

**starpoint**



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# **PERSONNEL POLICIES**

**EFFECTIVE: January 1, 2015**

**Adopted by Board of Directors: December 4, 2014**

STARPOINT PERSONNEL POLICIES  
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	Revised: June 1, 2009
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- I. ADMINISTRATION OF POLICIES. The following are policies adopted by the Board of Directors ("Board") of Starpoint for the management of personnel employed by the Board. The Chief Executive Officer and his delegates are assigned by the Board to administer and interpret the following policies. Any problem areas that arise and are not covered by these policies will be addressed at the next regular board meeting for a determination.
- II. PURPOSE, SCOPE AND APPLICABILITY. These policies are intended to inform employees of Starpoint position on basic, employment-related subjects. These policies are not all inclusive, but rather address those topics most likely to be of interest to employees in the course of ordinary, day-to-day operations. The policies establish guidelines to be used as a reference source by employees and supervisors.
- III. RESERVATION OF RIGHTS.
- A. AT WILL EMPLOYMENT. *Employment with Starpoint is "at will." This means that employment, compensation and benefits can be terminated, with or without cause, and with or without notice, at any time, for any reason or for no reason, by either Starpoint or the employee.* No other provision of these policies is intended to, or is to be interpreted to, change the at will nature of an employee's relationship with Starpoint. To the extent any other provision of these policies is in any way inconsistent with this section of these policies, this section shall control.
- B. NO CONTRACT OF EMPLOYMENT. The policies and procedures contained herein do not represent a contract with any employee of Starpoint or with any other person or entity, express or implied. No employee of Starpoint, including management, has authority to adopt or implement any change to, or interpretation of, these policies unless done so as a written amendment to these policies. Any practice or procedure which may be inconsistent with these personnel policies shall not be construed to constitute an amendment to these personnel policies unless any such practice or procedure is formally adopted as a written amendment to these personnel policies.
- C. NO PROMISE OF CONTINUED EMPLOYMENT OR CREATION OF PROPERTY RIGHT. These policies shall not be construed as creating any substantive or procedural legal rights of any person, do not constitute a promise

of continued employment, or as creating a property right in employment with Starpoint.

- D. NO ORAL OR WRITTEN PROMISES OR COVENANTS. No supervisor or other employee of Starpoint is authorized to make any oral or written agreements with, promises to, or covenants with, any employee which alters or expands upon these policies in any way.
  
- E. POLICIES SUBJECT TO CHANGE AND INTERPRETATION. Starpoint reserves the right to change or rescind these policies at any time, without notice, as well as the right to determine their meaning, purpose and effect. Starpoint reserves the right, in its sole discretion, to determine whether, and to what extent, these policies and procedures should be applied in any given circumstance.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: December 4, 2014</b>
<b>HIRING AND EMPLOYMENT</b>	<b>Page 1 of 4</b>

I. COMPLIANCE WITH LAW -- FAIR HIRING PRACTICES.

- A. Starpoint considers equal opportunity in employment, promotion and provision of service, with fairness and equity for all employees and applicants, to be a moral, ethical and legal necessity as outlined in anti-discrimination acts and other relevant State and Federal statutes, rules, regulations and Executive Orders.
- B. The current form of application for employment with Starpoint must be completed prior to being considered for employment. Once an applicant is hired, the application form will be maintained in the employee's personnel file.
- C. Job descriptions for all Starpoint positions are on file. A job description for the applicable position is given to the employee upon hire. The job descriptions are occasionally updated. All revisions to the job description must be approved by Starpoint prior to implementation.
- D. It shall be the policy of the Board to hire or promote the best suited applicant for each position regardless of seniority or whether the person is an internal or external applicant. Applicants will be considered based on their education and experience for the position applied for without discrimination. Starpoint shall not discriminate against any existing or potential employee, contract staff person, volunteer or vendor due to age, race, gender, color, creed, religion, national origin, ethnic origin, economic status, military experience, disability, marital status, familial status, sexual orientation or gender expression.

Any positions created or opened will be advertised internally for a minimum of three calendar days and applications accepted from current employees. External announcements for positions may run concurrently. Present employees will be given preference over external applicants for a position if they are the best qualified applicant for the position.

- E. To meet the full intent of the law, this equal employment policy requires special Affirmative Action on the part of Starpoint. Affirmative Action affects all employment practices including (but not limited to) recruiting, hiring, transfer, promotions, training, compensation, benefits, lay-offs and terminations. Starpoint recognizes the need to set goals and try to overcome discrimination.

II. EMPLOYMENT OF RELATIVES. Starpoint will not employ relatives under circumstances where:

- A. One would directly or indirectly exercise supervisory, appointment or dismissal authority over the other;
- B. One would directly or indirectly have authority over disciplinary action as to the other;
- C. One would audit, verify, receive or be entrusted with money received or handled by the other in the course of employment; or
- D. One would have access to the employer's confidential information including payroll and personnel records.

For purposes of this policy, a close relative is anyone of equal or greater relationship than a first cousin, which includes anyone descended from the employee's grandparents. In addition, a close relative includes an employee's spouse and anyone descended from that spouse's parents.

When employees of Starpoint become related and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position is available, or to resign. If neither affected employee voluntarily transfers or resigns, Starpoint shall terminate or transfer one of the employees, in its discretion. In the case of individuals who are living together in the same household, but who may not be related as described above, this policy shall also be in effect.

III. CLASSIFICATION OF EMPLOYEES.

- A. The following shall be the classifications of employees hired by the Board. Specific work schedules list individual benefits.
  - 1. Full Time Regular - Regularly scheduled for 30 or more hours per week.
  - 2. Part Time Regular - Regularly scheduled for more than 20 hours but less than 30 hours per week.
  - 3. Part Time Other - Regularly scheduled for less than 20 hours per week.
  - 4. Temporary – An employee who is hired for a specified, limited duration, or for a specific project is a temporary employee. Temporary employees are not entitled to benefits unless required by

law.

5. Substitute - Employees hired to work when regular employees are off. Substitutes are subject to the following sections of these personnel policies only: Preface, Pay Days, Corrective and Disciplinary Action, Harassment, Mileage Reimbursement, Salaries and Reimbursements, Substance Abuse Policy, Gifts and Gratuities, Problem Solving Process, Confidentiality, Personal Belongings, Injuries on the Job, Personnel Action Forms, Behavior of Employees, Worker's Compensation Claims Management and Overtime.

- B. In addition, an employee in any of the classifications set forth above will be classified either as being during the introductory period or having completed the introductory period.
- C. In addition to the above classifications, an employee may be classified as being on probation as set forth in the Corrective and Disciplinary Action section of these personnel policies.
- D. Starpoint will consider job sharing and other arrangements when it is in the best interest of the programs and the agency.

### III. INTRODUCTORY PERIOD EMPLOYEE.

- A. Initial Introductory Status. Any new full time regular, part time regular, part time other employee will be on a 3-month introductory period. This may be extended up to an additional 3 months by the Chief Executive Officer, Chief Administrative Officer or delegee. The introductory period is for the employer to evaluate the new employee's performance and make a determination regarding extending an introductory employee's employment. He or she will be judged on attitude, cooperation, and judgment shown, work performance and work habits.
- B. Performance Review. In addition, the employee must successfully complete a personnel performance review. The Chief Executive Officer, Chief Administrative Officer or delegee will have the final determination regarding employees coming off of introductory status. Until the review set forth in this section is formally completed, the employee will remain on initial introductory status.
- C. Termination. During the initial introductory period, the employee may be terminated by Starpoint without notice and/or without payment of any benefits. The review process is not available to employees until completion of

the initial introductory period.

III. PROMOTIONS. Promotions within Starpoint shall be as and when determined to be in the best interests of Starpoint and shall be granted at the discretion of the Chief Executive Officer and Directors.

A. If an employee transfers from a position of higher authority to one of less authority, that employee's salary may be reduced based on their new position. Years of service and annual increases may be taken into consideration when determining the new salary rate.

V. EXIT CONFERENCE. It shall be the policy of Starpoint to conduct an exit conference on all employees leaving the employment of Starpoint for any reason.



<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: Dec. 4, 2014</b>
<b>SALARIES, INCREASES AND REIMBURSEMENTS</b>	<b>Page 1 of 4</b>

- I. SALARY. Entry level salary will be based on the current approved salary ranges, and will be determined by the Chief Executive Officer, Chief Administrative Officer or delegee at the time of hiring.
  
- II. SALARY INCREASES. Salary increases may be given within the established salary schedule. The amount and time when given will be dependent on budget and funding issues as determined by the Board of Directors. Individuals who have been employed for less than one year, but more than three months, will receive a pro-rated raise amount based on the number of months worked.
  
- III. PAYMENT OF OVERTIME - EXEMPT VS. NON-EXEMPT EMPLOYEES.
  - A. The positions that are non-exempt and exempt from overtime will be determined by the Chief Executive Officer, Chief Administrative Officer or delegee. All overtime must be approved in advance by an employee's supervisor during the supervisor's regular working hours and followed up in writing. Supervisors will verify all overtime requests.
  
  - B. Employees should refer to Administrative Policies for specific information on overtime payment.
  
  - C. The Starpoint work period for overtime purposes is one week, defined as 12:00 a.m. Sunday through 11:59 p.m. on Saturday.
  
- IV. REIMBURSEMENT OF EXPENSES.
  - A. Employees will be reimbursed for lodging, meals and incidental expenses at the rates pursuant to General Services Administration, 41 CFR Chapter 301, Federal Travel Regulation Maximum Per Diem Rates for agency-approved, out-of-town trips. Employees should refer to GSA rules for specific rates.
  
  - B. Mileage Reimbursement. Approved travel for the agency will be reimbursed at a rate to be determined periodically by the board of directors.
  
  - C. Meal Reimbursement.
    1. Travel wholly within a single day:  
If an employee leaves his/her home on agency business prior to 6:30 a.m., and/or remains away from his/her home after 7:30 p.m., the traveler is allowed to have a meal allowance for breakfast and/or dinner.

Lunches will be reimbursed, at the per diem rate, when travel is wholly within a single day only when the employee travels outside the county of his/her primary worksite and is out of county over the lunch period.

2. Travel extending beyond calendar day:  
If an employee leaves his/her home on official business prior to 6:30 a.m., the traveler may claim reimbursement for breakfast.

Lunch will be reimbursed, at the per diem lunch rate, when the employee travels outside the county of his or her primary worksite and is out of the county over the lunch period.

If an employee arrives home after 7:30 p.m. from official business, the traveler may claim reimbursement for dinner.

Receipts for lodging shall be obtained and submitted with travel expense voucher when requesting reimbursement. No reimbursement may be claimed for meals furnished at no additional cost to the traveler.

#### D. Lodging

1. Actual cost of reasonable accommodations will be reimbursed. Receipt for lodging shall be obtained and submitted with reimbursement requests. (Receipts from friends and relatives are not acceptable.)

#### E. Miscellaneous

An employee in a travel status may claim the GSA rate for each overnight stay for incidentals such as personal telephone, laundry, etc. Other miscellaneous actual expenses incurred by an employee may be claimed as follows:

1. Registration fees – receipt required.
2. Commercial transportation cost actually paid by the employee – receipt required.
3. Agency official business telephone, parking fees, road toll charges, etc. (Receipts are required.)
4. Car rental – receipt required.
5. Fuel and emergency repairs for agency owned vehicles. Receipt required.
6. A reasonable amount for tips to service personnel such as porters, bellhops, taxi drivers, etc. (Tips paid for meals are included in the meal allowance and may not be claimed separately.)

- F. Travel vouchers shall be submitted on a monthly basis to staff's supervisor for approval signature. Vouchers must be submitted to the Accounting Department no later than the 10<sup>th</sup> of the month that follows the travel month. Any travel reimbursement requests over two months old will not be paid.
- G. Employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is reflected on time records. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.
- H. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee can be grounds for corrective and disciplinary action, up to and including termination.
- I. Employee Education Costs. It is the policy of Starpoint that a full-time regular or part-time regular employee may request that Starpoint share the cost of education that is either necessary for him/her to retain his/her employment or education that will advance his/her abilities at Starpoint using the following guidelines.
  - 1. Employee must be employed with Starpoint for one year or more.
  - 2. Education plans and request must involve the employee's supervisor and will be approved based on individual circumstances, the employee's work record at Starpoint, and department budgets.
  - 3. Request must involve a specific plan of how education will benefit Starpoint and what skills will be learned.
  - 4. Request must be for classes directly related to current position.
  - 5. Only classes with a final grade of B and above will be funded. The Chief Executive Officer, Chief Administrative Officer or delegee will have final approval of any such plans and request.

**Note:**

Section IV, Reimbursement of Expenses:

Reference: GSA CFR Chapter 301

Written by: C. Stevens, 4/1/97

Adopted by: Board of Directors 3/2005

Rewritten/Reviewed by: EHS Policy Committee, 2/4/99

Rewritten/Reviewed by: EHS Policy Committee, 12/2/99

Rewritten/Reviewed by: EHS Policy Committee, 3/2005

Rewritten/Reviewed by: EHS Policy Committee, 2/2010

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: Dec. 4, 2014</b>
<b>PAY DAYS, TIME SHEETS</b>	<b>Page 1 of 1</b>

I. Pay Days.

- A. Pay days are bi-weekly.
- B. Pay checks and direct deposit earnings statements will be available at a site and time designated by the Accounting Department.

II. Submission of Timesheets.

- A. Timesheets will be submitted to the Accounting Manager by noon on the date due, as shown on the payroll calendar. Any changes or corrections to timesheets must be in initialed and submitted to the supervisor by the employee. These changes will be accepted until noon on the Monday prior to the pay day. If these timelines are not met, the employee may not be paid until the next regular pay day.

IV. Payroll deductions.

Federal and state income taxes, Social Security and Medicare contributions are automatically deducted from employee paychecks, as required by law. Deductions by court order, or as otherwise required by law, may also be deducted. In addition, the following payroll deductions may be authorized by individual employees:

- A. Dependent health insurance premiums
- B. Tax-deferred annuity contributions
- C. Credit Union payroll deductions
- D. Cafeteria/flex plan payments
- E. Additional life insurance
- F. Fitness center membership fees
- G. Voluntary supplemental insurance premiums
- H. Amounts owed to Starpoint at the time of separation of employment

Employees who are on leave and who are not receiving a paycheck from Starpoint may be required to pay their own voluntary insurance premiums and/or other voluntary deductions while they are on leave. If an employee does not pay those voluntary premiums or other voluntary deductions within 30 days, they will be cancelled. Employees will be notified by the Accounting or HR Department of amounts owed and due dates

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<b>LEAVE AND OTHER BENEFITS</b>	<b>Page 1 of 8</b>

I. AVAILABILITY OF LEAVE AND OTHER BENEFITS: GENERAL PROVISIONS.

All benefit plans are subject to change at the sole discretion of Starpoint. Starpoint reserves the right to amend or terminate any benefit or to require employee contributions to certain benefit programs in the future.

- A. No benefits are given for part time other; temporary employees; or substitutes. Only full time regular and part time regular employees will receive leaves at the rate shown on the appropriate work schedule.
- B. When an employee changes from a position where leaves are given to a position where they aren't, he or she has a 3-month period to use his or her leave or he or she will lose it.
- C. Any leave that is given will be prorated based on the employee's actual work schedule or upon the average schedule he or she works.
- D. Any request for personal leave must be submitted in writing, be signed, approved, and scheduled by the employee's immediate supervisor. Any request for any other type of leave, paid or unpaid, must be submitted in writing to the employee's supervisor and then forwarded to the Chief Executive Officer, Chief Administrative Officer, or delegee for final approval.
- E. An employee who is off work for an extended period and who is receiving income replacement benefits, such as workers' compensation benefits, will not be eligible for an annual leave bank. If such employee returns to work during the year, their leave bank will be pro-rated down based on the date they actively return to work, dependent on the number of hours they are working. If an employee is on inactive status and subsequently returns to work, additional leave bank hours will not be granted until the employee has reached their next anniversary date.

II. LEAVE - TYPES, RULES

A. Personal Leave

- 1. How Personal Leave Can Be Taken. Personal leave can be used for

any reason the employee desires, including vacations and illnesses of the employee or their family. Personal leave is given in the form of a "bank account" each year. The employee can use leave from their account every year. At the end of the year the account is cleared and starts over again. Personal leave for new employees will be pro-rated down based on their date of employment.

2. New employees will not be eligible to use their personal leave until they have completed 90 days of employment with the company. If a new employee becomes ill during the first 90 days of employment, they will be granted one paid day per month for such illness. Subsequent days will be unpaid leave until the employee returns to work.

It was the intent of Starpoint in creating this type of leave system to create a flexible leave system that allows employees time for vacations, illness and emergencies and for Starpoint to schedule coverage and to staff consumer programs. Since this leave is for both vacation and sickness, it is expected that employees will budget their leave so there is some left at the end of the year to cover sickness or other legitimate emergencies. If an employee runs out of leave and needs additional time off, that time will either be unpaid or not allowed.

Employees who are entitled to leave of 130 hours or less may take their full leave at one time. Those who are entitled to leave of 170 hours or more normally may only take a maximum of three calendar weeks consecutively, with the balance to be taken separately as full weeks or as individual days.

2. How Scheduled. Any leaves over 2 days for reasons other than the employee being ill will require advance scheduling with supervisory staff. Any employee whose position requires coverage will be required to schedule their leave in advance, based on supervisory approval. Schedules will be approved based on the needs of the program, availability of coverage for that time, and on a first come basis. Leaves of over 2 days for illness will require a doctor's release upon return.
3. NO CALL/NO SHOW. Failure to show up for work along with a failure to notify one's supervisor or manager of one's absence prior to one half (1/2) of a shift's completion will result in an absence being classified as a "No Call/No Show." Any "No/Call/No Show" is a violation of company attendance guidelines and will result in disciplinary action, up to and including termination.

III. BENEFITS BY WORK SCHEDULE.

A. **PERSONAL LEAVE AND OTHER BENEFITS WILL BE BASED ON THE FOLLOWING:**

**WORK SCHEDULE II**

(Admin., Case Mgt., Support Services, Children's Services)

**CLASSIFICATION**

- A) Full time regular (30-40 hours per week)
- B) Part time regular (20-29 hours per week)

**PAID TIME**

Twelve (12) months per year

**PERSONAL LEAVE**

Employees hired before January 1, 1990 will receive personal leave based upon the following, pro-rated down for less than 40 hours worked per week:

- 0-3 years employment - 230 hours per year
- 3-6 years employment - 270 hours per year
- 6+ years employment - 310 hours per year

Employees hired after December 31, 1989 will receive personal leave based upon the following, pro-rated down for less than 40 hours worked per week:

- 0-3 years employment - 130 hours per year
- 3-6 years employment - 170 hours per year
- 6+ years employment - 210 hours per year

**HOLIDAYS**

- A) All agency observed holidays per Personnel Policies that are actually worked will be paid at double time.
- B) No holidays paid.

**INSURANCE COVERAGE**

- A) Full-time regular - yes
- B) Part-time regular - no

### **WORK SCHEDULE III**

(SPIN Preschool, First Steps, Early Head Start & Family Center)

#### **CLASSIFICATION**

- A) Full time regular (30-40 hours per week).
- B) Part time regular (20-29 hours per week).

#### **PAID TIME**

Works 4 or 5 days per week. Paid for Spring break and Christmas break per annually approved program calendar/schedule, per average hours worked.

#### **PERSONAL LEAVE**

Employees hired before January 1, 1990 will receive personal leave based upon the following, pro-rated down for less than 40 hours worked per week:

- 0-3 years employment - 230 hours per year
- 3-6 years employment - 270 hours per year
- 6+ years employment - 310 hours per year

Employees hired after December 31, 1989 will receive personal leave based upon the following, pro-rated down for less than 40 hours worked per week:

- 0-3 years employment - 110 hours per year
- 3-6 years employment - 150 hours per year
- 6+ years employment - 190 hours per year

For SPIN personnel, personal leave for purposes of vacation, must be used during program closure in the summer. Personal leave for illnesses of the employee or their family or other emergencies is allowed as specified in the Personnel Policies.

#### **HOLIDAYS**

- A) As determined by Personnel Policies.
- B) None paid

#### **INSURANCE COVERAGE**

- A) Full time regular - Yes
- B) Part time regular - No



**WORK SCHEDULE IV**

**CLASSIFICATION**

- A) Part time other
- B) Temporary
- C) Substitute

**PAID TIME**

As scheduled

**PERSONAL LEAVE**

None paid

**HOLIDAYS**

None paid

**INSURANCE COVERAGE**

No

**NOTE: An employee whose leave increases or decreases, must work that schedule for three months before changes in leave will be made.**

## B. OTHER LEAVES

1. Forced Leave. Employees who work in Starpoint Adult Supports and Services programs that close over various holidays and other periods may be required to schedule part of their leave during those periods. Employees in the Adult Supports and Services programs will need to budget their leave to be able to use it during these periods. Employees in Adult Supports and Services programs may be assigned to work in other program areas dependent on need. If program closures occur during the first six months of employment this section will also apply. Employees who work in other program areas should refer to individual Work Schedules to determine program closure procedures and paid time off schedules.
2. Absences; sickness, process, excessive. Employees should refer to individual department supervisors for procedures on calling off for sickness or other absences.

Employees who have used all personal leave and are absent from work are considered to be on unauthorized leave unless they have formally requested and have had approved a written request for unpaid leave. Employees who are absent without such approval are subject to corrective, disciplinary action or termination.

Absences will be considered excessive if:

- An employee has exhausted all personal leave and exceeds two incidents in one month. An incident is any one of the following: late arrival, leaving early, absence for anything other than FMLA/military/jury duty, no call-no show.

Employees who do not receive leaves are allowed one absence per month which shall be unpaid. Any additional time beyond this will be considered excessive absenteeism and can result in corrective, disciplinary action or termination

3. Funeral Leave. It is the policy of Starpoint to grant paid funeral/bereavement leave to eligible employees. Full-time employees may take up to 3 paid days off with management approval for the death of spouse, previously designated domestic partner, parents, siblings, children, grandparents, grandchildren, foster parents and children, step-parents and children, son/daughter-in-law, mother/father-in-law.

4. Disability/Maternity Leave. Leave will be granted for any certified disability. Personal leave and unpaid leave may be used for a total of three months leave. All disability leave requests must be submitted to the Chief Executive Officer, Chief Administrative Officer or delegee. Please refer to the Family and Medical Leave Act of 1993 for additional information on these types of leaves.
5. Unpaid Leave. Starpoint reserves the right to deny unpaid leave requests to employees. Those taking unpaid leave without following company policy will be subject to corrective, disciplinary action or termination. All requests for unpaid leave must first be submitted to an employee's supervisor and then forwarded to the Chief Executive Officer, Chief Administrative Officer or delegee who will make the final decision concerning such requests. All unpaid leave requests will be reviewed on an individual basis.
6. Family and Medical and Leave Act of 1993. It shall be the policy of Starpoint to recognize and adhere to the provisions of the Family and Medical Leave Act of 1993. Employees should refer to Administrative policies for specific information on eligibility and procedures to follow to access Family and Medical Leave.
7. Military/Reserve Leave. Starpoint will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government. As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation.

An employee's salary will not continue during military leave unless required by law. However, employees may request to use any personal leave time during military leave. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for

employment within ninety (90) days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered personal time.

However, employees may elect to have their reserve duty period be considered as vacation time [or PTO] to the extent they have such time available.

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<b>HEALTH AND LIFE INSURANCE/DISABILITY</b>	<b>Page 1 of 1</b>

- I. Full time regular employees will have health and life insurance paid by the agency for the individual employee. Dependent coverage is available at the employee's option. Insurance may be paid for up to three months during disability leave, education leave or as otherwise approved by the Chief Executive Officer, Chief Administrative Officer, or delegee in his or her sole discretion as determined to be in the best interest of the agency. Short-term disability will also be provided to eligible full-time and part-time employees.

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<b>OTHER BENEFITS</b>	<b>Page 1 of 1</b>

- I. A (403)b tax-deferred annuity plan is offered to employees to help them save for their retirement. This plan allows employees to set aside a portion of their monthly salary to be invested and for income tax purposes the annuity dollars can reduce your taxable income. There are many flexible investment options available.
- II. Participation in a local Credit Union that may offer savings accounts, loans, a payroll deduction plan and insurance on savings and loans accounts.
- III. Social Security.
- IV. Worker's Compensation Insurance.
- V. Unemployment Insurance.
- VI. Section 125 (Cafeteria Plan/Flex Plan) - This plan allows you to pay for certain unreimbursed medical and dependent day care expenses with before-tax dollars. You may be able to reduce taxes and increase your take-home pay.
- VII. Additional life insurance may be purchased and other voluntary, supplemental insurances are also available.
- VIII. Fitness center memberships.
- IX. An Employee Assistance and Referral Program.

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<b>HOLIDAYS</b>	<b>Page 1 of 1</b>

I. Starpoint will observe the following as agency holidays.

- New Year's Day
- Nationally observed President's Day
- Nationally observed Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Eligible employees will be paid regular pay for Memorial Day, Labor Day, President's Day and Thanksgiving Day whether or not those days are part of their regular work schedule. New Year's Day, Christmas Day and 4<sup>th</sup> of July will be paid as regular holiday pay only if those days are part of an eligible employee's regular work schedule. Employees who work an irregular schedule should refer to Administrative Policies for the number of hours for which they will be paid.

Employees who are not actively working will not be paid for holidays.

II. PAYMENT ON HOLIDAYS.

Employees who are scheduled to work on an agency observed holiday will receive their rate of basic pay plus holiday pay for each hour of actual holiday work, not to exceed double time.

Starpoint Personnel Policies	Effective date: Feb. 7, 1995
	Revised: June 1, 2009
<b>PROBLEM-SOLVING PROCESS</b>	<b>Page 1 of 2</b>

I. INTRODUCTION.

- A. Part of each employee's responsibility is to bring problems, concerns or complaints to their supervisor or director so they can be addressed by the appropriate people. It is the supervisor's or director's responsibility to address problems, concerns or complaints by either explaining or clarifying certain situations or by taking the necessary corrective action.
- B. Employees are required to utilize the following procedures to see that concerns, problems or complaints are addressed in a professional manner and employee morale and working conditions are at an optimal level. Problem-solving process meetings will be documented and signed by all parties involved.
- C. Examples of when to use the problem solving process include, but are not limited to, concerns about pay or personnel evaluations, concerns about disciplinary actions, concerns about agency policies, concerns about working conditions, concerns about employee morale, concerns about consumer treatment, etc. There can be no retaliation against an employee for initiating the problem solving process.
- D. If the problem is with another employee or co-worker, the employee is encouraged to first meet with that individual and try to resolve the problem prior to initiating the problem solving process, but this is not required.

II. THE PROBLEM SOLVING PROCESS.

A. The Steps.

- 1. Step 1. The first step is to ask for a meeting with your supervisor to discuss the problem. To start this process, the employee must state, "I am using the problem solving process." If the employee does not feel comfortable going to his or her supervisor with the problem, he or she may start with Step 2.
- 2. Step 2. The second step is for the employee to go to his or her supervisor's supervisor. This person will schedule a meeting with the employee and his or her immediate supervisor so the three of them



can try to resolve the problem. The employee should delineate the problem and if known, the corrective action he or she is seeking. The supervisor should first of all, determine if the problem is something he or she can deal with. If it is something he or she can deal with, the supervisor's responsibility is to either provide a thorough explanation to the employee or to take the corrective action.

(a). If the employee does not feel comfortable going to either their supervisor or their supervisor's supervisor with the problem, they may go to the employee advocate as designated in the Administrative Policies, which then would be considered Step 2 of the Problem Solving Process.

3. Step 3. If the supervisor's supervisor feels that the problem requires a higher director decision, he or she should schedule a meeting with his or her supervisor or the Chief Administrative Officer and the employee. It is the Chief Administrative Officer's responsibility to hear the problem and seek a resolution as in Step 1 above.

4. Step 4. If the employee still does not feel that the problem has been corrected or a satisfactory explanation given, the employee can schedule a meeting with the Chief Executive Officer, Chief Administrative Officer or delegee who will make a final action or decision regarding the problem.

III. Time to Solve Problem. The above process must be completed within no more than two weeks.

IV. Process is Mandatory. Because the failure to use this process can lead to poor staff morale and other internal problems, any employee or supervisor not using this process to have concerns and complaints addressed and using other methods may be subject to corrective and disciplinary action as provided for in these policies.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: June 1, 2009</b>
<b>CORRECTIVE AND DISCIPLINARY ACTIONS</b>	<b>Page 1 of 2</b>

- I. INTRODUCTION -- USE OF INFORMAL COUNSELING. Corrective and disciplinary actions are a means by which a supervisor can provide structured feedback to an employee regarding his or her performance. It should be viewed as a positive approach to help the employee better his or her performance. It is the intent of these policies that, except in matters affecting the health or safety of consumers or employees, or a willful misconduct on the part of the employee, that the supervisor will use informal non-documented verbal counseling to help employees improve their performance before using the more formal and documented corrective and disciplinary actions.
- II. CORRECTIVE AND DISCIPLINARY ACTION.
- A. Use of corrective and disciplinary action is voluntary by both the employer (Starpoint) and the employee. Either party may choose termination of employment prior to or at any stage during the process.
- B. The following are formal corrective and disciplinary actions that can be used by any supervisory staff:
1. Counseling sessions; and
  2. Verbal and written reprimands.
- C. The following are formal corrective and disciplinary actions that can be used by directors:
1. Counseling sessions;
  2. Verbal and written reprimands;
  3. Invoking probationary status; and
  4. Suspension with or without pay.
- D. The above actions may be used depending on the nature, severity and frequency of the problem for less than satisfactory work performance, less than satisfactory work habits, insubordination, theft, dishonesty, falsifying consumer, agency or personnel records, poor attitude or co-worker relations

as evidenced by specific acts or behaviors, or any other act which in the sole judgment of the supervisor is or might be detrimental to the purpose or programs of the agency.

- E. Any formal corrective or disciplinary action taken will be documented and put in the employee's personnel file.
- F. Probationary status as used in this section means the status an employee has when a written plan for the improvement of the employee's performance has been created, which plan will set forth time limits for its successful completion.
- G. Suspension without pay may be used as a precautionary measure where there is suspicion of cause until a final determination is made.
- H. Written documentation of formal corrective and disciplinary action may be removed from the employee's personnel file after one year from the time it was entered. The employee may request, or supervisor may recommend, this to the Chief Executive Officer, Chief Administrative Officer or delegee who will have the final decision on removal.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: June 1, 2009</b>
<b>TERMINATION OF EMPLOYMENT</b>	<b>Page 1 of 2</b>

- I. TERMINATION OF EMPLOYMENT -- ALL EMPLOYEES. Employment with Starpoint is at the discretion of Starpoint. The employment of any employee may be terminated at any time with or without cause. Unused leave bank hours will not be paid out upon termination, either voluntary or involuntary. Personal leave requests submitted after an employee has tendered his or her resignation will not be approved.
- II. INVOLUNTARY TERMINATION OF EMPLOYEES.
- A. WHO MAY TERMINATE EMPLOYEES. The Chief Executive Officer and Directors have the authority to terminate employees.
- B. NOTICE. Termination may be with or without a 30-day notice as authorized by the Chief Executive Officer or delegates, in his or her sole discretion as determined to be in the best interest of the agency.
- D. CHIEF EXECUTIVE OFFICER REVIEW.
1. Review is Mandatory. If an employee disagrees with the decision to terminate him or her for any reason, or believes that his or her involuntary termination is unfair, unjustified, improper or for any reason whatsoever should be reconsidered he or she must seek a review of the termination by the Chief Executive Officer, Chief Administrative Officer or delegee as set forth in this section of the personnel policies.
  2. Employee's duty -- Time Limits. Not later than seven (7) days after receipt of notice that the employee has been or will be terminated, the employee shall submit his or her reasons for believing the termination decision was wrong or should be reconsidered directly to the Chief Executive Officer, Chief Administrative Officer or delegee in writing. The written document submitted must contain all reasons the employee relies upon and those reasons must be set forth in detail.
  3. Chief Executive Officer's Decision. The Chief Executive Officer, Chief Administrative Officer or delegee shall review the written objection of the employee, may confer with the employee, may confer with any other person he or she deems appropriate and may conduct such additional investigation as he or she deems appropriate. Within ten (10) days of receipt of the employee's written objection to

termination, the Chief Executive Officer, Chief Administrative Officer or delegee shall inform the employee of his or her decision in writing.

### III. VOLUNTARY TERMINATION OF EMPLOYMENT.

- A. Notice of termination. Any employee who voluntarily is terminating their employment who is under Class II in the salary schedule is requested to give 15 days notice; any employee in any other class on the salary schedule is requested to give 30 days notice, or give notice dependent upon supervisory discretion.

### IV. PERSONNEL FILE EXPLANATION

Employees who are either terminated or who quit must have placed in their personnel file an explanation of the reason for the termination. It is the supervisor's responsibility to see that this is done.

### V. REEMPLOYMENT

Employees who terminate their employment with Starpoint, and who are reemployed in the same calendar year, will not be eligible for additional leave bank hours if those hours have previously been used. Employees in this category requesting leave should refer to the Leave Policy for more information. For the purpose of leave bank hours in the following calendar year, these individuals will be considered new employees.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>OUTSIDE EMPLOYMENT</b>	<b>Page 1 of 1</b>

- I. OUTSIDE EMPLOYMENT. No Starpoint employee shall engage in outside employment which interferes with the proper and effective performance of his or her duties or which results in a conflict of interest. Employees are required to submit written notification to their supervisor, who will forward it to the Chief Executive Officer, Chief Administrative Officer or delegee if the employee undertakes outside employment. Requirements of employment with Starpoint shall have priority over any requirements of outside employment.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: Dec. 4, 2014</b>
<b>GIFTS AND GRATUITIES</b>	<b>Page 1 of 1</b>

I. GIFTS AND GRATUITIES.

- A. The accepting of money or substantial gifts to staff from consumers, parents, suppliers or other persons with whom Starpoint does business is prohibited. Cash, stocks, bonds and in-kind donations to the agency are always welcome and gifts and gratuities should be directed to the Foundation office. Employees cannot engage in any transactions with consumers that involve the employee's or consumer's personal funds or belongings.
  
- B. Any staff member who desires to raise funds for a specific consumer need, a special program, piece of equipment or any other purpose must first receive written approval from the Chief Executive Officer or Foundation Director.
  - 1. To do this the staff person should write a memo outlining the following:
    - a. Purpose of the fund raising;
    - b. Amount being sought;
    - c. Where funds will be raised from; and
    - d. If there is a budget line item for this purpose, i.e., therapy, equipment, etc.
  - 2. No contacts with any group, individuals or businesses can be made until approval is received.
  - 3. It is critical that all fund raising efforts be known and coordinated so we do not approach groups with conflicting requests.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>CONFIDENTIALITY</b>	<b>Page 1 of 1</b>

- I. CONFIDENTIALITY. All employees of Starpoint shall maintain confidentiality regarding any consumer information that is made known to them as a result of their employment. Specifically, this means that outside the agency no information, incidents, or stories will be related to anyone, including an employee's family, for any reason without a proper signed release of information and approval of the employee's supervisor. Any employee violating confidentiality will be subject to corrective or disciplinary action or termination.



<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: Dec. 4, 2014</b>
<b>PERSONAL BELONGINGS</b>	<b>Page 1 of 1</b>

- I. PERSONAL BELONGINGS. Each employee is responsible for the safety of his or her own personal belongings. Starpoint cannot be responsible for losses of personal items kept in the workplace. Insurance against loss or of damage to personal items should be carried by each individual, if desired.
- II. Personal medications and other belongings must also be secured against the accidental or intentional misuse by others.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>PERSONNEL ACTION FORMS</b>	<b>Page 1 of 1</b>

I. PERSONNEL ACTION FORMS.

Personnel Action Forms (PAFs) are to be completed for all employees at the time of hiring, promotion, continuing an introductory period, changes of status (i.e., name, address, phone number, work schedule, position, hours of work etc.) Supervisor and employee will review the provisions of the PAF and both will sign the form acknowledging agreement of rate of pay, benefit qualifications, work classifications and schedule.

PAFs are to be submitted to the Accounting Manager no later than two (2) days after employment or revision of employee status.

PAFs received by the Accounting Manager after the last day of a month will be processed and paid in the subsequent month.

- II. PERSONAL INFORMATION. Changes in an employee's name, address, telephone number, marital status, and dependents should be reported to the supervisor, to be forwarded to the Accounting Manager on a PAF so that this information may be kept current in his or her personnel file. No personal information on employees will be released to anyone outside the agency without written permission of the employee, except in response to a subpoena or court order, or as otherwise required by law.

<b>Starpoint Personnel Policies</b>	<b>Effective date: July 1, 2004</b>
	<b>Revised: August 25, 2005</b>
<b>JURY DUTY</b>	<b>Page 1 of 1</b>

- I. JURY DUTY. One of your responsibilities as a citizen is to accept jury duty willingly when called and to appear as a witness when summoned. If you should be called, notify your supervisor immediately. Starpoint will pay for the first three days wages during jury service; and on subsequent days, will make up the difference between state or federal reimbursement that may be made to the employee. Employees will be required to provide documentation of time spent on jury duty.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>PERSONNEL PERFORMANCE REVIEWS</b>	<b>Page 1 of 1</b>

- I. PERSONNEL PERFORMANCE REVIEWS. Performance reviews will be conducted on each employee annually in a manner specified in the Administrative Policies. In addition, reviews will be done anytime an employee's performance improves or decreases substantially.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>PROFESSIONAL LIABILITY INSURANCE</b>	<b>Page 1 of 1</b>

- I. PROFESSIONAL LIABILITY INSURANCE. Starpoint carries Professional Liability Insurance on its employees which is intended to cover possible legal action that arises out of employment related incidents. The policy of insurance should be consulted regarding the scope of coverage.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>COMMUNICATION WITH THE PRESS</b>	<b>Page 1 of 1</b>

- I. COMMUNICATION WITH THE PRESS. No staff person shall communicate anything about Starpoint and its programs to any member of the press unless cleared in writing by the Chief Executive Officer or delegee. Any staff person who receives an inquiry from a member of the press shall notify the Foundation Director immediately.

Any individual who is asked to make a presentation on Starpoint to any business or organization must have information cleared through the Foundation Director department prior to such presentation.

Failure to follow this policy will result in corrective or disciplinary action, up to and including termination.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: Dec. 4, 2014</b>
<b>TOBACCO USE</b>	<b>Page 1 of 1</b>

- I. TOBACCO USE. The use of tobacco products, including, but not limited to cigarettes, cigars, electronic/vapor cigarettes, pipes and smokeless tobacco, is prohibited inside any of Starpoint’s facilities or vehicles. The use of tobacco products will be allowed in company designated areas outside facilities. Each facility will designate areas outside the building where the use of tobacco products will be allowed. This policy relates to all work areas at all times, including before and after normal working hours.

Employees are prohibited from using tobacco products in personal vehicles when they are transporting agency consumers in order to promote a safe and healthy environment for the individuals we support. Starpoint consumers are also prohibited from smoking in personal vehicles of staff.

Violations of this policy will result in corrective or disciplinary action up to and including termination.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Aug. 25, 2005</b>
	<b>Revised: June 1, 2009</b>
<b>CELLULAR TELEPHONES</b>	<b>Page 1 of 1</b>

I. CELLULAR TELEPHONES

- A. Cellular telephones are furnished to certain employees in connection with their job duties. Employees are expected to limit personal use of company cellular telephones. Employees who have excessive cellular usage or text messaging for personal use will be subject to corrective or disciplinary action, up to and including, termination.
  
- B. Starpoint does not permit employees who are driving company vehicles to transport consumers to use a hand-held cellular telephone for calls or text messaging. Starpoint requires the safe use of its cellular telephones by employees while conducting business. Employees should not use cellular telephones while driving because of safety concerns, but should instead pull to the side of the road to make or receive telephone calls. If an employee is unable to pull over or stop before receiving a cellular telephone call, they should let the call go to voice message and retrieve the message when in a safe situation.
  
- C. During work time, employees are discouraged from using personal cellular telephones. Calls or text messages should only be made or received during breaks and meal times. Employees who have excessive personal cellular telephone calls or text messages will be subject to corrective or disciplinary action, up to and including, termination.



<b>Starpoint Personnel Policies</b>	<b>Effective date: Jan. 1, 2015</b>
<b>PERSONAL ELECTRONIC DEVICES</b>	<b>Page 1 of 1</b>

The company takes numerous steps to ensure the security and confidentiality of electronic data, utilizing firewalls, passwords, and other measures. In order to ensure the security of electronic data, it is the policy of the company to prohibit the use of personal electronic devices and personal storage devices within company buildings, without the express approval of the employee's supervisor and/or the IT Director.

For purposes of this policy:

The term "personal electronic device" includes laptop computers, PDAs, or similar devices.

The term "personal storage device" includes disks, USB storage drives, and other devices which could be used to download or store confidential company information.

Unless otherwise specified within your specific workplace, personal electronic devices may be carried into buildings to keep them secure, but must be turned off at all times while indoors. You are allowed to use these devices in outdoor areas during regular break periods.

Employees in violation of this policy will be subject to disciplinary action, up to and including termination.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Aug. 25,2005</b>
	<b>Revised: Dec. 4, 2014</b>
<b>SAFE TRANSPORTATION OF INDIVIDUALS</b>	<b>Page 1 of 1</b>

I. SEAT BELTS.

- A. When traveling in any agency vehicle, it is mandatory for all employees and consumers to secure seat belts prior to starting the vehicle and continuing to use them while moving.
- B. Employees who transport consumers in their personal vehicles are also required to secure and use seat belts on consumers and themselves while driving.
- C. Any staff person transporting any children involved in Starpoint programs will be required to use an authorized child safety seats as required by law.

II. DISTRACTED DRIVING

- A. Employees and consumers are prohibited from eating or drinking in company vehicles or from being involved in other activities that may result in distracted driving.
- B. Employees who are driving company vehicles or who are representing Starpoint in their personal vehicles are prohibited from engaging in any type of aggressive behavior.

Failure to comply with this policy will result in corrective or disciplinary action, up to and including termination.

Starpoint Personnel Policies	Effective date: Feb. 7, 1995
	Revised: Dec. 4, 2014
BEHAVIOR OF EMPLOYEES	Page 1 of 3

## ANTI-VIOLENCE STATEMENT

Starpoint believes employees should work in an environment without intimidation, threats or violence. Any action that, in the opinion of management, is inappropriate in the workplace will not be tolerated. Such behaviors may include, but are not limited to, physical, verbal or technology-based intimidation, threatening or violent conduct, fighting, vandalism, sabotage, arson, use of weapons and/or carrying weapons on company property or whenever an employee is conducting work activities.

Employees should immediately report any such occurrences to a supervisor or director immediately. Complaints will be promptly investigated. When employees are found to have engaged in the above conduct, Starpoint will take action it believes is appropriate, up to and including termination of employment and notifying law enforcement.

### I. CONDUCT.

- A. It is the policy of Starpoint that certain guidelines regarding employee behavior are necessary for efficient operation of Starpoint and for the benefit and safety of all employees and consumers. Conduct that interferes with operations, that discredits Starpoint, or that is offensive to the public, coworkers or consumers will not be tolerated.
- B. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of Starpoint. Employees are expected to be role models for the consumers they support at all times. Interactions with consumers must reflect respect and dignity toward each individual consumer. Employees must conduct themselves so their behavior is not viewed as flirtatious, unlawful, degrading, having sexual overtones, and/or humiliating. (Also see Policy on Abuse, Neglect and Violation of Rights of Persons Receiving Services.)
- C. The possession of firearms or other weapons in any agency vehicle or on any Starpoint property at any time is prohibited.

### II. PERSONAL APPEARANCE. It is the policy of Starpoint that each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a positive image to consumers, coworkers and the public.

- A. Clothing that is comfortable, clean, well-fitting and has no derogatory or

inappropriate logos or sayings printed on shirts or hats are considered acceptable for employees working in support sites or on work sites.

- B. Employees who work with other community agencies and businesses are expected to dress in a manner that is professional and appropriate, i.e., neat, clean, well-fitting apparel, nothing too tight, short or suggestive.
- C. Employees, at all times, are expected to model for the consumers clothing that is acceptable and typical of the community, depending on the situation, i.e., sporting clothes, work clothes, social dress, etc. Shoes and jewelry that are appropriate to the work site and working situation should be worn when working with children and adult consumers.
- D. The personal appearance of employees who do not regularly meet the public is governed by the requirements of safety and comfort, but should still be as neat as working conditions permit. Certain employees may be required to meet special dress standards depending on the nature of their jobs. Special grooming and/or personal hygiene may be addressed on an individual basis. Final authority will be up to the Chief Executive Officer, Chief Administrative Officer or delegee.

### III. HARASSMENT, INCLUDING SEXUAL HARASSMENT.

- A. It is the policy of Starpoint to promote a productive work environment and not to tolerate verbal or physical conduct by an employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.
- B. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, and special attention is called to the prohibition of sexual harassment.
- C. Each supervisor has a responsibility to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.
- D. Other sexually harassing or offensive conduct in the work place, whether committed by supervisors, nonsupervisory employees, or nonemployees, is also prohibited. Such conduct includes:

- 1) Sexual flirtations, touching, advances, or propositions;
- 2) Verbal abuse of a sexual nature
- 3) Graphic or suggestive comments about an individual's dress or body;
- 4) Sexually degrading words to describe an individual; and
- 5) Display in the work place of sexually suggestive objects or pictures, including nude photographs.
- 6) Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, pregnancy, age or military status is also prohibited.

- E. Any employee who believes that a supervisor's, another employee's or a non-employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. Such report or complaint should be made immediately to any Director.
- F. All complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint is to be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.
- G. Upon receiving a report of harassment, the Chief Executive Officer, Chief Administrative Officer or delegee shall appoint a committee of one female director and one male director to conduct an immediate investigation of the incident and make a report to the Chief Executive Officer or delegee.
- H. Following the report of the investigation, the Chief Executive Officer, Chief Administrative Officer or delegee will take any personnel, or other action determined, in his or her sole discretion, to be necessary.
- I. If any employee believes that any action of the Chief Executive Officer constitutes harassment, and the employee feels uncomfortable reporting or complaining about such conduct to a Director, the employee should report or complain about the conduct to the Employee Advocate, as outlined in the Administrative Policies.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>RESTRICTIONS ON LOBBYING</b>	<b>Page 1 of 1</b>

- I. This policy applies to all employees and officers at all locations. Any influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, the continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement by any employee is prohibited.

<b>Starpoint Personnel Policies</b>	<b>Effective date: Feb. 7, 1995</b>
	<b>Revised: August 25, 2005</b>
<b>VOTING</b>	<b>Page 1 of 1</b>

- I. Any employee whose work schedule is such that polls are not open during at least three non-working hours on election day shall be permitted paid leave for the time spent voting – not to exceed two hours.

<b>Starpoint Personnel Policies</b>	<b>Effective: March 1, 2001</b>
	<b>Revised: Dec. 4, 2014</b>
<b>DRUG-FREE WORKPLACE</b>	<b>Page 1 of 3</b>

It is the policy of Starpoint to maintain a workplace that is free from the effects of drug and alcohol abuse.

Employees are prohibited from the illegal use, sale, dispensing, distribution, possession, or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on company premises or work sites. In addition, the company prohibits the off-premises abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, when those activities adversely affect job performance, job safety or the company's reputation in the community.

Starpoint will not hire, subject to state or local law restrictions, alcoholics or drug abusers whose current use of those substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others. Whenever applicants for employment are to be tested for the presence of illegal drugs or alcohol, they are to be informed in advance and in writing.

Employees will be subject to corrective or disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal and non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing or illegally manufacturing or selling them on company premises and work sites. Employees, their possessions, and company-issued equipment and containers under their control are subject to search and surveillance at all times while on company premises or work sites or while conducting company business. Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the Human Resources Department within five days, and the Human Resources Department will take appropriate action as required by law.

Employees may be asked to take a Reasonable Suspicion Drug and/or Alcohol test at any time to determine the presence of drugs, narcotics or alcohol, unless the tests are prohibited by law. Employees that agree to take the test must sign a consent form authorizing the test and the company's use of the test results for purposes of administering its discipline policy. It is a violation of this policy to refuse consent for purposes or to test positive for alcohol or illegal drugs. Policy violations will result in corrective or disciplinary action, up to and including termination. Tests that are paid for by the company are the property of the company, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.



Supervisors should report immediately to the Human Resources Department any action by an employee who demonstrates an unusual pattern of behavior. The Human Resources Department will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics or alcohol will be required to leave the premises.

It is the policy of the company to provide a safe and productive workplace. To help accomplish this goal, the company requests that any employee who is on medication which could affect his or her performance, particularly in terms of personal safety and overall ability to perform the essential functions of his or her job, should report this fact to their supervisor.

If you are taking medication which may affect your ability to safely perform your job duties (whether advised of this fact by a physician, by warning labels on the medication, or by your own observation of the effects), you should report those limitations to your immediate supervisor or to Director.

You do not normally need to report the type of medication, nor reveal the reason that the medication is needed, except in unusual circumstances. This type of personal medical information will be kept confidential. The company's concern is to provide a safe working environment. For example, some medications may carry a warning such as "do not drive or operate machinery while taking this medication." You are asked only to reveal the fact that you are taking a medication which carries such a warning, and only in cases where the warning could affect the performance of assigned job duties.

Once the company has been notified of potential job limitations, the company will make reasonable efforts to accommodate the limitation, to the extent required by law.

If you are taking prescription medication, the company may require you to provide a doctor's release to work while taking the medication.

Employees who are experiencing work-related or personal problems resulting from drug, narcotic or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation in counseling, including company-sponsored or required counseling, is confidential and should not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis for all performance appraisals.

Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. Employees should refer to specific personnel policies addressing absences. The employee will not be permitted to return to work until certification is presented to the Human Resources Department that the employee is capable of performing his or her job. Failure to cooperate with an agreed-upon treatment plan may result in corrective or disciplinary action, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other company policies. Starpoint will, to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.