



EMPLOYEE HANDBOOK

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WELCOME

On behalf of the Board of Directors, welcome to Camden Community Alliance & Resources, Inc. (CCAR). We wish you every success here.

We believe that each employee contributes directly to CCAR's growth and success, and we hope you will take pride in being a member of our team. In large part, our success depends on employee commitment and contribution. Your individual effort is essential to our collective success.

This handbook was developed to describe CCAR's expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible. Review the manual carefully. If anything is not clear, if you do not understand our approach regarding any of the topics covered, or if you have questions regarding content, please discuss the matter with your supervisor.

This manual supersedes all prior versions of an employee handbook or manual for employees. Some terms and conditions of this manual may not apply to employees who are hired under special circumstances. CCAR reserves the right to modify benefits, practices and policies as business requires.

No employee handbook can anticipate every circumstance or question about policy. As CCAR continues to grow, the need may arise and CCAR reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

Your Role: The reputation of an organization can hinge on many things: its professionalism, its image, or its policies. Many people will get their first and most lasting impression of CCAR through you; you are the "public face" of the organization. Your attitude and behavior will influence the public's attitude toward you and CCAR. Given this, it is your responsibility to be courteous, respectful, and helpful to the public and to present CCAR in a professional manner.

Personnel Administration: The task of handling personnel records and related personnel administration functions at CCAR has been assigned to the Executive Director. Questions regarding wages, interpretation of policies, and any other employment related questions should be directed to the Executive Director.

Mission: The mission of Camden Community Alliance & Resources is to improve the lives of Camden children and their families, promoting healthy and drug free lifestyles with adequate economic opportunities, primarily through building new community development collaborations to assess, plan, implement, and evaluate strategies that bridge the service gaps identified by Camden families.

CCAR seeks to build capacity within the community housing team and Missions for Camden by providing administrative oversight for community services. By working together we can strengthen our social network and improve the quality of life for people in Camden County.

Vision: All Camden families will be healthy, self-sufficient and participatory in the community.

Values:

1. All Camden residents have a voice in community decision making.
2. Volunteerism is an indicator of civic engagement.
3. Individuals and businesses have ethical and social responsibilities to their communities.

4. We seek to improve quality in all we do.
5. We foster innovation in ideas, problem solving, and technologies.
6. We promote cultural awareness and diversity.
7. We work toward social and economic opportunities for all.
8. Collaboration is a preferred model of community building and learning than autonomy.

About Camden Community Alliance & Resources. Inc.:

- Camden Community Alliance & Resources. Inc. works by engaging community members in planning and developing local neighborhoods, cities, and Camden County.
- Organizational goals are determined by the needs identified and the priorities set by the citizens of Camden County. The objectives provide a framework of accountability in that they are specific, measurable, achievable, realistic, and all have deadlines.
- Camden Community Alliance & Resources, Inc. seeks to build local capacity by working with local agencies and organizations to enhance the level of services offered in Camden County to Camden residents.
- Board members are recruited and selected to represent various sectors of the community to better facilitate collaboration and change.
- Camden Community Alliance & Resources seeks to reach organizational sustainability through the unique and exemplary services it provides.
- Camden Community Alliance & Resources is constantly assessing and evaluating community norms, services, and systems. It also is constantly assessing and evaluating itself. All assessment and evaluation processes use research-based quantitative and qualitative data.

Employment

Equal Employment Opportunity: CCAR is firmly committed to a policy of equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decisions and practices shall not be influenced or affected by virtue of an applicant's race, color, sex, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law. In addition, it is CCAR's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, racial, religious, or ethnic.

CCAR's fair employment policy governs all aspects of your employment with Camden Community Alliance & Resources. Inc., including promotions, assignments, discharge, and other terms and conditions of your employment. CCAR's fair employment practices also apply to your compensation, benefits, transfers, layoffs, returns from layoff, training, education, and other personnel programs.

Americans with Disabilities Act: CCAR does not and will not discriminate against a disabled but qualified individual because of the individual's disability. This policy applies to all phases of the employment process including recruitment, selection, compensation, benefits and other conditions and privileges of employment. A qualified individual is defined as being an individual who is able to perform the essential functions of a job with or without reasonable accommodation. An individual with a disability who requires reasonable accommodation should inform Camden Community Alliance & Resources. Inc. of such need and identify the specific job function which the individual believes should be modified in order to accommodate the individual's disability. CCAR will provide necessary accommodation if CCAR can reasonably do so without undue hardship to CCAR.

Immigration Law Compliance: CCAR is committed to complying with the Immigration Reform and Control Act of 1986 which permits the employing only of United States citizens and non-citizens who are authorized to live and work in the United States.

As a condition to being employed in the United States by CCAR, you must complete the first section of the Immigration and Naturalization Service Form I-9 which demonstrates your right to work in the United States. As an employee, you have three (3) days from the first day of your employment to provide Camden Community Alliance & Resources. Inc. with a completed I-9 as well as the documentation necessary to prove that you are eligible to be employed in the U.S. If such documentation is not provided within three (3) day period, you may be suspended without pay until such time as the necessary documentation is provided.

Employee Privacy: CCAR is committed to protecting the privacy of the personal information of its employees, donors, volunteers and other stakeholders. We value the trust of those with whom we deal and of the public, and recognize that maintaining this trust requires that we are transparent and accountable about how we treat the information that you choose to share with us.

CCAR's Privacy Policy Statement, included as Appendix I of this manual and posted in the office and on our website, defines personal information, describes our privacy practices and provides contact information. It is expected that every employee will be familiar with the policy statement and will commit to protecting the privacy of personal information from all sources.

In summary, CCAR will ask for only the information we need to maintain and/or administer our relationship with you. We will not release any personal information you provide, except with your consent or when required by law.

Workers Compensation: CCAR provides a comprehensive workers compensation insurance program for its staff members at no cost to them. This program covers you if you sustain an injury or illness that requires medical, surgical or hospital treatment during the course of your employment. Subject to applicable legal requirements, workers compensation insurance may provide you with medical, rehabilitation and income benefits.

If you sustain a work-related injury or illness, you must inform your supervisor no later than 24 hours after the injury. No matter how minor an on the job injury may appear, it is important that it be reported to your supervisor. You will be asked to complete an accident/injury report providing us the information necessary to file a report of the injury/illness with our workers' compensation carrier.

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

Employment at Will: This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor CCAR is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

Conflicts of Interest: An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a direct or indirect personal gain for you or for an immediate family member as a result of Camden Community Alliance & Resources, Inc. mission. CCAR defines "immediate family" as your spouse, parent, legal guardian, child, or sibling; your mother-in-law or father-in-law; your spouse's child or sibling; your son-in-law or daughter-in-law; or your grandparents and grandchildren.

If you have any influence on, or interest in, transactions involving purchases, contracts, or leases by CCAR, you must disclose this conflict of interest as soon as possible to the Executive Director and the entire Board of Directors. This will ensure that safeguards can be established to protect all parties. The possibility of direct or indirect personal gain occurs where you or your relative has a significant ownership in a firm with which CCAR does business.

Under no circumstances may you, an immediate family member, your business partner or any business in which you have a financial interest solicit or receive any kickback, bribe, favors, anything with a monetary value in excess of \$25 or special consideration from any person having business dealings involving CCAR without the express written consent of CCAR. If you, your immediate family member, your business partner or business in which you have a financial interest accepts such consideration, you may be subject to immediate discharge.

If you, an immediate family member, your business partner or any business in which you have a financial interest receives an unsolicited gift with a monetary value in excess of \$25, you should contact your supervisor immediately. Any such gift is the property of CCAR.

You have an obligation to conduct business within guidelines that prevent actual or potential conflicts of interest. This policy establishes only the framework within which CCAR wishes its ministry to operate. The purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest.

Harassment: CCAR strives to provide a work environment that is free of unlawful harassment of any kind. All employees should treat other co-workers and associates with dignity and respect in a manner that does not offend.

CCAR will not tolerate, condone or allow harassment, whether engaged in by fellow employees, supervisors, volunteers, directors or other non-employees who conduct business with CCAR. Such conduct by employees will result in disciplinary action up to and including termination. This policy covers all employees. CCAR recognizes sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances. Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when: Submission to, or rejection of, such conduct is used as the basis for promotions or other employment decisions; the conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment. Examples of sexual harassment include, but are not limited to: unwanted sexual advances, demands for sexual favors in exchange for favorable treatment or continued employment, repeated sexual jokes, advances or propositions; verbal abuse of a sexual nature; obscene comments or gestures; or the display in the workplace of sexually suggestive objects or pictures.

No person in authority shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect that person's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited.

If you have a complaint of harassment, you are encouraged to report such complaints to your immediate supervisor. If this person is the cause of the offending conduct, you may report this matter directly to the Executive Director. If this does not resolve the matter, you may report this matter to the President of the Board of Directors.

Your complaint will be promptly and thoroughly investigated, and you will be kept informed as to the status of the investigation and its outcome. Confidentiality of reports and investigations of harassment will be maintained to the greatest extent possible. Any manager, supervisor, or employee who, after appropriate investigation, is found to have engaged in harassment of another employee or volunteer will be subject to disciplinary action, up to and including termination.

If any party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the Executive Director.

CCAR will not retaliate against any individual who makes a report of harassment nor permit any employee to do so. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to appropriate disciplinary action, up to and including termination.

Confidentiality Agreement: Protecting our organization's information is the responsibility of every employee, We all share a common interest in making sure that confidential information is not improperly or accidentally disclosed.

It is essential that anyone affiliated with CCAR (employees, board members, committee members), have a commitment to preserve confidential information regarding our chosen family partners (homeowners) and/or applicants to our service. This involves respecting the partner's/applicant's right to privacy and creating a level of trust so partners/applicants may receive services in a respectful manner.

All employees at one time or another will receive personal, privileged and/or confidential information. That information may concern CCAR families, affiliate issues, personnel, the organization's operations or other individuals and organizations with whom we are associated. You are obligated to ensure that this information remains confidential and is not disclosed whether you are actively employed, on a leave of absence, or your employment with CCAR has ended for any reason.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your supervisor.

You should not answer inquiries that are made from outside the affiliate office, particularly from the media, , but direct all such questions to the most senior person identified as being responsible for media and communication issues. Employees who disclose confidential or privileged information will be disciplined, up to and including termination. Specific requirements of this policy are that employees must

1. Not disclose to anyone outside the organization the name or identity of partners/applicants unless a release has been signed.
2. Not share confidential or identifying information with your family or friends.
3. Not discuss a partner/applicant situation openly in front of others—share only with persons who have a need to know to provide a definite service.
4. Handle inquiries from outsiders regarding partners/applicants in an appropriate manner, i.e. referring inquire to the President, Committee Chair, or Executive Director.

As an employee you agree to hold all information as outlined above in the course of your service to CCAR to be held in the strictest confidence. You will respect the right to privacy of family partners/applicants and you will not disclose or discuss any information regarding family partner/applicants inappropriately.

Safety in the Workplace: CCAR strives to provide each of our employees and volunteers with a safe, comfortable, and healthy work environment. CCAR provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor/employee meetings, bulletin board postings, memos, or other written communications. We provide all employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. We ask that you approach your work with a thoughtfulness that reflects your respect for your own health and safety and that of your fellow employees. CCAR knows that some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. **Employees must immediately report any unsafe condition to the appropriate supervisor.** Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, will be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the Executive Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Security: CCAR strives to provide a secure work environment for our employees, volunteers, clients, and visitors. CCAR encourages employees to be prudent about bringing personal items to work. CCAR is not responsible for losses resulting from theft of property left at CCAR.

If provided a key, failure to lock the building appropriately may result in a loss of your privileges to a building key. Failure to lock vehicles appropriately may also lead to disciplinary action. Report lost or stolen keys or missing CCAR property to your supervisor immediately. Copying or giving keys or lock combinations to an unauthorized individual will be considered grounds for immediate dismissal.

Employment Status and Records

Introductory Period: During your first 90 days of employment, you are a probationary employee. During this period, you will be able to determine if your new position is suitable for you, and we will have an opportunity to evaluate your work performance.

Probationary employees will have no paid vacation time or PLT (Paid Leave Time) until after the 90-day probationary period.

Performance reviews will be conducted for all employees who complete the probationary period. When your continued employment is confirmed, this performance review will provide you with feedback on your achievements and establish goals and objectives for the next performance measurement period.

Employment Categories: As a staff member, you are designated as either exempt or non-exempt from certain federal and state wage and hour requirements. Non-exempt staff (non-supervisory) are entitled to overtime pay under the specific provisions of federal and state laws. Exempt staff (supervisory positions) are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, you may belong to one or two other employment categories:

Full-time staff are those who are not assigned to a temporary status and who are regularly scheduled to work 35 or more hours each week. Camden Community Alliance & Resources, Inc. can offer added benefits to such staff through approval by direct supervisor, and affirmation by the Board of Directors. In the case of the Executive Director, such benefits will be negotiated within the employment contract.

Part-time staff are those who are not assigned to a temporary status and who are regularly scheduled to work less than 32 hours each week, on average over the course of a year. While they do receive all legally mandated benefits (such as workers' compensation insurance and Social Security benefits), they are not eligible for any benefit programs offered by CCAR.

Temporary staff are those employees who are hired to work for a limited duration of time. Temporary staff retain that status unless and until they are notified of a change in writing from a direct supervisor along with the approval of the Executive Director. While temporary staff members receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for any benefit programs offered by CCAR.

Personal Information Changes: To assist us in maintaining accurate records, it is important for you to promptly notify CCAR of any changes in personal data. Personal mailing addresses, telephone numbers, names of dependants, marital status (for tax information), individuals to be contacted in the event of an emergency (an emergency phone number is vital), educational accomplishments, and other such status reports should be kept accurate and current at all times.

Access to Personnel Files: It is the policy of CCAR to maintain personnel records for current and past employees in order to document employment related decisions, evaluate and assess performance, and comply with government record keeping and reporting requirements. CCAR maintains a personnel file for each employee. This is the property of CCAR. All information relating to employment is contained in the file, including your employment application, résumé, and performance evaluations. This information is kept confidential, and access to the information they contain is restricted. Generally, only management employees who have a legitimate reason to review the information in the file are allowed to do so.

You are allowed access to inspect documents in your personnel file that are used to determine "qualifications for employment, promotion, transfer, additional compensation, termination, or other disciplinary action" one time per calendar year. You must make such request in writing to the Executive Director. Upon receipt of the request, CCAR will set up an appointment to review your file with you at a mutually convenient time. No copies or changes to the contents of your personnel file may be made without express approval by the Board Chair or Executive Director. If you disagree with records or documents in your file that cannot be changed or removed, you will be allowed to submit a written statement that must remain attached to the disputed portion of the record for as long as it is a part of the file.

The personnel file for the Executive Director will be maintained by the Chair, Board of Directors for CCAR.

Reference Checks: CCAR checks the employment references of all applicants. Employment is contingent upon good references; therefore, employees may be asked to authorize their former employers to provide written references in addition to verifying dates, rates and position. You may not see the contents of your references from a prior employer or other person without the express written permission of the prior employer or such person. If you fail to provide references or misrepresent your work history or other credentials, CCAR may withdraw an offer of employment or terminate your current employment.

Only the Executive Director may respond to any reference check inquiries from other employers. Any inquiries must be referred to the Executive Director. Responses to such inquiries will usually only confirm dates of employment, wage rates, and position(s) held; however, additional information (factual only) may be provided where there exists a "need-to-know" or where it is regarded as reasonably warranted.

Background Checks: To protect our employees, donors and volunteers, all employees of CCAR will have a criminal background check conducted. Failure or refusal to have the background check conducted will result in termination of employment. It is the responsibility of the organization to initiate the administration of such background check.

If a criminal background check indicates criminal history and/or behaviors that would put an employee, donor or volunteer in harm's way, employment will be terminated. If an employee has lied on their employment application regarding arrests or convictions for criminal behavior, their employment will be terminated.

Performance Assessments: At the end of your probationary period and at least annually thereafter, your work performance will be reviewed to assess your strengths, weaknesses, areas needing improvement and opportunities for professional development and training. Your supervisor and/or the Executive Director will meet with you to discuss your performance in terms of previously agreed objectives, and you will be given the opportunity to comment in writing. You and your supervisor will then jointly establish objectives for the upcoming year. Performance evaluations become part of your permanent personnel file.

Supervisors are encouraged to do informal periodic reviews in addition to your formal annual evaluation. These evaluations may be oral or written, and may be placed in your personnel file at the discretion of your supervisor. You are encouraged to take advantage of these occasions as opportunities to ask questions regarding your performance and your goals.

Employee Termination: CCAR reserves the right to terminate any employee at any time, with or without cause. Such termination will be in accordance with all applicable state and federal employment standards and regulations.

If you resign, we request that you give at least two (2) weeks notice. Four (4) weeks written notice is preferable if possible. Your notice should specify the effective date and reason for your resignation. Vacation time is not considered part of the advance notice period.

Any employee who does not report for regularly scheduled hours during a resignation period will be deemed to have quit and will subsequently be terminated immediately from employment with CCAR. Management reserves the right to end the employment relationship in lieu of having the employee work this two-week notice.

Your final pay will be issued to you as soon as administratively possible and in accordance with our established payroll cycle. You must return all keys, records, files, passwords, data resource material, supplies, equipment and any other CCAR property at the time of termination or the effective resignation date.

Property Rights: All records, files, resource materials, supplies or equipment written, compiled or made by an CCAR employee within the scope of his/her employment with CCAR shall be and remain the sole and exclusive property of CCAR, and may not be removed without permission of the supervisor.

If your employment with CCAR terminates for any reason, you must promptly return to the organization all confidential documents and other materials that you have, including keys, records, passwords, supplies and equipment. You are not permitted to retain copies of any such documents, materials or CCAR property.

Open Door Policy: We are committed to promoting and practicing open communication with all employees at CCAR. If you have a question or concern related to your employment here, you are strongly encouraged to discuss the situation openly and honestly directly with your manager. We want and need your involvement and participation in problem-solving. Nursing a concern in silence or discussing it with other employees who don't have the authority to deal with it can be very frustrating for both you and your manager. We can't work toward correcting a situation we don't know about.

If you are uncomfortable talking to your manager about the situation, or the concern remains unresolved, you may go to the Executive Director for guidance. Although we don't encourage "going around" your manager, we do recognize that, on occasion, circumstances may warrant it.

Payroll

Time Keeping: If you are an hourly staff member, you are responsible for keeping an accurate record of the time you worked. Federal and state laws require CCAR to keep an accurate record of time worked by hourly staff in order to calculate pay and benefits.

Time worked is the time actually spent on the job performing assigned duties.

Employees must accurately record the time they begin and end their work. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. They must also record the beginning and ending time of any break longer than 30 minutes; breaks of 30 minutes or more will not be paid. An employee's supervisor must always approve overtime work before it is performed.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. Tampering, altering, or falsifying time records, or recording time on another staff member's time record, may result in disciplinary action, including discharge. In addition, if you regularly fail to turn in your time card before the designated date, you will be subject to CCAR's disciplinary procedures.

Paydays: An employee will be paid no later than 5 business days after the end of a payroll cycle.

Bonuses: Bonuses, if/when paid, are a matter of discretion, not of right. That is, whether a bonus will be paid in a particular year will depend upon a number of factors to be considered by the Executive Director and/or Board of Directors. CCAR makes no promise regarding the payment of bonuses, and employees should not expect to receive a bonus. The fact that a bonus may be granted once, or more than once, does not mean that it will be granted again in the future, or that, if granted, it will be in the same amount.

Payroll Deductions: Federal, state, and local income taxes, as well as Social Security payments, as required by law, are deducted from your earnings. Often, these deductions may change as they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare. Also, additional deductions that we are required to make (i.e., garnishments, child support, etc.) or that you have requested us to make (at our discretion) will be automatically deducted from your paycheck.

Work Conditions and Expectations

Representing the Organization: No CCAR employee is authorized to speak or take action on behalf of the organization unless expressly authorized to do so through the job description, or on the direction of the Executive Director. Should an employee publicly take a position inconsistent with CCAR policy or practice, the employee must make clear he/she does not speak as an CCAR representative.

Hours of Work: CCAR's regular office hours are Monday through Friday, 8:30 AM to 5:00 PM. A full-time employee will work these hours less a ½ hour lunch break per day, for a total paid work week of 40 hours.

Inclement Weather: In the interest of the welfare and safety of its employees, CCAR may curtail some operations because of bad weather. If so, employees may be excused from work early or, under severe conditions, may be excused for an entire day's work. Hourly employees would not be compensated for these hours. The Executive Director will make the decision regarding office closure for inclement weather. Staff will be notified accordingly.

Overtime (Non-exempt staff): All overtime must be authorized in advance. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

When operating requirements or other needs cannot be met during regular working hours, hourly staff members will be given the opportunity to volunteer for overtime work assignments. Overtime compensation is paid to all hourly staff members in accordance with federal and state wage and hour restrictions. Any hourly staff member who works in excess of 40 hours per week is entitled to time and one-half for those hours in excess of 40. Overtime assignments will be distributed as equitably as practical to all staff members qualified to perform the required work.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence (e.g. jury or witness duty) will not be considered hours worked for purposes of performing overtime calculations. Paid time off for holidays will be counted as hours worked for the purpose of determining whether overtime pay is owed.

Attendance, Absenteeism and Tardiness: Your attendance is extremely important to the success of CCAR. We expect employees to strive for perfect attendance and to arrive for work in time to begin working at the appropriate time. Reporting for work regularly and on time is essential, since lateness or absence interferes with the daily running of CCAR and places an extra workload on your fellow employees.

CCAR recognizes that, on occasion, you may be unable to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day. If you cannot report to work as scheduled, you must notify your supervisor and the receptionist. If your paid leave time is foreseeable, you must provide as much notice as possible. If your PLT is unforeseen, you must provide as much notice as practicable, but in no event less than one (1) hour prior to your normally scheduled starting time. When you contact your supervisor and the receptionist, you must let them know how long you will be out and when you expect to return or arrive for work.

Excessive absences or lateness (including a pattern of absences or lateness) may lead to disciplinary action, up to and including termination.

If you are absent from work for two (2) consecutive work days without notifying your supervisor or the Executive Director, CCAR will consider that you have voluntarily resigned your position.

Employee Conduct: Every employee is expected to act in a professional, responsible, and courteous manner at all times. Such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive and is cause for discipline.

CCAR requests that you maintain a businesslike attitude during working hours and at any time when in contact socially with CCAR stakeholders, including donors and affiliate associates. Loud or abusive language and physical abuse of other employees or company property will not be tolerated. Employees may not report to work under the influence of drugs or alcohol.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. However, occurrences of any of the following violations, because of their seriousness, may result in immediate termination of employment without warning; or other disciplinary action that CCAR determines to be appropriate, in its sole discretion.

1. Falsifying personnel, expense, or other company records.
2. Refusal to follow directions or carry out assignments as directed by a supervisor or Executive Director.
3. Theft, misappropriation, or concealment of property from CCAR or its employees, volunteers, partner families, or others affiliated with the Company, or theft of government property.
4. Deliberate waste of, damage to, or attempted damage to materials, supplies, products, property, or equipment.
5. Fighting on company premises or worksites.
6. Violation of safety rules or engaging in any practice which could cause harm to self or fellow employees.
7. Excessive absenteeism or excessive tardiness under CCAR's attendance policy.
8. Reporting for work or working under the influence of alcohol or drugs; possessing, selling, or consuming any alcoholic beverages on company property; or possessing, selling, or using drugs of any kind. See Drug and Alcohol Use policy.
9. Immoral, indecent, or illegal conduct on company property or worksites.
10. Giving or taking a bribe of any nature as an inducement to obtain or retain a position.
11. Leaving work area or company premises during working hours without permission from a supervisor.
12. Defacing company property or engaging in acts which result in damage to company property
13. Defacing company bulletin boards or the material posted on them, or posting or removing notices of any kind on the bulletin boards or company property without approval of CCAR.
14. Failure to properly report an accident.
15. Deliberate misrepresentation of facts to a supervisor or any other company representative concerning any work-related matters.
16. Coercing, bribing, inciting, or otherwise inducing employees to engage in any practice in violation of company rules.
17. Possession of weapons on company premises.
18. Sleeping while on duty.

19. Using abusive language or threats to fellow employees or management.
20. Handling personal affairs during working time without receiving permission from a supervisor.
21. Unsatisfactory work performance or inefficiency.
22. Engaging in horseplay or any physical activity that would cause inattention to duties.
23. Smoking in prohibited areas.
24. Gambling in any form on company property.
25. Violation of harassment policy or any other policy defined in this handbook.

This list simply identifies some of the possible rules infractions. It is not intended to be all-inclusive, and supervisors retain the discretion to deal appropriately with behavior problems that are not specified on this list. Disciplinary actions for rules infractions will vary depending on the nature and severity of the offense, and may include verbal or written warnings, probation or termination.

Reporting Inappropriate Conduct: CCAR employees benefit from an atmosphere of good ethical and legal conduct. Employees with information concerning abuse of company assets, fraud, theft, possession or use of illegal drugs, threats of violence or any other behavior at CCAR that might be considered illegal, must report that information immediately, in confidence, to the Executive Director. Failure to report information in a timely manner may result in disciplinary action.

Employee Discipline: CCAR has fair and reasonable rules of conduct to make our operation efficient and improve our work environment. Objectives of our rules of conduct include, but are not limited to:

- Protection of image, reputation, property and assets of CCAR and its staff
- Accurate and timely completion of records and documents
- Maintenance of a sober and drug-free state while in the workplace and while performing all responsibilities related to CCAR
- Adherence to all health and safety rules and regulations
- Attendance and punctuality within the workplace
- Performance of job responsibilities at a consistently high level

Employee conduct that warrants discipline usually results from unacceptable behavior, poor performance or violation of the organization's policies, practices or procedures. Throughout your employment with CCAR, if a problem develops with your conduct, positive discipline in the form of reminders and counseling will take place in order to help correct the behavior. CCAR has adopted a progressive, positive discipline policy to address any and all employee conduct that the organization determines must be corrected.

There are three types of corrective action that can be applied in our positive discipline approach:

- Verbal counseling which is documented
- Written directive indicating termination is next step
- Recommendation of termination

CCAR will normally follow these steps in progression. However, some offences are so serious in nature that they could result in immediate termination. While CCAR will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation. The actual discipline step applied will be dependent upon the severity of the incident, the overall work record of the employee, and the timing and nature of any previous disciplinary action.

As in all workplaces, personal differences may occur among individuals within CCAR. As a Community organization, we believe that the quickest way to resolve the problems is to approach the individual(s) involved so that an appropriate solution can be reached.

If this initial conversation does not lead to resolution or you feel uncomfortable discussing the matter with the staff member directly, then you should ask your supervisor (if he or she is not the person with whom you are having the problem), or the Executive Director to meet with you and the other individual(s) involved, either together or separately, to assist in mediating the problem. It is important for you and CCAR that problems are not allowed to fester and detract from your important contributions to this ministry.

If the problem is not resolved at this step, you can then take your concern to the President of the Board.

Outside Employment: CCAR recognizes the right of its employees to use their skills and knowledge to augment their income outside their regular working hours for CCAR. For this reason, CCAR does not limit employee's activities during non-working hours unless those activities interfere with or are in conflict with the performance of the employee's job or create a conflict of interest for CCAR. If you have any questions regarding whether outside employment may interfere with your duties at CCAR or may create a conflict of interest, you must speak directly with your immediate supervisor, or the Executive Director.

CCAR does not allow staff members to receive any income or material gain from individuals or organizations outside of CCAR for services rendered or materials produced by staff in the course of their employment with CCAR.

If you hold outside employment you must continue to meet the performance standards of your job. You should consider the impact that outside employment may have on your health and physical endurance. You will be judged by the same performance standards as other staff members who do not have outside employment and will be subject to CCAR's scheduling demands, regardless of any existing outside work requirements.

If your outside work creates a conflict of interest or otherwise interferes with your ability to meet the requirements of CCAR, you may be asked to terminate the outside employment.

Dress Code: Unless your job requires otherwise, CCAR maintains business casual dress. You should not wear:

- cut-offs or ripped clothes
- stained clothing nor clothing that may be deemed offensive to others
- clothing that is too revealing for the workplace
- clothes that are tight fitting, low cut or sheer
- undergarments showing (i.e. bra straps on shoulders or underwear above waistline)
- or skirts or shorts that are too short

In addition, CCAR wishes to ensure that its employees are not injured on the job. Therefore, if you work in construction, you are expected to dress in clothes that are comfortable and do not pose a safety risk. In particular, you should not wear loose-fitting clothes that could be caught in equipment. If you have long hair, you should tie it back or pin it up. You must also wear thick-soled shoes to protect your feet from sharp objects. Sandals may not be worn at any time. You must also wear safety equipment when appropriate, including hard hats, earplugs, back supports, gloves, safety glasses and dust masks. Your supervisor will provide you with this equipment when needed.

The Executive Director has final say on the appropriate attire in the workplace. If you are unsure about what to wear, please ask.

Educational and Training Opportunities: CCAR wishes to foster an efficient and professional work environment by offering staff members various educational and vocational opportunities.

Your supervisor may require that you attend certain training to help you perform your job better. In addition, you may request to attend a training event provided it is job related. Before you request to attend a training event, You should consult with the Executive Director about what courses are available. You must have prior approval of your supervisor before you ask to attend a training event.

CCAR also offers periodic "in-house" training and educational opportunities in which invited staff members are expected to participate.

Camden Community Alliance & Resources. Inc. Business Travel: Occasionally, business travel is required for Camden Community Alliance & Resources. Inc. employees. Business trips will be handled on a case by case basis, but outlined below are basic policies for business travel.

Expense Reimbursement: All necessary and customary expenses incurred while traveling on CCAR business will be considered for reimbursement. You should obtain your supervisor's pre-authorization for all planned expenses in order to avoid unexpected non-payment. You must complete an expense report including the nature of the expense, the department or fund to be charged, date and amount of expense, and supporting documentation (receipts). The expense report will be reviewed by your supervisor, and on approval, will be forwarded to the bookkeeper for payment by check to you.

Personal Vehicle Use: If CCAR determines that travel using your personal vehicle is necessary for business purposes, it is your responsibility to provide assurance to CCAR that:

- you have a valid driver's license
- you have vehicle insurance
- your vehicle is roadworthy

CCAR will reimburse you for approved travel using your personal vehicle at the current federal allowable rate per mile traveled. These rates are understood to include the cost of gasoline, vehicle wear and tear, depreciation, insurance and deductibles. Parking fees and other approved expenses incurred while traveling on CCAR business are reimbursable with receipts.

CCAR will not assume any responsibility in case of accident or fines/penalties related to accidents, parking fines or traffic violations.

Telephone, E-Mail, and Internet Use:

CCAR provides employees with a host of electronic technologies and services, including computers, e-mail, voicemail and Internet services. These technologies and services are intended to be used for business purposes only and are meant to assist employees in completing job responsibilities as effectively as possible. Personal use of these technologies and services should be at a minimum, and limited to personal time.

It is imperative that employees not abuse or misuse these technologies and services. CCAR expects that personal use of telephones and fax, both inbound and outbound, will be kept to a minimum. Such usage should be on personal time whenever possible.

At minimum, employees must be guided by common sense when using the computer technologies. Given the ever changing nature of these technologies, it is impossible to catalogue all possible abuse or misuse. Nevertheless, employees are strictly prohibited from using any technology to view, listen to or communicate offensive, defamatory or disruptive content. Such content includes, but is not limited to, material of a sexual or sexually suggestive nature, racial, ethnic or gender-specific slurs, or any other visual/audio/verbal content that offends or is intended to offend someone because of his or her age, sex, religion, national origin, disability or other lawfully protected trait.

All messages distributed via the organization's email system are the property of CCAR, and since the CCAR name is included in the email address, all messages reflect on the organization. You must have no expectation of privacy in anything that you create, store, send or receive on the organization's email system. Your emails can be monitored without prior notification if CCAR deems this necessary.

Cellular Telephone/Mobile Electronic Devices and PDAs:

This policy outlines the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones and the safe use of cell phones by employees while driving.

1. Personal Cellular Phones: While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of CCAR's policy. Flexibility will be provided in circumstances demanding immediate attention. CCAR will not be liable for the loss of personal cellular phones brought into the workplace.

2. Camera Phones: CCAR prohibits employee use of cameras and/or camera-ready cell phones in the workplace, as a preventative step believed necessary to secure employee privacy, privacy of our Camden Community Alliance & Resources. Inc. families and other business information. The Executive Director may make a discretionary decision for the use of a camera-ready cell phone in keeping with business necessity on a case-by-case basis.

3. Personal Use of CCAR-Provided Cellular Phones: Where job or business needs demand immediate access to an employee CCAR may issue a business-owned cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred. It is recognized that in extreme circumstances of personal emergency, an CCAR provided cell may be used. In these cases, it is prudent for the individual to report such usage to the Executive Director and/or the Chair, Board of Directors CCAR.

4. Safety Issues for Cellular Phone Use: CCAR has a zero tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way. This includes the use of "hands free" equipment such as "Bluetooth" technology.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

Use of Computer Hardware and Software: Unlicensed duplication or use of any software program is illegal and can expose you and the organization to civil and criminal liability under copyright laws. To ensure that you do not intentionally or inadvertently violate the software publisher's copyright, you should not copy any program installed on your computer for any purpose. Likewise, you should not install any program onto your computer, whether from original media or by download from the Internet. All software installations, upgrades, transfers and removals will be the responsibility of the network administrator, who will also ensure that all required licenses are obtained and valid.

Safety and security of all CCAR files, data and other electronic information is each employee's responsibility. All employees with access to CCAR's electronic data are required to use passwords, screen savers, virus protection and common sense to protect such information.

Computer hardware, including desktops, laptops and peripherals are the property of CCAR. Proper use is the responsibility of every employee. You must report any problems to your supervisor immediately, and take all necessary precautions to prevent accidental damage, loss or theft.

Employees who violate this policy may be subject to disciplinary action up to and including discharge, and/or required to pay compensation to the organization. While CCAR will make every attempt to inform you of appropriate usage and safeguards, it is your responsibility to ask questions and report suspected abuse or misuse of CCAR hardware and software resources to your supervisor.

Due to the nature of technology, the computers and equipment must be updated frequently. With that in mind, after a full year of service to the organization, a full time employee at time of resignation, and with the Executive Director or board president's discretion, is eligible to purchase from CCAR the computer that was assigned to them for a comparable retail price. However, all documents on the computer are the property of CCAR.

A backup hard drive is provided for all computers. Data must be backed up at least once a week. Disciplinary action may be taken if employees fail to back up data appropriately

Damage or Loss of Company Property: As a CCAR employee, you are responsible for returning the equipment or tools used in performance of your job in good condition, and you agree that you may be required to pay for any damages that occur while using the equipment or tools depending on the circumstances regarding the loss or damage.

Company Vehicles: Equipment or vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action, up to and including termination of employment.

Employees operating vehicles in the line of duty must have the appropriate driver's license connected with the vehicle, and they must maintain their license free from violations that exceed the standards set by our insurance carriers. Driver's license checks may be conducted on an on-going basis by the insurance carrier, as required or needed.

On an annual basis, CCAR's insurance carrier may order a motor vehicle report (MVR) on each authorized driver. A poor driving record may affect your ability to drive a CCAR vehicle and could lead to disciplinary procedures up to and including termination.

Tobacco Policy: The CCAR office, all build sites, and ReStore are designated as "non-smoking" environments.

Drug-Free Workplace: Drug and alcohol use are highly detrimental to the safety and productivity of staff members in the workplace. You may not be under the influence of any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by CCAR.

CCAR is a drug-free workplace. The unlawful manufacture, possession, distribution, dispensation, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or a controlled substance while on CCAR's property, while attending to business-related activities, while on duty, or while operating a vehicle or machine leased or owned by CCAR is strictly prohibited. Drug abuse violations in the workplace will result in immediate termination.

When appropriate, CCAR may refer the staff member to approved counseling or rehabilitation programs, but CCAR will not pay for any counseling or rehabilitation.

In keeping with CCAR's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to staff members and visitors.

As a condition of employment you must abide by the terms of this policy. You must notify CCAR in writing if you are convicted for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Drug Testing: CCAR may request a mandatory drug test at anytime during your employment. Suspension or termination may occur if this test is failed.

Employment Benefit Program

Insurance: At this time, CCAR cannot offer health insurance to any employees.

Holidays: CCAR will grant paid holiday time off to all full time staff on the following holidays:

New Year's Day (January 1)
Martine Luther King Day
Presidents Day
Good Friday (Friday before Easter)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day
The day after Thanksgiving
Christmas Day
The day after Christmas

The Executive Director will have the option of closing the office during the days of Dec. 26-Dec. 31. This is considered a bonus for full time staff.

In the event a holiday falls on a weekend, the President of the Board will declare when the holiday will be taken. If a holiday falls during your vacation, the holiday will not be charged as vacation time.

If you are a part-time employee and the office is closed, you will not work on that day, but you will not receive pay for that day. However, at the discretion of the Executive Director, the part-time employee may work his/her regular hours at other times in the week.

If you are an hourly employee and you are assigned to work on a holiday, you will receive holiday pay for the hours worked on the holiday at a rate equal to time and 1/2.

To qualify to receive pay for these holidays, you must work your full, regularly scheduled day/hours of work before the holiday and your first, full, regularly scheduled day/hours after the holiday, unless you can show reasonable cause for failing to work.

Vacation Policy: Vacation days accrue each year for full-time employees according to the number of years you have worked for CCAR.

You may use the vacation any time during the year, with your supervisor's prior approval.

<u>Length of Service</u>	<u>Full-time staff</u>
1-5 years	2 weeks of paid vacation

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5 years or more

3 weeks of paid vacation

For the overall health of the employees, it is strongly encouraged you take your vacation every year. And with this in mind, no vacation time can be "cashed out". At least half of the vacation must be used by the anniversary date of your hire every year. Only half the vacation days earned will be carried over.

Personal Leave Time: PLT may be used at the employee's discretion for sickness, injury, personal matters, or bereavement. If you are a fulltime staff member, you may use up to five (5) Personal Leave Days (40 hours) per year.

Full-time Staff: If you are going to be absent from work for personal leave time (PLT), you must notify your supervisor before the scheduled start of your shift, if possible. Your supervisor must also be contacted on each additional day of absence if prior arrangements haven't been made.

If you are absent for three (3) or more consecutive days, you will be required to provide the Executive Director with documentation regarding the necessity for the leave. Before returning to work from PLT of 5 working days or more due to illness, you may be asked to provide a physician's verification releasing you to return to your normal work functions.

If you are hospitalized during your vacation period and your hospital stay is confirmed by a doctor's letter, you will have the option of having those days charged as PLT rather than vacation.

PLT is not required to be used if you are at work at least 3 or more hours during that work day for exempt employees.

Unused PLT will not be paid to a staff member at the time of termination of employment or retirement.

Part-time Staff: The hours of part-time staff are controlled by the Executive Director. If a part-time employee misses time during the week the employee may have the opportunity to make up the time another day during the week. However, additional work opportunities may not be available

Comp Time: Due to the flexible PLT time and the availability of vacation time, comp time is not valid for exempt employees.

Parental Leave: Employees who have worked for Camden Community Alliance & Resources. Inc. for a minimum of one year are entitled to three months of unpaid parental leave to care for their newborn children (whether by birth or adoption), if they plan to return to Camden Community Alliance & Resources. Inc. at the end of that period.

Accrued vacation and accumulated sick leave may be used to provide compensation for parental leave. The remainder of the parental leave which is not compensated with vacation or sick pay will be leave without pay. You have the right to return to your former job or a comparable position at the end of your parental leave. Two weeks before your return date, you must report to your supervisor to give

notice of your intention of returning to your job. Failure to report to work at the end of the set expiration of the parental leave will be considered a voluntary resignation.

Military Leave: CCAR recognizes and supports our staff who have chosen to participate in a reserve component of the United States Armed Forces or as a member of a National Guard unit. You are expected to give as much advance notice as possible of any active duty training period, drill weekends, or call up in support of national strategic initiatives. If you are a member of a reserve component of the armed forces or a National Guard unit, you will be placed on an administrative, unpaid leave of absence for any such period as noted above. Generally, training leave periods do not normally exceed two weeks per year, plus reasonable travel time. You should provide the Executive Director with a copy of your orders indicating that you must report for duty. CCAR will provide compensation to the military member up to the level of the employee's current salary to offset any difference in compensation from the military for any period not to exceed 30-days in any one calendar year. After such time, the remaining leave will be considered as unpaid.

Employees eligible for re-employment must report or submit an application to the Executive Director as follows:

<u>Period of Service</u>	<u>Notice of Re-Employment</u>
1 to 30 days	Report for work on the first full workday after travel home + 8 hours
31 to 180 days	Submit an application within 14 days
181 + days	Submit an application within 90 days

All applicable federal and state laws will apply to those who have chosen to serve and have been called to active duty.

Leave of Absence without pay: Requests for leave of absence without pay will be handled on a case-by-case basis. If you request a leave without pay, your request must be approved by your supervisor/Executive Director and the President of the Board.

Jury Duty: Jury duty is everyone's civic responsibility. If you are a full-time staff member, you will be paid at normal compensation rate for the hours actually served as a juror (but not overtime rates), for up to two weeks of jury duty. After two weeks, the staff member will be on leave without pay.

If you are called to jury duty, you must tell your supervisor as soon as possible so that the supervisor may make arrangements to accommodate your absence.

You are expected to report for work whenever the court schedule permits. Either CCAR or you may request that you be excused from jury duty if, in CCAR's judgment, your absence would create serious operational difficulties.

Insurance benefits will remain in effect and unchanged for the full term of the jury duty absence. Accrual for benefits calculations, such as vacation, sick leave, or holiday benefits, will not be affected during jury duty leave.

Procedures for Requesting Leave: In all cases, an employee requesting leave must submit the request in writing to the Executive Director. The completed request must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

An employee intending to take family or medical leave because of an expected birth or adoption, or because of a planned medical treatment, must submit a written request for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to his/her immediate manager as soon as the necessity for the leave arises. If notification and appropriate certification/documentation are not provided in a timely manner, approval for the leave may be delayed or denied.

Privacy Policy Statement

Camden Community Alliance & Resources, Inc. (CCAR) is committed to protecting the privacy of the personal information of its donors, employees, volunteers and other stakeholders. We value the trust of those we deal with and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us. During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

Defining Personal Information:

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions are that business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information. When an individual uses his or her home contact information as business contact information as well, we consider that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

Privacy practices:

Personal information gathered by CCAR is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure that the integrity of this information is maintained and to prevent its being lost or destroyed. We collect, use, and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

Website and Electronic Commerce:

We use password protocols and encryption software to protect personal and other information we receive when a product or service is requested and/or paid for online. Our software is routinely updated to maximize protection of such information.

Updating of privacy policy:

We regularly review our privacy practices for our various activities, and update our policy. Please check our website on an on-going basis for information on our most up-to-date practices.

Acknowledgment Form

All employees must sign this form indicating their understanding of this handbook.

This handbook describes important information about Camden Community Alliance & Resources. Inc. (CCAR), and I understand that I should consult my immediate supervisor regarding any questions not answered in this handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have entered into my employment relationship with CCAR voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CCAR can terminate the relationship at will, with or without cause, at any time.

I acknowledge that this handbook is neither a contract of employment, nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. (This form shall be included in the staff member's file.)

I further acknowledge that I will not use any federally appropriated funds for purposes of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

I also state that I:

- am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency
- have not within the three preceding years been convicted of or had a civil judgment rendered against me for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
- am not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

Staff Member's Signature

Date received

Staff Member's Name (typed or printed)

Date

Executive Director's Signature

Date