

“...building stronger,
healthier communities...”



EMPLOYEE POLICY MANUAL



Chicanos Por La Causa, Inc.
A PROMISE OF OPPORTUNITY

An Equal Opportunity Employer

Effective March 23, 2016

CPLC provides other policies and procedure manuals for specific programs. Please see your immediate supervisor for specific policies regarding Early Childhood Development, Behavioral Health, Community Schools, and Finance.

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An Equal Opportunity Employer

Welcome to Chicanos Por La Causa!

Dear Employee:

You and Chicanos Por La Causa, Inc. (“CPLC” or the “company”) have made an important decision: The Company has decided you can contribute to our success, and you've decided that CPLC is the organization where you can pursue your career productively and enjoyably.

We believe we've each made the right decision, one that will result in a mutually profitable relationship. The minute you start working here, you become an integral part of CPLC and its future.

Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high-quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!

President and CEO

	Section: 000 Introductory Material	Number: 002 About the CPLC Manual	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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About the CPLC Manual

We're thrilled you've joined us here at CPLC. We strive to maintain a caring environment where we all have a voice in the direction of the organization. So we've created this manual to make it easier for you to get to know us better and get started in your job. Use it as a reference guide during your employment with us.

The term "CPLC" or the "company," may include Chicanos Por La Causa, Inc. and all of its subsidiaries and affiliates. For purposes of this manual, the term CPLC or the company refers to the entity by which you are employed.

This manual replaces any and all previous versions of our 09/01/09. Use it as an overview of our company's culture, policies and benefits. CPLC reserves the right to change, correct, modify or revoke this manual or any of its terms at any time with or without notice. As our policies may change from time to time, we'll be sure to keep you informed when they do.

While all CPLC employees are expected to carefully read this manual, and abide by the policies it contains, please understand the manual is not an employment contract. CPLC is an at-will employer. Either you or CPLC may end the employment relationship at any time and without cause, prior notice or warning. Nothing in this manual or in any other document or oral statement can limit CPLC's right to terminate at-will. No manager or other agent of CPLC is authorized to alter an employee's at-will status by any verbal statement or alleged verbal statement. An employee's at-will status can only be changed by a legally binding, written contract covering employment status, such as a written employment agreement for a specified duration of time that is signed by the President/CEO.

Labor and employment laws vary from state to state. Where CPLC policy is contrary to federal, state, or local law, CPLC will adhere to the provisions of the respective law. If you have questions concerning federal, state, or local labor and employment laws and company policy, please contact the Human Resources Department.

	Section: 100 Non-Discrimination	Number: 101 EEO	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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EQUAL EMPLOYMENT OPPORTUNITY POLICY

POLICY

CPLC provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military or veteran’s status, genetic information or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Affirmative Action

As part of the equal employment opportunity program, CPLC will also take affirmative action as called for by applicable laws and Executive Orders to ensure that qualified minority group individuals, females, protected veterans, and individuals with known disabilities are introduced into our work force and considered for advancement as promotional opportunities arise. The Director of Human Resources and his or her designee have been assigned the responsibility to direct the establishment of and to monitor the implementation of personnel procedures to guide our affirmative action program.

Americans with Disability Act Policy Statement

CPLC is committed to complying with all federal and state laws concerning the employment of persons with disabilities. It is CPLC’s policy not to discriminate against any qualified employee or applicant with a disability with regard to any terms or conditions of employment because of such disability or perceived disability so long as the employee or applicant can perform the essential functions of the job.

CPLC will provide reasonable accommodations to a qualified individual with a disability, pursuant to the Americans with Disabilities Act (as amended) and applicable state law, who has a known disability or has made CPLC aware of his or her disability and need for such accommodations, provided that such accommodation does not constitute an undue hardship on CPLC.

During the hiring process, CPLC will take all reasonable steps to provide access to applicants for employment who have disabilities to allow them to participate effectively in the process.

If you have a disability and believe you require a reasonable accommodation to perform the essential functions of your job, you must contact the HR department to make a request. You may do so even if you have not previously disclosed the existence of a disability. Upon notice, CPLC will initiate the interactive process with you. CPLC will process all requests for reasonable accommodations, and a member of the HR department and your supervisor will work with you to discuss and identify the precise limitations resulting from your disability, if any, and the potential accommodation CPLC might make to help overcome those limitations. Medical information obtained in connection with this process is confidential to the extent provided by applicable law, and any CPLC employee who received such information is bound by this confidentiality requirement.

CPLC maintains a safe work environment, and all employees are subject to applicable safety standards. Job applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Disabled employees who pose a direct threat to the health and safety of the other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will be placed on appropriate leave pending further notice or the employee may be terminated. Direct threat means a significant risk to the health or safety of others that cannot be eliminated or reduced to an acceptable level with a reasonable accommodation. The determination that an individual poses a direct threat will be based on objective, factual evidence regarding the individual's present ability to perform essential job functions.

If you believe that you have been treated in a manner not in accordance with these policies or have questions regarding these policies, you may contact your designated Human Resources representative. You are encouraged to utilize this procedure without fear of retaliation.

Definitions - As used in this policy, the following definitions of key terms apply:

Qualified Individual with a Disability: An individual with a disability is qualified if he or she (1) satisfied the requisite skill, experience, education, and other job-related requirements of the position; and (2) can perform the essential functions of the position with or without reasonable accommodation.

Disability: A physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such impairment is considered disabled.

Reasonable Accommodation: Changes in the work environment or in the way things are customarily done in a particular position that would enable a qualified individual with a disability to perform the essential functions of the job. It also includes modifications or adjustments to the job application process that enables a qualified applicant to be considered for the position desired. Examples include, without limitation, modifying facilities so they are more readily accessible, modification of work schedules, reassignment to a different position, acquisition or modification of equipment or assistive devices, and similar action.

Essential Functions: Those job duties that are so fundamental to the position that the individual holds or desires that he or she cannot do the job without performing them.

Undue hardship: If a specific type of accommodation causes significant difficulty or expense, CPLC is not required to provide that particular accommodation. Determination of undue hardship is made on a case-by-case basis, considering factors that include the nature and cost of the accommodation and its impact on the company's operations.

GINA Policy Statement: CPLC is committed to complying with all applicable provisions of the Genetic Information Nondiscrimination Act (GINA) and applicable federal, state and local law. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic Information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

	Section: 100 Non-Discrimination	Number: 102 Prohibiting Harassment & Discrimination	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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PROHIBITING HARASSMENT AND DISCRIMINATION

Purpose

CPLC strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

Scope and Applicability

CPLC’s commitment to maintain an environment free from discrimination and harassment applies to all employees and applicants for employment through all phases of employment or professional relationship. Similarly, CPLC shall not tolerate harassment or discrimination of its employees by non-employees or any person with whom CPLC employees have a business, service or professional relationship (such as vendors, customers, etc.).

POLICY

Prohibited Behavior

CPLC does not and will not tolerate any type of discrimination or unlawful harassment of our employees, applicants for employment, our customers, or other non-employees with whom CPLC does business. Discriminatory conduct or conduct characterized as unlawful harassment as defined below is prohibited. Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin, age, disability, marital status, military status, genetic test results, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

	Section: 100 Non-Discrimination	Number: 102 Prohibiting Harassment & Discrimination	Last Review Date: 9/1/2009 Reviewed: 8/14/14 Effective Date: 3/23/16
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Sexual Harassment

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other visual, verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- Submission to such conduct is made an explicit or implicit condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual;
- Unreasonably interferes with an individual's work performance; or
- Creates an intimidating, hostile or offensive working environment.

Examples of prohibited sexual harassment include, but are not limited to:

- offering employment or other benefits in exchange for sexual favors;
- unwanted sexual flirtations, advances or propositions;
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages; and;
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender.

Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, age, disability, marital status, military status, genetic information, military or veteran status, or other category by federal, state and local law, includes behavior similar to sexual harassment, such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs;
- Visual conduct, including derogatory posters, photography, cartoons, drawings or gestures;
- Physical conduct, including assault, unwanted touching or blocking normal movement; and
- Retaliation for making harassment reports or threatening to report harassment.

Harassment by Non-employees

CPLC will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers. If harassment occurs on the job by someone not employed by CPLC, the procedures in this policy should be followed. This policy also prohibits unlawful harassment by our employees of any of our customers, clients, vendors and suppliers.

	Section: 100 Non-Discrimination	Number: 102 Prohibiting Harassment & Discrimination	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Complaint Procedure and Investigation

If you feel that you are being harassed in any way, at the first sign of trouble, tell the harasser you are offended by the behavior and/or remarks and you want it to stop. Be firm and clear. Do not ignore the behavior. If you do not feel comfortable approaching the alleged harasser or if the harassment continues, you should report the behavior.

If you experience or witness sexual harassment, other unlawful harassment, or discrimination by a co-worker, manager, vendor, customer, or other individual interacting with CPLC employees, you have a duty to report it. Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to Human Resources. If that person is not available, you believe it would be inappropriate or uncomfortable for you to contact that person, is the person discriminating against or harassing you, contact Executive Officer(s).

The complaint should be committed to writing, and the Human Resources Department can assist you in this process. CPLC will conduct a prompt investigation as confidentially as possible under the circumstances. Each employee is expected to cooperate in all aspects of investigations and not to obstruct the CPLC’s investigation. CPLC has a compelling interest in protecting the integrity of its investigations. In every investigation, CPLC also has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. CPLC may decide in some circumstances that in order to achieve these objectives, we must maintain the investigation and our role in it in strict confidence. If CPLC reasonably imposes such a requirement and an employee does not maintain such confidentiality, that employee may be subject to disciplinary action up to and including immediate termination. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with CPLC in enforcing this policy and investigating and remedying complaints.

Upon completion of the investigation, both parties, independently, should be notified of the findings and if warranted, immediate corrective action shall be taken. Anyone found to have engaged in a violation of this policy will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination. If you feel you are being retaliated against, please share your concerns with your supervisor, Human Resources, or the Executive Officer(s).

	Section: 200 Employment	Number: 201 Recruitment and Staffing	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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RECRUITMENT AND STAFFING POLICY

Purpose

It is CPLC's policy to promote within the company whenever possible, giving consideration to the tenure and experience of qualified employees into positions that are commensurate with their talent. Conversely, we will also seek external qualified candidates as needed or as required by terms of grants or contracts.

Generally, positions may be posted within the company for a minimum of five (5) business days providing our current employees the first opportunity for career advancement. Subsequent to the internal posting we then proceed to post positions externally to find a suitable candidate. Position may be posted internally and externally as needed and after consultation with Human Resources.

POLICY

CPLC employees will be notified of job vacancies through job announcement notices via e-mail, company's intranet and website. Employees may apply for lateral promotions, changes between programs, or openings for new positions within the same program only after completions of 6 months of employment. (see Promotions and Transfers).

When external recruitment is required, it is CPLC's policy to provide broad and open recruitment to all individuals, without regard to race, color, religion, national origin, gender, marital status, military or veteran's status, age, disability, genetic information, or any other characteristic protected by law. All applicants for employment with CPLC must complete an application form. Reasonable accommodations may be provided to applicants with disabilities who request such accommodation.

Staff

CPLC has a wide array of services and programs which employs staff whose primary function is to provide direct services to clients and children. CPLC has the highest regards for the safety of its clients and employees therefore requiring that our direct services staff adhere to the following requirements: undergo a Background Clearance Check and may require Central Registry, Finger Print Clearance prior to the start date, disclosure of all convictions, physical, TB, and Tdap vaccinations, CPR-First Aid Certification, valid Commercial and Bus Driver Certification(s), or willing to obtain these within 60 days of employment (if applicable). Certain staff members may be required to obtain a Food Handler Card within 30 days of employment.

	Section:	Number:	Approved: 9/1/2009
	200 Employment	202 At-Will Employment	Reviewed: 8/14/2014
			Effective Date: 3/23/2016

AT-WILL NATURE OF EMPLOYMENT

Cross Reference

Applicable to all policies and procedures of the Company

Purpose

At-Will nature of employment at CPLC

Scope

CPLC's relationship with its employees is at-will. CPLC reserves the right to deviate from any formal system of discipline, and may impose disciplinary measures or terminate the employment relationship at any time without following any particular steps.

POLICY

Arizona is an at-will law employment state. Under the at-will employment doctrine, an employer or employee may choose to terminate the employment relationship at any time for any or no reason, with or without cause or notice. Although other terms, conditions and benefits of employment with CPLC may change from time to time, the at-will nature of employment with CPLC is one aspect of the employment relationship that cannot be changed by any oral statement or alleged oral statement. It can only be changed pursuant to a written agreement covering employment status, signed by the President of the Company.

I-9 Immigration Reform

CPLC complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, CPLC must terminate his/her employment.

Starting January 1, 2008, employers operating in Arizona under a business license issued in that state are required to comply with a Legal Arizona Workers Act. The employer sanctions law is intended to prevent any employer in the state of Arizona from knowingly or intentionally hiring and/or employing an unauthorized alien as defined in the Act. As of January 1, 2008, CPLC participates in the U.S. Government's **E-verify** program to verify the status of newly hired employees.

Orientation Period for New Employees

All new employees serve an orientation period that lasts throughout the first 90 days of continuous service. However, new employees are not guaranteed employment for 90 days or thereafter, and their employment, including during the orientation period, may be terminated at any time with or without cause or notice by either CPLC or the employee. Upon successfully completing the 90-day orientation period, new employees are eligible to Personal Time Off and start contributing to the company's 401k retirement plan.

	Section: 200 Employment	Number: 203 Promotions and Transfers	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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PROMOTIONS AND TRANSFERS

Scope Applicability and Exceptions

Management should not discourage the transfer between projects of regular staff when it enhances the employee's value to CPLC.

Full-time, ¾ - time, and Part-time employees are eligible for Promotions and Transfers. Temporary Employees are **not** eligible for Promotions and Transfers.

POLICY

A transfer/promotion of any employee may be made between positions within CPLC. An employee may be transferred/promotion to a position in the same or closely related business component provided s/he meets the minimum experience requirements for the position to which s/he is moved.

Eligibility: Has no disciplinary action and/or has not been on a performance related action plan as a result of unsatisfactory performance during the past annual review period in their present position. The employee must have worked for a minimum period of at least six (6) months in their present position. HR department will review employee personnel file and determine if employee is eligible for transfer or promotion.

The transferred employee will serve a 90-day orientation period.

Exceptions to this policy and procedure for circumstances necessary for operational needs may be overridden by a Chief Executive Officer.

**Nothing in CPLC's Policy's regarding orientation periods and/or required service periods, guarantees employment for a specified period of time or alters the at-will nature of this employment in any way.*

	Section: 200 Employment	Number: 204 Employment of Relatives	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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EMPLOYMENT OF RELATIVES

Purpose

CPLC may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest.

Scope and Applicability

This policy is applicable to all employee classifications.

POLICY

Terms and Definition

For purposes of this policy, your immediate family includes: Mother, Father, Husband, Wife, Domestic Partner, Son, Daughter, Sister, Brother, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law, Stepchild, Stepparent, or Grandparent. This policy also applies to close personal relatives such as Uncle, Aunt, First Cousin, Nephew, Niece or Half-Sibling.

Standards

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Employee's immediate family may not be hired, however, if it would:

- Create a direct supervisor/subordinate relationship with a family member,
- Have the potential for creating an adverse impact on work performance, or
- Create either an actual conflict of interest, potential conflict of interest, or the appearance of a conflict of interest.

This policy must also be considered when hiring, assigning, transferring, or promoting an employee.

If a circumstance arises that results in a direct supervisory relationship between immediate family or close personal relatives (e.g., marriage, reduction-in-force, reorganization, priority placement), it is the responsibility of both individuals involved in the relationship to disclose the existence of the relationship to management. One of the relatives may be reassigned to an appropriate vacancy, if a position is available, and the employee qualifies. If no position is available, one of the employees may be required to resign their position. During the period that a direct supervisory relationship exists between immediate family and close personal relatives, the supervisory relative will not be involved in any personnel action involving his/her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain. CPLC reserves the right to apply this policy to situations where there is an actual or potential conflict of interest or the appearance of a conflict of interest because of the relationship between employees, even if there is not direct-reporting relationship or authority involved.

	Section: 200 Employment	Number: 205 Employee Retention Efforts	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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EMPLOYEE RETENTION EFFORTS POLICY

CPLC is a community development corporation committed to building stronger, healthier communities by being a leading advocate, coalition builder and direct service provider. CPLC promotes positive change and self-sufficiency to enhance the quality of life for the benefit of those we serve.

CPLC makes every effort to provide benefits and developmental opportunities to retain highly qualified and dedicated employees to meet the mission of the organization and the community it serves.

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are committed to assuring that all recruiting, hiring, training, promotion, compensation, and other employment related program benefits are provided fairly to all persons on an equal opportunity basis.

The following are benefits and career development opportunities available to employees:

Employment and Selection

It is CPLC's policy to promote from within whenever possible, giving consideration to the tenure and experience of qualified employees.

Agency Orientation New Employees

All new employees are required to attend a ½ day Agency Orientation within the first 30 days of their employment. They are welcomed by one of the Executive Team or Senior Management Members. The orientation provides the new employee with an overview and insight of organizational programs, benefits and key Human Resources policies.

Healthcare Options

CPLC offers competitive medical, dental, vision, life, and disability insurance plans to all full-time Employees working 32 – 40 hours per week. And, ¾ time Employees who work a minimum of 30 hours per week. Employees can elect to enroll in the medical, dental, vision, life, and disability plans; elected benefits will be active the first day of the month after employees reach 90 days of employment.

	Section: 200 Employment	Number: 205 Employee Retention Efforts	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Employee Assistance Program (EAP)

CIGNA Life Assistance Program 24/7

The Employee Assistance Program (EAP) helps employees and their family members resolve personal or work-related problems.

10 Paid Holidays

Holidays recognized and observed by CPLC are based on prevailing practices in local government and comparable private agencies. All full-time, ³/₄ time, and part-time employees are eligible for holiday pay upon hire date. Part-time are paid at a pro-rated basis.

Retirement Savings Plan

401(k) Retirement Savings Plan is incorporated into CPLC's benefit program to assist employees accumulate financial resources for retirement. A participant may elect to contribute from 1% to 100% of their salary in accordance to tax allowable amount. CPLC may choose to match a portion of employee contribution. In order to qualify for the CPLC match you must work 1,000 hours during the calendar year and must be employed on December 31 of the same year. Please note that CPLC's matching contribution is funded annually and is discretionary, meaning that it can change, including eliminated. The eligibility requirements for an employee to participate in this plan are as follows:

- First of the month following completion of 90 days of employment
- Attaining age 21
- Automatic enrollment is at 2%, may elect to accept or change allocation

Annual Performance Appraisals

Performance appraisals are intended as a means of measuring individual performance to document employee growth and development needs as well as achievements. While also fostering career growth, performance reviews aid in determining merit increases and/or other performance based awards.

	Section: 200 Employment	Number: 205 Employee Retention Efforts	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Continuing Education

The work performance of an employee is a vital key to the success of our organization. Providing professional development to our employees is an investment in their careers and the organization’s future. Upon completing six (6) months of employment, full time employees may be eligible for reimbursement for education costs from accredited institutions that are job related and approved by the organization. *All tuition reimbursement is subject to program funding and budget availability. See the Professional Development Policy.

Internal and External Training

Professional development can be obtained through attendance at seminars, educational courses and certificate programs that once acquired will assist the employee in performing his or her essential job functions. Other professional development expenses that may be reimbursable (up to 100%) are for licensed fees including professional organizations, seminars, workshops and conferences, with management approval. Refer to Professional Development Policy.

Quality Time Away From Work

CPLC believes employees should have opportunities to enjoy time away from work to help balance their lives. CPLC recognizes that employees have diverse needs for scheduling time off from work. CPLC established this paid time off (PTO) policy to meet those needs.

Work/Life Balance Telecommute Work

Telecommuting is considered a privilege that may be an alternative to strong performing employees in **some** jobs suited for such. Likewise, not all employees are suited for it. Telecommuting may be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Refer to the Alternate Work Schedule and Telecommuting Policy.

	Section: 200 Employment	Number: 206 Alternate Work Schedule and Telecommuting	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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ALTERNATE WORK SCHEDULE AND TELECOMMUTING POLICY

Cross Reference

Performance Evaluation Policy
 Corrective Action Policy
 At-Will Nature of Employment Policy
 Conflict of Interest Policy
 Code of Conduct
(Not limited to these written policies)

Purpose

CPLC considers alternate work schedules and/or telecommuting to be a viable work arrangement in cases where it is mutually beneficial and **whose departments and jobs are suited to it**. Alternate work schedules and telecommuting offers employees greater flexibility in balancing work and personal life. The existence of an Agreement in no way alters an individual's at-will employment with CPLC. It should be understood that Alternate work schedule/telecommuting and is a privilege and violation of expectations may result in loss of telecommuting option.

Scope and Applicability

This policy applies to, but is not limited to; exempt full and part-time employees who have demonstrated sustained high performance. Alternatives work schedules and telecommuting is generally not available within the first 90 days of employment. The employee must not have had any disciplinary action or have demonstrated attendance concerns within the prior twelve (12) months. All request for alternative work schedules and telecommuting arrangements will be considered on a case-by-case basis. The decision to grant a request for an alternative work schedule is within the sole discretion of CPLC management.

Definitions

Alternative Work Schedule: A schedule that differs from the standard 40-hour workweek schedule particularly with regard to starting and departure time, but without altering the total number of hours worked in a workweek. Alternative work schedules may include, but are not limited to, flextime, compressed schedules, and rotational or fixed shifts.

Telecommuting: A work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their central workplace.

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POLICY

Expectations of Arrangement

1. Employees wishing to telecommute or work hours other than the regular CPLC hours of 8-5 must discuss with their immediate Supervisor whether such arrangement will meet the Company's business needs. The appropriate Executive Officer will give final approval.
2. A specific work schedule, including work days and hours must be established. Unless otherwise agreed to, a telecommuting employee should be accessible by phone and email during normal business hours. An employee on an alternative work schedule must agree to be available for certain core hours, as determined by their Supervisor.
3. A telecommuting employee's duties are the same as would be expected at his or her designated usual and customary workplace at a Company address, or as assigned by the employee's Supervisor. Employees are expected to attend telephone conferences, in-person meetings, and training in the office as necessary. The Supervisor will advise employee of any necessary deviation to the schedule as necessary to meet business needs.
4. The employee understands that if such arrangement is approved it is not a contract of employment and does not alter the at-will nature of the employee's employment with the Company. The employee's employment with the Company is at-will, that is, terminable at the will of either Employee or Company, for any reason, at any time.
5. The employee's prospective workplace should be in a safe condition, free from hazards, and other dangers to the employee, others, and equipment. Telecommuting employees will be expected to have the hardware, software, and technical ability necessary to remotely perform their normal duties and responsibilities (e.g. laptop, internet access, home fax, etc.). The Agreement shall outline what equipment shall be provided by and what expenses shall be reimbursable by the Company, and which expenses the employee will be expected to bear.
6. Telecommuters are responsible for maintaining the confidentiality and security of any information created or accessed via telecommuting arrangements. Generally, most if not all information must be electronically secured in the assigned laptop.
7. The employee agrees to adhere to all Company policies and procedures and understands that violation thereof can result in the loss of the privilege.
8. Injuries sustained by an employee while inside his/her home-work location, and arising out of and in the course of regular work duties, may be covered by CPLC's workers' compensation policy. However, injuries occurring in other locations in the employee's home will not be covered. Telecommuting employees are responsible for notifying Human Resources of injuries in accordance with the Company's worker's compensation procedures. The employee is liable for any injuries sustained by visitors to their work site.

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Procedural Details

If the employee's job is suited to telecommute and meets the above mentioned expectations and applicability, the Supervisor will guide the employee through the process;

1. Contact the Human Resources Department for recommendation and ensure adherence to best practices for securing computer hardware, software, and proprietary business information.
2. Two sets of a written agreement(s) with terms and conditions shall be generated and mutually signed by the employee, immediate supervisor and by Executive Officer prior to the beginning of any alternative work schedule or telecommuting arrangement.
3. The employee will receive 1 (one) of the two (2) sets of the original agreement for his or her records. The second original set of the agreement will be included in the employee's personnel file.
4. The employee and Supervisor should review the arrangement at least annually to ensure its continued viability as part of the performance management process. If an employee receives a performance rating of below 3 or is otherwise placed on a performance improvement plan, the alternative work schedule or telecommuting arrangement may be terminated. Nevertheless, the Company retains the right to terminate the arrangement at any time in its sole discretion.

The President/Chief Executive Office reserves the right to make exceptions to this policy.

Associated Forms

Alternate work schedule/Telecommuting Agreement

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VOLUNTEERISM POLICY

CPLC recognizes it is our responsibility as a good corporate citizen to help enrich our surrounding communities of residence and work. We encourage our employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities. The following guidelines are for the CPLC employees who serve as volunteers in community programs that are either of personal interest or are CPLC corporate-sponsored initiatives.

Descriptions

Personal interest programs are those programs whose goals are considered strategically relevant to the mission of the company, but may not be company-funded. Corporate-sponsored programs are those programs whose goals are considered of strategic importance to the company and for which the company has provided funding.

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities create need for overtime or cause conflicts with other employees' schedules.

Exempt employees may “volunteer” for CPLC.

Exempt employees may “volunteer,” i.e. voluntarily work or provide services unrelated to their regular paid CPLC job responsibilities beyond or outside their regular work hours without additional pay, at CPLC events or programs. They will not be paid extra, i.e. above their regular weekly salary, for the hours spent volunteering.

Non-exempt employees may “volunteer” for CPLC only under certain conditions.

1. A non-exempt employee may “volunteer,” i.e. provide services in connection with CPLC activities for which they are not paid, only if all of the following requirements are met:
2. The volunteering is truly voluntary, without any direct or implied coercion from
3. CPLC, the employee’s supervisor, or anyone else connected with CPLC. The volunteering is outside of the employee’s regular work hours. The employee has not received any promise of, and has no expectation of, compensation for the volunteer activities.
4. The volunteer activities in which the employee engages are not similar to the services s/he provides as part of his or her regular CPLC employment.

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REDUCTION IN WORK FORCE POLICY

Cross Reference Policies

Performance Appraisal Policy

POLICY

CPLC may reduce its workforce due to changes or new processes, organizational restructure, changes in mission or purpose, cancelation of contract, or economic reasons requiring such action which are out of CPLCs control. Human Resources Department will serve as the lead in this process.

CPLC will maintain a consistent method of identifying positions and employee incumbents should reduction in the workforce become necessary, as determined by management, in its sole discretion.

A reduction in workforce may require the separation of all employees, some employees, or separation of some and the reassignment of other employees. Based on the circumstances, severance benefits may be awarded to affected employees.

When appropriate, CPLC will provide a 30 day notice to those employees who are affected by the reduction.

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ATTENDANCE POLICY

Purpose

To provide guidelines for attendance expectations for CPLC employees.

Scope and Applicability

All Employee Classifications

POLICY

Terms and Definitions

Attendance occurrence: For the purposes of this policy, an attendance occurrence may be any of the following unapproved and/or unauthorized occurrences: failure to work the employee’s scheduled shift, failure to report to work on time, failure to return to work from a break or meal period on time, or leaving work prior to the end of the scheduled shift.

Absences as a result of approved Family Medical Leave Act (FMLA), paid time off, jury duty, military duty, bereavement leave, workers’ compensation covered illness or injury, approved short term disability leave, mandatory state leave laws, or reasonable accommodation in accordance with the Americans with Disabilities Act or applicable state law do not count as an attendance occurrence.

Accountability

The employee is accountable for reporting to work as scheduled by his or her manager. Likewise if an employee is unable to adhere to the schedule, the employee is responsible for notifying his or her manager with as much notice as possible, but no later than one hour before the start of the scheduled shift (except in rare emergency cases where advance notice is impossible). An employee is not allowed to leave a message or text for the manager nor to ask another employee to give the message to the manager. Rather, if the employee’s manager is unavailable when calling, the employee must ask to speak with another member of (management instead.)

Hourly, non-exempt employee is responsible for tracking their work schedule in the company’s web based Time Tracking System.

Unplanned absences for illness or emergencies of five (5) or more consecutively scheduled days require appropriate documentation (for example: a doctor’s note or release) submitted to your immediate supervisor in order to be considered unscheduled absence. Each day or partial day absence not supported

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with a doctor's note within five (5) business days following the absence will be counted as separate unplanned absence.

1. Absenteeism/tardiness corrective action standards are based on unit/department needs and are to be enforced consistently. The general standard followed within CPLC is that any employee who demonstrates one (1) no-call no-show or four (4) unscheduled absences and/or tardies in a rolling calendar year may be subject to corrective action, up to and including termination of employment.
2. An unscheduled absence is defined as one (1) day, or working less than fifty percent (50%) of a scheduled shift and/or multiple consecutive days of absence (not including failures to report to work as defined above) if supported by appropriate documentation as set forth above. A tardy is defined as each separate occurrence of tardiness of which an employee reports to their workstation any time after the shift has started; leaves work prior to the end of the scheduled shift, or reports back to work after a break or lunch period beyond the time allotted for the break or lunch period. Managers are encouraged to contact Human Resources to discuss individual situations.
3. Employees within their first ninety (90) days of employment may be subject to an accelerated corrective action process.
4. Managers may request medical documentation be presented to Human Resources for unscheduled absences for illness of more than five (5) days to determine eligibility for Family Medical Leave. Clearance through Human Resources is necessary prior to the employee returning to work.
5. The CPLC Attendance and Punctuality policy is based on a rolling-calendar year and is a progressive policy requiring an employee to remain in the corrective action process until the employee is back within the established standard of less than four (4) absences and/or tardiest.
6. This policy or the implementation of this policy does not void CPLC's at-will employment policy.
7. Every employee is expected to maintain an attendance record of at least 95% (unless authorized by your manager or on approved Paid Time Off – (PTO)).

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JOB ABANDONMENT

Attendance Occurrences and Actions

Three (3) consecutive days of absence without notifying management, is recorded as **job abandonment** and constitutes a voluntary resignation from CPLC.

As noted in the **Terms and Definitions** failure to report to work without notification, a No call/No Show will result in a step of disciplinary action which does not incorporate previous occurrences for other Attendance Policy Violations. An employee is expected to call the manager on a daily basis if they are unable to work as scheduled unless on an approved leave of absence.

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CONFIDENTIALITY/PROPRIETARY

Purpose

All confidential agency matters must be held in strict confidence. Employees are prohibited from discussing or releasing confidential information to any internal or external parties during or following their employment with CPLC. All requests for confidential information should be directed to the office of Human Resources. Should questions arise concerning the treatment of such information, the concerned employee must immediately contact their direct supervisor.

POLICY

The services provided by CPLC may pertain to confidential/proprietary information including but not limited to:

- In accordance with state and federal law, other employees' social security numbers, sensitive financial information such as credit card and bank account numbers, protected health information as defined under the Health Information Portability and Accountability Act, drivers' license numbers, mother's maiden name, and minor children's names.
- Information regarding agency research, development work, grant proposals, financial projections, company assets and liabilities, vendor and/or subcontractor quotes, trade secrets, or confidential strategic business initiatives belonging to CPLC that has been disclosed to, learned or developed by any employee in connection with their employment with CPLC, that relates to the business, products, services, research or development of CPLC, its customers or suppliers, and that has not become publicly known.
- Customer or vendor trademarks or logos, used for commercial use, without their express permission.
- All such confidential information will be sufficiently guarded to prevent potential misuse. No employee will use or disclose either directly or indirectly, for his/her benefit or for the benefit of others, any such confidential information whether or not the information is acquired, learned, attained, or developed by the employee or in connection with others.
- CPLC owns all employment-related work created or developed by an employee or in connection with others throughout the duration of their employment with CPLC.

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DRUG AND ALCOHOL POLICY

Purpose

CPLC Strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care through CPLC’s Healthcare coverage and/or Employee Assistance Program (EAP) prior to any violation of this policy.

Scope and Applicability

This policy is applicable to all employees of the company regardless of rank or position and potential applicants. All employees will receive a copy of this Drug and Alcohol Policy, and will be required to sign an appropriate acknowledgment and receipt. All applicants who have received conditional offers of employment with the company will be required to read the Drug and Alcohol Policy and will also be required to sign an appropriate acknowledgment and receipt.

POLICY

It is the policy of the company to maintain a drug- and alcohol-free workplace so that employees may have safe, healthy and productive conditions in which to work, and so that customers receive a high quality of service. The use, consumption, sale, purchase, possession, manufacture or distribution of illegal drugs and/or drug paraphernalia and/or alcohol while at work, while on CPLC property or while engaged in CPLC business is prohibited. Employees are further prohibited from being on CPLC property, reporting to work or working while under the influence or impaired by the use of drugs or alcohol.

Violations of this policy may result in disqualification from the hiring process, discipline and/or termination of employment.

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Definitions

A. **Illegal Drugs**

Any controlled substance considered unlawful under the federal Controlled Substances Act (21 U.S.C. § 812), Title 13 of the Arizona Revised Statutes Chapter 34 or other applicable state law or the metabolite of the substance. “Illegal drugs” also includes medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally, or is not being used for the purpose(s) for which it was prescribed or, in the case of an over-the-counter medication, intended by the manufacturer. Thus, “illegal drugs” may include prescription drugs that are obtained illegally, or which are obtained legally but are being used in a manner not prescribed by the employee’s healthcare provider. They also include over-the-counter medications that are being abused or not being used for the purpose(s) for which they were intended by the manufacturer.

B. **Legal Drugs**

Prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose(s) for which they were prescribed, or in the case of over-the-counter medications, intended by the manufacturer.

The Arizona Medical Marijuana Act (the “Act”) recognizes marijuana, if obtained in certain limited amounts and used for authorized medical purposes, is a legal drug in Arizona. This policy is intended to follow the requirements of the Act. However, even if an employee’s use of marijuana may be otherwise permissible under the Act, the possession, smoking or consumption of marijuana on or in company property or while engaged in company business is strictly prohibited under this policy. Also, notwithstanding otherwise permissible use of marijuana under the Act, being impaired by marijuana, or any other drug, while on or in company property, equipment, machinery, and vehicles or while engaged in company business is strictly prohibited.

Notwithstanding the Act, employees working on federal contracts or in federally regulated positions will remain subject to any federal drug testing requirements applicable to their positions.

C. **Company Property**

For purposes of this policy, the term “company property” is used in its broadest sense and includes all property, facilities, worksites, land, offices, buildings, structures, fixtures, lockers, installations, trailers, equipment, automobiles, trucks and all other vehicles, and parking areas, whether owned, leased, used by or under the control of the company. This term also includes other work locations, including customer job sites, and travel to and from those locations while in the course and scope of company employment.

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D. Impairment

The term “impairment” or “impaired” means symptoms that a prospective employee or employee may be under the influence of drugs or alcohol that may decrease or lessen the employee’s performance of the duties or tasks of the employee’s job position, including, but not limited to, symptoms of the employee’s speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational, or unusual behavior, negligence or carelessness in operating equipment, machinery or production or manufacturing processes, disregard for the safety of the employee or others, involvement in an accident that results in serious damage to equipment, machinery or property, disruption of a production or manufacturing process, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

E. Safety Sensitive

The term “safety sensitive” means any job designated by the company as a safety-sensitive position or any job that includes tasks or duties that the company in good faith believes could affect the safety or health of the employee performing the task or others.

Conduct:

A. Alcohol

Consumption or being under the influence of alcohol while at work, on CPLC property, or at any time that causes impairment while engaged in CPLC business, or otherwise adversely affects an employee from safely and satisfactorily performing job duties, is prohibited. Employees also may not possess, sell, purchase, manufacture or distribute alcohol while on CPLC property or engaged in CPLC business.

B. Illegal Drugs

The use, consumption, sale, purchase, possession, manufacture or distribution of illegal drugs and/or drug paraphernalia while at work, while on CPLC property or while engaged in CPLC business is prohibited. Employees also may not work or report to work while impaired by the use of illegal drugs or with detectable levels of illegal drugs or the metabolites of illegal drugs in their systems. If appropriate, violations may be reported to the appropriate law enforcement authorities.

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C. Legal Drugs/Prescription Medication

The use of prescription drugs, in their original container or packaging, as prescribed by a licensed physician as medication for use by the person possessing the medication (but not including marijuana as otherwise permitted under the Act) and over-the-counter drugs is allowed on CPLC property and during the hours of employment.

However, improper use of legal drugs or working while impaired by the use of legal drugs is prohibited and may result in disciplinary action up to and including termination.

In order to ensure the safety of the employee and others, any employee who has reason to believe that the use of legal drugs, such as prescription medication, may pose a safety risk to any person or interfere with the employee's performance of his or her job is required to report such legal drug use to his or her Human Resources Representative. When making such a notification, the employee should not disclose any underlying medical condition. CPLC shall then determine whether any work restriction or limitation is indicated as authorized and/or required by law. Failure to report the use of a legal drug that may pose a safety risk to the employee or to others may result in disciplinary action.

CPLC may exclude an employee from performing a safety sensitive position, if the use of a legal drug could cause an impairment or otherwise decrease or lessen the employee's job performance or ability to perform the employee's job duties.

Procedure:

A. Testing

To meet its commitment to provide a safe working environment for all employees, promote the highest standards of employee health and productivity, and protect the CPLC's reputation in the community, CPLC has implemented a drug and alcohol impairment testing policy. The goal of this policy is to maximize safety and productivity in the workplace while preserving the privacy and dignity of employees.

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All employees may be subject to drug and/or alcohol impairment testing, including all officers, directors, managers and supervisors of CPLC.

Drug and alcohol impairment testing may be required under the following circumstances:

1. **Pre-Employment:** Any prospective employee who has received and accepted an offer of employment will be required to pass a drug test as part of their pre-employment process. Failure to pass the drug test may result in withdrawal of the offer of employment.
2. **For Cause/Reasonable Suspicion:** Suspicion of use or being under the influence of illegal drugs or alcohol or being impaired by drugs or alcohol while at work, on CPLC property or engaged in CPLC business, as determined by good faith observation, performance problems, or supervisory concerns.
3. **Post-Accident:** Employees involved in on-the-job accidents or other work-related incidents in which it is reasonably possible that drug or alcohol use could be a contributing factor. Decisions regarding “involvement” and/or “reasonably possible” are at the sole discretion of the supervisor or manager, however, accidents requiring outside medical attention beyond first aid will require drug/alcohol testing. All accidents must be reported as soon as practicable after the accident. Employees who have been required to submit to a drug and/or alcohol impairment test as a result of an accident will not be allowed to return to work until the results of the drug and/or alcohol test become available to CPLC.
4. **Return To Duty:** An employee who tests positive for drugs, but whose employment is not terminated in accordance with this policy, may be required to submit to a return-to-duty test to ensure that the employee is not impaired while on the Company's premises or during the hours of employment. Periodic follow-up tests also may be conducted in connection with a counseling or rehabilitation program. This provision does not preclude CPLC from terminating an employee who tests positive for illegal drugs or alcohol impairment, or who used, possessed, was under the influence or was impaired by drugs on CPLC property or during the hours of employment without proper authorization.
5. **Random:** Employees are subject to random testing through a computerized selection process done by a third party.

B. Testing Methods and Collection Procedures

1. Drug and/or alcohol impairment testing will occur during, or immediately before or after, a regular work period. The testing will be deemed working time for purposes of compensation and benefits for employees of CPLC. CPLC will pay the actual costs for drug and alcohol impairment testing of employees. CPLC will pay the reasonable transportation costs incurred by employees if their testing occurs at a location other than their normal work site.

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2. The testing will be on CPLC time and is mandatory. CPLC retains sole discretion to pay (or not pay) the actual costs for drug testing of prospective employees.
3. The testing method will include the following provisions:
 - a) Collection will be performed under reasonable and sanitary conditions.
 - b) The method of testing may include breath, saliva, blood, urine or other sample types from the person being tested.
 - c) Employees will be given an opportunity to provide any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.
 - d) Collections will be documented through proper labeling and chain-of-custody procedures to preclude the possibility of contamination, adulteration, or misidentification.
 - e) Testing will be through scientifically accepted methods and procedures.
 - f) Testing of collected samples will be done by a laboratory approved or certified by the U.S. Department of Health and Human Services, the College of American Pathologists, or the Department of Health Services.
4. The drug screen will be a 10-panel test that screens for:
 - a) Amphetamines, benzodiazepines, barbiturates, cocaine, methadone, opiates, phencyclidine (PCP), propoxyphene and marijuana. In addition, in case of reasonable suspicion, the company reserves the right to expand the list of drugs included in the screening process.
 - b) Any positive drug test will be confirmed by a second, confirmatory drug test. All confirmation testing will be performed by gas chromatography/mass spectrometry (GC/MS). Alcohol screening may also use evidential breathing testing (EBT) devices. In such instance, two breath tests are required to determine if a person has a prohibited alcohol concentration.
5. Dilution
 - a) If applicant/employee provides a specimen that is so diluted that the lab cannot obtain a result, said applicant/employee must re-submit to a new drug test on the same day of the request or will be subject to termination or offer being rescinded.

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C. Test Results

1. A drug test will be considered positive when the screening levels established by the testing laboratory are exceeded. Information regarding the screening cutoff levels for various drugs will be made available upon request. An alcohol impairment test will be considered positive when an employee’s blood alcohol level exceeds 0.04%. A specimen that is determined by the laboratory to have been adulterated shall be reported to CPLC as a positive result.
2. A confirmed positive test result may result in rescission of offer or termination of employment.

D. Refused to Be Tested/Discipline

1. Refusal by a prospective or current employee to follow this policy may result in CPLC rescinding the offer or disciplinary action, up to and including termination of employment.
2. Any employee who attempts to interfere, alter, substitute, or in any way affect the outcome of the drug and alcohol impairment screening test process (including failing to report an accident on a timely basis) may be subject to disciplinary action, up to and including termination of employment.
3. Any employee who fails to report to the designated testing facility immediately from the moment of notification as directed by a supervisor or manager, or otherwise fails to submit to a drug or alcohol impairment test, may be subject to disciplinary action up to and including termination.

E. Consent and Authorization for Release of Information

Prospective employees and employees are required to sign a consent form to be tested and an authorization for release of results for drug and alcohol impairment tests.

F. Confidentiality of Test Results

1. Information and records relating to test results will be kept confidential to the extent required by law. CPLC will designate a representative to receive all test results. CPLC’s representative will notify only the employee of the test results as well as any other supervisor or manager of CPLC with a need-to-know. CPLC will not release any information regarding the test results outside of CPLC without the written consent of the individual tested, except as otherwise authorized or required by law.
2. Except as otherwise permitted by law, no sample taken for testing under this policy will be tested for any substance or condition except the drugs/alcohol allowed for in this policy.

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G. Access/Explanation

1. Individuals tested may, upon request, receive a written copy of their test results when available.
2. Upon request, an employee or prospective employee will be given an opportunity to explain, in a confidential setting, a positive test result.

H. Suspected Policy Violation

1. If a supervisor, manager, or professional staff member of CPLC has knowledge of or reasonably suspects that an employee has violated this policy and thus meets the requirements for drug/alcohol impairment testing as stated within this policy, the supervisor, manager, or professional staff member after noting and documenting the time will remove the employee from any work area and/or responsibility while maintaining visual contact of the employee at all times. If the employee has been involved in a work-related accident or incident, any injuries will be addressed and resolved as a number one priority. The test procedure is not to be pursued until and unless the employee is safe and stable. If an employee must receive outside medical attention, emergency medical personnel will be told of CPLC's drug/alcohol testing policy so proper samples may be obtained when it is safe to do so.
2. The employee will be told that drug or alcohol use is a reasonable suspicion and that the appropriate CPLC officials are going to be contacted for assistance in initiating the testing procedure.
3. The supervisor, manager, or professional staff member will notify the Human Resources.

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USE OF VEHICLES

For specific procedures regarding company vehicles, etc., please see the CPLC Procedures Manual and Transportation Insurance policy.

Driving a vehicle owned by CPLC, a valuable asset is a privilege and a responsibility. Each program Vice President will be responsible for approving whether or not an employee will have the privilege to use a company vehicle. Vehicles are company property that must be accurately accounted for and properly maintained. Employees who return vehicles that are unreasonably dirty, empty of gas, or damaged without proper reporting are subject to loss of their driving privileges, and may be subject to disciplinary action, up to and including termination. Allocation of vehicles will be determined by the needs of each department or program approved by the appropriate Vice President.

Authorized Operators: Any CPLC employee operating a company vehicle for the purpose of conducting CPLC business shall be at least eighteen years of age, possess a valid Driver’s License and personal vehicle insurance, and will be required to sign a waiver allowing CPLC or its authorized agent to obtain a copy of the his/her current Motor Vehicle Report. Supervisors are required to verify an employee’s license at the time of employment if the employee will be required to drive as a part of the employee’s job description.

Employees are responsible for advising their immediate supervisor immediately if their Arizona Driver’s License becomes invalid.

If two or more employees are traveling together in a vehicle on a long trip, they may share the driving, as long as all drivers possess valid Arizona Driver’s Licenses.

Only CPLC employees are authorized to drive company vehicles. Consultants, interns, or contract employees are not authorized.

Use of CPLC Owned Vehicles: CPLC vehicles shall be used as follows:

- Drivers and all passengers using a company vehicle are required to use safety belts and proper hand free equipment at all times.
- In general, while in travel status out of town, an employee may use a company vehicle for transportation between lodging and meeting sites and for dining only.
- Vehicles shall not be taken across state borders without prior written permission from the employee’s immediate supervisor. Taking a vehicle across international borders is prohibited.
- Unauthorized persons shall not be transported in a company vehicle.

Overnight Use of Vehicles: Overnight use of vehicles must be authorized by the Vice President or designated representative.

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Vehicle Security: Vehicles will be locked at all times when not in use. Vehicle gasoline/credit cards, keys, and cell phone will not be left in the vehicle when the vehicle is not in use.

Vehicle Prohibitions: The following prohibitions apply when using a company vehicle:

- Vehicles will not be used for personal business
- Vehicle gasoline/credit cards will be used solely for refueling vehicles and other related maintenance or repair requirements. Use of vehicle gasoline/credit cards for personal items is prohibited
- Alcohol will not be transported or stored in vehicles
- Firearms or deadly weapons of any kind will not be transported or stored at any time in vehicles
- Smoking is prohibited in vehicles

Tickets or Moving Violations: If an employee receives a parking ticket while on CPLC business, the employee will be solely responsible for payment of any fine. If a vehicle is towed away, the employee will be solely responsible for payment of the tow fee, unless the vehicle is towed because of mechanical failure.

If an employee receives a ticket for a moving violation while driving a company-owned vehicle, the employee may be subject to loss of driving privileges. The employee will be solely responsible for payment of any fine.

Vandalism/Vehicle Damage: If the vehicle is vandalized and/or damaged the employee should do the following:

- Obtain a police report on the damage
- Immediately upon returning to the office, complete an Automobile Accident report and submit the report to the local vehicle coordinator, who will submit the report to the Transportation Coordinator.

Automobile Accident: If an employee is involved in an accident while driving a company-owned vehicle and found to be at fault, the employee or the employee’s personal motor vehicle insurance provider may be required to pay the deductible amount. If an employee is involved in an accident while driving a company owned vehicle, the employee must complete the Accident Report Form. In case of an automobile accident while on business using a CPLC vehicle, the employee must provide Human Resources with the following information as soon as possible:

- Date, time, and location of accident
- Brief description of accident
- List of witnesses
- Description of injuries or property damage
- Law enforcement agency reported to
- Supervisor’s Report of Injury (if any) provided by immediate supervisor

	Section: 300 Conditions of Employment	Number: 304 Use of Vehicles	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Purchasing Gasoline for Vehicles: Employees are to use self-service gasoline pumps at gas stations when purchasing gasoline for company vehicles.

Automobile Insurance

All employees who are required to use their own vehicles, or who receive mileage compensation for CPLC business, must be covered by appropriate automobile insurance, the premiums for which will be paid by the employee. Minimum limits of liability insurance are \$15,000/\$30,000/\$10,000. Proof of such insurance will be provided to CPLC at the time of hire, a copy of annual coverage certification thereafter.

Any employee whose duties include the operation of company-owned vehicles who becomes uninsurable under the company’s automobile liability policy will be considered to have an unacceptable driving record and his or her continued employment will be subject to review and possible termination.

	Section: 300 Conditions of Employment	Number: 305 Performance Appraisal	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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PERFORMANCE APPRAISAL POLICY

Cross Reference

Performance Improvement Plan Policy
 At-Will Employment Policy

Purpose

Performance appraisals are intended as a means of measuring individual performance to document employee growth and development needs as well as achievements. While also fostering career growth, aiding in determining merit increases and/or other performance based awards.

POLICY

All CPLC employees will participate in the Employee Performance Management System. As participants in this program, employees will conduct a self-evaluation and the employee's immediate Supervisor shall complete a written performance appraisal at the end of the employee's annual performance cycle. The performance appraisal aids in determining merit increases and/or performance based awards.

While established personnel policies indicate the frequency of appraisals, appraisals or informal reviews may be conducted anytime the supervisor or employee feels it would be of value. Written performance appraisals become part of the employee's personnel file.

Performance Appraisal Process

- The Performance Appraisal is one that begins upon hire by identifying the work expectations and the department's top goals driven by its core objectives and measures.
- Within the Early Child Development program the hiring managers will establish professional goals with staff within 2 weeks of an employee's hire and submit to Human Resources.
- This interactive performance management system is one that works towards continuous improvement and clearly identifies what it takes to determine success and make sure that all supervisors and employees understand what they are responsible for achieving

	Section: 300 Conditions of Employment	Number: 305 Performance Appraisal	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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- The formal evaluation at the end of the employee’s annual performance cycle is a summary of what the supervisor and employee have been discussing and committing to. Rewards will be tied to specific measures of success, by linking financial. No reward or incentive is guaranteed, and shall be at the sole discretion of CPLC.

CPLC’s Performance Management System is a conceptual framework for translating an organization’s strategic objectives into a set of performance indicators for each of CPLC’s lines of business and continuous progress of achieving our commitment to our communities.

Associated Forms and Attachments
Online Evaluation Tool

	Section: 300 Conditions of Employment	Number: 306 Electronic Communications and Equipment	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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ELECTRONIC COMMUNICATIONS AND EQUIPMENT POLICY

Purpose

The purpose of this policy is to ensure that CPLC employees understand that the relevant restrictions and usage limitation of electronic computer and communication systems and to advise employees that they do not have an expectation of privacy in the use of these system.

POLICY

CPLC’s computers, e-mail systems and internet access are the exclusive property of CPLC and are provided by CPLC for the conduct of CPLC business. All communications and information transmitted by, received from or stored in CPLC’s information technology system are CPLC records and the property of CPLC. As the owner of the network system, CPLC, in its discretion, may monitor, access, retrieve and delete any matter stored in, created, received or sent over the CPLC e-mail system, for any reason and without the permission of any employee. Employees’ CPLC-provided computers, cellular phones, PDA’s and other means of data transmission are subject to monitoring by CPLC and should not be considered private.

Internet Usage

CPLC makes e-mail and Internet access available to its employees to conduct work-related business. CPLC has no control over the content that employees may encounter while on the Internet and is not responsible for content that the viewer may find offensive or that may cause emotional distress.

Employees and their supervisors are responsible and accountable for ensuring that the internet service is used in a manner consistent with CPLC’s employees’ job responsibilities and to enhance their job productivity. “Surfing the net” is not a legitimate job-related activity. All information created, sent, received or stored via CPLC’s computers, networks, E-mail systems and/or Internet access is the property of CPLC.

To ensure security and avoid the spread of viruses, employees accessing the Internet through a computer attached to CPLC’s network must do so through an approved Internet firewall or other security device and be routed through equipment provided by CPLC. The use of other modems or other means to access the Internet is expressly forbidden if the computer you are using is connected to the CPLC’s network.

E-mail attachments are one of the primary mechanisms through which viruses are spread. While e-mail attachments are scanned for known software viruses, employees receiving attachments using CPLC equipment or systems should never open them without knowing the sender of the e-mail and the contents of the attachment.

Employees should never import files from the Internet to CPLC equipment or using CPLC systems without knowing the author of the file. Downloading computer programs from the Internet using CPLC equipment or systems without advance approval by Information Management & Technology Services Department is expressly forbidden.

	Section: 300 Conditions of Employment	Number: 306 Electronic Communications and Equipment	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Confidentiality

CPLC must safeguard its corporate information assets in order to accomplish its business objectives in a secure and timely manner. All electronic and telecommunication systems in use at CPLC must comply with all federal and state laws, as well as CPLC’s contractual obligations. The following uses of CPLC’s e-mail system and internet access are prohibited:

- Dissemination of confidential information in violation of CPLC’s Confidentiality Policy, to persons outside of CPLC, unless approved in advance by INSERT APPROPRIATE NAME/JOB TITLE.
- Dissemination of information or data restricted by government laws or regulations.
- Dissemination, including printing, of copyrighted materials, including articles or software, for commercial use in violation of copyright laws. (Due to the potential for security breaches and software licensing issues, employees must not download software from the Internet unless prior written approval has been obtained from Information Management & Technology Services Department. For CPLC’s protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including CPLC’s own copyrights, trademarks and brands.
- Any transmissions that reasonably could be viewed as malicious, obscene, threatening, intimidating, discriminatory or retaliatory, or that might constitute bullying or other conduct that violates the law and/or CPLC’s discrimination and harassment policies. Examples of such conduct might include posts that could contribute to a hostile work environment on the basis of race, national origin, gender, disability, religion, veteran status, sexual orientation or any other status protected by law or CPLC’s policies.
- Sending or soliciting sexually oriented messages or images. CPLC has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit material.
- Posting information or rumors that you know to be false about CPLC’s or CPLC’s employees, contractors, customers or suppliers or other people working on behalf of CPLC.
- The creation or exchange of non-CPLC related advertisements, solicitations or chain letters.
- Using the systems for any other illegal or unlawful purposes, including but not limited to copyright infringement, defamation, forgery, illegal impersonations, illegal gambling, illegal pyramid schemes and computer tampering (i.e., spreading viruses).

CPLC’s confidentiality policy applies to electronic communications and transmissions as well as non-electronic materials.

	Section: 300 Conditions of Employment	Number: 306 Electronic Communications and Equipment	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Your duty not to disclose CPLC’s confidential information extends beyond the workplace. Thus, even when using your own personal computer outside of working hours, disclosure of information that would reveal trade secrets, confidential strategic business initiatives or compromise CPLC’s intellectual property rights in anyway is prohibited. In addition, employees who participate in “blogging” and online social networking must take care not to attribute personal statements or opinions to CPLC.

Individual usernames and passwords are confidential and should not be shared among employees. Access to the system is provided through personal login identifications and passwords. Users are responsible for all activities conducted through their password and must properly use the system-provided protection features to prevent unauthorized users from accessing CPLC’s information systems.

Employees should be aware that deletion of any e-mail messages or files from their computer will not eliminate the messages or files from CPLC’s system. E-mail messages and files are stored for some time on a back-up system in the normal course of data management. Any attempt to circumvent CPLC’s security procedures and/or modify or destroy CPLC’s information systems is strictly prohibited.

Internet Usage

Any violation of this policy may result in disciplinary action up to and including termination. Users should inform Information Management & Technology Services Department of any viruses or illegal messages received on the CPLC’s computer systems in order to take appropriate action.

CPLC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

	Section: 300 Conditions of Employment	Number: 307 Media Relations	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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MEDIA POLICY

Introduction

This policy is intended to create a standard procedure for all employees of CPLC to follow when dealing with the media.

As a regional community development corporation, working to build stronger and healthier communities, it is in CPLC’s best interest to build and maintain relationships with members of the media. Effective media relations help CPLC communicate to large segments of the population about the positive impact we have in their communities and publicize our events and services as needed.

To receive these benefits, it is important for all CPLC employees to follow a standard procedure when communicating with members of the media on behalf of CPLC.

Media Inquiries

It is not unusual for a member of the media to call a CPLC office looking for information. It is the policy of CPLC to channel all communications with representatives of the media through the Manager of Media & Public Relations. This helps to create a consistent and accurate representation of CPLC in the media.

When any employee receives one of these calls, this is the procedure s/he should follow:

If a representative of the media contacts you and asks you to provide information on behalf of CPLC, please assess whether the inquiry is simple (example: “What time does your event start on Saturday?”) or whether the media representative is seeking an official statement or more complex information on behalf of CPLC. If the request for information on behalf of CPLC is simple, provide the journalist with the information he or she is asking for, and write down the following information about your contact:

- Reporter’s name and the outlet he/she represents
- Phone number and/or email address
- Nature of the inquiry and type of information needed from CPLC
- Your response to the reporter’s question

When you have this information complete, notify the Manager of Media & Public Relations immediately.

	Section: 300 Conditions of Employment	Number: 307 Media Relations	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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If the request for an official statement or more complex information on behalf of CPLC, please gather the following information and inform the media representative that you will send the inquiry to CPLC’s Media and Public Relations immediately.

- Reporter’s name and the outlet he/she represents
- Phone number and/or email address
- Nature of the inquiry and type of information needed from CPLC
- Reporter’s deadline

Provide the Manager of Media & Public Relations with the above information immediately. Manager will determine the appropriate course of action and spokesperson(s) as necessary. Manager will then coordinate an interview between the reporter and appropriate spokesperson(s).

**Note: All calls from the media should be attended to within one hour. Media are typically on tight deadlines and need the information as soon as possible.*

CPLC Spokespeople

Only members of the Executive Team and the Manager of Media & Public Relations are authorized to represent CPLC with the media on issues that concern corporate matters or that are controversial/complex.

Subject Expert Comments

Many times, reporters are interested in the opinions of CPLC subject experts on specific subject areas (ex: domestic abuse, workforce development, small business lending). In this case, CPLC Vice-Presidents and/or program managers may be called upon to do an interview.

If a reporter contacts a subject expert directly for an interview about his or her subject area on behalf of CPLC, the experts should notify the Manager of Media & Public Relations.

Subject Experts should remember that they represent themselves as members of CPLC during interviews and that any comments may be interpreted as representing the organization. Employees who serve as CPLC experts should refrain from offering their personal opinions on a subject, but rather stay on message to create a consistent and accurate representation of CPLC in the media.

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During the interview, if any matters arise that do not concern the expert’s area or that are controversial, he or she should refer the reporter to the Manager of Media & Public Relations to identify an appropriate spokesperson on these matters. Even on live media opportunities, interviewees have the ability to respectfully decline a comment and return to the interview’s original main message and talking points.

Promotional PR and Press Conferences

If CPLC employees have a CPLC event or program they would like to promote in the media, they should contact the Manager of Media & Public Relations. She will collaborate with them to develop the necessary materials to send to the media and identify the appropriate contacts to which they should be sent. Employees should NOT contact the media to discuss a CPLC event or program on behalf of CPLC without express permission and talking points from the Manager of Media & Public Relations. This includes all CPLC-hosted press conferences and other official CPLC activities developed with the full intent of inviting the media. Even when the press conference or promotional activity is primarily coordinated by a third party, employees invited to represent CPLC must notify the Manager of Media & Public Relations.

Any time CPLC is part of a coalition of entities participating on a particular project or event, please notify the Manager of Media & Public Relations, early in the planning stages, to more effectively coordinate the promotion and media outreach. She will contact the entities’ communications representatives to ensure that

CPLC is effectively represented, its brand is protected, and all official CPLC communications to the media and public are consistent and accurately portrayed.

Press Materials

All CPLC press materials, including press releases and media kits, will be developed and distributed by the Manager of Media & Public Relations. Employees should NOT distribute anything to the media on behalf of CPLC or approve any third parties’ media materials on behalf of CPLC without express permission from the Manager of Media & Public Relations.

Potentially Negative Media Coverage/Crisis PR

In the event a PR situation arises, the Communications department will work with programs involved to develop an appropriate media strategy.

It is especially **critical** that during these situations, employees refrain from giving a quote on behalf of CPLC to a reporter or responding to a reporter’s questions (even if they seem harmless) on behalf of CPLC without express permission and talking points from the Manager of Media & Public Relations. Any comments made on behalf of CPLC during a crisis situation can easily escalate and be taken out of context. This could not only have damaging effects for the particular program, center, or business, but also have detrimental effects for the entire organization, which could negatively impact the consistency of service to our clients.

	Section: 400 Classification and Compensation	Number: 401 Employee Classification	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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EMPLOYEE CLASSIFICATION POLICY

Purpose

Proper classification of employees of CPLC is important in administering salaries, determining eligibility under CPLC's employee benefit plans and complying with employment and tax law.

Basic Employee Classifications

Basic employee classifications consist of regular work force and contingent work force and are defined as follows:

Full-time & ¾ time employees

Employees regularly scheduled to work from 30 to 40 hours per week. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

Part-time Employees

Employees regularly scheduled to work 20 hours or less per week. Employees who regularly work 20 hours will receive prorated Personal Time off (PTO) plus all legally mandated benefits. Employees who regularly work less than 20 hours per week or who work on a temporary project basis will receive all legally mandated benefits (such as Worker's Compensation and Social Security benefits), but are not eligible for other company provided benefit programs.

Temporary employees

Are those engaged by CPLC to work on specific assignments up to 90 days either part-time or full-time and temporary employees understand that their employment will be terminated upon completion of a specific assignment. This category includes interns and co-op students. Such employees may be either "exempt" or "non-exempt", under applicable law, but are not eligible for CPLC benefits except as mandated by law.

FLSA

Under the federal Fair Labor Standards Act (FLSA), employees are classified as either exempt or non-exempt for pay administration purposes. It is CPLC's intent to clarify the definitions of these employment classifications so our employees understand their employment status and benefit eligibility.

Non-exempt employees must be paid overtime pay at a rate of not less than one and one-half times their regular rate of pay for every hour worked in excess of forty (40) hours in a workweek.

Exempt employees are excluded from specific provisions of the wage and hour laws, including the provision requiring payment of overtime.

If you have any questions concerning your employment status or the benefits for which you qualify or if you believe you are incorrectly classified, please ask your designated Human Resources representative.

	Section: 400 Classification and Compensation	Number: 402 Compensation & Work Schedule	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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COMPENSATION AND WORK SCHEDULE POLICY

Cross Reference

Federal Labor Standards Act

POLICY

Time Sheets

Non-exempt employees are to record hours worked and absences on the provided and approved Time Sheet. Actual starting and stopping times must be accurately recorded. Under no circumstances may there be any deviation in recording actual hours worked. Any changes or corrections to a time sheet must be initialed by the employee and his/her immediate supervisor. Do not perform any work unless you are “on the clock,” and report to Human Resources any effort by management to require or encourage work “off the clock.” FALSIFICATION OF ANY EMPLOYEE’S TIME SHEET IS CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

Pay Periods: Pay periods are in two week increments, from Sunday through Saturday. Paydays are biweekly on Fridays following the end of the pay period. If any of these days fall on a holiday, employees will be paid on the last workday prior to the holiday. It is not the practice of CPLC to pay prior to these days.

Breaks

Non-exempt employees are entitled to a paid 15-minute break for rest for every four hours scheduled to work, spaced approximately evenly throughout the work period. Employees are also entitled to up to one hour unpaid break for meals during each work period. Non-exempt employees should be relieved of all work duties during their meal period.

Breaks may be scheduled at staggered times to allow department coverage.

General Pay Information

Certain deductions will be made in accordance with federal and state laws. In addition, the Company makes available certain voluntary deductions as part of the Company's benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, s/he will be required to pay the monthly cost directly to the Company.

	Section: 400 Classification and Compensation	Number: 402 Compensation & Work Schedule	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Employees, who believe that they have been subject to improper salary deductions or have not been fully paid in any payroll period, should notify their supervisor or Payroll Department immediately. If an improper deduction is discovered or the employee did not receive full compensation in any payroll period, the employee will be reimbursed for any improper deduction or paid any previously unpaid wages, as soon as possible, but no later than the next payroll period. No employee will be retaliated against for raising such an issue with regards to their compensation.

Any other questions or concerns about your pay or deductions should also be brought to the attention of your supervisor, the Payroll Department, or your designated Human Resources representative immediately.

Overtime

Because of the nature of work, non-exempt employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Unless state law dictates otherwise, overtime compensation is paid to all nonexempt employees at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per week. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, personal time off or any leave of absence will not be factored in as hours worked when calculating overtime.

If you are nonexempt, you must receive authorization from your manager before working overtime. Employees that work unapproved overtime will be paid for their time but are subject to discipline up to and including termination for doing so.

Pay Schedule

CPLC pays on a bi-weekly cycle. A pay period which consists of a two-week period begins on Sunday and ends on Saturday. Employees will be paid on Fridays. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

A few additional facts about pay:

You will be paid your first wages according to the cycle in which you began working. Please reference CPLC Payroll Schedule.

If a paycheck is lost/damaged or stolen, notify Payroll Department immediately. A new check will be issued after the proper internal procedures are completed to ensure a duplication of payment is not made.

If a check is stale dated (90 days after the original issued pay date) notify Payroll Department to receive a new check after the internal procedures are completed.

	Section: 500 Benefits	Number: 501 Required Benefits	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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BENEFITS REQUIRED BY LAW

Benefits Required By Law

The following benefits are required by law for all regular employees:

- **Worker’s Compensation:** All employees are covered by workers’ compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor and the Human Resources Department so that the necessary paperwork may be completed.

- **Social Security:** Each employee must participate in the Social Security Program in accordance with the provisions of federal Social Security legislation and regulations, as amended from time to time. Both CPLC and the employee must pay into the fund for Social Security benefits, with payroll deductions being made as required by law.

- **Unemployment:** All regular employees are eligible for coverage under applicable unemployment compensation statutes and regulations.

	Section: 500 Benefits	Number: 502 Benefits Summary	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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BENEFITS SUMMARY

Eligible employees at CPLC are provided a wide range of benefits. It is important to understand that additional terms regarding program eligibility and benefit entitlement exist. Therefore, it is important to consult the official plan documents for further information. In the case of an actual or apparent conflict between this manual and the terms of the official plan documents, the provisions of the official plan documents shall rule. The benefit plans and policies may be modified at the Company's discretion. If you have any questions about any of these benefit programs or your eligibility for such benefits, please discuss them with the Human Resources Department.

Health Insurance Benefits

CPLC offers competitive medical, dental, vision, life, and disability insurance plans to all full-time employees who work 30 hours or more per work week. Employees can elect to enroll in the medical, dental, vision, life, and disability plans; if benefits are elected, benefits will be active the first day of the month after employees reach 60 days of employment.

Employees will participate in a cost share subscriber premium through a payroll deduction plan. Employees may obtain copies of current medical, dental, vision, life, and disability summary plan descriptions through the HR department.

Open Enrollment: Once a year employees have an opportunity to authorize a change of insurance plans, add dependents, enroll/re-enroll, or cancel insurance plans. All open enrollment requests are effective July 1 of the benefit year.

Wellness

Health and Wellness are related terms and participation in wellness initiatives is optional. We define health as a state of well-being that encompasses mind, body, spirit and community as our new wellness slogan indicates “One Body, One Mind, One CPLC”

CPLC currently incorporates healthy lifestyles as an overall corporate goal; this includes participation from CPLC Board of Directors down to all of our employees. Wellness is an active, lifelong process of becoming aware of choices and making decisions toward a more balanced and fulfilling life. The mission of this program is to foster a worksite culture that supports anyone’s desire to make healthy lifestyle choices – both physically and mentally. If you have any questions, please contact the Wellness Coordinator.

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This process can lead to a healthier state of well-being that allows individuals and communities to thrive.

401(k) Retirement Plan

CPLC provides a 401(k) Retirement Savings Plan to help employees accumulate financial resources for retirement. The Plan allows employees to elect how much of their salary they want to contribute to the Plan and to direct the investment of their funds into professionally managed investment funds. The company may but is not required under the Plan to make a matching contribution to employees' contributions at plan year end. At the end of five years of employment, an employee is fully vested in the company's matching contributions. An employee is fully vested in his/her own contributions and entitled to those contributions upon termination of employment regardless of the length of employment.

To be eligible to join the 401(k) Plan, an employee must complete 3 months of service and be 21 years of age or older. Upon meeting the eligibility requirements, employees will be **automatically** enrolled into the 401(k) plan. Shortly prior to eligibility, the employee will be given the Plan's Summary Plan Description for review and a Designation of Beneficiary form to complete to participate in the Plan.

As with other benefits provided by the company, this policy is not a binding agreement. The Summary Plan Description and the Plan itself govern. Employees can obtain current 401(k) plan information from the Human Resources Department.

	Section: 600 Employee Programs for Organizational Effectiveness	Number: 601 Professional Development	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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PROFESSIONAL DEVELOPMENT POLICY

Purpose

The purpose of this policy is to provide employees with professional development opportunities that increase their skills and enhance their contributions to the organization. The work performance of an employee is a vital key to the success of our organization. Providing professional development to our employees is an investment in their careers and the organization's future.

POLICY

Upon completing six (6) months of employment, full time employees may be eligible for reimbursement for education costs from accredited institutions **that are approved by CPLC**. It is the employee's responsibility to seek out the courses and other training mediums that will enhance his or her career development and support and further the organization's mission.

Employees are required to schedule classes during non-work hours to avoid interrupting business operations. Unless, desired classes are not available during non-work hours and supervisor approves class schedules.

Exceptions to this policy may only be made by CPLC's CEO.

Eligibility

To be eligible for reimbursement for educational programs or for certification and licenses employees must meet the following criteria:

- Must have 6 months of service with CPLC
- The employee must not be on disciplinary action or have demonstrated attendance concerns.
- The employee must have an educational plan in their personnel file
- The employee's department must have funds available in their budget so it is necessary for the employee to plan ahead for reimbursement.

Educational Programs

Educational programs include:

- Associate's, Bachelor's and Master's programs: eligible courses include all coursework required to complete an approved degree
- Professional Certification Programs (programs must have a measureable course completion requirement beyond attendance and participation).

To be reimbursable, educational programs must be related to employee's job or career development and/or are required to complete a degree program.

1. Employees accepting the terms of the tuition reimbursement procedure will be required to provide written authorization of the acceptance, as well as an agreement to remain with the organization for two years from the

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	600	601	Reviewed: 8/14/2014
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date of the educational reimbursement. If your employment with CPLC ends for any reason, including death, before you have received reimbursement, your reimbursement request will not be processed. To receive reimbursement, you must remain employed with CPLC through the date your reimbursement is processed by CPLC Payroll Department. In addition, if the employee terminates within the first two years, he or she will be required to pay a prorated amount to CPLC. Less than one year requires 75% re-payment, less than two years requires 50% re-payment. CPLC reserves the option to withhold payment due from employee’s final paycheck to the extent permitted under applicable state and federal law.

2. Upon satisfactory completion of the education/or coursework, the employee must provide documentation to support proof of program of study, completion, grade, and payment in order to receive reimbursement. **Any grade less than a “B” is not eligible for reimbursement.** If required documentation for reimbursement is not submitted within 90 days of course completion, reimbursement may be denied.

3. Reimbursement Amounts: Reimbursement amounts will take into consideration program budget, any portion covered by grants and/or scholarship, skill requirements to perform the essential job functions and satisfactory job performance.

	Tuition Assistance	Tuition Assistance	Tuition Assistance
	Public University	Private University**	Community Colleges
Associates	Up to 90%	Up to 90%	Up to 90%
Bachelor	Up to 80%	Up to 80%	
Master	Up to 70%	Up to 70%	

****If tuition is greater at a private institute, CPLC will reimburse at the lower amount.**

Executive MBA, Doctorate and Juris Doctorate or Paralegal programs would require executive pre-approval for reimbursement. These programs would have to be necessary for the position and/or growth for the employee and agency.

Non-Degree Programs (Conferences/Seminars/Certifications)

- A. Professional development can be obtained through attendance at seminars, educational courses and certificate programs that once acquired will assist the employee in performing his or her essential job functions.
- B. Certification and/or Independent Licenses will be approved by the supervisor on a case-by-case basis and relatedness to the current position. An agreement to remain with the organization for two years from the date of the Professional Certification or License obtained. Re-payment policy is the same for Certifications and Independent Licensure as for degreed programs.

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C. Other professional development expenses that may be reimbursable up to 100% under this policy are licensed fees for professional organizations, seminars, workshops and conferences as approved by the appropriate Executive Officer.

D. Employees must request permission from their immediate supervisor for review and approval to attend and to receive reimbursement for desired training and/or resource. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework and name of the institution or source of training.

Initial Review

An initial review will be conducted by Human Resources and communicated to the employee within 10 days.

Reimbursement Request:

Approved reimbursement requests are processed through Human Resources and should provide the following:

- Receives application from HR and submits request in writing with all supportive documents to obtain prior approval
- Submits grades after course is completed
- Grade “B” or above submitted with reimbursement request
- Keep management and HR informed of educational status
- After Director/VP approval, submits check request Human Resource
- 3rd level signature of Executive Officer prior to submitting reimbursement

Associated Forms and Attachments

Professional Development - Education Request Form

Professional Development Request Form

Tuition Reimbursement, Memorandum of Understanding Form

	Section: 700 Leaves and Absences	Number: 701 Holidays	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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HOLIDAYS POLICY

POLICY

Holidays

CPLC observes the following holidays:

New Year's Day
 Martin Luther King Day
 Cesar Chavez Day
 Memorial Day
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving and the day after
 Christmas Day

You will be paid for these holidays if you:

- are a benefits eligible full-time and part time employee. You will be eligible on your first day of employment.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

Due to business needs, some employees may be required to work on company holidays. Your supervisor or manager will notify you if this may apply to you.

	Section: 700 Leaves and Absences	Number: 702 Personal Time Off	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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PERSONAL TIME OFF (PTO) POLICY

Personal Time Off (PTO)

PTO benefit promotes a flexible approach to time off. PTO allows an employee to maintain their income when occasionally absent from work on a short-term basis. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves should the need arise to cover vacation, illness, disability, appointments, emergencies, or other needs that require time off from work and that are not covered by other leave policies.

Eligibility: PTO hours are available upon hire or transfer into a benefit-eligible position. Eligible employees are employees who are scheduled to work at least twenty (20) hours per week on a regular basis. Employees working less than twenty (20) hours per week on a regular basis, on-call and temporary employees are not eligible for PTO.

Availability: PTO hours are available to eligible employees following completion of 90 days of employment. All hours thereafter are available upon the employee's anniversary date or specific program year, at which time a new set of PTO hours will be applied to the employees PTO account, except when an employee is on paid and unpaid leave of absence.

Change of Status: Employees who change their Regular work schedule throughout the year will have their PTO benefit determined (pro-rated) on the effective date of change. **For example, employees changing job levels from part-time to full-time will begin receiving full-time PTO hours effective date of change.**

Hours: PTO hours are determined by the number of years of employment, chart below provides the PTO hours associated with the years of employment. Employees become eligible for new PTO hours on their anniversary date coinciding with the chart below. For example, at two years of employment/Start of the 3rd anniversary date, employees increase from 120 to 160 hours of PTO. **Without exception, unused PTO hours will not carry over into the next year of employment to the extent permitted by applicable law.**



Section:
700
Leaves and Absences

Number:
702
Personal Time Off

Approved: 9/1/2009
Reviewed: 8/14/2014
Effective Date: 3/23/2016

Full-Time Employees Paid Time Off Accrual Schedule Years of Service	Personal Time Off Hours	Maximum PTO Days Earned Per Year
Up to & including year 2	120	15 days
Beginning year 3	160	20 days
Beginning year 7	200	25 days
Beginning year 11	240	30 days
Beginning year 16	280	35 days

3/4 Time Employees Paid Off Accrual Schedule Years of Service	Personal Time Off Hours	Maximum PTO Days Earned Per Year
Up to & including year 2	90	15 days
Beginning year 3	120	20 days
Beginning year 7	150	25 days
Beginning year 11	180	30 days
Beginning year 16	210	35 days

Part Time Employees Paid Time Off Accrual Schedule Years of Service	Personal Time Off Hours	Maximum PTO Days Earned Per Year
Up to & including year 2	60	15 days
Beginning year 3	80	20 days
Beginning year 7	100	25 days
Beginning year 11	120	30 days
Beginning year 16	140	35 days

Use and Scheduling of PTO: Whenever possible, PTO must be scheduled two weeks in advance for time off for vacations, personal leave appointments or other reasons; PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored.

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	700	702	Reviewed: 8/14/2014
	Leaves and Absences	Personal Time Off	Effective Date: 3/23/2016

Employees absent for more than five consecutive days due to illness or injury may require a work release from their physician to return to work.

Abuse of PTO: An employee will be counseled and may be subject to disciplinary action when the frequency of unscheduled absences adversely affects the operations of the department. PTO may not be used for missed time because an employee reports late to work, except during inclement weather.

PTO is paid at the employee’s straight time rate. PTO is not part of any overtime calculation. Employees are required to use available PTO when taking time off from work with the exception of a company-required absence due to low workload or absences occasioned by the company. Non-exempt employees may use increments as low as one hour. When PTO is used, an employee is required to request payment of PTO hours according to his/her regularly scheduled workday. For example, if an employee works a six-hour day, he/she would request six hours of PTO when taking that day off.

Payment upon Termination: Terminating employee with (2) years of employment will be eligible for PTO payout applies to all PTO Plans. Employee will receive payout amount if PTO hours are available upon termination due to a reduction-in force or resignation, see chart below for schedule of PTO maximum pay outs. **Employees with less than two years of employment or who are involuntarily terminated (dismissals) will automatically be ineligible to receive payout of unused PTO to the extent permitted by applicable law.**

Full Time Employees	Maximum Pay-out upon Voluntary Termination
Less than 2 years	Not eligible
2 to 5 years	40 hours
6 to 9 years	60 hours
10 to 14 years	80 hours
15 plus years	120 hours

3/4 Time Employee	Maximum Pay-out upon Voluntary Termination
Less than 2 years	Not eligible
2 to 5 years	30 hours
6 to 9 years	45 hours
10 to 14 years	60 hours
15 plus years	90 hours

1/2 Time Employees	Maximum Pay-out upon Voluntary Termination
Less than 2 years	Not eligible
2 to 5 years	20 hours
6 to 9 years	30 hours
10 to 14 years	40 hours
15 plus years	60 hours

	Section:	Number:	Approved: 9/1/2009
	700	702	Reviewed: 8/14/2014
	Leaves and Absences	Personal Time Off	Effective Date: 3/23/2016

Early Childhood Development teaching and support staff

This section of the policy applies to the Migrant/Seasonal Head Start and Early Head Start teaching and support staff that have a modified school year work schedule.

Migrant/Seasonal Head Start and Early Head Start Community Schools

Teaching Staff positions include employees in the following categories: Teachers and Teacher Assistants. **Support Staff** includes the following positions: Safety Officer I; Safety Officer II; Bus Aide; Cook and Cook Assistant.

Personal Leave for Teaching Staff and Support Staff

It is critical that the Teaching Staff and Support Staff be present and available to provide instruction when Centers are in session and open to children. CPLC recognizes, however, that occasionally it is necessary for Teaching Staff and Support Staff to take time off when programs are in session. Accordingly, Teaching Staff and Support Staff will be given a maximum of five (5) days of personal time off (PTO) in each program year, which may be taken when programs are in session. All time off must be approved by the immediate Supervisor. **Unused PTO hours will be paid out at the end of the regular program year at their current rate of pay.** Employees who are involuntary terminated (dismissals) will automatically be ineligible to receive unused PTO to the extent permitted by applicable law.

Teaching Staff and Support Staff are entitled to PTO benefits as follows: (Note: Part-time staff is eligible for 5 PTO days based on hours worked)

	Personal Time Off Hours	Total Days
Active Employees	40	5
New hire prorated July-Sept	40	5
New hire prorated Oct-Dec	30	3.75
New hire prorated Jan-March	18	2.25
New hire prorated April-June	10	1.25

Summer Closure for Migrant/Seasonal Head Start and Early Head Start

Specific Centers close for the summer. Summer closures are based on our Community Assessment that identifies our peak summer season for the program year. A letter of extension will be given to employees whose centers will remain open or close through the summer.

This is intended to be an informational guide only. Arizona is an at-will law employment state. Under the at-will employment doctrine, an employer or employee may choose to terminate employment at any time.

	Section: 700 Leaves and Absences	Number: 703 Bereavement Leave	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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BEREAVEMENT LEAVE POLICY

Purpose

CPLC will provide you with time away from work to help you manage the difficulties associated with the death of a family member.

Scope and Applicability

This policy is applicable to all employee classifications with or without pay.

POLICY

CPLC has taken into consideration the personal needs that arise from the death of an **immediate** family member. You will be allowed up to three (3) paid days.

Standards

- Full-time and Part-time employees are eligible for three (3) days with pay, eligible as of the first day of employment.
- All other employee classifications outside of the Full-time and Part-time employment with CPLC are eligible for three (3) days without pay.
- “Immediate Family” includes; a parent, spouse/partner, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, or step relatives and any other relative who resides with the employee.

Funeral leave pay will not be granted to employees attending a funeral during periods when, for other reasons, they would not normally be at work, such as during periods of vacation, holidays, or illness.

The Company may require verification of the need for leave

Associated Forms and Attachment
Online Time and Attendance System

	Section: 700 Leaves and Absences	Number: 704 Leave of Absence	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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LEAVE OF ABSENCE

POLICY

Employees who have completed 90 days of employment are eligible to request an unpaid personal leave of absence for special situations. Such leave will be granted solely at CPLC’s discretion. The effect of leave of absence will have on an employee’s standing in his or her benefit programs will vary depending on the length of the absence. Leave will be granted for no more than 30 days at a time after review by the appropriate level of management.

Procedures regarding such leave are as follows:

- All requests for time off must be submitted to the direct supervisor at least 15 days in advance.
- Emergencies need to be reported to direct supervisor as soon as possible, but in no case later than one hour prior to employee start time.
- Leave may not be granted if the employee’s absence would interfere with business operations
- Supervisor should submit a request to the Human Resources department with dates that leave will begin and date of employees return. This request should be submitted on a Personnel Action Form (PAF).
- Leave cannot exceed 30 days.
- Insurance premiums must be paid prior to leave through payroll deduction or pre-payment.
- If employee does not return within 30 days, his/her position may be filled.

	Section: 700 Leaves and Absences	Number: 705 Time off to Vote	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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TIME OFF TO VOTE POLICY

POLICY

CPLC encourages all employees to vote. It is the policy of CPLC to comply with all state election law requirements with respect to providing employees the necessary time off to vote.

Employees who are eligible to vote in an election and who do not have three consecutive hours in which to vote either before or after work while the polls are open may request up to three consecutive hours off with pay to vote.

If you plan to take time off to vote you must notify your supervisor before Election Day. CPLC may specify which hours you take off to vote.

	Section: 700 Leaves and Absences	Number: 706 Time Off from Work in Connection with Court Cases	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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TIME OFF FROM WORK IN CONNECTION WITH COURT CASES POLICY

POLICY

We recognize that an employee of CPLC might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you are called to serve as a witness, notify your manager as soon as possible.

Unless otherwise required by state or local law, employees called to testify will not be paid unless testifying as a witness on company business for the time they are away from work as a result of their participation in a court case or arbitration, but may use available Personal Time Off (PTO) days to cover their time away from work.

CPLC employees who are victims of crimes protected under A.R.S. § 13-4439 are entitled to job protected leave from work in order to be present at scheduled court proceeding involving the person committing the crime. If the victim is the employee’s minor child, the employee shall be allowed to take time off to attend court proceedings.

JURY DUTY POLICY

POLICY

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately. Employees will be granted time off to serve on a jury. Unless otherwise required by state or local law, CPLC will compensate regular full-time and part-time employees their regular pay for the entire period of time they are required to serve. Jury duty pay is only paid for employees regularly scheduled work days and hours and their regular hourly rate of pay. Employees must provide evidence of service and payment received for serving on a jury will need to be turn in to Finance Department.

Employees are not required to use Personal Time Off (PTO) leave to serve on jury duty.

If excused or released from jury duty, employees are expected to return to work promptly. CPLC shall not discharge, discipline, or otherwise penalize an associate because the employee is absent from his or her employment for the purpose of attending jury duty.

	Section:	Number:	Approved: 9/1/2009
	700	707	Reviewed: 8/14/2014
	Leaves and Absences	Family Medical Leave Absence Act	Effective Date: 3/23/2016

FAMILY MEDICAL LEAVE ABSENCE ACT (FMLA)

POLICY

Under the Family and Medical Leave Act of 1993, as amended (FMLA), employees may be eligible for a period of job-protected unpaid leave for certain family and medical reasons as described below. This Family Medical Leave Act Policy ("Policy") provides an overview of employees' rights and responsibilities under the FMLA as well as the Company's own policies regarding FMLA Leave. The Company has posted notices of the FMLA at all Company facilities. The information in those posters is incorporated into this policy by reference.

General Eligibility

To be eligible for FMLA Leave under this Policy, an employee must have worked at the Company for at least 12 months and must have worked at least 1,250 hours during the 12-month rolling period prior to the commencement date of any leave requested under this Policy. Eligibility will be determined as of the date the leave commences. Employees who work at a site at which fewer than 50 employees are employed within a 75-mile radius are not eligible for leave under this policy. When a request for FMLA is made, the company will advise of the employee's eligibility and the employee's rights and responsibilities.

Types and Duration of FMLA Leave

- Bonding Leave; Serious Health Condition Leave; Leave to care for a family member with a serious health condition; Active Duty Leave

An employee may be eligible for up to 12 weeks of unpaid leave during a rolling 12-month period (measured backward from the date an employee uses FMLA leave) for the following reasons:

1. the birth of the employee's child and to bond with the child; or for placement through adoption or foster care and to bond with the newly placed child. Such leave must be concluded no later than 12 months after the birth or placement of the child with the employee;
2. to care for an immediate family member (spouse, child under 18 years old or a child 18 and over who is incapable of self-care because of a disability, or parent) with a serious health condition;
3. because of a serious health condition which renders the employee unable to perform the functions of his/her job; or

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4. because of any qualifying exigency arising out of the fact that an employee's spouse, son (of any age), daughter (of any age) or parent, who is serving in any branch of the military (including the National Guard or Reserves), has been deployed or called to active duty in a foreign country ("Active Duty Leave").

- Military Caregiver Leave

An employee also may be eligible for Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), parent or next of kin who is: 1) a current member of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, which is incurred in the line of duty (or for a pre-existing injury or illness which is aggravated in the line of duty) and that renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating, or 2) a veteran who was a member of any branch of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness that occurred in the line of duty (or for a pre-existing injury or illness which was aggravated in the line of duty) at any time within 5 years preceding the treatment, recuperation or therapy. A covered veteran incurs a serious illness or injury for purposes of this paragraph when one of the following occurs:

- a) The injury or illness makes him or her medically unfit to perform the duties of his or her office, grade, rank or rating.
- b) It causes the service member to have a VA Service Disability Rating is at 50% or greater.
- c) It is a mental or physical condition substantially impairs their ability to obtain gainful employment
- d) The VA enrolls the employee in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave (as long as it is within 5 years of the covered service member's active duty) and ends 12 months after that date. Military Caregiver Leave applies on a per-covered service member, per-injury basis, so that an employee may be eligible to take more than one 26 week period of Military Caregiver Leave, but no more than 26 weeks of leave may be taken during any one 12-month period.

An eligible employee is entitled to a combined total of 26 workweeks of leave for all FMLA qualifying reasons during the single 12-month period described above. For example, if an employee takes 10 weeks of FMLA leave due to his/her own serious health condition, the employee may take only 16 weeks of Military Caregiver Leave during that same 12 month period.

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Definitions

- A "serious health condition" as referred to above means an illness, injury, impairment, or physical or mental condition that involves:
 1. In-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);
 2. A period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (i) treatment two (2) or more times by a health care provider or under the supervision of a health care provider within 30 days of the start of the incapacity, or (ii) treatment by a health care provider on at least one (1) occasion within seven (7) days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider;
 3. Any period of incapacity or treatment due to pregnancy, or for prenatal care;
 4. Any period of incapacity or treatment due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
 5. A period of incapacity or treatment which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
 6. Any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

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- A "qualifying exigency" referenced above under "Active Duty Leave" refers to the following circumstances:
 1. Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven (7) days or less;
 2. Military events and related activities: to attend official military events or family assistance programs or briefings;
 3. Childcare and school activities: for qualifying childcare and school related reasons for a child, legal ward or stepchild of a covered military member;
 4. Care of the covered military member's parent if the parent is incapable of self-care;
 5. Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;
 6. Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
 7. Rest and recuperation: to spend up to fifteen (15) calendar days for each period in which a covered military member is on a short-term rest leave during a period of deployment; or
 8. Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member's active duty terminates or to address issues arising from the death of a covered military member while on active duty.

When Spouses Work Together

If both a husband and wife are employed by CPLC and are eligible for leave under this policy, they are eligible for a combined total of 12 weeks of leave within the applicable 12-month period when the leave is due to the birth or placement of a child or to care for a parent who has a serious health condition, or a combined total of 26 weeks within the applicable 12-month period when the leave is due to the birth or placement of a child or to care for a parent who has a serious health condition and for Military Caregiver Leave. (However, in no event shall the husband and wife take more than a combined total of 12 weeks of leave within the applicable 12-month period for the birth or placement of a child or to care for a parent who has a serious health condition).

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Notice of Need for FMLA Leave

An employee who wants to take FMLA must follow normal call-in policies and notify the person an employee would normally notify for an absence. Failure to adhere to normal company call-in procedures can result in discipline, as with any other type of leave.

If FMLA applies or believed to possibly apply, the employee will be required, thereafter, to contact Human Resource to complete a request for leave. The employee will be required to fill out prescribed forms requesting leave.

To avoid a delay in FMLA protection, the employee must give notice as soon as possible and practicable under the circumstances of enough facts to advise the person receiving the call that FMLA may apply. Employees are always required to give notice as soon as practicable and possible, but, except for instances of active duty leave, an employee is not required to provide more than thirty (30) days advance notice.

If an employee fails to give the required notice with no reasonable excuse, FMLA coverage may be delayed for a period of time. This can result in discipline for absences taken prior to FMLA coverage commencing.

Employees should make every reasonable effort to schedule foreseeable medical treatments so as not to disrupt the ongoing operations of the Company.

Substitution of Paid Leave for Unpaid FMLA Leave

Employees must concurrently exhaust any short-term disability benefits, workers compensation benefits, accrued vacation time, or any other form of applicable paid leave for FMLA leave. All substituted paid leave that is being concurrently exhausted will be counted against an eligible employee's FMLA leave entitlement.

Intermittent FMLA Leave

Intermittent or reduced schedule leave is leave at varying times for the same qualifying condition. Intermittent leave or reduced schedule leave may be available if the need for leave is due to an employee's serious health condition or an employee's immediate family member's serious health condition and when the need for intermittent or reduced schedule leave is certified by a health care provider. Intermittent or reduced schedule leave is not available for the birth or placement of a child for adoption or foster care, unless the Company agrees. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Active Duty Leave may also be taken on an intermittent or reduced leave schedule.

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Employees who take foreseeable intermittent or reduced schedule leave must attempt to schedule their intermittent or reduced schedule leaves so as not to disrupt the operations and in some instances, may require employees taking foreseeable intermittent or reduced schedule leaves to transfer temporarily to an alternative position for which the employee is qualified and which better accommodates the employee's leave schedule. Pay and shifts would not be affected by a change to an alternate position. Time worked in the alternate position would not count towards the employee's FMLA leave entitlement.

Employees taking unforeseeable intermittent leaves must follow the Company's standard call-in procedures absent unusual circumstances.

Documentation Supporting FMLA Leave

An employee requesting leave for a serious health condition must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a request for FMLA Leave may also be required.

The employee will have fifteen (15) days in which to return a completed Certification form following request for the certification. If the employee fails to provide timely certification after being required to do so, covered leave may be delayed moving forward until the certification form is finally submitted. Absences counted against the employee for a late certification will not be reversed absent exceptional circumstances. If an employee never returns the completed form, the FMLA will be denied and the absences will be unprotected. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will be given a period of seven (7) days to provide the necessary information.

In some circumstances, a second opinion, at the expense of the Company, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of the Company, may be required. The opinion of the third health care provider, which the Company and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders.

A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form or Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave form as well as any necessary supporting documentation.

Once the company has received a complete and sufficient certification form from the employee, the Company will advise the employee whether he or she has been approved or denied FMLA and, if possible, will advise how much FMLA will be used.

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Recertification

In the following circumstances, the Company may, in its sole discretion, require recertification of the qualifying reason for FMLA: (1) where the employee needs more leave than the original certification justified; (2) where circumstances and facts cast doubt on the employee’s need for FMLA; or (3) when the need for FMLA extends beyond 6 calendar months. In these situations, the employee will have fifteen (15) days in which to provide a completed Recertification form.

Restoration To Position And Benefits

Healthcare benefits will be maintained while an employee is on FMLA, subject to the payment of premiums explained in this paragraph. For all other benefits, they will be maintained similarly to others on similar forms of leave (paid/unpaid). Employees on paid FMLA (because they are concurrently exhausting a paid leave benefit) will continue to have their premium payments deducted from their paycheck as if they were on non-FMLA paid leave. Employees on an unpaid FMLA leave (for which no paid leave is substituted or after all paid leave has been exhausted) will need to maintain the benefits they accrued prior to commencement of the leave by making premium payments. If the payment is not received on the due date or thereafter, the company will provide the employee written notice of non-payment and provide 15 days to make the payment. If the payment is not made within the 15 day window, and at least 30 days have passed from the due date, then coverage under the benefit plan will lapse, retroactively to the original due date.

Employees are permitted to return to whatever position they would have held had they not taken FMLA leave. Generally, this means employees returning from FMLA leave within 12 weeks will be returned to the job position that they held when they went on leave, or a substantially similar one. If the employee would have lost their position even if they had not taken the leave, then there exists no reinstatement right. For example, if the employee’s position is eliminated because of a reduction in force, then no reinstatement right exists.

If an eligible employee fails to pay his or her portion of the required premium payments for benefit coverage, and the Company elects to make the employee’s portion of premium payments to keep benefit coverage in effect during a period of paid or unpaid FMLA leave for medical and dental benefits, and/or a period of unpaid FMLA leave for other benefits, the Company may recover the amount of the premium payment from the employee regardless of whether the employee returns to work. The Company may recover its own share of the premiums paid for maintaining an employee's medical and dental benefit coverage during any period of unpaid FMLA leave if the employee fails to return from leave after entitlement has expired, provided the employee failure to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition was unrelated to the qualifying reason the employee took FMLA leave.

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Return To Work

Employees on FMLA leave must periodically inform the Human Resources Department of their status and intent to return to work while on FMLA leave. Employees returning from FMLA leave must be able to assume all of the essential functions of their jobs upon return. The Company will provide time for the employee to learn of any changes or new technology implementations. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, the employee must provide certification from the employee's health care provider stating that the employee is able to resume work. This return to work statement is required for all serious health conditions unless the employee has previously provided one for that condition within the past year. If safety issues exist, the Company may require a return to work statement every thirty days.

Failure To Return From Leave

Unless required otherwise by law an employee granted a leave of absence under these provisions who fails to return to work upon expiration of the leave will no longer have protected absences. Further absences would count against the attendance policy.

Key Employees

An employee who qualifies as a "key employee" may be denied restoration of employment after a period of FMLA leave if holding the employee's position would cause the company grievous economy injury. A "key employee" is an employee who is salaried and is among the highest paid ten percent of the work force within 75 miles of the place where the employee reports to work. Upon requesting FMLA leave, an employee will be notified by the Company of his/her status as a "key employee" if there is a possibility that the Company may deny reinstatement after leave.

Interaction with State Leave Laws

Certain states require employers to provide greater or different job-protected leave. When applicable, the Company complies with all such leave laws. When leave provided under one of these laws is covered under the federal FMLA, it also shall count toward the employee's federal FMLA entitlement and as FMLA Leave under this Policy. These leave laws vary by state, and the employee should contact Human Resources if you have questions about them.

	Section: 700 Leaves and Absences	Number: 708 Re-employment Rights for Uniform Services	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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MILITARY LEAVE AND RE-EMPLOYMENT RIGHTS FOR UNIFORM SERVICES

Cross Reference

Family Medical Leave Act Policy

POLICY

Applicable employees may have certain rights, benefits, and/or obligations related to service in the uniformed services pursuant to the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) or related state laws. This policy pertains to the rights and obligations of qualifying members of, among others, the Army, Navy, Air Force, Marines, Coast Guard, Public Health Service commissioned corps, the reserve components of these services, and the National Guard. It is the intent of CPLC to comply with USERRA and state law requirements including with respect to leaves of absence, continuation of health coverage, reemployment, and other covered matters. As the laws change, or as interpretations of the laws change, military/uniformed service leave benefits for CPLC’s employees may change accordingly. No attempt is made in this policy to cover all possible situations and circumstances that may arise when an employee takes a military/uniformed service leave. Therefore, as military/uniformed service leave situations arise, employees should consult with their supervisor and/or Human Resources for current and complete details regarding their military/uniformed service leave rights as a CPLC employee and should make sure the Human Resources Department is contacted regarding any continuation of benefits issues.

If you have uniformed service obligations, such as active duty, training, fitness examinations, or funeral honors duty, you should provide notice to supervisor, preferably in writing and including copies of any related orders, as soon as reasonably possible in order to allow the necessary time to reassign your responsibilities and train another employee. You will be granted an unpaid leave of absence for qualifying periods of uniformed service.

You have the right to be re-employed in a CPLC job if you leave that job to perform services in the armed forces and:

- You ensure that CPLC receives advance written or verbal notice of your service except when precluded by military necessity or otherwise impossible or unreasonable;
- You have five years or less of cumulative service in the uniformed services while employed with CPLC unless you fall within an exception under USERRA;
- You return to work or apply for re-employment in a timely manner after conclusion of service unless timely reporting back or application was impossible or unreasonable;
- and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

Generally, if you are eligible to be re-employed, are still qualified or can become qualified with reasonable training, you will be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job in accordance with USERRA and applicable state law.

	Section:	Number:	Approved: 9/1/2009
	800	801	Reviewed: 8/14/2014
	Conduct and Discipline	Code of Conduct	Effective Date: 3/23/2016

CODE OF CONDUCT POLICY

Purpose

The work rules and standards of conduct for CPLC are important, and CPLC regards them seriously. All employees are expected to be familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting CPLC's business. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including immediate termination of employment.

POLICY

While not intended to list all the forms of unacceptable behavior, the following are examples of rule infractions or other misconduct that may result in disciplinary action, up to and including immediate termination of employment:

- Theft or inappropriate removal or possession of property
- Knowingly falsifying Company records, including, but not limited to, timekeeping records or employment application
- Working under the influence of or impaired by alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of CPLC-owned or customer owned property
- Insubordination
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful harassment or discrimination
- Excessive absenteeism or any absence without notice
- Unauthorized use of Company-owned equipment, time, materials, or facilities
- Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage in violation of Company policy)
- Unauthorized use or disclosure of business "secrets" or confidential information (which includes business plans, technological research and development, product documentation, marketing plans, and secret pricing information, copyrighted/trademarked/patented property, trade secrets, know how, systems development, strategic business initiatives)
- Violation of personnel policies
- Unsatisfactory performance or conduct

	Section: 800 Conduct and Discipline	Number: 801 Code of Conduct	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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In addition to the aforementioned CPLC standards of conduct, CPLC Early Childhood Development related employees, volunteers and consultants must also:

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

In addition to the aforementioned CPLC standards of conduct, CPLC Integrated Health Human Services related employees must also comply with the following standards:

- Promote the well-being of the client by providing services in the less restrictive environment.
- Only the Director or designee may discharge a client from program participation.
- Each client is a CPLC client and will be regarded that way by each staff member. As part of a service delivery team, each staff member will maintain good lines of communication as to the behavior and progress of each client.
- Upon discharge, staff members will not associate or socialize with a client for a minimum of six months from discharge date. In such cases where a staff member and a former client have meeting affiliations with a civic group or organization, such content is deemed appropriate only within the group context.
- During a client's involvement in services, no exchange of gifts, loans, or services of any kind are permitted between staff members and the client.

Bullying in the Workplace

Bullying is repeated unreasonable behavior directed toward an employee, or group of employees, that creates a risk to health and safety or which a reasonable person would find harmful, intimidating, or degrading. Examples of bullying include:

- Verbal abuse and yelling in a threatening or intimidating manner
- Humiliating someone through sarcasm, criticism or insults
- Constant criticism
- Exclusion of a person from workplace activities
- Giving someone the majority of unpleasant tasks

	Section:	Number:	Approved: 9/1/2009
	800 Conduct and Discipline	801 Code of Conduct	Reviewed: 8/14/2014
			Effective Date: 3/23/2016

Any reports of bullying will be treated seriously and investigated promptly. Confidentiality will be adhered to the extent possible. This policy shall be read and applied in conjunction with CPLC’s policies preventing harassment and discrimination.

Phone Calls

Business Phone Calls: A great majority of our business is conducted over the phone making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your phone to the appropriate extension.

Personal Phone Calls: We recognize that periodically, personal phone calls must be made or be received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow or employees’ ability to perform their job duties.

Personal Cellular Phone Calls: In order to provide an optimum work environment, employees are expected to have personal cell phones turned off during work hours. Ringing cell phones are a distraction to other coworkers and can interfere with productivity. Cell phones should only be used during breaks/lunches and outside of the office.

Voicemail: CPLC utilizes a voicemail system to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail is an option only to the caller. No calls should be put directly into voicemail. Employees are encouraged to change their personal greetings daily. Personal greetings should be brief and communicate your availability to clients and coworkers.

Political Involvement

In order to retain its tax-exempt status, CPLC is prohibited from participation, intervention, or involvement, either directly or indirectly, in support of or in opposition to any candidate for elective public office.

It is consistent with CPLC programs and goals that employees accept appointed public office, especially offices of a temporary or part-time nature, on non-partisan public service boards and commissions that seek to improve the social and economic conditions of the American citizenry. However, in order that CPLC’s tax-exempt status remains protected, an employee must obtain CPLC’s approval before accepting an appointed public office. If such approval is given, all activities of the employee involved must be in accordance with the CPLC guidelines issued for each particular case.

Employees who wish to run for elective public office must obtain prior approval from CPLC’s CEO. Also, employees who serve in elective public office while employed by CPLC are required to inform the CEO concerning the details of the office and the terms of the position. *For ECD employees please refer to Sec. 656 Political Activities [42 U.S.C. 9851] of the Head Start Act as amended December 12, 2007*

	Section: 800 Conduct and Discipline	Number: 802 Dress Code	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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DRESS CODE

POLICY

Appropriate and neat office attire is required at CPLC. Suppliers and customers visit our office and we wish to put forth an image that will make us all proud to be CPLC employees. Be guided by common sense and good taste. Specific standards may be required. If unsure if something is appropriate, please contact your direct supervisor.

It is the policy of CPLC that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation and environment.

1. Employees are expected at all times to present a professional business like image to internal and external customers, clients, and the general public.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards.
 - a. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, jeans, athletic clothing, shorts, sandals, T-shirts, baseball hats, and similar items of casual attire that do not present a businesslike appearance.
 - b. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - c. Facial hair should be neatly trimmed.
 - d. Nose rings/facial body piercing (other than ear rings) should not be visible.
3. Employees who do not regularly meet the public should follow the basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
4. At its discretion, organizational leadership may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

	Section:	Number:	Approved: 9/1/2009
	800	802	Reviewed: 8/14/2014
	Conduct and Discipline	Dress Code	Effective Date: 3/23/2016

Failure to comply with dress and grooming standards may result in disciplinary action up to and including termination.

Friday Casual Guidelines: For Casual Fridays while in the office, jeans, CPLC shirts, and Polo tops are appropriate, as are well-groomed tennis shoes. If you have a meeting, you should dress accordingly.

To maintain our professional image, we ask that you use discretion when determining what to wear. If you are expected to interact with clients, internal/external customers, vendors, the community, and other business guests, you should dress in a manner that is professional and appropriate.

Please use good professional judgment in selecting your casual business attire. Casual business dress is not an exemption from the company’s neat and appropriate standards of dress. Jewelry should be kept to a minimum. Nose rings are not permitted. In the classroom environment, teachers must wear closed-toe shoes for safety reasons.

The definition of professional attire does not include: jeans, shorts, athletic shoes, sleeveless shirts, beach wear, sweat shirts, tank tops, flip flop shoes (men & women), halter tops, sheer clothing, camisoles tops, or cropped tops, spaghetti strap clothing, spandex outfits, jogging suits, workout clothes (such as leggings or sweatpants) and ripped clothing.

In compliance with our dress code the following are examples of acceptable/unacceptable attire:

Dress Code Guidelines

Acceptable attire

Business Suits, Dresses and Skirts

- Dress slacks and casual slacks
- Clothes should be pressed appropriately
- Midriff and neckline should be conservative.

Unacceptable attire

- Torn, patched/faded clothing
- Tube tops, halter tops and tank tops – No clothing exposing stomach, lower back or low cut tops that show tattoos (undergarments should not show at any time)
- Plunging necklines
- Short skirts or short shorts
- Strapless sun dresses
- *Camisoles (ONLY IF NOT WORN UNDER A JACKET)
- Rubber thongs (Flip Flops)
- Muscle shirts/tank tops
- Shirts with slogans and/or pictures promoting unhealthy lifestyles are prohibited
- Bermuda shorts/extreme baggy shorts

	Section:	Number:	Approved: 9/1/2009
	800 Conduct and Discipline	803 Code of Ethics	Reviewed: 8/14/2014 Effective Date: 3/23/2016

CODE OF ETHICS POLICY

Cross Reference

Code of Conduct Policy
Conflict of Interest

POLICY

Professional ethics are at the core of CPLC business. The Code of Ethics (the “Code”) defines the values, principles, and standards to guide employees. The Code applies to all employees, interns/students, and volunteers regardless of their professional functions, the setting in which they work, or the populations they serve.

The CPLC Code of Ethics serves 6 purposes:

1. Identifies core values on which CPLC mission is based.
2. Summarizes broad ethical principles that reflect the organization’s core values and establishes a set of specific ethical standards that should be used to guide CPLC business practice.
3. Is designed to help employees identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. Provides ethical standards to which the general public can hold CPLC accountable.
5. Orients new employees, interns, and volunteers to CPLC, to its mission, values, ethical principles and ethical standards.
6. Articulates standards that CPLC itself can use to assess whether its employees have engaged in unethical conduct.

The Code offers a set of values, principles, and standards to guide decision-making and conduct when ethical issues arise. It does not provide a set of rules that advise how CPLC staff should act in all situations. Specific applications of the Code must take into account the context in which it is being considered.

The Code does not specify which values, principles, and standards are most important or should outweigh others in instances when they conflict. Reasonable differences of opinion can and do exist among employees with respect to the ways in which values, ethical principles, and ethical standards should be rank ordered when they conflict. When making ethical decisions employees should consider how the issue would be judged by their colleagues.

	Section: 800 Conduct and Discipline	Number: 803 Code of Ethics	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Ethical decision-making is not a process. There are many instances where answers are not available to resolve complex ethical issues. Employees should take into consideration all the values, principles, and standards in this Code that are relevant to any situation in which ethical judgment is needed. Employee decisions and actions should be consistent with the letter of this Code.

Ethical Standards

The following ethical standards are relevant to the professional activities of all employees. These standards are inclusive of ethical responsibilities to children and families, colleagues, and in delivery of services.

Additional standards are required when providing direct services to Children & Families

Employees' primary responsibility is to promote the well-being of children and families. However, an employee's responsibility to the larger community or specific legal obligations may on limited occasions outweigh the loyalty owed to children and families, and how they should be so advised. (Examples include when an employee is required by law to report that a parent/legal guardian has abused a child or has threatened to harm self or others).

Self-Sufficiency

Employees respect and promote the rights of persons to become self-sufficient and assist children and families in efforts to identify and work towards achieving their goals.

Informed Consent/Release of Information

Employees should use clear and understandable language to inform children and families of the purpose of these services and provide them with an opportunity to ask questions.

Examples include:

- When a parent/legal guardian is not literate or has difficulty understanding the primary language used in the setting, employees should take steps to ensure their comprehension. This may include providing them with a detailed verbal explanation or arranging for a qualified interpreter or translator when possible.
- Obtaining written consent before audio taping or videotaping a parent/legal guardian or permitting observation by a third party.

Competence

Employees should provide services and represent themselves only within the boundaries of their education, job responsibilities, license, certification, or other relevant professional experience.

	Section: 800 Conduct and Discipline	Number: 803 Code of Ethics	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Cultural Competence and Social Diversity

Employees should understand culture and its function in human behavior and society, recognizing the strengths that exist in all cultures.

Access to Records

Families should have reasonable access to their records. If there is a concern that viewing or releasing a record could cause serious misunderstanding or harm then the staff should provide assistance in the review and interpretation of that record.

Professional Relationships

Employees should not engage in any personal/nonprofessional relationship with children or their family, whether such contact is consensual or forced under any circumstances.

Derogatory Language

Employees should not use derogatory language in their written or verbal communication with children and families receiving services. Employees should use accurate and respectful language in all communications with children and families receiving services.

Payment for Services

Employees should not accept money or charging fees from families as payment for individual services but rather can accept goods on behalf of the program and share them with program staff and families.

Transition of Services

Employees should terminate services and their professional relationship with families when such services and relationships are no longer required. Refer to program procedure for closing client service.

Employees should not terminate services to pursue a social, financial, or sexual relationship with the parent/legal guardian of a child.

Employees who anticipate the termination, change, or interruption of services should notify families promptly and seek the transfer, referral, or continuation of services in relation to their needs and preferences.



Section:

800
Conduct and Discipline

Number:

803
Code of Ethics

Approved: 9/1/2009

Reviewed: 8/14/2014

Effective Date: 3/23/2016

Employees' Ethical Responsibilities to Colleagues

Respect

Employees should treat colleagues with respect and should represent accurately and fairly their qualifications, views, and obligations. Employees are expected to represent the Company in a positive and ethical manner.

Confidentiality

Employees should respect confidential information shared by colleagues.

Romantic/Sexual Relationships

Employees who function as supervisors or educators should not become romantically involved or engage in sexual activities or contact with individuals they supervise or teach. Employees should avoid engaging in romantic or sexual relationships with colleagues when, in the opinion of the company, there is a potential for a conflict of interest. An employee involved with a supervisor or fellow employee should immediately and fully disclose the relevant circumstances to either the designated Human Resources representative or the TITLE so that a determination can be made as to whether the relationship violates this policy. If a violation is found, including failing to disclose the relationship, the company may take whatever action appears appropriate according to the circumstances, up to and including transfer or termination of one or both employees.

Unethical Conduct of Colleagues

Employees should be knowledgeable about established policies and procedures for addressing unethical behavior. Employees who believe that a colleague has acted unethically or in violation of company policies should discuss their concerns with the colleague when feasible. When further action is necessary, employees should speak with their supervisor or the Program Director.

Employee's Ethical Responsibilities in Service Delivery

Administration

Managers should take reasonable steps to ensure that the working environment for which they are responsible is consistent with and encourages compliance with the Code of Ethics. They should eliminate any conditions that violate, interfere with, or discourage compliance with the Code of Ethics.

Private Conduct

Employees should not permit their private conduct to interfere with their ability to fulfill their professional responsibilities, such as involvement with families in social network sites and/or social activities outside of the work place that could negatively impact the professional and family relationship.

Dishonesty, Fraud and Deception

Employees should not participate in, condone, or be associated with dishonesty, fraud, or deception.

	Section: 800 Conduct and Discipline	Number: 803 Code of Ethics	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/20
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Misrepresentation

Employees should make clear distinctions between statements made and actions taken as private individual versus as a representative of CPLC (i.e., discuss political affiliation).

Testimonials

If a family/consumer volunteers to share their experiences it must be made clear that doing so will not affect their services.

Solicitations

Employees should not solicit any money, products or services from parents of children receiving services from CPLC during business hours.

Fund Raising Events

Fund raising activities are to benefit the various programs and CPLC overall as an agency. These activities are CPLC's way of cultivating and building strong relationships with our constituents.

Employees are encouraged to volunteer and participate in these fund raising events when appropriate.

However, employees and the families of the employee are precluded from receiving any gifts and/or awards in excess of \$250 as a result of a raffle or contest.

Acknowledging Credit

Employees should take responsibility and credit only for work they have actually performed and to which they have contributed. Employees should honestly acknowledge the work of and the contributions made by others.

Illegal or Unethical Conduct Prohibited

CPLC is committed to the highest regard for law and ethics. Illegal or unethical conduct of any type is prohibited. If an employee believes someone in this company (supervisor or fellow employee) has asked or instructed the employee to commit an illegal or unethical act, or if the employee believes he or she is being retaliated against for refusing to do so, this must be reported immediately. The company prohibits any employee from engaging in any illegal or unethical conduct or asking or instructing another to do so. Further, if a vendor or customer engages in illegal or unethical activity, or asks an employee to do so, this must also be reported.

Reporting

An essential element of this Code of Ethics is the responsibility and obligation you have as an employee to appropriately raise issues of concern to appropriate individuals in the company. Issues of concern may include a violation of this Code or any other company policy, harassment, discrimination or issues surrounding treatment of our clients. The company has an open door policy, which encourages employees to raise issues to an appropriate manager who will address the issue.

	Section: 800 Conduct and Discipline	Number: 804 Smoke-Free Workplace	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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SMOKE-FREE WORKPLACE POLICY

POLICY

As required by the Smoke-Free Arizona Act and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of CPLC.

It is the policy of CPLC to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Tobacco products are prohibited on, or within 500 feet of, CPLC school/childcare facility grounds, inside CPLC school/childcare facility buildings, in CPLC school/childcare facility parking lots or playing fields, in CPLC school/childcare facility buses or vehicles, or at CPLC school/childcare facility sponsored events.

Additionally, all CPLC offices are smoke-free environments. Smoking is allowed in, and restricted to, designated outdoor areas only.

Employees who violate this smoking policy may be subject to disciplinary action up to and including immediate discharge.

Smoking Complaints: Any complaints about the application of the policy to the workplace should be brought to the attention of the Human Resources Manager or the program/center manager for resolution. The complaint should be submitted in writing and identify specific objections. Chicanos Por La Causa will investigate the complaint and resolve it in accordance with the policy. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy. Our smoking policy is intended to comply with requirements of the Smoke-Free Arizona Act.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Should you have a question, complaint or dispute about smoking in the workplace, contact Human Resources.

	Section: 800 Conduct and Discipline	Number: 805 Zero Tolerance for Workplace Violence	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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ZERO TOLERANCE FOR WORKPLACE VIOLENCE

Cross Reference

At-Will Nature of Employment Policy
 Conduct and Working Environment Policy

Scope Applicability

This policy is applicable to all employee classifications.

Purpose

To ensure a workplace safe and free of violence or threats of violence for all employees, and to effectively respond in the event that such acts or threats of violence do occur.

POLICY

Weapons

CPLC prohibits the possession or use of weapons anywhere on company property, except as specifically provided herein.

To the maximum extent allowed by applicable law, employees are prohibited from bringing or otherwise carrying firearms or other weapons inside CPLC-owned or leased buildings, structures, or other areas or structures where employees, staff, management, customers or other members of the public gather as a result of company business, events or activities. To enforce this policy and protect our employees' safety, we reserve the right to search all packages, containers, purses, briefcases, backpacks, lockers, desks or persons entering or located on CPLC'S property.

The following exceptions apply to this policy:

This policy does not prohibit an employee to maintain possession of a legally-owned firearm locked inside and not visible from outside a private motor vehicle in a parking lot, so long as the employee is legally on the premises at the time and the vehicle is not owned, rented, or leased by the employer.

Violence

CPLC strictly prohibits workplace violence. Acts of violence, as well as threats of violence, whether express or implied toward coworkers, customers, vendors, suppliers or anyone else doing business with us, are prohibited and will not be tolerated. This includes any conduct that is severe, offensive or intimidating enough to make someone reasonably fear for his/her personal safety or the safety of family, friends or property.

	Section: 800 Conduct and Discipline	Number: 805 Zero Tolerance for Workplace Violence	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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Examples of acts or threats of violence include, but are not limited to, the following:

- Intentionally touching or attempting to touch another person in such a way that it might inflict pain or other physical harm;
- Intentionally destroying or vandalizing another's property or property belonging to the company;
- Use, display or possession of a weapon on company property or while performing work for the company except as permitted by law;
- Threatening in any way, directly or indirectly, to harm another individual, his/her family, friends, property or CPLC property;
- Any threatening or bullying words or actions, even if said or done in a joking manner, that could be perceived as threatening to an individual's safety or to CPLC property
- Harassing surveillance or stalking;
- Any other words or conduct which, in the discretion of management, constitutes violence or a threat of violence.
- Self-defense or defense of others nevertheless constitutes workplace violence unless it is not possible for the intended victim to retreat.

The prohibition against threats and acts of violence applies to all person involved in CPLC's operations, including, but not limited to, employees, contract and temporary workers, vendors, suppliers, customers, or anyone else on CPLC's property.

Reporting and Enforcement

If an employee believes that a threat or act of violence has been made against the employee or others, the employee should report the details immediately to his or her manager, another member of management, Human Resources, or security as appropriate. For emergencies that need immediate police or medical attention, call 911. In addition, if an employee is concerned about a potentially violent situation from outside of work spilling over into the workplace, please let your manager or Human Resources know as soon as possible so we can help keep you safe at work. All incidents of violence and threats of violence that are reported will be taken seriously and investigated promptly.

Failure to report any threats of violence or violent acts that violate this policy is itself a violation of this policy and may subject any employees involved to discipline, up to and including termination. Retaliation against anyone for reporting an actual or suspected violation of this policy in good faith will not be tolerated and will subject the individual engaging in the retaliation to discipline, up to and including termination. Any complaints about retaliation may be reported in the same manner as violations of this policy are to be reported.

Any violation of this policy, including refusal to promptly permit a search under this policy, will result in prompt disciplinary action, up to and including termination.

	Section:	Number:	Approved: 9/1/2009
	800 Conduct and Discipline	806 Disciplinary Action	Reviewed: 8/14/2014 Effective Date: 3/23/2016

DISCIPLINARY ACTION POLICY

Purpose

CPLC's disciplinary guidelines are designed to encourage fair and impartial treatment of all employees

The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that CPLC retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case and reserves the right to terminate the employment relationship at-will. This policy is administered without discrimination and in full compliance with the Equal Employment Opportunity policy.

POLICY

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination. All of these actions may or may not be followed in some instances. CPLC reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination.

CPLC reserves the right to take any disciplinary action it considers appropriate, up to and including termination, at any time. In addition to those situations discussed elsewhere in our policies and procedures, listed below are some other examples where immediate termination could result. This list is general in nature and is not intended to be all-inclusive:

- Discourtesy to customers, providers, or general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directives from a supervisor, manager, or CPLC officer.
- Breach of confidentiality relating to employer, employee, customer, or provider information as set forth in the Confidentiality/Proprietary policy.
- Altering, damaging, or destroying Company property or records, or another employee's property.
- Dishonesty
- Providing knowingly false or misleading information to any CPLC representative or on any CPLC records including the employment application, benefit forms, time cards, expense reimbursement forms, etc.
- Fighting or threatening violence on CPLC's or customer's premises.
- Violations of any of CPLC's employment policies including, but not limited to, prohibiting harassment and discrimination, confidentiality, solicitation, conflict of interest, and code of conduct.

	Section: 800 Conduct and Discipline	Number: 806 Disciplinary Action	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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CPLC recognizes that personal issues can sometimes affect your performance. The Employee Assistance Program (EAP) through CPLC medical plan may be available to employees and their families to provide confidential help with a wide variety of personal problems, issues and concerns.

Use of EAP services, however, does not excuse employees from complying with company policies or procedures, or from achieving job requirements or expectations during or after receiving EAP assistance. Nor will participation in the EAP prevent CPLC from taking disciplinary action when warranted

Associated Forms and Attachments

- Performance Improvement Plan Policy*
- Reporting and Investigating Violations Policy*
- Conduct and Working Environment Policy*

	Section: 800 Conduct and Discipline	Number: 807 Conflict of Interest	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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CONFLICT OF INTEREST POLICY

Purpose

To provide guidelines for common sources of perceived conflicts and/or activities that are inconsistent with, or opposed to CPLC, or even gives the appearance of impropriety.

Scope and Applicability

All employee classifications

POLICY

Each employee owes a duty to CPLC to act in the best interest of the company. A conflict may arise whenever the interests or actions of the employee conflict or even appear to conflict with the interests of CPLC.

Employees must avoid actual, potential or perceived conflicts of interest with CPLC in their professional and personal relationships. An employee must disclose to CPLC any transaction or relationship that the employee reasonably expects could give rise to potential or perceived conflict of interest.

Terms to remember

Family Member

Includes spouses, relatives and/or other personal relationship that live in the employee's household (or for whom the employee has a financial obligation) or an employee's children (natural, adopted, foster, and legally placed).

Financial Interest

Anything of monetary value, including but not limited to:

- Salary or other payments for services (e.g., consulting, employment or honoraria);
- Equity Interests
- Intellectual property rights (e.g., patents, copyrights and royalties from such rights); and
- Real property rights (e.g., leaseholds and other property rights in which CPLC has or is likely to have an interest).
- Any investment in mutual funds or 401k retirement plans and similar investment vehicles.

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What is a Conflict of Interest?

A conflict of interest is any activity that is inconsistent with or opposed to CPLC’s interest, or even gives the appearance of impropriety. A conflict of interest exists when:

- An employee’s duty of loyalty to CPLC is or could reasonably be compromised by an actual, potential or perceived benefit (other than nominal) to that employee from another source; or
- An employee uses their position with CPLC for personal financial gain or an employee’s decision making is or could reasonably be influenced by the promise of, or potential for, personal gain (e.g., choosing to conduct business with someone who works for or who owns part of a company with whom CPLC conducts business simply because of a personal relationship)

Common Sources of Conflicts

It’s impossible to describe every actual, potential or perceived conflict of interest. Therefore, CPLC relies on the commitment of its employees to exercise good judgment, seek advice when appropriate and adhere to the highest ethical standards in the conduct of their professional and personal affairs.

Employees have a duty to disclose all material facts that reasonably could be expected to give rise to a conflict of interest as described in the “*Employee Conflict of Interest Information Disclosure Form*” and “*Employee Statement of Confidentiality and Conflict of Interest form*”. Examples of conflict of interest situations that need to be disclosed include:

- An employee or an employee’s family member has a direct or indirect significant financial interest in, or obligation to, an actual or potential competitor of CPLC, or a supplier, vendor, entity, client or other company that conducts or seeks to conduct business with or on behalf of CPLC;
- An employee performs any services for an actual or potential competitor of CPLC, or a supplier, vendor, entity, client or other company that conducts or seeks to conduct business with or on behalf of CPLC;
- An employee conducts business with a principal, officer, or representative an actual or potential competitor of CPLC, or a supplier, vendor, entity, client or other company that conducts or seeks to conduct business with or on behalf of CPLC who is also a spouse, family member or domestic partner of the employee;

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- An employee, an employee’s spouse, domestic partner or family member accepts gifts from an actual or potential competitor of CPLC, or a supplier, vendor, entity, client or other company that conducts or seeks to conduct business with or on behalf of CPLC, particularly if given for an improper purpose (e.g., inducements or bribes) or creates the appearance of impropriety;
- An employee, an employee’s spouse, domestic partner or family member receives improper personal benefit as a result of the employee’s employment with CPLC. An example of an improper personal benefit is where a CPLC employee accepts free services or favors from a vendor that does or seeks to do business with CPLC;
- An employee takes actions, or has personal, financial or other interests, that may interfere with the employee’s ability to perform his or her work for CPLC objectively and effectively. An example would be where an employee uses company property, information, or position for personal gain.

Illustrations of Exceptions

- Honoraria: All activities for which an employee of CPLC will receive an honorarium related to his/her employment with CPLC must be disclosed when doing so on behalf of CPLC. The honorarium must be paid to CPLC cost center. With the exception of;
 - CPLC employees are permitted to carry out speaking or other engagements independent of CPLC provided they are clearly not related to CPLC or its internal activities are not performed during CPLC work hours.

Gifts, Meals, and Invitations for Entertainment

CPLC prohibits the solicitation, acceptance, or offer of gifts, bribes, kickback, or similar considerations of any kind, including money, services or goods (other than goods or favors which are nominal in amount and sustain the company’s focus to service the community and not prohibited by any federal, state or local laws).

Illustrations of Exceptions to Gifts, Meals, and invitations for Entertainment

- Allowing a competitor, supplier, or client’s representative to pay for a meal does not create a conflict of interest so long as the purposes of the meal is to discuss business and there is absolutely no intention of subverting the employee’s loyalty. When meeting with a competitor, supplier, or client’s representative, the meal should, to the extent possible take place at a moderately priced restaurant.
- Occasional invitations to attend social events from current or potential business associates are allowed. The costs associated with such events must be reasonable and appropriate. Travel and overnight lodging expenses are not to be paid for by the business associate. Conversely, CPLC employees are to abide by these same guidelines.

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Required Disclosure Form

An actual potential or perceived conflict of interest situation must be reported using the *CPLC Employee Conflict of Interest Disclosure Form*.

All employees have a duty to report and disclose all material facts as they arise related to an actual, potential or perceived conflict of interest to their immediate supervisor. The immediate supervisor or department head will notify their chain of command for a determination of whether a conflict of interest exists. Any employee who knowingly fails to fully and truthfully disclose conflict of interest situations or fails to comply with any stipulated plan for managing the disclosed conflict may be subject to corrective action up to and including termination.

If an actual, potential or perceived conflict is found, the supervisor along with their corresponding chain of command will work with CPLC’s Management and Human Resources Department to ensure a timely resolution best suited to the interest of CPLC. Any necessary research will be performed, and, where appropriate, a timeline and plan for resolution including corrective action will be developed.

Associated Forms and Attachments:

Employee Statement of Confidentiality

Conflict of Interest, Employee Conflict of Interest Information Disclosure Form

	Section: 800 Conduct and Discipline	Number: 808 Solicitation and Distribution	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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SOLICITATION AND DISTRIBUTION

PURPOSE

The purpose of this policy is to prohibit solicitation and distribution on company premises as outlined below.

POLICY

Solicitation (including but not limited to, solicitation for contributions, sale of merchandise, or memberships in clubs or organizations, circulation of petitions, and all other forms of solicitation) by employees on company property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include any authorized breaks, rest or meal periods, or the time before and after work. Solicitation by non-employees on Company property is prohibited at all times.

Distribution of literature of any kind in the working areas of the Company is prohibited at any time. Working areas includes all CPLC property where work is to be performed. In other words, areas such as restrooms, break rooms, cafeterias, hallways, parking lots, or other areas where work is not performed are not working areas. Distribution of such materials by employees on Company property during working time, as defined above, also is prohibited.

Solicitation and/or distribution of literature by non-employees on Company property, including through the use of CPLC's computer resources or systems, is prohibited at all times, except where the solicitation or distribution is business-related and sponsored by CPLC.

Employees who violate this policy will be subject to disciplinary action, up to and including, termination.

	Section: 900 Grievances	Number: 901 Grievance	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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GRIEVANCE POLICY

Cross Reference

Prohibiting Harassment and Discrimination Policy
 At-Will Nature of Employment
 Disciplinary Action Policy
 Employee Performance Evaluation

Purpose

CPLC aims to maintain a harmonious work environment. This policy aims to assist staff and management to resolve Staff Grievances effectively. It is important to note that all grievances describing misconduct in violation of the Prohibiting Harassment and Discrimination policy must be reported to Human Resources for promptly and thoroughly investigated under the assessment procedures described therein.

Definition of a Grievance: A formal complaint or allegation by an employee or group of employees made to unfair treatment or violation.

POLICY

CPLC’s initial approach to settling any issue is open communication. Employees should first seek to resolve a Grievance with his or her immediate supervisor through informal discussion, but employees are not required to do so.

Common Sources of a Grievance

Selection for promotion or transfer, content of a performance evaluation, corrective action plans including those of temporary or indefinite demotion, suspension with or without pay, written warnings, position classification, merit salary increase or other salary action, work conditions, etc.

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Confidentiality

All reported incidents will be investigated with an effort to keep the source of the report confidential except where the company finds disclosure necessary for resolution.

If you are the grieved employee, please follow the procedure below. If you require assistance, you may contact your Human Resources Department to guide you.

First Level Procedure

1. Tell your immediate Supervisor. Be honest and candid. Your Supervisor should listen carefully because it is his or her responsibility to understand and aid in addressing issues that arise at your work site. Generally, you and your Supervisor should be able to resolve most of your work related issues. If your problem is with your immediate Supervisor see the next level manager in the chain of command.
2. If you believe you have a valid Grievance you must submit the facts and circumstances to either your immediate supervisor if you feel this is appropriate or next level manager in the chain of command.
3. Your Supervisor or next level manager in the chain of command will notify you of the decision in writing no later than fourteen (14) calendar days.

Second Level Procedure

If you believe the written decision has not been resolved to your satisfaction in the First Level Procedure. A rebuttal must be submitted to the Director of Human Resources or Designee within ten (10) calendar days after the date of notification in the First Level Procedure. Your rebuttal must contain your following information:

1. Name, title, and program
2. Filing date of your rebuttal
3. Facts and circumstances concerning the Grievance and the specific redress sought
4. The personnel or program rule/procedure alleged to have been violated
5. Summary of efforts made to resolve the Grievance informally and a copy of the response received in the First Level Procedure
6. Any additional information pertinent to the Grievance

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The Director of Human Resources or Designee will notify the appropriate Executive Officer. A thorough assessment will be conducted; possibly interviewing others involved, with confidentiality to the extent possible.

Upon completion of the assessment, a written decision to the employee will be issued by either one or both; the Director of Human Resources or Designee and/or an Executive Officer within (45) calendar days.

The total time period, from the initial date of filing of the formal grievance to the final decision, shall not exceed 90 calendar days unless extensions are granted. Time limits may be extended at CPLC's discretion. Although CPLC will strive to adhere to this process as described, CPLC reserves the right to vary from the process and/or timeframe as it deems appropriate.

CPLC does not tolerate retaliation against an employee for cooperating in the grievance process or for making a good faith report or complaint under this policy. Any employee who believes that they are experiencing retaliation as a result of making a complaint or participating in the grievance process or assessment should immediately inform the Director of Human Resources.

Associated Forms and Attachments:
Disciplinary Action Policy

	Section: 1000 Terminations	Number: 1001 Terminations, Resignations and Layoff	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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TERMINATION, RESIGNATION AND LAYOFF POLICY

Cross Reference

At-Will Nature of Termination

Scope and Applicability

All employee classifications at Chicanos CPLC

POLICY

CPLC and its employees share a working relationship defined as employment-at-will. This means that in the absence of a specific written agreement, employees are free to resign at any time and for any reason or no reason, with or without prior notice. Similarly, CPLC reserves the right to terminate an employee's employment for any reason (that does not violate any applicable law) or for no reason with or without prior notice.

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

- Resignation - voluntary employment termination initiated by an employee.
- Termination - involuntary employment termination initiated by CPLC
- Layoff - involuntary employment termination initiated by CPLC for non- disciplinary reasons.

Should an employee wish to resign, s/he is requested to notify his/her direct supervisor in writing of his/her anticipated departure date with at least two weeks advance notice.

In the case of termination due to resignation, retirement, or permanent reduction in the work force, unused Personal Time Off (PTO) hours will be paid to the employee. (see PTO policy for available hours).

Employees who are involuntarily terminated (dismissals) will automatically be ineligible to receive unused PTO hours, unless otherwise provided by applicable law.

Any outstanding financial obligations, such as insurance premiums, owed to Chicanos Por La Causa will be deducted from the employee's final paycheck to the extent permitted by applicable law. All agency property

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must be returned (office keys, badges, cell phones, laptops, etc.) to employee’s direct supervisor by no later than the last day of employment.

A health insurance extension of benefits under COBRA regulations is available at the employee’s expense, and is offered via mail to eligible employees. The notice will detail the benefits that may be continued and the terms, conditions and limitations of such continuance.

Employees leaving CPLC in good standing may be considered for rehire. When employees are rehired within 30 days of separation, the employee shall be reinstated with no loss of insurance benefits or length of service. This is not a guarantee of reemployment. Employees eligible for rehire must apply and participate in the hiring process along with other applicants for the position.

Exit Interview

When possible it is expected that departing employees have a meeting with their direct supervisor to transition any current projects or vital job specific information.

CPLC would like departing employees to provide an impartial feedback of their experiences while working at CPLC. This impartial feedback is very important to the organization’s strategy to retain employees. Departing employees will have the opportunity to complete the Exit Interview Questionnaire. The departing employee will have the option of sitting with a representative in Human Resources to complete the questionnaire.

Associated Forms and Attachments:

- At-Will Nature of Employment*
- Exit Interview Questionnaire*

	Section: 1000 Terminations	Number: 1002 Return of Company Property	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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RETURN OF COMPANY PROPERTY UPON SEPARATION POLICY

Cross Reference Policy

Termination, Resignation & Discharge Policy

POLICY

When an Employee’s employment with CPLC terminates, for whatever reason, the Employee is required to immediately return all Company-owned property used during his/her employment, and all documents, disks, and other materials containing proprietary or confidential information belonging to the Company. This includes without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to CPLC.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, electronic files, portable media (e.g., USB drives, zip drives, CDs, DVDs, thumb drives), film, microfiche or electronic medium, belonging to the Company including without limitation, correspondence, emails, reports, memoranda, records, data, charts, notes, devices, specifications, drawings, customer lists, and any other item containing trade secret information or confidential information relating to CPLC products, services, designs, formulas, developmental or experimental work, computer programs, databases, customers/clients, marketing strategies, business plans, financial information, and as otherwise set forth in the Confidentiality/Proprietary Policy. These items are property of CPLC.

Associated Forms and Attachments

Termination Checklist

	Section: 1100 Records	Number: 1101 Employee Records and Retention	Approved: 9/1/2009 Reviewed: 8/14/2014 Effective Date: 3/23/2016
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EMPLOYEE RECORDS AND RETENTION POLICY

POLICY

CPLC’s employee’s personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents.

Employment-related records will be maintained in accordance with applicable federal and state law.

It is the employee's responsibility to notify the Human Resources department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered company property and are available for review by employees by request to Human Resources.