**PENNDEL MENTAL HEALTH CENTER**

**EMPLOYEE HANDBOOK**

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**Last updated: October 2019**

**Welcome**

Welcome to Penndel Mental Health Center. We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Penndel Mental Health Center’s goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, Penndel Mental Health Center will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Penndel Mental Health Center's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

**MISSION STATEMENT**

Penndel Mental Health Center is dedicated to promoting community well-being through the provision of comprehensive behavioral health treatment options, education and support to individuals and families of Lower Bucks County and the surrounding areas.

Our Value-Based Goals:

* We will assist consumers in achieving and sustaining the highest level of independence in their homes and communities, with service options founded upon evidence-based practices and recovery principles.
* We will maintain our consumer-oriented philosophy, which has established PMHC as not just a provider of services, but also as an advocate for individuals with mental illness, intellectual disabilities and co-occurring disorders.
* We acknowledge the link between addiction and mental illness and will utilize best-practice models in treating individuals in a coordinated and unified manner that supports recovery from their co-occurring disorders.
* We will work in collaboration with consumers, families, and with other community agencies and organizations.
* We strive to empower consumers in their progress toward recovery.
* We will maintain our commitment to continuous quality improvement for our agency and for the field of Human Services.
* We will recruit quality professionals and promote professional development and personal growth for all PMHC employees.
* We will embrace the principles of Trauma Informed Care and will help to create an emotionally and physically safe and supportive environment by realizing the prevalence of trauma, recognizing how trauma affects both consumers and staff and by putting this knowledge into practice.

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**Employment at Will**

Employment at Penndel Mental Health Center is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Chief Executive Officer (CEO) of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this Employee Handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative, besides the CEO, is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Penndel Mental Health Center employees have the right to engage in or refrain from such activities.

**Equal Opportunity and Commitment to Diversity**

**Equal Opportunity**

Penndel Mental Health Center provides equal employment opportunities to all employees and applicants for employment without regard to race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, sexual orientation, gender identity, genetic family history, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Penndel Mental Health Center expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Director. The Agency will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR Director.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

(1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;

(2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or

(3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

**Americans with Disabilities Act (ADA) and Reasonable Accommodation**

To ensure equal employment opportunities to qualified individuals with a disability, Penndel Mental Health Center will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

**Commitment to Diversity**

Penndel Mental Health Center is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Penndel Mental Health Center and is an important principle of sound business management.

**Harassment and Complaint Procedure**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, sexual orientation, gender identity, genetic family history, or service in the military, or other characteristic protected by state or federal law, is prohibited.

It is Penndel Mental Health Center’s policy to provide a work environment free of sexual and other harassment. To that end, harassment of Penndel Mental Health Center’s employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Penndel Mental Health Center will take all steps necessary to prevent and eliminate unlawful harassment.

**Definition of Unlawful Harassment.** “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**Definition of Sexual Harassment.** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

* Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
* Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

* Unwanted sexual advances, whether they involve physical touching or not;
* Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
* Displaying sexually suggestive objects, pictures, or cartoons;
* Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
* Inquiries into one’s sexual experiences; *and*
* Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Penndel Mental Health Center.

**Complaint Procedure.** Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the HR Director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Penndel Mental Health Center will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

**Conflicts of Interest and Confidentiality**

**Conflicts of Interest**

Penndel Mental Health Center expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Penndel Mental Health Centerrecognizes and respects the individual employee’s right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Penndel Mental Health Center.

2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.

3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.

4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.

5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.

6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.

7. Participating in civic or professional organization activities in a manner that divulges confidential company information.

8. Misusing privileged information or revealing confidential data to outsiders.

9. Using one’s position in the company or knowledge of its affairs for personal gains.

10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

**Confidential Information**

The protection of confidential business information is vital to the interests and success of Penndel Mental Health Center. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the CEO.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

All clients of PMHC are entitled to confidentiality, which all agency employees are expected to respect. All employees, to some degree, work with confidential information. No information concerning identification, status, diagnosis or treatment of any PMHC client may be discussed or released outside of PMHC without appropriate authorization from the client, except as specified in Department of Human Services (DHS) regulations. Client information cannot be left out in the open on work stations, shredding boxes, left in automobiles or any other public area. A PMHC employee shouldn’t state the full name of a client out loud, only initials or other identifier should be used. Violations of confidentiality or release of information should be directed to the employee’s supervisor, Corporate Compliance Officer or the CEO. All employees will be asked to sign the PMHC “Statement of Confidentiality” form explaining DHA regulations. A signed copy of this statement will be requested and placed in each employee’s personnel file. In addition to client confidentiality, employees who have access to sensitive materials regarding other employees (salaries, performance standards, etc.) are expected to treat that information in a private and confidential manner. This policy is inclusive of any and all documents of Penndel Mental Health Center.

**Employment Relationship**

**Employment Classification**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Penndel Mental health Center classifies its employees as shown below. Penndel Mental Health Center may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time.** Employees who are not in a temporary status and work 37.5 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program. An employee working 30+ hours in a week will be offered medical insurance coverage only as stated in the Affordable Care Act.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company’s full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Notification of Job Openings**

PMHC will try and promote from within when internal candidates are qualified. Any interested employee that has completed the 90-day orientation period and meets the experience and credential requirements of the posted position will be considered and interviewed. Promotion or transfer shall be based on performance, ability, qualifications and supervisory recommendation.

**Work Week and Hours of Work**

The standard workweek is from Saturday 12:00 a.m. until Friday 11:59 p.m. and generally consists of 40 work hours with a 30-minute lunch break. Individual work schedules will vary depending on the needs of each department.

**Meal and Rest Breaks**

Employees are entitled to a 30-minute unpaid meal break each day dependent upon number of hours worked that day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period.

**Time Records**

All employees are required to complete accurate bi-weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. The employee and his or her supervisor must sign the time sheet attesting to its correctness before forwarding it to the Fiscal department.

**Overtime**

When required due to the needs of the business, an employee may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

**Deductions from Pay/Safe Harbor Exempt Employees**

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

• Deductions that are required by law, e.g., income taxes;

• Deductions for employee benefits when authorized by the employee;

• Absence from work for one or more full days for personal reasons other than sickness or disability;

• Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;

• Offset for amounts received as witness or jury fees, or for military pay; or

• Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

An employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to their Supervisor or the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

**Paychecks**

Penndel Mental Health Center’s pay period for all employees is biweekly on Friday. If pay day falls on a federal holiday, employees will receive their paycheck on the actual day. Paychecks are directly deposited into your checking and/or savings accounts unless requested otherwise.

**Access to Personnel Files**

Employee files are maintained by the Human Resources Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources Department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

**Employment of Relatives and Domestic Partners**

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don’t work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the agency will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

**Separation from Employment**

An employee whose performance is below standard can be placed on probationary status and may not take vacation/personal time during that time unless previously approved by Supervisor. An employee may only take accumulated sick time. Successful completion of a probationary period does not alter at-will status. If at the end of or during the probation period the employee is still below standard, the employee can be terminated.

In all cases of voluntary resignation (one initiated by the employee), the agency requests a one month notice of resignation but requires no less than ten working days’ notice. The 10 days must be actual working days. Employee will be paid for all days worked. All positions considered upper level management and/or Prescribers must give no less than a one month notice. Notice of resignation should be submitted in writing to the employee’s immediate supervisor who confirms by signing and forwarding notice to the Human Resources Department. Employee will not be paid for sick and personal time once employee has given notice unless previously approved by the Supervisor. All items considered the property of PMHC should be returned to immediate Supervisor or Department Associate Executive Director. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit interview on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

**Workplace Safety**

**Drug-Free and Alcohol-Free Workplace**

It is the policy of Penndel Mental Health Center to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Penndel Mental Health Centeralso prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, Penndel Mental Health Center prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Agency’s reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

**Pre-employment:** As required by the agency for all prospective employees who receive a conditional offer of employment.

**For Cause:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee’s job performance.

**Random:** As authorized or required by federal or state law.

**Post Accident**: If there is a “reasonable possibility” that drug or alcohol use caused or contributed to the reported injury or illness and unless otherwise required by the insurance carrier.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

A positive test result will result in immediate termination. Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

**Smoke-Free Workplace**

Smoking is not allowed in agency buildings or work areas, to include agency automobiles, at any time. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

**Workplace Violence Prevention**

Penndel Mental Health Centeris committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at agency-sponsored functions.

All Penndel Mental Health Centeremployees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the agency, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Penndel Mental Health Centerprohibits the possession of weapons on its property at all times, including its parking lots or agency automobiles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The agency reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on agency property. In addition, Penndel Mental Health Center may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all Agency property and other items that are in violation of Agency rules and policies.

**Commitment to Safety**

Protecting the safety of our employees and clients is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all. A Safety Committee, comprised of representatives from all sites of PMHC, has been developed to ensure a safe and healthy environment. The committee meets monthly to review any accidents/incidents, performs safety inspections and makes recommendations on areas for improvement.

In the event of an emergency, notify the appropriate emergency personnel by hitting the outgoing button for an outside line, then dial 911 to activate the medical emergency services.

**Emergency Closings**

Penndel Mental Health Center’s policy is to remain open and to ensure the availability of client services to the greatest extent possible regardless of adverse conditions. However, there may be an occasion where the CEO makes the decision to not open the building(s), or adjust the hours of operation, due to hazardous conditions, power outage, etc. Early morning decisions to adjust hours of PMHC, or close a building(s), will be left as an outgoing message at the Administrative Office, 919, and the Main Center. Employees that work in our Intensive Community Residential Rehabilitation Program are considered Essential Personnel and are expected to report to work. Refer to the Inclement Weather Policy that references specifics within departments.

**Workplace Guidelines**

**Attendance**

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voicemail and e-mail messages are acceptable. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

**Job Performance**

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

A performance review will be conducted upon completion of the 90 day orientation period and then formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

**Outside Employment**

Employees are permitted to work a second job as long as it does not interfere with their job performance with Penndel Mental Health Center. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

**Dress and Grooming**

Penndel Mental Health Center provides a casual yet professional work environment for its employees. It is important to project a professional image to our clients, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense. Visible tattoos and piercings are acceptable except if could be considered discriminatory, racist, use of profane language or deemed inappropriate for a professional environment. Appropriate footwear is required to ensure employee safety. Flip flops are not acceptable footwear. Employees are to wear ID badges at all times.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

**Social Media Acceptable Use**

Penndel Mental Health Center encourages employees to share information with co-workers and with those outside the agency for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

***Note:*** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

**Off-duty use of social media.** Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the agency considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference agency clients, customers, or vendors without express permission. The agency monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

**Respect.** Demonstrate respect for the dignity of the agency, its owners, its clients, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Penndel Mental Health Center confidential information such as donor lists or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as an agency employee or discusses matters related to the agency on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the agency and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the agency or the agency’s business. Employees must keep in mind that if they post information on a social media site that is in violation of agency policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees should not use a social media to criticize the agency’s competition and should not use it to compete with the agency.

**Confidentiality.** Do not identify or reference agency clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work or the agency’s business belong to the agency. Do not post them on a social media site without the agency’s permission.

**Links.** Employees may provide a link from a social media site to the agency’s website during employment (subject to discontinuance at the agency’s sole discretion).

**Trademarks and copyrights.** Do not use the agency’s or others’ trademarks on a social media site, or reproduce the agency’s or others’ material without first obtaining permission.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

**Discipline.** Violations of this policy may result in discipline up to and including immediate termination of employment.

*Note:* Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

**Solicitation**

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and clients, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Non-employees may not trespass or solicit or distribute materials anywhere on company property at any time.

**Computers, Internet, Email, and Other Resources**

The agency provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, or any other agency-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of agency computer, phone, or other communication tools. All communications made using agency-provided equipment or services including email and internet activity, are subject to inspection by the agency. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the agency’s systems.

Employee use of agency-provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-email and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the agency’s systems as well as the reputation and/or competitiveness of the agency. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers. It also is against agency policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on agency computers. Violations of this policy may result in termination for a first offense.

Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the agency.

All use of agency-provided communications systems, including e-mail and internet use, should conform to our agency guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as donor lists or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voice mail, and internet communication equipment are provided for agency business purposes and are critical to the agency’s success, your communications may be accessed without further notice by Information Technology department administrators and agency management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the agency recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the agency’s cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

**Automobile Use**

Only PMHC owned automobiles can be used for transporting clients. Anyone operating an agency automobile must possess a valid driver’s license with a current clean driving record. Motor vehicles checks will be done on all employees who drive a PMHC owned automobile or will be driving their own automobile on behalf of PMHC. Motor vehicle checks will be completed upon hire and then annually for those employees operating an automobile for work purposes. Automobiles owned by PMHC may not be used for personal use by employees. Employees are banned from using their mobile devices while driving. Employees are required to report any incidents or occurrences that impact their driving record.

 **Disciplinary Procedure**

The agency expects employees to comply with the agency’s standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the agency endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve.  It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the agency’s right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee’s personnel file.

Step 1: Informal Discussion.  When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Counseling.  If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor should meet with the employee and (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a counseling notice to the employee.

Step 3: Reprimand.  If satisfactory performance and corrective action are not achieved under Steps l and 2, the supervisor and his or her superior should meet with the employee in private and proceed via (a) through (d) above, and issue a reprimand notice to the employee.

Step 4: Suspension. Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the Associate Executive Director and the Human Resources Director. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded.  Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

**Time Off and Leaves of Absence**

**Holidays**

The company observes and allows time off with pay for the following holidays:

* New Year’s Day
* Presidents’ Day
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas

 Any additional holidays will be designated by the agency at start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company will select either the following Monday or the preceding Friday as a substitute holiday.

**Holiday pay.** Full-time regular employees are eligible for holiday pay. Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay shall be at the employee’s regular straight-time rate, inclusive of shift premiums, times his regularly scheduled hours (not to exceed 8 hours).

A holiday shall be considered as 7.5 hours worked for the purpose of computing overtime, unless otherwise agreed upon.

To receive holiday pay, an eligible employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid personal time. If an employee is absent on one or both of these days because of an illness or injury, the company may require verification of the reason for the absence before approving holiday pay.

**Religious observances.** Employees who need time off to observe religious practices or holidays not already scheduled by the agency should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals’ religious observances.

**Vacation**

Penndel Mental Health Center recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The agency provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

Full-time employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day):

**Service Period Monthly Vacation Accrual**

First Calendar Year 10 Days

Calendar Years 2 – 4 10 Days (up to maximum of 10 days)

Calendar Years 5-8 15 Days (up to maximum of 15 days)

Calendar Years 8 and over 20 Days (up to maximum of 20 days)

Employees may not take paid vacation until they actually have earned or accrued the vacation time. New employees accrue paid vacation at the start of employment but may not take any vacation until they have completed at least 3 months of employment and been removed from orientation status.

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. Vacation may be scheduled in increments of 1 full work day up to a maximum of 2 weeks in a row. Managers have the right to designate when some or all of vacations must be taken.

Vacation should be used in the year it is earned. Employees will be permitted to carry-over accrued vacation to the following calendar year. The maximum accrual allowed for vacation is 200 hours.

Employees whose employment terminates will be paid for unused vacation time that has accrued during the calendar year of the termination with a maximum pay out of 2 weeks (75 hours) of vacation.

**Sick Leave**

Penndel Mental Health Center provides regular, full-time employees with paid sick days. Employees become eligible for sick days after completing 90 days of employment.

Full-time employees accrue sick days at 8 days per year. Employees may carry accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 60 days.

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical appointments or medical procedures.

If the need for sick leave is foreseeable, employees are required to give at least 30 days’ advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 3 or more consecutive days because of illness, Penndel Mental Health Center will require the employee to provide a physician’s written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee’s employment ends for any reason.

**Personal Leave**

Full time employees are eligible for three paid personal days each calendar year, prorated based on hire date. An employee may not use paid personal time until employee fulfills the 90 day orientation period. Personal time will be lost if not taken within the calendar year. Personal time is not paid once resignation is given unless approved in advance.

Part-time employees who have been employed by the agency for three continuous years, and who work at least 20 hours a week, will receive the equivalent of one (7.5 hours) of paid personal time. Employees who have been employed for five continuous years and work at least 20 hours a week will receive the equivalent of two days (15 hours) of paid personal time.

**Family and Medical Leave**

Penndel Mental Health Center complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The agency also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee’s situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee’s child after birth or placement for adoption or foster care; (3) to care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

**Military Family Leave Entitlements.** Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member’s active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections During FMLA Leave.** During FMLA leave, the agency will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the agency’s operations. A “key” employee is an eligible salaried employee who is among the highest paid ten percent of the agency’s employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Employee Eligibility.** The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

**Substitution of Paid Leave for Unpaid Leave.** PMHC requires the use of accrued paid leave while taking FMLA leave. Accordingly, the Company requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employee’s own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, the employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the Company’s normal paid leave procedures found in its Vacation and Sick Leave policies.

**Employee Responsibilities.** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the agency’s normal call-in procedures. The agency may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the agency to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the agency if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The agency also may require a second, and if necessary, a third opinion (at the agency’s expense) and, when the leave is a result of the employee’s own serious health condition, a fitness for duty report to return to work. The agency also may delay or deny approval of leave for lack of proper medical certification.

**Agency Responsibilities.** The agency will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees’ rights and responsibilities. If employees are not eligible, the agency will provide a reason for the ineligibility.

The agency will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s FMLA leave entitlement. If the agency determines that the leave is not FMLA-protected, the agency will notify the employee.

**Other Provisions.** Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee’s exempt status. This special exception to the “salary basis” requirements for the FLSA’s exemptions extends only to eligible employees’ use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the agency has approved the employment under its Outside Employment policy and the employee’s reason for FMLA leave does not preclude the outside employment.

**Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

**Military Leave**

Penndel Mental Health Center supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

**Bereavement Leave**

Employees that are full time may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. “Immediate family members” are defined as an employee’s spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

The company may require verification of the need for the leave. The employee’s supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 7.5 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

**Jury Duty**

The agency supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee’s absence.

Nonexempt employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Exempt employees are subject to the same 2-week limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

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## Leave for Service as a Witness, Victim, or Victim’s Representative

Employees who are summoned to appear or who choose to appear in a civil, criminal, or juvenile proceeding because they are a witness, a victim, or a victim’s representative in the proceeding, are able to take unpaid leave for such purpose. Employees are requested to provide advance notice of the leave as soon as is practicable under the circumstances. The Company may require employees to supply documentation verifying the dates and times of the employee’s appearance at the proceeding.

## Absence Due to State of Emergency

Employers cannot terminate or discipline an employee for failing to report to work because of a road closure in the county where the employee lives or works due to a state of emergency declared by the governor. Employee could be required to work from home if possible and leave taken for this purpose is unpaid.

**Mileage**

Use of a personal automobile on agency business by full time and managerial employees will be reimbursed at a rate based on the established rate of I.R.S Reimbursement for mileage requires submission of a travel report, at least monthly. These forms are available in the Fiscal Department. Part time employees are eligible for mileage reimbursement as approved by the Department Associate Executive Director and Chief Executive Officer.

**Education Reimbursement**

Full time employees will be reimbursed for continuing education consisting of courses, conferences, seminars, books, or training programs related to job functions or career growth within the agency. An employee is eligible for reimbursement upon successful completion of the 90 day orientation period. Reimbursement is subject to the employee obtaining prior authorization from current supervisor, providing proof of completion and receipt of payment. The reimbursement will not be paid if the continuing ed activity is more than six months from date of reimbursement submission and will not be paid once resignation is given.

**Leave for Emergency Response**

Employees who are called to serve on an emergency basis as a volunteer fire fighter, volunteer police officer or volunteer member of an ambulance service or rescue squad prior to the time they are due to work, resulting in a loss of time from employment, are able to take unpaid leave for such purpose. Employees are requested to provide advance notice of the leave as soon as is practicable under the circumstances. The agency may require employees to supply documentation verifying the dates and times of the employee’s emergency response service.

**Employee Benefits**

Penndel Mental Health Center recognizes the value of benefits to employees and their families. The agency supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the agency Summary Plan Descriptions (SPD), which are found on the agency intranet, or contact the Human Resources department. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

**Medical, Dental, and Vision Insurance**

As outlined in the Affordable Care Act, employees working 30 hours or more per week are eligible for employee medical insurance only following 90 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

**Group Life Insurance**

Penndel Mental Health Center provides life insurance for full-time employees who work a minimum of 37.5 hours per week. Employees are eligible for this benefit on the first of the month following 90 days of service. The life benefit is equal to an employee’s annualized base rate with a maximum of $100,000. The cost of this coverage is paid for in full by the agency.

**Short-Term Disability**

Short-term disability is offered to full-time employees working a minimum of 37.5 hours per week. Employees are eligible for this benefit on the first of the month following 90 days of service. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee’s salary, up to the policy limits. This benefit is funded solely by the employer. There is a 30 day waiting period before short term disability payments begin. In addition, employees will not be paid vacation or sick leave for approved absences covered by the agency’s program, except to supplement the short-term disability benefits.

Short-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

**Professional Liability Insurance**

PMHC is covered by professional liability insurance. Professional and para-professional employees may or may not be covered depending on their employment status.

**Long-Term Disability**

Long-term disability benefits are offered to full-time employees working a minimum of 37.5 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee’s salary, up to the policy limits. This is funded solely by the employer.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

**403(b) Plan**

Penndel Mental Health Center recognizes the importance of saving for retirement and offers eligible employees a 403(b) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from Human Resources.

**Workers’ Compensation**

Workers’ compensation is a “no-fault” system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Penndel Mental Health Center pays the entire cost of workers’ compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The agency abides by all applicable state workers’ compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately and no later than 24 hours from the time of incident. The employee will complete an injury report and Supervisor will sign and return the form to the Human Resources department. In addition, a copy of the incident report must be given to the Chief Executive Officer. Human Resources will file the claim with the insurance company.

Workers’ compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the agency’s workers’ compensation program, except to supplement the workers’ compensation benefits such as when the plan only covers a portion of the employee’s salary as allowed by state law.

**EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT**

I hereby acknowledge receipt of the employee handbook of Penndel Mental Health Center. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, agency practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the agency without reason at any time. I understand that no representative of the agency has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the Chief Executive Officer of the agency may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Chief Executive Officer of the agency.

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Employee’s Name in Print

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Signature of Employee

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Date Signed by Employee

**TO BE PLACED IN EMPLOYEE’S PERSONNEL FILE**