



FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS

Personnel Policies Manual



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Our Mission

The Federation for Children with Special Needs provides information, support, and assistance to parents of children with disabilities, their professional partners, and their communities. We are committed to listening to and learning from families, and encouraging full participation in community life by all people, especially those with disabilities.

Guiding Principles of the Federation

- The Federation believes that individual differences in people are a natural part of life, and that disabilities provide children and adults with unique perspectives, insights and abilities, which contribute to the overall well-being of society.
- The Federation values children as the hope for the evolving improvement of humankind, and places great value on the family as a caring protector of children's vulnerability, as well as a catalyst for their healthy growth and development.
- The Federation places a tremendous value on parents because of the contributions they make as the leaders of families toward supporting the health, education, and development of their children at home and in society.
- The Federation promotes the active and informed participation of parents of children with disabilities in shaping, implementing, and evaluating public policy that affects them.
- The Federation believes in the power of parents helping parents and has infused a proven model of peer support throughout all its work.

History: The Federation for Children with Special Needs was founded in 1974 by parents of children with disabilities as a coalition of 12 parent representatives of disability organizations devoted to increasing and enhancing education and life opportunities for children and youth with disabilities and their families. These groups were at the forefront of a movement pushing for passage of the original Massachusetts special education law known as Chapter 766. Shortly after Chapter 766 gave children with disabilities in Massachusetts the right to be educated with their non-disabled peers, the U.S. Congress extended those rights to all children with disabilities by passing what is today known as the Individuals with Disabilities Education Act (IDEA). Funding for the Federation as the first Parent Training and Information (PTI) Center in the country came through the U.S. Department of Education's Office of Special Education Programs (OSEP), whose leaders recognized the need for parents to receive information and training from other parents.

Today, the Federation is a vital non-profit advocacy organization with projects encompassing all stages of a child's life and addressing the broad and far-reaching interests and needs of families. The Federation strongly supports the philosophy that *all* parents should have the information, support, and training they need to participate as full and equal partners in the education and health care of their children.

Introduction

This Personnel Manual has been written to provide information and guidance about your employment at the Federation for Children with Special Needs (“the Federation”). It includes an explanation of personnel policies and benefits. We know our employees work hard and are dedicated to carrying out the Federation’s mission. We have tried to create a workplace that accommodates the needs of our employees and recognizes their contributions whenever possible. We hope the information in this manual will be a helpful resource to you.

Please note that policies of the type described in this manual are dynamic in nature and from time to time may be amended, occasionally without prior notice. This could be in response to new laws, a changing economic environment, management decisions, or otherwise. Employees will be notified of all changes to this document and updated policies will be available. If an employee believes policies in this manual are not carried out as written there is a grievance policy included in section I.L.

Neither this manual nor any of its provisions creates a contract between the Federation and any of its employees. If there is any discrepancy between information in this manual and the terms of any other document concerning employee policies, then this manual shall generally govern unless the terms of the other document specifically state otherwise. However, separate materials that are available from the Business Office regarding insurance benefits will govern to the extent that there may be inconsistencies between this manual and those materials.

All employment at the Federation is on an *at-will* basis. This means that your employment is not guaranteed for any particular duration. You may quit at any time and for any reason, and the Federation may terminate your employment at any time and for any lawful reason.

Finally, this manual is a companion to the Federation’s *“Operations and Procedures Manual”*, which describes the Federation’s day-to-day operations. Employees should consult the *Operations and Procedures Manual* for information about the day-to-day operational procedures at the Federation.

I. EMPLOYMENT

A. Equal Opportunity in Employment

The Federation is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin, sex (including pregnancy), ancestry, ethnicity, gender identity, sexual orientation, age, physical or mental disability, genetic information, veteran status, or any other legally protected status or designation. In addition to federal law requirements, the Federation complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

Any employee who believes that he or she has been the victim of employment discrimination should bring the matter to the attention of the Director of Human Resources. This does not prevent an employee from pursuing other remedies through the following:

- The United States Equal Employment Opportunity Commission (“EEOC”) 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov
- The Massachusetts Commission against Discrimination (“MCAD”) www.mass.gov/mcad

B. Employment Classifications

Employees at the Federation are classified by the nature of their position and their regularly scheduled hours of work as either *exempt* or *non-exempt*. All employees at the Federation are employees at-will with no actual or implied employment contract or guarantee of continued work.

1. **An employee is exempt** if he or she is determined to be an executive, administrative, or professional employee as defined by the Fair Labor Standards Act. Regardless of job duties, part-time employees cannot be classified as exempt. Exempt employees are not subject to overtime requirements.
2. **Any employee who is not classified as exempt** is non-exempt. Non-exempt employees are eligible for overtime pay for hours worked in excess of forty per week. Overtime is paid at a rate of 1.5 times the employee’s regular hourly pay. Overtime must be approved in writing in advance by an employee’s supervisor and may not be undertaken at an employee’s discretion.

C. Employment Status and Hours Worked

1. **Full-time.** Employees who are regularly scheduled to work 40 hours per week are considered regular full-time employees. Full-time employees are eligible to participate fully in all of the Federation's employee benefit programs.
2. **Part-time.** Employees who are regularly scheduled to work fewer than 40 hours per week are considered regular part-time employees. All part-time employees are eligible for paid sick time off. Part-time employees who regularly work a minimum of 20 hours per week are eligible for additional partial benefits depending on plan design.
3. **Temporary.** Employees who are hired for a limited, short-term period are considered temporary employees. With the exception of paid sick time off, an employee in this category is not eligible for benefits.

All positions listed above, whether full-time, part-time or temporary are held by employees on an at-will basis. This means that your employment is not guaranteed for any particular duration. You may quit at any time and for any reason, and the Federation may terminate your employment at any time and for any lawful reason.

D. New Employee Orientation Period

To help a new employee become acquainted with the Federation and his or her job and for the employee and the Federation to ensure that the position is a good fit for the employee's skills and interests, the Federation has established the first three months of employment at the Federation as the new employee "orientation period," which consists of

1. **Orientation Meetings.** Meetings with the Human Resources Director, the Business Office, and the Director of Operations and Technology for an introduction to payroll, timesheets, personnel policies, benefits, and the Federation's equipment and technology take place in the first couple of days of employment.
2. **Orientation to Project(s).** Orientation to the project(s) to which an employee is assigned, including specific work tasks and job responsibilities is ongoing during the orientation period.
3. **New Employee Orientation Session.** A new employee orientation session occurs once per quarter.

During the orientation period, the supervisor will assess a new employee's suitability for the work assignments required and provide feedback periodically throughout the orientation period. At the end of three months, the employee will meet with their supervisor to discuss their performance. If an employee's performance is not meeting expectations, a supervisor may extend the orientation period and provide the employee with specific guidance on improvements required in order to continue employment at the Federation. Satisfactory completion of the orientation period, including any extension, does not guarantee continued employment (all employment at the Federation is on an "at-will" basis).

If an employee transfers to a new position at the Federation, the employee will similarly be assessed after three months for suitability in the new position.

E. Hours of Work

1. **Office Hours.** The Federation's public business hours are 9:00 AM to 5:00 PM, Monday through Friday. With the approval of the supervisor and the Director of Human Resources, employees may arrange their personal work schedules between the hours of 8:00 AM to 6:00 PM.
2. **Work Week.** The Federation's regular workweek is 40 hours. Employees are expected to work the hours designated for their position. Employees are expected to be prompt and adhere to their agreed upon work schedules. All employees are expected to arrange their time so that the responsibilities of his or her position are adequately met.

The Federation's annual conference is held on a Saturday in March. Given the potential for additional work hours during the week of the conference, affected employees should consult with their supervisor to adjust their weekly schedule prior to the conference to maintain their regular number of work hours. Non-exempt employees who must work in excess of 40 hours during the week will receive overtime pay at the rate of 1.5 times their regular pay for the hours worked in excess of 40 hours.

3. **Time Cards.** Employees are required to fill out an electronic time card that reflects their weekly work schedule. Time cards are due each Monday by 12:00 PM following the week worked to reflect the hours worked during the prior week and any vacation, sick, personal or holiday hours used. Time cards are the official record of hours worked and must be approved electronically by each employee and his or her supervisor, certifying their accuracy. Any employee who falsifies a time card is subject to disciplinary action, including termination of employment.

F. Compensation

1. **Pay Periods.** Employees are paid semi-monthly on the 1st and 15th of each month.
2. **Deductions.** The following statutory deductions are made from each paycheck:
 - Contributions made in compliance with the Federal Insurance Contributions Act (FICA), including deductions for Social Security and Medicare.
 - Federal and state income tax withholding. All employees must maintain a current signed W-4 on file in the Business Office, which must be updated for changes to address and withholding, i.e., change in marital status, dependents.
 - Optional Deductions. Employees who receive optional benefits through the Federation, such as health and dental insurance, retirement savings, and commuter passes, have these costs deducted from paychecks on a semi-monthly or monthly basis, depending on the program. Employees are advised of the deductions when enrolling in the programs.
3. **Overtime Pay.** All work by a non-exempt employee in excess of 40 hours per week will be compensated at the overtime rate. Non-exempt workers generally may not work more than 40 hours per week without receiving prior authorization from the supervisor. Because the Federation generally does not want to incur overtime pay obligations, employees and supervisors are encouraged to limit work to an employee's regularly scheduled hours. On occasion, supervisors may approve in advance a weekly schedule of more than 40 hours. In this case, a non-exempt employee will be entitled to overtime pay at the rate of 1.5 times their regular hourly pay (time + one-half) for hours worked in excess of 40.

G. Supervision

A key relationship in ensuring that all employees succeed on the job and achieve the goals that the Federation has set is the partnership between each supervisor and the staff person(s) supervised. Each supervisor is responsible for knowing and working closely with each employee, for helping the employee succeed through agreed upon work goals, serving as a resource, and addressing barriers to success. The supervisor holds his or her staff accountable and is ultimately responsible for ensuring success.

H. Performance Feedback and Professional Development

1. **Performance Feedback.** Supervisors have a responsibility to consider their employees' performance and development and to provide opportunities for professional growth and development.

Employees are encouraged to seek feedback from their supervisors throughout the year and supervisors should alert employees to any performance issues as soon as possible. Many performance concerns can be resolved when they are brought to the employee's attention in a constructive way. Moreover, good performance may be enhanced if employees are given timely, specific and positive feedback.

Employees will have an annual performance review with their supervisor. A performance review should include a discussion of the past year's performance, working relationships, and professional development. Specific goals for the upcoming year should be discussed, and any areas requiring improvement should be clearly stated. Self-appraisals are also part of the review process. This is also a good time to review and update a job description, where needed.

A copy of the completed review will be given to the employee and also placed, with the self-appraisal, in the personnel file.

2. **Professional Development.** Participation in professional development activities, including workshops, conferences, and seminars, is encouraged and in some cases may be required. Approval for participation must be secured in advance from an employee's supervisor. Reimbursement for costs incurred may be made subject to available funds. Approval for reimbursement of expenses must be obtained in advance from the Project Director or Executive Director, as appropriate.

I. Corrective Action

In some instances, employees may fail to adequately perform the duties of their jobs. Instances of poor performance or failure to comply with Federation policy may require corrective action. Determining the timing and appropriate level of corrective action is a matter over which the Federation maintains full discretion. The following guidelines nevertheless are appropriate in most cases.

In general, poor work performance or misconduct should be brought to the attention of an employee promptly by his or her supervisor. Under most circumstances, the employee should be given an opportunity to improve his or her performance. A discussion between the supervisor and the employee should provide the employee an opportunity to under-

stand the concerns and provide any explanation; this kind of conversation may resolve the issue. If the concerns are not resolved, corrective measures such as a memorandum outlining steps to improve performance may be provided as a tool to ensure that expectations are clear. Supervisors are encouraged to seek assistance from Human Resources when outlining written corrective action.

Other disciplinary measures may be warranted to address poor work performance or misconduct. One purpose of disciplinary measures is to clarify expectations and motivate employees to improve their performance so that they may be successful in their work at the Federation. The exact nature of any disciplinary action depends on a number of factors including the nature and seriousness of the issue, the employee's past record, the impact on the project or the Federation, and any other relevant circumstances. Discipline may include one or more of the following: counseling, one or more oral warnings, one or more written warnings, a final warning, a disciplinary suspension, and discharge from employment. The number and types of actions taken will depend on the circumstances, and there is no set sequence. Except in serious cases, an opportunity to improve will be given before an employee is discharged. Any written discipline should be given to the employee. Also, the employee should be informed that (a) a copy of the written discipline is being placed in the employee's personnel record, (b) the employee has a right to provide a written response to the written discipline within seven days, if he or she wants to do so, and (c) any such written response from an employee will also be placed in the personnel record.

Progressive disciplinary measures described above will not apply in the event of a serious offense that warrants immediate discharge or in other circumstances when the Federation determines that progressive measures would be inappropriate. In addition, during the orientation period (*see Section D*), the process of feedback and documentation will be more abbreviated than for employees with longer service.

Supervisors should consult with Human Resources Director when considering discipline measures. Particular care should be taken before imposing a disciplinary suspension in response to performance. In addition, the Director of Human Resources and the Executive Director must approve any involuntary termination in advance.

J. Termination of Employment

All Federation employees are employed on an at-will basis. This means that employment is not guaranteed for any particular duration. Employees may quit at any time and for any reason, and the Federation may terminate employment at any time and for any lawful reason. The Federation requests that any employee who voluntarily resigns his/her employment:

1. submit a written notice to their supervisor stating the reason for the resignation and the expected last day of employment; and
2. provide a minimum of two weeks advance notice. Project Directors and other supervisory staff are asked to provide up to four weeks notice whenever possible.

K. Grievance Policy

Effective accomplishment of the work of the Federation requires prompt consideration and a fair settlement of employee grievances. It is the desire of the Federation to settle grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. A Grievance is defined as:

- A claimed violation of an existing policy, rule, or regulation applicable to the Federation
- Disputing of any disciplinary action against an employee

Resolving Grievances

Resolution with a Supervisor. When a grievance arises, an employee should first raise the issue with his or her supervisor. The supervisor will investigate the facts and circumstances and respond to the issue raised.

Resolution with Human Resources. If a resolution is not reached with the supervisor, the employee should consult with the Director of Human Resources who can intervene to assist in problem solving. An employee may also submit a Grievance Procedure Form to the Director of Human Resources and include all relevant information and the solution requested. The matter will be reviewed and a decision will be issued within 15 working days. If the employee disagrees with the decision from Human Resources, the employee may submit a Grievance Procedure Form to the Executive Director.

Resolution with the Executive Director. If the employee disagrees with the decision from Human Resources, he or she can submit the matter to the Executive Director. A Grievance Procedure Form should be submitted with all relevant information and the solution requested. The matter will be reviewed and a decision will be issued within 15 working days.

Resolution with the Personnel Committee. If the employee disagrees with the decision by the Executive Director, the employee may submit a Grievance Procedure Form to the Personnel Committee of the Board of Directors. The request must include all materials relevant to the matter from all involved parties, including any records from prior efforts

to resolve the grievance and the solution requested. The Personnel Committee will consult among themselves and/or with outside advisors or other parties, as it deems appropriate in its sole discretion and will issue a decision within 15 workdays of its review. This decision will be final and binding on all parties.

Grievance involving the Executive Director. If an employee has a grievance directed toward the Executive Director, the employee should submit a Grievance Procedure Form to the Director of Human Resources and include all relevant information and the solution requested. The Director of Human Resources will review the matter and issue a decision within 10 working days. If the employee disagrees with the decision from Human Resources, the employee may submit a Grievance Procedure Form to the Personnel Committee of the Board of Directors. The request must include all materials relevant to the matter from all involved parties, including any records from prior efforts to resolve the grievance and the solution requested. The Personnel Committee will consult among themselves and/or with outside advisors or other parties, as it deems appropriate in its sole discretion and will issue a decision within 15 workdays of its review. This decision will be final and binding on all parties.

II. EMPLOYEE BENEFITS

A. Insurance Benefits

The Federation provides medical, dental, short-term and long-term disability insurance, workers' compensation, and life insurance to eligible employees. The following information is a general overview. In all cases, insurance coverage is determined by the terms of the policies offered in any given year. Benefit plan designs and levels of premium contributions are subject to change annually. Separate materials that are available from the Business Office describe insurance benefits in more detail and will govern to the extent that there may be inconsistencies between this manual and those materials.

1. **Medical and Dental Insurance.** The Federation provides medical and dental insurance for employees who regularly work 20 hours or more each week and their dependents. The Federation contributes 75% of the monthly premium for health insurance and the employee pays 25%. For dental insurance, the Federation contributes 90% of the monthly premium and the employee pays 10%.

Coverage is effective for eligible employees the first day of employment. Upon termination of employment, for whatever reason, medical and dental coverage continues

until the end of the month in which the last day of employment occurs. Thereafter, the employee and his or her covered dependents may be eligible for continued coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). As required by COBRA, the employee will be responsible for payment of the full insurance premium on a monthly basis.

2. **Open Enrollment.** Federation staff who wish to enroll for or modify existing health insurance benefits may do so during the open enrollment period, generally during the month of July. In addition, a qualifying life event can make an employee eligible for enrollment and/or modifications to Federation health benefits. Examples of qualifying life events are marriage, divorce, birth or adoption of a child and loss of other coverage.
3. **Group Term Life Insurance.** The Federation provides group term life insurance in an amount equal to an employee's annual salary up to a maximum of \$50,000 for employees who regularly work 30 hours or more per week. Coverage is effective the first of the month following the date of hire. The Federation pays for the employee's entire premium. The benefit is reduced when the employee turns age 65. Coverage continues while an employee is on an approved leave for up to 12 months. A living care benefit is also provided whereby a terminally ill covered employee can receive 50% of benefit during their lifetime.

Coverage under this plan ends on the employee's last day of employment. The plan provides a conversion option upon termination of employment. The group life insurance can be converted to an individual policy by contacting the insurance carrier within 31 days after termination of employment.

4. **Workers' Compensation Insurance.** The Federation participates in a workers' compensation insurance program. Employees who suffer work-related injuries or illnesses may make claims for compensation, which are paid as insurance benefits under this system. In order to comply with these insurance obligations, employees must report any occupational illness or work-related injury to their supervisor and the Director of Human Resources within 24 hours of illness or injury, and must complete an incident report and submit it to the Human Resources Director.

Employees who are absent due to a work-related injury must use accrued sick, personal and/or vacation paid time off in order to avoid interruption of pay during any waiting period prior to workers' compensation benefits becoming effective.

The Federation will maintain group health insurance (medical and dental) as well as group life insurance for participating employees for up to 12 weeks while an employee is on workers' compensation on the same conditions as during active employment. At the end of 12 weeks, employees who want to continue to participate in the Federation's health and dental plans may do so pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA) and will be responsible for payment of the full insurance premiums on a monthly basis as required by law.

5. **Flexible Spending and Dependent Care Accounts.** Employees who regularly work a minimum of 20 per week may set aside part of their pre-tax wages in a Healthcare Flexible Spending Account (FSA). These funds can be used throughout the benefit year to pay for certain healthcare expenses for themselves, a spouse and dependents. In addition, eligible employees can also set up a Dependent Care Account (DCA) and set aside pre-tax wages to help with the cost of care for dependents, including children under the age of 13 and aging parents. These accounts can be established during health insurance open enrollment (usually in July) or when there has been a qualifying life event.
6. **Employee Assistance Plan.** The Federation maintains an Employee Assistance Plan (EAP), a voluntary program designed to assist employees in resolving personal matters (e.g., emotional, financial, legal, substance abuse) that may be adversely affecting an employee. Employees who regularly work at least 20 hours per week have access to free, confidential assessments, short-term counseling, referrals and other services to employees. Information and a toll-free contact number will be given to all eligible new employees as part of their orientation.

B. Retirement Savings

The Federation provides two retirement savings plans to assist eligible employees with retirement savings: a 403(B) Tax-Deferred Annuity Plan and a 403(B) Deferred Contribution Plan, both through the TIAA CREF (Teachers Insurance and Annuity Association College Retirement Equities Fund). Employee contributions to these plans are deducted from the employee's paycheck on a tax-deferred basis and invested directly in the Plan on behalf of the employee. To participate, the employee must complete a salary reduction agreement and return it to the Business Office.

1. **Tax-Deferred Annuity (TDA) Plan.** Employees may begin participation in this Plan immediately following employment.

2. **Defined Contribution Plan.** Employees may participate in this plan if they are 21 years of age, and have completed one year of employment working a minimum of 1,000 hours. Employees contribute any percentage of their salary and the Federation will match the employee's contribution up to 2% of the employee's annual compensation.
 - For additional information on the TIAA CREF Plans, consult the [*Retirement Enrollment Kit*](#), which is available online and in the Business Office.

C. Commuter Choice Pre-Tax Benefit Program

The Federation offers a Commuter Choice Program, which allows employees to pay for monthly MBTA passes and parking, if applicable, with federal pre-tax dollars. The maximum benefit amount is set annually by law. Employees should consult the Business Office to determine the current year maximum allowed. Employees may use this benefit for daily commuting from home to work. All employees are eligible to participate in the program. Employees who wish to participate must complete an authorization for and submit it to the Business Office.

D. Paid Time Off

Paid time off (PTO) consists of paid vacation, sick and personal time off and is calculated according to the Federation's fiscal year (November 1st to October 31st). Annual PTO allotments are available to all eligible employees on November 1st but still accrue according to the schedule below. PTO is granted and used in 1/4-hour increments. Employees can track their personal PTO on their paystub.

If an employee leaves the Federation before the end of the fiscal year and has taken more PTO than they have actually accrued at the time of termination, their final paycheck will be adjusted to reflect the amount of PTO they have actually used.

PTO Requests. Every project must have appropriate coverage, as determined by the supervisor. Some coordination of schedules may require adjustments in PTO requests as a result. If an employee plans to be away from the office for more than three consecutive days, he or she must submit a PTO request to the supervisor at least three weeks in advance. Employees who are out of work for disciplinary reasons or on an unpaid leave for more than 10 days in one month will not accrue PTO while absent.

Change in hours. If an employee reduces his or her weekly hours during the year, a prorated portion of the advanced PTO credited to them on November 1st will be subtracted to

reflect the reduction in hours. If an employee has a negative PTO balance, PTO going forward will be adjusted accordingly.

1. **Vacation Time.** Employees who regularly work a minimum of 20 hours per week are eligible for paid vacation time. Employees who regularly work fewer than 20 hours per week and temporary employees are not eligible for vacation PTO. Eligible employees earn vacation PTO each pay period based on their regular work hours (see below).
 - a. Eligible employees are advanced a full year’s worth of vacation at the start of the fiscal year (November 1st). Vacation PTO is subsequently deducted as used.
 - b. After employees have completed their three-month orientation period, they may use vacation PTO subject to the approval of their supervisor.
 - c. Full-time employees accrue paid vacation time as listed below:
 - During the first two years of employment, 2 weeks, or 80 hours, (6 2/3 hours per month)
 - During the third year of employment, 3 weeks, or 120 hours, (10 hours per month)
 - Beginning with the 4th year of employment, 10 hours per month plus 8 hours per year for each additional year of employment up to a maximum of 160 hours, or 4 weeks per year.

Years of Service:	Earned Vacation Time *
Years 1+2	80 hours (2 weeks)
Year 3	120 hours (3 weeks)
Year 4	128 hours (3 weeks and 1 day)
Year 5	136 hours (3 weeks + 2 days)
Year 6	144 hours (3 weeks + 3 days)
Year 7	152 hours (3 weeks + 4 days)
Year 8 and beyond	160 hours (4 weeks)

**Part-time employees who regularly work 20 hours or more per week earn vacation hours on a prorated basis.*

At the end of each fiscal year, employees can carry over unused vacation up to a maximum of two weeks of their regular weekly hours. For example, a full-time employee can carry over up to 80 hours of unused vacation; an employee who regularly works 20 hours per week can carry over up to 40 hours. This carryover vacation time must be used in the year subsequent to earning the PTO or it will be lost.

New employees who begin employment during the first ten work days of the month will be eligible to accrue vacation PTO for that month. Employees who begin employment after the first ten work days of the month will begin to accrue vacation PTO on the first day of the following month. In both cases, the amount of vacation accrued will be pro-rated according to the number of months worked within that fiscal year. Although new employees accrue vacation time, they may not use vacation PTO during the first three months of employment.

Employee use of vacation PTO during the first three months of employment in a new position due to a promotion or transfer is subject to review by the supervisor.

2. **Sick Time.** All employees of the Federation are eligible for paid sick time. Paid sick time is be used for personal illness, injury or other medical condition that requires home care or to care for an employee's spouse, parent, child, spouse's parent, grandparent or sibling who is suffering from illness, injury or other medical condition that requires home care.

Employees may also use paid sick time to (1) attend routine medical and dental appointments for themselves or for their family members (listed above); (2) address the psychological, physical, or legal effects of domestic violence; and (3) travel to and from an appointment, a pharmacy, or other location related to the purpose for which the sick time was taken.

The Federation reserves the right to require medical certification of illness after an absence in excess of five consecutive workdays if the absence is due to the employee's own condition, or after an absence in excess of three consecutive workdays if the absence is due to a family member's condition.

Employees are required to notify their supervisor at least seven days in advance for foreseeable absences, or as soon as practicable for unforeseeable absences. Abuse of paid sick time is grounds for disciplinary ction, including termination of employment.

Sick Time Accrual. Paid sick time is granted at the rate of 8 hours per month or 96 hours (12 days) per calendar year for full-time employees. Part-time employees earn sick time on a prorated basis. Employees are credited a full year’s worth of sick time in advance at the start of the fiscal year (November 1st).

Sick time does not carry forward after October 31st of the following year. Unused sick time is not paid out at the time of termination.

New employees are eligible for a prorated amount of sick time for each month worked prior to November 1st. New employees must begin their employment within the first 10 workdays of the month in order to accrue sick time for that month.

3. **Personal Time.** Employees who regularly work a minimum of 20 hours per week are eligible for paid personal time off based on their regular hours of work as indicated in the schedule below. Eligible employees are credited a full year’s worth of personal time off in advance at the start of the fiscal year (November 1st). Personal time off may not be carried over after October 31st and is not paid out upon termination.

New employees are eligible to receive a prorated amount of personal time off after 30 days of employment.

Employees who regularly work fewer than 20 hours per week and temporary employees are not eligible for paid personal time off.

Personal time off can be used for any purpose, other than as an extension of vacation time, subject to reasonable advance notice and approval by the employee’s supervisor.

PERSONAL TIME OFF ACCRUAL	
Hours Worked/per Week	Personal Days Earned
20 - 30	16 hours (2 days)
31 - 35	24 hours (3days)
36 – 40	32 hours (4 days)

4. **Holidays.** The Federation office is closed and employees who regularly work 20 hours or more per week receive holiday pay, prorated for part-time employees, on the following holidays:

New Year's Day (<i>including one-half day prior**</i>)	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Patriot's Day	3rd Monday in April
Memorial Day	Last Monday in May
Bunker Hill Day*	June 17
Fourth of July	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11
Thanksgiving Day (<i>including one-half day prior</i>)	Last Thursday in November
Day after Thanksgiving	Last Friday in November
Christmas Day (<i>including one-half day prior**</i>)	December 25

*Suffolk County Holiday. The Federation office will be open on this holiday. Employees may take this day off pending approval of their supervisor or take it as a floating holiday during the six weeks following Bunker Hill Day.

** The office will not close early on Friday if this holiday falls on a Sunday or Monday.

Should a holiday fall on Saturday or Sunday, the proceeding Friday or the following Monday will be designated as the Federation holiday.

If a holiday falls during an employee's regularly scheduled vacation, that day will be considered a holiday, and not as a vacation day.

III. LEAVES OF ABSENCE

Leaves of absence may be granted under special circumstances on an individual basis with proper authorization. For purposes of this policy, a leave of absence includes the following:

- Unpaid personal leave
- Bereavement leave
- Jury duty
- Short term disability
- Long term disability
- Family leave
- Parental leave
- Military leave
- Domestic Violence leave

A. Unpaid Personal Leave.

An unpaid personal leave of absence may be granted to an employee for personal reasons not covered by another of the Federation's approved leaves. Based on the needs of the Federation, a personal leave of absence may be granted to an employee upon written request and approval of the Executive Director or his/her designee. Requests for a personal leave must be submitted to the Federation at least 30 days in advance of the requested leave period. The Executive Director, or his/her designee, may approve exceptions for unusual circumstances.

Any employee absent on personal leave who does not return to work on the date specified will be considered having resigned his or her job as of that date unless there is written extension approved by the Executive Director or his/her designee. An employee on an unpaid personal leave of absence of more than ten business days will not earn any paid time off during the leave.

For an unpaid personal leave of absence of fewer than ten workdays the Federation will continue to pay its regular share of insurance premiums. For periods longer than ten workdays, the employee will be responsible for the full cost of health insurance premiums. Short and long-term disability insurance is not available to an employee on a leave of absence. In all cases, the terms of benefit coverage described here may be superseded by changes in plan design. Specific arrangements should be made with the Business Office on these matters prior to the start of the leave.

B. Bereavement Leave

Bereavement leave with pay will be granted for not more than four days in the case of the death of an employee's parent, grandparent, child, sibling, spouse, domestic partner, spouse's parent, or a person living in the employee's household. For extended family, bereavement leave with pay will be granted for not more than two days.

C. Jury Duty

Any employee who is called upon to fulfill the civic responsibility of jury duty will be granted the necessary time off and receive their regular pay for the first three days of their jury service. Employees who are required to serve beyond three days may use available personal or vacation time, or may request an unpaid jury duty leave of absence.

An employee called for jury duty must present the official summons to his or her supervisor, who will record the leave on the employee's time sheet and forward a copy of the notice to the Human Resources Office for inclusion in the employee's personnel file.

Employees are expected to keep their supervisors informed of all communications regarding their services as a juror. Employees are also expected to report for work if they are excused from jury duty during regular working hours, such that it would permit four or more consecutive work hours.

D. Short Term Disability Leave

Employees who regularly work 30 or more hours per week are eligible for short-term disability (STD) insurance at no cost after thirty days of employment. Benefits, for one period of disability, are available for up to a maximum of eleven weeks and the weekly benefit equals 60% of the employee's weekly earnings up to \$1,500.

STD benefits become effective on the 15th day of illness or injury, as certified in a physician's statement. Vacation, sick or personal paid time off may be used simultaneously with the payment of STD benefits.

An employee requesting STD benefit due to illness or injury (not including workers' compensation), must submit a physician's statement documenting the need for the leave. The Federation's insurance carrier will review this documentation. Upon return to work, a physician's statement will be required authorizing the return to full duty or light duty as needed.

While on STD, employees will not accrue PTO benefits. The Federation will continue to contribute its share of medical and dental insurance premiums, as well as pay for group

life insurance for participating employees while on STD. An employee on STD must send a check payable to the Federation for his or her portion of their medical and dental insurance premiums by the first of each month.

After 90 days any employee who wants to continue to participate in the Federation's health and dental plans may do so for an additional 18 months, or 29 months if disabled, pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee will be responsible for payment of the full insurance premium on a monthly basis as required by law.

E. Long-Term Disability Leave

Employees who regularly work 30 or more hours per week are eligible for long-term disability (LTD) insurance at no cost effective after 30 days of employment. There is a 90-day waiting period before an employee can use LTD benefits for an illness or injury. Benefits, for one period of disability, are available for up to a maximum of six months and the monthly benefit equals 60% of the employee's monthly earnings up to \$6,000.

Employees requesting a leave of absence under the LTD benefit due to illness or injury must submit a physician's statement documenting the need for the leave, which will be reviewed by the Federation's insurance carrier. Upon return to work, a physician's statement will also be required authorizing the return to full duty or light duty as needed.

While on LTD, employees will not accrue PTO benefits. Federation-provided health insurance is not provided while on LTD leave. An employee who wants to continue to participate in the Federation's health and dental plans while on LTD may do so for an additional 18 months, or up to 29 months if disabled, pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee will be responsible for payment of the full insurance premiums on a monthly basis as required by law.

F. Family Leave

The Federation permits eligible employees up to 12 weeks of unpaid leave in a 12-month period for any of the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform his or her job; or

- For qualifying exigencies arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to active duty.

Employees are also entitled to up to 26 weeks of leave to care for a family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. This includes veteran who were members of the Armed Forces, including a members of the National Guard or Reserves, within the last five years.

Eligibility. To be eligible for Family Leave,

- an employee must have been employed by the Federation for at least 12 months prior to the leave, and
- must have worked a minimum of 1,250 hours during those months.

Eligible employees requesting Family Leave must fill out a request for Family Leave form available from Human Resources. In instances where leave is foreseeable, employees should provide 30 days advance notice of the leave request. Where the need for leave is not foreseeable, the employee is expected to notify the Federation within one to two business days of learning of the need for leave, except in extraordinary circumstances. In cases of planned medical treatment, the employee should consult with his or her immediate supervisor and attempt to schedule leave so as not to disrupt the workflow, if possible.

Where Family Leave is related to a serious medical condition, the employee must submit a medical certification supporting the need for the leave. This form is available from Human Resources. The certification is expected to be provided within 15 calendar days of the request for Family Leave. In certain instances, a second or third medical certification may be required. An employee may not be permitted to commence or remain on a leave unless a valid medical certification form is provided.

Duration, Intermittent and Reduced Schedule Leave. Family Leave may last for up to 12 weeks during a 12-month period. Employees may also take intermittent or reduced schedule leave to receive or provide care when they or their immediate family member is ill. This means that an employee may, where appropriate, take unpaid leave in blocks of time, or reduce his or her regular work schedule, so long as the leave does not exceed a total of 12 weeks during the 12 month period.

Pay during leave, Use of paid time off. If eligible for disability coverage during any part of Family Leave, the employee may elect to receive those benefits. The Federation requires the use of sick and vacation leave as follows:

- **Sick time.** An employee must use accrued sick time for Family Leaves due to the employee's own serious health condition. Employees may elect to use accrued sick time for family illness.
- **Vacation time.** An employee must use accrued vacation time while on Family Leave.

Once sick time and vacation time are exhausted, the balance of the leave will be without pay. An employee on Family Leave for more than 10 workdays will not earn any paid time off while on leave.

Benefits During Leave. When on Family Leave, the Federation will continue to contribute its share of medical and dental insurance premiums as well as group life insurance for participating employees. An employee on Family Leave must send a check payable to the Federation for his or her portion(s) of their health insurance premiums by the first of each month.

After 90 days, any employee who wants to continue to participate in the Federation's medical and dental plans may do so for an additional eighteen months, or twenty-nine months if disabled, pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA) and will be responsible for payment of the full insurance premium on a monthly basis as required by law.

G. Parental Leave

Employees who are not eligible for Family Leave may be eligible for leave under the Massachusetts Parental Leave Act. After completing the Federation's new employee orientation period (three months), employees are eligible to take up to eight weeks of unpaid leave following the birth or adoption of a child under 18 years of age (or under 23 years of age, if the child has a disability).

Employees must give at least 14 days' written notice of their anticipated date of departure and intention to return to the job. Notice can be fewer than 14 days if the delay is for reasons beyond the employee's control, in which case, notice should be as soon as practicable.

When on Parental Leave, the Federation will contribute its share of medical and dental insurance premiums as well as group life insurance for participating employees. An employee on Parental Leave must send a check payable to the Federation for his or her portions of their health insurance premiums by the first day of each month.

An employee on Parental Leave for more than 10 days will not earn any paid time off while on leave.

Employees are eligible for parental leave only after the birth or adoption of a child. For time off prior to birth or adoption, an employee may use accrued sick leave. Employees who have given birth may be eligible for benefits under the Federation's Short Term Disability policy. Employees are encouraged to apply for short term disability benefits by notifying the Human Resources Administrator as soon as reasonably possible after they believe that eligibility has commenced. An employee may supplement unpaid Parental Leave with paid vacation and personal leave which he or she has accrued up to the start of the unpaid leave plus any additional paid leave accrued while the employee is using vacation, personal, or sick leave after the child's arrival.

At the end of Parental Leave, the employee will be restored to his or her previous position or to a similar position with the same status, salary, length of service credit, and seniority as he or she had at the commencement of Parental Leave. However, the Federation reserves the right not to reinstate the employee to the employee's previous or a similar position if other employees of equal seniority and status, in the same or similar position, have been laid off due to economic conditions or other changes in the operating conditions affecting employment during the period of the employee's leave.

H. Military Leave

The Federation complies with state and federal requirements regarding eligibility for Military Leave. The primary federal requirements are those in the Uniformed Services Employment and Reemployment Rights Act ("USERRA").

Military Leave is an authorized absence that enables an employee to fulfill military obligations as a member of the United States Armed Forces, including a member of the National Guard or Reserves. At the conclusion of a Military Leave, the Federation will comply with USERRA's requirement of offering reinstatement to the employee's previous position, or a similar position with the same status, at a salary equal to that which the employee would have had in the absence of any break in civilian employment.

I. Domestic Violence Leave

An Employee may take up to 15 days of unpaid time off in a 12-month period if the employee or a family member is the victim of domestic violence based on the following definitions:

- **“Domestic violence”** is abuse against an employee or the employee’s family member by (i) a current or former spouse of the employee or the employee’s family member; (ii) a person with whom the employee or the employee’s family member shares a child in common; (iii) a person who is cohabitating with or has cohabitated with the employee or the employee’s family member; (iv) a person who is related by blood or marriage to the employee; or (v) a person with whom the employee or employee’s family member has or had a dating or engagement relationship.
- **“Abuse”** is (i) attempting to cause or causing physical harm; (ii) placing another in fear of imminent serious physical harm; (iii) causing another to engage involuntarily in sexual relations by force, threat or duress or engaging or threatening to engage in sexual activity with a dependent child; (iv) engaging in mental abuse, which includes threats, intimidation or acts designed to induce terror; (v) depriving another of medical care, housing, food or other necessities of life; or (vi) restraining the liberty of another.
- A **“family member”** is (i) a parent, step-parent, child, step-child, sibling, grandparent or grandchild; (ii) a married spouse; (iii) persons in a substantive dating or engagement relationship and who reside together; (iv) persons having a child in common regardless of whether they have ever married or resided together; or (v) persons in a guardianship relationship.

The domestic violence leave must be used to (a) seek or obtain medical attention, counseling, victim services, or legal assistance; (b) secure housing; (c) obtain a protective order from a court; (d) appear in court or before a grand jury; (e) meet with a district attorney or other law enforcement official; (f) attend child custody proceedings; or (g) address other issues directly related to the abusive behavior.

Employees requesting domestic violence leave are required to notify Human Resources, in writing, as far in advance as is possible. If, however, there is a threat of imminent danger to health or safety, the employee can provide notice to Human Resources within three work-days that domestic violence leave was or is being taken. The Federation will keep domestic

violence leave information provided by the employee confidential unless requested by the employee in writing to disclose the information; or required by federal or state law; required in the course of an investigation authorized by law enforcement; or otherwise necessary to protect the safety of the employee or others employed in the workplace.

Alleged perpetrators of domestic violence are not entitled to leave under this policy. The taking of domestic violence leave will not result in the loss of any employment benefit accrued prior to the date on which the leave began. Upon the employee's return from domestic violence leave, he or she will be restored to his or her original job or an equivalent position.

IV. WORKPLACE POLICIES

A. Confidentiality

Respecting the privacy of others is one of the Federation's basic values. Confidential information includes non-public information concerning families, our staff, directors, donors, volunteers, and the Federation itself, including but not limited to its services, finances, business plans, strategies, marketing, and fundraising. Confidential information does not include information about the terms and conditions of your employment or work conditions to the extent that such information is protected under Section 7 of the National Labor Relations Act. Employees are free to talk about the Federation and their work and position, but they may not disclose individual client names or talk about families or children they work with in ways that will make their identity known. Confidential information can be in any format including paper, electronic, and email and on any type of hardware (computers, phones, and other portable devices).

Each of the following is also an example of confidential information:

- Social Security number
- Date of birth
- Driver's License, Government ID card, Passport number
- Financial account numbers (checking, savings), credit card numbers
- School and medical records
- Personnel records
- Passwords
- Marketing information and techniques
- Financial and market information
- Client information

Federation resources such as the Federation name, logo, training materials or stationary may not be used for outside activities except for non-commercial use in the course of protected and concerted activity related to the Federation workplace. In addition, employees should only disclose confidential information to others at the Federation who need to know the information. Confidential information should not be discussed in public areas, such as elevators or on public transportation where conversations can be overheard. Also, employees should not leave documents containing confidential information on their desks or computer screen, or other places where other individuals can access them. Employees should always delete their scanned documents from the Federation's shared network drive.

The Federation is committed to protecting the privacy of individuals and the confidentiality of their records. Employees are responsible for making sure that this commitment is upheld. Failure to maintain confidentiality may have a direct impact on those involved as well as the Federation and may result in disciplinary action including termination of employment. Employees' obligation to protect confidential information from unauthorized disclosure continues both during and after their employment with the Federation. If you have questions about access to information that may be sensitive or that may violate the privacy rights of others, please talk with your supervisor.

B. Conflict of Interest

All employees are expected to conduct their activities to avoid any appearance of, or actual conflict of interest, which could cause loss or embarrassment to the Federation. Before taking any action that may be a possible conflict of interest, employees should check with their supervisor, the Director of Human Resources or the Executive Director.

Generally, a conflict of interest can occur if an employee has an interest or activity outside of the Federation that influences, or that appears to influence, the employee's ability to do his or her job impartially. Some examples of a potential conflict of interest are:

- An employee or a family member has an opportunity to influence the Federation's business in a way that leads to a personal gain or advantage for the employee or his or her family member.
- An employee participates in discussions at the Federation or takes other actions that result in the purchase of goods or services from an organization in which the employee or a family member has a financial interest, without prior disclosure of the interest to the Federation.
- An employee receives gifts, favors, entertainment or similar benefits of more than \$100 annually from the same vendor, grantee or consultant who does or seeks to do business with the Federation.

Board Service. Employees may serve, with or without compensation, on boards of for-profit and nonprofit organizations with the prior approval of the Executive Director. However, no Federation employee will vote or take an active part in any discussion of a grant or contract between the organization of which he or she is a board member and the Federation.

Each employee is expected to be alert to possible conflicts of interest and bring them to the attention of his or her supervisor. If, in the sole discretion of the Executive Director, a conflict would jeopardize the Federation's interests, an employee will be asked to recuse him or herself from a decision, resign from a board, or otherwise take action to resolve the conflict of interest.

Violation of this policy will be treated as serious misconduct. Please notify the Director of Human Resources if you have a question or wish to report a potential conflict of interest.

C. Outside Activities

Outside professional commitments can be positive contributors to fulfilling the Federation's mission. Through activities like consulting and other relationships with government bodies, schools, other non-profits, and families, Federation employees make valuable contributions outside the agency while also enhancing their expertise in their field. Employees may participate in outside employment and other professional activities related to special education, health care, family support, and other service areas of the Federation if the Executive Director or his designee approves them in advance. The Executive Director shall approve these activities as long as they:

- are not part of an employee's regular job duties at the Federation
- do not interfere with or burden the operations of the Federation or the satisfactory performance of job duties by the employee involved
- do not create a conflict of interest
- do not use Federation resources

Employees may not take personal advantage of outside employment or other professional activities that arise directly as a result of their employment with the Federation.

Employees may acknowledge their status as a Federation employee when rendering service outside the organization, but may not speak, act, or make representations on behalf of the Federation, nor may they express Federation endorsement in relation to any outside activity.

D. Lobbying Activities

Employees shall not engage in any activity that would violate the Federation’s nonprofit status under the Internal Revenue Code or violate any contract/grant agreement with state or federal government funders. This policy applies to employees they during work hours, when they represent themselves as Federation employees or representatives and whenever they are using Federation equipment, including a computer issued to an employee for home use.

Activities that are prohibited include “*lobbying*,” which involves an attempt to influence specific legislation at the local, state, or federal level. Lobbying activities include contacting a legislative member, legislative staff, or other government employee to influence him or her to support or oppose specific legislation. It also includes trying to persuade the public to share specific views on a particular public policy proposal.

Some other specific prohibited activities are calling legislative staff to ask for support of a particular program; sending electronic alerts to a coalition of advocates asking recipients to write to their legislators in support of a specific program; or using Federation resources to support a particular candidate for political office.

Federation employees, however, do have a unique perspective about the needs of the children and families we serve, giving them a valuable role in public policy, when expressed within specific guidelines. Educating the families and professionals we serve about issues without asking for specific action or support of a particular policy position is not considered a prohibited lobbying activity. Non-lobbying activities may include writing public comments or meeting with members of government offices in response to written requests for technical assistance. The rules can be confusing and overwhelming. If Federation employees want to participate in public policy, they should first discuss their role with a supervisor or the Executive Director.

E. Intellectual Property

All Federation files, data files, documents, training materials, art, logos, videos, and publications (“*Intellectual Property*”) are the property of the Federation. Any one of the following circumstances results in ownership by the Federation:

- Intellectual Property created by a Federation consultant or Federation employee during or within the scope of employment;
- Intellectual Property created on Federation time, or with the use of Federation facilities or financial support even if not within the scope of employment; and

- Intellectual Property commissioned by the Federation under a signed agreement, or if it fits within one of the categories of works considered “works for hire” under copyright law.

Employees must respect all applicable copyright, trademark, and other intellectual property laws and refrain from infringing on the Federation’s intellectual property. Employees are not permitted to take Intellectual property owned by the Federation with them when their employment with the Federation ends.

F. Correspondence, Contracts, and Applications on Behalf of the Federation

The Executive Director is the only authorized signatory for contracts and agreements binding the Federation, including applications for grants, goods, and services submitted by or on behalf of the Federation. The Executive Director may designate an employee as an authorized signatory in writing either for a specific purpose or time period.

A project director or other manager must approve any electronic communication sent on behalf of the Federation using services such as Vertical Response or other “mass mail” communication tools.

Federation letterhead is strictly reserved for authorized correspondence regarding Federation business.

G. Use of Computers at the Federation

The computer equipment at the Federation is the property of the Federation, and, as a general rule, should be used by employees only for Federation business. The Federation expects employees to use good judgment with respect to computer use. Excessive use of Federation equipment for non-work purposes may lead to disciplinary measures.

Employees should not have an expectation of privacy with respect to the contents of the Federation computer equipment they use in the course of their employment. While the Federation does not monitor employee activity in the ordinary course, it does own the equipment and its contents and is responsible for the system’s ongoing maintenance and security. Employees may not use any feature that locks or restricts access to messages or work product. No employee may access another user’s email or computer work product without the express written permission of the Executive Director and the Director of Human Resources with prior written notice to the Director of Information Technology.

H. Personal use of Other Federation Office Equipment

The Federation discourages the use of its telephones, fax machines, mail facilities, and photocopy machines by employees other than for Federation business. However, there may be occasions when an employee must make personal use of this equipment. Personal use should be kept to a minimum and must not interfere with Federation business.

Employees should reimburse the Federation for any personal postage and excessive photocopies. Abuse of the Federation's office equipment can result in disciplinary action.

I. Social Media Use

The Federation encourages employees to be champions on behalf of the organization by spreading the word about the Federation's work. Blogging, social networks and other forms of online communications are opportunities for outreach, information sharing and advocacy. Within the Federation, these activities are part of the job descriptions for certain employees. If using online communication tools is not part of your job description, please speak with your supervisor if you are interested in this aspect of the Federation's work. There are avenues for everyone to share their ideas.

The Federation recognizes that employees also engage in personal social media outside of work on sites such as Instagram, Facebook, LinkedIn, and Twitter, and that employees may also create or contribute to personal blogs, chats, and other web forums. These personal activities are referred to in this policy as personal social media. This policy applies to all employees, including when employees are off-duty.

Full Disclosure. If the Federation is a subject of personal social media, employees must be open that their views do not necessarily represent those of the Federation. Any material posted online related to the work of the Federation should include language that that the employee is not speaking on behalf of Federation. For example, a disclaimer such as: "The postings on this site are my own and do not necessarily reflect the views of the Federation for Children with Special Needs."

Personal Social Media at Work. Employees may engage in the limited use of personal social media at work during authorized break and meal periods. The Federation recognizes that employees may occasionally want to use the Federation's computers, networks and other IT resources for this purpose. Occasional use for this purpose is authorized so long as it does not involve unprofessional or inappropriate content and does not interfere with the workings of the Federation or any employee's work responsibilities. Employees are prohibited from using their Federation e-mail address in connection with personal social media.

If employees elect to engage in personal social media from the Federation's electronic communications systems, they should bear in mind that while the Federation does not monitor employee activity in the ordinary course, it does own the equipment and its contents and is responsible for the system's ongoing maintenance and security. Employees should have no expectation of privacy as to any information that they input or review while engaged in personal social media activities.

Restrictions. Employees may not include any confidential information related to the Federation in personal social media. This includes non-public information about the families we work with, our employees, services, finances, business plans, strategies, marketing, and fundraising. Confidential information does not include information about the terms and conditions of employment or work conditions at the Federation unless you obtained the information in the course of your job duties. For example, comments about our office space, or staff positions are permitted but if you are a supervisor with access to salaries or other personal information about your staff, that information is confidential and may not be discussed or referred to in personal social media.

Employees are also prohibited from using the Federation logo in personal social media, except for non-commercial use in the course of protected and concerted activity related to the Federation workplace. Employees may not post statements about the Federation or its employees, volunteers, consultants or directors that

- the employee knows to be false or that the employee has no basis to believe to be true or
- are vulgar, obscene, threatening, intimidating, or a violation of workplace policies against discrimination or harassment.

None of the policies contained in this manual are intended to restrict communications or actions protected or required by state or federal law.

J. Personnel Records

The Federation maintains a confidential personnel file for each employee. Personnel files typically include:

- Applications for employment
- Resumes, Hire Letters
- Emergency contacts
- Job Descriptions
- Performance Evaluations

- Records of any disciplinary actions
- Information about the termination of employment

Employees will be notified whenever any negative information is added to their personnel record. An employee may request to see her/his personnel file, make copies of it, and correct or expunge any false information. A request to see your personnel file must be in writing to the Director of Human Resources and the file will be provided within five business days.

K. Personal Data Changes

Employees are responsible for providing the Federation with information necessary to keep their personnel records up to date at all times. Employees must notify Human Resources and the Business Office in a timely fashion of any change in their status such as:

- Legal name changes
- Marital status (marriage, legally separated or divorced)
- Home Address and/or telephone number changes
- Number of dependents and/or desire to change tax status
- Beneficiary changes on life insurance
- Emergency contact name and information
- Time worked, reduced hours, or similar changes
- Assignment to another project

L. Attendance

Employees must notify their supervisor as far in advance as possible of an expected absence. Employees who are unable to report for work and have not given prior notice must notify their supervisor as soon as possible but no later than 9:30 AM on the day of the absence. Failure to give notice of absence may be grounds for disciplinary action. An employee who expects to be late to work by more than thirty minutes must give notice to his or her supervisor.

Appointments for personal reasons, e. g., doctor or dentist's appointments, etc., should be made outside of office hours whenever possible.

Excessive or unexcused absences may be grounds for disciplinary action including termination of employment. All absences, whether authorized or unauthorized, must be recorded on the employee's time card.

M. Mandatory Attendance at Meetings

Federation employees are required to attend quarterly All Staff meetings, project staff meetings, and to attend and assist at the Federation's Annual Visions of Community Conference. Employees should consult with their supervisor to make any necessary work week schedule adjustments.

N. Dress Code

As representatives of the Federation, all employees should be neat, well groomed and dressed in job-appropriate attire that reflects the agency's interest in projecting a comfortable, yet businesslike image to the public. Employees should keep in mind that since appointments with families, donors, and partner agencies, training workshops, and other activities are regularly scheduled at the Federation office, this dress code applies both in the office and when representing the Federation in public.

O. Flextime and Telecommuting

In some cases, employees are permitted to work flexible hours. *Flextime* is working hours that are different from regular business hours of 9:00 AM – 5:00 PM. *Telecommuting* means an employee works at a location other than the Federation's primary Boston office or field location.

Flextime and telecommuting are not entitlements available to all employees and depend on an individual's job responsibilities and job performance. Employees interested in flextime and/or telecommuting should discuss these considerations with their supervisor. If appropriate, the employee and supervisor shall create and sign a detailed work schedule of the agreed upon arrangement to be approved by the Director of Human Resources and placed in the employee's personnel file. Flextime schedules should be reviewed annually during an employee's Annual Performance Review.

P. Anti-Harassment Policy

The Federation prohibits harassment of any type in the workplace. While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct, which, if unwelcome, may constitute harassment. In particular, harassment will not be tolerated when based on race, color, national origin, age, religion, physical or mental disability, genetic information, military service, sex, pregnancy, sexual orientation, gender identity, ethnicity, ancestry, or any other legally protected status or designation.

- The use of slurs, offensive language or other derogatory comments, pictures, cartoons, emails, joking, epithets or demeaning gestures.

- Conduct that has the direct purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or offensive work environment causing an employee to feel unsafe in the work environment.

Sexual Harassment. The law recognizes two types of unlawful sexual harassment:

1. Quid pro quo harassment occurs when an employer, usually by one of its supervisors, conditions job benefits on an employee's willingness to submit to sexual requests.
2. Hostile work environment harassment occurs when an employee is subjected to unwelcome sexual comments, unwelcome physical touching, and other behavior of a sexual nature.

Complaints. If an employee believes that he or she has been subjected to sexual or other type of harassment, he or she may make a complaint, either in writing or in person to the Director of Human Resources: Federation for Children with Special Needs, 529 Main St. Suite 1M3, Boston, MA 02129; 617 236-7210. Upon receipt of a complaint, the Director of Human Resources will promptly investigate the allegations in a confidential, fair and expeditious manner.

If it is determined that inappropriate harassment occurred, the Federation will act promptly and will impose disciplinary action as appropriate, including termination of employment. Any retaliation against an employee who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of harassment will also not be tolerated.

In addition, an employee who believes that he or she has been subjected to harassment may file a formal complaint with the appropriate government agencies:

Equal Employment Opportunity Commission

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000

Massachusetts Commission Against Discrimination

One Ashburton Place, Suite 601
Boston, MA 02108
617-994-6000

Q. Emergency Closure Policy

In the event of weather or other emergency, the Federation office may close, close early, or open late. Employees can access the Federation's messaging systems (e.g., email, agency switchboard) after 6:30 AM to obtain information about an emergency closure or delayed opening for that day. See the Procedures Manual for more information on the Federation's messaging systems.

Employees will receive their full salary for their regular working hours during the time when the office is closed. In return, employees are expected to work at home if feasible. If a weather emergency is likely, employees should take materials home with them so that they are able to work if the office is closed. Even employees who have jobs that usually require their physical presence at work may do tasks such as reading and responding to emails, using remote network access, reading articles related to their work, or working on long-term goals or professional development.

All employees are expected to return to the office when an emergency closure ends. Some employees may need additional time off for childcare or for mass transit to be available. If an employee cannot return to work at the end of an emergency closure, then personal or vacation time will need to be used and/or work at home arranged as agreed to with the supervisor.

Employees who had taken personal, vacation or sick time off (PTO) remain on PTO during an emergency closure and should record this on their timesheets, as would have occurred if the office did not close. Exceptions will be considered on a case-by-case basis by the supervisor and Director of Human Resources where the weather or other emergency interfered with an employee's plans to use PTO. Employees who work in remote offices should see the Procedures Manual for further information.

R. Safety

First aid supplies are located in the reception area of the Federation Boston office. All work site accidents or injuries, no matter how minor, should be reported and, if needed, medically evaluated. In case of emergency, an injured employee should go to the nearest medical facility.

Employees are responsible for completing an incident/injury report form within 48 hours of the occurrence and notifying their supervisor and the Human Resources Director. Employees should also familiarize themselves with their work site emergency procedures.

S. Whistleblower Policy

No employee of the Federation will be discharged or discriminated against with respect to compensation, terms, or conditions of employment because the employee informs management or the Board of Directors about a suspected violation of any law or regulation by the Federation or any director, manager or employee, or for expressing any concerns about any questionable accounting, internal management control or auditing matter.

Federation employees are encouraged to discuss concerns they have regarding compliance with laws and regulations or similar concerns with their supervisor. However, employees may at any time also submit their concerns anonymously to the Board of Directors by sending their concerns in writing to the Director of Human Resources c/o the Federation for Children with Special Needs, 529 Main St., Suite 1M3, Boston, MA 02129. The Director of Human Resources is obligated to promptly forward any such communications directly to the Audit Committee of the Board of Directors.

T. Drug and Smoke Free Workplace

The distribution, dispensing, and/or unlawful possession or use of controlled substances is prohibited on Federation premises at all times. An employee who violates this policy will be subject to disciplinary action, including termination of employment.

The Federation is committed to providing a healthy environment for staff and visitors and prohibits smoking anywhere on Federation premises.

U. Staff Travel

Employees may occasionally be required to travel for work-related events and should consult with their supervisor before undertaking such travel. Reasonable expenses incurred in connection with work-related travel will be reimbursed in accordance with specified limitations and procedures set forth in the Federation's Operations Procedures Manual.



FEDERATION FOR CHILDREN WITH SPECIAL NEEDS

The Federation supports and encourages diversity among its staff and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Federation complies with applicable state and local laws governing nondiscrimination in the workplace.

The Federation expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.