



Communities
In Schools

The Heart of Texas

Communities In Schools of the Heart of Texas Personnel Handbook

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I. Introduction

A. Welcome

Communities In Schools of the Heart of Texas is pleased that you have joined the agency. It is our sincerest hope that your association with the agency will be a positive and fulfilling one.

B. Mission

The mission of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life. By joining our team, you have become part of a nationwide network of caring adults dedicated to helping children reach their full potential.

C. Purpose

This manual has been developed to provide Communities In Schools of the Heart of Texas (hereafter referred to as "CIS-HOT") as a source of general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This manual is not a contract and is not intended to be a contract. CIS-HOT reserves the right to terminate, change, vary or suspend these policies at any time without notice when it is in the best interest of CIS-HOT. Only the Board of Directors is authorized to amend these policies.

II. Hiring

A. Personnel Practices

The Board of Directors of CIS-HOT delegates to the Executive Director the power to establish qualifications for staff positions, to select staff to fill positions, to supervise their work, and to apply the Personnel Policies as well as applicable local, state, and federal laws. It is the policy of CIS-HOT to select the best available candidates for new or vacant job postings. CIS-HOT will give due consideration to filling such positions through selection, promotion, or transfer of qualified individuals from within CIS-HOT. CIS-HOT may, however, fill vacancies from outside of the organization in situations where it finds it appropriate.

B. Employment at Will

Like most American agencies or companies, CIS-HOT generally does not offer individual employees a formal employment contract. CIS-HOT is an employment at will employer. CIS-HOT reserves the right to terminate the employment of any employee at any time with or without cause. Employees are free to terminate their employment with CIS-HOT at any time. As a courtesy, CIS-HOT requests that you give us a minimum of two weeks' notice of your leaving. CIS-HOT will likewise, when possible and prudent, attempt to give you notice, or pay in lieu thereof at the sole discretion of the Executive Director/CEO; however, when employees are terminated for violation of CIS-HOT policy, procedure, or standard of conduct will be asked to leave immediately.

C. Nepotism

It is our policy to avoid bringing family relationships into the workplace whenever possible. However, on occasion more than one family member may work for CIS-HOT.

The following guidelines will govern these situations:

1. No employee will be permitted to hire a relative.
2. When related persons work for CIS-HOT, one relative may not supervise, or be in the supervisory line of another relative.
3. Related persons will not be involved in evaluating each other’s job performance or in making recommendations for salary adjustments, promotions or other budget decisions.
4. Immediate family members may not be hired, if it would create either an actual or perceived conflict of interest or the appearance of favoritism.
5. No person shall hold a job while either she/he or a member of her/his immediate family serves on the board, council, committee, or other major policy-making component that either by rule or by practice, regularly nominates, recommends, screens, or selects candidates for the CIS program in which she/he is employed. A member of an immediate family shall include any of the following persons:

Husband	Wife	Son	Daughter
Father	Mother	Brother	Sister
Uncle	Aunt	Brother-in-law	Sister-in-law
Father-in-law	Mother-in-law	Son-in-law	Daughter-in-law
Step-relationship	Grandparents	Grandchildren	Cousin

Or other person co-habiting with the employee or in a relationship equivalent to a spouse.

D. Equal Opportunity Employment and Affirmative Action Statement

CIS-HOT provides equal employment opportunities to all employees and applicants for employment CIS-HOT will not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, veteran status, genetic information, gender identity, gender expression or any other basis prohibited by law. All recruitment, selection, placement, promotions, training and layoff decisions made by CIS-HOT supervisors or managers will be based solely on the job-related qualifications and abilities of candidates without any illegal discrimination. Additionally, CIS-HOT does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

All other personnel policies and practices of CIS-HOT, including benefits, discipline, and safety and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual’s race, color, religion, sex, age, national origin, disability, sexual orientation, veteran status, genetic information, gender identity, gender expression or any other basis prohibited by law. CIS-HOT will take all necessary steps to ensure that each employee’s work environment is free of unlawful discrimination or illegal harassment. CIS-HOT complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. CIS-HOT also provides reasonable accommodations for such individuals in accordance with these laws.

CIS-HOT does not discriminate based on sex. All references in any CIS-HOT materials to masculine terms or pronouns such as “he” or “his” shall be read to mean the feminine equivalent such as “she” or “hers” and similarly all reference to female terms or pronouns shall be read to mean the masculine equivalent.

E. What to Do If You Believe You Have Experienced Discrimination

Although we ask that you give us a reasonable opportunity to address and resolve any concerns you may have, you should be aware of the existence of government agencies that are responsible for enforcing anti-discrimination and harassment laws. The Texas Workforce Commission Civil Rights Division can be contacted at 1-888-452-4778 or 512-437-3450. Its federal counterpart is the U.S. Equal Employment Opportunity Commission and may be contacted at 800-669-4000.

F. Position Descriptions

Each new employee, or an employee promoted to a more responsible position, shall receive a written statement specifying that position, starting date, salary, and/or other conditions. The employee shall be given a copy of the job description outlining the duties and a copy of the personnel policies.

G. Immigration Reform and Control Act of 1986 (IRCA)

CIS-HOT complies with the provisions of the “Immigration Reform and Control Act of 1986” (IRCA), requiring all new employees to submit proper proof of identity and employability.

H. Rehiring

When an employee terminates and is rehired more than six months later, the date of re-employment shall be the date for calculation of benefits except as may otherwise be required by law. When an employee terminates and is rehired less than six months later, the original date of employment shall be the date for calculation of benefits except as may otherwise be required by law or the regulations of benefits contractors.

I. Employment of Executive Director

The Board of Directors shall employ, evaluate or discharge the Executive Director. The responsibility for finding qualified candidates shall be entrusted by the Board to the Search Committee. The Executive Committee shall be responsible for conducting an initial six-month evaluation of the Executive Director, submitting the results to the Board. Thereafter, they shall conduct and submit an annual evaluation of the Executive Director.

J. Categories of Staff

1. Full-Time Staff

- a. Management and support staff
- b. Staff assigned to a school site/alternate worksite

2. Part-Time Staff

The various benefits that apply to employees depend upon the category to which they are assigned.

III. Personnel Records

CIS-HOT maintains a personnel file for each employee, documenting her/his work history at the agency. Examples of items kept in personnel files are: commendations or complaints about the employee, training certificates, formal job evaluations and an application.

Any commendation of the employee is kept in the personnel file, unless determined in the ED's sole discretion to be entirely without any factual basis. Written complaints lodged against an employee are kept in a separate, confidential file. Such documentation must always be reviewed with the employee, along with notes on any positive disciplinary action taken.

The employee is entitled to see her/his own personnel file upon request to the Human Resource Administrator. Files may not be removed from the office by the employee. Otherwise, all records are strictly confidential.

Concerning an employee who has been terminated involuntarily or resigned in lieu of termination, it is the policy of CIS-HOT that the only information that is to be released to any request for references is confirmation that the person was an employee of CIS-HOT, the dates of employment, the position of the employee and the employee's salary at time of termination. If the staff member resigns and leaves CIS-HOT in good standing, the direct supervisor or an administrator of CIS-HOT may provide a positive letter of recommendation or verbal reference to an employer upon request.

Each employee is responsible for keeping CIS-HOT informed of changes in vital data: name, address, telephone, number of dependents, or the person to be notified in any emergency. Such changes can be made on the Employee Status Change form, located in the main office, and turned into the HR Director for appropriate distribution.

IV. Working Hours and Compensation

A. Work Week

1. The work week begins at 12:01 a.m. Monday and ends at midnight Sunday. A normal work week consists of 40 hours. Work schedules will vary by site and position. Schedules will be defined in writing by the supervisor at the time of hire, and updated as needed. All employees are entitled to one paid 15-minute break per four hours worked. This break cannot be accumulated beyond the four-hour period.
2. Work hours assigned to part-time employees may vary.

B. Salary Checks

Salary checks will be computed on a semi-monthly basis. Among required deductions are Federal Income Tax and Social Security. Optional deductions may include payments for medical insurance, supplemental insurance, retirement contribution, or other similar worthwhile purposes.

C. Overtime

Unless notified in writing by the Executive Director, employees are considered “nonexempt” employees. CIS-HOT compensates overtime for nonexempt employees in accordance with federal wage and hour laws.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee’s regular work schedule. Nonexempt employees receive overtime pay for each overtime hour worked beyond 40 hours in a workweek. Upon an employee’s discretion, the employee may work overtime if there is a danger to self or others; otherwise, nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Overtime work without advance supervisor approval (other than in a situation where there is a danger to self or others) will be dealt with in accordance with the CIS-HOT positive discipline policy.

D. Salary Review

The Executive Committee shall annually review the salary of the Executive Director. All full-time salaried employees have an annual salary review with their immediate supervisor.

CIS-HOT Board of Directors may designate that surplus funding be used for employee bonuses, raises, and other rewards as the board deems appropriate.

V. Time Away From Work Policies

A. Full-Time Salaried Staff

1. Vacation

- a. Vacation is not available in the first month of employment. On the one month anniversary of employment, full-time employees are awarded 16 hours of vacation time. Beginning on the first day of the following month, vacation time will be given at the rate of 8 hours per month.
- b. When an employee has worked continuously in a full-time capacity for 3 years, vacation will be raised to a rate of 10 hours per month.
- c. When an employee has worked continuously in a full-time capacity for 5 years, vacation will be raised to a rate of 14 hours per month.
- d. Vacation hours for any month are given on the first day of the month and can be used immediately.

- e. All employees observe the 20 holidays set annually by the Executive Director, regardless of work site.
- f. Spring Break :
 - o Site-based program staff will observe Spring Break consistent with the District in which she/he works.
 - o Central Office staff will observe Spring Break in a staggered pattern consistent with Spring Break of the Districts served by CIS-HOT, upon approval of her/his supervisor.
- g. Employees may carry a maximum of 40 hours into the new fiscal year. Any hours above the 40 hour cap at the end of the fiscal year will be reclassified as sick leave. The 320 hour sick leave cap remains in effect.
- h. Employees may carry a maximum of 120 hours into a new month other than at the end of the fiscal year.
- i. Vacation time is not lost if a holiday occurs during the time an employee has taken vacation.
- j. An employee must take the time off to be paid for vacation time.
- k. Vacation time must be awarded before it can be taken—it is not to be advanced.
- l. Vacation time may be cumulative. If an employee has been unable to take her/his vacation during the fiscal year because of scheduling, or for the benefit of the program, it may be carried over in to the next fiscal year, but only upon advance request to and approval by the Executive Director.
- m. Unused vacation time will be paid, as outlined above, to the employee upon termination.

2. Sick Leave

- a. On the date of hire, 8 hours of sick leave is awarded. Thereafter, sick leave is awarded at a rate of 8 hours per month on the first day of the month up to a maximum of 320 hours.
- b. Sick leave must be awarded before it can be taken. Sick leave hours for any month are given on the first day of the month and can be used immediately.
- c. Each employee has the responsibility to notify her/his immediate supervisor, her/his Program Coordinator, and her/his school site within 30 minutes of her/his scheduled starting time if she/he is unable to report to work.
- d. Unauthorized absences will result in a positive disciplinary action. Repeated unauthorized or excessive absences are cause for termination.
- e. A physician's statement may be requested if the employee is absent three or more consecutive work days or when deemed necessary by a supervisor due to a questionable pattern of absences. The physician's statement may be required prior to the employee returning to work, to the extent permitted by law.
- f. Employee sick leave is designed to cover the illness of the employee or individuals addressed in the Family Medical Leave Act of 1993. The HR Director will furnish a copy of FMLA upon request. Leave granted under FMLA that exceeds an employee's available sick leave will be without pay.
- g. Unused sick leave will not be paid to the employee upon termination.

3. Personal Leave

- a. Personal leave will begin in accordance with the CIS-HOT fiscal year. As of September 1st of each year, 2 days (16 hours) are granted, to be used by August 31st of the following year.
- b. Each employee has the responsibility to obtain approval from her/his supervisor prior to taking personal leave. Any leave taken without prior approval is subject to becoming leave without pay.
- c. Personal leave may not be rolled over from year to year. An employee's personal leave balance is not to exceed 2 days (16 hours) at any one time.
- d. An employee who begins working for CIS-HOT at any time during first the four months (September 1 through December 31) of the fiscal year is eligible for the full 2 days (16 hours) as of her/his hire date. Employees hired between January 1 and May 31 are eligible for 1 full day of personal leave (8 hours), and employees hired after May 31 are not eligible for personal leave during that fiscal year.
- e. Personal leave may not be used in increments of less than 2 hours.
- f. Unused personal leave will not be paid to the employee upon termination.

4. Administrative Leave

- a. Administrative leave with pay, for personal reasons (such as serious illness of a family member, death in the immediate family, and a required appearance in court or any other unforeseeable occurrence) may be granted, at the sole discretion of the Executive Director. This administrative leave may be up to a maximum of three days per occurrence.
- b. Immediate family is defined as: spouse, child, parent, parent-in-law, sibling, grandparent, or grandchild.
- c. Administrative leave may be granted in lieu of, or in addition to, other types of leave.
- d. Administrative leave may be limited or denied for such reasons as excessive absences and/or excessive tardiness and any other reason determined appropriate by the ED.
- e. Verification may be required.
- f. Hourly part-time employees are not eligible for administrative leave pay.

5. Jury Duty

- a. Leave with pay may be granted for employees who serve on jury duty.
- b. Any pay received for jury duty remains the employee's.
- c. Hourly part-time employees are not eligible to be paid for jury duty, except to the extent it otherwise may be required by law.

6. Holidays

At the beginning of each fiscal year, the ED will approve a schedule of agency holidays that is specific to that year. The schedule will have 20 paid holidays and will be based on the following considerations:

- a. It will match the school holiday calendars to the greatest extent possible, as determined solely by the ED.

- b. Where there are differences from school calendars, teacher workdays, early release days, and federal holidays will be considered.

7. Inclement Weather

During the year, there may be times when one or more of the districts served by CIS-HOT are delayed or closed due to inclement weather. In these cases, the following will occur:

- a. Central Office will go by the status of Waco ISD. If Waco ISD is delayed due to weather, Central Office is delayed the same amount of time. If Waco ISD is closed due to weather, Central Office is closed as well.
- b. Staff working on a school campus will follow that district's status.
- c. If a staff member works in a district other than her/his home district, the staff member should contact her/his supervisor for guidance.

8. Family Medical Leave Act

In accordance with Family Medical Leave Act of 1993, CIS-HOT provides up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- a. Incapacity due to pregnancy, prenatal medical care or child birth
- b. To care for the employee's child after birth or placement for adoption or foster care
- c. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- d. For serious health condition that makes the employee unable to perform the employee's job

CIS-HOT posts a copy of these procedures in the Central Office located at 1001 Washington Avenue, Waco, TX 76701.

Definitions

- a. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post-deployment reintegration briefings.
- b. Covered Service Member is a current member of the Armed Forces, including the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform her/his duties for which the service member is undergoing medical treatment, recuperation, or therapy; or in outpatient status; or is on the temporary disability retired list.
- c. Serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
- d. Continuing treatment requirement, subject to certain conditions, may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit to and a regimen of continuing treatment or incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition as well.

- e. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military leave.

Military Family Leave Entitlement

- a. Eligible employees with a spouse, son, daughter or parent of active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies.
- b. Special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12 month period.

Benefits and Protection

- a. During FMLA leave, CIS-HOT will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee has continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- b. Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

CIS-HOT employees are eligible for FMLA leave if all of the following criteria are met:

- a. They have worked for a covered employer for at least one year,
- b. They have worked for a covered employer for at least 1,250 hours over the past 12 months, AND
- c. If CIS-HOT employs at least 50 employees within a 75 mile radius.

CIS-HOT utilizes the following guidelines regarding employee use of FMLA:

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

As noted earlier, CIS will apply available paid sick leave first toward FMLA and then, as needed to fulfill CIS' remaining obligations under the law, unpaid leave will be applied.

9. Paid Parental Leave

- a. During the FMLA period, for eligible employees, 2 weeks (80 Hours) of paid parental leave will be available following a qualifying event, (birth, placement of a child for adoption, placement of a child for foster care).
- b. Paid parental leave must be used within 12 weeks of the qualifying event, coinciding with the FMLA period.
- c. Paid parental leave will be available one time within a rolling 12 month period, which commences on the date of the qualifying event.
- d. Each employee has the responsibility to complete the Request for Paid Parental Leave form and obtain approval from her/his supervisor and the Executive Director.
- e. Verification may be required.
- f. Unused paid parental leave will not be paid to the employee upon termination.

10. Working at an Alternate Worksite

CIS-HOT employees may request to conduct CIS-HOT business from their residence or other non-work related site providing the following conditions are met:

- a. The type of work being done must be appropriate for the environment. For a request to be granted, the employee must show that the proposed alternative worksite will be *at least* as appropriate as her/his regular worksite for the type of work being done. Work that requires a block of quiet, uninterrupted time would be appropriate. On the other hand, work that involves extensive discussion with coworkers or access to office resources would not be appropriate.
- b. There must be a work-related circumstance or reason for working at home. For a request to be granted, the employee must provide a work-related reason for why an alternative site will be more appropriate for the task being done. The need for a quiet, uninterrupted block of time to complete a task would be appropriate. On the other hand, the need to stay home with a sick child or other factors related to the convenience of the employee would not be appropriate. A request *can* be granted for an employee's convenience if these procedures will result in a missed deadline, i.e. an employee has a crucial and immediate deadline, and their child is sick. In this case, these procedures would prevent the employee from taking the work home, thus resulting in a missed deadline. Therefore, the employee can request an exception from their supervisor.
- c. There must be a quantifiable product and completion of the product must be verified. For a request to be granted, the employee must propose work that will be measurable, a time-frame for completion, and identify the recipient of the product. Completing a budget or documenting client outcomes would be appropriate. If the work takes a different amount of time than projected, the employee must note this on the form, and account for the time as appropriate. The product must be presented to and approved by the designated recipient.

These procedures apply to work at an alternative site during the regular workday or for work that will be used as flextime. If a salaried employee chooses to take work home and does not count that time as flextime, these procedures do not apply. In addition, participating in a work-related event at an alternative site does not fall under these procedures.

It is important for employees to remember that working at an alternative site is an exception not a rule, it is a benefit not a right and the employee must have prior approval *in advance*. Employees working at an alternative site must still be accessible to their supervisor and the central office receptionist, and must still follow all procedures related to the confidentiality of staff and client information as outlined in the CIS-HOT confidentiality procedures.

B. Part-Time Employees

1. Part-time hourly employees are not awarded vacation time, sick leave, or personal leave. They do observe school holidays in which school faculty and staff members are not required to work. Part-time employees are only paid for the hours they work. They are eligible for health insurance if they work the minimum number of hours set by the Affordable Care Act. CIS-paid premiums will be pro-rated by the number of hours the employee is regularly scheduled to work and the board-approved percentage of health insurance costs that CIS

covers for that fiscal year. They are eligible for retirement benefits if they work the minimum number of hours required by the retirement program. They are eligible for other types of leave to the extent they meet the requirements set by applicable federal or state laws.

2. Part-time salaried employees earn pro-rated vacation time, sick leave, and personal leave. They receive pro-rated pay for school holidays in which school faculty and staff members are not required to work. They are eligible for health insurance if they work the minimum number of hours set by the Affordable Care Act. CIS-paid premiums will be pro-rated by the number of hours the employee is regularly scheduled to work and the board-approved percentage of health insurance costs that CIS covers for that fiscal year. They are eligible for retirement benefits if they work the minimum number of hours required by the retirement program. They are eligible for other types of leave to the extent they meet the requirements set by applicable federal or state laws.

VI. Insurance and Other Benefits

A. Workers Compensation

Upon becoming employed, all employees are covered by Worker's Compensation Insurance for job-related injuries or illnesses. An employee who is injured during the performance of their duties must report such injury immediately to her/his Program Coordinator or to the HR Director and in no case later than five working days from the incident. Additionally, any bills incurred must be submitted. The insurance carrier will make the final determination.

B. Health Insurance

1. CIS-HOT will pay a portion of group health insurance premiums and may in some cases pay 100% for the employee's share.
2. Family members/dependents may be added at the employee's expense if otherwise eligible.
3. Upon hiring, enrollment forms will be completed and an explanation of insurance coverage will be provided.
4. Employees must work at least 30 hours a week on a consistent schedule to be eligible for this benefit.
5. The effective date for coverage will be no more than 90 days after the first day the employee reports to work.
6. The portion of insurance provided and the effective date will be determined annually by the Board of Directors.
7. Changes to health insurance coverage can only take place during annual open enrollment or not later than 30 days following a qualifying special event.

C. Life Insurance

1. CIS-HOT will pay 100% of the group life insurance premiums for all eligible employees.
2. Employees must work at least 30 hours a week on a consistent schedule to be eligible for this benefit.
3. The effective date for coverage will be on the 61st day of employment, or as determined by the insurance carrier.

4. The portion of insurance provided and the effective date will be determined annually by the Board of Directors.

D. Dental Insurance

1. Dental insurance is offered to eligible employees and their dependents at the employee's expense.
2. Employees must work at least 30 hours a week on a consistent schedule to be eligible for this benefit.
3. The effective date for coverage will be on the 61st day of employment, or as determined by the insurance carrier.
4. Changes to dental insurance coverage can only take place during annual open enrollment or within 30 days following a qualifying special event.

E. Vision Insurance

1. Vision insurance is offered to eligible employees and their dependents at the employee's expense.
2. Employees must work at least 30 hours a week on a consistent schedule to be eligible for this benefit.
3. The effective date for coverage will be on the 61st day of employment, or as determined by the insurance carrier.
4. Changes to vision insurance coverage can only take place during annual open enrollment or within 30 days following a qualifying special event.

F. Supplemental Insurance

1. Supplemental insurance is offered to eligible employees and their dependents at the employee's expense.
2. Employees must work at least 30 hours a week on a consistent schedule to be eligible for this benefit.
3. The effective date for coverage will be on the day that coincides with health coverage, or if health coverage is declined, when health coverage would have been effective.
4. Changes to supplemental insurance coverage can only take place during annual open enrollment or within 30 days following a qualifying special event.

G. Continuation Coverage under COBRA

In accordance with the Consolidated Omnibus Budget Reconciliation Act, otherwise known as COBRA, continuation health, dental and vision coverage will be offered to all eligible employees and certain family members enrolled in coverage at the time of a qualifying event. The premium will be the current plan premium (no employer contribution) plus an administrative fee of not more than 2% of the premium, to be paid by the employee/former employee. More information can be obtained through the HR Director. Where coverage under the federal COBRA law is not available, some employees may be eligible for coverage under a related State of Texas law.

H. Retirement Benefits

1. To be eligible for the organization's retirement plan, full-time employees must meet the following conditions:
 - a. Completed 12 months of service
 - b. At least 21 years of age
 - c. Worked at least one thousand hours in the plan year
2. The plan year is September 1st through August 31st.
3. The employer contribution portion of the plan has a "staggered" vesting schedule and is available only as a matching contribution up to 5% of the employee's annual salary. The employee is vested 50% at the end of her/his first year as an employee participating in the retirement plan, if all requirements are met. The employee becomes 100% vested after 2 years of participation in the retirement plan or at age 65, whichever comes first.
4. Employees are 100% vested in the employee contribution portion of their retirement plan.
5. Employees may contact the HR/Admin Director for further information on the CIS-HOT retirement plan.

Note that the details contained in our health plan and retirement plan disclosure documents override any provisions in this handbook that are determined to be in conflict.

I. Employee Assistance Program

1. CIS-HOT provides a confidential Employee Assistance Program ("EAP") at no cost to employees, AmeriCorps members, and families. Any services received by the EAP program are not detailed to CIS-HOT and are kept confidential between the person receiving services and the EAP program. CIS-HOT is provided with quarterly usage rates which do not identify which employees are accessing the services.
2. The employee assistance program provides the following benefits: counseling (8-sessions per need), legal consultation by phone or in person with a licensed attorney, financial consultation, online resource center, online interactive tools (for wellness and goal setting), self-assessments (health risks/fitness, goal setting, relationship satisfaction, career motivation, and emotional well-being), resource database, online access, and urgent/crisis calls or facilitation of immediate hospitalization.
3. For more information, please contact the current EAP provider. Your direct supervisor or the HR/Admin Director can provide you with a pamphlet with contact information/details.

VII. Performance

A. Standards of Conduct for all CIS-HOT Employees

Employee conduct guidelines are based on the policy, programs, and goals of CIS-HOT. At all times each employee should conduct herself/himself in a manner appropriate to reflect the standards of this organization. Any breach of these guidelines may be grounds for a positive discipline action or dismissal.

By accepting employment with CIS-HOT, an employee has the responsibility to the organization, her/his coworkers and to the community at large to adhere to the standards of conduct.

B. Performance Evaluation

All employees will be evaluated annually. Annual Reviews are based on Expectation Reviews conducted at the beginning of employment or work year. The employee being evaluated will be requested to read, comment upon, and sign the evaluation. No employee should sign a blank evaluation form. Any supervisor who requires an employee to sign a blank or incomplete evaluation form is subject to immediate disciplinary action.

Principals at CIS-HOT locations will have the opportunity to evaluate the CIS-HOT staff on their campuses. This information will be given directly to the Program Director and become a critical element of the annual evaluation process. CIS-HOT staff who are unable to sustain a positive working relationship with their principals and/or perform their job satisfactorily will be subject to disciplinary action, up to and including termination.

C. Unacceptable Behaviors

1. Any kind of action or statement which would adversely reflect upon CIS-HOT. Each employee is required to use discretion in the discussion of all official business and records.
2. The use of intoxicants or the use of any medication or illegal drug that interferes, inhibits, or prohibits normal functioning to effectively perform assigned duties is prohibited. Additionally, theft, or misuse of equipment, or any action detrimental to the normal functioning or image of the organization.
3. No employee may act as official spokesperson of CIS-HOT to any group or individual without prior approval of the Executive Director. Any policy statement to the press must be cleared first with the Executive Director or the Chairman of the Board of Directors.
4. Tardiness and repeated failure to report to work without proper notification to the employer, or unexcused absences; alteration of any time sheet or records pertaining to attendance.
5. Dress, grooming, language and conduct that is inappropriate for a professional.
6. Soliciting or accepting any gift, gratuity, or any other consideration of any nature from any individual or organization intended to influence purchasing decisions or show gratitude for such decisions. This section is not intended to forbid acceptance of promotional supplies distributed for organizational use.
7. Refusing to follow directives, properly issued by a supervisor, that pertain to work; insubordination; refusal to assist on a special assignment.
8. Unsatisfactory or careless work; a failure to meet the Quality and Standards; work that is incomplete, late, or consistently incorrect.
9. Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord; interfering with another employee on the job; threatening, intimidating or coercing fellow employees on or off work premises.
10. Dishonesty; willful falsification or misrepresentation on an application or any other work record.
11. Failure to protect the confidentiality of information about students or that is otherwise made confidential by law, such as under FERPA and HIPAA.

D. Social Work Code of Ethics

CIS-HOT employees shall abide by the Code of Ethics of National Association of Social Workers as well as the Texas State Board of Social Worker Examiners Code of Conduct. A violation of the Social Work Code of Ethics or Code of Conduct is considered unacceptable behavior.

A social worker must observe and comply with the code of ethics and standards of practice set forth in this subchapter. Any violation of the code of ethics or standards of practice will constitute unethical conduct or conduct that discredits or tends to discredit the profession of social worker and is grounds for disciplinary action.

1. A social worker shall not refuse to do or refuse to perform any act or service for which the person is licensed solely on the basis of a client's age, gender, race, color, religion, national origin, disability, sexual orientation, or political affiliation.
2. A social worker shall truthfully report or present her or his services, professional credentials and qualifications to clients or potential clients.
3. A social worker shall only offer those services that are within his or her professional competency.
4. A social worker shall strive to maintain and improve her or his professional knowledge, skills and abilities.
5. A social worker shall base all services on an assessment, evaluation or diagnosis of the client.
6. A social worker shall provide the client with a clear description of services, schedules, fees, and billing at the initiation of services.
7. A social worker shall safeguard the client's rights to confidentiality within the limits of the law.
8. A social worker shall be responsible for setting and maintaining professional boundaries.
9. A social worker shall not have sexual contact with a client or a person who has been a client.
10. A social worker shall refrain from providing service while impaired due to the social worker's physical or mental health or the use of medication, drugs or alcohol.
11. A social worker shall not exploit his or her position of trust with a client or former client.
12. A social worker shall evaluate a client's progress on a continuing basis to guided service delivery and will make use of supervision and consultation as indicated by the client's best interest.
13. A social worker shall refer a client for those services that the social worker is unable to meet and terminate services to a client when continued services is no longer in the client's best interest.

E. Confidentiality

Staff members will, to the best of their ability, ensure confidentiality and privacy in regard to history, records, and discussions about the people we serve. The very fact that an individual is served by this agency must be kept confidential. Disclosure can be made only under specified conditions, as described below, for reasons relating to law enforcement and fulfillment of our mission. Staff shall not disclose any information about a person we serve to anyone outside of this organization unless authorized by a member of the executive team. Confidentiality must be maintained in all programs, departments, functions, and activities.

1. Staff will not discuss or otherwise convey information about any individual's records with unauthorized individuals, whether on or off duty.

2. Staff shall respect the privacy concerns of the people we serve, and shall hold in confidence all information obtained in the course of professional service, regardless of how that information is obtained. Staff will not disclose an individual's confidences to anyone outside the agency or their assigned school site except: (1) as mandated by law or funder, (2) to prevent a clear and immediate danger to a person or persons, or (3) where staff are compelled to do so by court or pursuant to the rules of a court. Staff will not disclose an individual's confidences to anyone within the agency or their assigned school site except when it is detrimental to the operations of the agency not to disclose this information to the appropriate supervisory personnel.
3. Staff shall store professional records (digital or paper) in ways that maintain confidentiality. Out-of-date, official files will be stored as per current agency policy, while unofficial documents that contain client names or information will be shredded. Records will be kept in a locked cabinet, and will not be left out in the office where others may find them. Records will not be taken home unless written permission to do so has been provided by a member of the executive team, and that provision for maintaining confidentiality has been ensured.
4. No client information requested by someone outside the agency will be given over the telephone. Staff members are to respond with the statement: "Our procedures do not permit me to give out that information over the phone."
5. Before client information or photos are released, release-of-information forms or photo consent forms will be explained to and completed by the parent/guardian.
6. Other than information required by funding sources, no information about individuals or records will be released to state, federal, or other agencies that enables the identification of any person by name, address, Social Security number, or other coding procedures.
7. If client records are inspected by an outside agency, the individual(s) who inspect the records must be specifically authorized to do so by a member of the executive team. The taking of notes, copying, or removal of records is specifically prohibited in such cases.
8. Confidentiality also applies to those individuals that staff supervises, other employees of the agency or work-site, and to sensitive issues within the agency. Staff will hold confidential information about coworkers and sensitive situations within the agency.
9. Violation of this statement may be grounds for immediate dismissal.

F. Dress and Grooming

The dress and grooming for all CIS-HOT employees, AmeriCorps Members, Interns and Work-study students shall be professional, clean, neat and in a manner appropriate for their assignments. All employees, AmeriCorps Members, Interns and Work-study students shall adhere to all dress and grooming regulations set by Central Office and/or their worksite during regular business hours. Additional or modified standards may be established by supervisors and/or worksite personnel depending on program-specific duties and worksite policies.

1. The following items shall not be worn:

Tee shirts, except on Fridays, designated fun days and office clean-up days when CIS-HOT or a designated school shirt is permitted

Jeans and athletic shoes, except on Fridays, fun days and designated office clean-up days

Shorts

House shoes, flip-flops/thong sandals

Beach-type footwear

Warm-up suits
Hats or caps inside buildings
Pierced jewelry other than in the ears

2. The following are prohibited for women:

Leggings, except when worn under a dress, tunic or skirt
Sun dresses, halter tops and spaghetti-strap type clothing

3. The following are prohibited for men:

Shirts exposing the underarms
Untidy facial hair
Hair that extends below the collar except when neatly tied in a ponytail/braid

G. Positive Discipline

1. The purpose of the positive discipline system is to identify an employee's problem area and to provide the employee with opportunities to make the necessary adjustments.
2. Employees will be counseled regarding behaviors that are considered unacceptable. In the event that such behaviors do not warrant immediate dismissal, the following positive discipline system may be enforced. The employee's immediate supervisor shall be present. Additionally, the HR Director may serve as an observer in some instances.
 - a. Level One – Verbal consultation
 - b. Level Two – Written warning
 - c. Level Three – Disciplinary suspension
 - d. Level Four – Termination
3. An employee may reduce her/his current level of positive discipline by going 3 months without any violations. An employee may continue this process one level at a time until she/he reaches level zero. This opportunity to reduce the level of positive discipline does not eliminate any violations from the employee's personnel file.
4. Any level of positive discipline may be used on any occurrence depending upon the severity of the situation and the frequency of the particular type of violation.

H. Termination

1. Resignation

Due to the nature of social service agencies, it is requested that supervisors be given at least two weeks written notice of resignation from any staff member in order to give the staff member time to adequately and ethically terminate services to their clients and allow the administrative team to fill the position with minimal interruption to clients served.

2. Involuntary Termination

Employees of CIS-HOT shall be given two (2) weeks written notice of termination of service. If the employee is in the first six months of employment, CIS-HOT may terminate the employment relationship without further compensation.

CIS-HOT reserves the right to pay the employee's regular salary for the notice period set forth above in lieu of such notice. If CIS-HOT exercises this option, no further payments will be made, except pay for accrued but unused vacation.

3. Exit Interview

All employees will meet with the HR/Admin Director or their supervisor to discuss the specific reasons surrounding the employee's termination. The employee will be given the opportunity to give constructive feedback regarding her/his time with CIS-HOT. At the close of the interview, the employee will be asked to read through the answers, comment and sign the document prior to receiving a copy. The original will be kept in the employee's personnel file.

VIII. Staff Interaction with Student Participants

Communities In Schools of the Heart of Texas employees abide by the Code of Ethics of the National Association of Social Workers as well as the Texas State Board of Social Worker Examiners Code of Conduct. Included in this code of conduct is the responsibility for setting and maintaining professional boundaries. CIS-HOT expects its employees maintain the highest level of professionalism and boundaries with students.

A. General Interactions

All interactions should be culturally sensitive and based upon mutual respect and understanding, and should be relevant to the student's participation in Communities In Schools services. This includes using respectful language and emphasizing the dignity and worth of each student participant.

B. Professional Language

Professional language should be used in all contexts of communication with students as CIS-HOT employees are representatives of the organization and often the school campus in which they work. Inappropriate language such as cursing is prohibited.

C. Appropriate Conversation Topics and Self-Disclosure

Communities In Schools of the Heart of Texas maintains the core CIS value that each child needs "a one-on-one relationship with a caring adult," and that relationships are built through rapport building, or conversations that may not always be directly related to the specific task at hand. CIS-HOT understands that daily conversations are important to developing a relationship with students, however, all conversations should be appropriate in nature and avoid invading the students' privacy (except in the event that a student is thought to be a harm to self or others, or thought to be involved in an abusive situation). A list of appropriate and inappropriate topics would be too extensive to list, however, each individual should use his or her professional judgement to determine how appropriate a conversation topic may or may not be. Self-Disclosure, or the act of revealing personal information about oneself to another, should be

used only as it benefits the professional relationship, and employees should not engage in peer-like behavior with student participants to avoid damaging the professional relationship.

D. Dual Relationships

CIS-HOT employees should be aware that in the course of their work they may encounter dual relationships with students or their parents and should address this issue with the appropriate supervisory personnel in order to establish appropriate boundaries for services and/or refer students when appropriate.

E. Physical Touch

CIS-HOT employees must use appropriate professional judgement with physical touch in any situation with CIS-HOT student participants. CIS-HOT maintains that appropriate physical touch includes high-fives, handshakes, fist bumps, open-handed pats on the back and sides hugs when initiated by the students. Other forms of physical touch are not considered to be appropriate and should be deliberately avoided. All physical touch should occur in public in view of another CIS-HOT or school employee.

F. Technology

CIS-HOT employees are not permitted to connect with Communities In Schools student participants through personal social media of any type including, but not limited to, Facebook, Twitter, Instagram, Snap Chat, Reddit, Vine, Pinterest, Flickr, or LinkedIn. Additionally, CIS-HOT employees may not provide student participants or their parents with their personal home phone number, cell phone number, or email address. All communication should be conducted through the professional phone number or email address established by CIS-HOT or the school in which they work.

G. Being Alone with a Student

In the course of working with students, it may be necessary to have a private, one-on-one conversation with a student, or it may happen that a student visits the CIS campus office while a single staff member is the only adult in the room. In these situations, CIS-HOT employees should make every effort to alert another staff member (CIS-HOT or school employee) to the one-on-one conversation with a student, the location of this conversation, and the planned time-frame in which the conversation should take place. CIS-HOT employees should ensure that when meeting individually with students another adult has a “line-of-sight” to the employee and student and could easily observe the interaction. A CIS-HOT employee should never intentionally seek to be alone with a student, and only allow it in exceptional cases. Every effort should be made to include another adult if at all possible. CIS-HOT employees may not be alone with a student after regular working hours, and if an employee finds himself or herself in this situation, he or she should immediately contact the appropriate supervisory personnel, so that they may provide support or direction as the circumstance warrants.

H. Financial

When working with at-risk students who may find themselves in situations of financial need, it can sometimes tempt staff members to give in a material or financial method to the students or their families. If a staff member would like to make a donation to a family or student, that staff member should contact the Senior Director of Development and Community Partnerships, the Chief Operations Officer, or the Executive Director. Donations will be passed through the agency in order to provide for anonymity and fair treatment of all student and family participants. Under no circumstance should an employee provide a student with direct financial or material assistance.

IX. Transporting Students

Employees and volunteers are prohibited from transporting students in their personal vehicles for CIS-HOT sponsored activities unless approved by their immediate supervisor and the Executive Director as well as parental/guardian consent for the student(s).

In order to obtain authorization to drive the individual must:

- complete an Authorization to Drive/Transport Students Request form;
- have an acceptable criminal history report;
- disclose all minor (such as a Class C misdemeanor) traffic violations and/or incidents and/or accidents on driving record in the last 3 years;
- disclose all major (Class B or higher) traffic violations and/or incidents and/or accidents on driving record;
- provide copy of current and valid driver license;
- provide copy of liability insurance;
- provide proof of motor vehicle registration;
- provide proof of current vehicle inspection

The CIS-HOT Student Transportation Agreement form is only valid for the school year in which it is signed. A new form must be completed and submitted with updated supporting documents annually.

The employee's or volunteer's auto liability coverage will serve as the primary coverage if the employee or volunteer is found liable for any incidents and/or accidents that could occur while driving their vehicle for CIS-HOT related business.

The employee must immediately notify the HR/Admin Director of any changes in vehicle insurance coverage or driving record.

X. Parent Consent/Release of Information

The Parent Consent/Release of Information (PC-ROI) officially enrolls a student into the CIS program and is required (hard copy, with the guardian's signature in ink) before services can be provided. This form also serves to give permission to gather and release specific student information to the school, CIS, TEA, and other agencies offering services to the student. The Family Educational Rights

and Privacy Act (“FERPA”) requires parental consent prior to receiving or releasing FERPA-protected student data. (CIS-HOT has a copy available in English and Spanish.)

XI. Crisis Management for School-based Staff

School-based staff members must become aware of and follow their campus and district crisis management procedures. School-based staff must also participate in preparedness activities as required by the campus and/or district policy.

XII. General Policies

A. Political Activities/Lobbying

During working hours, a CIS-HOT employee may not engage in any political activity such as, but not limited to: working on behalf of a partisan political activity such as lobbying, collecting funds, making speeches, assisting at meetings, door ringing or distributing political pamphlets in an effort to persuade others of any political view while they are being paid with public funds. This does not preclude an employee from taking an active part in a political campaign outside of working hours, provided such activities are not in violation of any law and the employee does not identify as a CIS employee as part of the activities. Further, no supplies or equipment paid for with public funds are to be used for such activities. Employees cannot imply they are doing such as a CIS-HOT employee but only as an individual.

B. Sectarian Involvement Prohibited

Employees of CIS-HOT will ensure no expenditures have as their objective the funding of sectarian worship, instruction, or proselytizing. This provision shall not be interpreted to prohibit CIS-HOT from contracting for goods or services with any religious institution or entity.

If a charitable or faith-based provider of services or activities is funded in compliance with all applicable laws, the provider shall reasonable apprise all participants of the following:

CIS-HOT’s selection of neither a charitable or faith-based provider of services or activities nor the expenditure of funds for goods or services with the charitable or faith-based provider is an endorsement of the provider’s charitable or religious character, practices, or expression. If a participant objects to a particular provider because of its religious character, she/he may request assignment to a different provider.

C. Employee Expenses and Reimbursements

Employees may be reimbursed for authorized expenses in the course of their work with the following considerations:

1. Proper and timely submission of expense vouchers, receipts and documentation.
2. Expenses that may be eligible for reimbursement while traveling include reasonable amounts for lodging, meals, parking and transportation.
3. Reimbursement for use of a personal vehicle will be the mileage rate that is currently accepted by the IRS for deductible tax purposes.

4. Employees using personal vehicles in work related activities must have proof of liability insurance in their personnel file.
5. Expenses may not be reimbursed if there is no longer money in the budget for such purposes.

D. Association Memberships

CIS-HOT shall pay for appropriate agency memberships in allied associations. The Executive Director may grant approval for CIS-HOT to pay for individual memberships of staff members in supervisory roles in certain instances.

E. Employee Loans Prohibited

No loans to employees shall be made by the agency.

F. Tobacco Free Workplace

CIS-HOT promotes a tobacco-free environment to ensure the health of all employees, clients and visitors. Nicotine products including cigarettes, e-cigarettes, smokeless tobacco and cigars are prohibited at any site where CIS-HOT work is performed. CIS-HOT employees are prohibited from using tobacco products in the presence of clients and while on visits to clients' homes. CIS-HOT employees may not provide or distribute tobacco products to clients of any age. Employee assistance programs are available to employees who want to stop using tobacco products.

G. Client Discipline

In the event that corrective action must be implemented in response to a client's misbehavior, the severity and frequency of the misconduct, as well as the age and mental capacity of the child, should be considered in determining appropriate discipline. Under no circumstances should corporal punishment—whether spanking or otherwise—be used as a form of discipline. In the event of severe misconduct such as physical harm to other participants, discontinuation of services may be considered as an option to imposing discipline. CIS staff should consult with a supervisor/manager before imposing any long-term or otherwise significant discipline.

XIII. Personnel Policies

A. Drug Free Workplace

The policy of CIS-HOT is to maintain a drug-free workplace which will help ensure a safe and productive workplace. In addition, it establishes CIS-HOT as a positive role model for the clients we serve. For the purpose of this policy, "workplace" is defined as any CIS-HOT work environment or any other site where CIS-HOT work is performed. In order to further this objective, the following rules regarding drugs and alcohol in the workplace have been established.

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on or in the workplace is prohibited.

2. Being under the influence of alcohol, inhalants, or other drugs while on or in the workplace is prohibited. The abuse of prescription or over-the-counter drugs on or in the workplace is prohibited.
3. Employees who violate the substance abuse policy are subject to appropriate disciplinary action under the positive discipline policy, up to and including termination.
4. CIS-HOT shall implement a drug-free program which will inform employees of the following:
 - a. The dangers of drug abuse in the workplace;
 - b. CIS-HOT's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug and/or alcohol abuse violations and violations of this policy.
5. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment, and this will be a basis for action as long as the employee cooperates. Employee assistance services will be made available to assist employees.
6. Any CIS-HOT employee who has been convicted under any criminal drug statute for a violation occurring in the workplace shall notify his/her supervisor or the HR/Admin Director no later than five days after such conviction.
7. This policy applies to all employees, interns, work-study students, and AmeriCorps members regardless of rank or position within the agency.
8. Employees may be held to standards of conduct without regard to the fact that they may assert their misconduct was the result of an addiction.

B. Internet, E-mail, Telephone, and Voice Mail Usage

1. CIS-HOT's Right to Access Information: While CIS-HOT employees have individual passwords to E-mail, voice mail, and computer network systems, these systems are at all times accessible to and by CIS-HOT and may be subject to unannounced, periodic inspections by CIS-HOT for business purposes. This policy applies to all telephone, electronic, and computer network systems which are accessed on or from CIS-HOT's premises, used in a manner which identifies the employee with CIS-HOT, accessed with CIS-HOT computer equipment and/or via CIS-HOT-paid access methods. CIS-HOT employees may not use secret passwords and all system passwords must be available to CIS-HOT at all times. CIS-HOT often maintains back-up copies of E-mail and voice mail, and these records, as well as the usage records of CIS-HOT computer network systems may be reviewed by the company for legal, business, or other reasons. Any work performed on CIS-HOT computer equipment is property of CIS-HOT.
2. Limited use of the CIS-HOT email, voicemail, and computer network systems may be used for personal business matters, so long as such use is kept to a minimum and does not interfere with work.
3. Prohibited Content: CIS-HOT employees are prohibited from using CIS-HOT's telephone, electronic, or computer network systems in any manner that may be offensive or disruptive to others. This includes, but is not limited to: the transmission of racial or ethnic slurs, gender-specific comments, sexually explicit images or messages, any remarks that would offend others on the basis of their age, political, or religious beliefs, disability, national origin or sexual orientation, or any messages that may be interpreted to disparage or harass others. No telephone, electronic, or computer network communications may be sent which represent the sender as from another company or as someone else, or which try to hide the

sender's identity. Inappropriate or excessive personal use of CIS-HOT's property or telephone, electronic or computer network systems will result in disciplinary action, up to and including termination. Use of CIS-HOT equipment to access pornography, whether or not during work hours, may result in immediate termination and criminal prosecution.

4. Staff must apply confidentiality standards in communication via internet, telephone, e-mail, and voice message usage. Staff is not permitted to transmit any CIS-HOT documents confidential or privileged in nature to her/his private email. For example, staff must not send records, such as a master student list, to her/his own private email. When transmitting confidential information between programs or to other CISHOT employees, all staff must use a password protected document and include a confidentiality statement at the end of an email signature. Please also reference the section on confidentiality.

C. Conflict of Interest

No employee shall engage in outside employment that is incompatible with his/her duties as an employee. It shall be the duty of every employee, to report in writing to the Executive Director, any outside employment so that a determination regarding conflict of interest can be made by the Executive Director.

Each Board Member shall complete the CIS-HOT Board Conflict of Interest Form annually.

D. Americans with Disabilities Act of 1990 and ADA Amendment Acts of 2009

1. In accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Amendments Act of 2009, CIS-HOT reinforces employment procedures that do not discriminate against qualified individuals on the basis of disability. Furthermore, CIS-HOT seeks to provide a reasonable accommodation for any and all employees who are covered under the law as awareness of a disability is made known.
2. CIS-HOT does not inquire about the existence, nature, or severity of a disability during the application process. CIS-HOT may ask applicants about her/his ability to perform essential job duties.
3. CIS-HOT posts a copy of these procedures in the Central Office located at 1001 Washington Avenue, Waco, TX, 76701.
4. CIS-HOT Employment Procedures cover all aspects of the employment process; including but not limited to:

Application	Hiring	Evaluation	Training
Layoff/Recall	Compensation	Benefits	Testing
Assignments	Termination	Promotion	Leave
Disciplinary Actions			

5. CIS-HOT utilizes the following definitions in regards to ADA (or such more recent definition as may be applicable under then-current law):
 - a. Qualified Individuals with Disabilities – an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired,

and who, with or without reasonable accommodation, can perform the essential functions of a job.

- b. Disability – an individual who (1) has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment – (May not apply to an impairment of an actual or expected duration of six months or less).
- c. Major Life Activities – Include caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, lifting, standing, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Additionally, operation of major bodily function, such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.
- d. Reasonable Accommodation – any change in the work environment or in the way work is usually conducted that result in an equal employment opportunity for an individual with a disability.
- e. Undue Hardship – excessively costly, extensive, substantial or disruptive, or an act that would fundamentally alter the nature or operation of how work is conducted.

6. Although the ADA does not provide a list of all conditions covered, it does provide some guidance as to specific conditions that are not covered under the definition of “impairment” including:

*Common Personality Traits	*Compulsive Gambling	*Exhibitionism
*Gender Identity Disorders	*Homosexuality/Bisexuality	*Voyeurism
*Kleptomania	*Obesity (other than morbid)	*Pedophilia
*Physical characteristics	*Pregnancy	*Pyromania
*Sexual behavior disorders	*Transexualism	*Transvestism
*Illegal use of drugs/alcohol		

7. CIS-HOT applies the ADA Employment Procedures to individuals regardless of race, color, religion, sex, national origin, age, disability.
8. CIS-HOT uses the following points from the Enforcement Guidance issues by the EEOC concerning an employer’s obligation to provide reasonable accommodations to qualified applicants and employees with a disability.
- a. In order for an individual to request a reasonable accommodation, the individual need only to use “plain English” and need not mention the ADA or use the phrase “reasonable accommodation”. This does not mean, however, that the employer is required to provide the change; it is merely a first step. At CIS-HOT, the individual should contact the HR Director to make the aforementioned request.
 - b. Someone other than the individual with a disability may request the reasonable accommodation on behalf of that individual, such as a family member, friend, health professional or other representative.
 - c. A request for reasonable accommodation need not be in writing.
 - d. An individual with a disability may request a reasonable accommodation at any time, whether during the application process, after being offered a job, or at any subsequent

time at which the person with a disability becomes aware of a workplace barrier that is preventing her/him, due to a disability, from performing a job.

9. Requests for reasonable accommodation are prospective in nature. For example, an employee may not request reasonable accommodation as to misconduct in the past.

E. Genetic Information Nondiscrimination Act

In accordance with Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, CIS-HOT reinforces employment procedures that do not discriminate against qualified individuals on the basis of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees or their family members.

CIS-HOT does not discriminate against employees or applicants based on genetic information in hiring, promotions, discharge, pay fringe benefits, job training, classification, referral, and other aspects of employment.

CIS-HOT does not inquire about the existence, nature or severity of a disability during the application process. CIS-HOT may ask applicants about his/her ability to perform the essential job duties.

F. Sexual Harassment

The Equal Employment Opportunity Commission (EEOC) has issued guidelines setting forth the Commission's interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with the CIS policy that conduct creating an intimidating, hostile or offensive working environment on the basis of gender will not be tolerated. Any employee violating this practice will be subject to disciplinary action up to and including discharge.

Any employee, who feels that she/he is being subjected to sexual harassment or has knowledge of harassment of other employees, should contact the HR/Admin Director or their immediate supervisor within 3 working days of an occurrence. If asserting misconduct by one of these persons to whom a report otherwise would be made, then the reporting should be made to the next higher level, up to and including the Board Chair. Employees also are notified of their right to contact the U.S. Equal Employment Opportunity and/or Texas Workforce Commission regarding the filing of a charge of discrimination.

Sexual harassment is a legal concept addressing a particular type of gender discrimination. Briefly, sexual harassment is unwelcome behavior of a sexual nature that makes someone feel uncomfortable or unwelcome in the workplace by focusing attention on their gender instead of on their professional qualifications. The concept applies to both women and men, to adults and to children.

Sexual harassment is usually defined as behavior by someone higher in status or power toward someone lower in status or power, although harassment by peers is also recognized as a problem. The unequal balance of power is an intrinsic element of the legal definition of sexual harassment.

CIS-HOT employees are expressly forbidden to sexually (or otherwise) harass their co-workers, colleagues, or clients in any situation. As sexual harassment is defined as unwelcome behavior, and no one can be sure what another person defines as unwelcome, it becomes important for every CIS staff member to practice discretion in their activities, conversations, jokes, and other behaviors. Employees should report any instance of sexual harassment that is experienced, witnessed, or reported to them as outlined below.

1. Legal Definitions of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

2. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- a. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- b. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- c. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- d. Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- e. The harasser's conduct must be unwelcome.

3. There are two legally recognized types of sexual harassment:

a. Quid pro quo sexual harassment

Quid pro quo sexual harassment occurs when an individual's submission to or rejection of sexual advances or conduct of a sexual nature is used as the basis for employment decisions affecting the individual or the individual's submission to such conduct is made a term or condition of employment.

- i. It is sufficient to show a threat of economic loss to prove quid pro quo sexual harassment.
- ii. A single sexual advance may constitute harassment if it is linked to the granting or denial of employment benefits.
- iii. Courts have held employers strictly liable for quid pro quo sexual harassment initiated by supervisory employees.
- iv. A subordinate who submits and then changes her/his mind and refuses can still bring quid pro quo sexual harassment charges.

b. Hostile environment sexual harassment

Hostile environment sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates a hostile, intimidating or offensive work environment even though the harassment may not result in tangible or economic job consequences, that is, the person may not lose pay or a promotion.

4. CIS-HOT procedures for reporting sexual harassment:
 - a. If you are experiencing sexual harassment, there are steps you can take. Ignoring sexual harassment does not make it go away. The harasser may improperly interpret a lack of response as encouragement. CIS takes a very firm stance to protect employees who are experiencing sexual harassment.
 - b. Report sexual harassment to the appropriate person in the organization. You can report sexual harassment to any of the following, and be assured that your complaint will be addressed. If you are not satisfied with the results/actions taken, go to someone on the list in a "higher" position.
 - Your supervisor
 - Anyone in your supervisor chain
 - Your Program Coordinator
 - Executive Director
 - Chair of the Board, to the extent a senior member of management is involved or all efforts to resolve it at a lower level have failed.
 - c. Employees working in a host setting may also experience sexual harassment from co-workers or colleagues who work for a different entity. In such a situation, the employee should report the harassment to someone on the list above and obtain their assistance in determining the appropriate individual(s) in the host setting who should also receive a report of the harassment.
 - d. A supervisor or other individual who receives a report of sexual harassment should immediately report the incident to the Executive Director.
5. CIS-HOT procedures for reporting if you are accused of sexual harassment:
 - a. If you are accused of sexual harassment, you should take steps to learn everything you can about the situation, the laws and regulations, and the organization's policies and procedures.
 - b. Listen carefully. Try to understand the other person's point of view. Making a joke of your behavior is inappropriate and is very likely to exacerbate the situation. Retaliation is illegal. Respect the other person's point of view and interpretation of the situation and cease the behavior that is offending that person.
 - c. Contact the HR Director or the Executive Director within 24 hours. Information and assistance will be provided. We will attempt to investigate and resolve issues of sexual harassment fairly and confidentially.
 - d. Under no circumstances should you act in any way that might be construed as retaliation [such as making untrue counter charges], because such retaliation is also illegal.

6. Sexual Harassment and Children

Court decisions have extended protection from sexual harassment to the school setting. Some research indicates that there is a great deal of sexual harassment in elementary and secondary schools. While girls are the usual victims, boys may also occasionally be harassed. More and more, schools are paying attention to issues of sexual harassment and developing policies and training to prevent or deal with sexual harassment. When faced with situation of children reporting sexual harassment, CIS staff should:

- a. Believe and support children. Adults' support is very important in helping children learn how to stand up for their own rights and to deal with bullying and harassment. Telling kids to "get used to it" or "be tough" is not an appropriate response. Children need help in learning how to stand up to bullies and they need support from their families and educational institutions that support and encourage learning.
- b. Talk with appropriate authorities. Schools are required by law to protect children from sexual harassment. You can help your school develop appropriate training and procedures so that all members of the learning community understand what harassment is and how to prevent it or deal with it when it happens.

G. Reporting Abuse or Neglect

The Federal Child Abuse Prevention and Treatment Act (CAPTA) requires that states have a law that provides for the reporting of known and suspected abuse and neglect. In accordance with CAPTA, the Texas Family Code, 261.101 requires that any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect shall immediately make a report. In addition, any professional who has cause to believe that a child has been or may be abused or neglected shall make a report within 48 hours after the professional first suspects abuse or neglect.

In accordance with Section 231.204 of the Texas Family Code, a report of suspected abuse or neglect must be kept confidential (this includes all information created, acquired, or maintained in connection with investigating the report) and is not subject to release under Government Code Chapter 552 (Public Information Act). Information collected or disclosed relating to the report of suspected abuse or neglect should be kept in a secure location separate from the student's usual FERPA protected information, in that the confidentiality laws that apply to this information may prohibit disclosure even to a parent when the parent exercises the FERPA right to inspect the child's education records. Reports of suspected abuse or neglect must be made in accordance with Section 261.104 of the Texas Family Code. Reports of suspected abuse or neglect include the official notification and the documentation of the report made to the proper authorities.

H. Grievance Procedure

1. Any employee has the right to protest and appeal personal actions taken in regard to her/his employment, including positive discipline actions, involuntary termination, or reclassification, resulting in demotion.
2. All employees will have the right to make use of these provisions. No action will be taken against any employee simply because of the employee's making use of grievance procedures.
3. A grievance shall be processed in the following manner:
 - a. The grievance shall be first submitted in writing to the immediate supervisor of the aggrieved individual or group. If the grievance has not been resolved within two (2) weeks to the satisfaction of both parties, either party may then appeal the grievance to the second step.

- b. At the second step of the grievance procedure, the HR Director shall serve as a neutral third party. Again, if within two (2) weeks the grievance has not been resolved to the satisfaction of both parties, it may be appealed to the third step.
- c. The third step of the grievance procedure, Executive Director will consider the grievance. A hearing may be requested by the aggrieved party to the Executive Director in writing. The Executive Director shall be the final and binding authority in all grievance matters, except when the employee reports directly to the ED. In this instance, an executive committee consisting of the Board Chair and members of the Board of Directors will be the final and binding authority.
- d. At any step in the procedure, an extension of time agreeable to both parties shall be referred to as recessed time. There shall be no limit to recessed time as long as it is mutually agreed upon by both parties.
- e. The initial grievance must be filed within two weeks of the employee first learning that the action being grieved would take place or the grievance may be rejected simply on the basis of being untimely.

I. Whistleblower and Anti-Retaliation Statement

For the purpose of this policy, a whistleblower is defined as an employee, volunteer or board member of CIS-HOT who reports an activity that she/he reasonably believes, based on the information then available to him or her, to be illegal, fraudulent, or unethical, to one or more persons specified in this policy. CIS-HOT adheres to all laws and regulations that apply to the organization and welcomes feedback to strengthen the organization's policies and procedures.

CIS-HOT has an open door policy and welcomes all employees, volunteers and board members to share their questions, concerns, suggestions and complaints. If an associate has cause to believe that an illegal, unethical, or fraudulent activity has occurred, that individual is to contact her/his supervisor, the HR Director or the Executive Director. All allegations will be investigated swiftly, discretely and as confidentially as possible. An employee who is reporting a violation by the HR Director should do so to the ED. If a violation by the ED, this should be reported to the Chair of the Board of Directors.

Employees, volunteers and board members of CIS-HOT have the right to raise concerns for any policy, procedure or practice without fear of retaliation. Any individual who makes a good faith report will be protected against all forms of retaliation including harassment, termination, salary decrease, demotion and blacklisting. An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination.

The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. In addition, any individual who intentionally files a false report will be subject to disciplinary action up to and including termination or removal from service to CIS-HOT.

This policy is intended to protect those who in good faith report what they believe to be serious violations of rules and/or the law. It does not guarantee that employees will be protected simply because they disagree with their supervisor about how to best handle a situation that rationally could be resolved in multiple ways.

Personnel Manual Attestation

I have received a copy of the CIS-HOT Personnel Policy Manual. I have been given the opportunity to clarify any questions I have in regards to the information, meaning and implementation contained therein. I understand that I am responsible for the information contained in this manual. I understand that this manual is not a binding contract and CIS-HOT without advance notice can modify, terminate, suspend, vary from, or add to this manual in what it deems to be the best interest of the organization, or its employees, volunteers or clients.

Employee Name

Employee Signature

Date