



Welcome to Partnerships Center for Adult Day Care

PERSONNEL POLICIES

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

PARTNERSHIPS CENTER EMPLOYEE HANDBOOK

PARTNERSHIPS CENTER FOR ADULT DAY CARE

is an equal opportunity employer, and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, sexual orientation, or any other legally protected status.

Each employee shall be qualified for the position held as outlined in the job description.

A physical exam shall be performed within six months of employment.

Each employee shall have a two-step PPD or chest x-ray within one year prior to hire. A one step PPD or chest x-ray shall be administered annually thereafter.

Each employee shall review and receive a copy of the job description at the time of employment.

Each employee shall review and receive a copy of Partnerships Employee Handbook at the time of employment.

All employees of Partnerships will receive an orientation to the program as outlined in the Orientation Policy to be completed within six weeks of employment.

PARTNERSHIPS CENTER EMPLOYEE HANDBOOK

Welcome to Partnerships Center for Adult Day Care. Partnerships' is committed to an employee relation program that assures all employees are treated in a fair and equitable manner. The policies and procedures presented in this brochure help achieve the goal of assuring that each employee is treated as an individual in a work climate that encourages individual decision-making.

All employees should familiarize themselves with the information presented in this manual and discuss any questions with the Director. As conditions change, some of the statements in this booklet may have to be revised. When this occurs, employees will be informed.

We are excited about our organization and hope it provides a good work climate, benefits and an opportunity for personal and professional growth.

Board of Directors
Partnerships

Provisional Status- Employees are classified as "provisional" during the first 90 days of employment. The hiring determination will be based upon the successful completion of this provisional period.

Workers' Compensation-Under state laws, time lost due to industrial injuries is compensated for by certain payments, including medical expenses. Payments vary with severity of the injury up to maximum amounts for total disability.

Security-All employees should be on the alert at all times to help a client in trouble and to report to the Director any

Suspicious persons or situations. Any valuable articles, which you may find on the premises, should be turned in to the Director. Items lost or missing also should be reported to the Director.

Housekeeping-Partnerships takes every possible step to promote and maintain a safe, clean, and pleasant work environment. The Center expects employees to share this housekeeping concern. The basic principles of safety and cleanliness that are followed will require employees' cooperation. Employees are also responsible for advising the Director of any unsafe conditions or practices.

Business Traveling Expenses-It is Partnerships' policy to reimburse for reasonable expenditures made by employees in connection with travel, in excess of ten miles, incurred for the purpose of Center business. The Director must properly approve these expenses. Mileage will be reimbursed at the rate established by the IRS for business travel.

Telephone Use-The Center understands that employees occasionally need to make urgent, personal, or local telephone calls. Personal calls should be restricted to urgent or emergency calls only and should be brief and infrequent. Long distance, cell phones or incoming collect personal calls are not permitted at anytime.

Personal Conduct & Dismissal Policy-Certain limitations regarding personal behavior are necessary in every organization to ensure orderly and safe operations. The safety and well-being of our participants, physically, mentally

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and emotionally, are of the utmost priority. *All employees are expected to treat participants with dignity and respect at all times!* This same conduct also pertains to fellow staff members. Although good conduct derives directly from common sense and good judgment, it is helpful to list as reminders some examples of acts or items that are not allowed within the Center:

- Smoking
- Possession/use of alcoholic beverages or unlawful substances or illegal use of regulated drugs
- Possession/use of firearms or dangerous weapons
- Dishonesty or theft
- Willful damage to Center property
- Insubordination
- Verbal confrontations w/participants or fellow staff
- Inappropriate dress, language or attitude
- Any act that compromises or breaches patient confidentiality
- Conversations regarding personal issues in the presence of participants
- Unauthorized solicitation
- For unplanned absences, the Director should be contacted as soon as possible. Not reporting to work as scheduled without prior notification to the Director will result in termination

Any of the above would result in a verbal warning/written warning, or termination by the Director.

Personal Records-Adequate and accurate information about employees is

the basis of many important personnel functions-from administration of benefit

programs to occupational development.

Employees should notify the Director when there are significant changes in personal status (e.g., marriage, new address, telephone number, etc.)

Compensation-Individual compensation rates will be competitive as they relate to job duties. Job performance and related salary increases will be reviewed annually.

Overtime-Employees classified as exempt from federal and state wage and hour law are not entitled to overtime pay. Non-exempt employees will be paid for all hours worked at one and one half times their hourly rate for hours worked in excess of 40 hours in any one week.

Hours of Work-Since there are a variety of work schedules due to the need for adequate coverage, an employee's schedule may change at management's discretion. For payroll purposes, the workweek starts at 12:01 a.m. Monday and ends at 12:00 p.m. Sunday. All employees will be paid weekly.

Attendance and Punctuality-All employees should be at work regularly and punctually each day. Planned absences need prior management approval. For unplanned absences, the Director should be contacted as soon as possible. Not reporting to work as scheduled without prior notification to the Director will result in termination.

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BENEFITS

Employee Classification-Full Time – Scheduled 30 or more hours per week. Part Time – Scheduled 20 – 29 hours per week. Casual/per diem – less than 20 hours per week.

Holidays-If listed holiday falls on a full or part time employee scheduled workday they will receive Holiday Pay.

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Day
- Personal Holidays (2)
- After 6 months of service (prior approval required).

Holiday Pay is equivalent to the base pay an employee would receive if scheduled to work on that day, up to a maximum of eight hours.

Should a holiday occur while an employee is on vacation, an extra day will be allowed.

Vacation-Depending upon department work requirements, full-time and part-time employees normally are able to schedule a vacation when desired. This schedule shows the number of vacation days to which employees are entitled as of January 1 of each year.

<u>Service</u>	<u>Paid Vacation</u>
Less than 6 months	No vacation

6 months but < 1 yr 1 week
(equivalent to number of days of work during the week).

1 Year 2 weeks
(equivalent to number of days of work during the week).

5 Years 3 weeks
(equivalent to number of days of work during the week)

10 Years 4 weeks
(equivalent to number of days of work during the week).

Since the purpose of vacation is to serve as a change from the normal work routine, wages in lieu of vacation is not permitted. Also, there will be no payment for accrued and unused vacation at any time.

Vacation time must be taken in the calendar year of entitlement and cannot be carried over to the next calendar year.

Social Security-Partnerships and employees pay equal amounts into the Social Security Fund, the employees’ portion being deducted from wages as required by law. This insurance provides old age benefits for eligible employees as well as benefits in case of permanent disability and for widows with dependent children.

Sick Leave-The purpose of the sick

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leave program is to allow the continuity of income during short absences. However, all absences, whether paid or unpaid, will be considered when evaluating performance, especially regarding dependability.

For full-time employees, **6 days** of sick leave will be given per year. Any unused sick days may be carried over to the next year, to a maximum of **18 days**. There will be no payment for unused sick leave at any time.

Part-time employees will be given **3 days per year** and paid for sickness during scheduled hours only. Any unused sick days may be carried over to the next year, to a maximum of **9 days**. There will be no payment for unused sick leave at any time.

Maternity Leave-An employee's medical absence due to pregnancy or childbirth will be treated like other medical conditions, and as such, eligible for sick leave benefits.

Funeral Leave-If a death occurs in a full-time or part-time employee's immediate family, absence with pay will be considered for a period of up to 3 days, depending on the time needed to make necessary arrangements and to attend the funeral. One day will be allowed for other family members. Payment will be based on scheduled hours lost.

Jury Duty-Partnerships expects all employees, as citizens of their community, to fulfill their civic obligations when requested. When serving on jury duty, employees should obtain a certificate signed by the clerk of the court indicating the calendar dates

served. Full-time and part-time employees will continue to receive their normal pay for those scheduled working days lost as a result of jury duty service, less the amount received for jury duty.

Grievance Procedure-Employees are encouraged to discuss any job-related problems with the Director. However, there may be occasions when an employee wants to discuss a matter with another person. If so, the employee is urged to talk to the Board President or any other member of the Board of Directors.

Snow Policy-If Partnerships closes for inclement weather, employees scheduled to work on that day will not be compensated for that day. However, an employee may elect to use vacation time for the lost hours so as not to suffer a diminution in pay.

Protection of Participants-All employees shall take reasonable precautions to protect participants against abuse, and shall comply with state laws regarding mandatory reporting. Any employee who suspects that an older adult is being abused, neglected or exploited will report this suspicion to the Director who will then be responsible for making a report to the regional office of Connecticut Department of Social Services.