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OUR MISSION

ADEC proudly advocates for and serves people with developmental and intellectual disabilities so they live lives full of choice and possibility.

CORE VALUES

*A Life of their Own:* ADEC clients deserve a chance to...
- Make their own choices
- Pursue their passions
- Learn new skills
- Develop healthy personal relationships
- Make a positive contribution

*Dignity:* ADEC clients are entitled to...
- Respect and professionalism as their daily needs are met
- Protection from exploitation and abuse

*Employment:* ADEC clients deserve the opportunity to...
- Find dignity and meaning in work
- Make productive contributions to the community through work
- Contribute to the well being of our society by being tax-paying citizens

*Community:* As an active part of the community, ADEC...
- Connects clients with local opportunities when possible
- Is a catalyst for new client opportunities if they don't exist

OUR EXPECTATIONS

With the helping hands of our friends and neighbors we expect great opportunities for all.
We expect people with disabilities to become full participants in our communities. Their jobs will be in your work places. Their homes will be where you live. Their hobbies will be your hobbies. They will play and compete on your neighborhood parks, fields and courts. They will volunteer their time to agencies serving our communities.
HOW TO USE THE MANUAL

The ADEC Personnel Manual is meant to give you information regarding agency policies, procedures and benefits. This manual does not constitute a contract of employment. All employee benefits are administered in accordance with the official plan documents. The benefit summaries included in this manual are to provide summary information only.

The personnel manual is available to all employees on ADEC’s website. Each new employee of ADEC is given a copy of the ADEC personnel manual during initial orientation. When policies are changed, added or removed, an updated manual will be posted on the ADEC website. Changes will also be communicated through ADEC e-mail and during regular staff meetings. You are encouraged to discuss any questions with your manager or a Human Resources representative.

CODE OF ETHICS

The mission of ADEC is to work together with people who experience challenges along with families, friends and organizations to help people maximize their abilities in order to meet goals and dreams and fully participate in the community of which they are a vital member. ADEC is dedicated to reducing the occurrence of disabilities and breaking down barriers, both physical and attitudinal, through active community education, advocacy and support.

In carrying out our mission we the employees of ADEC agree that we will:

1. Show respect for all persons in our daily work. This will be afforded to all people we deal with including people we serve, their families, staff of funding sources, members of the community and each other. As a part of that respect we will recognize the importance of the contributions of each person to the communities we work in.
2. We will be truthful in all our interactions.
3. We will strive to be fair to all involved in each situation.
4. We will demonstrate loyalty to the people we serve and the agency.
5. We will foster an environment where the freedom of choice is a bedrock principle.
6. Protect the confidentiality of client information. Private information will stay private.
7. We recognize that our first responsibility is to the people we serve but that we also have a great responsibility to ADEC and the communities in which we operate.
8. We will apply all the values listed above to any postings done on social media.
EMPLOYEE RELATIONS CODE

ADEC is committed to fair and equitable treatment for all agency employees. To this end, ADEC has established an Employee Relations Code as set forth below:

1. Employ individuals and offer promotional opportunities on the basis of qualifications and overall experience, with the assurance of equal opportunity and fair treatment regardless of race, creed, sex, age, national origin, or any disabling condition that may be reasonably accommodated so the essential job functions can be performed.

2. Maintain in writing and consistently implement policies and procedures, which set forth the rights, responsibilities, benefits and privileges of agency employees.

3. Pay salaries in accordance with a plan that is competitive and assures similar pay for jobs of comparable responsibility within the agency.

4. Make available a competitive employee benefit program.

5. Inform and explain to employees the meaning of, and reasons for, those administrative decisions, which affect their work assignments, duties or their interests as employees.

6. Establish standards of work performance and behavior on the job, which are expected from employees. Inform the individual employee what the job standards are, assist in attaining the standards, and advise periodically about performance on meeting job standards.

7. Permit and encourage an employee, who believes that any policy or procedure is not being fairly applied, to present without fear of retaliation, the concern to their manager for resolution. If the concern is not resolved to the employee’s deemed satisfaction, they may participate in the Problem Solving Procedure.

8. Provide an atmosphere that allows employees to gain satisfaction from their work and achieve a true level of recognition from work performed.
EMPLOYMENT AND HIRING PRACTICES

The intention of ADEC is to recruit, employ, and offer promotional opportunities to all qualified individuals without regard to race, creed, sex, national origin, age, or any disabling condition that may be reasonably accommodated so the essential job functions can be performed. In order to accomplish this objective, ADEC is an Equal Employment Opportunity employer, assuring that all segments of our society have opportunities to seek employment with ADEC on the basis of open competition and advancement according to abilities and qualifications.

Potential employees may be recruited through advertisements, referrals, state employment services, private employment agencies, schools and colleges, social media, special organizations and associations with access to particular segments of society. The Human Resources Department is responsible for personnel recruiting activities. The Human Resources Department coordinates all employment decisions in coordination with managers.

All applicants must have a valid driver’s license, proof of auto insurance, high school diploma or GED, be at least 18 and be able to lift 50-60 lbs on a regular basis. ADEC is not permitted to employ anyone who is not a United States citizen, unless that person has an appropriate VISA or other documentation that allows him or her to legally work in the United States. Three references, employment verification and applicants’ driving record may be conducted by Human Resources. Applicants’ names will also be checked on the State Nurse Registry, Sexual Assault Registry and Welfare Fraud Registry. Applicants are required to pass a pre-employment drug screen.

A county and state criminal background check is also required for all new employees. An applicant may not be hired if he/she has been convicted of a sex crime, exploitation of an endangered adult, failure to report battery, neglect, or exploitation of an endangered adult or abuse or neglect of a child, theft (if the conviction occurred less than 10 years before the person’s employment application date), murder, voluntary manslaughter, involuntary manslaughter, felony battery, and a felony offense related to a controlled substance. All required licenses and post secondary degrees may be verified by awarding source.

Many criteria are considered during the hiring decision process, including job requirements, educational requirements, previous work history, hour availability of the applicant, results of background and driving checks, assessment results, and completion of the application.
A complete job description will be given to all employees upon hire and shall be provided to all employees upon request. Job descriptions may be obtained through the Human Resources Department. Job descriptions should be reviewed periodically and rewritten as necessary with final approval made by appropriate leadership and Human Resources.

**EMPLOYMENT AT WILL**

All employees work at ADEC with the understanding that employment is at will. Both the employee and employer may terminate employment, and there is no promise of a set length of employment. Program needs, funding, and job performance may be factors in determining length of employment. Only the CEO has authority to make any other employment arrangement.

**JOB POSTING AND APPLICANT SELECTION**

Job vacancies may be posted on the ADEC website. Any employee who has been in their current position for six months or more may be eligible to apply for an open position. Less than six months in a current position may make an employee ineligible for applying for a posted position. Any employee applying for another job must notify his/her current supervisor before applying. The selection of the employee for transfer is competitive and is decided following a thorough review and interview. Human Resources and appropriate leadership may deny or grant a transfer based upon operating strength and client needs.

Once the selection is made and communicated, the move normally takes place in two weeks. If such a move will prove disruptive to the services being provided, ADEC reserves the right to place the transfer on hold until the position of the person who is moving has been filled.

If an inadequate number of internal candidates are available, Human Resources will begin recruiting outside candidates. Human Resources retains the discretion to advertise for all positions as deemed necessary to assure adequate staffing of ADEC at all times.

ADEC is committed to providing equal employment opportunities to individuals with disabilities, those regarded as having disabilities and those associated with individuals with disabilities. Accordingly, we do not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. ADEC complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).
JOB TRANSFER OR JOB DEMOTION

When, through written evaluation, it is determined that an employee is not performing satisfactorily, the employee may be placed on a performance improvement plan, demoted, terminated or moved laterally to another position if such a vacancy is available. A staff reduction may also be occasion for transfer if an opening is available for which the employee is qualified.

EMPLOYMENT OF RELATIVES

ADEC is committed to hiring and retaining highly qualified persons. At the same time, we recognize that hiring and retaining close relatives of currently employed personnel might raise serious questions regarding objectivity of the hiring decision, work assignments, performance appraisals, and other employment decisions despite qualifications.

Accordingly, ADEC may not employ close relatives if such employment results or may result in such individuals being placed in a position under, or having supervisory influence over (actual or perceived), a relative or partner. ADEC may not employ relatives under the same supervisor, or same work location. This can only be waived by Human Resources and executive leadership.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, domestic partners, spouses, parents, children, grandparents, brothers, sisters or corresponding in-laws.

Current employees who may find themselves in such situations as the result of transfers, relationships, department consolidations or other employment decisions, may be re-assigned at the discretion of management. In such re-assignments, every effort will be made to retain the same work status, work hours, and wage, if possible.

RE-HIRE POLICY

ADEC recognizes the value of past employees. Accordingly, past employees are eligible for rehire within the following guidelines:

If an employee’s leave is voluntary, the pay rate may remain the same if the employee is re-hired within a year of leaving. If an employee is re-hired after a year the pay may be the starting wage for that particular position. All re-hired employees must follow the same benefit waiting period as newly hired employees.
Voluntary Terminations:

- If left with proper notice:
  - May be eligible at any time if performance and behavior at time of departure were not an issue.
  - If performance and behavior at the time of departure were problematic, must demonstrate improvements in the areas of concern.
  - Note- only two such re-hires may be allowed within a five-year period.

- If left without proper notice:
  - ADEC usually will not re-hire an employee who did not give the proper required notice unless there is documentation available to indicate that an emergency situation made giving the required notice impossible.

Involuntary Terminations:

- If terminated for client abuse, neglect or exploitation – no rehire eligibility.
- If terminated for other reasons:
  - Must wait a minimum of one year before re-applying.
  - Must demonstrate improvement in the areas which resulted in termination.
  - Re-hire decision based upon collaboration between Human Resources and appropriate leadership.

NEW STAFF ORIENTATION

All employees may complete a new staff orientation before working with clients. It includes presentations on ADEC programs, respect and dignity training, preventing abuse and neglect, CPR and First Aid, MANDT training and CORE A and B Certification. The appropriate supervisor also conducts specific orientation to the employee’s position and department. Human Resources and executive leadership will determine what training is required for each position.

TRAINING AND ORIENTATION PERIOD

All employees of ADEC are on a training and orientation status during the first six months of employment. During this period, evaluation is made to determine if employment is mutually beneficial to the employee and ADEC. Employees will have an evaluation at 30 days, 90 days, and one year. An employee in the training and orientation period may be terminated without following all steps of progressive discipline and attendance policy, if the job performance is unsatisfactory. An employee’s training and orientation period may be extended for an additional 30 days with approval of Human Resources and appropriate management.
TRAINING POLICY

ADEC provides all employees with a comprehensive, yet flexible staff development program which includes:

- New staff orientation and core curriculum
- Annual refresher training in key curriculum areas including but not limited to incident reporting, medication administration, behavior management, protection of individual rights, First Aid and CPR
- Ongoing staff development activities

The purpose of such training is to:

- Provide all staff with an accurate overview of ADEC programs and services
- To ensure professional competency and ongoing personal development of ADEC employees in order to meet the needs of its clients
- To maintain accurate records of individual staff participation in core curriculum
- To meet state and federal regulations

All employees, as a condition of their employment with ADEC, must participate in all required training. Failure to participate as required potentially diminishes the quality of service to ADEC’s clients. Accordingly, any employee who fails to participate in required training may be removed from the work schedule until such training has been completed. Termination may occur following training non-compliance. Employees who register for training and do not attend, may be issued an attendance discipline.

ANNUAL BACKGROUND CHECKS

Per State Board of Health and other State regulations, the following background checks are conducted during an employee’s employment with ADEC. State Criminal Background checks are conducted annually on all ADEC employees. County Criminal Background checks are conducted every 3 years for all ADEC employees. If a required background check indicates a violation, Human Resources will contact the employee and provide a copy of the background check. If there was a reporting mistake in the state system, employees will be allowed up to 5 working days to provide documentation of the error. During the 5 days, employment will be suspended without pay. If not corrected, employment may be terminated based on ADEC’s hiring policies. If corrected, including proof of violation being removed from the employee’s file, then employment may continue and time while suspended may be paid.

ADEC is also required to conduct annual driving checks on employees. If a driving check shows an invalid license, employees may have up to 5 working days to correct. During the 5 days, employment will be suspended without pay. If not corrected in 5 working days, then employment will be terminated, as a valid driver’s license is a requirement of employment. If corrected during the 5 day suspension, the employee may return to work.
upon proof of correction. Discipline may also result from driving with a suspended or invalid license.

ADEC reserves the right to conduct different or additional checks as required by applicable laws, regulations, or policies, or which ADEC deems to be necessary or appropriate.

**AUTO INSURANCE**

In compliance with state law, all ADEC employees are required to have auto insurance for the vehicle they are driving. Human Resources may ask for updated proof of auto insurance upon expiration dates, to stay in compliance with state regulations and survey requirements. If proof of updated auto insurance is not provided within 30 days of previous policy’s expiration date, employment may be suspended. Employees will have 5 business days to provide proof of current auto insurance before employment may be terminated. If auto insurance is provided within the 5 day suspension, employment may be restored with time off as unpaid.

In the event an employee is involved in an automobile accident while on ADEC business and using his/her own automobile, the employee’s insurance will be responsible for payment. If litigation is filed against ADEC for the accident, the agency may defend. Employees who drive their vehicle on ADEC business are required to carry liability coverage.

**PERFORMANCE REVIEWS**

Performance reviews are a very important component to an employee’s successful employment. It is a time to review successes, areas of improvement, develop future performance and employment goals, and discuss training and/or education needed to prepare employee for career advancement. It is an important time for the employee to share career goals and for the manager to help the employee develop a plan of action to achieve these goals.

Reviews are normally done 90 days, 6 months, and at 1 year. Evaluations will normally be done annually based on hire date.

Human Resources will notify management when employees are due for a review.

**JOB DESCRIPTIONS**

Job Descriptions for all positions are available in the Human Resources Office. If you would like a copy of your job description, one can be made available to you. Job descriptions are normally reviewed annually and updated as needed. All new employees will receive a copy of their job description upon hire.
PAY CLASSIFICATIONS

It is ADEC’s goal to provide competitive pay and benefits to all ADEC employees. This helps ADEC accomplish its mission of providing the best quality of care to our clients by recruiting qualified applicants and retaining our best employees.

Human Resources will make external comparisons for similar positions with INARF, Indiana Association of Rehabilitation Facilities, other health and social service agencies, and other comparisons when appropriate to assure external equity to the extent possible. Human Resources may consider the guidelines set by ADEC’s funding sources when determining pay rates and salaries.

JOB CLASSIFICATION

ADEC positions are classified by evaluating the job requirements, responsibilities, education, and experience required. Each position then is assigned a job title and pay range in accordance with the current organizational structure of ADEC. The purpose of establishing classifications is to assure proper determination of pay for each position so that as nearly as possible there will be equal pay for equal work. Human Resources may make external comparisons for similar positions with state facilities, other health and social service agencies, and other comparisons when appropriate to assure external equity to the extent possible.

Any change in position classification is determined by executive leadership, to include changes in organizational structure and position classifications to meet current programmatic, fiscal, and management needs of ADEC.

ADEC EMPLOYEE CLASSIFICATION

ADEC has the following employee classifications. Please refer to ADEC’s benefit summary for a list of benefits for each classification.

**Full Time Employee** – An employee who is assigned and works a 40 hour work schedule. Vacation, sick and holiday will be earned based on 8 hours a day.

**30 Hour Part Time Employee** - An employee who is assigned and works a 30-39 hour work schedule. Vacation, sick and holiday will be earned based on 6 hours a day.

**20-Hour Part Time Employee** – An employee who is assigned and works a 20-29 hour work schedule. 20 hour employees are eligible for holiday and sick based on 4 hours a day. A 20 hour part time employee is not eligible for vacation. A 20 hour employee cannot work more than 29 hours a week.

**Relief Employee** – An employee who is not assigned a set schedule, but works where needed. A relief employee who works in Residential or Supported Living must work a minimum of 32 hours a month, 12 of those hours on a weekend, which would be
Saturday and Sunday shifts. A relief employee cannot work more than 29 hours in a week. Relief employees are not eligible for ADEC benefits.

**Seasonal Employee** – An employee who is not assigned a set schedule, but works where needed for a specified period of time, to be less than 6 months a year. Most seasonal employees work during the summer and school breaks. Seasonal employees are not eligible for ADEC benefits. Seasonal employees may work more than the 29 hours a week as their employment is not year around.

**Exempt (Salaried) Employee** – An employee whose job responsibilities exempt him/her from overtime pay under the Fair Labor Standards Act. Exempt employees are expected to use as much time as is necessary to complete assigned tasks in keeping with reasonable time units. Exempt employees are eligible for ADEC benefits as listed on the ADEC benefit summary.

**Non-exempt (Hourly) Employee** – An employee who does not meet the requirements for exemption from overtime pay regulations of the Fair Labor Standards Act. A non-exempt employee will receive overtime pay at the rate of time and one-half his/her regular rate of pay for authorized hours worked beyond 40 hours in any one-work week.

If you would like to add hours to increase your employee classification, please see your manager. Every effort will be made to accommodate while at the same time meeting the staffing needs of the work location.

**VOLUNTEERS/INTERNS**

Volunteers are a very valuable part of ADEC and the services we provide. Volunteers must complete a Volunteer Application, which will be reviewed by Human Resources. Pre-employment checks may be required for volunteers/interns based on their length of service and position. Required checks may include criminal state/county background checks, driving checks, reference checks, employment verifications, State Nurse Registry, Sexual Assault Registry and Welfare Fraud Registry. Drug screens may also be required. Volunteers/Interns who require pre-employment checks will have them conducted annually as regular staff of ADEC.

**PAY PERIODS**

ADEC pays employees every other Friday, normally 26 paychecks each year. Each pay period is two weeks in length, running from Monday through the Sunday before the next payday. Questions regarding hours worked, overtime, deductions, or other matters should be directed to the Payroll Department for clarification.
DIRECT DEPOSIT

Direct Deposit is required of all employees. Direct deposit may be made into any bank, credit union or other financial institution of the employee’s choice. Human Resources or Payroll Department can provide you with more information about this benefit. Employees can access check stubs on-line via the ADP website. See the Payroll Department for instructions/questions. To permit another person to receive your pay stub, a signed, dated, written request must be submitted to the Payroll Department.

COMPENSATION REVIEW

The ADEC Board of Directors may establish a wage increase for all employees. This increase may include a merit raise, bonus, or salary scale increase based on performance and other factors. ADEC’s decision to issue wage increases is based on various factors, including the fiscal integrity of the agency.

OVERTIME PAY POLICY

A non-exempt employee should not work more than 60 hours in a seven-day week. Any exceptions to this rule must receive the pre-approval of the appropriate leadership or On-Call manager.

When a non-exempt employee works more than 40 hours a week, the additional hours will be paid at a rate of time and a half.

LUNCH BREAKS/BREAKS

Federal and IN state laws do not require meal or other breaks. Support Staff, staff who work directly with clients in Supported Living, Group Homes, Day Services, ADEC Industries, Summer Camp may eat meals with clients during the clients’ designated meal break. All other staff will have a 30 minute lunch break automatically deducted from their check. Lunch breaks and breaks cannot be accumulated. Violations of the lunch breaks or break policy may be subject to discipline up to and including discipline.

LEAVE OF ABSENCE

Leaves of absence are available to employees under the guidelines in the sections below. Leaves of absence are generally extended periods of time away from work not associated with a planned vacation or agency shutdown. A leave of absence under FAMILY AND MEDICAL LEAVE ACT:
• for the birth of a son or daughter, and to care for the newborn child;
• for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
• to care for an immediate family member (spouse, child, or parent — but not a parent "in-law") with a serious health condition; and
• when the employee is unable to work because of a serious health condition.
• Because of a qualifying exigency arising out of the fact that your spouse, child and/or parent is on covered active duty or call to covered active duty with the Armed Forces.
• Because you are a spouse, child, parent or next of kin of a covered service member with a serious injury or illness.

The following policies are followed under the FMLA:
- ADEC follows all federal guidelines under the Family Medical Leave Act.
- Up to 12 weeks of leave, will be allowed in a 12 month rolling period. The 12 weeks of leave begin with the first day of absence.
- All earned sick and vacation must be used effective the first day of leave. Once sick and vacation have been used, the remainder of the leave will be unpaid.
- If employee is enrolled in ADEC’s medical insurance, insurance premiums will continue to be deducted from the employee’s check. Once sick and vacation have been used, the employee may continue medical insurance coverage by making insurance premium payments to ADEC per pay period. If the insurance payment is not made within 30 days of the agreed upon due date, then insurance may be terminated effective the date the insurance was due.
- The employee may receive his/her original job or a position with equivalent pay benefits and working conditions upon conclusion of the leave.
- A release is required from a medical provider to return to work.
- All benefits accrued prior to the start of the leave remain intact, but no additional benefits are earned during an unpaid leave
- Leave may be intermittent, with appropriate medical certification stating expectations.
- Absences of four days for the same medical reason, must be accompanied by a doctor’s note and may be included toward the 12 weeks of FMLA, based on employee’s eligibility.
- Certification of request for FMLA is required within 15 calendar days of the beginning of the qualifying event.
Failure to provide certification within this period may negate the leave application and ADEC’s legal obligation under FMLA.
- ADEC reserves the right to require a second or third opinion on issues of medical certification for the employee or a family member.
- More information regarding FMLA is available from Human Resources.

**Personal Leave** – A personal leave of up to one month may be granted to an employee based on employee need and ADEC’s need. A personal leave may only be approved once in a 12 month period. Personal leave must be approved by Human Resources and CEO. All benefits accrued prior to the start of the leave remain intact, but no additional benefits are earned during an unpaid leave. All earned vacation and sick leave must be used effective the first day of leave. Once sick and vacation have been used, the remainder of the leave will be unpaid. Based on needs of the employee and ADEC, the same position may be held for the employee.

**Military Leave of Absence** – Leaves of absence for and re-employment rights of employees who leave their employment to enter the armed forces of the United States shall be governed by the applicable federal and state laws. See Human Resources for more information.

**JURY DUTY**

In the interest of good citizenship, employees are allowed time off from work to serve as jurors as required. Employees will be paid their normal wage while serving on jury duty. When an employee receives notice to appear for jury duty, their manager should be notified as soon as possible and paperwork provided. Jury duty that lasts longer than 5 days will fall under ADEC’s leave policy and may be compensated if the employee has benefit time remaining.

**LIGHT DUTY WORK**

From time to time employees may find themselves unable to perform the essential functions of their job due to an injury or medical condition.

When such situations arise from the work performed for ADEC, ADEC will work with the employee to find suitable “light duty” which they can perform within the restrictions given to them by their physician.
Work restrictions arising from a non-work injury or non-work medical condition are handled under ADEC’s leave policies. No “light duty” work is made available in such instances and the employee may not be able to work until restrictions are removed or until employee is able to perform essential job duties as listed on job description with or without reasonable accommodations.

An employee may not return to work, from either a work related “light duty” assignment or from a leave status, without paperwork from his/her physician authorizing such release. Such paperwork should be routed through Human Resources before return to work authorization can be given.

ATTENDANCE POLICY

Your role at ADEC is very valuable. The fulfillment of ADEC’s mission depends on the dedication and hard work of its employees. ADEC encourages employees to use vacation time for health and life balance and understands that employees will need time off for illness and emergency situations. The Attendance Policy outlines the procedure when employees must miss work.

Each employee, based on his/her employee classification, earns paid sick days to be used for personal and/or family illness each year. Each employee, based on employee classification and years of service, also earns a certain number of vacation days. If an employee is absent, does not have benefit time available, and the absence is unexcused per the attendance policy, then discipline will be issued. An employee in the training and orientation period may be terminated without following all steps of attendance policy. The Attendance Policy is as follows:
Below is a list of excused absences if no benefit time is available. If benefit time is available, it must be used.

- Miss work for an illness of an employee’s own or dependent. Must provide doctor’s note within 48 hours of missed shift in order to be excused. If sick is available, it still must be used if doctor’s note is provided. This cannot be used on a routine basis.
- If county or agency declares weather emergency.
- Each employee is allowed one missed shift within a 12 month period for an emergency excused absence. Documentation may still be requested. Sick and vacation time must still be used if available.

The attendance policy also applies to all extra shifts picked up by employees, including shifts picked up outside home department. Discipline will be given regardless if an employee finds their own coverage for unexcused absences.

Discipline for unexcused absences will follow the disciplinary sequence listed below.

First Occurrence – supervisory reminder
Second Occurrence – written warning
Third Occurrence – final written warning
Fourth Occurrence – termination of employment
An attendance discipline is separate from a performance discipline. All attendance disciplines will be effective for 12 months upon receipt of discipline. At the end of 12 months, the discipline will be forgiven and all other disciplines issued after the forgiven discipline will move up in the discipline process.

**CHANGE IN WORK SCHEDULE**

A change in the amount of hours an employee works per week affects eligible vacation, sick, and bereavement leave in addition to health insurance benefit rates. It is very important that Human Resources receive the change in hours immediately so the appropriate changes can be made. It is the employee’s responsibility to consistently work assigned work schedule to maintain current employee classification. Human Resources will monitor hours worked each month to ensure correct employee classification.

An Employee Change of Status form should be completed in order to decrease or increase the number of hours an employee works per week. This form can be obtained from a manager, completed and forwarded to Human Resources.

If an employee increases the total number of hours worked per week, they will receive any additional vacation and sick time the following quarter according to the quarterly vacation accrual schedule. Health insurance cost changes will be made effective immediately upon the change. If an employee decreases hours, the vacation and sick time will be adjusted immediately as well as health insurance cost changes.

Schedule changes may not be made to a new staff’s schedule for the first 6 months of employment, unless necessitated by programming issues. Schedules will be agreed upon during the interview process and employees will be made fully aware of their schedules upon hire.

An employee who transfers to relief status, must give a two week notice or risk termination.

**DISCIPLINE AND DISCHARGE**

If during the course of employment a performance or behavior problem is detected, managers may discuss the problem with the employee and offer any appropriate assistance needed to remedy the situation, which would be considered a supervisory reminder. If the performance problem or behavior continues, and the employee has completed their six-month training and orientation period, the following disciplinary steps may be followed within a twelve-month period:

1. First written warning
2. Second written warning
3. Termination of employment

Employees may receive an unpaid disciplinary suspension in appropriate circumstances as a disciplinary action prior to termination. An employee in the training and orientation
period may be terminated without following all steps in the discipline process if the job performance is unsatisfactory. ADEC reserves the right to skip a step and proceed to a later step based on the seriousness of the issue for all employees. If an employee engages in misconduct deemed serious enough by ADEC, in its sole discretion, the employee may be subject to immediate discharge without the administration of progressive discipline. While it is impossible to make a comprehensive list, the following are representative samples of acts or incidents, which may result in immediate discharge:

1. Use, possession, actual or intended distribution of illegal drugs, controlled substances or alcohol on agency premises at any time.
2. Being under the influence of illegal drugs or alcohol during working hours.
3. Falsification of agency records including employment application forms.
4. Harassment, physical or verbal abuse of fellow employees, clients or visitors, including comments posted on any form of social media.
5. Theft or unauthorized use or possession of agency property or another person’s property.
6. Failure to make a prompt report of any accident on agency property or during agency time.
7. Disclosure of confidential agency or client information to unauthorized persons, including comments posted on any form of social media.
8. Possession of weapons.
9. Sleeping while on duty.
10. Violation of smoking policy.
11. Client endangerment.

Prosecution may also be pursued if the commission of a crime has occurred.

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

Performance Rules

1. Always make your best effort in your work.
2. You are expected to meet responsible standards of efficiency and performance.
3. Do not leave your work assignment during working hours without permission from your manager.
4. Always be at your assignment ready to work at the time your shift begins and stay at your work assignment until your shift ends.

Behavior Toward Others

1. Insubordination will not be tolerated. Insubordination includes the failure or refusal to follow instructions of a manager, the use of abusive language toward such individuals, or any conduct that undermines supervisory authority.
2. Do not threaten, intimidate, coerce, provoke, interfere, or fight with employees, supervisors, management, clients, community members or visitors at any time.
3. Do not make false or malicious statements about employees, supervisors, management, ADEC, it’s programs, clients, or community members at any time.
4. The use of profane or abusive language is not permitted in any situation.
5. Do not engage in any behavior considered abusive, neglectful, or exploitive as noted in ADEC policy regarding proper treatment of clients.
6. Do not engage in any form of harassment.
7. All of the above infractions also include comments made on any form of social media.

Property of Others

1. Do not abuse, misuse, damage, destroy, sabotage, or steal ADEC property, machines, tools, equipment, or the property of employees, management, clients, community members or visitors.
2. The use of ADEC equipment or tools for personal purposes is not permitted.

Honesty

1. Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of ADEC, it’s customers, clients or insurance carriers.
2. Do not alter, misuse, or remove from ADEC premises without proper authorization, employee lists, ADEC records, client records or confidential information of any nature.
3. Do not falsify employee time records by recording hours as worked that are not actually worked.
4. Compliance with all aspects of the Federal False Claims policy
5. All of the above infractions include comments posted on any form of social media.

Other Rules

1. The possession of guns or other lethal weapons on agency property is strictly prohibited.
2. Do not post or remove notices, signs, or any written material or printed material on or from bulletin boards or elsewhere on agency property at any time without advance permission.
3. Always report any mistake by yourself or another person that could affect the well being of clients served or the agency and it’s staff.
4. Persons who are not agency employees shall be permitted to enter the work area only through advance permission from the agency representative in charge of the particular work area. Do not otherwise permit or invite non-employees to enter agency buildings or work areas.
PROBLEM SOLVING PROCEDURE

ADEC is concerned with any situation affecting the employment relationship. The agency is committed to correcting any condition or situation that may cause unfairness or misunderstanding. It is inevitable that concerns and misunderstandings may occur. Therefore, the agency has provided an orderly manner for an employee to voice an opinion or discuss a concern with management without prejudice or fear of retaliation.

If an employee has a concern, the employee should discuss it with his or her immediate manager as soon as possible.

If the employee deems the concern not satisfactorily resolved or the problem is with the manager, the employee may address the concern with the next senior manager of the appropriate work area.

In the event that the employee deems the problem not satisfactorily resolved, the employee may choose to discuss it with the President and CEO of the agency. Note that not all complaints can be resolved to everyone’s satisfaction.

JOB ELIMINATION AND STAFF REDUCTION

Under some circumstances ADEC may need to restructure its operations or reduce its workforce. If this becomes necessary the agency will attempt to provide advance notice to employees so as to minimize the impact on those affected. Job eliminations and staff reductions will be based on business needs.

In determining which employees will be subject to staff reduction, the agency will consider, among other things, operational requirements; the skill, productivity, past performance, and attendance of those involved; and whenever feasible, length of service.

All agency benefits will terminate at the time of job elimination. Insurance coverage will be available under the provisions of COBRA. Information concerning employee rights under COBRA will be made available by Human Resources.

DRESS CODE

As an employee of ADEC, you represent the agency every time you are in the community, meeting family members, providing services to clients, or helping a customer. Your dress attire is one way you represent ADEC. Some staff will have different dress attire based on the work they perform. ADEC’s dress code is also established for the safety of employees and clients, consequently clothes cannot be offensive in nature and shoes should provide sufficient support. Not following the dress code may result in discipline up to and including termination. ADEC employees should follow the dress code listed below:
• Employees should not wear anything that would be considered distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is not acceptable. Sports team and university brands are generally acceptable.
• Flip flops and crocs are not allowed for any positions in the agency.
• Clothing that reveals too much cleavage, your back, your stomach or your underwear is not appropriate. Clothes should not be torn, frayed or dirty.

Support Staff who work in Supervised Group Living, Supported Living, Day Habilitation Services, or at ADEC Industries as a group leader or production employee:
• Must wear closed toed and closed heeled shoes with rubber soles. Tennis shoes are acceptable footwear.
• Jeans, tee-shirts, shorts are acceptable but must be appropriate, as described above. Acceptable length of shorts are those that will reach ends of fingertips when arms are at your side.

Maintenance staff may wear uniformed shirts or collared shirts with jeans. Shorts are not acceptable. Rubber soled shoes that are closed toed and heeled are required.
All other agency staff, including Family Services & Therapeutic Programs, Employment Services, Guardianship, and Administrative or Management in all departments must follow the guidelines listed below:
• No shorts
• No flip flops or crocs. Sandals are acceptable.
• Jeans are only allowed on Fridays

On Fridays, jeans are allowed but no shorts, flip flops or crocs. If an employee has a customer meeting on a Friday, jeans should not be worn, instead the dress requirements for Monday – Thursday should be followed. A manager can ask an employee to go home and change if attire is not appropriate.

**SAFETY AND SECURITY**

ADEC considers employee and client safety a primary function in the successful implementation of its programs. It is, therefore, the policy of the agency to provide and maintain safe and healthful working conditions. Our goal is to exceed safety standards required by law, and to stress preventive measures at all times. Concerns regarding safety issues may be addressed to the appropriate Safety Committee as well as to management staff.

It is ADEC’s policy to attempt to do whatever is necessary to safeguard everyone and everything associated with ADEC. Employees can help by observing the rules and regulations of the agency with regard to the proper securing of ADEC property. ADEC cannot be held responsible for loss or damage to the personal property or valuables of employees, clients, or others using ADEC premises.
WORK INJURIES

If an employee is injured while on the job, it should be reported immediately to the on-duty manager. To be considered for Worker’s Compensation, an Accident Illness Report must be completed by the employee and forwarded to the Human Resources within 24 hours. Failure to report injuries promptly may affect Worker’s Compensation coverage.

Unless an injury is serious enough to require hospitalization, employees must use the clinic designated to treat work-related injuries of ADEC employees. If an accident or injury occurs during the normal workday, Human Resources is to be notified before an employee is sent to the clinic or hospital ER. If the accident or injury occurs after normal work hours or on the weekend, Human Resources should be notified of the situation and action taken at the beginning of the next workday.

If a medical leave of absence is required for a job-related injury, all conditions, which apply to a regular medical leave of absence, are in effect. ADEC seeks the return to work of injured employees as soon as is possible. Light-duty work sites may be utilized, possibly at different work locations, to help bring an employee back from an injury.

LEAVING WORK LOCATION DURING WORKING HOURS

In order to provide customer service to ADEC’s clients as well for safety concerns, it is important that your manager and co-workers are aware of your location during working hours. If it is necessary for you to leave your designated work area, please notify your on-duty manager and appropriate co-workers of your location. For those work areas that provide a sign in/out sheet, please use it to indicate your schedule. Management staff should have their schedules available in Outlook. Violations could result in discipline up to and including termination.

SEXUAL HARASSMENT

ADEC is firmly committed to providing a work environment conducive to the comfort and safety of all employees. Sexual harassment in the work place is not tolerated, and employees who violate the sexual harassment policy of the agency may be disciplined, up to and including termination. Sexual harassment may take the form of either direct request for sexual favors in return for hiring, promotion, or other considerations, or in the creation of a hostile work environment where conversations, pictures, or comments may be offensive. Employees who find such requests from other employees or their work environment offensive due to sexual harassment should immediately report this to Human Resources. ADEC believes each employee should be treated with respect and not subjected to unwelcome and unwanted sexual harassment.
WORKPLACE VIOLENCE

ADEC is committed to preventing violence, to self or others, in the workplace and maintaining a safe work environment. Given the increasing violence in society, ADEC has adopted the following guidelines to deal with intimidation, harassment or other threats of violence that may occur on its premises.

ADEC will not tolerate any conduct that threatens, intimidates, or coerces an employee, customer, or member of the public at any time; including off-duty periods. Additionally, firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of ADEC.

All suspicious individuals or activities, including actual threats of potential violence, both direct and indirect, should be reported immediately to management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public.

ADEC will investigate all reports promptly and thoroughly. In order to maintain workplace safety and the integrity of its investigation, ADEC may suspend employees, either with or without pay, pending investigation. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, may be subject to disciplinary action, up to and including termination of employment.

VISITORS IN THE WORKPLACE

Because of potential safety and other problems, ADEC cannot allow non-business visitors (including family members and particularly children) in an ADEC work area without advance permission of appropriate management.

If you observe an unauthorized non-business visitor in an ADEC facility, please notify the manager responsible for that work site.

Employees who violate this rule may be disciplined under the ADEC discipline policy.

SUBSTANCE ABUSE POLICY

Purpose

ADEC is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. Furthermore, ADEC is committed to assuring its continued representation as a quality organization and provider of services. To achieve these goals, ADEC must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug-free work environment for the benefit of employees and clients of ADEC.
Policy Requirements

1. The use, possession, sale, or transfer of an illegal drug by any employee is strictly prohibited.
2. The use of any legally obtained drug by an employee while performing ADEC business or while on ADEC premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee’s job performance, or ADEC’s regard or reputation in the community. Employees who have been informed or have discovered that the use of a legal drug may adversely affect job performance or behavior are to report such drug use and possible side effects to management.
3. The unauthorized use, possession, sale, or transfer of alcohol on ADEC premises is prohibited. The use of alcohol by employees while conducting ADEC business, attending ADEC sponsored business or social functions, or otherwise representing ADEC off ADEC premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee’s job performance, or ADEC’s regard or reputation in the community.

Testing

1. All prospective new employees will be tested for the use of illegal drugs and controlled substances. Once an offer of employment has been made, necessary drug information and testing consent forms will be completed and a pre-employment drug test conducted. Applicants who refuse to complete the necessary paperwork and test, or who test positive, may be terminated.
2. Any employee involved in an on-the-job accident or injury may be required to take a blood test, urinalysis, or other drug/alcohol test before returning to or resuming work for ADEC.
3. Whenever ADEC suspects that an employee is under the influence of drugs or alcohol, that work performance or on-the-job behavior may have been affected in any way by drugs or alcohol, and/or that an employee has otherwise violated the Substance Abuse Policy, ADEC may require a blood test, urinalysis, or other drug/alcohol test.

Disciplinary Action

1. Any violation of the policy requirements of the Substance Abuse Policy may result in discipline, up to and including discharge, even for a first offense.
2. The failure or refusal to take a required drug test may be grounds for immediate termination.

NO SMOKING POLICY

In compliance with the new Indiana Smoke Free law, ADEC employees will be prohibited from smoking while on the job, while at any ADEC owned or leased facilities, while attending an ADEC sponsored function, or while on any ADEC property. Any staff member smoking on the job, on ADEC property, in an ADEC owned or leased facility, or at an ADEC sponsored event, may be terminated. This includes group homes, supported
living sites, and any client home where a staff member is being paid to work. ADEC consumers are covered under the Indiana Smoke Free law, which prohibits them from smoking while working at ADEC Industries, while attending Day Program, or while working at any ADEC job. ADEC consumers are allowed to smoke in the smoking approved areas of their homes. All service providers and/or guests, are also prohibited from smoking at any ADEC owned or leased facility and while attending an ADEC sponsored event. For the purposes of this policy, smoking includes the use of e-cigarettes.

**MOBILE DEVICE USAGE**

Many ADEC employees are issued mobile devices to assist them in their daily work. These mobile devices, while an important part of making our work more efficient, must be used safely. Accordingly, the following rules govern mobile device usage, for both personal and agency devices.

1. The use of any mobile device while driving, either hand held or non-hand held, is prohibited.
2. If a call must be made, pull off the road into a safe position before placing the call.
3. Do not take incoming calls while driving.
4. These rules apply to the use of any mobile device while driving an ADEC vehicle or when an employee is driving their own vehicle on agency business.
5. Personal calls should not interfere with job performance and should be minimal in use.

ADEC employees who are issued ADEC mobile device should use ADEC mobile devices for business use and their personal mobile devices for personal use. ADEC messages and data from ADEC mobile devices should not be forwarded to personal mobile devices. Discipline, up to and including termination, may be issued if this mobile device policy is not followed.

**WEATHER CONDITIONS/AGENCY CLOSURE**

Inclement weather requires one of the following decisions to be made:

1. Delay in transportation.
2. Transportation canceled but facilities open.
3. ADEC closed.

**If option 1 is implemented**, the Transportation Director will call the President/CEO, and the Communications Manager will notify radio/TV stations with the following message: “**ADEC transportation is on a 2 hour delay.**” When transportation is on a 2 hour delay, this would include the transportation of all ADEC clients, including Group Homes, Supported Living, and Day Program routes.

The Communications Manager also will post an update on ADEC’s website and Facebook page and notify Beth Price so she can change the phone message on ADEC’s
main telephone number. The Transportation Director will notify route drivers, Bristol campus receptionist and ADEC Industries receptionist of the 2 hour delay. The Transportation Director will also contact the Director of Residential Operations, Director of Supported Living and Director of Day Services.

**If Option 2** is implemented, the Transportation Director will call the President/CEO, and the Communications Manager will notify radio/TV stations with the following message: “**ADEC transportation is canceled but facilities are open.**” When transportation is canceled, this would include the transportation of all ADEC clients, including Group Homes, Supported Living and Day Program routes.

The Communications Manager will also post an update on ADEC’s website and Facebook page and notify Beth Price so she can change the phone message on ADEC’s main telephone number. The Transportation Director will notify route drivers, Bristol Campus receptionist and ADEC Industries receptionist that transportation has been canceled. The Transportation Director will also contact the Director of Residential Operations, Director of Supported Living, and Director of Day Services.

When Option 2 is implemented, non-residential staff should contact their manager for instructions on whether to report to work and information as to where (which facility) the employee is needed for work. Support staff is to report as assigned.

**If Option 3** is implemented, the Transportation Director and President/CEO, based on the declaration of a weather emergency or other disaster, will close all agency day programs and facilities. When this decision is made, the Communications Manager will notify radio/TV stations with the following message: “**ADEC transportation and ADEC facilities are closed.**”

The Communications Manager will also post an update on ADEC’s website and Facebook page and notify Beth Price so she can change the phone message on ADEC’s main telephone number. The Transportation Director will notify route drivers, Bristol campus receptionist, and ADEC Industries receptionist. The Transportation Director will also contact the Director of Residential Operations, Director of Supported Living and Director of Adult Habilitation. The President/CEO will contact Vice Presidents.

It is the responsibility of each employee to contact managers if in doubt about agency closings. All managers are to provide their employees with their home phone number. All managers should maintain, at their residences, the home phone numbers of all their employees.

Residential and Supported Living staff should report to work if at all possible. Managers and Division Vice Presidents will inform non-residential employees whether they should report to work. In any emergency situation, is it important that we have personnel available to communicate with families, community emergency personnel and persons served.
If an emergency should warrant the closing of the agency, entire agency or portions of the agency at any time, the agency may require the employees to use vacation time. If such a decision is made, vacation pay will be issued for the period of the shut down to the limit of the employee’s earned vacation entitlement.

**TV/Radio stations that will be notified:** WSJV (Fox 28); WSBT (CBS 22); WNDU (NBC 16); WSBT (960 AM); WFRN (104.7 FM, 96.1 FM and 96.5 FM); Sunny 101.5 FM; Oldies 94.3 FM, and Cat Country (99.9 FM).

**ADEC VEHICLE POLICY**

Company vehicles are company property and must be maintained according to ADEC rules and regulations. They must be kept clean and are to be used only for work-related purposes.

Prior authorization from the appropriate management must be given before any vehicle can be removed from ADEC premises. If permission is granted to take an ADEC vehicle home, it can only be used for work related purposes and can only be driven by the ADEC staff that was granted that permission. If an employee does not follow this policy then he/she may be subject to discipline, including termination.

**CIRCLE FOR TOMORROW**

ADEC employees have a special opportunity to contribute to ADEC programs through membership in the Circle for Tomorrow. Through payroll deduction or a direct contribution, ADEC employees are building a fund, which will improve the quality and range of services provided. Only current or former employees are allowed to participate in the Circle for Tomorrow.

**UNITED WAY**

United Way firmly supports ADEC. All employees are encouraged to give to the United Way campaign. As a United Way agency, we strongly encourage 100% participation by ADEC staff.

**ACCEPTANCE OF GIFTS, ENTERTAINMENT AND GRATUITIES**

Employees shall respectfully decline any personal gifts, entertainment, or other favors from clients, including former clients, family members, vendors, or outside organizations with a value exceeding $25. Employees must also refuse to be listed as a beneficiary of a will, insurance policy, or other assets as compensation for services or personal profit. This policy is necessary to assure employees are not influenced by such gifts in providing services. Violations could result in discipline up to and including discipline.
POLITICAL PARTICIPATION

Each ADEC employee is a representative of ADEC, and may not engage in political activities during working hours, or on agency property. ADEC has been, is, and must continue to be a politically non-partisan agency and will, at any time, officially endorse any candidate for public office. The agency strongly recommends that each employee exercise his/her voting privilege and responsibility and may enter into the political process as an individual. It should be clearly understood that individuals must not associate ADEC in any way in their own political activities.

EMPLOYEE CONTACT INFORMATION

Each ADEC employee is required to keep the agency informed of his/her current home (mailing) address, telephone number, and legal name. This information may be needed for mailing official letters and for agency closing information. Employees are asked to notify Human Resources of changes regarding personal information.

FRAUD PREVENTION/FALSE CLAIMS POLICY

ADEC conforms to the Federal False Claims Act 31 USC 3729-3733 and the Indiana False Claims and Whistleblower Protections Act as amended by P.L. 79-2007 IC 5-11-5.5. These laws are available for your review on the ADEC website by selecting Resource Center/Resources.

Refer to ADEC polices 1.1.10 False Claims Act Policy and 1.1.9 Corporate Compliance Policy/Plan for details regarding ADEC’s intolerance for fraud/waste in the workplace. These policies and related resources provide guidance to staff, board members, volunteers and contractors regarding the prevention, detection and reporting of fraud/waste violations. These polices can be accessed in the Policy Manual Folder in the “T” drive and on the ADEC website by selecting Resource Center/Resources/ADEC Policy Manual.

Individuals making a good faith report of a violation of this policy are afforded whistleblower protection as noted in these ADEC policies.

AGENCY COMMUNICATION

ADEC employees are issued an ADEC e-mail upon hire. It is the employee’s responsibility to check their ADEC issued e-mail on a regular basis, it is recommended to do so each time an employee works. Agency information will be shared via the ADEC e-mail, so it is very important to check on a regular basis to keep abreast of any changes.

All employees are issued a username and password for ADEC’s website. The ADEC website is a great tool for employees designed to house ADEC required forms and to share important agency information.
INTERNET AND E-MAIL POLICY

The Internet and electronic mail are provided to employees of ADEC as a business tool. As such, their use should be restricted to legitimate business use during work hours.

Electronic mail is not secure. Do not send confidential information. Don’t say anything on electronic mail that would embarrass you if reviewed by management or your peers. A few examples of inappropriate usage would be chain letters, advertising of non-work events, forwarding someone else’s mail without their consent.

The use of the Internet and e-mail is to be in compliance with all other ADEC policies. Abuse of the Internet and e-mail is subject to disciplinary action. The employee’s use of these systems is made with the consent to monitoring by ADEC.

A few do’s and don’ts regarding the Internet. Don’t download, display, or disseminate materials, which others may see as obscene, racist, sexist, defamatory or otherwise offensive. Don’t download non-ADEC software. Don’t deliberately propagate any virus, worms, Trojan horses or trap door program. Do comply with all laws and regulations regarding copyrights.

CONFIDENTIAL INFORMATION

An important element of good service is regarding all information concerning clients and family members in strictest confidence. Information relating to a client’s care or well being should not be discussed unless it is necessary in the delivery of service. Information should not be shared in public settings, such as agency lunchrooms. Employees should follow the established procedure for release of client information. Failure to respect confidential client and/or agency information may result in disciplinary action up to and including possible termination. This includes information that employees post on Face Book, e-mail, Twitter, etc. Such information should not include information about clients, including photos.

ADEC has established a set of policies and practices to ensure compliance with the health information privacy and security provisions of Public Law 104-19, commonly known as the Health Insurance Probability, and Accountability Act of 1996 (HIPAA) and all other federal and state laws related to privacy and security of health information.

ADEC recognizes through this Policy, and any additional supporting policies, that health information privacy is a fundamental right of each client served and each staff member employed. ADEC is committed to preserving and protecting the privacy of all client and employee health related information to the highest degree practicable. All ADEC policies and practices regarding the privacy of individual health information with the HIPAA privacy rules.

Any questions or concerns regarding the HIPAA policy or agency practices regarding the privacy of individual health information should be submitted to ADEC’s Privacy
Information Officer. Violation of the confidential information policy or any HIPPA policies may result in discipline up to and including termination.
PERSONAL BENEFITS OF REGULAR
ADEC EMPLOYEES

Your benefit package is truly an important addition to your actual salary earnings. Employee benefits represent a large portion of ADEC’s costs. Take a moment to review this summary and consider the value of these important benefits. They are an indication of the value ADEC places on you as an employee!

HOLIDAYS

Full time, 30 hour part time, and 20 hour part time employees may be eligible for eight (8) holidays each year, effective upon hire. These holidays are paid at 8 hours a day for full time employees, 6 hours a day for 30 hour part time employees and 4 hours a day for 20 hour part time employees. Relief and Seasonal employees who work a holiday will be paid at time and a half. The recognized holidays are as follows:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day

ADEC will decide on what day the holiday will be observed based on how it falls on the calendar and based on business needs. Please see the holiday calendar posted on ADEC’s website, or contact Human Resources for a list of the current year’s observed holidays.

To be eligible for holiday pay, a full time, 30 hour or 20 hour employee must work the regularly scheduled hours the workday before and the workday after the holiday, or have been on an approved vacation day. Employees with benefit time available and who are on FMLA, and/or personal leave, may be eligible for holiday pay.

If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday instead of using earned vacation time for the observed holiday.

SICK TIME

ADEC provides full time, 30 hour part time, and 20 hour part time employees with six (6) sick days per year. For a 40-hour employee, a day is considered 8 hours; for a 30 hour part time employee a day is considered 6 hours; for a 20 hour part time employee a day is considered 4 hours.
The use of sick time is intended for personal and/or family illness. While documentation of such illness is not required, ADEC reserves the right to require staff to provide such documentation. Such action will occur when it appears that the leave was not legitimate, i.e. not for personal illness. If an employee has fraudulently used sick time, the day will be unpaid, the absence will be counted and the employee may receive discipline.

Sick time accrual after the first year of employment will occur on January 1 of each year with the entire year’s accrual being available for use within the guidelines of the policy. New employees will receive a pro-rated portion of eligible sick time the quarter following their hire date. See chart below:

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Hired in Jan, Feb, March</th>
<th>Hired in April, May, June</th>
<th>Hired in July, Aug, Sep</th>
<th>Hired in Oct, Nov, Dec</th>
</tr>
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<tbody>
<tr>
<td>Eligible Time</td>
<td>Available in April</td>
<td>Available in July</td>
<td>Available in Oct.</td>
<td>Available in Jan</td>
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<td>20 Hour Employee</td>
<td>18 hours</td>
<td>12 hours</td>
<td>6 hours</td>
<td>24 hours</td>
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<tr>
<td>30 Hour Employee</td>
<td>27 hours</td>
<td>18 hours</td>
<td>9 hours</td>
<td>36 hours</td>
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<tr>
<td>40 Hour Employee</td>
<td>36 hours</td>
<td>24 hours</td>
<td>12 hours</td>
<td>48 hours</td>
</tr>
<tr>
<td>Salaried Employee</td>
<td>36 hours</td>
<td>24 hours</td>
<td>12 hours</td>
<td>48 hours</td>
</tr>
</tbody>
</table>

Sick days are not vested and will not be paid when an employee leaves ADEC.

The number of hours worked plus sick leave hours allowed for a day cannot exceed normally scheduled hours.

Any sick time that is not used in a year can be rolled over into the next year up to 480 hours. No additional sick time will be added if an employee has 480 or more sick hours accumulated. Any employee who has more than 480 hours of accumulated sick time on January 1st, 2015 will have their accumulated sick time changed to 480 hours effective January 1st, 2015.

Each employee is expected to keep track of his or her unused sick time, which can be tracked through MITC time keeping system. If an employee uses a sick day and there is no remaining entitlement, the employee will not be paid for that day and the absence will be subject to the attendance policy.

**BEREAVEMENT**
Paid time off for bereavement purposes is granted to employees in addition to vacation and sick time. Bereavement is not earned leave, and is available to full time and 30 hour part time, and 20 hour part time employees regardless of the length of employment.

The following guidelines will be used for bereavement leave:

1. A maximum of five working days off will be allowed for the death of an immediate family member of an employee. The immediate family of an employee includes: spouse, domestic partner, child, parent, stepchild, stepparent.
2. A maximum of three working days off will be allowed for the death of grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, brother and sister.
3. One additional work day off per year for a full time and 30 hour part time employee and 20 hour part time employee to attend the funeral of a close friend or other relative, who is not considered by ADEC’s policy to be an immediate family member, will be allowed. This would be 8 hours for full time employee and 6 hours for a 30 hour part time employee, and 4 hours for 20 hour part time employee.

An employee will notify his/her manager of the need for such leave. The manager issues leave approval. Bereavement leave is available for use in one-hour increments. If a family member or friend should die while an employee is on an approved vacation, the vacation time can be charged to bereavement leave. Documentation may be requested.

**VACATION POLICY**

Beginning January 1\textsuperscript{st}, 2015, vacation will be earned on a quarterly basis as reflected on employee pay stubs and MITC. Employees will receive a quarter, 25\%, of their earned vacation on January 1\textsuperscript{st}, with the remaining quarters, 25\%, given the first pay date of April, July and October.

Earned vacation is to be determined by length of service, and work status. An employee must have a work status as either a 30 or 40 hour employee in order to earn vacation. An employee with a work status of a 40 hour employee will earn vacation at a rate of 8 hours a day. An employee with a work status of a 30-hour employee will earn vacation at a rate of 6 hours a day.

The amount of earned vacation is also determined by length of service, which will be based on the employee’s hire date. When an employee reaches a vacation milestone, such as one year, two years, and 6 years of employment, 25\% (or one-fourth) of the new eligible earned vacation will be available in the quarter following their month of hire.

Vacation accrual for the employee’s first year will be determined by the month of hire. Employees will accrue 25\% of their earned vacation each quarter starting the quarter following their hire date.
The amount of earned vacation is as follows effective January 1st, 2015 for current employees and effective July 1st, 2014 for salaried employees hired on or after July 1st, 2014:

<table>
<thead>
<tr>
<th>NON-EXEMPT (Hourly)</th>
<th>AMOUNT EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1 years</td>
<td>1 week (5 days)</td>
</tr>
<tr>
<td>1-2 years</td>
<td>2 weeks (10 days)</td>
</tr>
<tr>
<td>2+ to 6 years</td>
<td>3 weeks (15 days)</td>
</tr>
<tr>
<td>6+ years</td>
<td>4 weeks (20 days)</td>
</tr>
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<table>
<thead>
<tr>
<th>EXEMPT (Salaried)</th>
<th>AMOUNT EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 -1 years</td>
<td>2 weeks (10 days)</td>
</tr>
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<tr>
<td>6+ years</td>
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</tr>
</tbody>
</table>

Employees who are terminated for cause will not be entitled to any earned vacation pay. Employees who resign, and provide the proper two week notice, will receive a payout of all earned vacation. A proper notice for all staff, including salaried, is 2 weeks in length.

A maximum of two weeks, 80 hours/10 days, of unused earned vacation may be carried over from one year to the next. Any additional unused earned vacation will be rolled over to sick time, with a maximum of 480 hours. Once an employee reaches 480 hours of sick time, no additional time will be added. All employees who currently have 480 hours, or more, of sick time will have sick time adjusted to 480 hours on January 1st, 2015.

**Scheduling and Approval Guideline:**

All employees are required to complete a request for approval through MITC to be approved by their manager. Prior approval before taking vacation is required. Vacation taken without prior approval is subject to denial, which would result in an unpaid day and discipline as outlined in the attendance policy. Employees are not entitled to pay in lieu of taking time off for vacation.

While the manager will make every reasonable effort to permit people to take vacation at the time they choose, the manager cannot jeopardize the efficiency of the department or compromise client care by scheduling too many vacations at the same time. Therefore, requested vacation may be denied.
Vacation may not be approved for time not yet earned.

**VACATION PAY UPON DEATH**

In the event that an employee dies while still employed with ADEC, the remaining amount of earned vacation will be issued on the employee’s last check along with the remaining pay due for hours worked, according to the regular payroll schedule.

**HEALTH AND FITNESS**

ADEC encourages employees to lead healthy lifestyles and maintain personal fitness. To that end, ADEC will reimburse full time and 30 hour part time employees who belong to a health/fitness club as follows:

- Up to $50 for the sign-up (one time enrollment or initiation fee).
- Up to a maximum of $35 per month toward the monthly fee for participation if the employee goes 12 times a month

Yoga instruction and exercise classes will also be reimbursed under the Health and Fitness plan up to a maximum of $35.00 a month. Employees must provide proof that they completed the entire session of classes.

The employee will need to pay the $35.00 up front and then be reimbursed on a monthly basis.

Application and participation forms are available in the Human Resources Department and on the ADEC website.

**TAX DEFERRED RETIREMENT PROGRAM**

A tax deferred retirement program is available to full time and 30 hour part time employees at ADEC. For new employees, contributions to an individual annuity account can be initiated with the employee’s money only upon hire. After 90 days of continuous service with a minimum of 1,000 hours worked each year, full time and 30 hour part time employees, may chose to contribute either a percentage or dollar amount of their income with ADEC matching this amount at 50%, with a maximum of 6%. Employee contributions are immediately 100% vested while agency contributions are 100% vested after 3 years of employment. All employee contributions reduce taxable income, deferring taxes on those wages until the money is withdrawn, normally after retirement. The purpose of the plan is to provide long-term savings for retirement. A plan document containing detailed information about the retirement plan is available in the Financial Department.
HEALTH BENEFIT PLAN

ADEC offers full time and 30 hour part time employees the opportunity to enroll in a health benefit plan, which includes coverage for medical, dental, and vision. Accidental life insurance is also available.

New employees are eligible after 90 days of employment. Open enrollment for all eligible employees, who have completed their 90 days of employment, will be held annually.

The agency will share the cost of the insurance program with the employee on a payroll deduction basis. A plan document containing a detailed explanation of all health benefit plans is available in the Human Resources Office and on ADEC’s website.

Full time and 30 hour part time employees may also participate in a Flexible Spending Account, which gives an employee the ability to set aside part of their salary tax-free to pay medical expenses and childcare costs not covered by insurance. The employee decides a set amount which is withdrawn from each paycheck and deposited in an individual account. The federal government allows a maximum of $2500 to be saved in one calendar year, with a roll over maximum of $500 from one year to the next. The employee is reimbursed from his/her individual account for eligible medical and childcare expenses. The benefit to the employee is a tax savings and the ability to have funds available for anticipated expenses. A plan document providing detailed information on this benefit is available from the Financial Department and on ADEC’s website.

LONG TERM DISABILITY INSURANCE

After one year of employment, a full time and 30 hour part time employee will receive long-term disability insurance coverage, which provides monthly income in the event of total disability following a two-month waiting period. Benefits continue for the length of the disability or until age 65. ADEC pays the full premium for this policy. A plan document containing a detailed explanation of disability insurance is available in the Human Resources Office.

TUITION ASSISTANCE

As allowed by agency financial status, full time and 30 hour part time employees may further their formal education to benefit clients served through tuition assistance. The tuition assistance program is an incentive to encourage further formal education through college courses and/or other approved continuing education courses. Further information is available through Human Resources and on ADEC’s website.
EMPLOYEE EXPENSE REIMBURSEMENT

Reasonable expenses for travel, meals, and lodging are reimbursed to ADEC employees, with manager approval. A standard mileage rate is established for business use of personal vehicles and a meal allowance is available for business trips. Lodging expenses are normally paid by the agency when overnight accommodations are necessary.

STAFF DEVELOPMENT

ADEC is committed to support employees in their professional growth and development. Employees who wish to attend a conference or seminar should provide conference information to their manager. It will be reviewed and approved by appropriate leadership based on funds available, benefit to employee and ADEC. Proof of attendance, along with conference material may be needed by the financial department to approve payment. If any special certification is earned, please provide a copy to Human Resources for your personnel file.

LIFE INSURANCE

ADEC offers full time, 30 hour part time and 20 hour part time employees life insurance. The life insurance is one time an employee’s annual salary, up to a maximum of $50,000, to whomever the employee designates as his/her beneficiary. This is at no cost to the employee. Employees have the option of purchasing additional life insurance if they choose. Please contact the Human Resources office for more information.
DATE_________________________________

NAME:_____________________________________________
          (Print)

I have received and reviewed a copy of the ADEC Personnel Manual.

Signature:_____________________________________________

Please return to the Human Resources Office.