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October 1, 2019

Adopted by
Board of
Directors:
July 25, 2019



Enriching Lives Realizing Dreams

EMPLOYEE HANDBOOK

Employment Information and Personnel Policies



Revised
and
Adopted
by Board
of
Directors:
February
27, 2020

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*****REVISIONS MADE ON FEBRUARY 27, 2020:**

Salaries, Increases and Reimbursement Page 17-37

- Added the use of Concur for mileage and expense reimbursement.
- Updated Salary Schedules.

Attendance and Leave Types Page 25-33

- Clarification of PTO, a negative PTO balance, and using PTO when missing any work hours.

Employee Conduct Page 41

- Added employee insubordination.

Termination of Employment Page 16

- When employment ends for any reason, PTO earned but not taken by the employee will be included in the employee's final paycheck. At the same time, PTO taken in advance will be deducted from the final paycheck.



Hi! I'm Bryana Marsicano, Starpoint's Chief Executive Officer, and I'd like to sincerely welcome you as a new member of the Starpoint team!

As a new team member, we hope to support you in your role to bring new ideas, renewed energy, and overall compassion to the individuals and families that we serve. I hope that you will find that the work we do for our clients, families, and community can be very rewarding and that we can help you to grow in your successful career. I started in a very similar position to you, feeling a little lost in the agency orientation, but I quickly grew to love this organization and knew it was the right career path to choose.

Starpoint's mission, Enriching Lives and Realizing Dreams, has a special place in my heart to enrich the lives of others in our community. We hope that you find inspiration in this mission too and can work towards this goal with the support of your new supervisors and coworkers. Those of us who have worked for Starpoint for many years are proud of what we have accomplished, and we are excited to see what the future holds for our organization, especially with you on board!

I welcome you, look forward to meeting you, and I can't wait to celebrate your successes as a team member with you throughout your Starpoint career.

Respectfully,

Bryana Marsicano
Chief Executive Officer
Starpoint

Our Mission Statement

Starpoint ... partnering with individuals, families and the community...enriching lives...realizing dreams.



STARPOINT *History*

- ★ Starpoint was formed as a not-for-profit corporation in 1977, to support people with developmental disabilities.
- ★ Starpoint is one of 20 community-centered boards in Colorado.
- ★ Starpoint employs more than 300 people in Fremont and Chaffee counties. We are one of the top 10 major employers in the Fremont County area.
- ★ Starpoint opened the first group home in the state of Colorado for people with severe and profound disabilities in 1982.
- ★ Starpoint opened the first four-bed group home in the state in 1986.
- ★ Starpoint piloted the Family Support Services Project in 1985, a program designed to assist families in keeping their child with developmental disabilities in their homes.
- ★ A volunteer Board of Directors composed of community leaders, business people, parents and relatives and consumers of supports governs Starpoint.

STARPOINT SERVICES

ADULT SERVICES

Day Activities – Starpoint offers a full range of day activities for adults with developmental disabilities. People are supported in a variety of ways, with a focus on community participation and activities, developmental and therapeutic services designed to develop, maintain, increase or maximize an individual's independent functioning. Areas include self-care, physical and emotional growth, socialization, communication and daily living activities.

Job Development – The Job Development team coordinates the community employment needs of consumers, including utilization of the Self-Directed Supported Employment program as an assessment tool in assisting consumers in making job choices. The team arranges for job shadowing and job tryout sites in community businesses and guides and advises in job placement and maintenance.

Residential Supports - Starpoint operates Washington House, North Star in Canon City, Penrose House (all group homes) and E Street in Salida, These residential programs focus on supports for people with severe-profound disabilities or for those who may have behavior or medical problems. Program emphasis includes self-help, behaviors, fundamental domestics and community access. We also operate a number of three-person 24-hour staffed PCAs in Canon City.

Starpoint's Host Home - was opened in 1988. A Host Home is an individualized alternative to a residential group home, where no more than two people with developmental disabilities may reside. Different settings may be one or two

Individuals receiving services who live with a roommate or in a host home setting. Living situations vary according to the needs of the consumer.

Community Residential – The Community Residential program is designed to offer supports to adults with developmental disabilities who reside in their own homes in the community. The focus can include banking, cooking, cleaning, participation in community activities and community access.

Supported Living Services – SLS' purpose is to link services and supports with other natural supports and generic community services so adults with developmental disabilities, who are responsible for their own living arrangements, have the needed supports to be included in typical community life.

EARLY CHILDHOOD SERVICES

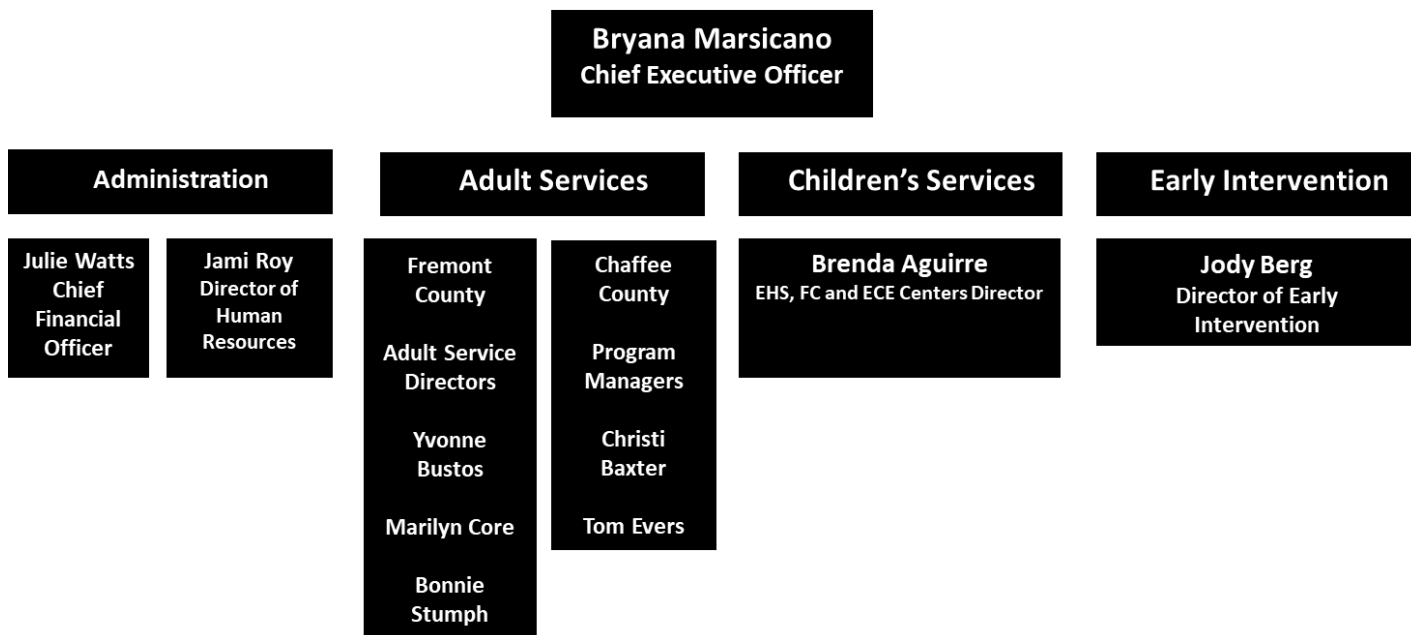
Early Childhood Services in Starpoint's service areas (Fremont, Chaffee and Custer counties) have received state and national recognition as model and exemplary programs. Children 0-5 are served through a variety of full-inclusive community-based programs and preschools. Starpoint collaborates with a number of services and programs in the local communities to provide a network of comprehensive, coordinated services and supports to young children and their families.

Starpoint serves as the fiscal agent, lead agency and employer for:

SPIN Early Childhood Education and Care Center, serves infants, toddlers and preschool-age children in a setting that includes both children with disabilities and those without. SPIN operates five days per week in at two locations Canon City and Penrose.

First Steps Early Head Start program, for children birth to three and their families, which offers home visits, center-based activities, educational programs and parent support.

First Steps Parents as Teachers program, which offers universal access services to families with children under the age of five. Offerings include playgroups, home visits, service coordination, car seat and equipment lending, IFSP develop and infant/toddler special services for children with disabilities.



INFORMATION

Administration Building
700 S. 8th Street
Canon City, CO 81212
(719)275-1616
FAX (719)275-4619

Salida Starpoint Office
203 E. Street
Salida, CO 81201
(719)539-2577

SPIN Preschool
1333 Elm Avenue
Canon City, CO 81212
(719)275-0550

SPIN North
517 N. Diamond Ave.
Canon City, CO 81212
(719)275-1950

Family Center
1333 Elm Avenue
Canon City, CO 81212
(719)275-0550

Jami Roy
Director of Human Resources
Admin. Building
(719)269-2210

Starpointco.com is our website and your link to copies of the Personnel Policies and Employee Handbook. You will also be able to access Starpoint information.

ABOUT THIS HANDBOOK

We have created this handbook to provide an overview of our policies, practices, benefits, rules, and standards so you can be successful and contribute to the future of Starpoint. This handbook also explains your responsibilities and our expectations of you. This handbook cannot cover every situation that might happen. Therefore, it is not a complete listing of all of our policies, nor is it intended to be.

If at any time, you have questions about any information in this handbook or you need further information about a particular subject, please contact your manager or the Human Resources Department. The policies, practices, and other information contained in this handbook, including, but not limited to posted policies, do not create a contract between you as an employee and Starpoint, implied or otherwise. Starpoint policies are administered in a manner that conforms to applicable federal, state, and local laws.

This handbook is effective October 1, 2019 and supersedes all previous versions. Handbook was revised February 27, 2020. This handbook supersedes all representations, oral or written, regarding an employee's employment status.

The information, policies, and benefits described in this handbook are subject to change at any time, with or without notice. We may enhance, modify, or terminate existing policies at any time without notice.

The policies and procedures in this handbook are solely a statement of general company policies and practices.

Violations of policies and guidelines described throughout this handbook may result in corrective action, up to and including termination. We reserve the right to counsel, take corrective action, or terminate employees for any and all violations of standards of conduct or any other policy stated in this handbook.

The Employee Handbook and all Personnel Policies in the handbook are available electronically on the Starpoint website Starpointco.com. You can also get a written copy from the Department of Human Resources.



Enriching Lives Realizing Dreams

www.starpointco.com

PREFACE

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 their delegees 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 determination.

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.

RESERVATION OF RIGHTS

AT WILL EMPLOYMENT

Employment with Starpoint is "at will." This means that either Starpoint or the employee can terminate employment, compensation and benefits, with or without cause, and with or without notice, at any time, for any reason or for no reason. 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.

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.

NO PROMISE OF CONTINUE 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.

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.

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.

A CAREER WITH STARPOINT

ONBOARDING AND ONGOING EMPLOYMENT

Our success relies on a continued commitment to excellence in recruitment, retention, and customer service. We recognize and value that our success and growth as a company is directly related to the quality of our employees and well developed teams. We strive to hire people who fit both in our culture and embody the necessary skills and abilities required for their position.

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.

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 administrative personnel file.

Job descriptions for all Starpoint positions are on file in the Human Resource office. A job description for an applicable position is given to the employee upon hire, transfer, or promotion. Job descriptions are occasionally updated or created. A Department Director and the Director of Human Resources must approve all revisions and newly developed job descriptions prior to implementation.

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.

Job openings will be posted on Starpoint's website www.starpointco.com and internal job boards for both internal and external applicants. We strive to promote career development by filling vacant positions from within our organization whenever qualified candidates are available. If necessary, other advertising may be used to promote an open position.

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.

It is the policy of Starpoint to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities about application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace

and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the agency. Contact Starpoint with any questions or requests for accommodation.

AUTHORITY TO HIRE AND TERMINATE

The Chief Executive Officer and Starpoint Directors have the responsibility to hire and terminate employees under their general supervision or as otherwise authorized. Only the Chief Executive Officer has the authority to establish new positions. Any new positions requested must be requested in writing and approved before they can be advertised or filled.

ORIENTATION

It shall be the responsibility of the Human Resources Department and Department Directors to coordinate an orientation for all new employees. The orientation shall include, at a minimum, the following areas: Agency personnel policies, job description, work schedule, mission statement, safety material, policies, and procedures relevant to their duties. In addition, all necessary forms will be completed and placed in the personnel file.

Orientating a new employee to the agency and their job is critical to that employee and their job satisfaction with Starpoint. An orientation should be conducted during a time free from interruptions where staff can sit down with the new employee and review all pertinent policies, etc. This should include briefly reviewing the policies and asking if they have any questions. Under no circumstances should a new employee just be given a policy manual and told to read it and see if they have any questions. After completing an orientation the employee should sign an acknowledgement of the material reviewed, which should be included in their personnel file.

EMPLOYMENT OF RELATIVES

Starpoint will not employ relatives under circumstances where:

- One would directly or indirectly exercise supervisory, appointment or dismissal authority over the other;
- One would directly or indirectly have authority over disciplinary action as to the other;
- One would audit, verify, receive or be entrusted with money received or handled by the other in the course of employment; or
- One would have access to the employer's confidential information including payroll and personnel records.
- One would work in an environment with the same individuals receiving services causing a conflict of interest in reporting responsibilities.

If any of the instances above occur, you must report it to your supervisor within two business days, or as soon as reasonably possible. Failure to report to Starpoint relationships as described above could result in termination.

For the purpose of this policy, the terms "relative" and "family" member are defined as: A relative or family member is an individual related to another person or the person's spouse within the third degree. This includes parents, grandparents, great-grandparents, siblings, children, grandchildren, great-grandchildren, spouses and close relatives of spouses including step or in law relatives.

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.

MANAGER TO SUBORDINATE RELATIONSHIPS

Inappropriate personal or romantic relationships involving managers or supervisors can result in allegations of sexual harassment or opportunities for conflicts of interest. For this reason, we prohibit any employee from dating or engaging in sexual or similar relationships with one of their subordinates or someone they supervise. We expect all managers and supervisors to maintain professional work relationships at all times.

CLASSIFICATION OF EMPLOYEES

The following shall be the classifications approved by the Board for Starpoint employees. Specific work schedules list individual benefits.

Full Time Regular - Regularly scheduled for 30 or more hours per week.

Part Time Regular - Regularly scheduled for more than 20 hours but less than 30 hours per week.

Part Time Other - Regularly scheduled for less than 20 hours per week.

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.

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.

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.

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.

Starpoint will consider job sharing and other arrangements when it is in the best interest of the programs and the agency.

INTRODUCTORY PERIOD EMPLOYEE

Any new full time regular, part time regular, part time other employee will be on a 90-day introductory period. This may be extended up to an additional 90 days. 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.

In addition, the employee must successfully complete a personnel performance review. It shall be the immediate supervisor's responsibility to assess a new employee's job performance and give feedback to them on a regular basis. A performance review will be completed at the end of the employee's first 90 days of employment to determine continuation of employment, termination or extension of the introductory status. In the case of extending the introductory status, the Chief Executive

Officer, Managing Director or the Director of Human Resources shall have final authority. The Director/Manager will have the final determination regarding employees coming off introductory status. Until the review set forth in this section is formally completed, the employee will remain on initial introductory status.

During the initial introductory period, Starpoint may terminate the employee without notice and/or without payment of any benefits. The review process is not available to employees until completion of the initial introductory period.

TRANSFERS/PROMOTIONS

Transfers and 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.

To be considered for an internal transfer or promotion, you should: Have been in your current position for at least nine months and be in good standing, unless approved by the Department Director. Have notified your current manager. Have no recent significant disciplinary incidents.

If an employee is promoted to a higher salary classification, they may be eligible to receive a wage increase within the Starpoint Salary Ranges. Years of service and annual increases may be taken into consideration when determining the new salary rate. Directors are expected to discuss and confirm the employee's current salary range and rate of pay with the Director of Human Resources prior to extending an offer.

In general, no salary increase is provided for a lateral transfer, a move to a job in the same salary classification because there is no increase in the level of responsibility.

When an employee transfers to a job in a lower salary classification, typically, the

employee's salary will be reduced because the level of responsibility has decreased. Years of service and annual increases may be taken into consideration when determining the new salary rate. Directors are expected to discuss and confirm the employee's current salary range and rate of pay with the Director of Human Resources prior to completing the transfer paperwork.

A 90-day probationary period is used in connection with promotional appointments, lateral transfers and demotions in the same manner as it is used for original hires. If you are removed from a promotional position during the probationary period because you have not performed your work satisfactorily, you may request reinstatement to your former position if vacant, or to another vacant position related to your experience and qualifications. Reinstatement requests shall be granted at the discretion of Directors and Director of Human Resources as applicable. Lateral transfers, demotions, and separations due to disciplinary action are not afforded reinstatement rights.

EXIT CONFERENCE

It shall be the policy of Starpoint to conduct an exit conference on all employees who are leaving voluntarily or involuntarily. It shall be the immediate supervisor's responsibility to conduct an exit interview with the employee. Completed exit interview forms are to be turned into the Human Resources Department. If an employee refuses to complete an exit conference form or is not available, this should be noted on the form and turned in to the Human Resources Department.

The employee will have an Exit Conference at the time the employee signs their PAF indicating their termination date.

REHIRE POLICY

Former employees who separate from Starpoint in good standing may be considered for reemployment; however, reemployment is not guaranteed.

Employees who resign or quit without providing 2 weeks' notice may be ineligible for rehire. Employees who are involuntarily separated from Starpoint may be ineligible for rehire.

PERFORMANCE MANAGEMENT

To make sure you perform your job the best you can, it is important you are recognized for good performance and you receive appropriate suggestions for improvement when needed. Your manager/supervisor on an ongoing basis will evaluate your job performance. You may meet periodically with your manager/supervisor and receive a written evaluation of your performance. Periodic meetings with your manager give you the opportunity to discuss performance-related issues and prepare an action plan for the next evaluation period.

You will have the opportunity to review, comment on, and sign all performance evaluation documents that will be placed in your personnel file. In addition, you have the option of discussing a performance review process with your manager/supervisor, or higher levels of management if needed.

Performance reviews will be conducted on each employee annually. It shall be each immediate supervisor's responsibility to conduct a performance review of all employees they supervise and review it with them annually. In addition, reviews will be done anytime an employee's performance improves or decreases substantially.

PROBLEM-SOLVING PROCESS

Starpoint has an Open Door Policy. We encourage an environment of open communication where you are able to talk about new ideas or work-related concerns with your supervisor, your Director, the Human Resources Department, or Chief Executive Officer.

When an issue or concern arises, your first step should be to discuss it with your direct supervisor. However, if a discussion with your supervisor is not appropriate or does not resolve the issue, you should contact your next-level manager or the Human Resources Department.

We believe your concerns are best addressed through informal and open communication with the appropriate parties. There will be no retaliation against any employee who acts upon the open-door policy in good faith.

Part of each employee's responsibility is to bring problems, concerns or complaints to their supervisor or director so the appropriate people can address them. It is the supervisor or director's responsibility to address problems, concerns or complaints by either explaining or clarifying certain situations or by taking the necessary corrective action.

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.

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 the treatment of individuals receiving services, etc. There can be no retaliation against an employee for initiating the problem solving process.

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.

The first step of the Problem Solving Process is to ask for a meeting with your supervisor to discuss the problem.

If the employee does not feel comfortable going to his or her supervisor with the problem, he or she may start with 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, 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 either to provide a thorough explanation to the employee or to take the corrective action.

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 Director of Human Resources, which then would be considered Step 2 of the Problem Solving Process.

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, the Director of Human Resources and the employee. This Step 3 of the Problem Solving Process. It is the Director of Human Resources responsibility to hear the problem and seek a resolution as in Step 1 above.

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 and the Director of Human Resources, which would be Step 4 of the Problem Solving Process. The Chief Executive Officer and the Director of Human Resources will make a final action or decision regarding the problem.

The above process must be completed within no more than two weeks.

The Problem Solving 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.

REQUIRED TRAINING AND CERTIFICATIONS

Starpoint employees are responsible for maintaining and updating their certifications and required training. This includes professional license, CPR certification, physical exam (if applicable), TB results, in-service requirements, etc.

If you fail to maintain and update your required training or certifications Starpoint will remove you from your current assignment, you will not be able to work until your required training, and certifications are current.

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.

EMPLOYMENT FILES

Starpoint maintains an administrative file and a confidential employment file for each

employee. All employment files are Starpoint property and cannot be removed from the premises. Starpoint will provide access to and/or copies of employment files to current or former employees as required by applicable federal, state, or local laws/regulations.

Starpoint will only release a copy of a former employee's CPR Certification and/or Tuberculosis Skin Test (TST) result.

VERIFICATIONS OF EMPLOYMENT AND REFERENCES DURING AND AFTER EMPLOYMENT

All requests for verifications of employment should be referred to a representative of the Human Resources or Payroll Departments.

Only Human Resources or Payroll Departments are authorized to verify current or former employment information, unless otherwise required by state and/or local laws.

A request for verification will only confirm dates of employment and job title. Salary information will only be released with written employee authorization, or as required by law.

BACKGROUND INVESTIGATIONS

We require defined background checks for candidates, employees, interns, temporary employees, contractors, and volunteers prior to hire and during employment or while under contract. We adhere to local, state, and federal laws, including the Fair Credit Reporting Act (FCRA), regarding the use of background checks in employment decisions.

Starpoint will conduct background screenings prior to employment for all positions, this includes the CAPS and CABS check. Background screenings and verifications may include, but not be limited to: criminal history, educational background, motor vehicle records,

Colorado Bureau of Investigation fingerprints and Colorado Department of Human Services TRAILS, Sex Offender and Abuse and Neglect State registries.

In addition, a minimum of three personal and/or 3 employment references will be required for all applicants.

At a minimum standard background, checks will be completed every 3 to 5 years on current employees. Any additional checks can be completed on an individual basis if the HR Department or the Director of the department in which the employee is assigned has reasonable evidence that a reportable offense has occurred.

If any of the following instances occur, you must report it to your manager/supervisor within two business days, or as soon as reasonably possible:

- You are arrested or charged with any offense.
- You become subject to an investigation or disciplined by any board of nursing, healthcare or early childhood abuse/neglect registry, or any other related entity that oversees individuals receiving services.
- You experience any debarment, exclusion, suspension, or other event via a federal or state entity that makes you ineligible.

All relevant facts will be considered prior to any action. We will not take any adverse action solely on an arrest. Every effort will be made to consider job relatedness and business necessity. For more information, please contact the Human Resources Department.

TERMINATION OF EMPLOYMENT

Employment with Starpoint is at the discretion of Starpoint. The employment of any employee may be terminated at any time with or without cause. When employment ends for any reason, PTO earned but not taken by the employee will be included in the employee's final paycheck. At the same time, PTO taken in advance will be deducted from the final paycheck.

Personal leave requests submitted after an employee has tendered his or her resignation will not be approved. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO, even if the PTO was approved prior to the resignation.

The Chief Executive Officer and Directors have the authority to terminate employees.

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.

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 or the Director of Human Resources as set forth in this section of the personnel policies.

No 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 or Director of Human Resources in writing. The written document submitted must contain all reasons the employee relies

upon and those reasons must be set forth in detail.

The Chief Executive Officer or the Director of Human Resources 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 or the Director of Human Resources shall inform the employee of his or her decision in writing.

Any employee who voluntarily terminates their employment who is paid hourly is requested to give a two weeks' notice. All salaried employees, directors, supervisors, or managers are requested to give 30 days' notice.

On or before your last day of employment, you must return all of the Starpoint property in your possession.

Employees either who are 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.

RETURN OF PROPERTY

Employees are responsible for Starpoint equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

Cellphones,
Credit cards,
Identification badges,
Office/building keys,
Office/building security passes,
Computers, computerized diskettes,
electronic/voice mail codes, and
Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Chief Executive Officer or his or her designee, Employees must return all Starpoint property that is in their possession or control. Where permitted by applicable law(s), Starpoint may withhold from the

employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. Starpoint also may take any action deemed appropriate to recover or protect its property.

WAGES, REIMURSEMENTS AND EMPLOYEE BENEFITS

Entry-level salary will be based on Starpoint's current approved Salary Ranges and will be determined by the Chief Executive Officer, Chief Financial Officer, and the Director of Human Resources. To ensure internal equity, starting salaries are determined based on the applicant's prior experience and/or education directly related to the position. A department may pay starting salaries up to the high end of the minimum salary range.

Starpoint may provide employees with periodic cost of living increases. The amount and time when given will be dependent on budget and funding resources 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 amount based on the number of months worked. Periodic cost of living increases are not guaranteed.

Other salary increases may be given within the established Salary Ranges dependent on the budget and available funding.

Increases are solely at the discretion of Starpoint. The employee's overall performance, tenure and salary level relative to position responsibilities must be evaluated to determine whether a salary

increase is warranted. The Department Directors, Chief Executive Officer, Chief Financial Officer, and the Director of Human Resources must preapprove salary increases.

The Chief Executive Officer or Director of Human Resources will determine the positions that are non-exempt and exempt from overtime. 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.

Overtime is required to be paid to non-exempt staff for any time worked in excess of 40 hours between 12:00 a.m. Sunday through 11:59 p.m. on Saturday or in excess of 12 hours per day in some circumstances. This is for actual hours worked and does not include holidays or approved leave time.

Under certain conditions, employees are considered to be working even though they are sleeping (29CFR785.20). Less than 24-hour duty. Employees who are required to be on duty for less than 24 hours are working even though they are permitted to sleep or engage in other personal activities when not busy. Duty of 24 hours or more. Employees who must work 24 or more hours straight may agree with their employer to exclude bona fide meal periods and bona

find regularly scheduled sleeping periods of eight hours or less from their hours worked if the employer furnishes adequate sleeping facilities and the employees can usually enjoy an uninterrupted night's sleep. If the sleeping period is more than eight hours, only eight hours will be credited. If there is no express or implied agreement to the contrary, the eight hours of sleeping time and lunch period constitute hours worked.

To monitor overtime usage, the supervisor or on-call person must approve all requests for overtime in advance. It is the supervisor's responsibility to determine if there are any alternative ways to get the job done without overtime.

The Starpoint work period for overtime purposes is one week, defined as 12:00 a.m. Sunday through 11:59 p.m. on Saturday.

Non-exempt employees of Starpoint are not permitted to take work home, outside of their regularly scheduled work hours, unless prior approval has been granted in writing by their supervisor.

REIMBURSEMENT OF EXPENSES

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 this website www.gsa.gov/travel/plan-book/per-diem-rates for current rates.

Mileage Reimbursement

When using your personal vehicle for approved agency business purposes, reimbursement will be based on the mileage rate established by the Starpoint Board of Directors.

Reimbursement for personal car usage will be reimbursed through Concur at the current mileage rate calculated in Concur. Mileage

is to be calculated using the Google Map function in Concur from your starting point to your destination. The number of miles reimbursed is equal to actual miles driven.

Employees will not be reimbursed for travel to and from work. All travel must be by the most direct route. Any exception must be justified as officially necessary and approved by your Manager.

1. The mileage reimbursement is to cover operating cost of your vehicle such as fuel, insurance coverage, repairs, and etcetera.
2. Starpoint does not assume liability for damage to personal vehicles used on Starpoint business and does not assume liability for deductibles or any other uninsured loss to the vehicle.
3. Cost of repairs to a vehicle, whether or not they result from the traveler's actions, are not reimbursable.
4. Under no circumstances will Starpoint reimburse parking fines or moving violations.
5. Employees who have incurred mileage expenses must submit an Employee Reimbursement or a Travel Reimbursement Expense report through Concur in order to receive reimbursement.

Meal Reimbursement

Meals will be reimbursed, at the per diem rate, when the employee is required to travel outside the county of his/her primary worksite on Starpoint business during standard meal periods. Receipts for all meals 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.

Lodging

Actual cost of reasonable accommodations with rates above per diem may be reimbursed with approval of manager, Chief Executive Officer or Chief Financial Officer. Receipts for lodging shall be

obtained and submitted with reimbursement requests. (Receipts from friends and relatives are not acceptable.)

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:

Registration Fees – *a receipt is required.*

- Commercial transportation cost actually paid by the employee – *receipt required.*
- Agency official business telephone, parking fees, road toll charges, etc. – *receipts are required.*
- Car rental – *receipt required.*
- Fuel and emergency repairs for agency owned vehicles – *receipt required.*
- 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.*)

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 10th of the month that follows the travel month. Any travel reimbursement requests over two months old will not be paid.

A family member or friend may accompany employees on business travel, 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.

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.

COMPANY CREDIT CARDS

Starpoint will issue company credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause. Upon an employee's termination of employment at Starpoint, all cards must be returned to the Chief Financial Officer.

The employee in possession of the company credit card is solely responsible for all purchases on the card and for ensuring that unauthorized personnel do not use the card. Card members may not be distributed and should not be saved in online accounts.

Any credit card issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefits of Starpoint.

Business related expenses, such as food and lodging while on Starpoint approved business travel, might be purchased on the company credit card as long as these purchases are consistent with Starpoint's travel and expense reimbursement policy.

Any purchase for \$1,000 or above must be approved prior to purchase. The employee must submit the purchase request in writing

to their immediate supervisor and receive approval in writing before making the purchase. An email request will be sufficient. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt to the Accounting Office.

The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card.

Receipts need to be turned into the Accounting Department within one week of the date of purchase. All receipts should be labeled with a description of what the purchase was for and appropriate coding to ensure proper accounting of the purchase.

Any receipts for meals or entertainment must be attached to a paper that clearly indicates the names of all person, attending the meal or entertainment and the business purpose of such event.

If any employee uses a company credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be deducted in full from the employee's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid.

In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.

EMPLOYEE WAGES

Entry-level salary will be based on Starpoint's current approved Salary Ranges and will be determined by the Chief Executive Officer, Chief Financial Officer, and the Director of Human Resources. To ensure internal equity, starting salaries are determined based on the applicant's prior experience and/or education directly related to the position. A department may pay starting salaries up to the high end of the minimum salary range.

Starpoint may provide employees with periodic cost of living increases. The amount and time when given will be dependent on budget and funding resources as determined by the Board of Directors.

Other salary increases may be given within the established Salary Ranges dependent on the budget and available funding.

Increases are solely at the discretion of Starpoint. The employee's overall performance, tenure and salary level relative to position responsibilities must be evaluated to determine whether a salary increase is warranted. The Department Directors, Chief Executive Officer, Chief Financial Officer, and the Director of Human Resources must preapprove salary increases.

Proposed Starpoint Salary Schedule 2020						
2020	Minimum Range		Maximum Range		Annual Salary Range Low End	Annual Salary Range High End
Salary Class I	\$12.00	\$12.72	\$12.00	\$15.60	\$19,968.00	\$32,448.00
Direct Support Professional						
Admin Assistant/Secretary						
Medical Support Team						
Salary Class II	\$12.72	\$13.48	\$12.72	\$16.54	\$21,166.08	\$34,394.88
DSP Lead						
Assistant Coordinator						
Salary Class III	\$13.50	\$14.31	\$13.50	\$17.55	\$22,464.00	\$36,504.00
Accounting Specialist						
Site Coordinator						
Salary Class IV						
Team Assistant	\$14.00	\$14.84	\$14.00	\$18.20	\$23,296.00	\$37,856.00
Salary Class V						
Resource Coordinator/Case Manager	\$16.00	\$16.96	\$16.00	\$20.80	\$26,624.00	\$43,264.00
Salary Criteria	The rate of pay for a new hire or an employee who meets the minimum qualifications for the job. High end for new hires with at least 5 years previous experience. If it is determined that a new hire has qualities or experience justifying more than the starting low range, start increasing the low range rate by 3% not to exceed the high range amount. Most new hires will start at the low range rate.		The rate of pay for an employee performing 100% efficiency under normal supervision. Most current employees will be in this range for their salary class. A developmental increase may be granted to a staff member who has acquired increased skills and competencies in their current job. This recognizes the staff member's increased value to Starpoint. An in-range salary increase is given to recognize an employee for meaningful increased duties and responsibilities in the current job classification. These type of increases should start at the employees current wage and increase in increments of 3% to 5% as determined by the CEO. Starpoint doesn't guarantee wages increases and all increases are subject to Starpoint's discretion.			

**Starpoint
Salary Classes
For
Early Childhood Staff Positions**

Effective 1/1/2020

Salary class	Hourly Range		Annual Range (Figured at 1 FTE Rate=2080 hours)	
Sub/Temp	\$12.00	\$15.76	\$24,960	\$32,780
I	\$12.12	\$16.19	\$25,209	\$33,675
I-A	\$12.34	\$18.13	\$25,667	\$37,710
II	\$13.05	\$19.74	\$27,144	\$41,059
II-A	\$14.46	\$21.78	\$30,076	\$45,302
III	\$15.76	\$22.08	\$32,708	\$45,926
III-A	\$17.76	\$25.08	\$36,940	\$52,166
III-B	\$18.72	\$26.54	\$38,937	\$55,203
IV	\$19.53	\$33.15	\$40,622	\$68,952
V	\$23.45	\$37.81	\$48,776	\$78,644

Title	Salary Class
Children's Services Manager(BA)	IV
Classroom Assistant, SPIN	I
Assistants-	I
Cook-SPIN	I
COTA	III-B
Data Coordinator	III-A
EHS Child Care/Classroom Assistant Team Leader	I-A
Early Childhood Special Education Teacher (on TTE)	IV
EHS Child Care/Classroom Assistant	I-A
EHS Education Coordinator/Manager	IV-V
EHS Health and Passport Coordinator I	IV
Manager II	IV
EHS Home Visitor I	II or II-A
EHS Family and Community Partnership Coordinator I	III-B
Manager	IV
EHS Program Aide	I
EHS Home Visitation Manager	III-B
EHS Resource Coordinator	III-A
EHS Toy Van Home Visitor	I
Family Center Coordinator-Early Childhood Coordinator	III-B

First Steps Home Visitor Coordinator	III-A
Home Visitor II	II
Home Visitor III	III
Home Visitor III-A	III-A
Home Visitor III-B	III-B
Infant and Toddler Coordinator/Supervisor	III
Occupational Therapist (BA)	IV
Part C Early Intervention Manager (BA)	IV
Preschool Assistant	I
Receptionist/Secretary/Front Desk Support	I
Service Coordinator (Part C), EHS	IV
Special Education Assistant-Support Staff	I
Speech Pathologist	V
Speech Language Pathologist Assistant	IV
Substitute/Temp	Substitute
Teacher I	II
Teacher II	II
Teacher III	III
Teacher III-A	III-A
Children Services Manager (MA)	V
Director(MA)	V
Part C Early Intervention Manager (MA)	V
Preschool Teacher Salary class of Teacher I,II,III,III-A , II-B	*
Center Director	IV
Occupational Therapist (OTR), MA)	V
ECSE(Early Childhood Special Educator	V

Update to Reflect Minimum Wage Increase 1/1/2016 (DT)

CQI Approval 1/6/2016

Policy Council Approval-1/21/2016

Starpoint Board Approval-1/28/2016

Updated to reflect minimum wage increase in 4/29/19 BA

PAY DAYS

Paydays are bi-weekly on Fridays.

Paychecks and direct deposit earnings statements will be available at a site and time designated by the Accounting Department.

It shall be the policy of Starpoint to use a biometric system (fingerprints) for employees to clock in and out for the workday. Employee will sign a release, stating that their fingerprints will not be used for anything other than calculation of hours worked. If not possible to use the biometric system (due to scheduling), some employees will be granted the use of web timesheets.

Under no circumstances will employees be allowed to clock in/out or modify their electronic timesheet from any phone or personal computer; only an agency approved computer or other device will be allowed.

Upon employment with Starpoint, all employees will be assigned an employee ID number. All employees will then be entered into the MITC payroll system. All hourly employees will then have their fingerprints recorded into the biometric system.

All employees will follow their established shifts and clock in or out according to their individual assignments in regards to time. Employees will not be allowed to clock into their assigned shifts more than 5 minutes BEFORE or 5 minutes AFTER their routine shifts begins or ends without prior authorization, in writing, by their immediate supervisors. Any additional time that the employee is requesting will be recorded on an OVERTIME REQUEST form and submitted immediately to their supervisor. If the supervisor did authorize this additional time then that supervisor will sign the OT Request Form and submit it to the appropriate Accounting Staff for payroll.

No employee can authorize his or her own overtime.

This process will be used for all purposes of clocking in and clocking out whether one uses this for the beginning and end of a daily shift, or if one clocks in and out for lunch breaks or other breaks in the employees assigned hours throughout the day.

No other method will be utilized for clocking in and out unless specifically authorized and trained by the employee's supervisor.

MyMITC will be available on all company computers at a variety of locations; employees will follow their supervisor's instruction as to where to access an agency computer. In order to access MyMITC, employees will login using their individual employee ID number, with a zero in front of it.

The above processes create each hourly employee's electronic timecard. All corrections to employee's electronic "timecard" will be made through MyMITC. Employees will request changes for any errors, i.e.: failing to check in or out or entering the wrong job code. In addition, employees will utilize MyMITC functions for all requests to utilize their personal time off (PTO) whether planned or unplanned absences.

Paper and electronic timesheets will be submitted to the Accounting Department by noon on the date due, as shown on the payroll calendar. Any changes or corrections to paper timesheets must be initialed and submitted to the supervisor by the employee.

These changes will be accepted until noon on the Monday prior to the payday. Electronic corrections to employee's timecard will be made through MyMITC. Employees will request changes for any errors.

Requests for changes to an electronic timecard will be automatically routed to the employee's supervisor. The employee's supervisor must approve all changes to the employee's electronic timecards. These changes must be requested and approved by noon on the Monday prior to the payday. If these timelines are not met, the employee may not be paid until the next regular pay day.

Federal and state income taxes, Social Security and Medicare contributions are automatically deducted from 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:

Dependent health insurance premiums
Tax-deferred annuity contributions
Credit Union payroll deductions
Cafeteria/flex plan payments
Additional life insurance
Fitness center membership fees
Voluntary supplemental insurance premiums*
Amounts owed to Starpoint at the time of separation of employment

Employees who are on approved extended leave and who are not receiving a paycheck from Starpoint will receive a letter regarding continuation of voluntary benefits from the Director of Human Resources or assigned designate. An employee may elect to discontinue their voluntary benefits during approved leave. To discontinue any voluntary benefits please notify Starpoint immediately so we may make the proper adjustments with the insurance carrier(s). To continue voluntary benefits during approved leave, employees will be required to remit payment for their portion of the benefit premiums. The employee will be required to make payments on a monthly basis to continue their current voluntary benefits. Payments are due on the first of the

month for that month's coverage. If the payment is more than thirty (30) days, late Starpoint will cancel voluntary benefits. Starpoint will send a written notice of cancellation at least 15 days prior to the cancellation to ensure the employee is aware that their insurance coverage is in jeopardy. Should Starpoint cancel coverage due to lack of payment, the employee will have the right to restore their insurance coverage without condition once they return to work.

ATTENDANCE AND LEAVE TYPES

ATTENDANCE AND PUNCTUALITY

You are expected to report to work on time and remain at work through the duration of your scheduled shift. Unexcused or excessive absenteeism, tardiness, and early departures place a burden on other employees, the company, and the individuals receiving services to which you are assigned. When you are absent from an assigned shift, Starpoint must find another qualified employee to cover the open shift. This can result in important jobs not being completed, or failure to meet requirements or needs of individuals receiving services.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Starpoint is grounds for disciplinary action, up to and including termination.

Approved leaves, such as family and medical leave, sick leave, disability leave, or any other approved paid or unpaid time off, will not count as an unexcused absence under this policy.

PERSONAL TIME OFF (PTO)

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 programs. It is the responsibility of the employee to manage their paid time off and plan for it in advance. Remember, it is in

your best interest to keep some days in reserve in case of unexpected events.

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 be either unpaid or not allowed.

ELIGIBILITY FOR PAID TIME OFF (PTO)

Effective January 3, 2020 PTO will be accrued per pay period. This policy replaces all existing PTO that you have been allotted under prior policies.

PTO is accrued upon hire or transfer into a benefit-eligible position. PTO is earned on the following schedule based on the number of hours worked on an employee's regular schedule.

Occasionally, employees may need to take more time off than they have accrued. Whatever the reason, it sometime happens.

that employees want to take more time off than they have accrued, which will cause a negative PTO balance.

Having a negative PTO balance means that an employee takes paid time off before they have accrued or earned it. In other words, Starpoint is *advancing or loaning* their employee wages to cover the paid time off they take ahead of earning it.

Employees will only be able to carry a negative leave balance totaling the number of hours worked on an employee's regular assigned weekly schedule. Once an employee has reached their negative balance allowed, they will not be able to go into a negative balance for the rest of the calendar year. If the employee reaches the allowed negative balance total and needs additional time off, that time will be either unpaid or not allowed. There must be enough pay periods left in the calendar year to accrue PTO to cover the negative balance.

Employees pay back the negative leave by working and accruing leave allowing the

Regular Work Schedule Hours Per Week	PTO Hours 1-3 years employment*	Accrual Hours per pay period	PTO Hours 3-6 years employment	Accrual Hours per pay period	PTO Hours 6+ years employment	Accrual Hours per pay period	PTO Hours Hired prior to 1989	Accrual Hours per pay period
40	130	5	170	6.538	210	8.077	310	11.923
39	126.75	4.875	165.75	6.375	204.75	7.875	302.25	11.625
38	123.5	4.75	161.5	6.212	199.5	7.673	294.5	11.327
37	120.25	4.625	157.25	6.048	194.25	7.471	286.75	11.029
36	117	4.5	153	5.885	189	7.269	279	10.731
35	113.75	4.375	148.75	5.721	183.75	7.067	271.25	10.433
34	110.5	4.25	144.5	5.558	178.5	6.865	263.5	10.135
33	107.25	4.125	140.25	5.394	173.25	6.663	255.75	9.837
32	104	4	136	5.231	168	6.462	248	9.538
31	100.75	3.875	131.75	5.067	162.75	6.260	240.25	9.240
30	97.5	3.75	127.5	4.904	157.5	6.058	232.5	8.942
29	94.25	3.625	123.25	4.740	152.25	5.856	224.75	8.644
28	91	3.5	119	4.577	147	5.654	217	8.346
27	87.75	3.375	114.75	4.413	141.75	5.452	209.25	8.048
26	84.5	3.25	110.5	4.250	136.5	5.250	201.5	7.750
25	81.25	3.125	106.25	4.087	131.25	5.048	193.75	7.452
24	78	3	102	3.923	126	4.846	186	7.154
23	74.75	2.875	97.75	3.760	120.75	4.644	178.25	6.856
22	71.5	2.75	93.5	3.596	115.5	4.442	170.5	6.558
21	68.25	2.625	89.25	3.433	110.25	4.240	162.75	6.260
20	65	2.5	85	3.269	105	4.038	155	5.962

*New hire PTO hours will be prorated from their start date to the last day of the year.

negative balance to become positive again in time. If an employee terminates their employment with Starpoint, their negative PTO balance will be deducted from their final paycheck.

PTO must be used when taking time off from work for any reason, and PTO can be taken in increments as low as 15 minutes. You must use your PTO hours according to your normal workday. For example, if you work an eight-hour day and need to take off a full day, you must request eight hours of PTO. PTO is paid at your regular pay rate and is not subject to overtime.

Temporary employees, contract employees, and interns are not eligible to accrue PTO.

PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, FMLA, or workers' compensation leave are taken.

Under the company's Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.

Employees may use time from their accrued PTO in 15-minute increments. The time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, required jury duty, and military service leave.

To take PTO requires two days of notice to the supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, the employee's supervisor must approve PTO in advance.

All employees who use the MITC system must submit their leave requests using MITC. The employee's immediate supervisor will approve and schedule the requested personal leave. Employees

requesting PTO that will result in a negative PTO balance must submit a Negative PTO Balance Request Form, to 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 Director of Human Resource for final approval.

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 PTO accrual. If such employee returns to work during the year, their accrual rate 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 PTO accrual hours will not be granted until the employee has reached their next anniversary date.

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 use any accrued time possibly going into a negative balance. Only 1 day of leave, a month during the first 90 days of employment will be approved for illness. All other days will be without pay.

Employees are expected to use PTO benefits in the calendar year in which PTO is earned. Any unused PTO that is remaining on December 31st will carry over into the next calendar year.

Employees may not accrue more than the maximum leave they are allowed. Once an employee reaches his or her maximum amount, the employee ceases to accrue any additional PTO benefits. If an employee later uses enough PTO benefits to fall below

the ceiling, the employee starts to accrue leave again from that date forward until he or she reaches his or her PTO ceiling. Accordingly, employees are encouraged to use all PTO benefits in the fiscal year in which they are earned.

HOW SCHEDULED

Any leaves over 2 days for reasons other than the employee being ill or for a bona fide emergency 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 the supervisor may require a statement from a doctor; and will require a doctor's release upon return.

CALL-IN PROCEDURES

If you think, you will be late or absent from work for any reason you must notify your supervisor or department head no later than 2 hours before your start time on each day of your absence. If it is not during the supervisor's regular working hours, then the employee should call the on-call person, if appropriate, who will then notify the supervisor when available. If you leave a voice mail message for your supervisor or department head concerning your absence, a follow-up call must be made every 15 minutes until a verbal confirmation is received. Failure to properly notify the company of your absence will result in an unexcused absence. Failure to comply with this call-off procedure will cause your tardiness or absence to be considered unapproved or job abandonment, and may result in corrective action up to and including termination. You must inform your manager of the expected duration of any absence. We will not accept telephone calls from friends or family members to report that you will be late or absent, unless

the reason you are absent makes you unable to call.

If you are late, you cannot work beyond your scheduled work time to make up the time missed without prior manager approval. Working late to make up time missed due to lateness does not negate your responsibility to report to work on time.

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 at a minimum of 30 minutes prior to a scheduled shift 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.

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 an approved 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, no call-no show or 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

OTHER LEAVES

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.

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.

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. Personal Leave must be used for the 14-day elimination period required for short-term disability. All disability leave requests must be submitted to the Director of Human Resources. Please refer to the Family and Medical Leave Act of 1993 for additional information on these types of leaves.

Family Medical Leave Act (FMLA)

Starpoint will provide family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) and state law. When an employee's absence qualifies under both state and federal laws, the employee will use his or her entitlement under each law at the same time, to the extent permitted by law. When one law's

provisions provide a greater benefit, the employee will receive the greater benefit.

If an employee is not eligible for FMLA leave, uses up his or her FMLA leave, or wishes to take leave for a purpose that does not qualify for FMLA, the employee should consult the company's other leave policies to determine if other leave might be available.

Starpoint uses a rolling 12-month period measured backward from the date FMLA was used to determine the 12-month period during which the FMLA leave is available for reasons that qualify for up to 12 workweeks of leave.

Eligibility for FMLA

To be eligible for FMLA leave, an employee must have worked at least 12 months for the company, been employed for at least 1,250 hours during the 12 months preceding the commencement of leave, and must be employed at a worksite where at least 50 company employees are employed within 75 miles of the worksite.

Types of Absences Covered

Under the FMLA, eligible employees may take up to 12 weeks of unpaid leave in the designated 12-month period for any of the following:

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;
4. For a serious health condition that makes the employee unable to perform his or her job; or
5. For a qualifying exigency, as described below.

Qualifying Exigency Leave

Eligible employees with a spouse, son, daughter, or parent on covered active duty (or who has been notified of an impending call or order to active duty) in the Armed Forces, including the National Guard and Reserves, may use their 12-week leave entitlement to address certain qualifying exigencies. Covered active duty involves deployment to a foreign country. Qualifying exigencies include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, addressing parental care, and attending post-deployment reintegration briefings.

Military Caregiver Leave

An eligible employee may take up to 26 weeks of unpaid leave during any single 12-month period (a separate and distinct leave year from the period designated above) to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered military service member and incurred a serious injury or illness in the line of military duty, or who experienced the aggravation of an existing or pre-existing condition in the line of active duty. The 12-month period is measured forward from the date leave begins. A covered service member is a current or former member of the Armed Forces, including a member of the National Guard or Reserves. A serious injury or illness for current members is one that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

A serious injury or illness for a covered veteran is one that was incurred in the line of duty or existed before active duty and was aggravated, and manifested itself before or after becoming a veteran and is:

- A continuation of such an injury or illness, or a condition for which the veteran received a U.S. Department of Veterans Affairs Service-Related Disability Rating of 50 percent or greater based on the condition requiring leave,
- A condition that substantially impairs the veteran's ability to keep or obtain gainful employment, or
- An injury on the basis of which the veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. For military caregiver leave for veterans, the veteran must have been discharged or released under conditions other than dishonorable during the five-year period before the first date an employee takes FMLA leave.

Duration of Leave

An employee does not need to use his or her leave entitlement in one block. Leave may be taken intermittently or on a reduced leave 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.

Benefits and protections

Benefits and Protections

During FMLA leave, the employer must 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, employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

When to Request Leave

Where leave is foreseeable, the employee should make a request for leave at least 30

days in advance. Foreseeable leave should be scheduled so that it does not unduly disrupt the employer's operations.

Where 30 days advance notice of the need for leave is not possible, the employee must provide notice as soon as practicable and generally must comply with normal call-in procedures.

If the circumstances change such that the amount of leave needed changes, the employee should provide notice of the change within two business days.

Notifications and Certifications

When requesting leave, employees must provide sufficient information to permit a determination of whether the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also must indicate if the requested leave is for a reason for which FMLA leave was previously taken or certified.

An employee who requests leave will be given a "Notice of Eligibility" and a "Rights and Responsibilities" notice within five business days after indicating the need for leave. These notices explain his or her eligibility and expectations. Any required certification form may be provided with this notice.

The employee must return the requested certification within 15 calendar days. The Human Resources Department will review the certification and determine whether sufficient information has been provided, or if deficiencies need to be corrected. The employee must be given seven calendar days to correct any deficiencies.

When a complete and sufficient certification has been returned (or when the employee has otherwise provided sufficient information to designate the absence as FMLA) the employer will provide the

employee with a "Designation Notice" within five business days of determining whether the leave qualifies for FMLA. If so, the notice will describe the conditions of the leave and the requirements for returning to work.

The company reserves the right to require a second or even third medical opinion, at the company's expense. Employees also may be required to provide periodic recertification supporting the need for leave as allowed by law, and may be required to report periodically on their status and intent to return to work. The company may waive the certification requirement at its discretion.

Pay During Leave

Generally, family and medical leave absences are unpaid. It is Starpoint's policy that employees must use all of their accrued PTO while on FMLA. In order to use paid leave, employees must comply with normal paid leave policies.

Employees may also be eligible for income replacement under a benefit program or other entitlement. This may include short-term disability, workers' compensation, and so on. If an employee is receiving Short Term Disability, they will be required to use their accrued PTO for the 14-day elimination period. Short Term Disability and FMLA leave run concurrently. Employees with a Worker's Comp. Claim will use their accrued PTO for the first three full days absent from work. Worker's Comp. and FMLA leave run concurrently.

If Starpoint and the employee may agree to have paid, leave supplement the disability plan benefits (i.e., where those benefits are less than the employee's regular wages or salary).

Returning to work

An employee will be reinstated to the same job or an equivalent position upon completion of FMLA leave, except where

denial of restoration is permitted by the FMLA. If the employee has exhausted all available leave and is still unable to return to work, the employee no longer has any job restoration rights under FMLA. Each situation will be reviewed on a case-by-case basis to determine whether the employee may be eligible for rights and protections under other laws or company policies.

Fitness for duty

When leave is for the employee's own serious health condition, the employee is expected to return to work when released by a health care provider. The employee will need to provide a Fitness for Duty certification before returning to work if this requirement was indicated in the Designation Notice. A health care provider must sign the Fitness for Duty certification.

If an employee is released for light duty work and is offered a light duty job but refuses, any short-term disability benefits the employee may be receiving could cease, depending on the terms of the plan. However, the employee is still permitted to use his or her FMLA entitlement.

Additional Information

Termination of employment may occur if an employee fails to return from leave at the time agreed upon (barring circumstances, which required an extension of available leave) or if an employee is found to have taken leave on a fraudulent basis.

Starpoint reserves the right to deny unpaid leave requests to employees other than FMLA or other legally required leave. 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 Director of Human Resources who will make the final decision concerning such requests. All unpaid leave requests will be

reviewed on an individual basis.

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.

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.

WORK SCHEDULES & BENEFITS

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.

Full time regular employees will be eligible for health insurance for themselves and their families.

Short-term disability is provided to eligible full-time employees.

Term Life and AD&D Insurance Benefits will also be provided to eligible full-time employees.

The employee may purchase additional life insurance.

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.

Participation in a local Credit Union that may offer savings accounts, loans, a payroll education plan and insurance on savings and loans accounts.

Worker's Compensation Insurance.

Section 125 (Cafeteria Plan/Flex Plan) -

This plan allows you to pay for certain reimbursed medical and dependent day care expenses with before-tax dollars. You may be able to reduce taxes and increase your take-home pay.

Additional voluntary supplemental insurances are also available for full time employees, which include:

Dental, Vision, AFLAC, Long Term Disability, and Flex Savings Plan

Fitness center memberships

Profile EAP

“Helping Employees Balance, Work, Family & Life”

Problems are a part of life.

Your employer recognizes that, at any time, you or your family members may experience personal difficulties that may seriously affect your life. If these difficulties go unresolved for a period of time, they are likely to impair your ability to cope as effectively at home and on the job. That is why your employer provides a confidential Employee Assistance Program (EAP) for you and your family. Your use of our services is not reported to your employer. The EAP benefit provides Professional Counseling Services, Legal, Financial and other resources to assist your emotional and mental well-being and bring balance to your life.

Who is covered under the benefit?

All full-time and part-time employees, spouses and unmarried dependent children to age 26 are covered.

How does the EAP work?

Getting help is simple. You can schedule an appointment by calling toll free at 1.800.645.6571. Our offices are open 8:00 am – 5:00 pm Monday through Thursday and 8:00 am – 4:00 pm on Friday. A counselor is available 24 hours per day, 7 days per week for crisis assistance. Or, visit our website www.ProfileEAP.org to access other benefits.

Company Code: DEV

Counseling Benefit

Your benefit includes 6 sessions per person, per problem, per year. Our licensed, professional counselors are here to help you with your life's problems. You may want to consider calling for help if you encounter problems such as:

- Relationship issues
- Family problems
- Grief
- Stress, depression or anxiety
- Substance abuse
- Workplace difficulties
- Financial information
- Behavioral Wellness Webinars
- Elder Care Issues
- Child Care Issues
- EAP Incident Response
- Legal problems not related to employment

Almost any personal or professional problem is appropriate for seeking assistance through your EAP. Profile EAP is located away from your workplace to create a comfortable atmosphere and maintain your privacy.

Office Information

Toll- Free.....	1.800.645.6571	Colorado Springs.....	719.634.1825
Denver.....	303.765.6363	Durango.....	970-764-3760
Pueblo.....	719.560.0612	Fax.....	719.634.1874

Profile EAP



Your employer Health does not discriminate against any person on the basis of race, color, national origin, disability, age, sex, religion, creed, ancestry, sexual orientation, and marital status in admission, treatment, or participation in its programs, services and activities, or in employment. For further information about this policy contact Your employer Health's Office of the General Counsel at 1-303-673-8166 (TTY: 711). Copyright © Your employer Health, 2018. ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-303-673-8166 (TTY: 711). CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-303-673-8166 (TTY: 711).

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

Employees hired on or after 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 – Accrue 130 hours per year
- 3-6 years employment – Accrue 170 hours per year
- 6+ years employment – Accrue 210 hours per year

HOLIDAYS

- A) All agency observed holidays per Personnel Policies that are actually worked will be paid at double time.
- B) Part-time regular will be paid holiday pay for actual hours worked per Personnel Policies

INSURANCE COVERAGE

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

WORK SCHEDULE III

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

Work Schedule III Terminated December 31, 2017

Workers hired from 1999 to 2017 on Work Schedule III are
Grandfathered in.

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

Employees hired on or after 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 - Accrue 110 hours per year
- 3-6 years employment - Accrue 150 hours per year
- 6+ years employment - Accrue 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) All agency observed holidays per Personnel Policies that are actually worked will be paid at double time.
- B) Part-time regular will be paid holiday pay for actual hours worked per Personnel Policies

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

HOLIDAYS

Starpoint observes and allows paid time off for eligible employees on each of the following holidays:

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

Eligibility

Full-time employees are eligible for paid time off for agency observed holidays. Part-time, temporary, or substitute employees are not eligible for holiday pay. Eligible employees will be paid their scheduled pay for that day.

Work on Holidays

Some positions at Starpoint require employees to work on agency holidays and are not eligible for holiday paid time off. Employees required to work on a holiday will receive holiday pay instead of paid time off. Employees who request off for a holiday

will receive holiday paid time off for hours they are normally scheduled to work.

Pay Rates

An eligible nonexempt employee who is required to work on a Starpoint observed holiday shall be paid double their regular hourly rate for actual hours worked.

Religious Accommodation

Employees who need time off for religious observances should speak with their supervisor or the human resources department.



EMPLOYEE CONDUCT

ANTI-HARASSMENT AND VIOLENCE POLICY

We are committed to providing a work environment where you are treated with respect and dignity. We expect all relationships to be professional and free of bias, prejudice, and harassment. We will not tolerate harassment of any type by, or directed to, any employee. We prohibit all forms of harassment.

You are entitled to work in an atmosphere free of harassment. This policy also applies to applicants for employment, independent contractors, or visitors who may interact with our employees in the workplace or at client sites

This is not an exhaustive list, the following may be examples of various types of conduct that are prohibited by this policy:

Verbal Abuse: Any language that degrades, intimidates, or berates others, including, but not limited to, racial, religious, or sexual comments, jokes, sexual innuendoes, and/or threats of any kind. Use of profanity in the work place will not be tolerated.

Physical Abuse: Touching, hitting, pushing, slamming, throwing, kicking, and/or threatening another person, including restraining by force or blocking the path of another.

Interference or Hostile Environment: Any behavior or action that interferes with an employee's ability to perform work assignments and/or creates a hostile or intimidating work environment.

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.

Sexual Harassment: 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.

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.

Retaliation: A form of harassment defined as any adverse action taken or threat made because an employee has or attempted to exercise rights under state or federal employment laws or our policies. This includes, but is not limited to, verbal abuse and threats of withholding or withdrawing pay, promotions, training, or other employment opportunities.

Reporting Harassment

If you experience harassment or are aware of another employee experiencing harassment, you are obligated to report the situation to either Human Resources or any Director immediately. 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 the situation as soon as possible.

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.

Upon receiving a report of harassment, the Chief Executive Officer and the Director of Human Resources 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 delegate.

Following the report of the investigation, the Chief Executive Officer, Director of Human Resources or delegates will take any personnel, or other action determined, in his or her sole discretion, to be necessary.

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 Director of Human Resources.

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.

PROFESSIONAL BOUNDARIES

We are committed to providing a professional work environment where our employees and clients are treated with respect and dignity. We require all employees to maintain appropriate professional boundaries when interacting and communicating with our clients.

The following are prohibited:

- Sharing personal information or becoming personally involved with clients.
- Paying for any personal expenses for a client (e.g., meals, groceries, gas).
- Engaging in monetary transactions with a client (e.g., buying or selling items to or from a patient or client).
- Accepting gifts or other favors from clients.
- Communicating with the client outside of your scheduled work time, including through social media.

Any pre-existing personal relationship with a prospective client must be disclosed and agreed upon before the provision of services.

GIFTS AND GRATUITIES

The accepting of money or substantial gifts to staff from individuals receiving services, 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 individuals receiving services that involve the employees or their personal funds or belongings.

Any staff member who desires to raise funds for a specific individual receiving services, a special program, piece of equipment or any other purpose must first receive written approval from the Chief Executive Officer or Foundation Director. To do this the staff person should write a memo outlining the following:

- Purpose of the fund raising;
- Amount being sought;
- Where funds will be raised from; and
- If there is a budget line item for this purpose, i.e., therapy, equipment, etc.

No contacts with any group, individuals or businesses can be made until approval is received.

It is critical that all fund raising efforts be known and coordinated so we do not approach groups with conflicting requests.

DONATIONS

A parent or service group that wishes to donate to Starpoint may from time-to-time approach individual staff. If asked what is needed, it is not appropriate for a staff person to offer suggestions. The response should simply be that we have many needs and that someone will get back to them. Depending on the current funding and budget, it may be more advantageous that

we ask for cash versus money that is restricted for a certain use or purchase.

Anyone approached with a potential donation should immediately contact the Foundation Director with details.

CONFIDENTIALITY

All employees of Starpoint shall maintain confidentiality regarding any individuals receiving services 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.

During your employment, you may have access to confidential information. As an employee of Starpoint, we must ensure that all of our information is protected in accordance with business requirements, individuals receiving services, relevant laws and regulations. You are responsible for protecting information from loss or unauthorized access, modification, destruction, or disclosure. All confidential information that you may have access to at Starpoint is confidential Starpoint property and requires your protection. Below are types of confidential information you may have access to at Starpoint.

Personally, Identifiable Information (PII), is any information that enables identification of an individual. PII includes an individual's name, email address, work or home telephone number, home postal or other physical address, birth date, drivers' license number or other municipality-issued identification card number, social security number or other national identification number, or other information that enables

identification of a person or individual. Our PII can refer to any individuals receiving services, employees, workers, applicants, candidates, or other persons about whom we maintain personal information as part of providing our services and conducting our business.

Protected Health Information (PHI) as defined by the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, consists of both of the following two types of information: • Any information regarding a individuals receiving services health status, health care provided, or payment for health care services; and personal identifying information.

Financial account information includes information regarding bank accounts, credit card accounts, debit card accounts, and other financial accounts, that would allow access to or use of those accounts. Bank account information typically includes a bank routing number and account number; credit and debit card information typically includes a card number, expiration date, security code, and cardholder's name.

As part of your employment, you may also have access to other types of our information of a confidential nature related to Starpoint including but not limited to these examples: strategic plans, suppliers, finances, budgets, manuals, business practices, compensation, and sensitive personnel information regarding other employees, individuals receiving services, and legal matters. You may not use or disclose any non-public, confidential, sensitive, or proprietary information of ours in any manner that is unauthorized or detrimental to Starpoint's best interests.

EMPLOYEE CONDUCT

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 individuals receiving services. Conduct that interferes with operations, that discredits Starpoint, or that is offensive to the public, coworkers or individuals receiving services will not be tolerated.

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 individuals receiving services at all times. Interactions with individuals receiving services must reflect respect and dignity toward each individual. 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.)

EMPLOYEE INSUBORDINATION

Employees are required to obey company directives issued by their supervisor or manager. A refusal to obey a supervisor's order or a lack of respect directed toward that supervisor will subject that employee to Starpoint's Corrective Action and Discipline Program.

Insubordinate actions undermine the discipline and authority needed in the workplace. Insubordination may result in Corrective Action as described in the Employee Handbook, up to and including termination.

Insubordination is defined as:

1. Inappropriate Language
The use of inappropriate language directly or in reference to a manager constitutes insubordination.
2. Silent Treatment
Giving the "cold shoulder" by ignoring a supervisor's presence and refusing to speak except when

necessary is a form of unacceptable employee behavior.

3. Defying Management Directives

A willful disregard or a deliberate violation of Starpoint's interests, policies, regulations, rules, procedures and/or directives. The refusal of a legitimate directive from a supervisor will be considered insubordination.

4. Intimidation and Harassment

Verbal or physical aggression by an employee toward any Starpoint supervisors is insubordination for which Starpoint must show zero tolerance.

Employees are expected to follow Starpoint policies, regulations, rules, procedures, and/or directives. The best course of action for an employee to take to avoid an insubordination issue is to follow the directive given by the supervisor. If an employee disagrees with a policy, regulation, rule, procedure and/or directive, or thinks it is unfair or unnecessary, the employee should put it in writing, and discuss the issue with the their Director, Chief Executive Officer, or the Director of Human Resources.

No disciplinary action will be taken against employees if he/she refuses a directive because he/she believed that her/his safety was in jeopardy or a different course of action was available that would have been safer.

Failure on the part of the employee to observe established policies, regulations, rules, procedures and/or directives can lead to disciplinary action including verbal warnings, written formal warnings, suspension and/or termination.

EMPLOYEE CONDUCT AND CORRECTIVE ACTION

Whenever and wherever people work together, each person must conform to

standards of reasonable conduct in order to maintain an orderly, efficient, safe, and productive work environment. Employees are expected to follow all of the rules, policies, and procedures established by Starpoint, whether or not set forth in this handbook, and failure to do so may lead to corrective action up to and including termination. Starpoint reserves the right to counsel, take corrective action, and/or terminate employees for any and all violations of the standards of conduct.

Starpoint intends to give employees reasonable opportunity to improve their performance unless the problem involves matters affecting the health or safety of individuals receiving services or employees or willful misconduct. If an employee's productivity, quality, efficiency, or behavior is below an acceptable level action may be needed. If performance falls below an acceptable level, corrective action may be imposed, including: verbal warning, written warning, suspension, or termination. The focus of corrective action is to promote employee job success by identifying the unacceptable performance and the cause(s) of the unacceptable performance, and agreeing on method(s) for improving employee performance to an acceptable level. In determining which type of corrective action is appropriate, the seriousness of the infraction (i.e. unacceptable behavior, attendance related issues, or misconduct), the past performance record and the circumstances surrounding the matter will be taken into consideration. Since the corrective action is intended to be action- oriented, corrective action of verbal warning, written warning, or suspension will usually include scheduled review dates to monitor the employee's progress toward acceptable performance. This progressive procedure does not preclude Starpoint from terminating an employee at any time, without any previous corrective action, if circumstances warrant. The decision to use or not to use any one of the corrective

actions is solely within the discretion of Starpoint. Nothing in this policy is intended to modify the at-will nature of employment, which means that Starpoint may terminate the employment relationship at any time.

CORRECTIVE AND DISCIPLINARY ACTION

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.

The following are formal corrective and disciplinary actions that can be used by any supervisory staff:

- Counseling sessions; and
- Verbal and written reprimands.

The following are formal corrective and disciplinary actions that can be used by directors:

- Counseling sessions;
- Verbal and written reprimands;
- Invoking probationary status; and
- Suspension with or without pay.

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 individuals who receive services, 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.

Any formal corrective or disciplinary action taken will be documented and put in the employee's personnel file.

Probationary status as used in this section means the status of 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.

Suspension without pay may be used as a precautionary measure where there is suspicion of cause until a final determination is made.

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 or Director of Human Resources who will have the final decision on removal.

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 or Director of Human Resources if the employee undertakes outside employment. Requirements of employment with Starpoint shall have priority over any requirements of outside employment.

CONFLICTS OF INTEREST

You and all of our employees, directors, officers, and contractors have a duty to avoid interests, both real and perceived, which may conflict with employment or services with us. A conflict of interest occurs when a professional or personal interest competes with your service to or on behalf of us, our interests, or the best interests of our clients. Such competing

interests may make it difficult for you to impartially fulfill your responsibilities. Please refer to the conflict of interest policy in The Code for more information.

Personal relationships between employees and clients are also prohibited, unless they are disclosed and agreed upon before the provision of services.

DRUG-FREE WORKPLACE

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.

Controlled substances include any drug that is illegal under federal or state law, or that is legally obtainable but has not been legally obtained. The term includes prescribed drugs, which are not being used for the prescribed purpose or in the prescribed manner. Examples include but are not limited to: Marijuana*, Opiates, Amphetamines, Cocaine, Crack, phencyclidine (PCP), Narcotics, Barbiturates, Stimulants, Depressants, and Alcohol.

*Despite Colorado law, marijuana for medical or recreational use is a Drug Enforcement Administration listed Schedule I controlled substance and therefore is prohibited.

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, and 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 that 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.

It is the goal of Starpoint that employees will take responsibility for their own behavior and voluntarily seek help through the Employee Assistance Program (EAP) or other professional programs to resolve problems. However, there may be times when management recommends or requires the EAP as part of a performance improvement plan, disciplinary action, or other recommended action to meet operational needs. 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.

PERSONAL BELONGINGS

Employees are responsible for their own personal property at all times. There is no reimbursement or insurance coverage provided by Starpoint for the loss of or damage to an employee's personal effects in the workplace, including items such as: money, books, decorations, clothing, electronic devices or other items that are kept in offices, desks, Starpoint vehicles or personal vehicles, either at a Starpoint site or while traveling on Starpoint business. Employees are urged to carry homeowners or renter's property insurance policy or other specific property insurance to cover such risk of loss.

Personal medications and other belongings must also be secured against the accidental or intentional misuse by others.

COMMUNICATION WITH THE PRESS

Employees are not authorized to comment for Starpoint. Starpoint will respond to media requests for Starpoint's position only through the designated spokesperson.

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.

RESTRICTIONS ON LOBBYING

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.



WORK PLACE RULES

TOBACCO & ELECTRONIC SMOKE DEVICES

The use of tobacco products, including, but not limited to cigarettes, cigars, 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.

VAPING

Definition: Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices.

This Vaping Policy prohibits the use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere that tobacco smoking is prohibited. No vaping is permitted within the facilities or vehicles of Starpoint at any time. The use of vaping products will be allowed in company designated areas outside facilities. Each facility will designate areas outside the building where the use of vaping 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 and vaping products in personal vehicles when they are transporting agency individuals receiving services in order to promote a safe and healthy environment for the individuals we support. Individuals receiving services are also prohibited from smoking, using vaping devices or chewing tobacco in personal vehicles of staff.

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

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 individuals receiving services, coworkers and the public.

- 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.
- 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.
- Employees, at all times, are expected to be a role model for the individuals receiving services. 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 adults receiving services.
- All jewelry should be appropriate for the work environment and worn sparingly. Large, dangling earrings, necklaces, or rings may not be worn during your shift if you are a provider of direct care.

- No spaghetti strap tops (tank tops can be acceptable if they are not revealing).
- No short shorts, skirts, or dresses. Shorts, skirts, dresses must reach the tips of your fingers when your hands are hanging straight down.
- Employees who work with adults and children cannot wear flip-flops or backless sandals when you are working direct care. Shoes and sandals must have backs on them. This also is to protect against accidents and injuries

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, Supervising Director or Director of Human Resources.

Certain departments or programs may have additional dress code requirements.

CELLULAR TELEPHONES

The Starpoint phones are intended for the use of serving our customers and in conducting Starpoint business.

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.

Starpoint does not permit employees who are driving company vehicles to transport

individuals receiving services 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.

During work time, employees are discouraged from using personal cellular telephones or similar devices. 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.

PERSONAL ELECTRONIC DEVICES

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.

PERSONAL INFORMATION

An employee's personnel data should be accurate and current at all times. It is the responsibility of each employee to promptly notify their supervisor of any changes in personnel data. Employees are requested to use the "Personnel Action Form" to keep the Company up to-date on personnel data.

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 Department 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.

EMPLOYEE HEALTH & SAFETY

It is the policy of Starpoint that the safety of its employees, individuals receiving services and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. Starpoint requires that its employees, as a condition of employment, comply with all applicable safety rules as listed for specific duties.

The designated safety coordinator for Starpoint, Jami Roy, is the primary contact

for safety-related matters. All employees will receive an orientation to the safety policy and rules upon initial employment, and are encouraged to bring to the attention of their immediate supervisor any unsafe conditions or practices. Supervisors will communicate these concerns to the Safety Coordinator, who will respond to these concerns within one working day (Monday through Thursday, 7am-5:30pm.).

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety coordinator, other members of our management team, and I will participate with you in ongoing safety and health program activities.

Employer Responsibilities:

- Provide a safe workplace
- Provide safety and health education and training
- Annually review and update workplace safety rules

Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the organization's safety rules at all times

SAFETY AND HEALTH RULES

Environmental Safety

Sanitation and orderly work areas are essential to a safe environment. Keep all work areas safe.

Familiarize yourself with all fire exits, fire extinguisher locations, use of fire extinguishers, and proper evacuation procedures.

Know where the First Aid Kits are for all locations and company vehicles. Know how to use them.

Watch and correct unsafe situations, such as: icy walkways, debris, piles, and spills, improper storage of chemicals, cleaning supplies or other such substances.

Physical Movement Safety

Follow proper lifting procedures to prevent back injuries. Lift with your legs, not your back. Lift with your back straight, hips straight, knees bent, feet comfortably spread apart, and use a firm grip. Never twist at the waist when lifting, move your whole body instead. All lifts of over 50 pounds should be done with at least two people unless the lift involves lifting another person who can assist in their own transferring. If you are uncertain, as to whether or not you can lift something, GET HELP. Plan before doing any lifting. Know where you are going to put what and you are lifting. Open doors and remove obstacles.

When climbing stairs use the handrails.

When carrying things, keep load close to your body and keep vision clear.

When help is not available, use leverage and body mechanics to manage the load; drag, roll onto blanket and drag, etc. You need to ascertain if the situation is critical or an emergency before attempting to lift something over 50 pounds. If it is not, wait for help to arrive.

When something is falling (including people), do not try to stop the fall. Trying to stop the fall could result in greater injuries to all concerned.

Do not reach for something over your head. Use a stool or ladder made for that activity. Do not twist to reach something. Face the object and make sure it is in easy reach.

Wheelchair Lift Safety

Know how to operate the lifts on the vehicles. If you are uncertain, ask for help. When lowering lifts, make sure nothing is in the way and that the lift will settle on a solid surface.

Be sure individual is belted into the wheelchair.

Back chair onto the lift and lock both brakes whenever possible.

Raise lift.

Have individual bend head down, release brakes, move chair into vehicle. Secure chair in van. If you are uncertain how to use the securement equipment, ask for help.

To unload, reverse procedure.

Keep engine of vehicle running while operating the lift.

Wheelchairs must never be left unattended without locking the brakes.

General Safety

Adult Supports staff must take the Safety Care training course and renew as prescribed by Safety Care.

Remain alert and sensitive to whatever is happening in the environment. Be ready to ACT before the need to REACT. Alter the environment if necessary by reducing stimuli. For example: turn off lights, reduce noise, separate individuals who may be irritating one or the other, reduce heat, etc. Reinforce positive behavior. "Catch them doing it right."

Be aware of individual body space.

Treat all individuals receiving services with dignity and respect.

Remember that your attitude and philosophy set the tone for all interactions with the others.

Listen. What is the individual trying to convey?

Follow written behavior programs where applicable.

Tools and Equipment Safety

Tools and equipment are not limited to industrial use. This includes such items as vacuum cleaners, dishwashers, typewriters, etc.

Be familiar with the operating instructions of power tools and machinery and adhere to procedures recommended by manufacturer. Training may be necessary to operate some equipment. If you are uncertain how to operate a piece of equipment, ask for assistance.

Use safety equipment appropriate to the task: safety glasses, gloves, potholders, etc. Never place hands, or any other body part, into a machine that is running.

Be sure that the tool or equipment you intend to use is made to do the task you are intending to undertake.

When using sharp objects that are used to cut, peel or file, always direct them away from your body.

Stop the machine and turn it off before attempting repairs or maintenance.

Report all malfunctioning equipment to your supervisor. Do not use equipment that is not working correctly.

When removing a lid from a covered dish, tilt lid away from you so that steam may escape.

Turn handles of pots on stove to the center of the stove.

Never leave knives in places they may be handled carelessly.

Test water temperature with your hand to assure that it is of a comfortable temperature before assisting an individual in the bathtub or with hand washing.

All electrical equipment must be properly grounded with no frays or splices.

Never pull an electrical cord out of the outlet by yanking on it. Use the plug and pull gently.

Do not attempt to make electrical repairs. Notify your supervisor if such repairs need to be made so that a qualified repair person can complete the repairs.

Use safety gear when applicable: work gloves, rubber gloves, face shields, safety shoes, etc.

Housekeeping is everyone's job. Keep work areas clean and picked up.

Read the labels on cleaning products and follow necessary precautions.

Operate motor vehicles carefully and cautiously. Be a courteous driver.

Complete daily van checklists before operating an agency vehicle.

Be sure all occupants of the vehicle are strapped into their seats with the seatbelt.

Extension cords should not be used for permanent electrical connection.

Store paints, cleaners and other toxics in locked storage.

Safety Committee

Starpoint, Fremont, and Chaffee counties shall have an active safety committee that meets monthly to accomplish the following functions.

Review all accident reports and make recommendations to remedy any safety hazards.

Review all fire drill analyses and make recommendations to correct the deficiencies.

Complete a safety walk-through of all agency facilities on a monthly basis to identify any safety hazards or unsafe practices of staff or others.

Review the total safety program and its functioning annually.

Maintain a log of accidents and prepare periodic summaries of accidents by type, location and number of work days lost.

Review various safety checklists.

Individuals Receiving Services and Staff Training

Training shall be given to individuals receiving services and staff regarding safety hazards and practices. On-going training shall be given regardless of familiarity with the task(s). Communications with employees and individuals receiving

services shall occur on a regular basis to inform them of safety related issues.

Emergency Medical Procedures

In the event of sickness or injury to any individual receiving services, staff or visitor while at an agency facility or while performing an agency function, the following procedures will be followed:

For accidents or injuries that do not require a physician's care (i.e., minor cuts, scrapes and falls with no apparent injury) the staff person on duty should:

Use protective equipment when dealing with the potential of bodily fluid contact;
Administer first aid if necessary, and
Fill out an accident report form and turn it into the individual's supervisor.

For accidents or injuries that require additional treatment after first aid is administered (i.e., cuts requiring stitches, suspected sprains, etc.), the staff person should:

Use protective equipment when dealing with the potential of bodily fluid contact;
Administer necessary first aid;

If an individual receiving service, call the individual's parents, Program Director, Case Manager or Medical Support Team member during working hours; or On-Call after hours.

Transport where instructed and remain with the individual until relieved or the individual is released; and,

Fill out accident report form and turn into the individual's supervisor.

For accidents or injuries where first aid is not sufficient and emergency medical attention is necessary (i.e. severe cuts, unconsciousness, and broken bones), the staff person on duty should:

Call 911 and give location of accident;
Use protective equipment when dealing with a potential of bodily fluid contact;
Administer temporary first aid;

If an individual receiving services, call the individual's parents, Program Director, Case Manager or Medical Support Team member during working hours; or On-Call after hours.

Go with person to hospital or remain with them until either admitted to hospital, relieved by another person, or the individual is released; and

Complete accident report form and immediately notify the Director of Services and Supports or Program Director.

Enforcement

Employees will be subject to corrective or disciplinary action, up to and including termination for violations of safety rules.

Management, including supervisory personnel, shall be subject to corrective or disciplinary action, up to and including termination for:

Repeated safety rule violation by employees under their supervision

Failure to provide adequate training prior to job assignment

Failure to report accidents and provide medical attention to employee injured at work

Failure to control unsafe conditions or work practices

Failure to maintain good housekeeping standards and cleanliness in their departments.

WORKER'S COMPENSATION

Accident Procedures

In the event of a work-related injury or illness, the injured worker must report it to his/her supervisor immediately.

If the injury is life threatening or limb threatening, the injured person should seek medical treatment at the nearest emergency room. The worker will be driven or sent to the nearest hospital or 911 will be called. The facility should be notified that the injury

is Worker's Compensation. The injured person should follow up within 24 hours at one of Starpoint's Designated Medical Providers.

If the injury is not life, threatening or limb threatening the supervisor and the injured worker will call MedCor, Starpoint's 24-hour triage service, at 1-800-775-5866.

Medcor will determine if the injury is "self-care" or if the worker needs further medical attention.

If Medcor determines the worker needs to be seen by our designated medical provider the worker will be given the names and addresses of our designated medical providers.

CCOM Canon City
3245 E. HWY 50 Suite E
Canon City, CO 81212
(719)285-2800
8am-5pm Monday-Friday

1st Street Family Health
910 Rush Drive
Salida, CO 81201

Employees who are injured are required to fill out an ACCIDENT REPORT within 24 hours of the accident. The report should be turned in to the person's supervisor who will then turn the report in to the Human Resources Department.

Documented accident investigations will be conducted following all work-related injuries. The supervisor or safety coordinator will be responsible for interviewing the injured employee and all witnesses.

Management will use information from the accident investigation to identify and

implement changes that may help prevent future incidents.

Employees are to bring a "Report of Workability" from the designated medical provider specifying whether they can return to work and when. The release will also describe any restrictions. This release is to be returned to the Starpoint Human Resources Department after the doctor visit.

Employees are expected to adhere to any restrictions they may have and Starpoint will attempt to make any accommodations to their job, if necessary.

Modified duty procedures

The employee's supervisor will determine if the employee can return to his/her regular job duties within his/her medical

Centura Health Urgent Care Clinic
3245 E. HWY 50 Suite E
Canon City, CO 81212
(719)285-2800
5pm-7pm Monday-Friday

Salida Family Medicine
320 E. 1st Street
Salida, CO 81201

restrictions.

If the employee is unable to return to regular job duties, the supervisor will determine if the employee's position can be temporarily modified to accommodate the restrictions.

If the job cannot be modified, management will evaluate other tasks the employee may be able to perform until the employee is released to regular work duty or placed at maximum medical improvement (MMI).

If the employee is unable to return to a modified position, the medical restrictions will be re-evaluated after each doctor's visit to ensure the employee returns to work as soon as possible.

Complete records will be kept for all workers' compensation claims.

If an injured employee misses three days or more of work consecutively following their accident or injury, they are not compensated by Colorado Compensation Insurance Authority for these three days. Missed time will be taken out of an employee's leave bank or will be unpaid time, as appropriate. Time that must be taken off work for physician's appointments, therapy, follow-up care or other medical treatment is not paid by CCIA. Time taken off work will be unpaid time or will be deducted from the individuals leave bank, as appropriate.

Injured employees will be compensated for mileage to and from designated medical provider other referral doctor's appointments, physical therapy, etc. Mileage for Worker's Compensation related travel should be kept on a Starpoint Travel Voucher form, separate from other mileage.

Employees **MUST NOTE THEIR WORKER'S COMPENSATION CLAIM NUMBER** on the Travel Voucher form and mail it to: CCIA, 720 S. Colorado Blvd., Denver, CO 80246-1938 or FAX it to: 1-888-329-2207. Travel reimbursements will be directly through CCIA, not Starpoint.



ACCIDENT/INJURY REPORT
To be completed for all accidents

Name of injured: _____ Date of Injury: _____ Time of Injury: _____

Location: _____
Street City State Zip

Actual: _____ Alleged: _____ Called MEDCOR: (800) 775-5866 Yes _____ No _____

Place where accident/injury occurred: (Be specific – for example: front yard, street, sidewalk, kitchen, office, etc.) _____

Describe the injury in detail: (size, laceration, abrasion, cut, puncture, etc.) _____

PLEASE PUT AN "X" ON THE FIGURES TO THE RIGHT ON THE PART OF THE BODY THAT WAS INJURED.

Describe events that led up to the accident/injury: (What was going on?) _____

Describe the accident/injury: (What happened – be specific, if using tools or equipment, name them & tell how they were being used.) _____

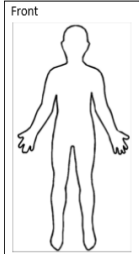
Describe the action taken: (What did you do – for example, did you apply 1st Aid, call 911, assist the injured person in anyway? Be specific & describe actions in detail.) _____

Describe results of action taken: (How did those involved respond?) _____

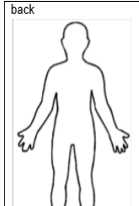
Witnesses present: _____

Signature of person completing form: _____ Date: _____
Initials of Supervisor who read report: _____ Date: _____

Describe any follow-up action taken: _____



Front



back

Placing the Triage Call:
Ideally, the **Supervisor and injured employee should place the call together**, dialing the toll-free number 1-800-775-5866. If the Supervisor is unavailable, the injured employee can call the Medcor On-Line service directly. To be most beneficial, the **call should be made as soon as possible after the injury occurs.**

SAFE TRANSPORTATION OF INDIVIDUALS

When traveling in any agency vehicle, it is mandatory for all employees and individuals receiving services to secure seat belts prior to starting the vehicle and continuing to use them while moving.

Employees who transport individuals receiving services in their personal vehicles are also required to secure and use seat belts on individuals receiving care and themselves while driving.

Any staff person transporting any children involved in Starpoint programs will be required to use an authorized child safety seats as required by law.

Employees and individuals receiving services are prohibited from eating or drinking in company vehicles or from being involved in other activities that may result in distracted driving.

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.

Starpoint does not permit employees who are driving company vehicles to transport individuals receiving services 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.

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

SOCIAL MEDIA POLICY

Starpoint understands that some employees participate in social networking sites (e.g. Facebook, Snap Chat, Instagram, Twitter, YouTube, and LinkedIn) and chat rooms, and create and maintain personal websites, including blogs.

Starpoint respects employees' online social networking and personal Internet use. However, your online presence can affect Starpoint as your words, images, posts, and comments can reflect or be attributed to Starpoint. As an employee, you should be mindful to use electronic media, even on your own personal time, responsibly and respectfully to others.

Because employees' online comments and postings can impact Starpoint and/or the way employees are spending their time at work, Starpoint has adopted the following guidelines that employees must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty.

It shall be considered a breach of acceptable employee conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn or Facebook, chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of the following:

Any information covered by Starpoint's harassment policies concerning any individuals receiving care, their families, vendors, as well as directors, officers, and employees of Starpoint, and other persons associated with Starpoint.

Any confidential information, of Starpoint obtained during your employment, including information relating to finances, operational methods, plans and policies.

Any private information relating to individuals receiving care or their family member(s).

Posting photographs of individuals receiving services or their family member(s); employee or vendor of Starpoint without written consent.

In compliance with applicable regulations of the Federal Trade Commission, employees endorsing Starpoint's services must disclose their employment relationship with Starpoint and must ensure that endorsements do not contain representations that are deceptive or cannot be substantiated. If you are speaking about job-related content or about Starpoint you must either clearly identify yourself as a Starpoint employee, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to you. In addition, the following statement must be used, "The opinions expressed on this site are my own and do not necessarily represent the views of Starpoint."

This Policy applies regardless of where or when employees post or communicate information online. It applies to postings and online activity at work, home or other location and while on duty and off duty. Starpoint reserves the right to monitor and access any information or data that is created or stored using Starpoint's technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information. Employees should have no expectation of privacy in any information or data (i) placed on any Starpoint computer or computer-related system or (ii) viewed, created, sent, received or stored on any Starpoint computer or computer-related system,

including, without limitation, electronic communications or internet usage. Employees who violate Starpoint's Social Networking Policy will be subject to disciplinary action, up to and including termination of employment.

COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Starpoint's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Starpoint telephone, voice mail and electronic mail systems.

Starpoint has provided these systems to support its mission. Although limited personal use of Starpoint systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Starpoint's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Starpoint computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Starpoint. Starpoint may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Starpoint's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Starpoint. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Starpoint's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or

offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Starpoint's systems must not be used to solicit, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Starpoint's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to IT or the Chief Executive Officer.
- Additions to or modifications of the standard software configuration provided on Starpoint's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to IT or the Chief Executive Officer.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to IT or the Chief Executive Officer. Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Computer games should not be loaded on Starpoint's PCs.
- Unlicensed software should not be loaded or executed on Starpoint's PCs.
- Company software (whether developed internally or licensed) should not be copied other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to IT.
- There are a number of practices that individual users should adopt that will foster a higher level of security. Such as turning off your personal computer when you are leaving your work area or office for an extended period of time.

INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Starpoint has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Starpoint, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Starpoint may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Starpoint may restrict access to certain sites that it deems are not necessary for business purposes. Starpoint's connection to the Internet may not be used for any of the following activities:

The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, Epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.

Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance

with copyrighted material, contact computer support or the Executive Director.

Without prior approval from IT, software should not be downloaded from the Internet as the download could introduce a computer virus onto Starpoint's computer equipment.

In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.

Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Starpoint.

- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to Starpoint computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to endorse political candidates or campaigns.
- The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your direct supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or Director.

CONCEALED WEAPONS POLICY

Employees may not, at any time while on any property owned, leased or controlled by Starpoint, including anywhere that company business is conducted possess or use any weapon. This also includes Starpoint vehicles and employee's personal vehicles when transporting individuals receiving services.

Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

Regardless of whether an employee possesses a concealed weapons permit (CCW) or is allowed by law to possess a weapon, weapons are prohibited on any Starpoint property. They are also banned in any location in which the employee represents the company for business purposes, including those listed above.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination. The employment termination would be characterized as termination for cause.

NURSING MOTHERS

Employees who are nursing mothers will be allowed a reasonable break time to express breast milk for their nursing baby up to one year of age. Employees should consult with their supervisor for direction to the private area provided for nursing activity. Such area should not be a bathroom and it should be shielded from view, and free from intrusion from coworkers and the public.



Receipt and Acknowledgement of Employee Handbook

1. I acknowledge that I have received the Starpoint Employee Handbook effective October 1, 2019. I understand that this employee handbook replaces any and all prior verbal and written communications regarding Starpoint working conditions, policies, procedures, appeal processes, and benefits.
2. I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Starpoint.
3. I have read and understood the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Starpoint. Below are some of the policies in the employee handbook.

Anti-Harassment

Drug Free Workplace

Sexual Harassment

Tobacco & Electronic Some Devises

Confidentiality

Personal Electronic Devices/Cell Phones

Employee Conduct & Corrective Action

Attendance and Punctuality

Social Media

Personal Appearance

4. I understand that if I have questions or concerns at any time about the handbook, I will consult with my immediate supervisor or director.
5. I also acknowledge that the handbook contains an employment-at-will provision that states:
 - Starpoint can terminate my employment relationship at any time, with or without cause, and with or without notice;
 - That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Starpoint documents, or in any verbal statements to the contrary; and
 - That no one except the Chief Executive Officer can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship.
6. Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Employees Printed Name: _____ Today's Date: _____

Employee Signature: _____