Reporting

The Illinois/Iowa Department of Public Health requires any employee who serves food to report any communicable disease to a designated individual at their worksite. If reporting to work sick, then each employee is asked three questions; do you have fever, vomiting, and/or diarrhea, does someone in your household have fever, vomiting and/or diarrhea, and do you have a cough, sore throat, or runny nose. The answers to these questions are recorded in an Employee Illness Log that is stored in a secure location. Any information that is shared is confidential and will only be shared on an as-needed basis to the Department of Public Health. Physician-diagnosed illnesses such as Salmonella, Shigella, E. coli, or Hepatitis A must be reported to Department of Public Health.

- Employees with a fever, vomiting, and/or diarrhea will be excluded from work until symptoms have been gone for at least 48 hours. These symptoms will be recorded in the Employee Illness Log.
- Employees will never discuss another employee's medical condition with any other employees except for the Site Director, Family Service Provider, Office Manager, or Opening Teacher identified as such to receive and document symptoms of illness, or non-employees of SAL. Confidential matters involving employees will not be discussed in areas where they might be overheard by other employees or other non-employees. Employees are to be aware at all times that conversations regarding employees are not to be overheard by others and take appropriate steps to ensure this confidentiality. An annual confidentiality agreement is to be signed which can be found on the shared, operations drive in the HR folder.
- All medical information is confidential and may not be shared with others unless authorized by the employee or Site Director.
- Annual privacy training provided by the Department of Health will be completed by any designated individual that reports employee illnesses.

- If there is a breach of confidentiality regarding medical information, then the Director is to be notified immediately, or no later than 24 hours after the breach.

Breach of Confidential Medical Information

In the event there is a breach in private, medical information of an employee, then the employee will be alerted within 24-hours of the Director being informed. The employee is able to request the information that was disclosed. If copies of information were disclosed, then the employee may request all items be destroyed. The individual responsible for the breach, if identified, will be subject to discipline, up to and including, termination of employment.

1.5 Outside Employment

Effective Date: 4/6/2013

Revision Date: 7/1/2021

An employee may hold a job with another organization with notification to and approval by the employee's supervisor as long as they satisfactorily perform their job responsibilities with SAL. A request to hold a second job form located either on Ascentis Employee Self-Service or [here](#) is required to be completed, turned into their supervisor, and kept on file in their personnel file. All employees will be evaluated by the same performance standards and will be subject to SAL's scheduling demands, regardless of any existing outside work requirements.

If SAL determines that an employee's outside work interferes with performance or the ability to meet the requirements of SAL as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with SAL.

Due to the possibility of conflicts of interest, before accepting outside employment or engaging in a private practice, all employees (both full-time and part-time) must discuss the appropriateness of any outside job with their supervisor and obtain approval in writing from their supervisor. During employment, any violation of this policy or accepting employment with, acting for, or rendering services to any business or endeavor, with or without compensation, which competes or conducts business with SAL may result in disciplinary action, up to and including termination. If an employee fails to inform SAL of another job, this could result in disciplinary action, up to and including termination.

1.6 Relationships within the Workplace

Effective Date: 4/6/2013

Revision Date: 7/1/2021

No person employed as CEO, CFO, any other designated Executive-level, or Program Director may be related by blood or marriage to any member of the Board of Directors, members of the Policy Council, or other named management official.

Employees who have familial relationships or romantic/sexual relationships to any other member of SAL's employees are required to disclose the relationship if it exists or as it develops during employment to their immediate supervisor. In each case, any potential impact from the relationship will be evaluated to decide with regard to what, if any, action may be taken. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. The need for any adjustment may vary from program to program and position to position. The final determination will be with the HR Department.

For applicants who are seeking hire, familial and/or romantic/sexual relationships must be disclosed in written form to HR prior to the offer of hire with written approval from HR.

A supervisor, director, or anyone in a leadership role is not permitted to oversee or direct any person with whom they have a past or current familial relationship or romantic/sexual relationship or if the relationship changes during

the course of employment. Should a relationship occur during the course of employment, the employees may be separated by reassignment or terminated from employment which HR will determine.

For purposes of this policy, a familial relationship is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage or who has a relationship that is mutually agreed upon and defined as 'family'. Such relationships to those of employees or Board Members will not receive preference based on their relationship to employees or Board Members in employment selection, hiring, discipline, promotion, transfer, and retention, or other terms and conditions of employment.

Prohibited relationships include any employee that reports directly to a supervisor to which there is a relationship or any familial or romantic/sexual relationship between a Chief Executive Leader and any other SAL employee. The exception to this would be for cases of temporary employment. SAL reserves the right to take prompt action if an actual or potential conflict of interest arises involving employees with relations who occupy positions at any level (higher or lower) in the same line of authority that may affect any aspect of the employment relationship.

Employees in any kind of relationship must refrain from public workplace displays of affection or excessive personal conversation. Exceptions to this policy may be granted by the CEO and/or HR Director.

Skip-a-Long and EHS Employees ONLY

Employees are expected to maintain the highest standards of professional and ethical conduct. This includes the expectation that employees keep their relationships with all members of participating families strictly professional at all times. Employees are to remain clear about the difference between professional and personal involvement with families and to clearly communicate this to the families. When employees have an already existing relationship prior to employment this standard does not apply to that relationship away from the workplace. However, this standard does apply to all ongoing work relationships.

Children of employees in the Skip-a-Long sites are not allowed in classrooms in which the employee works at any time during the day. In the event of an emergency, if a child has to be moved into a classroom where a parent or guardian may be a teacher, then the teacher will be removed from the classroom to eliminate any potential conflicts of interest.

1.7 Confidentiality and Conflicts of Interest

Effective Date: 4/6/2013

Revision Date: 7/1/2021

Employees will have access to, will acquire, and will become acquainted with confidential information relating to SAL, its clients, and its donors. All information obtained in the course of employment is to be used for conducting SAL business only. Under no circumstances may confidential information be discussed or disclosed, either directly or indirectly, with, or in the presence of, persons outside SAL, either during employment, or at any time thereafter, except as specifically required or permitted as indicated below in the "Exceptions" section.

Each employee is required to sign the Confidentiality Statement annually at the time of their performance evaluation. Each department head distributes the annual Confidentiality Statement to store in the employee's personnel file.

Confidential Information

The protection of confidential business information and trade secrets are vital to the interests and the success of SAL. Such confidential information is the property of SAL and includes, but is not limited to, the following examples:

- children's records
- employee records
- photographs
- child and employee medical information
- parent files (eligibility and payment information, etc.)
- customer lists (parent and child contacts, etc.)
- social security numbers
- financial information

- marketing strategies
- business models
- projects completed for the employer
- pending projects and proposals
- third-party information through vendors or contractors
- any information not easily accessible to the public

Exceptions

Confidential information may be disclosed under the following conditions:

1. After written notification to an employee.
2. Only when compelled to disclose through court order, subpoena, or during a child abuse investigation to pertinent parties.
3. In the event of litigation pursuant to requests for information.
4. If an individual's life is in danger; and/or
5. In response to a health or safety risk as directed by the state, state officials, or governing bodies.

Remedies

Employees who improperly use, disclose trade secrets or confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Employees who solely or jointly with others undertake or join any planning for or organization of any business activity competitive with the current or anticipated business activities of SAL is prohibited.

Former employees who improperly use or disclose trade secrets or confidential information will be subject to the do not hire list and potential legal action, even if they do not actually benefit from the disclosed information.

In addition, employees are not permitted to photocopy, photograph, record, email, text, or otherwise preserve company forms, lists, or other materials belonging to SAL without prior written authorization.

Return of Confidential Information

Upon discharge, employees are responsible for returning all confidential information to SAL. Reference [Employee Separation of Employment](#) (2.14) policy.

Conflicts of Interest

Conflicts of interest arise when a board member, employee, consultant, volunteer, or family member of any of the aforementioned has an actual or perceived personal interest or personal gain that conflicts with the interests of SAL or arise in situations where the individual has divided loyalties (also known as a “duality of interest”). Conflicts of interest can also result in inappropriate financial gain to persons in authority at SAL, which can lead to financial penalties and violations of Internal Revenue Service (IRS) regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the organization's decision-making process. Personal gain may not always be direct and can include gain to family members, friends, and/or relatives.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with the HR Director for advice and guidance on how to proceed. The list below suggests some of the types of activities in which employees must exercise discretion and avoid these actions:

- Receiving a personal benefit from any transaction that conflicts with the interests of SAL.
- Receiving gifts, special payments or favors from any organization providing goods or service to SAL;
- Use of SAL personnel or time in a personal venture or in conjunction with any business outside of SAL.
- Accepting employment with, acting for, or rendering services to any business or endeavor, with or without compensation, which competes or conducts business with SAL.
- Utilizing organization resources, equipment, material, or property for personal gain.
- Disclosing or misusing confidential client, donor, or organization information or trade secrets.
- Soliciting or diverting SAL business, clients, or donors away from SAL; and/or
- Soliciting current employees to work for another company.

The HR Director will determine whether or not any specific transaction, relationship, or other situation creates a conflict of interest for employees while the Board of Directors will determine whether or not any specific transaction, relationship, or other situation creates a conflict of interest for chief executive leadership. Violations of this policy may result in appropriate corrective action.

Disclosure of Conflicts of Interest

Upon learning of a conflict or potential conflict of interest, it is the duty of all board members, employees, consultants, and volunteers to identify and report situations that may result in a real conflict or in the appearance of a conflict. Reports should be made to any of the following:

- An employee's supervisor.
- Chief Executive Officer.
- Chair of the Board of Directors.
- HR Department; and
- SAL Ethics Hotline 309-277-2966

Board members, all Chief Executive Officers, and members designated as part of our Administrative Team Managers (ATM) will annually disclose and promptly update any disclosures previously made on an Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify any interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations. Consultants will complete the Conflict Disclosure Questionnaire upon contractual agreement.

Managing Conflicts of Interest

For each interest disclosed, the HR Director, the full Board of Directors, or the Chief Executive Officer, or the Chair of the Board, as appropriate, will determine whether the organization should: (a) take no action, or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

Individuals with a conflict may not be involved in the decision of what action to take but may serve as a resource to provide other decision-makers with needed information. In some cases, the person with the conflict may be asked to excuse themselves from sensitive discussions so as not to unduly influence the discussion of the conflict. In all cases, decisions involving a conflict will be made only by disinterested persons.

The fact that a conflict was managed, and the outcome will be documented in the minutes of board meetings if the conflict was related to a board member and reported by the Chief Executive Officer/Chair of the board/other appropriate committee of the board (e.g., Finance committee) if the conflict was related to employees.

The Chair of the Board/Chief Executive Officer will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the board and employees, as appropriate, whether discovered before or after the transaction has occurred.

SAL will not retaliate against any employee who, in good faith, has reported a conflict of interest with respect to another employee or contractor as set forth above. In addition, confidentiality during the investigation and resolution process will be maintained to the extent reasonably possible, consistent with applicable law and the need to conduct an adequate investigation.

1.8 Code of Ethical Conduct

Effective Date: 4/6/2013

Revision Date: 7/1/2021

Preamble

The successful business operation and reputation of SAL is built upon the principles of fairness and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of

all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of SAL is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to SAL, its customers, and donors to act in a way that will merit the continued trust and confidence of the public.

SAL will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Chief Executive Officer for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every SAL employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to, and including termination of employment.

Early Head Start Employees ONLY

EHS employees are required to understand and abide by the Standards of Conduct as set forth in the Head Start Performance Standards - 45 CFR 1304.52 (h) (1) - (4).

1. They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
2. They will follow program confidentiality policies concerning information about children, families, and other staff members;
3. No child will be left alone or unsupervised while under their care; and
4. They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

Core Values

At SAL, unwavering ethics is one of our core Organization values. Our everyday actions and decisions are driven by respect for each other, our families, stakeholders and communities. We embrace honesty and integrity as enthusiastically as we embrace speed and change. All of these factors have a common thread – doing the right thing. That matters a great deal to SAL. We have made a commitment to:

- Trust
- Quality
- Advocacy

We recognize that we have many responsibilities to children, families, personnel, governing boards, sponsoring agencies, funders, regulatory agencies, the community, and the profession.

Conceptual framework

The Code sets forth a framework of professional responsibilities in five sections. Each section addresses an area of professional relationships: (1) with co-workers, (2) with customers, (3) with business associates, (4) with communities, (5) with children, (6) with the employer.

SECTION 1

Ethical Responsibilities to our Co-Workers

At SAL, our team is committed to learning, growing and living – and in an environment that values our unique talents, skills and experiences. To continue to lead and innovate in our rapidly changing industry, we have a

responsibility to each other to encourage new ideas, high quality work, career opportunities and an entrepreneurial spirit. Meeting those expectations requires treating each other in an ethical manner.

Ideals

- To create and promote policies and working conditions that are physically and emotionally safe and foster mutual respect, cooperation, well-being, confidentiality, and self-esteem.
- To share resources with co-workers, collaborating to ensure that the best possible early childhood care and education program and support services are provided.
- To support co-workers in meeting their professional needs and in their professional development.
- To work as a team on projects from beginning to completion, providing accurate communication, setting deadlines for project completion, and updating those deadlines by communicating with team members when challenges arise.
- To recognize co-workers for accomplishments and contributions.
- To strive to secure adequate and equitable compensation (salary and benefits) for those who work with or on behalf of young children.
- To make reasonable attempts to resolve conflicts directly with the individual(s) concerned using open, professional communication. If a solution cannot be reached, employees should then seek assistance from the Director and/or HR in resolving the conflict.
 - Effective strategies for conflict resolution include:
 - a. Be an effective communicator. Choose your words carefully and monitor the quality of your voice. Avoid words such as "always" and "never," sarcasm, jargon, and talking down to people. Use an appropriate pitch, tone, and level when communicating with others.
 - b. Assume that all people have positive, or good, intentions. When confused by another person's actions or words, ask yourself how you might feel or respond in the same situation.
 - c. Use positive techniques to handle your own stress.
 - d. Avoid jumping to conclusions. Seek information about a situation or a person's action before making assumptions. There may be an explanation or legitimate reason why something did or did not take place.
 - e. Create or find an environment that supports productive conversation.
 - f. Avoid contributing to or spreading gossip with others regarding the conflict.
- To explicitly refrain from bullying behavior, which SAL defines as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of employment and/or during the course of employment.
 - Examples of bullying behavior include:
 - a. **Verbal bullying:** Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks; shouting; personal insults and use of offensive nicknames; public humiliation of any form, including public reprimand.
 - b. **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
 - c. **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
 - d. **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

SECTION 2

Ethical Responsibilities to our Customers

Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of SAL. All SAL employees are expected to behave, speak and act with professional conduct. This includes:

- Being respectful and helpful
- Treating our families fairly with resources allowed
- Providing prompt and accurate customer service
- Acting with truthfulness
- Demonstrating dependability and trustworthiness to carry out responsibilities.
- Using positive regard for differing values and abilities
- Ensuring confidentiality of communications that contain personal information.

Ideals

- To welcome all family members and encourage them to participate in the program, including involvement in shared decision making.
- To design programs and policies responsive to diverse families.
- To respect the dignity and preference of each family and to try to learn about its structure, culture, language, customs, and beliefs to ensure a culturally consistent environment for all children and families.
- To advocate for the needs and rights of families.
- To maintain professional boundaries with families, customers, and clients of SAL. A lack of professional boundaries reverses the relationship from SAL employees helping families, to families helping SAL employees. Prohibited activities include sharing personal information with families that would make families concerned about an employee and/or the care of their child; and soliciting and/or accepting for money or other gifts.
- To practice Trauma Informed Care, that involves understanding, recognizing, and responding to the effects of all types of trauma.
- To seek consultation from a supervisor for customer grievances and/or to refer unsatisfied customers to an employee's immediate supervisor.

SECTION 3

Ethical Responsibilities with Business Associates

SAL has an obligation to partner with companies that supply high quality materials and services, and to be truthful, honest and fair in our business relationships.

Ideals

- Utilize a formal bidding process that includes Requests for Proposals to solicit vendors to meet SAL's needs of doing business.
- Conduct business in good faith, demanding honesty and ethical practices from all participants in the purchasing process.
- Decline personal gifts or gratuities from present or potential vendors and contractors since this can influence or appear to influence procurement decisions.
- Promote positive vendor and contractor relationships by affording vendor representatives courteous, fair and ethical treatment.
- Avoid involvement in any transactions or activities that could be considered to be a conflict between personal interest and the interests of the SAL.

SECTION 4

Ethical Responsibilities to the community

SAL is committed to making a meaningful and lasting impact on the quality of life in the communities where our employees and customers live and work. We will uphold the laws of each community and use our organization's ethical standards as the way we do business.

Ideals

- To provide the community with high-quality and trauma-informed programs and services.
- To serve as a community resource, spokesperson, and advocate for quality programming.
- To increase the awareness of the public and policy makers about the importance the positive impact of high-quality and trauma-informed programs on society.
- To advocate on behalf of children and families for high-quality programs and services and for professional development for employees implementing these programs.
- To promote cooperation among professionals and agencies and interdisciplinary collaboration among professions concerned with addressing issues in the health, education, and well-being of children and families.

SECTION 5

Ethical Responsibilities to the Children

SAL primary responsibility is to ensure that the programs for children provide settings that are safe, healthy, nurturing, and responsive for each child. We are committed to supporting children's development and learning; respecting individual differences; helping children learn to live, play and work cooperatively. We are also committed to promoting children's self-awareness, competence, self-worth, resiliency, physical well-being, and

readiness for Kindergarten. SAL is committed to utilizing Conscious Discipline, an evidence-based method of integrating social-emotional learning, discipline and self-regulation so teachers spend less time policing behaviors and more time teaching vital life skills.

Ideals

- To provide a high-quality program based on current knowledge of child development and best practices in early care and education.
- To support the children's well-being by encouraging the development of strong bonds between children and their families.
- To review all program policies set forth by sponsoring agencies and governing bodies to ensure that they are in the best interest of the children.
- To work with families to provide a safe and smooth transition as children and families move from one program to the next.
- To utilize the seven powers for Conscious Adults:
 - The Power of Perception: No one can make you angry without your permission. Take responsibility for our own upset and, in turn, teach children to be responsible for their own behavior.
 - The Power of Unity: We are all in this together. To perceive compassionately and offer compassion to others and to ourselves.
 - The Power of Attention: What we focus on, we get more of. When we are upset, we are always focused on what we don't want. To create images of expected behavior in a child's brain.
 - The Power of Free Will: The only person you can make change is yourself. Learning to respond to what life offers instead of attempting to make the world go our way.
 - The Power of Acceptance: The moment is as it is. To learn to respond to what life offers instead of attempting to make the world go our way.
 - The Power of Love: See the best in others. Seeing the best in others keeps us in the higher centers of our brain so we can consciously respond instead of unconsciously react to life events.
 - The Power of Intention: Mistakes are opportunities to learn. To teach a new skill rather than punishing others for lacking skills we think they should possess by now.
- To respect the rights of all children by acknowledging the following:
 - Children are important individuals with their own ideas, feelings, and wishes.
 - Children deserve age-appropriate communication that includes using soft-voices, getting on their level, making eye contact, and building connection through relationships.
 - Children are entitled to learn in an environment without fear of punishment, but rather encouragement and intentional education.
 - Children can eat their meals at their own pace, without fear of having food thrown away.
 - Children are not subject to punishment of any kind, including, but not limited to threats, physical punishment, time outs and/or exclusion from activities, and yelling/shouting.
 - Children are afforded accommodations that address the needs of individual children, and are made in collaboration with families, administrators, and outside specialists.
 - Employees are also expected to:
 - Implement positive strategies to support children's well-being and prevent and address challenging behavior.
 - Respect and promote the unique identity of each child and family and not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
 - Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members.
 - Ensure no child is left alone or unsupervised while under your care.

SECTION 6

Ethical Responsibilities to our Employer

Employees have an ethical responsibility to themselves and the Organization in which they work. The primary responsibility for early childhood caregivers and support employees is to provide a safe, healthy, nurturing, and responsive setting for the children and families we serve and to ensure we are providing the highest quality and trauma-informed service.

Ideals

- To maintain the confidentiality of families and co-workers
- To do nothing that could diminish the reputation of SAL.
- To follow all policies and procedures of the Organization
- To behave in a courteous and respectful manner to clients, co-workers, management, the board, and the community

SECTION 7

Ethical Responsibilities Eligibility Verification for Potential Clients

SAL has the responsibility to ensure all state and/or federal rules are abided by its employees, volunteers, and consultants. SAL must assure the services funded by the state and/or federal programs are rendered to families with the greatest needs. To assure this, employees who are involved in certifying families for enrollment will receive training on regulations, policies and procedures governing the process at least annually.

Employees must maintain guidelines for program integrity including but not limited to:

1. Shall not misrepresent or falsify documentation used to determine eligibility.
2. Shall not cause or suggest others (including parents) to misrepresent or falsify documentation used to determine eligibility.
3. Shall not sign documents for families.
4. Shall not have families sign blank forms.
5. Shall not coerce or intimidate or otherwise influence any other staff member or parent to commit acts in violation of the eligibility policies and procedures.
6. Shall bring to the attention of their immediate supervisor concerns with the accuracy of any documentation used to determine eligibility.
7. Shall not complete pre-enrollment files for members of their family.
8. When a conflict of interest exists, employees must immediately report it to their supervisor.
9. Must follow all procedures and guidelines in place to determine eligibility and report any deviation from the procedures and guidelines (when identified by the employee) to their immediate supervisor, the director of the program, and, if in EHS, the ERSEA Director.

Children of employees of SAL shall not be enrolled without written authorization from the Chief Program Officer.

In accordance with personnel policies related to conflict of interest, at no time shall an employee attempt to enroll their child or the child of a family member. In this case, “family member” will be defined as spouse, domestic partner or child thereof, parents, children, sister, brother, aunt, uncle, cousin, niece, nephew, grandparents, son-in-law, daughter-in-law, spouse’s children, spouse’s brothers and sisters, spouse’s parents and grandparents.

SECTION 8

Ethical Responsibilities of All SAL Employees

Examples of behaviors that violate our Code of Ethics and those that can lead to disciplinary action including immediate termination:

- Use corporal punishment.
- Destruction, damage, theft or unauthorized removal or use of the property of SAL, any of its clients or fellow employees.
- Inefficient or careless performance of job responsibilities or inability to perform duties satisfactorily.
- Failure to promptly report to your supervisor an on-the-job injury or accident involving an employee, client, visitor, equipment, or property within 24 hours of the injury or accident.
- Negligence that results in injury to personnel, a visitor or a client.
- Falsification of records in the transaction of business or services.
- Falsification of time-keeping records, including completion or alteration of time sheets by person(s) other than the assigned employee.
- Excessive absenteeism, tardiness or absence without notice of three or more days.
- Insubordination, including refusal or failure to perform assigned work.
- Selling, possessing or being under the influence of alcohol, marijuana, cocaine, narcotics, or hallucinogenic or behavior-modifying drugs or chemical substances during working hours or while at SAL facilities.
- Gambling at SAL facilities or elsewhere while on duty.

- Sleeping while on duty.
- Fighting or provoking a fight at SAL facilities or elsewhere while on duty or interfering with others in the performance of their jobs.
- Making false statements that may damage the integrity or reputation of SAL, its clients or employees.
- Misrepresentation or withholding of pertinent facts in securing employment or at any time during employment.
- Being insubordinate, threatening, intimidating, disrespectful, or assaulting a manager/supervisor, coworker, client, family member or vendor.
- Unethical behavior, gross misconduct, harassment or abusive conduct such as the repeated infliction of verbal abuse, derogatory remarks, insults and epithets; including but not limited to verbal or physical conduct and/or engaging in gossip that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance while on SAL premises or while engaged in SAL business away from the premises.
- Any action which endangers the health or safety of others.
- Improper use of SAL telephones, computer or other electronic communications.
- Abuse of break times and lunch periods.
- Possession, display, or use of explosives, firearms, or other dangerous weapons while on duty or at SAL facilities.
- Engaging in any activity which is in conflict with or detrimental to the best interests of SAL or its clients or employees.
- Unauthorized absence from the designated workstation during the workday.
- Transacting other than SAL business during working hours.
- Failure or refusal to follow the policies, rules and procedures of SAL.
- Violations of SAL policies concerning security, unauthorized disclosure of confidential SAL information. Failing or refusing to report immediately any incidents, situations, facts or activities which are in conflict with or detrimental to SAL, its clients or employees.
- For those in EHS and/or Skip-a-Long Childhood Centers:
 - Use isolation to discipline a child.
 - Bind or tie a child to restrict movement or tape a child's mouth.
 - Use or withhold food as a punishment or reward.
 - Use toilet learning/training methods that punish, demean, or humiliate a child.
 - Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.
 - Physically abuse a child.
 - Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - Use physical activity or outdoor time as a punishment or reward.

1.9 Whistleblower

Effective Date: 4/16/2013

Revision Date: 7/1/2021

A whistleblower as defined by this policy is an employee of SAL who suspects and reports that the Organization, an employee of the Organization, or any other person affiliated with SAL has engaged in questionable, fraudulent, dishonest, or illegal conduct detrimental to the interests of SAL. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An employee who has knowledge of or a concern of an activity outlined above is encouraged to report this activity immediately to the HR Department or the SAL Ethics Hotline 309-277-2966.

The SAL Ethics Hotline is an anonymous reporting mechanism that facilitates reporting of possible illegal, unethical or improper conduct when the normal channels of communication have proven ineffective, or impractical

under the circumstances. The confidential hotline protects employees against retaliation should they alert others about SAL misconduct.

Whistleblower protections are provided in two areas - confidentiality and retaliation protection. The confidentiality of the whistleblower will be maintained to the highest degree possible unless disclosure is necessary to conduct a thorough investigation, to comply with the law, or to provide accused individuals their legal rights of defense.

Reporting Concerns - Accounting, Finance, Auditing, or Other Financial Practices

SAL is committed to conducting its operations in a manner that complies with applicable state and federal law and reflects accurate accounting and financial reporting.

To that end and to promote a culture of legal and regulatory compliance, SAL has established a reporting process and a strict non-retaliation policy to protect employees, Members of the Board of Directors, interns, volunteers, and all persons under the control of the persons described above (collectively, "Covered Persons"), who in good faith report violations or suspected violations of law, regulation, and/or policies—particularly policies regarding accounting, auditing or other financial practices—so that such persons may do so without concern for retaliation or adverse consequences as described in this policy.

The matters which should be reported under this policy include suspected fraud, embezzlement, accounting or auditing irregularities, bribery, kickbacks, theft or misuse of assets, and suspected regulatory, compliance, or ethics-related issues, concerns or violations.

This policy is not appropriate for reporting violations of the other policies listed in this Handbook or other personnel policies and procedures, issues/concerns with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the policies and procedures that are applicable to such matters and described in other sections of this Handbook.

For general ethics concerns, please consult the Code of Ethics written policy, found in the [Code of Ethical Conduct](#) (1.8) policy.

Reporting Procedures

SAL encourages all employees and other Covered Persons to share their questions, concerns, suggestions, and complaints with the appropriate individual(s) who can address them properly. To report a violation or suspected violation of law, regulations, or applicable policy (a "Report"), a Covered Person should contact their supervisor, the Director of HR, the Chief Executive Officer, who serves as the SAL Compliance Officer, or the Board of Director's Finance Committee Chair. Should the employee and/or Covered Person be uncomfortable or not satisfied with such a procedure, the Finance Committee Chair may be contacted directly at: 309-743-1212.

Confidentiality

Reports will be kept confidential to the extent possible, consistent with applicable law and with the need to conduct an adequate investigation and take appropriate corrective action. Persons who submit Reports are encouraged to identify themselves and provide contact information so that they may be contacted for additional information, if necessary, to facilitate an investigation. Reports also may be made anonymously. Either way, employees should treat the information that is provided as confidential.

Good Faith Requirement

This policy prohibits retaliation even if a Report is found to be without merit, but anyone filing a Report must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations made by an employee that prove not to be substantiated and which prove to have been made maliciously or with knowledge of their falsity will be viewed as a serious disciplinary offense which will be subject to corrective action, up to and including termination.

Handling of Reported Violations

Supervisors and managers who receive Reports are required to notify the Compliance Officer (SAL Chief Executive Officer), who will take the following actions:

- Notify the reporter, if possible, within seven business days to acknowledge receipt of the Report.
- Promptly investigate all Reports and take appropriate corrective action, if warranted by the investigation.
- Hire outside counsel, outside auditors, or consultants to investigate all Reports, if deemed appropriate (The Finance Committee also has the authority to take this action).
- Immediately notify the Chair of the Finance Committee of any Report regarding corporate accounting practices, internal controls, auditing or ethics policy violations at the Senior Staff and Board level (including policies on conflicts of interest and confidentiality), and work with the Chair until the matter is resolved.
- At the conclusion of the investigation, advise the Chair of the Finance Committee and/or the Director and other concerned individuals of the conclusions and results of the investigation, to the extent deemed necessary or advisable.

It is imperative that reporting persons not conduct their own preliminary investigations. Investigations may involve complex legal issues and acting without the proper steps or persons in place may compromise the integrity of an investigation and adversely affect both the reporting persons and SAL.

Retaliation

SAL is committed to the policy that no individual who in good faith makes a Report shall suffer harassment, retaliation or adverse employment consequences. Any suspected acts of retaliation should be reported immediately to the Compliance Officer (CEO) or Finance Committee Chair. SAL has adopted the following protections for those who have made or participated in good faith in the investigation of a Report:

- SAL will not retaliate against an employee or other Covered Person who makes a good faith Report or participates in good faith in the investigation of a Report.
- SAL will not retaliate against an employee or other Covered Person for refusing to participate in an activity that such employee and/or individual reasonably believes would result in a violation of or noncompliance with a state or federal rule or regulation.
- SAL will not retaliate against an employee or other Covered Person for having exercised their rights as a whistleblower in any former employment.

Document Retention and Handling

All documents relating to Reports (including reports to the Finance Committee) are confidential. Access to such documents will be granted at the discretion of the Compliance Officer (CEO) and the Finance Committee and subject to any applicable legal privilege. The Compliance Officer (CEO) will retain copies of all complaints, investigative reports, summaries of Reports and other records relating to concerns Reports in accordance with SAL's records retention policy.

No Rights Created

This Policy is a statement of certain fundamental principles and key policies and procedures that govern the conduct of SAL operations. It is not intended to and does not create any rights in any trustee, employee, volunteer or any other person or entity.

1.10 Substance Use – Legal and Illegal

Effective Date: 4/6/2013

Revision Date: 1/1/2020

It is SAL's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on SAL premises and while conducting business-related activities off SAL premises, it is unlawful for employees to manufacture, distribute, dispense, possess, or use a controlled substance. This includes being under the influence of alcohol, cannabis, illegal drugs, or misuse of prescription drugs. The legal use of prescribed drugs is permitted on the job with a prescription authorization by a physician for the employee, only if it does not impair

an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Cannabis Policy

The Compassionate Use of Medical Cannabis Pilot Program Act and the Opioid Alternative Pilot Program in Illinois and the Iowa Medical Cannabidiol Act in Iowa allow those diagnosed with specified medical conditions to possess and use medical cannabis. Should an employee be protected under one or both of these acts, then a reasonable accommodation may be allowed for use outside working hours and when it does not adversely affect safety or job performance. This accommodation must be granted in written form by the HR Department. At no time will an accommodation be made to allow employees the use of medical cannabis while working on the job, representing SAL in any way, or at any SAL function.

The Cannabis Regulation and Tax Act allows for legal use of cannabis in the State of Illinois under terms of the law. SAL will not tolerate any employee under the influence of cannabis while on the job, in the workplace, or while presenting SAL in any way. Drug testing will continue to be completed as defined below. If THC (the active ingredient in cannabis) is found in drug test results and the employee has been observed to be under the influence, then disciplinary action, up to and including, termination may occur. SAL may consider an employee to be impaired or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptom while working that decrease or lessen job performance. Specific, articulable symptoms include, but are not limited to, speech, physical dexterity, agility, coordination, demeanor, and irrational or unusual behavior among many other items. Supervisors will evaluate these symptoms should they become apparent using a Reasonable Suspicion Report found on Ascentis.

If SAL elects to discipline or terminate employment on the basis that the employee is under the influence or impaired by cannabis, the employee has the opportunity to contest that determination through the Employee Appeal of Cannabis Impairment Process, which includes:

- Employee must complete and submit the Employee Appeal of Cannabis Impairment Form to HR within five (5) calendar days of the discipline or termination being issued.
- Employee must provide additional information or meet with SAL personnel at the request of SAL. Failure to provide such information or meet as requested will result in the Appeal of Impairment being denied.
- SAL will notify employees of its final determination to affirm or deny the appeal. The determination will be final.

Drug Testing

SAL reserves the right to utilize random drug testing to include any and all forms of drug or alcohol use. The tests including the following instances:

Random Testing: Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Organization.

For-Cause Testing: The Organization may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns.

Post-Accident Testing: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event will be required to submit to a drug and/or alcohol test.

If an employee refuses any type of test, termination of employment will occur immediately.

Involved in an on-the-job accident or injury means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Consequences and Requirements

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation, treatment program and/or the Employee Assistance Program. Such violations may also have legal consequences.

A positive drug test for all illegal use of drugs, illegal use of prescription drugs, or the use of alcohol while on the job will result in immediate termination. A positive drug test for cannabis/THC or the legal use of prescription in conjunction with a completed Reasonable Suspicion Checklist detailing observations of impaired behavior will result in immediate termination. A positive drug test for cannabis/THC or the legal use of prescription drugs with no observations of impaired behavior may not result in the immediate termination of employment. Final employment decisions regarding a positive drug test will be made by the HR Director and CEO.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or health care provider to receive assistance or referrals to appropriate resources in the community.

Under the Drug-Free Workplace Act, an employee must notify SAL of a criminal conviction for a drug-related activity. The report must be made within five days of the conviction.

Employees who drive for business purposes must notify their supervisor immediately if arrested for Driving under the Influence (DUI).

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the HR Department without fear of reprisal.

1.11 Discrimination and Harassment in the Workplace

Effective Date: 4/6/2013

Revision Date: 7/1/2021

SAL is committed to providing a work environment that is free from all forms of discrimination and harassment. It is SAL's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, or employees by another employee, supervisor, vendor, customer, volunteer, or third party based on an individual's actual or perceived race, creed (including religious dress and grooming practices), color, religion (or for requesting an accommodation for a religious belief), sex, age, ancestry, national origin, genetic information (as defined in Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)), military status or discharge status, veteran status, qualified disabled veteran status, sexual orientation, gender identity or gender expression, transgenderism, marital status, citizenship status, familial status, physical or mental disability (or for requesting an accommodation for a disability), association with a disabled person(s), medical condition (including HIV or AIDS status, cancer related or genetic characteristics) arrest record (unless doing so violates contractual, funding, or licensing requirements), order of protection status, pregnancy (including conditions related to childbirth or breast feeding), homelessness or any other characteristic applicable federal, state, or local law. Such conduct will not be tolerated by SAL.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. SAL will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment."

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls

or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means; negative stereotyping; or other threatening, hostile, or intimidating acts based on an individual's actual or perceived race, creed (including religious dress and grooming practices), color, religion (or for requesting an accommodation for a religious belief), sex, age, ancestry, national origin, genetic information (as defined in Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)), military status or discharge status, veteran status, qualified disabled veteran status, sexual orientation, gender identity or gender expression, transgenderism, marital status, citizenship status, familial status, physical or mental disability (or for requesting an accommodation for a disability), association with a disabled person(s), medical condition (including HIV or AIDS status, cancer related or genetic characteristics) arrest record (unless doing so violates contractual, funding, or licensing requirements), order of protection status, pregnancy (including conditions related to childbirth or breast feeding), homelessness or any other characteristic applicable federal, state, or local law.

Definition of "sexual harassment."

While all forms of harassment are prohibited, special attention should be paid to sexual harassment which also includes harassment on the basis of sexual orientation and identification. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances or demands for sexual favors. This includes subtle or blatant expectations to engage in sexual relations and pressure for dates.
- Comments of a sexual nature, such as telling "dirty jokes" and comments about body parts, appearance or clothing, where such comments go beyond mere courtesy.
- Insults, name calling, slurs, jokes or other remarks that are sexual or offensive in nature or demeaning to an individual's protected or perceived characteristics.
- Displays of sexual, offensive or discriminating matter such as posters, calendars, photographs, cartoons, graffiti or other graphic displays.
- Physical, verbal or psychological conduct based on an individual's protected characteristics such as stereotyping, name calling, assaulting, sabotaging, segregating or threatening any individual in the workplace.
- Using company communication systems to communicate via email, the Internet or any social media, such as blogging, Facebook, instant messaging, etc., any sexual, offensive or discriminating messages which include, but are not limited to pornographic images, sexual references, racial slurs, discriminatory comments regarding an individual's gender, age, sexual orientation, religious beliefs, national origin, disability or any other characteristic protected by law.
- Making a submission to or rejection of harassment the basis of any employment decision.

This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the company premises, and business-related travel.

The very nature of harassment makes it difficult to detect unless the problem is reported. Employees experiencing or observing harassment are expected to promptly report the conduct. Complaints should be directed to HR, the employee's supervisor, any other member of management with whom the employee feels comfortable, or SAL

Ethics Hotline at 309-277-2966. If the matter is not resolved to the employee's satisfaction, they should make a report to the next-level manager or the Chief Executive Officer.

SAL's commitment to providing individuals with a work environment that is free of harassment includes prohibiting inappropriate conduct by and toward vendors, contractors, customers, and third parties. If an individual experiences or observes conduct that violates this policy by a vendor, contractor, customer, or third party, that individual should promptly direct a complaint to HR, their supervisor, or any other member of management.

In addition, employees have the right to file a harassment complaint with the Equal Employment Opportunity Commission, Illinois Department of Human Rights, or Illinois Human Right Commission. The time limit for filing such a complaint with the EEOC is 180 days from the last date of unlawful harassment; the filing deadline may be increased to 300 days if the claim is also covered by a state or local discrimination law.

Complaints will be treated as confidentially as possible in light of the company's need to fully investigate the matter and take appropriate corrective action. In all cases, great care will be taken to preserve the dignity and privacy of the persons involved to the extent possible. Employees who report harassment or who assist in the investigation of a complaint of harassment will **not** be subject to retaliation or reprisals. Any employee who engages in retaliation against another employee because of a complaint under this policy will be subject to disciplinary action, up to and including termination.

Complaints will be promptly investigated. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignments or separating the alleged harasser and the employee alleging the harassment. If the investigation reveals that an employee has engaged in sexual or other harassment, that employee will be subject to disciplinary action, up to and including termination. In the case of client/customer or vendor harassment, the company will respond directly with the vendor, contractor, customer, or third party to resolve.

All managers and supervisors are responsible for the implementation of this policy and for ensuring that employees know and understand this policy. All employees are responsible for eliminating prohibited conduct. To be compliant with 775 ILCS 5, annual sexual harassment prevention and awareness training is to be completed for all employees.

Questions regarding this policy should be addressed directly to the HR Department.

1.12 Lobbying and Political Activity

Effective Date: 10/1/2016

Revision Date: 7/1/2022

Employees are encouraged to exercise their right to be politically informed and to vote on their own accord and while representing themselves as an individual. Employees may not represent the organization or its views without authorization from the CEO and an understanding of the political and lobbying related restrictions on nonprofit organizations. There are restrictions for nonprofit organizations related to formal lobbying activities due to federal laws and state contracts SAL.

Such prohibited lobbying activities may include the following:

- Support, oppose or endorse specific candidates for public office.
- Provide cash or in-kind contributions to candidates or political action committees.
- Work on behalf of a candidate for election purposes
- Use voter guides to support or oppose specific candidates.

Lobbying activities conducted by the Organization may be either direct or indirect. Direct lobbying activities consist of attempts to influence legislation through communication with any member or employee of a legislative body (federal, state, or local levels) or, if the principal purpose of the communication is lobbying, with any government official or employee who may participate in the formulation of the legislation. Direct lobbying occurs when employees of the Organization or paid lobbyists communicate directly in attempts to influence legislation. Lobbying is distinguishable from advocacy activities, which involve efforts to advocate certain positions which may have legislative implications, as long as a nonpartisan analysis of the relevant facts is performed.

Lobbying occurs only when there is a specific piece of legislation or legislative proposal pending that the Organization is attempting to influence. Therefore, lobbying is considered to have taken place only if both of the following elements are present:

1. The communication refers to specific legislation (legislation that has been introduced or a specific legislative proposal that the Organization supports or opposes), and
2. The communication reflects a view on the legislation (supporting or opposing it).

Indirect lobbying involves communications with the general public (rather than directly with legislators, etc.) where the communication includes the same two preceding characteristics, plus it encourages the recipient of the communication to act with respect to the specific legislation (by contacting legislators, etc.).

This policy prohibiting acts of political activity and lobbying apply to the Organization and to individuals acting on behalf of the Organization. It does not apply to the personal lives of employees and volunteers of the Organization who have the right to support or oppose political candidates and parties as individuals. Employees and volunteers of SAL who engage in political activities outside the scope of their employment with or service to the Organization shall at all times be mindful of maintaining a clear distinction between personal activities and those which can be attributed to the Organization.

SAL promotes employee participation in the following:

1. Educate candidates and elected officials about the importance and challenges related to early childhood.
2. Develop fact and information sheets for candidates and elected officials on early childhood issues.
3. Testify before a platform committee, legislative body or other governing body on early childhood issues.
4. Voter registration and nonpartisan 'Get Out the Vote' drives
5. Host round table discussions or town hall meetings with candidates and elected officials regarding early childhood issues

Early Head Start Employees ONLY

Employee political activity is governed by Federal law (the Hatch Act), regulations and grant conditions. Employees may not use their official authority to interfere with the result of an election or a nomination for a party or public office.

The use of program funds for any political purpose is prohibited. Neither may an employee permit the use of equipment or premises, which are purchased or leased with program funds, for a political purpose. Employees may not coerce, command or advise another employee to pay, lend or contribute money, personal services or anything of value for political purposes while on the job or during working hours.

An employee or volunteer cannot engage in voter registration activity.

Employees are not permitted to be candidates for partisan public elective offices. An employee must resign from before filing for a partisan public elective office. Compliance with the Hatch Act is required by the U.S. Department of Health and Human Services for employees whose principal employment activities are funded in whole or in part with federal funds.

Employees cannot discriminate against or in favor of another employee or beneficiary of the program because of their political affiliation. Employment, promotion or benefits under the program cannot be offered as a reward for the support or defeat of any political party or candidate for public or party office. The law prohibits an employee from threatening, creating a disadvantage in employment, or a deprivation of benefits as a penalty for such support or defeat.

1.13 Domestic Violence

Effective Date: 7/1/2018

Revision Date: N/A

SAL is committed to the health and safety of our employees.

The purpose of our Domestic Violence Workplace policy is to raise awareness of domestic violence; provide support, when appropriate, to employees experiencing domestic violence; give guidance to management on addressing the occurrence of domestic violence and its effects on the workplace; and create a safer work environment.

Domestic violence is a pattern of coercive behavior that is used by one person in an intimate relationship to gain power and control over another. Domestic violence includes physical, sexual, emotional, psychological, and financial abuse. Some examples of coercive behavior are the following: hitting, punching, shoving, stabbing, shooting, slapping, threatening behavior, name calling, humiliating in front of others, controlling what one wears, says, and does, controlling the financial decisions, stalking, destroying or attempting to destroy property, and using children to control. Domestic violence occurs between people of all racial, economic, educational, and religious backgrounds, in heterosexual and same sex relationships, living together or separately, married or unmarried, in short-term or long-term relationships.

SAL will provide support through our Employee Assistance Program, our HR personnel, as well as referrals to community agencies.

Temporary or Permanent Protective/Restraining Orders

Any employee who obtains a temporary or permanent order of protection from a court, which lists SAL locations as protected areas, must provide HR with a copy of the petition and court order. In addition, the employee must provide HR with the following information on the abuser: a photograph picture or physical description, description of automobile and license plate number, and any other information HR needs for the security of the workplace.

Employees who Commit Acts or Threats of Domestic Violence

Any employee who commits acts/threats of domestic violence at the workplace or while using workplace resources, will be subject to disciplinary action, which may include but is not limited to dismissal. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution. Workplace resources include, but are not limited to, phones, fax machines, e-mail, mail, automobiles, pagers, office supplies, and photocopy machines.

Some job positions may give an employee access to certain types of information or resources. If that employee intentionally uses this access to enable an abuser to harm/contact a victim, that employee and the abuser, if an employee, will be subject to disciplinary action, which may include but is not limited to dismissal. If appropriate, law enforcement will be contacted, which may result in arrest, criminal charges, and/or prosecution.

SAL recognizes that abusers also need assistance and resources. We will provide, when appropriate, referrals to our Employee Assistance Program and/or Batterers' Intervention Programs, defined as programs designed to eliminate violence in intimate relationships, stop other forms of abusive behavior and increase victim safety.

Law Enforcement and Legislation

SAL will cooperate to the fullest extent legally possible with law enforcement and other appropriate government agencies. In addition, this policy should not be interpreted to violate or contradict any local, state or federal law that is applicable to SAL.

1.14 Child Abuse and Neglect Reporting

Effective Date: 7/1/2021

Revision Date: N/A

Employees in Skip-a-Long Childhood Centers and/or EHS are legally mandated to report any of suspected or if there is a substantial risk that abuse, or neglect may occur either in the care of SAL or outside the program. All employees are mandated reporters at all times, regardless of whether or not the employee is on the clock. These reports are made to the Department of Human Services in Iowa or the Department of Child and Family Services in Illinois. SAL will cooperate fully with any investigation. Programs and/or individuals cannot and will not attempt

to investigate; to do so can jeopardize the accuracy of the official investigation conducted by child protective services. Employees will preserve confidentiality of all records pertaining to child abuse in accordance with state law.

Any employee who is the subject of a reported case of abuse or neglect will be removed from contact with children during the state investigation and until the charge is fully resolved. Administrative leave may be required for an employee, with or without pay, as is determined necessary to complete a Critical Event Assessment investigation. Administrative leaves are reviewed with the HR Department.

Regardless of where suspected child abuse or neglect is believed to occur, any employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, must immediately report or ensure a report is made of such fact to the responsible social services or local law enforcement agencies. In addition, the Chief Program Officer must be immediately informed of such suspicion. This includes situations that involve SAL employees.

Definitions and Reporting Clarifications

- i. Abuse includes physical injury caused by other than accidental means; neglect which leads to physical harm; emotional maltreatment which has an observable harmful effect on a child; sexual molestation and threat of harm that puts the child at substantial risk of physical or sexual abuse, neglect or mental injury. Witnessing or other involvement in domestic violence is also considered abuse by Illinois/Iowa state criteria.
- ii. Children are persons under the age of eighteen; reporting is required for all children.
- iii. Public or private officials required to report include employees of county health and mental health programs, childcare agencies, schools, and social workers.
- iv. Parent and community volunteers and practicum students are not required but encouraged to report their concerns to employees and Iowa DHS/Illinois DCFS. If there is discrepancy on the decision to report, that volunteer or student can exercise the option of reporting directly to Iowa DHS/Illinois DCFS themselves.
- v. The Iowa Department of Human Services is designated by state law as an investigating agency. The phone number is 1-800-362-2178.
- vi. The Illinois Department of Child and Family Services is designated by state law as an investigating agency. The phone number is 1-800-252-2873.

Many times, it will not be appropriate to inform families or co-workers that a report has been made so that child protective services have time to conduct their investigation. Any direction to inform families will be taken by the investigator.

Children's records cannot be released to local social service agencies without signed consent for third party access unless state law provides for a right of access to such records or a subpoena, court order or similar legal document requiring disclosure is provided. Employees will fully cooperate in any such investigation.

Each employee will receive specific orientation and training on the identification and reporting of child abuse and neglect pursuant to state law. Training will occur annually.

The HR Department will internally investigate all situations where employees allegedly engaged in inappropriate interaction with children. Depending upon the outcome of such internal investigation and in accordance with SAL standards of appropriate conduct, corrective or disciplinary action may be taken, up to and including termination of employment, even where no formal substantiation of abuse or neglect is determined.

2.0 Employment Policies

2.1 At-Will Employment

Effective Date: 7/1/2021

Revision Date: n/a

SAL certainly hopes that every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, it recognizes that relationships are not always mutually satisfactory. Employment at SAL is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Chief Executive Officer of SAL. No manager, supervisor or other employee of SAL has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to employment at-will. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice. Further, SAL may change the terms and conditions of employment, with or without cause, and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, this policy shall not be considered modified by any conduct or by any statements contained in this or in any Employee Handbook or any other materials generated by SAL or its employees. Nothing contained in this or any other Employee Handbook or any other materials generated by SAL or its employees, nor any statements made by any employee shall require SAL to have “just cause” to terminate an employee or to change the terms and conditions of employment, or otherwise restrict the right to terminate employees at-will or to change the terms and conditions of employment.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. SAL employees have the right to engage in or refrain from such activities.

2.2 Employment Categories

Effective Date: 4/6/2013

Revision Date: 1/1/2022

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by SAL management and the Department of Labor laws. All employees are subject to all legally mandated and government-administered benefits as applicable (such as social security, state disability, unemployment insurance and workers' compensation).

In addition to the above pay categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those that have completed the introductory period and regularly works at least an average of 30 hours per week. They are eligible for SAL's full benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those that have completed the introductory period who are regularly scheduled to work 29 hours or less per week. While they do receive all legally mandated benefits, they are ineligible for some of SAL's other benefit programs except those stated in the Benefits section of this Handbook.

LIMITED PART-TIME/SUBSTITUTE employees are those who have established an employment relationship with SAL but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of SAL's other benefit programs because they do not have a consistent or regular schedule. There are two types of Substitute statuses: Long-term or Seasonal. Each employee signs an annual agreement that stipulates which types of Substitute position they are in and details any stipulations.

INTRODUCTORY employees are those whose performance, capabilities, and work habits are being evaluated to determine whether further employment in a specific position or with SAL is appropriate within their first 90 days of employment with SAL.

TEMPORARY or **CASUAL** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project, usually for less than 90 days unless otherwise defined by a specific contract or unless the project continues for longer than originally contemplated. Although a contract may specify or estimate a period of employment, employment remains "at will" and is not guaranteed through such an end date. Employment assignments in this category will always be of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of SAL's other benefit programs unless the employees works an average of 30 hours or more over a 12-month period (see below).

VOLUNTEER Volunteer opportunities in EHS program are an essential part of program services. All program volunteers, including parents, community volunteers, professional volunteers and the parents who are part of the Policy Council are expected to comply with all policies, rules and regulations of SAL and especially, policies governed by the Head Start Performance Standards.

INTERNS From time to time, SAL may offer internships opportunities. An Intern, by definition, is a student or trainee who works within any of the SAL's programs or services in order to gain work experience. The duration and type of internships will be agreed upon between the student, the learning institution and SAL prior to commencement of any work. Interns are not guaranteed employment at the conclusion of the internship. Compensation may be made available to Interns if funding is available and are subject to legally mandated and government-administered benefits.

CONSULTANTS SAL may enter into contractual agreements with independent consultants. The Independent Consultant, by definition, is an independent contractor and is not an employee or agent of SAL and as such, Independent Consultants are not entitled to any benefits or compensation from SAL except as set forth in the signed agreement between the Independent Consultant and SAL. Independent Consultants are not entitled to any fringe benefits payable to employees of SAL and are responsible for paying any and all legally mandated and government-administered benefits from their earnings.

Affordable Care Act (ACA) **ELIGIBLE REGULAR PART-TIME/LIMITED PART TIME/TEMPORARY OR CASUAL** employees who work an average of 30 hours or more over the measurement period of 12 months will be eligible for health insurance benefits. For more information on definitions of ACA-eligible or measurements periods, see [Health Insurance](#) (3.6) policy.

The designation of employment classification in no way alters the employment at-will status, nor does it guarantee work schedules. SAL reserves the right to change any employee's work hours and employment category if warranted by business needs. Occasional fluctuations in work hours or extensions in temporary or casual employment do not automatically change a classification.

Introductory Period

The introductory period of 90 days gives new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. SAL uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within SAL must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absences during those 90 days equaling the equivalent of 20 business days or more will automatically extend an introductory period by the length of the absence to allow SAL sufficient time to thoroughly evaluate the employee's performance. The director will notify HR in writing of the extension to seek approval before notifying the employee in writing of the extension of their

90-day introductory period. All benefits to take effect as of the 90th day of employment will still take effect as scheduled.

In cases of promotions or transfers within SAL, an employee who is not successful in the new position, as determined by the employee's supervisor, can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to their former job or to a comparable job for which the employee is qualified, depending on the availability of such positions.

Upon satisfactory completion of the initial introductory period as determined by the employee's supervisor, employees enter the regular full-time or part-time employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular full-time or part-time employees, they may also be eligible for other SAL-provided benefits, subject to the terms and conditions of each benefits program. Exempt status employees are eligible for certain benefits upon hire. Employees should read the information for each specific benefits program for the details about eligibility requirements (see 3.1 Employee Benefits).

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within SAL.

Employment will not be extended beyond a second introductory period if not satisfactorily completed.

2.3 Job Descriptions

Effective Date: 4/6/2013

Revision Date: 7/1/2021

SAL makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section if applicable, competencies required, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

SAL maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The HR Department, in conjunction with applicable supervisors, prepares job descriptions when new positions are created. All new EHS job descriptions are subject to approval by the Policy Council. Existing job descriptions are also reviewed and revised annually in order to ensure they accurately represent the expectations and duties of a position. Job descriptions may also be rewritten when business needs require to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. In the event an emergency preparedness plan is enacted, essential functions may temporarily change. These will be communicated and detailed between each supervisor and employee.

2.4 Job Posting, Recruitment, Selection, and Onboarding

Effective Date: 4/6/2013

Revision Date: 1/1/2023

Job Postings

SAL provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all job openings are posted through the organization's website, and/or Ascentis Employee Self-Service. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

Postings will be open for a minimum of seven calendar days either internally only or internally and externally concurrently unless otherwise approved by HR as determined for business necessity. SAL reserves its discretionary right to not post a particular opening either internally or externally or shorten the posting time due to business necessity. In the event a position is posted continuously, been recently posted within 30 calendar days' time of its initial posting, or has been posted for longer than seven days, then SAL reserves the right to forego posting requirements as listed above should a qualified candidate apply or show interest. For Skip-a-Long sites, a posting in a classroom or for a different schedule will be posted internally via email from the Center Director for which employees have seven calendar days to express interest as described further in this policy.

Compensation for the position will be listed on each job posting except for executive level and other leadership level positions deemed appropriate by the HR Director.

To apply for an open position within a different program within the organization, employees will notify their current supervisor and submit an internal application through Ascentis Employee Self-Service. Employees should describe how their current experience with SAL and prior work experience and/or education qualifies them for the position. Eligible employees should only apply for those posted jobs for which they possess the required skills, competencies, and qualifications. Only employees who are deemed qualified will be interviewed for a position they have applied for internally.

To apply for an open position within the same program, employees will notify their current supervisor. If the position is a lateral job transfer, an internal application will not be required. If the position is anything other than a lateral job transfer and position functions change, then an internal application through Ascentis Employee Self-Service is required.

SAL recognizes the benefit of developmental experiences and encourages employees to speak with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

The hiring supervisor will contact the current supervisor to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed. The standard transfer timeframe between programs is two weeks for non-exempt employees and four weeks for exempt level employees. Inter-program transfers may be less than the standard two weeks. If a transfer is determined to create a hardship, a transfer may be delayed as agreed upon the hiring supervisor and current supervisor but will not exceed four weeks or six weeks, respectively.

Recruitment and Selection

In order to assure the provision of quality services to children and families, SAL strives to hire applicants that meet the qualifications listed on the job descriptions and who are determined to be the most qualified for the positions. Applications for employment, whether internal or external, undergo a rigorous review prior to interviews to ensure an open and competitive recruitment process.

Any applicant (internal or external) must complete the application process completely. Once a sufficient number of applications have been received, those candidates deemed to have met the most qualifications will be invited for an interview. Interviews will consist of one to two parts dependent on whether an internal or external candidate:

1. Part One (External Candidate ONLY): Phone Screen to be completed using Phone Screen template.
2. Part Two (Internal and External Candidates): Interview will be conducted with no less than two people with one those individuals being the direct supervisor. Interview questions will be compiled ahead of the interview and approved by HR to include scoring for each question.

- A hiring matrix will be used to identify the leading candidate based off the scores from qualifications, the phone screen, and the interview(s). The candidate with the highest score is required to be selected for the position unless significant, valid reasonings apply. If that occurs, a written recommendation of hire including reasons as to not include the highest score to be hired needs to be submitted to HR.
 1. Interview teams will be approved by HR.
 2. All positions identified as those on the ATM Committee are required to have at least two interviews.
 - After interviews are concluded, the hiring supervisor must seek approval of hire from HR before offering the position. The request to hire must include the candidate's name, the position to be hired for, compensation to be offered, the completed hiring matrix, and interview notes. Candidates who receive a score of 70% or lower on their hiring matrix are not eligible for hire.
 - The hiring supervisor will then offer the position to the candidate, set a tentative start date, and complete an onboarding request to HR.
 1. Positions within EHS are required to have a background check, physical exam, TB test, and three references completed prior to their first date of employment. Therefore, any employment offers made, whether internal or external, for EHS positions must be contingent on receiving those clearances. The start date will be set after clearances are received. Please see below for more information.
3. For EHS and in accordance with Performance Standard 1302.90(b)(6), current and former EHS parents receive preference over other comparably qualified individuals for employment vacancies for which they are qualified (i.e., meet minimum qualifications and experience requirements). SAL will support and encourage parents to apply for positions for which they qualify. Vacant position will be posted at SAL sites, partner sites, and shared during the monthly parent meetings at all EHS locations.
 4. See below for further information regarding hiring of Key Staff.

Once confirmed to offer, the highest ranked candidate (selected candidate for the position) must complete additional pre-employment requirements before an offer for employment is confirmed. Such requirements include:

- A. Providing documentation of past employment verification and at least three references.
 1. References are defined as a professional contact through employment, internship, or volunteer work that can verify the applicant's work product, ethic, and experience **or a personal contact who can speak to the character of applicant-**
 2. Reference checks must be completed before the hire date for EHS or have at least two completed for all other program before hire date.
 - B. Completion of health requirements (See [Employee Medical Examination](#) Section for more information)
- For EHS, Skip-a-Long, and Home Child Care Network applicants:
- C. Completion of health requirements (See [Employee Medical Examination](#) Section for more information)
 - D. Completion of Background Check (See [Background Check](#) Section for more information)

Promotions and Transfers

SAL encourages employees to apply for promotions to positions for which they are qualified. Promotions and transfers shall be based on the ability, experience, qualifications, and potential of the candidates for the positions. Because of legal requirements and the levels of education and other qualifications required for many positions, promotions from within are not always possible.

Available job opportunities are posted per the job postings section above.

A transfer/promotion appraisal must be completed by the employee's current supervisor to confirm the employee is in good standing and eligible for transfer or promotion. An employee must be in a position **for 90 days** in order to be eligible for a transfer or promotion outside of their current program. Internal program transfers are not held to time restrictions. Exceptions to the **90 days** standard may be authorized by the HR Director based on program, business, or employee needs.

Employee Onboarding and Ongoing Professional Development

SAL recognizes that the quality, timeliness and coordination of comprehensive services to children and families depends on the competency, skills and knowledge of the employee who is involved in the planning, coordination

and delivery of such services. Therefore, all new hired employees, volunteers, consultants, interns, etc., will be required to participate in an Orientation Process which includes training. For EHS employees, this will include EHS goals and philosophy of the program, Head Start Performance Standards, other state/federal laws and regulations, assigned job duties and expectations, SAL Employee Handbook and EHS Policies, procedures, systems as well as mandated trainings such as child abuse reporting, standards of conduct, educational requirements, etc., For all other employees, this will include goals and philosophy of the program, other state/federal laws and regulations, assigned job duties and expectations, SAL Employee Handbook and policies, procedures, systems as well as trainings applicable to the position and/or program. At the conclusion of the Orientation Process, the new employee will have the opportunity to formalize with the supervisor, a Professional Development Plan (more information in [Professional Development](#) (2.10) policy) and/or performance goals in the Ascentis Talent Management System based on the strengths and needs identified through the Orientation Process.

Early Head Start ONLY - Hiring of Key Staff

Per the Head Start Act, Subsection 642 (c) (2)(D)(vi), the Policy Council will approve personnel policies and decisions regarding the employment of key staff as well as the criteria for the employment and dismissal of program staff. The Policy Council will then submit to SAL Board of Directors the approved personnel policies and procedures. Per the Head Start Act, Subsection 642 (c) (1)(E)(iv)(IX), SAL's Board of Directors reviews and approves the policies and procedures including those regarding the hiring, evaluation, compensation, and termination of the Chief Executive Officer, Head Start Director, Director of HR, Chief Finance Officer, Chief Program Officer, and any other person in an equivalent position with SAL and whose salary is paid partially (50% or more) or in whole with EHS funds.

When hiring for key positions, SAL will also obtain approval for the process followed for the hiring and the qualifications of the candidate selected for any key position from the Office of Head Start (OHS). To this extent, SAL will obtain approval from the Board of Directors and the OHS prior to extending any employment offers, determining, or adjusting compensation, and prior to terminating any position listed in this section.

At minimum, when hiring key positions, SAL will prepare a summary with back up documentation to show:

1. The recruiting process.
2. The screening process.
3. The ranking system used to rank candidates.
4. A summary of qualifications for the top candidate
5. Summary to show how the interview committee determined (and agreed) on the highest ranked candidate selected for the position.
6. Resume for the top candidate

This information will be submitted to the Office of Head Start prior to making an offer to the selected candidate and reviewed with the Board of Directors and the Policy Council.

Within SAL, the Policy Council involvement on the decision to hire and dismissal of employees is accomplished by inviting members of the Policy Council to interviews of potential candidates; presenting the qualifications and rationale for the selection of candidates for employment to the Policy during the regularly scheduled Policy Council Meetings as informational items and, should the need arise, by informing the Policy Council's Executive Committee of any dismissals and the reasons for such decision during Closed Session. These actions are presented as informational items only. The Policy Council has the right to request information regarding the process followed for hiring and termination however, the decision for such actions remains within the HR Department and the Board of Directors.

2.5 Background Checks

Effective Date: 1/1/2019

Revision Date: 1/1/2023

Background checks are required to comply with either state and/or federal regulations set forth by contractual agreements. Each contract specifies requirements for employment and actions that prohibit us from employing someone convicted of certain crimes. Newly hired employees and rehires are required to begin the background

check process in accordance with their contract. All employees, volunteers, interns and child/family contractors are subject to background clearance procedures.

The background checks may include the following:

1. Sex offender registry check.
2. Child abuse and neglect state registry check.
3. State or tribal criminal history check, including fingerprints.
4. State or tribal criminal history check using internet-based search.
5. FBI criminal history check, including fingerprints.
6. If transporting, a driving record check and proof of liability insurance check.

Individuals providing services on behalf of SAL of the programs listed below will be required to successfully pass the following background check stipulations using the number above prior to their start date:

1. Individuals in administrative positions and Welcoming Center – 1 and 4
2. Individuals in Skip-a-Long Childhood Centers – 1, 2, 3, 5, and potentially 6 if transporting
3. Individuals in EHS – 1, 2, 3, and 5; 2 will be completed per the stipulations below
4. Individuals in Open Door – 4 using the State of Iowa SING program
5. Individuals in Child Care Connection or Child Care Resources & Referral of Midwestern Illinois QRIS and CORE or that access child care sites– 1, 2, 3 and 5 may be completed post hire, but prior to accessing to child care sites
 - Individuals in CCAP or other designated positions that may not access child care sites – 1 and 4;
6. Individuals in the Home Child Care Network for those that go into home child care sites – 1, 3 and 5 must be completed prior to the date of hire, 2 may be completed post hire
 - Individuals in the Home Child Care Network that do not go into home child care sites – 1 and 4;

All individuals must have background checks conducted no less than once every five (5) years. Results from such check will be used to make employment decisions. If an internal candidate is transferring from another program and/or a new employee is hired and has a completed background check and meets the requirements as stated above for the new position within 18 months of the transfer/hire date, those results may be used for employment decisions and kept on file to meet requirements.

We may also investigate the employment and education background of new hires and rehires. We reserve the right to deny or terminate employment based on the results of the check due to the requirements set forth by governing bodies. For certain positions, periodic rescreening of background information is required. Managers of employees in those positions are required to maintain compliance with the contract.

SAL ensures that all background checks are held in compliance with federal and state statutes, such as the Fair Credit Reporting Act. Having a criminal history does not automatically disqualify an individual from employment, transfer or promotion for certain positions, as stated above. If the background check results lead to a decision not to hire, the applicant will be informed and given an opportunity to respond. If any applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment.

During the course of employment, all criminal pending or prosecuted charges need to be reported to an employee's manager immediately. Employees who are placed on the sex offender registry and/or child abuse registry will be terminated immediately. Other criminal charges may be deemed by the grantor/contractor and HR to be grounds for disciplinary action, up to and including termination. Regulatory changes may occur across any of the SAL programs. Those changes will be implemented immediately overriding any current policies. Updates will be made in the Employee Handbook in the following update after the regulatory changes.

Programs and Positions Excluding EHS, Skip-a-Long, and those Designated by Funders

For prospective or current employees who do not work directly with children or do not have specific requirements as required by a grantor, funder, or licensing entity, disqualification factors to determine ineligibility for employment include:

- Refusal to complete a background check;

- Knowingly making a materially false statement in connection with the background check;
- The candidate/employee is registered, or is required to be registered, on the State or National Sex Offender Registry;
- **Felony convictions:**
 - The candidate/employee was convicted of a felony at any point consisting of murder; manslaughter, child abuse or neglect; crimes against children including child pornography; hit and run; robbery or burglary; domestic violence; crime involving rape or sexual assault; kidnapping; arson; physical assault or battery; or a drug-related offense committed during the preceding five (5) years;
 - For CCR&R positions of Health and Safety Coach, Quality Specialist, and Infant/Toddler Specialists, the candidate/employee was convicted of any felony. Exceptions to this rule must be made in writing to the grantor.
 - or
- **Misdemeanors convictions:**
 - The candidate/employee has been convicted of a misdemeanor in the last ten (10) years committed as an adult against a child, including the following crimes: child abuse, child endangerment, sexual assault, or of a misdemeanor involving child pornography OR;
 - The candidate/employee who has been convicted of a misdemeanor at any point of stalking, harassment, blackmail, violation of a protection order and/or threats; destruction of property offenses including but not limited to arson, vandalism, and criminal mischief.
 - Drug & alcohol offenses including but not limited to driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia will be flagged. However, candidates/employees will only be disqualified if there were multiple offenses within the past five (5) years.
- Any offense involving cruelty to animals regardless of the amount of time since offense
- The candidate/employee in positions including accounting/finance, HR, Executive Leadership, or other positions as dictated by HR who have been convicted of either a felony or misdemeanor of fraud, embezzlement, money laundering, or any other similar convictions.
- Candidates that may have a history with another organization (employment, volunteer, etc.) of complaints of emotional, sexual, or physical abuse of another person; have been asked to resign, been terminated, or have resigned from a position—paid or unpaid—due to complaint(s) of emotional, sexual, or physical abuse of another person; or have a history of other behavior that demonstrates the potential for danger or significant risk to SAL Community Services.

Should a candidate/employee have a background check returned with a misdemeanor, felony, or other action of criminal intent, then the candidate/employee must do the following:

- In written form provide a statement of the following:
 - The length of time since the conviction.
 - The number of convictions on the record.
 - The nature and severity of the conviction.
 - The facts or circumstances surrounding the conviction.
 - The age of the person at the time of the conviction.
 - Evidence of rehabilitation efforts.
- The candidate/employee must ensure there are no pending court proceedings and that the item (case) is closed.
- A hiring decision will be based on the above factors provided by the candidate/employee.

Please see below for background check requirements under EHS, Skip-a-Long, and other designated employees.

Early Head Start and Other Employees as Designated by their Contract

For EHS employees – As long as the following three backgrounds are completed prior to hire: sex offender registry check, State or tribal criminal history check, including fingerprints, and FBI criminal history check, including fingerprints, then SAL will use the allowance provided in the Head Start Performance Standards which state “1302.90(b) (2) A program has 90 days after an employee is hired to complete the background check process by obtaining: (ii) child abuse and neglect state registry check,” and ensure the employee’s results for the final

background check piece are obtained as soon as possible after hiring the employees and no later than 90 days from the employment date.

Both Iowa and Illinois licensing requirements detail employment eligibility and make determinations on disqualifications independently for those employees working in our Skip-a-Long Childcare Centers.

Other employees in our Skip-a-Long Childhood Centers, Home Child Care Network, and Child Care Resource & Referral programs who visit child care centers and/or work directly with children will also be required to follow the steps listed in this section as designated by the grantor of the program and/or licensing entity.

In order to assure the health and safety of children and in accordance with contractual requirements, a newly hired employee, consultant, or contractor will not have unsupervised access to children until the complete background check process has been completed and results have been obtained by SAL. Exempted from this policy are short term, administrative consultants whose scope of work does not include supervision or care for children and whose primary functions and location of work is set at sites other than classrooms. (ACF-PI-HS-16-05).

When criminal checks identify an arrest, criminal charge, or conviction, the relevancy of the issue must be assessed. SAL will ensure that the Child Care and Development Fund disqualification factors, described in 42 U.S.C. 9858f(c)(1)(D) and 42 U.S.C. 9858f(h)(1), are used to determine eligibility for hire.

For prospective or current employees who work with children, pursuant to Performance Standard 1302.90 (b)(3) SAL will further use the Child Care and Development Fund (CCDF) disqualification factors to determine ineligibility for employment. Disqualification criteria include:

- Refusal to complete a background check;
- Knowingly making a materially false statement in connection with the background check;
- The applicant is registered, or is required to be registered, on the State or National Sex Offender Registry;
- The candidate/employee was convicted of a felony consisting of murder; child abuse or neglect; crime against children including child pornography; spousal abuse; crime involving rape or sexual assault; kidnapping; arson; physical assault; or a drug-related offense committed during the preceding five (5) years; or
- The candidate/employee has been convicted of a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse, child endangerment, sexual assault, or of a misdemeanor involving child pornography.
- Other charges as listed above that are not outlined in this section or as directed by Iowa or Illinois licensing regulations and/or representatives.

Should a candidate's/employee's background check be returned with a misdemeanor, felony, or other action of criminal intent that are not clearly expressed, then the candidate/employee must do the following:

- The candidate/employee must write a statement explaining their part in the incident and all people/parties involved.
 - The candidate/employee must handwrite or type the statement before delivering it to HR, in person. The HR Director and Program Director will make any hiring or ongoing employment determinations.
 - The information cannot be scanned or shared electronically and will be stored in the personnel file.
- The candidate/employee must ensure there are no pending court proceedings and that the item (case) is closed.
- Option (not required): The candidate/employee can have the record expunged, or removed from the record.

For more information on background checks, please visit <https://www.law.cornell.edu/uscode/text/42/9858f> and <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-90-personnel-policies>.

2.6 Employment Verification and References

Effective Date: 7/1/2021

Revision Date: 1/1/2023

All requests for employment verification, references or personal information verification or disclosures for current or past employees must be directed to the Payroll or HR Department. Only employees in the Payroll or HR Department are authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees unless otherwise directed by the HR Director. With respect to verification requests, SAL will disclose only the employee's dates of employment and the title of the last position held. SAL will verify or disclose additional information about the employee only if the employee provides written authorization for SAL to provide the information. SAL will provide information about current or former employees as required by law or court order or if required for eligibility of position in the fields of education or public service and with expressed consent by the individual.

2.7 Personnel Data Changes

Effective Date: 4/6/2013

Revision Date: 10/1/2016

It is the responsibility of each employee to promptly notify their supervisor and the HR Department of any changes in personnel data such as personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, current employment status, and other such status reports should be accurate and current at all times. These changes need to be made via the Ascentis Employee Self-Service by the employee only.

In addition, employees are required to inform the HR Department in writing of the occurrence of any of the following events, which may have impact on medical coverage for a spouse or dependent(s):

- Divorce or legal separation of a covered employee from the employee's spouse; or
- Facts that would affect the coverage of a dependent under the terms of the medical plan. For example, a child reaching the maximum age for coverage.

Any employee changes to pay, position status, and/or job title/responsibilities are required to be completed and communicated by managers and sent to the HR Department within the same pay period as the status change. The form on which these changes should be documented and is called a Personnel Action Form (PAF). Both the manager and employee signature are required. Only in extreme circumstances should the employee signature be incomplete or missing; in all cases, the manager signature is required.

2.8 Access to Personnel Files

Effective Date: 4/6/2013

Revision Date: 7/1/2021

SAL maintains a personnel file on each employee in a locked and secured location at all times. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of SAL, and access to the information they contain is restricted. Generally, supervisors and management personnel of SAL who have a legitimate reason to review information in a file are allowed to do so. Contractual governing bodies and grantors may request certain personnel files pertaining to specific departments/programs on a periodic basis. File records may be produced for government agencies and others upon appropriate request or subpoena.

The contents of a personnel file, except for letters of reference and certain other limited kinds of information are open for inspection. Employees who wish to review their own file should contact their immediate supervisor. With reasonable advance notice (a minimum of 5 business days), employees may review their own personnel files in SAL's offices and in the presence of an individual appointed by SAL to maintain the files. If the employee disagrees with any information in the personnel file, a removal or correction of that information may occur with mutual agreement between the employee and their supervisor. If an agreement cannot be reached, the employee may submit a written statement with documentation to the HR Department for review.

In the event that there is unauthorized access or SAL has reason to believe that unauthorized access to an employee's personal information has occurred, SAL will provide that employee with appropriate notice.

Personnel files are kept for seven years following an employee's termination of employment in a locked file cabinet. The personnel file is then destroyed to the extent that the identity of the subject can no longer reasonably be ascertained; this is accomplished by HR who destroy the files.

2.9 Performance Evaluation

Effective Date: 4/6/2013

Revision Date: 7/1/2021

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. All job performance and evaluations are completed electronically through Ascentis Employee Self-Service. Formal goal setting/tracking and performance feedback is completed annually between a supervisor and employee through Ascentis.

Formal performance evaluations are conducted at the end of an employee's introductory period in any new position or as a new hire through Ascentis. This period allows the supervisor and the employee to discuss the job goals, responsibilities, standards, and performance requirements of the position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for setting, tracking, and meeting goals. Formal performance evaluations are to be completed before an employee is to transfer to a different SAL program and/or position even if under the same supervisor. All employees are evaluated on competencies that are specific to their positional grouping.

Performance evaluations are scheduled every 12 months, coinciding with the anniversary of the employee's original date of hire or status date if the employee has taken a new position within SAL. The review will be available for completion in the online performance review system 45 days prior to the employee's status date. A self-evaluation is required to be completed by each employee. For contract compliance, the performance evaluations are to be completed in a timely manner with 100% completion by the employee and supervisor no later than end of the month in which the employee's anniversary date falls.

All 90-day and annual performance evaluations are required to be approved by either HR or the Chief Program Officer before the evaluation is discussed or delivered to the employee. The supervisor will submit for administrative approval no later than 48 business hours before their planned discussion with the employee. Either the HR will approve or deny the evaluation, or the CPO will approve or deny the evaluation. Should the evaluation be denied, the administrative approver will provide reasons to the supervisor and request either additional information or information to be removed. This must be completed and resubmitted for approval once corrected. The administrative approver will once again need up to 48 business hours to either approve or deny the evaluation.

The evaluation process is not a guarantee of continued employment or salary increase and does not alter the at-will employment status.

During each performance evaluation period, employees are required to sign any and all applicable annual agreements such as confidentiality, employee handbook, and emergency succession planning, if applicable.

2.10 Professional Development

Effective Date: 10/1/2016

Revision Date: 7/1/2021

SAL strives to maintain a process of continuous quality improvement. To assure the continuous improvement, training of employees must be ongoing in order to ensure that the various and changing needs of children, families and employees are met. Training information will be available for all employees assigned to each program.

Professional development plans are tools that aid employees in developing specific skills related to competencies in their positional grouping and/or competencies in positional groupings for which they wish to advance. Together, with the employee's supervisor, employees complete professional development plans following their annual performance evaluation. Data and conversations gained through the performance evaluation process will inform forward thinking professional development plans by establishing clear and measurable goals based on employee strengths and areas for development.

Employees at Skip-a-Long Childhood Center locations are required to have professional development plans they complete with their direct supervisor. Employees at other programs of SAL are strongly encouraged.

Opportunities for EHS employee training to assist in acquiring or increasing their knowledge and skills as they relate to their position responsibilities will be made available throughout the year, such as, but not limited to, pre-service training, in house trainings and workshops, guest speakers and trainers at staff meetings, coaching and mentoring, Head Start Association trainings and conferences, NHSA trainings and annual conference and other local conferences.

Every employee working for the EHS program are required to complete, at a minimum,

1. 40 clock hours of professional development per year. Actual number of hours will be determined based on employee and program needs.
2. Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws.
3. In addition, specific positions require additional training such as:
 - Training for child and family services employees on best practices for implementing family engagement strategies in a systemic way, as described throughout this part.
 - Training for child and family services employees, including employees that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes.
 - Research-based approaches to professional development for education employees, that are focused on effective curricula implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: Ages Birth to Five, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.
 - Participation on a coaching/mentoring approach for professional development and continuous quality improvement.

The professional development plan process is not a guarantee of continued employment, advancement or salary increase, and does not alter the at-will employment status.

2.11 Professional Licenses and Certifications

Effective Date: 7/1/2021

Revision Date: N/A

Employees who are required to possess valid licenses or certifications are responsible for ensuring that their license(s) or certificate(s) is/are properly issued, valid and in force at all times. Any employee who has their license or certificate suspended or revoked by the issuing Agency or who permits such license or certificate to expire shall report that fact to their supervisor before the expiration date. An employee who fails to report the suspension, revocation or expiration of their license is subject to disciplinary action, up to and including termination. Employees whose licenses are suspended, revoked, or expired may not perform any work for which licensure is required, and may be subject to discipline or termination if their job duties require licensure.

When a supervisor is informed that an employee no longer has a valid license or certificate, the supervisor must take steps to ensure that the employee does not perform any duties which require possession of a license or certificate.

SAL will maintain records which establish that licensed or certified employees meet the minimum requirements for the position for which they apply, and which establish that employees maintain valid licenses and certificates. *It is the responsibility of the employee to furnish updated copies of such required documents to the HR Department and/or the direct supervisor* as well as meet any reporting requirements identified by SAL.

An employee who submits falsified documents, including a falsified application or ongoing verification, will be subject to discipline, up to and including discharge.

Furthermore, no unlicensed or uncertified employee shall perform any duties that may only be performed by licensed or certified individuals. Only degrees issued by accredited academic institutions will be accepted to meet educational position requirements.

SAL will not compensate any employee for the costs of professional licenses and/or certificates unless previously approved by the direct supervisor and/or HR.

2.12 Grievance Procedure

Effective Date: 4/6/2013

Revision Date: 7/1/2021

SAL is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from SAL supervisors and management.

SAL strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. SAL desires to have employee problems resolved as quickly as possible and in a considerate manner, free from any reprisal or retaliation. No employee will be penalized, formally or informally, for voicing a complaint with SAL in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents the problem to immediate supervisor within 10 business days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the HR Department.
2. Supervisor responds to problem during discussion or within 10 business days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to the HR Department within 10 business days, if problem is unresolved.
4. HR Department counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s).
5. Employee presents problem to HR Director in writing.
6. HR Director reviews and considers problem. HR Director informs employee of decision within 10 business days, and forwards copy of written response to the applicable supervisor for employee's file.
7. If employee considers problem unresolved, then employee may appeal to the Chief Executive Officer in writing.

8. Chief Executive Officer reviews and considers appeal. Chief Executive Officer informs employee of decision within 10 calendar days, and forwards copy of written response to the applicable supervisor for employee's file. The Chief Executive Officer has full authority to make any adjustment deemed appropriate to resolve the problem. The decision of the Chief Executive Officer is final.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

Critical Event Assessment

If concerns are raised about a team or member of SAL's employees, or allegations may be made against employees, or when an individual may have committed an act of misconduct or conduct impact the organization's integrity, a Critical Event Assessment Investigation may be initiated. These investigations are part of the formal stages of the workforce policy and procedures; they are a considerable investment of resources and support fair and reasonable decision making. A complaint may be made in verbal form to a supervisor or HR. However, for a critical event assessment to be initiated, the complaint must be made in written form.

Each incident is evaluated initially by the CEO and HR Director to determine the members of the investigation team. The investigation team may comprise of HR, Executive, or Directors depending on the issue being investigated. In the event either the CEO or HR Director were the employee having concerns raised against them, they would not be included in any part of the investigation or determination of the team.

Examples of incidents of serious nature that may result in a Critical Event Assessment investigation may include, but are not limited to, conduct concerns, capability concerns, grievances, allegation of bullying and harassment, or whistleblowing concerns.

The investigation may take on many forms to include, but not limited to, employee interviews, personnel file reviews, or performance management reviews. After the investigation is complete, the investigation team will reconvene to assess the investigation and determine outcomes.

In the event that a third-party has to be retained at the direction of the CEO and/or Board of Directors to investigate, intervene, or manage an ongoing critical event, then SAL will suspend their current actions to take all direction from the third-party.

Should Critical Event Assessment investigation result in a termination, then the Termination policy will be followed as stated in the [Employee Separation of Employment](#) (2.14) policy.

2.13 Progressive Discipline

Effective Date: 4/6/2013

Revision Date: 1/1/2023

The purpose of this policy is to state SAL's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

SAL's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with SAL is based on mutual consent and both the employee and SAL have the right to terminate employment at will, with or without cause or advance notice, SAL may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, probation, or termination of employment -- depending on the severity of the problem and the number of occurrences. Progressive discipline may be used in order to allow an employee to correct a behavior, such as tardiness. Progressive discipline means that, with respect to many disciplinary problems, these steps will normally be followed:

1. First offense may call for a verbal warning in written form
2. Second offense may be followed by a written warning in written form.
3. Third offense may lead to a final written warning in written form in addition to a suspension, probation and/or a written performance improvement plan; and
4. Fourth offense may then lead to termination of employment.

SAL recognizes that there are certain types of employee problems that are serious enough to justify immediate suspension, probation, performance improvement plans or, in extreme situations, termination of employment, without going through the usual progressive discipline steps **at the direction of the HR Director.**

An exempt, salaried employee may be suspended from work without pay for a determined period as the result of a serious violation. Nonexempt employees may be suspended for any reason deemed appropriate. **All suspensions, probations, written performance improvement plans, and final written warnings must be reviewed and approved/denied by the HR Director.**

Administrative leave may be required for an employee, with or without pay, as is determined necessary to complete a Critical Event Assessment investigation. Administrative leaves are reviewed with the HR Department.

By using progressive discipline for minor offenses, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and SAL.

If an employee has significant or ongoing disciplinary actions against their work performance, those employees will not be eligible for a transfer/promotion to a different location/position. Exceptions may be granted at the discretion of the HR Director.

2.14 Employee Separation of Employment

Effective Date: 4/6/2013

Revision Date: 7/1/2021

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee.

SAL will email exit surveys at the notification of employment termination. The exit interview will afford an opportunity to share such issues as employee benefits. Suggestions, input, and questions on what could be improved, changed, or remain intact can also be voiced. SAL uses the results from the exit surveys to reduce employee turnover and increase productivity and engagement.

Since employment with SAL is based on mutual consent, both the employee and SAL have the right to terminate employment at will, with or without cause, at any time.

Return of Property

Employees are responsible for all SAL property, materials, or written information issued to them or in their possession or control.

All SAL property must be returned by employees on or before their last day of work. Where permitted by applicable laws, SAL may also take all action deemed appropriate to recover or protect its property.

All confidential information as defined in [Confidentiality and Conflicts of Interest](#) (1.7) policy are to be returned to SAL upon discharge.

Final Paycheck

Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. It is the departing employee's responsibility to ensure all addresses are up to date for tax information to be sent. Final pay will be made in the same manner as employee was previously paid unless requested differently by the employee prior to their last day. Accrued but unused paid time off for full-time employees will be paid out consistent with paid time off policy and state law requirements.

Resignation or Retirement

Resignation is a voluntary act initiated by the employee to terminate employment with SAL. Although advance notice is not required, SAL requests at least two weeks' notice of resignation from nonexempt employees and four weeks' notice of resignation from exempt employees. All resignations must be confirmed in writing. Employees may wish to complete the [Employee Resignation Form](#) provided by SAL for this purpose or may submit other written notice that must include the reason for leaving and the effective date.

Failure to provide notice will result in employees being listed on a do not hire list. This will prevent former employees from being rehired by any program at SAL unless approved by HR prior to rehire. Reasons for exceptions could include family or personal emergencies.

Any employee who is absent from three consecutive scheduled shifts with no contact to their supervisor will be considered voluntary resigning due to job abandonment. These situations will make the employee ineligible for any future employment. Exceptions may be granted by HR in times of family or personal emergencies.

Should an employee resign, is determined to be eligible for rehire, and decides to return to employment at a later date, seniority and/or select benefit eligibility may be immediately reinstated. If an employee returns within 59 days from the last day of employment, then medical, dental, and vision benefits, PTO accrual rate (for full-time employees), compensation for the same position, and seniority will be immediately reinstated. If the employee returns 60 or more calendar days after their last date of employment, then they will fall into the introductory period employment category unless otherwise determined by the HR Director and the overseeing director. At no time will the same position, schedule, or location be guaranteed.

Should an employee submit their resignation and subsequently ask to rescind their resignation, SAL is under no obligation to continue employment beyond the original resignation date. Decisions about continued employment will be at the discretion of the supervisor.

The last day of employment for an employee will be the last day they were on property and physically working. Should an employee give notice and then request paid time off and/or change their last day, then the final date of employment will be the last physical day performing compensable time worked.

Pay in Lieu of Notice

SAL reserves the right to provide an employee with up to two weeks' pay in lieu of notice in situations where job or business needs warrant. These decisions will be made between the direct supervisor, HR Director, and either the CPO or CEO. Such a decision should not be perceived as reflecting negatively on the employee, given that it may be due to a variety of reasons not known to the individual or other employees.

Involuntary Discharge

All involuntary discharges must be approved by the employee's manager, coordinated with HR and processed in accordance with the provisions outlined in this policy. Notwithstanding the foregoing, should a manager be present when serious misconduct occurs, they may immediately suspend the employee, pending an investigation and notification to HR. Serious misconduct includes child abuse/neglect, sexual offences, discrimination, harassment, substance abuse, and anything else listed under the [Background Check](#) policy.

When SAL initiates a discharge (i.e., the employee is terminated from employment), the termination is considered involuntary. Involuntary terminations may occur for a variety of reasons, including with cause or without cause (such as a layoff see more information further in this section).

When practical, employees will be warned and counseled using the [Progressive Discipline](#) (2.13) policy. However, failure to correct behavior or further violation of company policy may result in additional disciplinary action, up to and including termination. Depending on the nature of the offense, SAL reserves the right to terminate any employee without warning. Warnings and counseling are documented on Disciplinary Action Forms. SAL will generally terminate an employee after the third offense unless otherwise indicated by the [Progressive Discipline](#) (2.13) policy.

The employee will be informed of the reason for termination by a letter created by HR and given to the supervisor to deliver to the employee. There must always be at least the employee plus two other supervisory-level employees present either in person or over the phone to deliver an involuntary termination. In the extreme circumstance that only one supervisor may be available, then the supervisor will inform the employee and document the reason and conversation to HR. The date of separation will be the employee's last day worked.

In the unlikely event severance pay is offered, it will only be given under the following situations:

1. Discretionary, based upon a number of factors (i.e., length of service to the Company, level of responsibility, reason for separation, etc.). No employee is entitled to severance pay upon termination and such situations are very few.
2. Given only with the pre-approval of the Chief Executive Officer.

The employee's manager must complete an Exit Checklist provided by HR. This form must be completed to ensure that the employee is terminated in a uniform and consistent manner from all appropriate systems, that SAL property is reclaimed, and that the employee's final paycheck is paid in accordance with state and federal laws or regulations, etc.

All terminated employees will be paid in accordance with state and federal laws. Earned but unused Paid Time Off will be paid in accordance with the [Paid Time Off](#) policy. Health and dental insurance for a terminated employee will terminate the last day of the month in which the termination becomes effective, unless otherwise noted in a written separation agreement. Life insurance will terminate on the day in which the employee terminates.

Layoffs and Furloughs

Layoffs or work reductions are a last-resort option, but sometimes a necessary one to continue serving our mission to the community. It is a distressing event that creates an air of uncertainty and discouragement for all involved.

When layoffs are necessary, SAL will apply the following general guidelines to ensure the process is conducted fairly and thoughtfully and in a manner that will preserve the most employment opportunity and the brightest future for SAL's workforce.

Definitions

Furlough – temporary, defined period of time where work is not performed, and compensation is not received where employees return to their position after end of time period. Healthcare benefits continue to be offered.

Layoff – long-term, likely permanent, dismissal from a position. This is a separation from the organization.

Equal Employment Opportunity

Once potential candidates for layoff or furlough have been identified, the group will be reviewed by the HR Director for adverse impact on individuals who are members of protected classes.

Leave of Absence

Employees who are on a leave of absence when a layoff or furlough is conducted will be considered for selection according to the same objective business-based criteria as other similarly situated workers.

Layoffs

Applicable Law

Layoffs will be conducted in accordance with all applicable laws. This includes, but is not limited to, all state and federal antidiscrimination laws and the provisions of the federal and state Worker Adjustment Retraining and Notification (WARN) Act.

Selection Criteria

Layoff decisions will always be premised on objective, business-related criteria. Depending upon the underlying business reasons for a particular layoff, selections will be based on the following:

- Voluntary: Based on availability, SAL may offer a voluntary layoff to employees.
- Contractual requirements: Based on contracts or grants SAL may have with different entities, SAL may be required to protect those positions and they may not be eligible for layoff or furlough.
- Departmental reduction: Based on demand for services or availability of funds, SAL may temporarily or permanently suspend the work of an entire program or positions within program.
- Education: Based on education levels, SAL may determine to keep higher qualified employee due to regulatory constraints.
- Seniority: Probationary, part-time, and/or temporary workers will generally be the first to be dismissed, after which point layoff candidates will be determined based on "last in, first out" seniority. If a break in employment has occurred that is six months or less, then seniority can be calculated based on the original hire date before break. Any breaks of employment more than six months in time will not be counted.

The selection process will be overseen and conducted by objective personnel, including the HR Director, Chief Financial Officer, Chief Program Officer, Chief Executive Officer, program directors, and immediate supervisors as necessary. Individuals whose positions may or will be eliminated will not take part in the selection process.

Alternatives to Layoff

When possible, SAL will consider any and all alternatives to permanent layoff. These may include wage reductions, benefit reductions, temporary cessation of matching contributions, short-term furloughs, job sharing, job retraining, and permitting voluntary leaves of absence.

Accrued PTO

All accrued paid time off will be paid out on the final paycheck.

Notice of Layoff

When layoff procedures must be taken, employees will be given as much notice as feasible and, at minimum, in accordance with state and federal notice requirements.

Health Benefits Continuation

Employees subject to a layoff will have the opportunity to continue health coverage under the company's employee benefit plan in accordance with COBRA.

Recall and Reinstatement

To ensure fair and equitable practices, reinstatement of laid-off employees will be conducted under the guidance of the HR Director and appropriate program directors. Under normal conditions, the order of recall for employees being reinstated will be in reverse order of the layoff.

Loss of Recall Status

Employees who violate applicable company policies, such as confidentiality, while on layoff status may not be recalled. Employees who fail to respond to a recall offer within three business days will be removed from the recall list.

Once recall has been accepted, recalled employees will be required to report to work within a two-week period. If an employee does not report to work within the two-week period, the employee will be removed from the recall list, and SAL will recall the next employee on the list.

Seniority and Benefits After Recall

Employees who are reinstated after a layoff lasting less than six months will maintain seniority and associated benefits if they report to work within two weeks of notification of recall. The employee's length of service will not be reduced by the duration of the layoff.

Employee Assistance

The Employee Assistance Program (EAP) will be offered to all individuals who are laid-off for six months past their last day worked.

Furlough

A furlough places affected salaried and hourly employees in a leave of absence/non-pay status for a limited and specific period of time.

Employee furloughs are subject to the following limitations:

- No employee may be placed on a furlough leave of absence for more than fifty-two (52) scheduled workdays or shifts in a fiscal year.
- Employees in the same office or at the same work site shall be furloughed in such a manner so that the number of furloughed days for each employee is approximately the same.
- Furlough provisions do not apply to employees on workers' compensation leave due to an industrial illness or injury.
- Employee status in regard to position allocations shall remain the same as if the employee had worked regularly scheduled work days or shifts.
- Employees may not assume another employee's mandatory furlough time.

Exempt Employees

The Fair Labor Standards Act (FLSA) requires that exempt employees be paid their full salaries for any workweek in which any work is performed. Some of that pay can be paid time off, as long as exempt employees receive their full salary. For example, the salary may be made up of pay for four days of work and one day of vacation pay.

Exempt employees are forbidden from working during a furlough. This means exempt employees may not work at home, read/respond to e-mails, or be called upon to troubleshoot problems.

Employees whose exempt status may be endangered by reducing their compensation below the FLSA minimums of \$35,568/year or \$684/week will not be eligible for furlough.

Furlough Criteria

Furloughs can be taken in one of three forms:

1. Full-Week Absences
 - a. Non-exempt employees are paid for each hour worked.
 - b. Due to FLSA, it is preferred that exempt employees take unpaid time off in full-week increments. The exempt employee must not do or perform any work during the week.
2. Reduced Hours
 - a) Non-exempt employees are paid for each hour worked.
 - b) Exempt employees
 1. May work fewer hours each week and are paid less due to the reduced hours worked. The FLSA generally does not permit employers to temporarily reduce the pay of exempt employees in exchange for working fewer hours.
 2. An employer who elects to have exempt employees temporarily work four days instead of five per week cannot typically pay them 80 percent of their salaries for these weeks. Short-term changes can endanger the employees' exempt status and place the employer at risk of a wage and hour violation/claim. For example, reducing hours (and salaries) over the summer is not acceptable because the salary change is not permanent.
 - However, employers wishing to reduce the pay of exempt employees to 80 percent and reducing work to a four-day workweek, for example, may be allowed to do so on a quasi-permanent basis in response to a longer-term economic situation, such as the business impact of a pandemic.

- Employees are forbidden from working over their allowed time if hours are reduced. For example, if the compensation represents 32 hours per week, then the exempt employee cannot work more than 32 hours during the week of a furlough.
3. Holidays may be substituted for a furlough day and the employee will forgo the holiday pay.
 4. Voluntary
 1. The FLSA permits exempt employees to take voluntary time off without pay. Employers may reduce the salary of an exempt employee who takes voluntary time off. However, this unpaid time off must be truly voluntary and cannot be caused by employer business conditions or be the result of even subtle pressure to take time off.

Accrued PTO

Employees will not be allowed to use any accrued PTO concurrently during a period of temporary work reduction or furlough. Furloughs are unpaid time off.

Notice of Furlough

When furlough procedures must be taken, employees will be given as much notice as feasible.

Health Benefits Continuation

SAL will continue to pay the full employee share of health and life insurance premiums payments for employees placed on furlough. However, employees will continue to be eligible to participate in the insurance program only so long as the employee remits his or her share of premiums to HR on or before the 20th day preceding the month to be covered.

Reinstatement

Employees who violate applicable company policies, such as confidentiality, while on furlough status may not be recalled. Employees who fail to return to respond to their worksite within three business days will be considered a voluntary resignation.

2.15 Unemployment Insurance

Effective Date: 7/1/2018

Revision Date: N/A

Employees may qualify for State Unemployment Compensation after termination from employment depending on the reason for termination and if certain qualifications are met.

The program ensures that if employees meet the eligibility requirements of the law, then they will have some income up to a maximum of 26 full weeks in a one-year period, depending on when the claim was established. Unemployment insurance, however, cannot and does not protect against wage losses while absent from work due to illness or while idle by choice.

All employees who separate employment from SAL either via voluntary resignation, involuntary termination, involuntary layoffs, or any other reason for a separation of employment may apply online at

<https://benefits.ides.illinois.gov> or <https://www.iowaworkforcedevelopment.gov/file-weekly-continued-claim>.

More information can be found online at <http://www.ides.illinois.gov> or

<https://www.iowaworkforcedevelopment.gov>.

2.16 Remote Work

Effective Date: 1/1/2020

Revision Date: 1/1/2023

Remote work is not generally approved on a consistent basis throughout SAL. In the rare event a situation was to present itself and remote work is approved, the following policies and procedures will be followed with more details on the Remote Work Agreement once that step is reached after determining eligibility.

Procedures

Remote work can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest remote work as a possible work arrangement.

Any remote work arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the remote worker or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care, and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

Remote work may be allowed in the event of a health and safety event and administered by each program's director, HR, and Chief Executives and as allowed by contracts, funders, and governmental regulations.

Eligibility

Individuals requesting remote work arrangements must be employed with SAL for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any remote work agreement, the employee and manager, with the assistance of the HR Director, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability: The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
- Job responsibilities: The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs, workspace design considerations and scheduling issues: The employee and manager will review the physical workspace needs and the appropriate location for the remote work.
- Tax and other legal implications: The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the HR Director concurs, a draft remote work agreement will be prepared and signed by all parties, and a three-month trial period will commence. Further details surrounding remote work may be found on the Remote Work Agreement.

Ad Hoc Arrangements

Temporary remote work commuting arrangements may be approved for circumstances such as special projects, travel between sites, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

3.0 Benefits Policies

3.1 Employee Benefits

Effective Date: 4/6/2013

Revision Date: 1/1/2023

Eligible employees at SAL are provided a wide range of benefits. A number of the programs (Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Each employee's supervisor or the HR Department can identify the programs for which employees are eligible. Details of many of these programs can be found elsewhere in the employee handbook and benefit materials.

The following benefit programs are available to eligible employees:

Benefit	Exempt		Non-exempt			
	Full-Time	Part-Time	Full-Time	Part-Time	Limited Part-Time	Substitute/Temporary
Employee Assistance Program	✓	✓	✓	✓	✓	✓
3.2 Paid Time Off (PTO)	✓		✓			
3.3 Personal Time		✓		✓		
3.4 401(k) Savings Plan	✓	✓*	✓	✓*		
3.5 Bereavement Leave	✓	✓	✓	✓		
3.6 Health Insurance	✓		✓			
3.6 Health Insurance-Dental	✓		✓			
3.6 Health Insurance-Vision	✓		✓			
3.8 Holidays	✓	✓	✓	✓		
3.9 Jury Duty Leave	✓	✓	✓	✓		
3.10 Time Off to Vote	✓	✓	✓	✓	✓	✓
3.11 Other Benefits	Dependent on status and benefit; see section 3.11 for more information.					
4.5 Overtime Pay			✓	✓	✓	✓
5.7 Business Travel and Expenses	✓	✓	✓	✓	✓	✓
5.9 Personal Appearance	✓	✓	✓	✓	✓	✓

SAL reserves the right, at its discretion, to modify or discontinue benefit plans at any time.

*Please see the policy [3.4 401\(k\) Savings Plan](#) for detailed information regarding eligibility.

3.2 Paid Time Off (PTO)

Effective Date: 7/1/2014

Revision Date: 1/1/2023

SAL provides Paid Time Off (PTO) to eligible employees. PTO provides employees with the flexibility to use time off to meet any personal needs, while recognizing each employee's individual responsibility to manage their own paid time off. PTO can be used for vacation, illness or injury, and personal business. PTO combines traditional vacation and sick leave plans into one flexible, paid time-off policy. PTO does not replace the organization's holiday schedule.

Employees in the following employment classifications are eligible for PTO:

- Regular full-time employees, both exempt and nonexempt

Once an employee enters an eligible employment classification, they begin to earn PTO according to the following schedule. However, before PTO can be used, non-exempt employees must complete a waiting period of 90 calendar days. Exempt employees have immediate eligibility for PTO use. After the waiting period, employees can request to use the earned PTO, including the PTO that accrued during the waiting period.

The amount of PTO received each pay period and/or year depends on length of employment and number of hours worked per pay period. Accruals will be prorated based on hours worked if an employee works less than 40 hours per pay period through unpaid time off. The table below illustrates the accrual schedule:

Based on a Full-Time (40 Hour/Week) Schedule		
	Nonexempt (40 hrs./week, prorated)	Exempt (At least 40 hrs./week)

	Per pay period	Annual Accrual	Max Carry Forward	Per Pay Period	Annual Accrual	Max Carry Forward
Initial Eligibility	2.15 hours	56 hours	56 hours	3.69 hours	96 hours	96 hours
2 Years	3.69 hours	96 hours	96 hours	5.23 hours	136 hours	136 hours
5 Years	5.23 hours	136 hours	136 hours	6.15 hours	160 hours	160 hours
10 Years	6.15 hours	160 hours	160 hours	7.08 hours	184 hours	184 hours
15 Years	7.08 hours	184 hours	184 hours	8.00 hours	208 hours	208 hours

The length of eligible service is calculated on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when employees start earning PTO. If there is a break in employment with SAL, the benefit period restarts to the most recent hire date. The benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the [6.2 Family Medical Leave](#) in this handbook for information on how each leave affects PTO accruals.

Employees may not take less than one half-hour PTO at a time. If employees need to be absent from work unexpectedly, they should tell their supervisor *before* the scheduled start of the workday, or as soon as possible. The supervisor must also be contacted on each additional day of an unexpected absence. Employees may not have more than 40 hours of pay during weeks in which paid time off is included in the workweek. This includes weeks in which holidays occur as holidays are paid time off.

If an employee were to change employment status from full-time to part-time and have a PTO accrual balance, then the accrued PTO balance will be paid on the paycheck in which the employment status change occurs assuming the employee meets eligibility criteria to use PTO.

Requesting or Using PTO

To schedule planned PTO, employees are asked to provide their supervisor with reasonable advance notice and obtain approval through the online timekeeping system. This allows for employees and their supervisor to prepare for the time off and assure that all staffing needs are met. Each request will be reviewed based on a number of factors, including our business and staffing needs. Not all requests can or may be approved. PTO requests are required to be entered through the timekeeping system by employees. These records must be accurately requested in a timely manner.

Employees will be paid for PTO at the base pay rate as of the time of the absence. PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees will be required to first use any and all accrued paid leave time at the rate of their normal work schedule before taking any approved unpaid time off, except in the following cases: If employees have approved paid time off in the future and experience an event that would be an excused absence as determined by the employee's manager, the Human Resource Director, and the appropriate Officer within 24 hours of request, and the employee does not have enough paid time off to cover the excused absence, then unpaid time off may be approved. Also, if an employee is sick and does not have enough paid time off: a) employees can flex time or switch schedules if approved by Manager (reference [Flextime](#) (4.8) policy); b) employees may have approved unpaid time approved with physician note; or c) Managers can determine if pattern is habitual and may result in disciplinary action. If employees are given the option to not work a regularly scheduled shift due to business reasons (ex: lack of work), then employees have the option to use PTO or have approved, excused unpaid time off.

Employees are responsible for managing their PTO. It is important that each employee plan ahead for how they will use it. This means developing a plan for taking vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

Employees may donate either PTO to other eligible employees. Employees interested in donating PTO can complete the paid leave request forms located in the Ascentis Employee Self-Service. If employees need assistance, they can contact the HR Department or Payroll Coordinator.

In addition to PTO, there may be times when federal, state, and/or local government benefits may be available. During these times, additional resources may be available and communicated to all employees.

If employees use PTO for three or more days due to an extended absence of an illness or injury, then employees must apply for any other available compensation and benefits, such as workers' compensation or Family Medical Leave Act (FMLA), if eligible. If not eligible for workers' compensation or FMLA, then a doctor's note may be required. PTO will be used to supplement any payments that employees are eligible for from state disability insurance, workers' compensation, or other disability insurance programs. The combination of these disability payments and PTO may not be more than the employee's normal weekly pay.

Carry Over of PTO

If employees do not use the available PTO by the end of the current fiscal year, they may carry over some unused PTO to the next fiscal year. If the total amount of unused PTO reaches the "max carry forward" amount, employees temporarily stop accruing PTO. The "max carry forward" is listed in the table above. If the total amount of unused PTO reaches the "max carry forward" amount, employees temporarily stop accruing PTO. The "max carry forward" amount is one times the annual PTO amount that employees are eligible to accrue. When employees use PTO again and the total accrued PTO amount falls below the "max carry forward", they will start accruing PTO again.

Reference [Employee Separation of Employment](#) (2.14) policy for being paid any unused PTO following the end of employment.

Employees under the EHS federal grant will be paid out any PTO balance they may have at the end of the grant award. This will occur every five years starting in February of 2026. Each employee will be notified via their personal work email by the payroll coordinator the amount of PTO they will have paid out on their final paycheck in the grant award year and confirm the paycheck date to be paid out. Accruals will then begin at the start of a new five-year grant award, if applicable.

Paid Time Off Donation

Paid time off (PTO) donations are allowed under certain circumstances for full-time employees. This allows for any full-time employee to donate accrued PTO to another full-time employee should they choose to do so.

The payroll coordinator approves or denies all PTO donations based on the following conditions:

- PTO donor must retain at least five (40 hours) PTO days after donation is made.
- PTO donor may not contribute more than 40 PTO hours over a 12-month period to any one person.
- A signed declaration is received by the PTO donor declaring they understand the following:
 - All donations are irrevocable.
 - They will not solicit or accept any compensation, directly or indirectly for paid leave they are transferring.
 - They are transferring the PTO hours under no threat or coercion by an individual.

The PTO Request Form is found on Ascentis Employee Self-Service or [here](#).

3.3 Personal Time

Effective Date: 9/1/2017

Revision Date: 1/1/2023

SAL provides **Personal** Time to regular, part-time employees. **Personal** Time provides part-time employees with the flexibility to use time off for personal needs such as illness or personal needs.

Employees in the following employment classifications are eligible for **Personal** Time:

- Regular part-time employees, both exempt and nonexempt

Once an employee enters an eligible employment classification, they begin to earn **Personal** Time according to the following schedule. Non-exempt employees must complete a waiting period of 90 calendar days before being able to use **Personal** Time. Exempt employees have immediate eligibility for **Personal** time use. After the waiting

period, employees can request to use earned **Personal** time, including the **Personal** Time that accrued during the waiting period.

	Per pay period	Annually	Cap	Max Carry Forward
Annual Accrual	0.92 hours	24 hours	24 hours	24 hours

Employees may not take less than one half-hour of Personal Time at a time. If they need to be absent from work unexpectedly, employees should tell their supervisor before the scheduled start of the workday, or as soon as possible. The employee's director supervisor must be contacted on each additional day of an unexpected absence.

To schedule planned Personal Time, employees are asked to provide their supervisor with reasonable advance notice and obtain approval through the online timekeeping system. This allows for the employee and their supervisor to prepare for the time off and assure that all staffing needs are met. Each request will be reviewed based on a number of factors, including our business and staffing needs.

Personal Time will be paid at the base pay rate as of the time of the absence. Personal Time pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees will be required to first use any and all accrued Personal Time at the rate of their normal work schedule before taking any approved unpaid time off, except in the following cases: If a) employees can flex time or switch schedules if approved by Manager (reference [Flextime](#) (4.8) policy); b) employees may have unpaid time approved with Physician note; or c) Managers can determine if pattern is habitual and may result in disciplinary action.

If employees use Personal Time for three or more days due to an extended absence of an illness or injury, they also must apply for any other available compensation and benefits, such as workers' compensation or Family Medical Leave Act (FMLA), if eligible. If not eligible, then a doctor's note may be required. Personal Time can be used to supplement any payments that are eligible for from state disability insurance, workers' compensation, or other disability insurance programs. The combination of these disability payments and Personal Time may not be more than an employee's normal weekly pay.

If employees do not use the available Personal time by the end of the current fiscal year, they may carry over some unused Personal Time to the next fiscal year. If the total amount of unused Personal Time reaches the "max carry forward" amount, employees temporarily stop accruing Personal Time. The "max carry forward" is listed in the table above. When employees use Personal Time again and the total accrued Personal Time amount falls below the "max carry forward", they will start accruing Personal Time again.

Employees are responsible for managing their Personal Time. It is important that they plan ahead for how they will use it. This means developing a plan for doctor's appointments. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

3.4 401(k) Savings Plan

Effective Date: 4/6/2013

Revision Date: 1/1/2023

SAL has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, the employee must be a regular, full-time employee that has completed at least **six (6) months** of service, **a long-term part-time employee who has worked at least 500 hours over three (3) consecutive years**, and/or be 21 years of age or older. Enrolling in the plan is available only during open enrollment periods. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows the employee to elect how much salary to contribute and to direct the investment of their plan account, so the retirement package can be tailored to meet individual needs. SAL also provides for

employer contributions. Specific information on these contributions will be given at the individual's enrollment meeting upon eligibility.

If employees elect a pre-tax 401(k) contribution, the 401(k) plan is automatically deducted from pay before federal and state tax withholdings are calculated, the employee saves tax dollars now by having current taxable amount reduced. The amounts deducted generally will be taxed when they are finally distributed, and tax rules will apply to 401(k) distributions.

For eligible employees, SAL contributes 3% of an employee's gross salary per paycheck without an employee contribution called Safe Harbor contribution. All eligible employees who elect to contribute to a plan will receive an additional match of up to 3% of an employee's gross pay by contributions into the plan of 50% on the first 6% deferred, capped at 3% of an employee's gross pay. Percentages and matching are dependent upon financial feasibility. Contributions and eligibility will be the first of the month following six months of employment.

Automatic Deferrals

SAL has an automatic deferral program for 401(k) employee contributions. Under this program, employees do not have to make elections to begin contributing to their 401(k). If employees meet the eligibility requirements as described above but have not made a deferral election, SAL will automatically withhold 3% of your wages from each paycheck and deposit/defer such amounts into the employee's 401(k) Savings Plan.

Any amounts that are automatically withheld from a paycheck will be invested in accordance with the investment policies and will be exempt from taxation just like any other pre-tax deferral.

If employees would like to change or decline the automatic deferral amount, employees must make a deferral election indicating the amount they wish to defer including changing it to a zero-deferral rate should they choose not to participate.

Complete details of the 401(k) savings plan are described in the Summary Plan Description (SPD) provided to eligible employees. Contact the Payroll Coordinator for more information about the 401(k) plan.

3.5 Bereavement Leave

Effective Date: 4/6/2013

Revision Date: 1/1/2023

Employees who want to take time off due to the death of an immediate family member should notify their supervisor immediately. For purposes of bereavement leave, SAL defines "immediate family" as the employee's spouse/significant other (including as designated by common law), parent/stepparent, grandparent/step-grandparent, child/stepchild/foster child, grandchild/step-grandchild, or sibling/stepsibling; and the employee's spouse's/significant other's parent/stepparent, grandparent/step-grandparent, child/stepchild, grandchild/step-grandchild, or sibling/stepsibling including those married into the family.

Paid bereavement leave will be provided to eligible regular full-time or part-time employees on the following schedule:

- Up to three (3) business days

SAL will grant paid bereavement time off to all eligible employees as of their hire date. Bereavement pay is calculated using the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials. Dates may be scheduled in a non-consecutive manner. For example, a day of may be needed after immediately being notified and then a week later time off may be necessary for the funeral/celebration of life/services.

Bereavement leave will normally be granted unless there are staffing requirements that cannot be met in the employee's absence. Employees may, with their supervisors' approval, use any available paid or unpaid leave for additional time off as necessary.

An additional paid day may be requested if travel of more than 200 miles one-way is required to attend an immediate family member's service.

SAL also offers one (1) business day of paid bereavement leave to employees who serve as direct caregivers of children who experience death while enrolled at the early care and education centers.

Illinois Family Bereavement Leave Act

In accordance with Illinois **Family** Bereavement Leave Act (820 ILCS 154), employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid bereavement time to for their regularly scheduled shifts:

- Attend the funeral or alternative to a funeral of a covered family member;
- Make arrangements necessitated by the death of the covered family member;
- Grieve the death of the covered family member; or
- Be absent from work due to a miscarriage, unsuccessful round of intrauterine insemination (IUI) or of an assisted reproductive technology procedure (IVF), a failed adoption match or an adoption that is not finalized because it is contested, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

"Covered family member" under the Illinois Family Bereavement Leave Act is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

Employees may be entitled to up to six (6) weeks of bereavement time in the event of the death of more than one **family member** during a twelve-month period. The time may be used to attend the funeral or alternative to a funeral, make arrangements necessitated by the death, or to grieve the death of the child. The leave must be completed within 60 days after the date employee receives notice **of the death of the family member or otherwise qualifying event occurs**. Family bereavement leave may not be taken in addition to unpaid leave permitted under the [Family and Medical Leave Act](#).

Employees may need to submit to their manager documentation of death, which may include a newspaper clipping, funeral service announcements for bereavement leave, or documentation from a doctor or agency overseeing the adoption or surrogacy if applicable.

Employees should talk to their manager or HR about accessing support through the Employee Assistance Program during this time.

3.6 Health Insurance

Effective Date: 4/6/2013

Revision Date: 1/1/2019

SAL's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Eligible Affordable Care Act (ACA), full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between SAL and the insurance carrier. Employees may choose to enroll in the SAL health insurance plan only during the annual open enrollment period or when a qualifying event occurs. Please see insurance documents for open enrollment periods and definitions of qualifying events. Employees also may only drop health insurance during the annual open enrollment period or when a qualifying event occurs. Please see the HR Department for questions regarding qualifying events.

Exempt employees have no waiting period for enrollment. Nonexempt employees who have completed their 90-day introductory period, insurance coverage, if elected, will be effective immediately on the 90th day of employment. All regular, full-time employees are required to either enroll or waive insurance benefits within their first 60 days of employment. Failure to enroll before or on the effective date may require additional payments to be deducted from subsequent paycheck(s).

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to [Benefits Continuation \(COBRA\)](#) Policy (3.7) for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the HR Department for more information about health insurance benefits.

Variable Hour Employees and Affordable Care Act Eligibility

Eligibility

All employees who qualify as ACA full-time employees (FTEs) become eligible to elect medical benefits through the organization's health plan. Employees qualify as full-time if hours worked average 30 or more hours per week during a measurement period. The timeframe and method for measuring average hours per week is described in greater detail in the following paragraphs.

Measuring Hours for Existing Employees (Standard Annual Measurement and Enrollment)

SAL uses a standard annual measurement period of 12 months to determine whether ongoing employees qualify as FTEs. For all existing employees, we will measure average hours from February 1st of one year through January 31st of the following year.

After we have compiled the data from the 12-month period of February through January, we will then use an "administrative period" during which SAL will identify all eligible employees who have averaged over 30 hours per week and qualified as FTEs during the measurement period.

Once we have identified the FTEs now eligible for benefits, we will administer the communication plan and open enrollment described in later sections of this document for those individuals. Any FTE who elects to take the health insurance may generally stay enrolled for 12 months, assuming employment does not terminate.

All employees will be re-measured annually, during the February to January measurement period, to determine if FTE and plan eligibility status continues. If during the next measurement period, an FTE fails to average 30 hours per week, the FTE will not be eligible to continue health insurance through SAL at the end of the 12 months of enrollment. If a non-FTE from a prior measurement period averages 30 or more hours per week in the current measurement period, that individual will earn FTE status for health benefit purposes and be eligible to enroll in the next enrollment period.

Measuring Hours for New Variable Hour Employees

To accurately measure the average hours a new employee works, the Company will use a 12-month initial measurement period. We will begin measuring the average hours worked by an individual starting the 1st of the month following the start date. As an example, if an employee started on February 14th of 2017, we would measure average hours starting on March 1st of 2017 through the end of February of 2018. At that point, if the employee has averaged 30 hours per week, we will offer insurance that will begin no later than 90 days after February 2018. We will use the communication procedure stated later in this document to administer an individual's beginning participation.

How New Employees Get Measured with Existing Employees

Once an employee has worked one year, the employee falls into the current employee category described above and has hours measured with everyone else from February through January.

If a new employee averages over 30 hours per week during their initial 12-month measurement period and elects health insurance, the employee can keep the insurance for 12 months. The employee may not qualify for benefits after being measured as an ongoing employee. In this instance, the employee will be able to keep insurance until

the initial 12 months of enrollment ends. The employee then only becomes eligible by averaging over 30 hours a week again during a current employee measurement period.

Communication of Benefit Eligibility

For all employees whose hours are measured during the standard annual measurement period, there will be an open enrollment period in March of every year. This open enrollment period will offer employees the option to enroll in or waive any benefits they qualify to receive.

Medical benefit eligibility for a newly eligible employee who completed the first year of employment is structured a little bit differently.

- At the beginning of every calendar month, the Company will identify any employees who are eligible for benefits beginning on the 1st of the next month based on their average hours for the previous 12 months.
- The employees will be notified of their eligibility through the mail. The ACA benefit enrollment materials will be mailed to the home address on file.
- The employee will have one week after receiving the letter to enroll in the available qualified medical plan per the instructions included with the other materials.
- In the case where the materials are returned due to an incorrect address, the materials will be hand delivered by the employee's supervisor or a member of the HR team to be passed to the employee.
- If the employee either waives coverage according to the instructions or fails to act on the enrollment opportunity at all, coverage will not begin, and the employee will be measured in accordance with the standard annual measurement period going forward.
- If an employee decides to enroll in the medical benefit being offered, the employee will receive the Summary Plan Description, as well as any other information necessary to begin utilizing benefits.

Premium Collection

The employee share of premiums will be collected through a payroll deduction twice per month. If at any time a premium payment is more than thirty (30) days late, health insurance may be terminated. Employees will receive written notice that payment has not been received at least fifteen (15) days before coverage ceases, advising that coverage will be dropped on a specified date unless payment is received by that date. Employees will then not be eligible to rejoin the plan until after completion of a standard measurement period in which they qualify.

Any questions or concerns about the Affordable Care Act, and any related benefits questions should be directed to the HR Director.

3.7 Benefits Continuation (COBRA)

Effective Date: 4/6/2013

Revision Date: 10/1/2016

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at SAL's group rates plus an administration fee. SAL provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under SAL's health insurance plan. The notice contains important information about the employee's rights and obligations. Please contact the HR Department with any questions.

3.8 Holidays

Effective Date: 4/6/2013

Revision Date: 1/1/2022

SAL will grant holiday time off to employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- For Veterans Only - Veterans Day (November 11)
 - Employees who are veterans, demonstrated by a federal certificate of release or discharge from active duty, are eligible to request at least 30 calendar days in advance, holiday time off for Veterans Day, November 11, if the employees would otherwise be required to work on that day.
 - Eligible employees will be advised whether their request was granted or denied by November 1. The Veterans Day holiday will be paid time off per the regularly scheduled shift.
 - Veterans Day as a holiday day off will be provided to employees who are veterans unless the time off would impact public health or safety or would cause the employer to experience significant economic or operational disruption.

While we respect each employees' beliefs regarding the celebration of holidays or non-celebration of holidays, there are nine holidays that are designated as holidays for SAL. SAL is mindful there may be additional religious observances, not including the holidays below. Directors will give such occurrences consideration as PTO or time without pay if requested, as scheduling permits.

SAL will grant paid holiday time off to all part-time and full-time employees upon hire who have a specified schedule. Substitutes or temporary employees are not eligible for holiday pay. Holiday pay will be calculated based on the following:

1. A full-time employee, exempt or non-exempt, regularly scheduled on an observed holiday will receive holiday pay at a straight-time rate of pay equal to the hours the employee was scheduled.
2. A non-exempt, full-time employee not regularly scheduled on an observed holiday will receive an additional eight (8) hours of straight-time rate of pay in the week in which the observed holiday falls in lieu of an additional day off during the workweek.
3. If a non-exempt, full-time employee is utilizing PTO during a holiday week, then they will not be eligible for any extra hours of holiday pay. The maximum hours allowed on the timesheet when utilizing any type of paid time off during a workweek is 40 hours.
4. If a full-time employee works less than 40 hours and is not normally scheduled on an observed holiday, then they will receive zero (0) hours of holiday pay.
5. An exempt, full-time employee not regularly scheduled on an observed holiday will receive a floating day off during the workweek in which the observed holiday falls. This floating day off must be approved by the employee's supervisor in advance.
6. A part-time employee regularly scheduled on an observed holiday will receive holiday pay at a straight-time rate of pay equal to the hours employee was scheduled.
7. A part-time employee not regularly scheduled on an observed holiday will receive zero (0) hours of holiday pay.
8. An employee who voluntarily chooses to work on a holiday will receive no additional pay other than what is outlined above.
9. A non-exempt employee who is required to work on a holiday will be eligible for time and one-half pay if the working hours are approved by a supervisor.

Eligible employee classifications include (refer to [Employee Categories](#) (2.2) policy):

- Full-time employees upon hire
- Part-time employees upon hire

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday occurs on a Saturday or Sunday in addition to another recognized holiday occurring on the previous Friday or following Monday in the same weekend, then the holidays will be observed on either Thursday and Friday or Monday and Tuesday, respectively. The holiday schedule will be announced in June of every year to communicate recognized holiday dates.

If a recognized holiday falls during an eligible employee's paid absence (such as paid time off (PTO) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. In the case of an illness before or after a holiday, a doctor's written excuse may be requested by a supervisor.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

3.9 Jury Duty

Effective Date: 4/6/2013

Revision Date: 10/1/2016

SAL encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 1 week of paid jury duty leave over any 1-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence less the amount received by the employee (excluding mileage reimbursement) for the jury service. Employee classifications that qualify for paid jury duty leave include:

- Regular full-time employees
- Regular part-time employees
- Introductory employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, paid time off benefits) or use an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

In order to receive payment, proof of an employee's attendance is required.

Either SAL or the employee may request an excuse from jury duty if, in SAL's judgment, the employee's absence would create serious operational difficulties.

Benefit accruals such as paid time off (PTO), or holiday benefits will be suspended during unpaid jury duty leave if applicable and will resume upon return to active employment.

3.10 Time Off to Vote

Effective Date: 4/6/2013

Revision Date: 7/1/2020

SAL encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election within two hours of polls opening or closing during nonworking hours, SAL will grant up to two hours of paid time off to vote. <https://www.iowaworkforcedevelopment.gov>

Employees should request time off to vote from their supervisor at least one day prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees are also encouraged to use absentee ballots as they feel necessary to ensure their vote is counted.

3.11 Other Benefit Policies

Effective Date: 7/1/2021

Revision Date: N/A

Witness Duty

Eligible Employees:

- Regular full-time employees
- Regular part-time employees
- Introductory employees
- Substitute/Temporary employees
- Limited part-time employees

SAL encourages employees to appear in court for witness duty when subpoenaed.

If employees have been subpoenaed or otherwise requested to testify as witnesses by SAL, they will receive time off and be paid for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than SAL. Employees are free to use any available paid leave benefit (such as paid time off) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Workplace Injury and Illness

Eligible Employees:

- Regular full-time employees
- Regular part-time employees
- Introductory employees
- Substitute/Temporary employees
- Limited part-time employees

SAL provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides compensation benefits after a waiting period of more than three days of lost time or, if the employee is hospitalized, immediately.

Employee Responsibility

In all circumstances, any employee who has knowledge (whether through personal involvement or observation) of any incident, activity, accident, on-the-job injury, threat, act of violence or situation which is or may be detrimental to, harmful to or in conflict with SAL, its business, employees, clients or vendors, must be reported to a supervisor at once, regardless of the nature or severity. The injury and/or illness must be documented on an Internal Incident Report immediately after the occurrence or as soon as practical, but no later than 24-hours after the incident. The form can be found on Ascentis. Signatures of both the employee and the supervisor are required. The completed form should be forwarded to the workers compensation coordinator as soon as possible, but not later than the next business day after the incident, for follow-up and/or historical purposes.

Supervisory Responsibility

In the case of an injury, the employee may administer first-aid as necessary. For more serious injuries, the employee will be sent or transported for outside medical treatment. In emergency situations, call 911 or the appropriate emergency number. A person located near the front entrance should be notified of the situation to facilitate the arrival of the emergency medical personnel.

Further Information and Rights

Neither SAL nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by SAL.

If medical treatment is required beyond the first aid provided in the kits, employees will be directed to the closest Concentra Urgent Care or hospital, if necessary. If the injury is life-threatening or a medical emergency, a 911 call should be made immediately. If the injury is non-life-threatening, but the employee is unable to transport themselves to a hospital or physician's office, then the decision can be made to request an Uber or Lyft through Concentra.

In cases where it is determined that an employee has violated the Anti-Violence policy by threatening another individual with violence or engaging in violent behavior, the Chief Executive Officer and HR Director will determine the appropriate corrective action, up to and including immediate termination. In situations where it is found appropriate to do so, an individual who violates this policy may be required to obtain counseling or other available assistance.

Life Insurance and Accidental Death and Dismemberment Insurance

Eligible Employees:

- Regular full-time employees

Life insurance and Accidental Death and Dismemberment Insurance is offered to all full-time employees who have reached 90 days of employment. Enrollment is automatic and is fully paid by SAL. Employees will continue to be eligible for this benefit through their last day of work and/or a change in employment status outside of full-time. More information can be found on Ascentis Employee Self-Service under "my benefit links."

Employees are required to designate beneficiaries during the new hire benefit enrollment process.

EAP

Eligible Employees:

- Regular full-time employees
- Regular part-time employees
- Introductory employees
- Substitute/Temporary employees
- Limited part-time employees

The Employee Assistance Program (EAP) is provided by the organization to assist employees and their immediate family members in dealing with anything that may have an adverse effect on employee health and wellness and also have the potential to negatively impact job performance. All employees and their immediate families may utilize the service on a voluntary basis. EAP offers a broad range of professional assistance such as marital issues, family problems, financial difficulties, emotional and/or behavioral problems and alcohol and/or drug abuse problems. Services are confidential and the organization will not be advised of such use unless the employee voluntarily makes such information available or signs a release of information with the EAP. Participation in EAP does not relieve employees from responsible, acceptable job performance. More information can be found on Ascentis Employee Self-Service under "my benefit links" including a phone number.

SAL may require the use of EAP for job performance or other adverse working conditions as necessary.

Pet Insurance

Eligible Employees:

- Regular full-time employees

Pet Insurance is a supplemental insurance plan for pets and is available to all full-time employees who have reached 90 days of employment. Enrollment is optional and done at the discretion of the employee completed during the new hire benefit enrollment process and/or annual open enrollment. More information can be found on Ascentis Employee Self-Service under "my benefit links."

Aflac

Eligible Employees:

- Regular full-time employees

Aflac is supplemental insurance plans available to all full-time employees who have reached 90 days of employment. Enrollment is optional and done at the discretion of the employee completed during the new hire benefit enrollment process and/or annual open enrollment. More information can be found on Ascentis Employee Self-Service under “my benefit links.”

4.0 Timekeeping and Compensation Practices

4.1 Compensation and Pay Equity Practices

Effective Date: 7/1/2021

Revision Date: N/A

SAL endeavors to maintain an equitable compensation program that has a reasonable and equitable relationship between rates paid for various jobs and to compensate employees collectively with other companies within the community for similar work performed under comparable conditions. We value, appreciate and recognize high quality work, active levels of employee engagement, initiative and overall substantive and positive contributions to the organization. To that end, we established our total compensation and rewards system with the goal of attracting, recruiting, retaining and motivating top performers who will help us innovate, grow, and achieve a productive and high-quality culture service to our communities and form us as industry leaders. Guidelines are established and implemented in a consistent manner by all persons involved. All federal and state laws regarding minimum wage will be followed, if not exceeded.

Compensation scales are created for each program and/or each position based off a job analysis on equitable and comparable market trends, position benchmarking, qualifications required, skills required, responsibility, working conditions and position level within the organization. The HR Director, CFO, and/or department heads determine compensation scales as required and evaluate current scales no less than annually. Available funding and financial resources will always impact our budget and our ability to provide competitive compensation packages and wage increases, and there may be times when wage increases are not financially feasible. Pay increases are not guaranteed at any time, if given.

The wage ranges are set as follows: A base wage or hiring wage will be set based off a job analysis of market trends, position benchmarking, qualifications required, and position level within the organization. The maximum hiring wage will be between 10-20% higher than the base wage dependent on position (non-exempt is 10%, exempt is 15%, and executive is 20%). The maximum rate allowed for the position will be 50% of the mid-point of the wage range.

- New positions - Starting wages for new positions are established jointly by HR, the hiring manager, CFO, and other necessary individuals. In general, the compensation should be based on the necessary qualifications, market trends, and the relationship to other like positions within the organization.
- Initial employment – All positions will be offered wages within the compensation scale and cannot exceed the maximum hourly starting rate. Normally, starting wages should not exceed the midpoint of the range. All qualified individuals with similar education and/or experience should be started at the same rate.
- Promotions – A wage increase will be considered as of the beginning of the pay period in which the promotion occurs. The increase will be separate from any other wage adjustment and should establish a new anniversary date for reviews. The wage increase granted will place the employee at or above the minimum wage amount for the new position. However, should the employee’s current wage be above the maximum rate of the new position, then no wage increase will be considered. A bonus of no more than 10% of the projected annual wage may be considered in lieu of the wage increase.
- Lateral transfers – In cases of lateral transfers (positions of equal value), no wage adjustments will be considered except for the normal annual review. Bonuses of no more than 10% of the projected annual wage may be considered in lieu of the wage increase.

- Transfer to a lower-level position - If an employee is transferred to a lower-level position at their request the wage should be adjusted to place the individual in the same relative position of the new range that they had held in the previous position. In the event of an involuntary transfer to a lower position (such as elimination of the position, cut back in work force, etc.) the individual may hold their wage and will be withheld from periodic increase until the wage is within the compensation range of the position.
- Changes to job content - In the event the essential functions and/or requirements of a position significantly and/or permanently change, the position will be reevaluated, and any wage adjustments will be handled in the same manner as described under Promotions or Transfer to Lower-Level Position.
- Merit - Merit-based pay adjustments are awarded by SAL, when financially feasible, in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including, but not limited to, the information documented by this formal performance evaluation process (See [Performance Evaluation](#) (2.9) policy for more information.). The self-review portion of the performance evaluation must be submitted within the time frame stipulated above or a retroactive merit adjustment (if applicable) will not be given.
- Cost of Living Adjustment (COLA) – COLAs may be designated when financially feasible by executive leadership.
- Base Wage Adjustment – Base wage adjustments may be necessary to remain competitive and an employer of choice. These will be determined and finalized by HR, the department head, and the CFO or Accountant who oversees the grant.
- Grantor/Funder Request – At any time a grantor/funder may request/require that certain positions be at a set wage. We will honor any and all requests/requirements as necessary.
- Maximum Wage – Should an employee reach or exceed the maximum wage, no further wage adjustments will be allowed. A bonus of no more than 10% of the projected annual wage may be considered in lieu of any increases.
- Exceptions – Any exceptions to the timing of wage adjustments, number of adjustments, or any other exceptions to this policy should only be made with the approval of the HR Director, CFO, and other necessary individuals such as department heads.

The compensation plans are determined and are reviewed annually and/or as necessary by the HR Department, CFO, and other department heads as necessary. Prior to any decisions being made regarding changes, the HR Director must first approve and then the CPO and/or CEO dependent on program.

Any employee changes to pay, position status, and/or job title/responsibilities are required to be completed and communicated by managers and sent to the HR Department within the same pay period as the status change. The form on which these changes is required to be documented on a Personnel Action Form (PAF). Both the manager and employee signature are required. Only in extreme circumstances should the employee signature be incomplete or missing; in all cases, the manager signature is required.

Wage scales are available on the shared drive for equitable and transparent processes.

Bonus/Stipends

Stipends in the form one-time lump-sums or additional hourly rates may be awarded to employees as stipulated by grantors/funders. The amounts, timing, frequency, etc. are dictated by the grantor/funder and compensated through SAL payroll functions. PAFs will be signed each time a stipend is awarded. These stipends are not guaranteed at any time by SAL and at the sole discretion of the grantor/funder.

Other bonuses/stipends not associated by a grantor/funder such as lump-sum bonuses are discretionary and can occur to recognize a specific achievement, additional job responsibilities or work completed, cost-savings, sign-on, or as part of an incentive plan approved by the CEO, HR Director, CFO and, if necessary, the Board of Directors. Lump sum bonuses for chief executive leadership positions require Chair of the Board of Directors approval. Other bonus structures at program levels are approved by the HR Director, CEO, and the CFO/Grant Accountant as necessary. Should an employee choose to convert their bonus into paid time off, this will be approved by HR. If approved, the amount of the bonus will be converted to equal the amount of paid time off by dividing the bonus amount by the employee's hourly wage. For example, the employee received a \$100 bonus and makes \$10.00 per hour; they would receive 10 hours of paid time off (100/10). PAFs will be signed each time a bonus is awarded. This is only allowed per the request of the employee.

4.2 Timekeeping

Effective Date: 4/6/2013

Revision Date: 7/1/2021

Accurately recording time worked is the responsibility of every employee. Federal and state laws require SAL to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties on behalf of the organization.

The basic day of work for full-time employees is eight hours, inclusive of the meal period. Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in an employee's starting and ending times. SAL reserves the right to assign employees to jobs other than their usual assignments when required. In addition, and based on program needs, employees may be required to work overtime or hours other than those normally scheduled whenever necessary.

Employees are responsible for requesting time off for approval to their supervisor in accordance with Paid Time Off (PTO), unpaid time off, personal time, FMLA, etc.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal break when applicable and taken. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by one's supervisor before it is performed. At no time should an employee clock in more than five (5) minutes before the start of their shift or after the end of their shift, unless otherwise authorized. All compensable time worked must be paid to employees, even unauthorized overtime. Should unauthorized overtime occur, disciplinary action may be taken. Employees are prohibited from working while not accounting for their hours in the timekeeping system.

Altering, falsifying, tampering with time records, submitting inaccurate records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment and delayed wages. Should a time record need to be altered at the request of the employee due a missed or incorrect time record, then the employee must enter a note into the timekeeping system stating the time worked that needs to be accounted for on the timesheet. These notes should be placed on the corresponding day that the time record(s) needs to be changed or altered. If it is not, then a date also needs to include within the note along with the time record to be updated to reflect the actual time worked.

On a case-by-case basis, an employee may be approved to use the mobile app associated with the timekeeping system to clock in and/or out. If the mobile app is used, the location access must be granted. Supervisors and administrators will have access to the exact GPS location the phone was used to clock in or out. Any inaccurate punches will result in an immediate revocation of timekeeping functions on the mobile app and disciplinary action. Those actions will be considered time fraud which is not tolerated.

All employees will have access to mobile app to submit timesheets, request time off, access paystubs, and many other payroll, benefit, and employment needs. Any misuse of the mobile app is prohibited and will lead to termination of access to the mobile app.

It is the employee's responsibility to electronically approve their time records through the timekeeping system on the last day they work in each pay period to certify the accuracy of all time recorded. The supervisor will review the time record before submitting it for payroll processing. Final submissions of approved timesheets by a supervisor are due to payroll no later than 12:00 pm the Tuesday previous to a pay day unless otherwise instructed. In the event a holiday interrupts a pay week, then approved timesheets may be due sooner which will be communicated. Any employment changes or necessary payroll needs required for payroll to be finalized are due to payroll no later than the last day of the pay period in which the change occurred; this includes any Personnel Action Forms (PAF), terminations notices, etc.

All exempt employees must record their daily hours worked through Ascentis TimeKeeper. Per the Illinois Wage Payment and Collection Act, all daily time records are required to be maintained for no less than three (3) years for

all employees “regardless of an employee’s status as either an exempt administrative employee, executive or professional.”

4.3 Attendance and Punctuality

Effective Date: 4/6/2013

Revision Date: 7/1/2021

To maintain a safe and productive work environment, SAL expects employees to be reliable and to be punctual in reporting for scheduled work at their starting time. Dependability is essential for smooth operations and is a factor which is considered during an employee's performance evaluations. Good attendance and punctuality are essential job functions and components of solid employee performance. On the other hand, absenteeism and tardiness place a burden on other employees, customers, and on SAL. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their direct supervisor or other designated individual via a phone call or a system set up and communicated per program, at least one (1) hour before the scheduled start of their workday. A message left on voicemail will not be considered a proper notification. The employee is expected to make the call themselves. However, methods of preferred notification may vary based upon location and supervisor.

All regular employees are given paid time off each year. If an employee's absences exceed the paid leave provided and does not fall under a protected regulation (such as FMLA), it may be considered excessive absenteeism and may or may not lead to disciplinary action.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. SAL reserves the right to request a physician’s note from any absence. If an employee is to miss scheduled workdays for 3 or more days, a physician’s note will be required upon return to the employee’s normally scheduled work hours. Refer to 6.2 Family Medical Leave for absences which require an extended absence and/or place the employee in a caregiver role. Any employee who clocks in three (3) minutes or more after their scheduled shift or clocks out three (3) or more minutes prior to the end of their scheduled shift is considered tardy or leaving early for attendance purposes and thus viewed as an unexcused absence. Employees are expected to be at their required workstations at the start of their scheduled shift and not more than three (3) minutes after. Personal needs should be taken care of prior to clocking in. Managers have the discretion to determine if employees are making a habit of using the three-minute grace period and may result in disciplinary action.

An employee who leaves the premises during paid working hours without the permission of their immediate supervisor may be considered as having voluntarily terminated their employment. If an employee becomes ill while at work, this must be immediately report to the supervisor. Employees should never leave work or go home before the end of the schedule without first informing their supervisor. If the employee’s supervisor is not available, leave them a voice mail message and contact the next supervisor in line before leaving.

Refer to [Paid Time Off \(PTO\)](#) policy (3.2) for more information.

Any questions relating to attendance and punctuality should be directed to the employee’s immediate supervisor and/or the HR Department.

4.4 Breaks

Effective Date: 4/6/2013

Revision Date: 1/1/2023

Employees are provided with a paid, rest period equal to 30-minutes in length if the employee is working at least 7 ½ continuous hours. According to the Illinois Department of Labor, each employee is required to have a 20-minute meal period **that begins before the fifth working hour** after the beginning of their shift when scheduled 7 AND ½ hours or more. **If an employee works an additional 4.5 continuous hours for a total of 12 continuous hours, then employees must receive an additional 20-minute paid meal break for every 4.5 hours worked. For example, if an**

employee works 12 continuous hours from 8:00 am – 8:00 pm and clocks in at 7:58 am, they would need to take their first break no later than 12:57 pm and then a second paid break of 20-minutes no later than 4:26 pm.

All non-exempt employees are required to be clocking in and out for their meal break and be completely removed from duty for no less than twenty minutes before the start of the fifth working hour from the point of clocking in. The determination regarding break times is at the discretion of the supervisor. Employees are prohibited from clocking out for a required 30-minute meal break and then continue working to clock in at the end of the 30 minutes but take a 30-minute meal break at another time. This is considered fraud and will not be tolerated.

Breaks are to be taken at a time and in a manner, which does not interfere with the operational needs of the organization. Normally, at no time would all employees leave the work area at the same time. Employees must not be absent from their workstations beyond the allotted rest or break period time. A break may not be used to cover a late arrival or early departure, nor may it be regarded as cumulative if not taken.

If an employee is working a split shift or is not scheduled for 7.5 or more continuous hours, then a paid break of 30-minutes is not required.

Additionally, employees may need to sign in/out when leaving the premises. Reasonable time spent using restroom facilities must not be included in meal break time periods.

Thirty-minute breaks are at the supervisor's discretion on days that employee training and meetings are scheduled, and meal periods already exist.

4.5 Overtime

Effective Date: 4/6/2013

Revision Date: 7/1/2021

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Based on program needs, employees may be required to work overtime or hours other than those normally scheduled whenever necessary. Refusal to work mandatory overtime may result in disciplinary action up to and including termination. All attendance requirements are in place for mandatory overtime.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours physically worked. Time off on paid time off (PTO), holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime pay is paid at rate of one and one-half (1.5) times a nonexempt employee's regular rate of pay.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Exempt employees are exempt from mandatory overtime payments.

4.6 Travel

Effective Date: 7/1/2018

Revision Date: N/A

Time spent traveling during normal work hours, such as day trips, travel from worksite to worksite, and overnight travel, is considered compensable work time and needs to be recorded. Time spent commuting to and from work is not considered travel time. Travel for business purposes, if necessary, during normal work hours and any time spent working during scheduled hours is considered compensable.

4.7 Training and Meetings

Effective Date: 7/1/2018

Revision Date: 7/1/2021

Required training that is directly related to the employee's job is compensable. If an employee voluntarily attends training outside of work hours that is not designed to enable the employee to perform their job more effectively will not be considered compensable.

Any mandatory work meetings that take place outside of normal work hours or during a lunch period will be considered compensable and must be recorded as time worked. SAL does not guarantee that participation in any training or programs will result in promotions or salary increases.

All trainings must be pre-approved by the employee's supervisor.

Some SAL employees are required to obtain a certain number of training hours. Each employee's supervisor will inform them of what is required on an ongoing basis. Please also see the [Professional Development](#) (2.10) policy for more information.

EHS and Skip-a-Long employees are required to enroll in Gateways and track any trainings through Gateways to maintain and monitor their own training requirements.

4.8 Flextime

Effective Date: 10/1/2016

Revision Date: 1/1/2022

A schedule is defined by an employee's supervisor and all employees are expected to follow this defined schedule unless approval is granted for flextime.

Flexible schedules are variable work hours requiring employees to work a standard number of core hours within a specified period of time, allowing employees greater flexibility in their starting and ending times. Flextime does not reduce the number of hours worked during a regular workweek.

Regular full-time employees are eligible for flextime. Flextime schedules are approved or denied at the discretion of the employee's supervisor as business needs warrant based upon staffing/coverage, job duties, business obligations, and other business-related issues.

Exempt employees should request flextime schedules in advance to their supervisor. Flextime schedule requests should account for standing meetings, work obligations, business tasks and potential delegation of duties. All flexed hours must occur during the same pay period. Flextime schedules should total the number of core hours previously defined by an exempt employee's regular schedule. Exempt employees must depart from any flextime schedule to perform their jobs as necessary.

Nonexempt employees should request in advance, in writing, a proposed flextime schedule during a given pay period. Flextime schedule requests should account for standing meetings, work obligations, and business tasks. The employee requesting flextime must approach their supervisor with a plan for coverage and switching their shift with another eligible employee. All flexed hours must occur during the same workweek to avoid overtime. Flextime schedules should total the number of core hours previously defined by a nonexempt employee's regular schedule. Non-exempt employees may be asked to work overtime regardless of a flextime schedule.

Employees who have attendance and punctuality concerns may be denied flextime schedules at any time.

4.9 Pay Days and Pay Topics

Effective Date: 4/6/2013

Revision Date: 7/1/2021

All employees earn 26 pay periods during a calendar year, which is paid on every other Friday by the close of the business day. Each paycheck will include earnings for all work performed through the end of the previous payroll period. There will be two (2) weeks in a pay period. A work week is seven consecutive days which begins on Sunday at 12:00 am and ends on Saturday at 11:59 pm.

In the event that a regularly scheduled payday falls on a holiday recognized by SAL; employees will receive pay on the last SAL business day before the regularly scheduled payday.

SAL will not assume responsibility for any bank charges that result from financial institution's error or delay of posting a direct deposit. It is the employee's responsibility to ensure direct deposit information is accurate and up to date.

Pay checks are distributed at an accessible, designated location in each office no earlier than 11 am on each pay day and must be picked up by the employee whose name is listed on the paycheck. If an employee requests for someone else to pick up their check, then written consent to include the employee's signature must accompany the person picking up the check. A form of identification will be requested from the person picking up the paycheck. Employees who receive a live paycheck are required to sign the Paycheck Distribution Log to confirm receipt.

In the event a location is unexpectedly closed on a pay day and it is known prior to payroll being processed, then paychecks will be mailed to home addresses currently on file in the employee self-service. These checks are sent via the US Postal Service and cannot be guaranteed by any time due to the mailing process. If payroll is processed before it is known that there will be a program closure, then paychecks will be delivered to the worksite as normal. Unless there is a health and safety risk or a significant event making the distribution of checks impossible, employees will be able to pick up their checks at a designated time with their supervisor. It is the responsibility of the employee to contact their supervisor to set up a time to retrieve their paycheck. Paychecks that are direct deposited will continue on the normal schedule even during a closure.

Administrative Pay Corrections

SAL takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor or the Payroll Specialist so that corrections can be made on the next payroll cycle.

If there is an error that is made, it will be corrected on the next normally occurring payroll.

Pay Deductions and Setoffs

The law requires that SAL make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. SAL also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." SAL matches the amount of Social Security taxes paid by each employee.

SAL offers programs and benefits beyond those required by law, such as insurance, retirement contributions, United Way contributions, etc. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are additional pay deductions taken by SAL. In the event of a wage garnishment order, SAL will withhold an administrative fee, paid to SAL by the employee for each garnishment order. Unless otherwise stated by the garnishment order, SAL will not notify the employee as it is required that all employees receive the same notification of garnishment.

Any employee who believes an improper pay deduction has occurred must take the following action to notify the company of the deduction:

- A. Within 15 days of the pay period in which a deduction is noticed to be in error, the employee must contact either payroll or HR, in a confidential, written form preferably from their personal work email, explaining the nature of the improper deduction and the payroll date(s) in question.
- B. The payroll coordinator and/or HR director will review the employee's payroll in question and will decide as to the appropriateness of any deduction(s). The employee will receive a written notice of determination to their personal work email.
 - a) If it is determined that a deduction was made in error, the employee will receive reimbursement for the deduction on the next paycheck.
- C. Should an improper deduction occur, the company will make every effort to correct its error and will take actions to remedy any processes necessary to ensure future errors will not occur.

Final Paycheck upon Employment Separation

Upon separation from SAL, an employee's final paycheck will include any hours worked during the final pay period employment was active, unused, accrued PTO if eligible, and any necessary deductions. The paycheck will be distributed or direct deposited in the same manner as all other preceding paychecks unless HR and/or Payroll receives written documentation from the employee no later than five days before the pay date with different instructions for the final paycheck's distribution.

5.0 Worksite Policies

5.1 Tobacco-Free Workplace

Effective Date: 4/6/2013

Revision Date: 7/1/2018

SAL is committed to providing a safe and healthy workplace. Smoking, secondhand and third hand smoke are known to cause serious lung diseases and other cancers for both individuals who smoke, and individuals exposed to secondhand and third hand smoke. Secondhand smoke is defined as smoke inhaled involuntarily from tobacco being smoked by others. Third hand smoke is defined as residual nicotine and other chemicals left remaining on surfaces and clothing following an episode of smoking. SAL recognizes the hazards caused by tobacco use and exposure to secondhand and third hand smoke. Compliance with all licensing bodies also dictates restrictions on smoking. As such, the Organization is committed to providing employees, volunteers, individuals, families and children a tobacco-free workplace.

Employees and visitors, on all SAL premises, are prohibited from smoking or using tobacco, including cigars, cigarettes, electronic cigarettes, pipes, vaporizers or other method of smoking or using tobacco of any kind.

A Tobacco-Free Workplace applies to:

- All areas of buildings occupied by SAL employees.
- All SAL-sponsored off-site conferences and meetings.
- All vehicles owned or leased by SAL.
- All property owned and used by SAL, including parking lots (smoking is further prohibited within 25 feet of any door or window that opens for ventilation),
- The prohibition extends to:
 - All visitors (customers, families and vendors) to SAL premises.
 - All contractors and consultants and/or their employees working on SAL premises.
 - All temporary employees.
 - All student interns.

This policy applies equally to all employees, customers, and visitors. If visitors or children smell of smoke, managers will approach them and their guardians to explain this policy.

Non-exempt employees who choose to take time off of work outside of their meal break to smoke off property will not be compensated for time taken that is 20 or more minutes in length and should clock in or out for time spent away. Any type of break outside of the 20-minute meal break is at the discretion of the supervisor.

5.2 Visitors in the Workplace

Effective Date: 4/6/2013

Revision Date: 7/1/2020

To provide safety and security of employees, customers, and the facilities at SAL, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. There may be designated times where visitors are not allowed due to health and/or safety concerns. Should that occur, it will be communicated by site leadership and may be posted near any entrances. Employees traveling to other SAL locations must sign in and out in accordance with this policy.

All visitors should enter SAL at the designated reception area per location. All visitors must receive proper authorization and a visitor badge. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

Parents who volunteer either in a classroom or while on a field trip will be required to wear a badge identifying them as such.

An individual required to register on the sex offender registry for a conviction involving a sex offense against a minor is prohibited from being on SAL property or attending any SAL off site activities where minors will be present. This is also applicable for parents, volunteers, interns, and subcontractors.

If an unauthorized individual is observed on SAL's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

Vendors must also check with the reception area prior to entering and conducting approved business.

5.3 Use of Technology

Effective Date: 4/6/2013

Revision Date: 7/1/2021

SAL provides computers, iPads, software, email, Internet, Wi-Fi, fax machines, telephones, copiers, document scanners, voice mail systems, and may provide other new technologies in the future. These systems are company property and are in place to enable employees to do their jobs efficiently and productively.

Composition, transmittal, access, or retrieval of information via company property must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups or other social media, uploading or downloading large files, accessing streaming audio and/or video files while on company time, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on company property is expressly prohibited. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law

and applicable licenses that may apply to software, files, graphics, documents, messages, and other material. SAL equipment should only be used to copy a CD if the sleeve of the original CD lists approval. If it says, “all rights reserved”, then it cannot be copied. Instead, multiple copies should be purchased, or one copy can be shared. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, then it should not be shared. Employees are also responsible for ensuring that the person sending any material via company property has the appropriate distribution rights.

Users should take necessary anti-virus precautions before downloading or copying. Any and all files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Use of a thumb/flash drives presents a risk to the SAL network environment and requires supervisor approval before each use. Supervisors will be responsible for ensuring that the employee scans the drive for viruses before transferring any files and will approve what information will be copied on to, or removed from, the thumb/flash drive.

Abuse of company property provided by SAL in violation of law or SAL policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of stated or additional actions and activities that are prohibited and can result in disciplinary action:

1. Sending, participating in, or posting discriminatory, harassing, or threatening messages or images
2. Stealing, using, or disclosing someone else's code or password without authorization
3. Sending or posting confidential material, trade secrets, or proprietary information
4. Violating copyright law of any kind to include pirating or downloading software or electronic files.
5. Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions.
6. Employees are strongly encouraged not to post disparaging information that places SAL or coworkers in an unfavorable light.
7. Participating in the viewing or exchange of pornography or obscene materials
8. Sending or posting messages that defame or slander other individuals or organization's products or services.
9. Attempting to break into the computer system of another organization or person.
10. Refusing to cooperate with a security investigation.
11. Jeopardizing the security of the organization's systems
12. Passing off personal views as representing those of the organization
13. Utilizing SAL resources for running a personal business
14. Engaging in any illegal activities
15. Streaming media of any kind to include videos, movies, music, etc. unless otherwise approved by supervisor.
16. Frivolous use of the internet

Employees should notify their immediate supervisor, the HR Department or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Social Media

The company's reputation and brand should be protected by all employees. The lives and actions of coworkers, parents, children or anyone else served through SAL should never be shared online.

Employees of SAL are expected to maintain professionalism when using any social media. Employees may access social networking sites during work time and/or on SAL equipment for business-related purposes only.

Comments or posts made on social networking pages that violate the confidentiality agreement made with SAL; slander, defame, or threaten the Organization; or are harmful or hurtful against another employee may result in disciplinary action up to and including termination. All comments posted by SAL employees on their social networking page are the sole responsibility of the employee and must have no affiliation with or act as representation of the Organization.

Workplace Monitoring

Workplace monitoring may be conducted by SAL to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Calls may be recorded only with notification to the person(s) being recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customer's image of SAL as well as their satisfaction with our service.

Computers furnished to employees are the property of SAL. As such, computer usage and files may be monitored or accessed.

1. There is no right of privacy connected with use of company property.
 - a. All data that is composed, transmitted, or received via company property is considered to be part of the official records of SAL and as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information transmissions are accurate, appropriate, ethical and lawful.

SAL is sensitive to the legitimate privacy rights of employees; every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Use of Phone and Mail Systems

Personal use of the organization's telephone for long-distance and toll calls, or the organization's fax machine is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse SAL for any charges resulting from their personal use of the telephone. Personal calls should be made only during break hours unless there is an urgent need for a short call with approval by their supervisor.

The use of SAL-paid postage for personal correspondence is not permitted.

Use of Computer, Email, and Internet

Personal use of any company property, including sending and/or receiving emails or Internet, except for incidental and occasional brief use not interfering with business and incurring no cost, is strictly prohibited.

- Internet usage on personal computers or from a personal cell phone to conduct SAL business during non-work hours is prohibited unless explicitly authorized by an employee's supervisor.
- Nonexempt employees are prohibited from accessing or utilizing work email for work-related needs during non-working hours unless authorized by their supervisor and are compensated for time spent doing so if time spent is considered compensable working time.
- Except as otherwise specifically or expressly authorized by SAL, users may not intercept or disclose, or assist in intercepting or disclosing, electronic communications. Additionally, because some information is intended for specific individuals and may not be appropriate for general distribution, employees should exercise caution when forwarding messages. Messages should not be forwarded or copied for general distribution without the permission of the author/sender. Editing or manipulating messages or the author/sender's name without the author/sender's permission is also prohibited. Notwithstanding SAL's right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them and should not attempt to gain access to another employee's messages without the latter's permission.
- Employees must remember their SAL email and password at all times. This password is strictly prohibited from being shared. Should an email be compromised in any way, an IT Support Ticket must be completed immediately with request to reset the password and alert IT to the potential breach of security.

SAL purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, SAL does not have the right to reproduce such software for use on more than one computer. Employees may only use software on

local area networks or on multiple machines according to the software license agreement. SAL prohibits the illegal duplication of software and its related documentation.

It is the responsibility of each employee to provide prompt attention and remain current in their work email on a regular basis of no less than once per week during their workday. This is an important form of communication throughout the Organization.

SAL reserves the right to monitor, retrieve, and read any data composed, sent, or received through internet usage, emails, and computer usage.

Security/Use of Passwords

Because many files contain confidential information, and because SAL must comply with privacy laws, all employees must password protect all client information and in addition save it to our secure network or when not accessible to the folder.

Employees are responsible for protecting their passwords from misuse. Regardless of the circumstances, individual passwords must never be shared or revealed to anyone else, whether inside or outside of SAL, except for authorized personnel at SAL. To do so exposes the authorized user to responsibility for actions the other party takes with the password. If users need to share information, they should utilize authorized information-sharing mechanisms.

Voicemail, e-mail, electronic files, and internet messages should be treated with the same concern for SAL and client security and confidentiality as written documents or oral statements. Accordingly, confidential documents that are to be emailed or sent by fax transmission to clients, subject to appropriate consent, should be protected as if receipt by a third party would result in a breach of confidentiality. Similarly, voicemail messages that contain confidential information should be forwarded only to personnel with a "need to know." Information should not be committed to e-mail, voicemail, fax, or computer systems if there is a substantial risk of the loss of confidentiality.

Many SAL employees are expected to take assigned laptops to other work sites (for example, another program, campus, or school). Due to the portability of this equipment, specific additional policies have been adopted pertaining to the use and care of these devices. All employees shall bring their assigned laptop to SAL for maintenance or inventory when requested to do so. To prevent theft, vandalism, and other destructive acts that may require replacement or repair, all employees assigned a laptop for offsite use will always lock and secure the equipment when not in use. The laptop must be secured when out of sight and may not be left in a vehicle at all. Adherence to this practice includes times when the employee will only be away from the equipment for a brief period of time. Laptop PCs are for SAL's employees' use only. If an assigned laptop is stolen or damaged while in the employee's possession, the employee must immediately report the incident immediately to their immediate supervisor and the CEO/CPO as appropriate.

Use of Cell Phones

Personal cell phone use is generally prohibited during work hours. Additional rules that apply:

- A. Personal use including calls or text messages should only be conducted during break periods or for emergency purposes.
 - a. If a personal cell phone is brought to work, the volume must be turned to off and the phone should be stored and not carried on the employee unless otherwise approved by the supervisor. If there is an emergency purpose, the employee must notify their supervisor of such and if approved to do so, the cell phone must be kept on vibrate. Teachers or Assistant Teachers in classrooms are not allowed to have their cell phones on them in the classroom or outside at any time while supervising children.
- B. Personal use of company-owned cell phones is strictly prohibited with the exception of personal emergencies or unforeseen work schedule changes.

Employees are not permitted to take pictures with cell phones, including personal cell phones, during business hours and/or at sponsored events without prior authorization. They are also prohibited from texting pictures and information about a child(ren) to parents from cell phones, including personal cell phones. This includes the use of

the child assessment system, Teaching Strategies GOLD. iPads are in place in each classroom for assessment purposes.

As a representative of SAL, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Wearable technology devices such as smart watches are held to same standard. Personal use should only be conducted during break periods or for emergency purposes and not during work hours.

5.4 Property and Building Security

Effective Date: 7/1/2021

Revision Date: 7/1/2022

Personal use of any company property or building is strictly prohibited unless there is a personal emergency or preapproved by the employee's immediate supervisor. All employees are responsible for the security of SAL's offices and equipment.

Keys, Security, and Building Access

Employees are required to enter and leave using assigned doors during both business and non-business hours. All employees must follow all security procedures when entering/leaving the building. Non-employees are not allowed to enter the building during non-business hours unless escorted by an employee with whom they are doing business. Employees will be assigned times they can access the building and may not access at any other times unless pre-approval is received by the program director.

Information about security procedures, security systems, and other safety issues must not be disclosed to any non-employee nor be discussed in public areas of the building or within hearing of any non-employee. To do so could compromise safety and that of each co-worker, customer, and the assets of SAL.

Some employees may be assigned keys/fobs and/or security codes to gain access to buildings. At no time will these keys/fobs and/or security codes be given or shared with anyone else. Employees may be given keys and security codes upon hire dependent on position. The Accounting Department and/or HR Department tracks all company property including keys and security codes. Should keys/fobs and/or security codes be lost, stolen, or compromised in any way, the employee must notify their immediate supervisor as soon as they become aware. If keys/fobs and/or security codes continue to be misplaced or compromised, the rights may be fully revoked per HR. Non-exempt employees may not access the premises during typical office closures and may not, for any reason, access the premises justifying such access as "off-the clock" time.

Other than in life threatening emergencies, employees must not leave the offices and/or equipment unsupervised at any time when the offices are open. Employees should immediately report any suspicious activity to their immediate supervisor, or, if urgent and appropriate, to proper local law enforcement.

SAL Property and Inspection Rights

Desks, filing cabinets, offices, phones, computers, etc. are provided for the convenience of employees, but remain the sole property of SAL. These items may be inspected, along with any articles, files or materials saved or located inside SAL, even if kept inside a locked cabinet or password-protected account. Employees are expected to cooperate with any inspection of such property upon request. Employees who, if requested, fail to cooperate in any inspection may be subject to disciplinary action, up to and including termination. Such inspections may occur at any time, with or without advance notice or consent. An inspection may be conducted before, during, or after working hours by any supervisor, Department Head, or an authorized SAL Representative.

Prohibited materials including, but not limited to, pornography, weapons, explosives, alcohol, illegal drugs or any other illegal goods, substances or contraband, may not be brought onto SAL property.

SAL is not responsible for any articles placed or left in desks, offices, filing cabinets or in any other SAL property that are lost, damaged, stolen or destroyed.

Employees are responsible for keeping any property in their possession in good working order and available for business use at all times. If any such property appears to be damaged, defective or in need of repair, employees must promptly report this to their supervisor. SAL may request an employee to replace company property which is lost or damaged by an employee if found to be willful negligence, while worn or defective property will be replaced by SAL.

5.5 Work Schedules

Effective Date: 4/6/2013

Revision Date: 7/1/2018

Work schedules for employees vary throughout the Organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The workloads and assignments of exempt employees are dependent upon job requirements and are established by the employee's supervisor.

Non-exempt employees are expected to work scheduled hours as set by the employee's supervisor. Hours worked beyond 40 during any given workweek by nonexempt employees, will be paid as overtime (see [Overtime](#) (4.5) policy). Overtime must be approved by the employee's supervisor. Exempt employees may vary their schedules to accommodate the variations in work requirements with prior and/or expressed approval of their supervisor.

SAL reserves the right to change work schedules at any time.

5.6 Emergency Closings

Effective Date: 4/6/2013

Revision Date: 7/1/2020

At times, emergencies such as severe weather, fires, or power failures, can disrupt operations. re

When operations are officially closed due to extreme conditions for short period of time such as one day, in the event of severe weather, fires, or power failures, any time missed from a regularly scheduled shift will be paid for regular full-time or part time employees. If an employee is currently using PTO to cover a prescheduled day off, then that PTO will continue to be used as that employee was not scheduled. In the highly unexpected event that a location would have to close for an undetermined amount of time or longer than one day, any time missed from a regularly scheduled shift for regular full-time or part-time employees may or may not be paid. Any determinations about pay will be decided by Chief Executives and communicated via email or text message at that time.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Employees are expected to attend work, even during inclement weather, unless operations are officially closed.

The decision to call off or delay opening will be made by the Chief Executive Officer by 5:00 am in order to notify families and employees in a timely manner.

Closings will be announced by the Chief Executive Officer through Constant Contact, on our website, Facebook, WHBF, WQAD, and KWQC.

5.7 Business Travel and Expense Reimbursement

Effective Date: 4/6/2013

Revision Date: 7/1/2022

SAL will reimburse employees for all necessary expenditures incurred by the employee within the employee's scope of employment and directly related to services performed by the employer. Necessary expenditures can be defined as all reasonable expenditures that is required of the employee in their employment duties and are at the primary benefit of the employer. Employees will be reimbursed for legitimate business expenses that are actual, "allowable", "reasonable", and "necessary" as defined by State and Federal regulations, and appropriate to the employee's position and representation of the Organization.

Documentation, Approval, and Reimbursement Process

Employees are required to submit and request a reimbursement no more than 30 days after the expense was incurred. Expense reimbursement requests will be denied if not received within 30 days of the expense unless otherwise approved by an Executive Team Leader. An expense request must include a completed expense reimbursement request form and receipt or invoices with the exception of tips, tolls, and reimbursed mileage. Credit card charge slips do not represent adequate supporting documentation. If no receipt can be produced, then the employee must produce a signed statement. SAL has the right to deny reimbursements if outside of the following specifications and guidelines. A hotel receipt must be obtained to substantiate all lodging expenditures. For airfare, airline-issued receipts should be obtained. If traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and/or boarding pass).

Reimbursement requests must be submitted either via a Mileage Reimbursement Form or Expense Reimbursement Form found on Ascentis Employee Self-Service. Mileage reimbursement requests are expected to be completed once monthly and capture miles traveled for the entire month. These are due no later than the end of the following month which gives all employees 30 or more days to claim mileage costs incurred. (For example, a mileage reimbursement form must be submitted for the month of February no later than March 31st which is the end of the following month.) Once completed and with the supporting and required documentation, the forms must be submitted to the employee's immediate Director/Supervisor for review and signature approval. The Director/Supervisor next in the chain-of-command may approve the forms in the absence of the employee's Director/Supervisor.

Supervisors who approve expense and/or mileage forms are responsible for ensuring that the accurate documentation is included, that it follows the specifications and guidelines in this policy, the expense is reasonable and necessary, and that the report is filled out to completion.

Reimbursements will be distributed to employees via their paychecks on the pay date closest to the 15th of each month. This reimbursement will include expenses incurred the month prior.

If an employee leaves employment, then any final expense reimbursement will be paid on the final paycheck if all required documentation is received and if the documentation is received within the appropriate timeframe.

Definitions

- A. Accountable Expense Reimbursement - To be reimbursed, the request must meet the following requirements:
 - 1. Employees must substantiate their expenses by submitting an expense report to include the amount of the expenditure, the time and place of the expenditure, the business purpose of the expenditure, and the name and business relationship of any persons included if necessary.
 - 2. Employees must include documents of the expenses such as supporting receipts, paid bills, signed statement of expenses, etc. within 30 days after the expense is paid or incurred.
- B. Scope of Employment - The activity directly related to the ordinary, necessary and/or required business functions of the Organization. It does not include travel or expenses related to an employee's participation in commuting expenses (a non-reimbursable expense). This may include meetings, trainings, seminars, educational events, or other special events at the direction of the employee's Director/Supervisor or as described in the job description. If attending events for which the employee is representing SAL or if SAL is a sponsor/participant, then that is within the scope of employment.

- C. Employee - any person directly employed by the Organization. Independent contractors, volunteers, or interns are not employees for the purpose of this policy.
- D. Main or Regular Work Location – the location that an employee spends the major portion (75% or more) of their working time or the assigned location/headquarters to which they return upon completion of regular or special assignments is the regular work location.
- E. Temporary Work Location - the location where the employee is assigned on an irregular or short-term basis. If an employee is assigned to a work location for no more than 90 workdays (roughly 25%) during a calendar year, then the location is considered temporary. Attending conferences, meeting or training sessions away from the main or regular place of work by employees or employees conducting work at off-site locations, does not normally constitute assignment to another site.
- F. Actual and Necessary Expenses – an employee is entitled to reimbursement for actual or necessary expenses only. These are expenses incurred in the scope of employment and for the primary benefit of SAL. Actual and necessary expenses are those that have a “practical need.” These may include costs related to travel, lodging, meals, and incidental expenses outlined in the following sections. Other miscellaneous expenses not specifically identified may be available for reimbursement with approval from the employee’s Director/Supervisor if they are deemed within the scope of employment.

Travel for Purposes within the Scope of Employment

Authorization to Travel

A. General Conditions

1. Travel will be authorized only when the travel is within the scope of employment and/or in the best interest of the Organization.
2. Advance authorization is required for all travel, as specified in the sections below of surrounding-area travel or out-of-area travel.
3. Advance written authorization from the Director/Supervisor is required for all employee travel except as follows:
 - a. Travel completed by Administrative Team Members (ATM) to and from official meetings of the Organization.
 - b. Travel completed by individuals where travel is designated as required on their respective job descriptions.
4. Employees are expected to make their own travel arrangements upon approval.
5. All reasonable efforts to ensure the most economical (cost-effective and time-efficient) mode and class of transportation is used, considering carpooling or ride sharing.

B. Surrounding-Area Travel

Employees are authorized to travel within the surrounding area (county) of their regular work location when said travel is required by the department and is considered a part of the routine, day-to-day official duties of the employee as defined and authorized by the Supervisor and/or job description. All other surrounding area travel requires advance authorization by the Director/Supervisor.

C. Out-of-Area Travel

All travel outside of the surrounding area (county) of the regular work location requires advance authorization by the Director/Supervisor.

Travel Expenses

1. General Conditions

1. Employees receiving reimbursement from an outside source for travel will forward said reimbursement to the CFO for handling and deposit if the employee intends to submit an expense claim to the Organization or use Organization resources to travel. Said employees will then be entitled to submit a claim for actual and necessary expenses for transportation, meals, lodging, and incidentals.
2. Arrangements for transportation, lodging or registration fees that have cancellation or change penalties shall be carefully monitored by the Director/Supervisor. If cancellation/change occurs due to direction by the Director, supervisor, or other higher-level decision-maker, the Organization will cover the penalty cost. If

the cancellation/change occurs due to an employee's personal request or obligations, the employee will be required to pay the penalty. Exceptions shall be made when an employee is unable to travel because of hospitalization, serious sickness or death of self or an immediate family member or when the Director/Supervisor certifies that the reason for the employee's absence was legitimate and authorized.

2. Transportation Expenses

Vehicle use (both Organization-owned/leased and private) by authorized employees during the conduct of official Organization business is subject to the Vehicle Use Policy.

1. Private Vehicle

- a. Travel by private vehicle will be reimbursed at the IRS rate for business use of a personal vehicle at the time of travel.
 - i. The driver must be the registered owner or listed on proof of insurance of the personal vehicle used for mileage reimbursement.
- b. Authorized employees may not claim mileage for business use of a private vehicle in the following instances:
 - i. when riding with someone else who will be claiming reimbursement for the vehicle's use
 - ii. when traveling in an Organization-owned/leased vehicle
 - iii. when traveling in a rented vehicle (paid by the Organization)
 - iv. when assigned a vehicle for home retention, is receiving an allowance or lump sum for mileage, unless specifically provided for in the terms of their employment agreement or contract
 - v. when an organization-owned vehicle is available for use, but the employee chooses to use a private vehicle.
- c. Mileage to the regular or main place of work from home, and back, is considered commuting and may not be claimed per IRS regulations.
- d. Mileage to a temporary work location from home, and back, is considered commuting and may not be claimed except in the following cases:
 - i. if the employee is required to report to the regular or main place of work before and/or after reporting to the temporary work location, they are eligible for mileage from the regular or main place of work to the temporary work location.
 - ii. if the mileage driven is from home to temporary work location or vice versa is more than the commute from the main place of work from home, then the difference in miles for the commute to the regular or main place of work will be reimbursed.
 1. For example, if the commute from home to the regular or main place of work is 15 miles one way and the commute from home to a temporary work location is 25 miles, then the employee would be reimbursed for the difference of 10 miles.
- e. Mileage in conjunction with authorized travel to and from a home visit, school, work related volunteer activities, training, convention or meeting will be based on the following:
 - i. If the employee is required to report to their work location before leaving and/or returning home, they are eligible for mileage from the work location to the home visit, school, training, convention/meeting.
 - a. Time spent driving is compensable.
 - ii. If the employee drives from their home to a home visit, work related volunteer activities, school, training, convention or meeting outside of their typical commute or workday, then they are eligible for mileage from their home.
 - a. Time spent driving is not compensable unless the commute is longer than their typical commute to work.
 - iii. When two or more employees from the same location and/or program are traveling to the same site by vehicle, they should use the least number of vehicles necessary to accommodate the number of employees and business needs. If an employee chooses to use a separate private vehicle because of personal preferences or obligations, they shall not be eligible for mileage reimbursement for the travel unless the Director/Supervisor determines that reimbursement is appropriate and justified.

2. Organization-Owned or Leased Vehicle Transportation

- a. If an organization-owned/leased vehicle is available for use, then it must be used for travel.

- b. Employees using an organization-owned/leased vehicle for traveling are not eligible for reimbursement for mileage.
- c. Employees required to fuel a vehicle at their own expense should claim the actual fuel costs expended by them.
- d. If the vehicle experiences mechanical failure, the employee will follow the rules set forth in the "Mechanical Failure" section of the "Vehicle Operator's Handbook" located in the glove compartment of each vehicle.
- e. Organization-owned/leased vehicles must never be used for personal use.

3. Rental Vehicle Transportation

- a. Vehicles may be rented if it is determined by the Director/Supervisor and employee that it is the most economical form of transportation.
- b. If more than one employee from the same department is traveling to the same function, only one rental vehicle may be claimed and then only if it is available for use by all of the employees.
- c. The employee must choose the least expensive size and mileage limits appropriate to the use required. Rental expenses for luxury cars, motorcycles and recreational vehicles may not be claimed.
- d. Rental cars must be refueled prior to return to the rental agency. Rental cars should be returned to the renting location and on time. Unless approved by the Director/Supervisor, any additional charges for late returns to a renting location or not fueling appropriately are not eligible for reimbursement.

Employees shall waive additional vehicle insurance (except for additional driver and coverage for drivers under 25 years of age), provided that the employee has their own vehicle insurance coverage.

4. Commercial Carrier Transportation

- a. The most economical cost is required. Upgrade costs, cancellation costs, rebooking costs, or in-flight movies/refreshments will not be reimbursed. Reimbursement for a personal emergency cancellation or rebooking fees will be handled on a case-by-case basis.
- b. Any type of travel insurance unless the Director/Supervisor requests the employee to purchase cancellation coverage is not eligible for reimbursement. Reasonable baggage charges, if imposed by the airline, on the first checked bag are reimbursable; the additional costs for overweight baggage are not reimbursable.
- c. When returning on a Sunday or departing on a Saturday in order to obtain a cost savings in airfare due to the Saturday-night stay-over, travelers should provide a total cost comparison (showing that the lower airfare plus extra night lodging, meals & incidentals is less costly than airfare without the Saturday-night stay-over).

5. Other Transportation Expenses

- a. The following necessary transportation expenses may be claimed at actual cost when directly related to transporting the employee to and from the business destination point: taxi, shuttle, or public transit fares; parking fees (airport long-term parking is required for travel exceeding 24 hours); bridge, road or ferry tolls; other actual transportation expenses determined to be reasonable and necessary by the Director/supervisor or CFO.
- b. The following transportation expenses may not be claimed: traffic and parking violations; emergency repairs or non-emergency repairs on private or rental vehicles; personal travel while at an out-of-area location; other actual transportation expenses determined to be unreasonable or unnecessary by the Director/supervisor or CFO.
- c. Reasonable tips for baggage handling, hotel room tips, and other incidental tips (excluding food tips) shall be reimbursed. No receipts are required.

6. Mileage Claims

- a. All mileage claims need be completed on the Mileage Reimbursement Form. Instructions are included on the form.
- b. All mileage claims for the last month of the fiscal year must be processed by year-end close as directed by the Finance Department.

3. Meal Expenses

- a. Eligibility for Meals

- A. Employees may be reimbursed for surrounding area meal costs that are 1) ordinary (not extravagant) and necessary, 2) directly related or associated with bona fide Organization business matters and 3) approved by the Director/Supervisor. Business discussions associated with a meal must be conducted in a “clear business setting”.
- B. Employees involved with surrounding area travel that does not require an overnight stay away from their home are not eligible to claim for meals taken outside the area, unless the requirements of paragraph a) above are met, or unless provided for by the Director/Supervisor.
- C. Employees on out-of-area business travel that requires an overnight stay away from their home are eligible to claim for meals eaten out-of-area.
- D. Employees are eligible to claim the meal reimbursements noted below for travel requiring overnight lodging if the total travel time (work time, plus the lunch period plus round-trip travel time) is estimated to equal or exceed 12 hours.
 - i. Breakfast may be claimed if the employee must reasonably be away from home because of business travel at or before 7:00 a.m.
 - ii. Lunch may be claimed if the employee must reasonably be away from home because of business travel at or before Noon.
 - iii. Dinner may be claimed if the employee must reasonably be away from home because of business travel at 7:00 p.m. or after.
- E. Snacks are a personal expense, not reimbursable.
- F. Claims for meals purchased by an employee on behalf of any other employee or non-employees is prohibited, unless approved by the Director/Supervisor.
- G. Employees are not eligible to keep or claim per diem allowances for anyone other than themselves.

4. Meal Claims

- a. The Organization maximum full day meal and incidental expenses rate shall be equal to the maximum Illinois Department of Central Management Services per diem meal expenses rate (found at www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx). Said maximums include taxes and gratuities not to exceed 20%.
- b. Meal expense amounts shall be calculated by the Director/Supervisor for first and last partial days of travel based on the maximum federal per diem meal rate for the appropriate meal(s).
- c. Claims for out-of-area meals taken in conjunction with travel that includes an overnight stay away from the employee’s home will be reimbursed in Per Diem. Partial days shall be reimbursed at the appropriate meal rate. Allowable meal costs may only exceed the prescribed per diem rates if the meal is being served at a conference or workshop and the costs of the speaker, conference, and/or registration are included in the price. The agenda/brochure or other documentation describing the event and the price must accompany the claim.
- d. An employee may not claim a per diem reimbursement for any meal which is provided, or otherwise available, to the employee with the lodging or function, whether or not there is an actual charge for the meal. For example, if lunch is provided at the function or breakfast is included in the cost of lodging, the employee may not claim a per diem allowance or request reimbursement for eating elsewhere unless allergies or food restrictions require an accommodation. An employee may not claim Per Diem for a meal that was paid for by someone else.
- e. If a breakfast is included in the cost of lodging, the employee may not claim for a breakfast meal.
- f. Claiming for alcoholic beverage expenses are prohibited in all cases.

5. Lodging Expenses

1. Eligibility for Lodging

- a. Employees are not eligible to claim for lodging for surrounding area functions unless required by conference, seminar, or training.
- b. For out-of-area business that is conducted in one business day, if the employee’s actual time for the day is estimated to equal or exceed 12 hours (including work time, the lunch period and round-trip travel time), then the employee will have the option of securing one night’s lodging at either the front-end or back-end of the trip. Illustration: An employee estimates that his total time for the working day without obtaining lodging would be 14 hours (8 hours of meetings, 1 hour for lunch and 5 hours for round-trip travel). The employee will have the option of securing one night’s lodging in a local area near their travel destination, either the night before the required travel, or after the required travel.

- c. For out-of-area business that requires multiple business days, if employees are eligible to claim lodging for the first and last evenings of an out-of-area trip, they are also eligible to claim lodging for any evenings that fall in between the first and last evenings of the trip.
- d. Employees are not eligible to claim reimbursement of lodging costs when staying overnight as a guest of friends or relatives.

6. Lodging Claims

- a. Lodging expenses must be claimed at either the actual cost of the lodging (limited to the single occupancy rate for a single room) or the Organization's maximum lodging rate (State Per Diem Rate), whichever is less. Taxes are in addition to the Per Diem Rate.
- b. Lodging costs may exceed the maximum lodging rate only when required and the Director/Supervisor has given advance written authorization.
- c. When a room is shared with a fellow employee, the expense may either be prorated, and the prorated amount claimed by each employee, or one employee may claim the total expense at the multiple occupancy rate. Room sharing with co-workers may be required and is at the discretion of the Director/Supervisor.
- d. Employees should inquire when making lodging arrangements whether the Organization is exempt from sales tax as a non-profit in the State of Illinois.
- e. Except when registering for lodging at a pre-arranged group rate in conjunction with a conference or meeting, employees must request the lowest available eligible rate when making lodging arrangements.
- f. Employees are responsible for canceling hotel rooms before the cancellation period ends and should record the cancellation number in case of disputes. Employees will not be reimbursed for "no-show" hotel charges unless there are unavoidable reasons for not canceling the room.
- g. The following expenses are not eligible for reimbursement: hotel room movies or other forms of personal entertainment, fees associated with additional cleaning of hotel rooms due to employee negligence, or charges related to food, snacks, or drinks in the hotel room.

7. Other Travel Expenses

- 1. Employees are eligible to claim the following expenses at actual cost, even if they also qualify for a per diem incidental allowance.
 - a. Call charges made from lodging that are required for business when a more economical avenue is not available.
 - b. Fax machine charges incurred to send or receive documents for business use.
 - c. Copy machine charges incurred to copy documents for business use.
 - d. Internet access connection and/or usage fees away from home not to exceed \$15.00 per day, if Internet access is necessary for business needs.
 - e. Other business-related expenses determined to be reasonable and necessary by the Director/Supervisor.

Cell Phone

Employees required to use their personal cell phone within the scope of employment will be eligible for a monthly cell phone reimbursement. This will be a monthly reimbursement of \$25.00. Annual, fiscal year agreements will be completed and authorized by accounting for reimbursement. To be eligible for reimbursement, employees must be actively employed in an eligible position for the majority of the month (at least 51%) and complete a monthly expense reimbursement form found on Ascentis Employee Self-Service.

If an employee is not typically eligible for reimbursement but out-of-area necessitates cell phone use for the primary needs of the Organization, then an expense reimbursement request may be made and authorized by the Director/Supervisor.

Chief Executive Leaders, the HR Director, and select EHS employees (managers, director, supervisors, and those where travel is a required part of their work) are eligible to receive the option of choosing for the aforementioned cell phone reimbursement or receiving a company provided cell phone. All company provided cell phones are the property of SAL and should be treated as such. Accounting is responsible for oversight of employee cell phone usage and shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal

management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use a cell phone for business purposes.

There shall be no personal use of company cell phones except in response to family emergencies or unforeseen work schedule changes, and even under these circumstances, only when it is impossible or unreasonable to use a Company landline telephone or personal phone.

In the rare circumstance in which an employee must use a company owned cell phone to place or receive a personal call, the employee must reimburse the Company for that call. The reimbursement rate shall be \$2.00 per minute for such personal calls and shall occur within thirty (30) days after its cell phone bill.

Cell phone holders must report the loss or theft of a corporate cell phone immediately by notifying the cell phone provider (telephone number, 24 hours a day, seven days a week) as well as the Chief Financial Officer. In the event the cell phone was to be lost, stolen, and/or damaged, the employee may be required to reimburse SAL for the costs of the corporate cell phone set by the phone carrier if negligence is found and/or if it were to happen on more than one occasion.

Dues of Professional or Technical Organizations

Dues paid for approved memberships in professional or technical organizations are reimbursable when deemed to have a primary need for the Organization. Dues paid by all other employees are limited to two such approved memberships per employee per calendar year unless approved in advance by Director/Supervisor. Amounts claimed for reimbursement should be itemized on the expense report.

Registration Fees

Conference, convention, and seminar registration and tuition fees may be claimed at the actual cost when approved by the Director/Supervisor when deemed to have a primary benefit to the employer or required for the position. If a cancellation occurs on behalf of the employee, cancellation fees will not be reimbursed. Amounts claimed for reimbursement should be itemized on the expense report.

Educational or Tuition Fees

Educational and/or tuition fees will not be eligible for reimbursed unless jointly preapproved by the CFO and CEO or at the written requirement of the Director/Supervisor or as described below.

Early Head Start Employees ONLY

SAL may have available funds for employees to continue furthering their education dependent on funding. These funds are limited and are awarded on a first come, first serve basis. This opportunity is made possible through the award of funds by the Federal Government, Office of Head Start. However, per Head Start Act, Sec. 648A(a)(6)], those EHS employees who accept the financial resources to further their degree in the field applicable to the position they hold with SAL, agree to:

- Teach or work the SAL EHS program for a minimum of three years after receiving the degree; or
- Repay the total or a prorated amount of the financial assistance received based on the length of service completed after receiving the degree.

If an employee completes their degree and remains employed with SAL for the full three years after completion, should the employee decide to terminate their employment from SAL after said time, the employee will not owe SAL any additional funds.

Other expense information

A. Travel Advance Requests

- Employees may request a per diem amount, equivalent to the standard [U.S. General Services Administration \(GSA\)](#) per diem for the location of travel, per travel day, to cover the cost of meals while away on work related business. Employees must seek approval from their supervisor/director a minimum of two weeks prior to departure to request a travel advance. When employees return, they will need to submit the receipts to their supervisor and return any unspent portion of the advance within five business days. If the cost of meals exceeded the advance, prepare an expense reimbursement and attach the receipts.

B. Miscellaneous Expenses

- If travel could include taxis, Uber, train or additional expenses, a discussion with the supervisor before departing to talk through a reasonable plan is required. Weather conditions and other unexpected circumstances could increase the expenses of the work-related travel. SAL will work with employees to ensure reimbursement of additional expenses that can result from unplanned changes.
- Any other expenses not listed or detailed in this policy will not be eligible for reimbursement unless advance authorization is requested and approved from the Director/Supervisor.
- Unless required to work from an employee's personal home, then all expenses incurred (such as internet, phone, electricity, etc.) will not be eligible for reimbursement. If work from home is requested or provided as an accommodation, then incurred expenses are not eligible for reimbursement. Only the CFO and CEO jointly can make authorized exceptions to this rule.

Company Credit Card

Company credit cards may be obtained with approval from the CEO or CFO. The company credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned associate named on the card. Personal use of the corporate credit card is expressly prohibited. Misuses of the card will result in cancellation of the card and withdrawal of corporate credit card privileges and may result in corrective action up to and including termination from employment. If the card is used for an associate's personal expenses, the employer reserves the right to recover these monies from the associate cardholder. Cardholders may be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed. Additionally, card holders will be required to sign a statement acknowledging the following:

- The card shall be used exclusively for legitimate organization-related business purposes.
- The cardholder will avoid splitting purchase or service costs over multiple transactions to circumvent the single transaction limit of \$1,000
- The cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location and understands the actions to take in case of theft or loss.
- The cardholder will follow all required procurement policies and procedures.
- The cardholder understands and agrees to disciplinary procedures for misuse of the card.

Upon approval from the credit card company, a card will be issued bearing the names of both the individual and SAL. SAL credit cards or purchasing cards can only be used by the individual named on the card. SAL is liable to the institution that issues the credit cards or purchasing cards for all valid transactions and pays the financial institution directly.

Corporate credit card expenditures must be reconciled and submitted timely with original receipts at the end of the month to the Accounting Department. The card holder will print their credit card statement from the credit card holder website, match all receipts, and submit to the Accounting Department. Continued or repeated non-conformance of timely reconciliation will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by Accounting Department, the associate's corporate credit card will be cancelled. Tax Exempt status should be used to avoid paying tax. Some goods and services still apply tax for exempt organizations and that is unavoidable. Tax Exempt cards are available by request from the Accounting Department to show at time of purchase.

Lost or stolen cards must be reported immediately to the CFO and the credit card company (24 hours a day/seven days a week). Fraudulent or other unauthorized charges must be immediately reported to the CFO for further investigation.

Prohibited Expenditures

Expenditures that are not allowed and will not be reimbursed include:

- Entertainment expenses that are lavish or extravagant under the circumstances.
- Expenses that represent additional taxable income to an employee under Internal Revenue Service (IRS) regulations (however, a location may reimburse a late submitted expense report that is properly substantiated if it determines that the reimbursement should be reported as taxable income).
- Monetary contributions to a political campaign or candidate.
- Entertainment expenses for employee birthdays, weddings, anniversaries, or farewell gatherings

- The purchase of property or services for personal use or for a non-business reason
- Expenditures that are not permitted under the terms governing restricted/grant/contractual funds.
- Any loss or expense due to babysitting, early childhood education needs, dependent care needs, kennel/doggie daycare fees, personal articles (toiletries, magazines, etc.), traffic or parking fines, hotel no-show charges, valet parking when free or more economical parking is available, airline club fees, or lost cash.
- Any loss or expense due to the employee's own negligence
- Any loss or expense due to normal wear and tear
- Any loss or expense due to theft, unless theft occurs due to the Organization's negligence.
- Failure to comply with any expense reimbursement policies.
- EHS expenses unless pre-approved by the EHS Grant Accountant and/or a member of chief executive leadership. The PO System must be used at all times.

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above may be incurred. Each employee and supervisor must use their best professional judgment in determining if an unlisted expense is reimbursable under this policy. If expenses are incurred that are not listed above, then preapproval by a Director/Supervisor is required to be eligible for reimbursement.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

5.8 Breastfeeding

Effective Date: 4/6/2013

Revision Date: 9/1/2018

SAL encourages employees and management to have a positive, accepting attitude toward working women who are breastfeeding. The Organization provides "reasonable break time" that is compensated for an employee to express breast milk for her nursing child for up to one year after the child's birth.

The Organization will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworker and the public for an employee to express breast milk. SAL recognizes the importance of this to the well-being of the mother and baby and wishes to establish a comfortable, user-friendly, private area that is:

- Private, clean, and not a bathroom facility
- Equipped with an electrical outlet and comfortable seating.
- Near a sink with hot water and soap for hand washing and cleaning the equipment
- Near a refrigerator to store expressed breast milk

Typically, someone who is breastfeeding will need to express breast milk no more than five (5) times per day. If possible, lactation time is to coincide with any break periods already provided to the employee.

5.9 Personal Appearance

Effective Date: 4/6/2013

Revision Date: 7/1/2022

SAL is a professional organization that strives to provide high quality, professional services. A well-groomed, business-like appearance communicates professional competence and creates confidence in our services and our employees from those who come into contact with us – clients, prospective clients, other service providers, community leaders and their representatives, visitors and volunteers.

During business hours or when representing SAL, employees are expected to present a clean, neat, and tasteful appearance. Employees must dress and groom themselves according to the requirements of the position and accepted social standards. This is particularly true if the employee's job involves dealing with customers, families, children and/or visitors in person. For safety reasons, an employee may be asked to refrain from wearing any type

of clothing or shoes that may increase the risk of an accident or injury on the job. For example, employees who regularly visit client's homes, family child care homes and/or work in classrooms, may not wear high heels, open toe/heel shoes due to safety reasons. Employees are expected to exercise good judgment in dress when representing SAL at any and all functions, including unpaid Organization activities. It is unacceptable to wear organizational logo items in situations that could represent SAL in a negative manner.

Employees who are issued identification badges by the Organization should wear these badges during business hours and while at their normal workstations as well as traveling internally to other SAL locations. Magnetic badges should be worn when employees have business in the community.

SAL recognizes the importance of individually held religious beliefs and practices, disabilities, and cultural practices. To that end, SAL will reasonably accommodate religious dress and grooming practices and/or needs for disabilities unless the accommodation creates an undue hardship. If employees are seeking an accommodation for religious dress and grooming practices and/or disability needs, the request should be made to the HR Director. SAL does not discriminate and does not permit its employees to discriminate against employees, interns, volunteers or applicants for requesting an accommodation for their religious beliefs or disability, regardless of whether the accommodation was granted.

If the immediate supervisor feels the employee's personal appearance is inappropriate, employees may be asked to leave the workplace until properly dressed or groomed. Under such circumstance, employees will not be compensated for the time away from work. The employee is expected to return within a reasonable time frame. If employees have questions about appropriate appearance, they should consult their supervisor.

These guidelines apply during working hours to all employees, interns, volunteers, and temporary employees. Any deviations from any part of the Personal Appearance Policy will need to be approved, in advance, by the HR Director.

Classroom Employees

Due to licensing obligations and safety constraints, the following personal appearance guidelines should be followed for all classroom employees:

Appropriate Appearance Guidelines		Inappropriate Appearance Guidelines	
General			
<ul style="list-style-type: none">• All clothing must be appropriate and inoffensive and appear clean and neat.• SAL encourages employees to wear clothing and hairstyles they choose that best fits their culture or lifestyle as long as it follows the dress code below and is not a hinderance to the position.• If employees have an external meeting or professional meeting of any kind, employees must look professional and wear business casual attire instead of jeans, scrubs, etc. on these days.		<ul style="list-style-type: none">• Clothing may not advertise inappropriate or suggestive messages, be ripped, frayed, appear disheveled, be tight, revealing, or otherwise inappropriate.• The smell of smoke and third hand smoke may result in the employee being asked by their supervisor to change their clothing.• Clothing that may be perceived by anyone as offensive and/or discriminatory is prohibited.	
Pants/Bottoms			
<ul style="list-style-type: none">• Jeans or other appropriate pants (such as khakis) that are in good condition• Scrubs that are solid colors• Shorts, dresses, rompers, or skirts no shorter than 2 inches above the knee		<ul style="list-style-type: none">• Pants with holes, tears, frays, rips, or bears anything lower than an employee’s waist• Pajama pants (unless authorized by the Program Director)• Yoga pants, leggings*, or sweatpants• Shorts or pants that are meant for exercise/athleisure;• Scrubs with characters, logos, or other like images	

	<ul style="list-style-type: none"> • Exceptions may be granted for medical and/or pregnancy needs. • *Leggings may be worn under dresses, tunics, skirts if the dress/skirt/tunics meet length requirement of no less than 2 inches above knee
Shirts/Tops	
<ul style="list-style-type: none"> • Shirt or apron displaying the Organization's logo 	<ul style="list-style-type: none"> • Athletic apparel or beach wear • Shirts with spaghetti straps or less or where midriffs are exposed
Shoes	
<ul style="list-style-type: none"> • Employees working in infant classrooms are required to wear separate footwear that is only worn in the classroom. • Closed-toed or covered heeled shoes 	<ul style="list-style-type: none"> • Platform and heeled shoes • Flip-flops
Grooming - Hair, Tattoos, Facial Hair, etc.	
<ul style="list-style-type: none"> • Facial hair must be clean, well-trimmed, and neat. • Hair must be clean and neat. • Jewelry that is functional to the position. • Tattoos as long as they are free of offensive, inappropriate, or suggestive messages. • Hats, caps, bandanas, as long as they are free of offensive, inappropriate, or suggestive messages, or other cultural or religious head covers or wraps 	<ul style="list-style-type: none"> • Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances. Employees may be asked to change clothes if the scent is determined by their supervisor to be too strong. • Jewelry that is restrictive or dangerous to job performance.

Non-Classroom Employees

Appropriate Appearance Guidelines	Inappropriate Appearance Guidelines
General	
<ul style="list-style-type: none"> • All clothing must be appropriate and inoffensive and appear clean and neat. • A uniform supplied by the Organization must be worn by cooks at all times. • SAL encourages employees to wear clothing and hairstyles they choose that best fits their culture or lifestyle as long as it follows the dress code below and is not a hinderance to the position. • If employees have an external meeting or professional meeting of any kind, employees must look professional and wear business casual attire instead of jeans, scrubs, etc. on these days. 	<ul style="list-style-type: none"> • May not advertise inappropriate or suggestive messages, be ripped, frayed, appear disheveled, be tight, revealing, or otherwise inappropriate. • Clothing that may be perceived by anyone as offensive and/or discriminatory is prohibited.
Pants/Bottoms	
<ul style="list-style-type: none"> • Jeans or other appropriate pants (such as khakis) that are in good condition • Shorts, dresses, rompers, or skirts no shorter than 2 inches above the knee 	<ul style="list-style-type: none"> • Pants with holes, tears, frays, rips, or bears anything lower than an employee's waist • Yoga pants, leggings*, pajama pants, sweatpants, or scrubs • Shorts or pants that are meant for exercise/athleisure. • Exceptions may be granted for medical and/or pregnancy needs. • *Leggings may be worn under dresses, tunics, skirts if the dress/skirt/tunics meet length

	requirement of no less than 2 inches above knee
Shirts/Tops	
<ul style="list-style-type: none"> Any top or shirt that is business casual such as a polo, blouse, turtleneck, sweater, blazers, etc. T-shirts with appropriate program or organization logo 	<ul style="list-style-type: none"> Athletic/exercise apparel or beach wear Shirts with spaghetti straps or less or where midriffs are exposed T-shirts without organizational logos
Shoes	
<ul style="list-style-type: none"> Open-toe, open-back shoes Casual shoes Clean, professional sneakers 	<ul style="list-style-type: none"> Flip-flops Croc-like shoes or similar with open backs
Grooming - Hair, Tattoos, Facial Hair, etc.	
<ul style="list-style-type: none"> Facial hair must be clean, well-trimmed, and neat. Hair must be clean and neat. Jewelry that is functional to the position. Tattoos as long as they are free of offensive, inappropriate, or suggestive messages. Hats, caps, or bandanas as long as they are free of offensive, inappropriate, or suggestive messages, or other cultural or religious head covers or wraps Good personal hygiene such as personal cleanliness, oral hygiene, and minimal body odors that can be maintained. 	<ul style="list-style-type: none"> Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances. Employees may be asked to change clothes if the scent is determined by their supervisor to be too strong. Jewelry that is restrictive or dangerous to job performance.

5.10 Solicitation

Effective Date: 4/6/2013

Revision Date: 7/1/2021

In an effort to ensure a productive and harmonious work environment, persons not employed by SAL may not solicit or distribute literature in the workplace at any time for any purpose unless approved by the supervisor of the unit or the Chief Executive Officer.

SAL recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time unless it has been reviewed and approved by the supervisor of the location where posting is requested. If approved, participation in fundraising or other solicitation activities is strictly voluntary and employees should not feel obligated or be coerced in any way to purchase items or donate money.

Employees may not engage in solicitation of any kind during working time, distribute literature unrelated to operations during working time for any purpose, and/or solicit or sell goods or services of any kind to any client of SAL.

In addition, the posting of written solicitations on company bulletin boards is restricted without prior review and approval. These areas display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a non-solicitation message of interest to the workplace, they may submit it to their unit supervisor for approval. All approved messages will be posted by the unit supervisor.

Persons who are not employed by SAL may not solicit or distribute literature on property at any time for any purpose without first obtaining approval. If groups such as Girl Scouts would like requests to solicit, then that must be pre-approved by the department head.

Employees' voluntary contributions to group gifts (e.g., flowers for birth or funeral) for an organization-sponsored social event are exempt from this policy.

5.11 Workspace Appearance

Effective Date: 4/6/2013

Revision Date: 7/1/2022

All offices and classrooms shall provide an inviting, organized, and functional workspace. The impression SAL employees send must be one of professionalism and high competence. The desired impression is a combination of many factors, not the least of which is the appearance of our facilities.

Recognizing that employees do spend a fair amount of their time at our work area, employees are encouraged to create a somewhat personalized, comfortable workspace. Work area decorations and items needed for business can be purchased/reimbursed upon approval and should be conservative in amount and taste. (i.e., desk lamp). Personal items brought in need to be in aligned with overall policies and a recognition that children and families may view these materials. Overall office and classroom colors and furniture will be SAL approved. Color options are to be consistent with overall color scheme of the facility.

If placing any items on the walls, be sure not to damage walls or any spaces or furniture. See Section 1.12 Lobbying and Political Activity for information regarding items prohibited from being in personal spaces.

Every effort should be made to ensure a neat, clean, and business-like appearance within SAL's offices and classrooms. Please work to maintain a clean keyboard, telephone and desk area. Confidential paperwork and easily transportable company assets should not be left out for others to have the potential view and/or take. When leaving the desk area for periods of time, take care to secure confidential documents and to close out/minimize any computer screen(s).

When leaving for the day, employees should secure their materials, turn off lights in the office, and ensure their workspace is cleared. Food and related items shall be stored or disposed of as applicable.

Timely storing, filing, archiving, and/or disposing of applicable items and documents is expected. Unnecessary materials remaining out for an unreasonable time is not acceptable. Disciplinary action may be taken to correct persistent problems.

5.12 Safety and Anti-Violence

Effective Date: 7/1/2018

Revision Date: 7/1/2021

No one wants to get hurt, and no one wants to see another person injured. It is the policy of SAL to provide and maintain a safe and healthful place of employment. To accomplish this, we need the full and complete support of every employee. We have described elsewhere in this handbook our personal conduct policies. We want to provide some additional information regarding emphasis given to compliance with safety rules and regulations consistent with the company's standards of conduct. We want to help employees better understand what is required to be a safe and productive worker. We ask that employees apply the following and other good safety procedures at all times while performing job duties.

It is the responsibility of each employee, intern and volunteer to cooperate in maintaining a safe and healthful workplace, and all employees must immediately report any unsafe act or condition to their supervisor so that necessary action may be taken.

Emergency Action Plan

SAL has a written Emergency Preparedness Plan found in each location or on the shared, general drive which includes procedures for fire, evacuation routes, tornadoes, shelter areas, chemical spills and other emergencies. These plans are found on the shared drive and will be reviewed during the course of employment. Become familiar with the provisions of the Emergency Preparedness Plan BEFORE an emergency happens. Please refer to the other provisions of this handbook designed to protect everyone's safety and well-being.

In the event a significant crisis occurs, separate Emergency Preparedness Plans and/or other Business Plans may be administered and may include short-term policies and procedures to be followed that may not be included in the handbook or that may supersede some of the policies stated in this handbook. These changes will be communicated to all employees.

Housekeeping

Good housekeeping is "having a place for everything and everything in its place." Always keep work areas orderly and walkways free from obstructions.

Tools and Equipment Operation

Do not operate any tools, equipment or processes unless properly safety-trained and are authorized to do so. Always make sure that tools and equipment are in safe operating condition at all times. Return any defective or worn-out tools and equipment to the supervisor. Do not use any defective equipment for any reason at any time.

Prohibited Unsafe Conduct

SAL considers safety to be a critical consideration in the operation of the business. It is the responsibility of every employee to follow the safety rules and work safely.

To summarize, our safety requirements include, but are not limited to:

1. Follow all prescribed safety procedures; if you don't know, ask a supervisor.
2. We have zero-tolerance for weapons, and other dangerous or hazardous devices or substances. These items are strictly prohibited from the premises of SAL.
 - a. A "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun or firearm, (2) any other object if used or attempted or intended to be used to cause bodily harm, including, but not limited to knives, brass knuckles, clubs, fireworks or (3) "look-a-likes" of any weapon as defined above. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.
 - b. Anyone who uses, possesses, controls, or transfers a weapon, or any object defined above will be asked to leave and not return.
3. Horseplay or any form of unsafe conduct has no place in a working environment at SAL and is prohibited.
4. Immediately report accidents or injuries to the supervisor for prompt first aid.
5. Know how and when to wear or use safety equipment if necessary, for the job. Appropriate equipment may include, but is not limited to, safety glasses, safety shoes, respiratory protection and seat belts.
6. Horseplay and unsafe conduct are prohibited at all times.
7. Maintain good housekeeping at all times.
8. Do not operate any tools, equipment, or processes unless properly safety trained and are authorized to do so.
9. Make sure you understand what you are working with and apprise yourself of potentially hazardous materials.
10. Remember, safety is everybody's job-all the time! Work carefully and safely.

Our safety and work rules and other information provided in this handbook are intended to help make everyone be a safe and productive worker. Management may elect to modify or change the safety program and work rules and other information at any time.

Work-Related Injuries and Accidents

If employees injure themselves or are involved in an accident at work, such accident must be reported immediately to the employee's supervisor for prompt first aid, no matter how slight the injury. All employees must immediately report any client or visitor injury/incident, as well as any employee on-the-job injury/incident or illness to their supervisor, regardless of how minor it may seem. Also, employees must immediately report to their supervisor prior to returning to work after sustaining any personal or on-the-job injury or illness.

Although some kinds of violence result from societal issues that are beyond our control, SAL believes that it can adopt some measures that will increase security and protection for our employees. In order to accomplish this objective, we require the cooperation of all employees. Employees may report any incidents of violence or threats of violence without fear of reprisal of any kind.

SAL believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs and follow appropriate response procedures. Employees will therefore play a crucial role in the administration of this anti-violence policy.

Incident involving enrolled children regardless of where they are served:

The following incidents must be reported to the employee's immediate supervisor and the CPO/CEO as designated.

- Death of any child from any cause
- Any injury to any child that requires medical treatment,
- Any unusual incident or child absence that threatens the physical or emotional health or safety of any child,
- Any suspected physical or psychological abuse of any child
- Epidemic outbreaks,
- Poisonings,
- Catastrophes,
- Fires or explosions that occur on the premises.

This list is not an all-inclusive list, for any other situation in which you may be unsure, consult with your immediate supervisor(s) right away. Employees must comply with this policy and ensure reports are made within 24 hours of the incident. Only one report is necessary per incident. Any questions regarding the policy or the Incident Report Form should be forwarded to your supervisor.

Recognizing Violence Early Warning Signs

Employees should understand that certain risk factors and behavior patterns may offer early warning signs of violent conduct. Examples of such warning signs include the following:

- A history of threatening or violent behavior.
- A fascination or preoccupation with weapons, particularly weapons or explosives that could be used for mass destruction, such as semi-automatic guns.
- Extreme stress from personal problems or a life crisis.
- Identifying with incidents of workplace violence reported in the media and either condoning or sympathizing with the actions of the individuals committing the violence.
- Being a loner with little or no involvement with other employees.
- Engaging in frequent hostile or combative disputes with supervisors or co-workers.
- Unusually obsessive involvement with one's job, particularly where it occurs with few apparent outside interests.
- Routine antagonistic violation of company policy.

If a supervisor becomes aware of risk factors and behavior patterns of the type described above, the supervisor should contact the HR Director and/or their direct supervisor. The appropriate director should evaluate the matter and provide the supervisor with direction and assistance to deal with the situation. If outside consultants or experts should be contacted, the HR Director should do so.

Threats of Violence

Every threat of violence is serious and must be treated as such. Threatening behavior can include such actions as:

- Attempting to intimidate or harass other individuals.
- Making a verbal threat to harm another individual or destroy property.

- Behavior indicating that the individual is significantly out of touch with reality and that they may pose a danger either to themselves or to others.
- Making menacing gestures.
- Expressing significant grudges against co-workers.
- Displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest.
- Throwing objects.

Imminent Risk of Violence

If an employee becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance must be a matter of first priority. The employee should immediately contact their supervisor, the CPO or CEO, and/or HR Director. If appropriate, the employee, supervisor or CEO/CPO/HR Director should contact the local law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities for emergency assistance, the employee's supervisor or the CPO or HR Director must report the incident to the CEO if not already involved and notified.

For Early Head Start and Skip-a-Long Childhood Centers Employees ONLY:

Physical Restraints

In an emergency situation, if an employee determines that a physical intervention (restraint) is necessary to protect the client, themselves, another client, or another employee, they shall use the *minimum* level of restraint that a reasonable person would consider necessary to intervene and diffuse the situation.

Restraint shall not be used as punishment or for the convenience of employees, but only as a safety measure when other less restrictive interventions would not be effective, and the person's behavior poses a threat of imminent, physical harm to the person or others.

The use of physical restraint is permitted only for as long as the person's behavior poses a threat of imminent, physical harm to the person or others.

Any physical intervention with a client must be reported immediately to the employee's supervisor and documented in writing in the client's file. Progress notes shall include, but are not limited to, notation of the following: change of behavior, assessment, and intervention leading to use of restraint; when, how long and type of restraint applied; and an assessment of client's behavior when restraint was discontinued.

Training will be provided in identifying and diffusing potentially dangerous situations, without the use of physical intervention.

Employees are required to report any occurrences that would violate a child's personal rights or the safety of the child immediately.

5.13 Vehicle Use

Effective Date: 1/1/2019

Revision Date: 1/1/2023

Vehicle Safety: Company Vehicle Usage and Driver Safety

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, employers endorse all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Driver Guidelines/Eligibility and Reporting Requirements

- A. Company vehicles are to be driven by authorized employees only, except in case of repair or if designated by executive personnel.
 - 1. Authorized employees only include employees who have successfully completed 90 days of employment with the organization. If an individual's position requires use of a company vehicle upon hire, approval is required from the CFO or Controller.
- B. Employees that transport children in our SAL company vehicles must:
 - 1. Be 21 years of age or older
 - 2. Demonstrate physical fitness to operate vehicles by submitting the results of a medical examination conducted by a licensed physician.
 - 3. Follow a written emergency plan to be followed in case of accidents, serious illness, severe weather alerts, and other pertinent information shall be maintained. The emergency plan shall remain in the possession of the driver while en route.
 - 4. Vehicle doors shall be locked at all times when the vehicle is moving.
 - 5. Written safety precautions to be followed, along with a written emergency plan.
 - 6. Never leave a running vehicle alone.
 - 7. Never leave a vehicle unless during an emergency and following the emergency plan with children in the vehicle.
- C. Any employee who has a driver's license revoked or suspended shall immediately notify their direct supervisor the next business day, and immediately discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including termination of employment.
- D. All accidents in company vehicles, regardless of severity, must be reported to the police and to the direct supervisor. The direct supervisor must notify the Controller immediately. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on company business* must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to the Controller for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
- E. Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business*, within 72 hours to the Controller.
- F. Employees are subject to a Motor Vehicle Report upon hire and SAL reserves the right to check driving history periodically or in cases of reasonable suspicion. A driving record that fails to meet the criteria stated in this policy or is considered to be in violation of the intent of this policy, will result in a loss of the privilege of driving a company vehicle.

** Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.*

Driver Criteria & Administration

Employees must meet the following criteria to be eligible to operate company vehicles or personal vehicles for business purposes:

- A. Possess a current and valid driver's license. Drivers of commercial vehicles must have a commercial license appropriate to the work they perform.
- B. Have or obtain current auto insurance while driving a personal vehicle on company business.
- C. Drive in a safe and responsible manner and obtain a good driving record throughout employment. If there is reasonable suspicion to believe a Motor Vehicle Record needs to be evaluated, then this will be completed immediately. If an employee's driving record indicates a pattern of unsafe or irresponsible driving, a recommendation to Executive Management for suspension or revocation of driving privileges may take place.
- D. Maintain an acceptable safe and responsible driving record. Criteria that may indicate an unacceptable record includes, but is not limited to:
 - 1. A currently suspended or revoked driver's license
 - 2. Driving while intoxicated within the last 5 years.
 - 3. Driving while impaired within the last 5 years.
 - 4. Reckless Driving
 - 5. Using a motor vehicle for the commission of a felony
 - 6. Leaving the scene of an accident
 - 7. 3 or more moving violations*/preventable accidents within the last 3 years
 - 8. 2 or more moving violations*/preventable accidents within the last 1 year

- E. If an employee were to receive any moving violations or arrested for driving violations while driving a company vehicle or personal vehicle for company business, the employee is responsible for all costs associated and all repercussions of any costs incurred to the infraction such as, but not limited to, car impound fees, towing fees, or transportation costs.
- F. The employee is responsible for any and all costs incurred due to, but not limited to, locking keys in a car, lost, missing, or misplaced key fobs, professional cleaning due to staining, smoking, etc., professional repair of upholstery, carpeting. Leather, etc. inside the vehicle from holes, tears, or any damage incurred while in a company vehicle.

** Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant by the program director/supervisor.*

Use of Personal Vehicle for Business Purposes

- A. It is understood by the employee that they may be asked to operate their vehicle on behalf of SAL. This use of an employee's personal vehicle may not involve the transporting of clients or fellow employees. The employee may also be required, or may choose, to attend meetings on behalf of SAL, or use their vehicle on errands for SAL.
- B. When an employee is on SAL business, the employee understands that SAL does not provide insurance coverage to the employee for either liability or physical damage, (i.e., damage to employee's vehicle). Employees who utilize their personal vehicles on a routine and frequent basis shall carry liability insurance not lower than \$100,000 (per person)/\$300,000 (per occurrence) and must inform their insurance carriers of the business use of their vehicles.
 - 1. Employees who utilize their personal vehicles only to travel between sites or to do an occasional errand and never transport clients are required to carry liability insurance that meets the state's insurance requirements. Employees who are required to operate their vehicles on business must provide SAL proof of insurance upon hire and, thereafter, when renewed. Proof can be in the form of a certificate of insurance or a copy of the declarations page (face sheet) of the employee's personal auto insurance policy. The employee is to report any termination of coverage immediately. While it is not a requirement that the employee carry insurance for physical damage (comprehensive and/or collision), it is recommended. SAL bears no responsibility for loss through fire, theft, collision or otherwise to an employee's car or its contents. The employee must also advise SAL upon being informed of any change in their insurance status.
- C. When an employee uses their automobile for business-related needs, the employee shall be reimbursed per mile at the rate determined by the IRS. Refer to Travel Reimbursement Section for rates and reimbursement procedures.

Driver Safety Rules

- A. Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
 - 1. Per the SAL Tobacco-Free Policy, smoking of any kind is not permitted in company vehicles.
- B. Cell phone call use while driving is only allowed using a hands-free device as permitted by Illinois and Iowa law. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage, accordingly, including pulling off the road to continue/finish the conversation if needed. Drivers must complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety takes precedence over conducting business over the phone. Texting or using a cell phone for any other purpose is strictly prohibited.
- C. No driver should operate a company vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- D. All drivers and passengers operating or riding in a company vehicle **must** wear seat belts, even if air bags are available.
- E. No unauthorized personnel are allowed to ride in company vehicles.
- F. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- G. Head lights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
- H. All State and Local laws must be obeyed.

Defensive Driving Guidelines

- A. Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- B. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- C. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- D. Radar Detectors are strictly prohibited in company vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- E. Turn signals must be used to show where you are heading, while going into traffic and before every turn or lane change.
- F. When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- G. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- H. When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- I. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- J. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

**Check behind your vehicle before backing.*

**Back to the driver's side. Do not back around a corner or into an area of no visibility.*

Accident Procedures

- A. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - 1. Stop in a safe place – Illinois and Iowa state laws require that you stop when involved in an accident.
 - 2. Call for medical aid if necessary.
 - 3. Call the police at 911. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, they should write a note giving location to a reliable appearing motorist and ask them to notify the police.
 - 4. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - 5. Complete the form located in the Vehicle Accident Packet. Pertinent information to obtain includes license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
- B. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Cooperate and assist the police. Do not argue with any other involved parties.
- C. Provide the other party with your name, address, driver's license number, and insurance information.
- D. Get a copy of the police report. If for some reason the police do not respond, exchange names, address, phone number, vehicle make, model, and year, insurance company and policy number with the other driver(s).
- E. Immediately report the accident to the Controller. Provide a copy of the accident report and the completed form from the Vehicle Accident Packet to the Controller ASAP.

5.14 Animals and Pets in the Workplace

Effective Date: 7/1/2022

Skip-a-Long Centers

All policies and procedures for animals in Skip-a-Long Childhood Centers can be found in the Family Handbook and/or the Standard Operating Procedures per regulatory bodies.

Offices

SAL does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals. In addition, SAL wishes to prevent pets from damaging company property.

An employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to bring a service animal to office spaces, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company.

Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor.

In addition, the following animals may not be brought to the workplace:

- sick animals;
- animals with fleas or any disease that is communicable to other animals in the office or to humans;
- animals that have not been properly vaccinated, or that have internal or external parasites;
- dogs that bark or behave aggressively; or
- animals that foul the inside or outside of the building.

Animals that have not been spayed or neutered will not be permitted to come to the office in season.

All dogs must be leashed at all times. All animals must be in the continuous full control of their owners. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Owners are expected to clean up, completely and immediately, after their animals. An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner. SAL may, at its discretion, require animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The company may specify minimum coverage amounts under such a policy, and may require the owner to pay for such coverage. SAL shall not be liable for loss of, or injury to, any animal brought to the office.

6.0 Federal and State Policies

6.1 Victims of Economic Security and Safety Act (VESSA)

Effective Date: 10/1/2017

Revision Date: 1/1/2020

All employees may take up to twelve workweeks of unpaid VESSA leave during each consecutive 12-month period for which eligibility criteria have been met. The initial 12-month period is measured forward from the date the employee first takes VESSA leave. The next 12-month period begins the first time VESSA leave is taken after completion of any previous 12-month period. VESSA leave shall be granted to enable employees who are victims of domestic, sexual, or gender violence to maintain financial independence, medical help, legal assistance, counseling, safety planning, or other assistance necessary to leave abusive situations and to protect the civil and economic rights of employees who are victims of domestic or sexual violence and employees with a family or household member who is a victim. Gender violence is an act of violence on the basis of a person's perceived or actual sex or gender.

Employee Eligibility

To be eligible for VESSA benefits, an employee must: (1) currently be an employee in active status; (2) be a victim of domestic or sexual violence or have a family or household member (defined as spouse, parent, son, daughter,

other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household) who is a victim.

Notice Requirements

The employee shall provide at least 48 hours' advance notice of the employee's intention to take leave unless providing such notice is not practicable. When an unscheduled absence occurs, SAL will not take any action against the employee if the employee, within a reasonable period after the absence, upon request by SAL, provides certification as described below.

An employee is required to give SAL reasonable updates on the status of the leave and employee's intention to return to work.

Certification

Certification may be requested by SAL to verify eligibility for VESSA leave. This certification documentation may be in the form of (1) a sworn statement of an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or medical or other professionals from whom the employee or the employee's family or household member has sought assistance; and (2) a police or court record or other collaborating evidence. Such certification shall be submitted to the HR Department. Any expenses associated with obtaining the certification shall be the responsibility of the employee. SAL may require an employee to obtain subsequent recertifications on a reasonable basis.

Return from VESSA Leave

An employee who has been absent for VESSA leave shall be restored to the position of employment held by the employee when the leave commenced; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee on leave may be required to report periodically to HR Department on their status and intention to return to work.

Use of Accrued Time

Employees have the option to take VESSA leave with or without pay. An employee may request to apply accrued paid time off during the eight-workweek period in accordance with SAL's policies. Any portion of the eight-workweek period for which accrued time is not applied shall be without pay. Employees do not accrue paid time off while on VESSA leave.

Maintenance of Insurance Coverage

During any period that an employee takes VESSA leave SAL will maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the condition's coverage would have been provided if the employee had continued in employment continuously for the duration of such leave. SAL may recover the premiums that it pays for maintaining coverage for the employee's family or house member during any period of leave and the employee fails to return to work for a reason other than the continuance, recurrence or onset of domestic or sexual violence that entitles the employee to leave under this policy or other circumstances beyond the control of the employee.

6.2 Family Medical Leave

Effective Date: 4/6/2013

Revision Date: 10/1/2016

All SAL employees are entitled to unpaid time off under the Family and Medical Leave Act of 1993 (FMLA) if the eligibility criteria are met. Under this policy, SAL will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave will be unpaid unless the employee has accrued PTO to use.

1. Eligibility

- A. To qualify for family or medical leave under this policy, the employee must meet all of the following conditions:

- a. Must have worked for the Organization for 12 months. The 12 months may 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. 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.
- b. Must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave.
- c. Must work in a worksite where 50 or more employees are employed by the Organization within 75 miles of that office or worksite.

2. Type of Leave Covered

A. To qualify as FMLA leave under this policy, the employee must take leave for one of the reasons listed below:

- a. The birth of a child and in order to care for that child.
- b. The placement of a child for adoption or foster care and to care for the newly placed child.
- c. To care for a spouse, child or parent with a serious health condition (described below).
- d. The serious health condition (described below) of the employee.
 - i. Serious Medical Condition definition:
 - A serious health condition 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 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.
 - ii. Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the HR Department.
 - iii. If an employee takes PTO leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy.

B. 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.

- a. An employee whose spouse, son, daughter or parent either has been notified of an impending call or 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:
 - i. Short-notice deployment, Military events and activities, Child care and school activities, Financial and legal arrangements, Counseling, Rest and recuperation, Post-deployment activities, Additional activities that arise out of active duty, provided that the Organization and employee agree, including agreement on timing and duration of the leave.
- b. Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

- ii. In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.
 - iii. A “son or daughter of a covered service member” means the covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.
 - iv. A “parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”
 - v. Under the FMLA, a “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.
 - vi. The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member’s next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as their next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122(k).
 - vii. “Covered active duty” means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - Covered active duty or call to covered active-duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.
 - The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.
- C. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.
- a. 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 leave to care for that service member.
 - b. Next of kin is defined as the closest blood relative of the injured or recovering service member.
 - c. The term “covered service member” means:
 - viii. a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
 - ix. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
 - x. The term “serious injury or illness means:
 - in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may

render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of their office, grade, rank or rating.
- Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

3. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances involving personal or family needs under this policy during any 12-month period. The company 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, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for military caregiver leave during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the company and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the company and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

4. Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the Organization will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the HR Department by the last day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

Benefit accruals, such as paid time off (PTO) and holiday benefits, will continue only during the paid portion of the approved medical leave period.

5. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms

of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

6. Use of Paid and Unpaid Leave

An employee who is taking FMLA 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 prior to being eligible for unpaid leave.

Disability leave 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.

7. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

8. Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

9. Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The company may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's family member's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee's family member to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the

opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

10. Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

11. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The company will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

12. Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

13. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR Department. Within five business days after the employee has provided this notice, the HR Department will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

14. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR Department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

15. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide SAL with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons, or each means of preserving the job would substantially undermine the ability to operate SAL safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities.

If an employee fails to return to work on the agreed upon return date, SAL will assume that the employee has resigned (see [Employee Separation of Employment](#) (2.14) policy).

6.3 Pregnancy Disability Leave

Effective Date: 1/1/2020

Revision Date: N/A

Employees not eligible for leave under the Family Medical Leave Act (FMLA) for pregnancy are allowed to take time off for disability relating to pregnancy, childbirth, or related conditions under Iowa state law which applies to all SAL, female employees. Employees will be allowed to take unpaid leave for the period of time unable to work, up to eight weeks, due to pregnancy-related needs. There is no length of service or minimum hour requirements for employee eligibility for the job-protected leave under the Iowa Pregnancy Disability Law.

An employee who takes leave under this policy will be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist under other company policies.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if they had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

If paid time off is available, the employee must use all paid time off before utilizing unpaid time off.

Employees may elect to continue group health insurance while on leave but must continue to pay their portion of the premium. Other employment benefits, such as dental insurance, vision insurance, etc., will also be continued during the leave, as long as the employee continues to pay any required contribution. Payment arrangements will be discussed with individuals upon their request for leave.

6.4 Military Leave

Effective Date: 4/6/2013

Revision Date: 10/1/2016

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as paid time off (PTO) or holiday benefits, will be suspended during the unpaid portion of the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the HR Department for more information or questions about military leave.

6.5 Immigration

Effective Date: 7/1/2021

Revision Date: N/A

SAL is committed to full compliance with the Federal Immigration Laws prohibiting the employment of unauthorized individuals. Every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of the commencement of employment. Accordingly, all new hires must go through this procedure, and all offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States. If an employee has a visa which allows them to work in the United States, it is that employee's responsibility to maintain current work permit status throughout their employment with SAL.

If an employee has provided right-to-work documentation that has an expiration date, updated documentation must be given to HR before this expiration date. Expired right to work status may lead to unpaid suspension or termination of employment.

SAL will not discriminate against or retaliate against a person who updates their personal information based on a lawful change of name, Social Security number or federal employment authorization document.

7.0 Communications Policies

7.1 External Communications

Effective Date: 4/6/2013

Revision Date: 1/1/2023

This policy outlines the process for external communications. Employees are expected to maintain professionalism and tactfulness while communicating with media personnel. Unless notified otherwise by employee's supervisor, if employees are contacted by the media, refer them to the primary contacts listed below. Employees are not permitted to represent SAL to the media or to give statements over the phone, via email, or in person to any media personnel without prior authorization from their program's Primary or Secondary Contact.

Primary and Secondary Media Contacts by Site:

1. Skip-a-Long
 - a. Primary Contact: Director of Development
 - b. Secondary Contact: Site Director
 - c. If neither is available and a statement is needed immediately, the CEO should be contacted.
2. Home Child Care Network
 - a. Primary Contact: Director of Development
 - b. Secondary Contact: HCCN Director
 - c. If neither is available and a statement is needed immediately, the CEO should be contacted.
3. CCR&R
 - a. Primary Contact: Director of Development
 - b. Secondary Contact: CCR&R Director
4. Open Door
 - a. Primary Contact: Director of Development
 - b. Secondary Contact: Open Door Director
5. Administrative/Organization-Wide Contact
 - a. Primary General Contact: Director of Development
 - b. Secondary Contact: CEO

7.2 Internal Communications

Effective Date: 4/6/2013

Revision Date: 10/1/2016

This policy outlines the process for internal communications. Employees are expected to utilize standards outlined in [Code of Ethical Conduct](#) (1.8) during their communications.

1. Intra-Unit Communications
 - a. Sites communicate with each other via telephone and email regularly.
 - b. Face-to-face meetings are held monthly or as deemed necessary with unit/department heads.
2. Inter-Unit Communications
 - a. Sites communicate with their employees regularly via telephone, email, in person, employee bulletin boards, employee mail, and employee meetings.
 - b. Employees are updated on trainings, meetings, and required conferences via telephone announcement, flyers in employee mailboxes, in person, and email.
 - c. It is the responsibility of each employee to provide prompt attention and remain current their work email on a regular basis. This is an important form of communication throughout the Organization.
 - d. Nonexempt employees are not permitted to access or utilize work email during non-work hours unless authorized by their supervisor.

7.3 Logo Usage

Effective Date: 4/6/2013

Revision Date: 7/1/2018

Each unit's logo is the visual representation of our brand, and therefore must be used consistently and appropriately to ensure positive branding to the public and a stable, consistent organizational image. All approved logos can be found on the Shared Drive.

1. The appropriate approved logo is to be used on all external communications, including, but not limited to parent and provider newsletters, promotional materials, brochures, giveaway items, emails and other electronic communications, websites, and units' social media profiles.
2. The appropriate approved program logo is to be used in original, full color or in black and white only on all external communications pieces including, but not limited to, those listed in "1" above. Any request to deviate from this must be presented to and approved by the Executive Administrative Assistant and/or CEO of SAL.
3. When referring to the Organization as a whole on any external communications, the SAL logo is to be used. This logo should be used in original, full color or in black and white, and deviations from this must be presented to and approved by the Executive Administrative Assistant.
4. External communications pieces will be reviewed and audited every 3 years or updated as necessary.
5. Materials requiring a logo and requests for promotional/marketing pieces or advertisements:
 - a. Requests to order promotional/giveaway items should be submitted to the Executive Administrative Assistant for approval of design and logo implementation. The requesting unit's direct supervisor will approve the marketing request, the Executive Administrative Assistant will review proposed design of marketing request or create design based on unit's request, approve or request changes to the proposed design, and the approval or change request will be relayed back to the unit's direct supervisor and the requesting manager. Upon approval the item may be ordered by the unit.
 - b. Requests for additional paid advertisement in local print, TV or radio, or online for any unit should be submitted to Executive Administrative Assistant by the unit's director. The Executive Administrative Assistant will work with unit's supervisor on target goals of advertising, audience, and best cost/rates for desired advertising media, and will work with vendors to appropriately place logo and supply the supervisor with agreed upon advertising.

Employee Acknowledgement Form

I hereby acknowledge that I have received a copy of SAL's Employee Handbook. I understand that the contents of this handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in this Employee Handbook are subject to change in accordance with applicable laws, but employees will be advised of any changes. I understand that I must refer to the on-line version found on the Ascentis Employee Self-Service of the handbook for the most current and up-to-date version of all topics.

I have entered into my employment relationship with SAL voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with SAL at any time, with or without notice, for any reason. The Company has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The Company retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

No employee or representative of SAL has the authority, at present or in the future, to promise any benefit or enter into an agreement for employment, oral or written, which in any way conflicts with this Employee Handbook or any of these statements, for any specified period of time and no person other than the President has the authority to change any policy, benefit, rule or procedure as stated in this handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook including the topics on harassment, attendance, drug and alcohol use, and safety. If I do not understand any provision of the handbook, I shall contact my immediate supervisor or HR for clarification.

I will print and sign this form indicating that I have accessed the handbook on the Company's intranet site and also understand that I can receive a printed copy of the handbook at any time.

Employee Signature _____

Print Name _____ **Date** _____

Note: All employees are required to acknowledge receipt of the Employee Handbook by signing this acknowledgement. This copy will be placed in the employee's personnel file.

Updates:

Policy Number	Policy Name	Action Taken (Revised/New/Removed)	Date Approved by Policy Council	Date Approved by BOD
1.3	Medical Examinations	Revised – Added COVID-19 vaccine	11.14.2021	11.16.2021
2.2	Employment Categories	Revised – Intern compensation	11.14.2021	11.16.2021
2.4	Job Posting, Recruitment, Selection, and Onboarding	Revised – clarified internal program transfer processes	11.14.2021	11.16.2021
2.5	Background Checks	Revised – Updated EHS process and when hit on background	11.14.2021	11.16.2021
3.5	Bereavement Leave	Revised – Updated definition of family, removed consecutive day	11.14.2021	11.16.2021
3.8	Holidays	Revised – Added Martin Luther King, Jr holiday	11.14.2021	11.16.2021
4.8	Flextime	Revised – Clarified processes and expectations	11.14.2021	11.16.2021
5.7	Business Travel and Expense Reimbursement	Revised – Clarified mileage reimbursement and credit card policies	11.14.2021	11.16.2021
1.12	Lobbying and Political Activity	Revised – Consistent with fiscal policy regarding political activity	7.5.2022	6.21.2022
2.5	Background Checks	Revised – Updated to require fingerprints for some programs	7.5.2022	6.21.2022
3.4	401(k) Savings Plan	Revised – Changed enrollment to first of the month following six months of employment	7.5.2022	6.21.2022
3.5	Bereavement Leave	Revised – Allows paid time off at date of hire	7.5.2022	6.21.2022
4.4	Breaks	Revised – Moving from 20-minute meal break to 30 minutes	7.5.2022	6.21.2022
5.4	Property and Building Security	Revised – Updated to current policies allowing building security access dependent on position; updated repayment requirements for damage or loss to company property	7.5.2022	6.21.2022
5.9	Personal Appearance	Revised – Updated appearance guidelines	7.5.2022	6.21.2022
5.11	Workspace Appearance	Revised – Keeps congruent with Policy 1.12 regarding political or lobbying activity at workspace	7.5.2022	6.21.2022
5.14	Animals and Pets in the Workplace	New – Created policy regarding service animals and prohibits other animals or pets	7.5.2022	6.21.2022
1.3	Medical Examinations	Revised – COVID-19 practices	12.22.2022	10.15.2022
2.4	Job Posting, Recruitment, Selection, and Onboarding	Revised – References practices and program transfer practices	12.22.2022	10.15.2022
2.5	Background Checks	Revised – Created clear list of background check issues making employees ineligible for employment	12.22.2022	10.15.2022
2.6	Employment Verifications	Revised – Allows references for public education/state/federal as required	12.22.2022	10.15.2022
2.13	Progressive Discipline	Revised – Updated processes for approvals	12.22.2022	10.15.2022
2.16	Remote Work	Revised – Updated to current practices	12.22.2022	10.15.2022
3.1	Employee Benefits	Revised – Updated 401k	12.22.2022	10.15.2022
3.2	PTO	Revised – provided clarity on practices for moving from FT to PT	12.22.2022	10.15.2022

3.3	Sick Time aka Personal Time	Revised – Sick Time now Personal Time; rollover allowed	12.22.2022	10.15.2022
3.4	401(k) Savings Plan	Revised – Updated to current practices; automatic enrollment	12.22.2022	10.15.2022
3.5	Bereavement Leave	Revised – Added Family Bereavement Leave as required by law in IL	12.22.2022	10.15.2022
4.4	Breaks	Revised – Updated to current IL law	12.22.2022	10.15.2022
5.13	Vehicle Use	Revised – Added items covered under policy	12.22.2022	10.15.2022
7.1	External Communication	Revised – Added Director of Development to communication	12.22.2022	10.15.2022