



# **Employee Handbook**

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[www.waypointservices.org/www.kidspointchildcare.org](http://www.waypointservices.org/www.kidspointchildcare.org)

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## WAYPOINT MISSION STATEMENT

To inspire people to move forward.

## WAYPOINT VALUE STATEMENTS

- Waypoint believes in and is committed to the core values of having compassion, instilling ownership, empowering people, and embracing diversity
- Waypoint believes in inclusiveness and social justice; respect for pluralism and diversity.
- Waypoint believes in responsible stewardship of resources and commitment to excellence and maintaining the public trust.
- Waypoint believes in a multi-cultural, non-sexist, non-judgmental, non-violent society.
- Waypoint believes in the empowerment of women and children, and in the individual's right to self-determination.
- Waypoint believes in a physically safe, secure, and healthy environment, and that all persons have the right to a life free of violence.
- Waypoint believes that play is an integral part of a child's life, and provides developmentally appropriate teaching methods and materials.
- Waypoint believes in non-violent discipline.
- Waypoint believes in quality, affordable services for individuals, children, and families.
- Waypoint recognizes the impact of environmentally responsible behavior. Waypoint will model this behavior in all of its programs as well as provide information and community support on environmental issues.
- All staff, board members and volunteers of the organization act with honesty, integrity and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness, and integrity.

Waypoint is dedicated to providing a high quality, nurturing environment where children are encouraged to reach their fullest potential in all areas of development.

We carry out our philosophy by providing:

- A curriculum that encourages physical growth, fosters cognitive learning, and enhances social-emotional development.
- An environment where each child's health and safety is of the utmost importance.
- The opportunity for staff to grow as teachers as well as learners -- bringing the latest knowledge in child care and development to the classroom.
- A partnership that values the family as each child's first teacher.
- An inclusive program that embraces every child and family, regardless of ethnicity, culture, religion, ability, socio-economic status, or family structure.

## WAYPOINT PROGRAMS

CRITICAL SERVICES DIVISION	CHILD CARE DIVISION
<p>Waypoint provides services including shelter, support, referrals, and information to adults and children in crisis due to homelessness, poverty, and/or domestic violence. Waypoint also provides education and prevention services regarding these issues.</p> <p>Programs include:</p> <p><b>Waypoint Homeless and Housing Services</b>  <b>Serving:</b> individuals who are experiencing homelessness or housing crisis with Case Management, Rapid Re-Housing, Homeless Prevention, and Centralized Intake  <b>Location:</b> 318 5<sup>th</sup> Street. SE, Cedar Rapids, IA 52401  <b>Hours:</b> 9:00 a.m. – 5:00 p.m., M-F  <b>Phone:</b> 319.366.7999</p> <p><b>Waypoint Domestic Violence Program</b>  <b>Serving:</b> victims and survivors of domestic violence and their family members offering crisis line, advocacy, counseling, support groups, and information  <b>Locations:</b> Benton, Black Hawk, Buchanan, Delaware, Dubuque, Jones and Linn Counties. Offices in Cedar Rapids, Waterloo and Dubuque.  <b>Hours:</b> 8:00 a.m. – 5:00 p.m., M-F  <b>Phone:</b> 319.365.1458,  Resource and Support Line: 319.363.2093/800.208.0388</p> <p><b>Waypoint Survivors' Program</b>  <b>Serving:</b> individuals who have lost a family member or friend through homicide or vehicular homicide; ; support is also given to victims of violent felony crimes, such as kidnapping, robbery and attempted murder. All services are 100% free and confidential.  <b>Locations:</b> Benton, Des Moines; Henry; Iowa; Jefferson; Johnson; Jones; Keokuk; Lee; Linn; Poweshiek; Tama; Van Buren and Washington counties.  <b>Hours:</b> 8:00 a.m. – 5:00 p.m., M-F  <b>Phone:</b> 319.365.1458</p>	<p>Waypoint provides quality, licensed child care for over 500 children ages six weeks to twelve years-old. KidsPoint serves children of all socio-economic levels and offers special assistance to qualifying families who otherwise could not afford child care services.</p> <p>Programs include:</p> <p><b>KidsPoint Downtown Learning Center &amp; Preschool</b>  <b>Serving:</b> children who are age 6 weeks to 5 years-old  <b>Location:</b> 318 5th Street SE, Cedar Rapids  <b>Hours:</b> 6:00 a.m. – 6:00 p.m., M - F  <b>Phone:</b> 319.365.1636</p> <p><b>KidsPoint C Street Learning Center &amp; Preschool</b>  <b>Serving:</b> children who are age 6 weeks to 5 years-old  <b>Location:</b> Transamerica C Street Campus, 5830 C St SW, Cedar Rapids  <b>Hours:</b> 6:30 a.m. – 6:00 p.m., M-F  <b>Phone:</b> 319.841.4055</p> <p><b>KidsPoint School Age Kids</b>  <b>Serving:</b> children who are in kindergarten - fifth grade  <b>Location:</b> KidsPoint C Street SW (serving College Community School District).  <b>Hours:</b> 6:30 a.m. – 6:00 p.m. start of school to end of school; 6:30 a.m. – 6:00 p.m. on school breaks; M-F  <b>Phone:</b> 319.365.1636</p> <p><b>KidsPoint Summer Adventure Day Camp</b>  <b>Serving:</b> children who have completed kindergarten to fifth grade  <b>Location:</b> KidsPoint C Street SW, Cedar Rapids  <b>Hours:</b> 6:30 a.m. – 6:00 p.m., M - F  <b>Phone:</b> 319.731.6170</p>



## **HISTORY OF WAYPOINT: More Than 130 Years**

The YWCA, as an organization of women for women, grew in the 1850s from the combination of a religious revival movement and the greatly increased numbers of self-supporting women working in factories. The YWCA was the first to respond to the shifting needs of women and has continued to grow and change along with women's roles in society. The YWCA of the 1800s provided housing, recreational activities, Bible classes, educational classes, employment placement, and the opportunity for women to develop their leadership skills and capabilities.

In Cedar Rapids, the YWCA evolved from the Bohemian Young Women's Union, established in 1891 for the purpose of studying Bohemian reading, writing, and literature. The Cedar Rapids YWCA was incorporated in 1894 and focused its efforts on the feminine disciplines of vocal music, dress making and fancy work. Before long, the YWCA's scope expanded to address women's needs for housing, job skills, professional groups and personal growth.

The YWCA emerged in the 1970s as a popular place for swimming and exercise. With the proliferation of health clubs in the late 1980s, the organization made a bold move; the YWCA moved away from fitness and became committed to meeting the crucial needs of women and children.

In 2001, the YWCA disaffiliated from the national organization and became Waypoint for Women, Children and Families. Today, Waypoint is a place where men, women, children and families can find support in the midst of homelessness, poverty, and domestic violence. The organization also assists families with affordable, quality childcare.

## **EMPLOYMENT POLICIES**

This handbook has been prepared for employees of Waypoint. It contains important information regarding the policies, rules, pay and benefits at Waypoint. This version of the Employee Handbook-supersedes all prior versions that have been issued. The language used in this handbook is not intended to create, nor does it constitute a contract between Waypoint and any one or all of its employees. Please read this handbook very carefully and keep it for future reference. One of the employee's first responsibilities is to be familiar with its contents. An employee should review this handbook with his or her supervisor or the Management Team if he or she has any questions.

### **Management Team**

Members of the Management Team are as follows: Chief Executive Officer; Chief Financial Officer; Chief Development & Marketing Officer; Chief Operating Officer; Managing Director of Human Resources; Managing Director of Child Care Services; and Managing Director of Facilities.

## Changes in Policy

Since Waypoint makes improvements and changes, Waypoint expressly reserves the right to modify, revoke, suspend, terminate or change any or all plans, policies or procedures, in whole, or in part, at any time, with or without notice. Normally, employees will be notified of changes by notices posted on Paylocity's Community and Self Service portal, employee bulletin boards, in group meetings, or via e-mails. Changes will be effective on dates determined by Waypoint and employees may not rely on policies that have been superseded. The Chief Executive Officer has the authority to alter the foregoing.

## Equal Opportunity Employment/ Anti-Discrimination

The Affirmative Action Program of Waypoint is a legal and social necessity to comply with the Civil Rights Act of 1964, Executive Order 11246 and Revised under No. 4 and Sections 503 and 504 of the Rehabilitation Act of 1977. Equal employment opportunity and affirmative action will be applied in recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, any other condition of employment practices, programs, and activities regardless of race, color, religion, gender identity, national origin or ancestry, age, physical or mental disability, marital status, creed, genetic predisposition or carrier status, sexual orientation, gender identity, military status, or any other characteristic protected by federal, state, or local laws. All such discrimination is unlawful and prohibited by Waypoint. As used in this policy, genetic information means an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. If you have questions or grievances related to compliance with this policy by Waypoint please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <https://icrc.iowa.gov/>.

The U.S. Department of Agriculture, USDA, prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital Status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department (not all prohibited bases will apply to all programs and/or employment activities). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866)-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

## **Americans with Disability Act (ADA) Policy**

Waypoint is committed to complying with all applicable provisions of the ADA. It is Waypoint's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws which, in conjunction with state law, prohibit employers from discriminating against applicants and individuals with disabilities and, when needed, require employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Consistent with this policy of nondiscrimination, Waypoint will strive to provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Waypoint aware of their disability, provided that such accommodation does not constitute an undue hardship on Waypoint.

It is the policy of Waypoint to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is Waypoint's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Waypoint will engage in an interactive process to determine if we can reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so is an undue hardship or causes a direct threat to workplace safety. Contact your supervisor or the Human Resources Department with any questions or requests for an accommodation.

Current use of illegal drugs and current unlawful use of prescription drugs are not disabilities under the ADA.

### **Procedure for Requesting Accommodation**

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their direct supervisor or a management representative. Waypoint encourages individuals with disabilities to come forward and request reasonable accommodations.

On receipt of an accommodation request, the supervisor or management representative will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Waypoint might make to help overcome those limitations.

Waypoint will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Waypoint's overall financial resources and organization, and the accommodation's impact on the operation of Waypoint, including its

impact on the ability of other employees to perform their duties and on Waypoint's ability to conduct business.

Waypoint will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Chief Executive Officer. If the request on appeal is denied, that decision is final. The ADA does not require Waypoint to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that they have been discriminated against based on a disability should notify a Waypoint management representative or the Human Resources Department. Confidentiality will be maintained throughout all such inquiries and, as applicable, during the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### **Terms used in the policy**

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability** means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.
- **Major life activities** include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.
- **Qualified individual** means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- **Reasonable accommodation** includes any changes to the work environment. For example, a reasonable accommodation may include, making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, a leave of absence, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- **Essential functions** of the job refer to those job activities that are determined by Waypoint to be essential or core to performing the job; these functions cannot be modified.

The definitions and examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

The Chief Executive Officer is responsible for implementing this policy, including resolution of reasonable accommodation requests, and may be contacted with any questions.

## **Anti-Harassment**

It is the policy of Waypoint to provide an atmosphere free of discrimination and harassment. Further, each of us is responsible for respecting the rights of our co-workers. Our policy of equal employment opportunity expressly prohibits any form of harassment of employees, clients, interns, volunteers, contractors, vendors or applicants for employment.

Waypoint, is committed to providing a work environment that encourages mutual respect and is free of unlawful harassment, discrimination and bias. Waypoint's anti-harassment policy applies to all persons involved in our organization and prohibits unlawful harassment by any employee, including supervisors and co-workers. The law also prohibits unlawful harassment by any employee towards customers, vendors, contractors and persons working or visiting the Waypoint premises and third parties are prohibited from unlawfully harassing an employee.

### **Definition**

Prohibited unlawful harassment includes, but is not limited to, the following: any harassment or use by anyone in its employ of any derogatory epithet (whether verbal, written or gestural) based on race, color, creed, sex (including pregnancy), religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, gender identity, sexual orientation, military status, or any other consideration made unlawful by federal, state or local laws.

Sexual harassment, defined as:

- unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature; or
- any form of sexually offensive behavior including gender-based harassment of a person of the same sex as the harasser when;
  - submission to the conduct is made explicitly or implicitly a term or condition of an individual's employment,
  - submission to or rejection of the conduct by an individual is used for employment decisions affecting an individual, or
  - such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment.

Harassing conduct also includes, but is not limited to: slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Waypoint's policy also prohibits offensive comments, jokes, innuendo, and other statements directed from one employee to another employee, as well as offensive pictures, photos and illustrations in the workplace. Violations of this policy will not be tolerated. All complaints will be taken seriously and investigated promptly. Retaliatory action against anyone who reports a violation of this policy is forbidden and will not be tolerated.

### **Harassment Complaint Procedure**

If you believe that this anti-harassment policy is being violated, either with respect to yourself or with respect to another employee, you are strongly encouraged to report that belief immediately to your manager or another person in a managerial position at Waypoint with which the harassed employee feels comfortable, or the Human Resources Department.

You are encouraged to raise any questions you may have concerning questionable behavior before the behavior rises to a severe level of harassment or discrimination. All information related to a complaint and subsequent investigation of the complaint will be kept confidential to the extent possible. All persons involved will share such information only with those who have a need to know.

Upon notice of an employee's concern about being harassed, Waypoint will act to stop any further harassment and to correct any effect of the harassment and will:

1. Inform the complainant of his or her rights and of any obligation to secure those rights;
2. Promptly investigate the complaint. The investigation will be immediate, thorough, objective and complete. We will make diligent efforts to interview all persons with information on the matter.
3. Take prompt and effective action to remedy/correct harassment.
4. Respond in a timely manner to any complaint of harassment describing the disposition of the complaint and any action taken in resolution of the complaint.

### **Retaliation is Strictly Prohibited**

In addition to prohibiting discrimination and harassment in the workplace, state and federal law also prohibits retaliation. One type of retaliation occurs when Waypoint takes adverse action against an employee who complains about harassment or discrimination if such action may likely discourage a reasonable employee from making or supporting a claim of harassment or discrimination. Harassment and discrimination may be based on a protected status as outlined in Waypoint's Equal Employment Opportunity policy as well as protected activities such as testifying at or providing information related to a labor investigation, filing or having filed a workers' compensation claim, or whistleblower status. Examples of adverse action may include, depending on the circumstances, demotion, failure to promote, termination, change of work hours or change of job duties. Another type of retaliation occurs when co-workers ostracize, employ derogatory epithets (verbal, written or gestural) against or otherwise harass an employee because he or she has complained about discrimination or harassment.

It is illegal to retaliate against an employee because he or she complained about harassment or discrimination, even if no harassment or discrimination ever happened. Waypoint policy strictly prohibits any form of retaliation against an employee because he or she complained about harassment or discrimination. If you feel you have been retaliated against based on a complaint, please notify the Chief Executive Officer immediately.

## **Disciplinary Action**

Should an investigation determine that an employee is responsible for harassing another employee, or a customer; appropriate action will be taken against the offending employee, up to and including termination of employment.

## **Employment Relationship: Employment-at-Will**

Employment at Waypoint is "at will" and entered into voluntarily. Employees are free to resign at any time, for any reason, with or without notice. Similarly, Waypoint is free to conclude the employment relationship at any time.

Employment may be terminated with or without cause, and with or without notice, at any time by you or Waypoint. Terms and conditions of employment with Waypoint may be modified at the sole discretion of Waypoint with or without cause and with or without notice.

No one other than the Chief Executive Officer has the authority to create an employment relationship other than on an "at will" basis, and may only do so in writing.

No implied contract concerning any employment-based decision or terms and conditions of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment that are within the sole discretion of Waypoint include, but are not limited to, the following:

Promotion; demotion; transfers; hiring and discharge decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation of operations; determinations concerning the use of equipment, methods or facilities; or any other terms and conditions that Waypoint may determine to be necessary for the safe, efficient and economic operation of its business.

## **Confidentiality Policy**

Client, customer, donor, volunteer and program confidentiality are essential to the effectiveness of Waypoint's programs and services.

- A "client" or "customer" is defined as any adult or child seeking or receiving services of any kind from Waypoint.
- A "donor" or "volunteer" is defined as any person donating any kind of time/resources to Waypoint.

"Confidentiality" is defined as the assurance that access to information regarding a client shall be strictly controlled and that any violation of such control will be a breach of faith, and may be subject to disciplinary sanctions and civil liability.

It is the policy of Waypoint to hold confidential all observations and information made by and between or about Waypoint's clients and program participants. Also confidential is all communication including verbal and correspondence between co-workers as well as with volunteers. All Waypoint's staff and volunteers are subject to this policy. The names of

clients, staff and volunteers are not to be disclosed except with the explicit written permission of the individual involved.

It is required that all DV and SP staff sign the Proprietary Information & Confidentiality Agreement. All staff are to follow the confidentiality policy agreement. Employees who fail to abide by the agreement, or conditions of this policy will be subject to disciplinary action up to and including termination. Client, staff and volunteer information will be released only in accordance with established Waypoint guidelines. All names, files and records are the property of Waypoint and will remain on the premises of Waypoint unless otherwise instructed by the Chief Executive Officer or designee.

Due to services provided within Waypoint's Domestic Violence and Survivors' Program, this policy reflects Iowa Code Chapter 915-20A. Violation of this policy could result in legal action.

## **Confidential Information**

The protection of confidential business information and restricted data is vital to the interests and success of Waypoint. Confidential information is any and all information disclosed to or known by employees due to employment that is not generally known to people outside of the employee's department or Waypoint. It is the employee's responsibility to ensure sensitive data is secure, not left unattended, locked away or protected with a strong password and hard copies are shredded before disposal.

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

## **Ethics Policy: The Staff – Client Relationship**

The purpose of this Ethics Policy is to provide guidance relative to staff-client relationships to ensure a healthy environment for clients and their families which is based on professional standards of practice. This policy applies to all employees at Waypoint, whether or not they work directly with clients, customers, donors or volunteers.

### **Definitions**

- Client relationships: Those relationships which develop between staff and their clients and which focus exclusively on the issues, concerns, and needs of the client. Client relationships occur in the Critical Services Division.
- Business relationships: Any which involves the exchange of money or services, including donor relationships. Business relationships occur in the Child Care Division.
- Social/personal relationships: Any relationship whose primary purpose is companionship or pleasure and which involves mutual sharing and satisfaction of personal and interpersonal needs. For example, sexual and/or dating relationships; phone contacts; lunch and dinner engagements.

### **Rationale**

Each staff member is aware of his/her own needs which must be set aside so that he/she can act in the best interests of the client. Client relationships are based on mutual concern, regard, and trust. They require a special kind of detachment in which the staff member must



be able to maintain a distance between him/herself and the client and at the same time demonstrate concern, interest and competence. It requires that the staff member observe not only the client, but his/her own participation in the situation as well.

Client relationships develop during a time of crisis and vulnerability for the client and the staff member has access to confidential and sensitive information about the client because of that. The staff member is in essence the one controlling the course of the relationship. If this relationship were allowed to develop beyond the limits of the client relationship, the staff member's effectiveness as an advocate for the best interests of the client would become seriously impaired. Also, since the staff member is in control of the relationship, allowing any other form of a relationship to develop is taking advantage of the special knowledge he/she has of the client.

### **Policy/Procedure**

Staff members employed by Waypoint will not develop any social or personal relationships with any current or former clients who use services in our programs. If there is reason to believe that a staff member has established a social or personal relationship with a current or former client, the department director will initially investigate the situation.

- **Development of relationship:** If it is found that there is a reasonable basis to believe that such a relationship was knowingly established with a current or former client, such conduct may be interpreted as “endangering the well-being and/or safety of clients...” The staff member may be immediately suspended (with or without pay – manager discretion) pending further investigation and disciplinary action up to and including termination may be pursued. Employees should not give out the personal phone number to clients or parents of the children
- **Pre-existing relationship:** Waypoint does not intend to require that pre-existing relationships be severed, however, the best interest of the client becomes primary. Generally, the staff member will not be permitted to continue his/her client assignment. It is the staff member's responsibility to inform the department director of any pre-existing relationship.

Occasionally, other contacts which are initiated by staff with a former client may be healthy for the client. These situations will be individually evaluated and must be approved by the department director prior to the contact. Any contacts with current clients are restricted to on-duty time unless approved by the department director for professional reasons.

### **Whistleblower Protection Policy/Non-Retaliation Protection Policy**

Waypoint is committed to fair, accurate and transparent business practices and expects all employees and agents to act in accordance with the highest ethical standards in the performance of their responsibilities. Any person or employee who has complaints or concerns about the Waypoint's business practices, internal controls, or who becomes aware of questionable business practices is strongly encouraged to report such matters to the Chief Executive Officer. In order to facilitate a complete investigation, employees should provide as much detail as possible. Waypoint encourages all employees with complaints or concerns to come forward and prohibits retaliation against employees raising concerns; if an employee feels more comfortable doing so, reports may be made anonymously.

A whistleblower as defined by this policy is an employee of Waypoint who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor, a member of Senior Management, or the Human Resources Department. The employee must exercise sound judgment to avoid baseless allegations.

Whistleblower protections are provided in two important areas -- confidentiality and protection against retaliation. When possible, the confidentiality of the whistleblower will be maintained. However, the identity of a whistleblower may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Waypoint will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact one of the above-identified individuals immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Waypoint will fully investigate all complaints/reports of suspected unethical or fraudulent activities. All reports of illegal and dishonest activities will be promptly submitted to the Chief Executive Officer or other appropriate party, depending on the nature of the complaint, who will be responsible for investigating and coordinating corrective action.

## **Corrective Action Procedure**

Waypoint expects employees to comply with standards of behavior and performance. This is the corrective action procedure followed, consisting of the following levels of action taken for violation of policies:

- 1) 1<sup>st</sup> Written Warning
- 2) 2<sup>nd</sup> Written Warning
- 3) Performance Improvement Plan
- 4) Final Warning, Probation or Suspension
5. Dismissal

Degrees of corrective action will be commensurate with the severity of the offense and some steps may be bypassed if warranted. There are certain types of behavior that may be so serious as to warrant corrective action up to and including immediate suspension from work or immediate dismissal. Acts such as fraud, theft, dishonesty, insubordination, disorderly conduct, violence or threats, unlawful acts, sleeping or leaving children unattended while supervising children, violations of our Business Conduct Policy, disclosing trade secret/proprietary information are examples of conduct that may result in immediate

termination. In most instances, the employee will be placed on suspension until Waypoint concludes an investigation of the allegation. Paid leave, such as PTO will not be granted while on suspension. Cases will be considered individually, based on facts involved concerning the employee and their performance history.

The following are examples of behavior that is considered misconduct and warrants corrective action but is not inclusive:

- Any verbal or physical mistreatment or abuse of Waypoint staff, clients or a child.
- Theft or deliberate misuse of Waypoint property.
- Endangering the well-being and/or safety of children, clients, employees, volunteers.
- Excessive absenteeism including unnecessary off-duty time, unjustified failure to report to work and/or habitual tardiness.
- Indefensible or deliberate attempt to inflict bodily injury to other individual(s) on duty.
- Interference with other employees in the performance of their work.
- Poor work performance including undependable, incomplete or inconsistent performance; not communicating with or serving clients.
- Refusal to perform a task assigned and is within the employee's capabilities.
- Unlawful acts while on duty.
- Leaving your shift early without notifying Supervisor.
- Unsatisfactory attitude including lack of cooperation and/or indifference to work.
- Use, sale or possession of alcohol or an illegal or controlled substance while working or on the property.
- Falsifying or misusing records.
- Negative or malicious gossip; derogatory attacks on anyone associated with Waypoint.
- Breach of Confidentiality Policy or violation of the Ethics Policy.
- Making false statements or omitting pertinent information on Waypoint applications, records of employment, forms, reports, claims or in the course of participation in Waypoint investigations or in responding to management inquiries.
- Sleeping or deliberately loafing during working hours.
- Smoking in non-designated areas.
- Failure in fully cooperating with a Waypoint investigation as required by management.
- Discrimination because of race, color, religion, gender, national origin, age, disability, citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, gender (except where gender is a valid qualification for the position) gender identity, veteran status, or any characteristic protected by federal, state, or local laws.

This is not meant to be a total list of all work rules, but rather is illustrative of the type of conduct that will not be tolerated by Waypoint. This statement of prohibited conduct does not alter Waypoint's policy of at-will employment.

## **Grievance Complaints Procedure**

Waypoint is committed to encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response. It is every supervisor's responsibility to see that employees have every opportunity to perform his/her job to the best of his/her ability and to the standards of his/her position. An employee having a complaint arising from a corrective action must follow these steps in the grievance procedure:

1. First try to settle it with his or her immediate supervisor (within 5 working days).
2. If step 1 fails, the grievant may submit a written grievance to a member of the Management Team within five (5) working days after the attempt to settle with the immediate supervisor has failed.
3. Within ten (10) working days of receipt of the written grievance, the Management Team will mediate a discussion between the supervisor and the employee.
4. Within five (5) working days of the meeting, the Management Team will render a decision in writing to both parties.
5. If the employee is not satisfied with the decision rendered in step 4, the grievant may submit a written grievance to the Waypoint Board of Directors Executive Committee within ten (10) working days after the decision was rendered in step 4.
6. Within ten (10) working days of the receipt of the written grievance the BOD Executive Committee will conduct individual fact finding meetings with both parties.
7. Within five (5) working days of the meeting, the BOD Executive Committee will render a decision. The BOD Executive Committee's decision is final.

No one shall discriminate or retaliate against any employee or person who has filed a complaint or participated in the grievance process. All grievances must follow the above outlined procedure. Any grievance that directly involves a member of the Management Team will exclude them from their participation in that specific step in the grievance procedure. This may result in eliminating that step in the grievance procedure and proceeding directly to the Board Executive Committee for a decision. All employees are encouraged to follow this procedure in a sincere effort to find answers that are fair and honest. All managers and supervisors have an open-door policy and employees are free to speak with them at any time. The Office of Civil Rights' reporting portal is on their website at: [civilrights.justice.gov](https://civilrights.justice.gov).

## **Open Door Policy**

A basic part of Waypoint's philosophy is the belief that employees are our most important asset. Employees are the key to Waypoint's future success. Because each team member is unique and important as an individual, Waypoint's employee relations philosophy is based on individual performance and open, direct and personal communication is encouraged. To facilitate this open communication, Waypoint practices an open-door policy. Employee's ideas and suggestions can improve our services, lend to the satisfaction of our operations, and improve the use of our resources. Employees are encouraged to discuss work-related personnel problems, or any matter concerning their own or the Waypoint's welfare with their supervisor or the Chief Executive Officer. However, if the issues cannot be resolved, the supervisor's manager or other designated person should be consulted. There should be no fear of reprisal against any employee for the use of this open-door policy.

## **Employee Resolution Process**

In the event that an employee has questions regarding the interpretation or application of a current Waypoint policy, the following process will be followed:

1. Employee should contact his or her immediate supervisor to discuss his or her concern.
2. If the concern is not resolved to the employee's satisfaction, he or she should contact a member of the Management Team to further discuss his or her concerns.
3. The Management Team may contact any necessary individuals to clarify the matter.

4. If the employee's concern is unresolved at this point, the Chief Executive Officer will provide a final resolution.

## **Outside Employment**

Employment outside of Waypoint, whether self-employment or employment by another is acceptable as long as it is considered and treated as additional employment and does not interfere with the employee's duties on behalf of Waypoint. As it applies to employment, the primary loyalty and interest of all employees must at all times remain with Waypoint.

Therefore,

- Employees must not work in outside business that might create a conflict of interest with their responsibilities to Waypoint, or that might embarrass or discredit Waypoint.
- Employees must not work in an outside business that conflicts with scheduled hours at Waypoint, required overtime hours, or the performance of Waypoint assignments.
- Employees may not perform outside work or solicit such business on Waypoint's premises or while working on Waypoint time. Also, employees are not permitted to use Waypoint's equipment, materials or resources for any outside work.

## **Conflict of Interest**

Waypoint expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of Waypoint and the conduct of its affairs. Business dealings that represent or appear to represent a conflict between the interest of Waypoint and an employee are unacceptable. Waypoint recognizes the right of employees to engage in activities outside of their employment that are of a private nature and unrelated to Waypoint business. A policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Employees should contact their supervisor or a member of the Management Team with any questions regarding a potential conflict of interest of outside work. This policy does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers or potential suppliers.
- Accepting compensation in any form for public speaking, conducting workshops, honoraria, published works, or similar activities for topics related to Waypoint activities, expertise gained in the course of employment with Waypoint, or for activities Waypoint would normally be engaged to perform without advance disclosure and authorization from Waypoint officials.
- Working for a competitor, supplier or customer while employed by Waypoint.
- Engaging in self-employment in competition with Waypoint.
- Disclosing Waypoint trade secrets or confidential proprietary information for personal gain to the Waypoint's detriment.
- Having a direct or indirect financial interest in or relationship with a competitor, customer or supplier, except that ownership of less than 1% of the publicly traded stock of a corporation will not be considered a conflict.

- Using Waypoint's assets, computers, or labor for personal use. When an employee's interest is adverse to Waypoint's, the employee will not be authorized to use company computers or other company assets that can be used for the employee's personal gain.
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to Waypoint.
- Committing Waypoint to give its financial or other support to any outside activity or organization except within the ordinary course and scope of employment.
- Developing a personal relationship with a subordinate employee of Waypoint that might interfere with the exercise of impartial judgment in decisions affecting Waypoint or any employees of Waypoint.
- Off-duty conduct that could detrimentally affect the employer's image or brand or renders the employee unable to perform their duty satisfactorily or impacts other employees.

If an employee or someone with whom the employee has a close personal relationship (a family member or companion) has a personal, financial or employment relationship with a competitor, supplier or customer, the employee must disclose this fact in writing. If an actual conflict of interest is determined to exist, Waypoint may respond to this perceived conflict as Waypoint deems is appropriate based upon the circumstances.

Employees may pursue and participate in employment or other business activities outside of normal working hours provided such arrangement neither creates a conflict of interest nor detracts from performance and/or effectiveness while working for Waypoint, and provided the employee does not offer or provide such services to Waypoint. Any employee who has other employment must disclose such employment to his or her supervisor so that an evaluation can be made as to whether a conflict of interest exists. The failure to adhere to this guideline, including the failure to disclose any potential conflicts or to seek an exception, will result in disciplinary action up to and including termination.

## **Public Statements and Appearances**

All inquiries from the press shall be referred to the Chief Development & Marketing Officer. No employee may speak to the press as the spokesperson for Waypoint without the prior approval of the Chief Development & Marketing Officer. Any employee appearing as a guest speaker or program participant representing Waypoint, either in person, via phone or via the internet, must obtain prior approval from the Chief Development & Marketing Officer, unless part of the Management Team.

## **Solicitation and Distribution**

Solicitation by one employee to another or collecting from one employee by another is prohibited while either employee is on work time. Distributing literature and circulating petitions during work time or in work areas at any time is also prohibited. Trespassing, soliciting or distributing literature by anyone outside Waypoint is prohibited on Waypoint's premises, unless there is approval by the management team. On occasion, Waypoint may engage in fundraising to benefit Waypoint programming. Participation by employees is strictly voluntary.

## Dress Code, Personal Appearance and Demeanor

Employees are required to maintain an appropriate businesslike dress and image to the public and clients served. Waypoint strives to offer a “business casual” environment. There are times when “business professional” attire is required. In recognizing individuals may have sensitivity or allergic reactions to fragrances, avoid using fragrant personal products that could be irritating to others. Everyday expectation examples and clarifications are listed below for acceptable and unacceptable workplace attire. See your supervisor for any clarifications. Department Directors have the right to request changes to the dress code upon CEO approval.

\*Child Care employees are required to wear clean tennis/athletic shoes or boots that have a non-slip sole with a tread pattern at all times. Departments other than Child Care are allowed to wear sandals with back straps and heels, based on supervisor approval and job duties.

Appropriate Dress	Inappropriate Dress
<b>Bottoms</b>	
<ul style="list-style-type: none"> <li>Free of rips, tears and fraying; may not be excessively tight or revealing</li> <li>Slacks; khakis; corduroys; cargo pants; jeans</li> <li>Solid or patterned leggings/yoga pants worn with dresses/tops that are the length of an employee’s fingertips when arms are placed to their side</li> <li>Capris; knee length shorts, skirts, skorts</li> </ul>	<ul style="list-style-type: none"> <li>Sweatpants, exercise attire</li> <li>Short shorts, athletic shorts, low-rise or hip-hugger pants/jeans</li> </ul>
<b>Tops</b>	
<ul style="list-style-type: none"> <li>Button down or dress shirts; polo or collared shirts (very small logo, i.e., Nike okay)</li> <li>Waypoint/KidsPoint apparel</li> <li>Long or short-sleeved blouses or shirts</li> <li>Blazers or sport coats; fleece jackets; vests</li> <li>Jackets or sweaters</li> <li>Tank tops with at least a one inch strap and cut right below the armpit</li> <li>T-shirts and sweatshirts without an image, text, logo or other graphic designs</li> </ul>	<ul style="list-style-type: none"> <li>T-shirts or sweatshirts with graphics, images and text, other than Waypoint/KidsPoint apparel</li> <li>Tops exposing undergarments; low cut, open cut or see-through</li> <li>Exercise attire</li> <li>Crop tops, clothing showing midriffs, spaghetti straps</li> <li>Hats</li> <li>Wearing a hood on your head</li> </ul>
<b>Shoes</b>	
<ul style="list-style-type: none"> <li>*Clean tennis/athletic shoes or boots that have a non-slip sole with a tread pattern</li> <li>Dress shoes</li> <li>*Sandals with backstrap</li> </ul>	<ul style="list-style-type: none"> <li>Flip-flops, *sandals without a backstrap</li> <li>Dirty or worn shoes; slippers; bare feet; shoes without a non-slip sole and tread pattern</li> </ul>

Employees are required to follow their supervisor’s recommendations. Please use good judgment in the choice of work clothes and remember to conduct oneself at all times in a way that best represents Waypoint and its employees. Employees failing to adhere to Waypoint standards with respect to appearance and demeanor are subject to disciplinary action.

## **Name Badge Policy**

Waypoint employees are required to wear a name badge at all times. Badges may be worn with a lanyard or clipped to your shirt so you are identifiable to team members and customers. ID badges should not be altered in any manner. If you choose to place stickers on your badge they must be placed on the back side of your badge so as not to obstruct your picture and/or name and title.

New employees at Waypoint will be issued a name badge and lanyard at no charge. Employees may use their own lanyard that does not have any logos present. In the event of a broken or lost badge, notify the Human Resources Coordinator or your supervisor. The badge will be replaced by Waypoint at no cost to the employee.

Visitor badges can be attained from your supervisor in the interim before you receive your replacement badge. Other events that an employee should receive a new badge:

- Change of name
- Change of position or title

## **Common Areas**

An employee breakroom is available for use during breaks. After using the breakroom, all waste and other disposable items should be thrown away. Employees are responsible for maintaining cleanliness and for ensuring that working material is not damaged. Employees are permitted to use the refrigerators and are responsible for keeping them clean.

## **Visitor Access**

### **Waypoint, Downtown Cedar Rapids**

Waypoint Admin is a public building and serves many members of the community. However, KidsPoint Downtown's internal entrances are secured with a key pad. Visitors are required to remain under the supervision of a Waypoint staff member at all times while they conduct business at Waypoint and/or KidsPoint Learning Center and Preschool. All persons other than staff entering the Waypoint building should sign in at the reception desk. Reception will call the employee(s) being visited. The employee must then come to the lobby to meet his or her guest(s). When possible, the employee should let reception know in advance when he or she is expecting a visitor. It is imperative that employees meet with visitors in designated locations, such as meeting rooms or an office.

### **KidsPoint Off-Site Locations (KidsPoint C Street, KidsPoint School Age Kids)**

All persons, other than staff or registered parents/authorized adults to drop off or pick up children, will be greeted at the entry way and not allowed to enter until the Site Director or designee greets the visitor. The Site Director or designee will meet with the visitor in a designated location such as director office, assistant director office, teacher resource room, or other designated space for meetings. Additionally, these visitors will remain under the supervision of the Site Director or designee during the time the visitor is conducting their business.

The off-site childhood programs operate their business under separate companies' building ownership and the facilities, management or IT personnel may be on-site to conduct



requested business, maintenance or other support. Waypoint should notify the Site Director in advance of their arrival. The Site Director will then communicate their presence to the Lead Teachers, who will then monitor their class for separation between these workers and the children.

### **Definitions**

- “Supervision” – designee must be able to see and hear visitor at all times to monitor for safety, answer questions, and address concerns while the visitor is present in the KidsPoint facility or School Age Kids sites.
- “Monitoring” – the regular observation and/or recording of activities taking place during the length of the access to the KidsPoint facility or School Age Kids site.

## **Telephone & Cell Phone Use**

Waypoint telephones are to be used for business purposes in serving the interests of the Waypoint clients in the course of normal operations. All calls should be answered promptly and courteously.

On occasion, personal calls may be necessary and Waypoint asks for your cooperation in limiting them to emergencies or essential personal business and in keeping them brief.

### **Administration and Critical Services**

It is expected that employees will use good judgment in the use of their cellular phones while at Waypoint. Employees who are observed using their phones excessively, whose use is disruptive and/or diminishes their ability to conduct daily business may be required to turn them off while at work. Unless properly authorized, or for business purposes, at no time will an employee use any camera enabled device to take pictures while at work. Employees using their camera enabled device for unauthorized purposes may be subject to disciplinary action, up to and including termination.

### **Child Care**

Employees may not take personal calls or use personal cell phones when on duty supervising children. Disciplinary action will be taken if this rule is violated. It is important that every staff member's attention remains on the children at all times. A lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore, cell phones are not permitted in any of the classrooms. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. while a staff member is clocked in. Cell phone use is permitted only during an approved break, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc., while in the presence of children, even while on an approved break. It is expected that when leaving the center for any reason (walk, field trip, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging. In the event of an emergency, the staff member must inform both the Lead Teacher and Center Director and/or Education Coordinator of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after a substitute has arrived to replace the staff member and outside of the classroom. Ratios must be maintained at all times.

Unless properly authorized, or for business purposes, at no time will an employee use any camera enabled device to take pictures while at work. Employees using their camera enabled device for unauthorized purposes may be subject to disciplinary action, up to and including termination.

### **In Vehicles**

Safely operating a motor vehicle requires a driver's full attention. Waypoint requires employees to abide by all laws with respect to use of cellular phones while driving. Employees are not to use cellular phones, communication devices, or other text enabled devices while driving. Employees should pull over and stop prior to accepting or placing calls, reading or typing any messages or any other related activity, which may compromise their own safety or the safety of others while driving.

All fines and other liabilities, resulting from the use of a cellular phone, communication devices, or other text enabled devices while driving in the course of business will be the sole responsibility of the employee.

Employees are prohibited from using cell phones (even with a hands-free device) while operating a Waypoint, personal or rented vehicle for company business, regardless of whether the employee is on company time or personal time. Employees are also prohibited from using a cell phone or hands free device at all times when driving a Company vehicle, owned or rented. Exception: In an emergency situation, an employee may use a cellular phone while driving for the purpose of dialing 911 or another number to reach an emergency services provider (police, fire, ambulance). However, such telephone calls must be made while the vehicle is not moving. The above prohibitions against the use of cell phones also apply to sending, composing or reading text messages on devices of any type.

## **Smoking and Tobacco Use**

Waypoint is a tobacco-free environment, which includes the use of vaporizers; using tobacco inside any Waypoint offices, facilities and vehicles is strictly prohibited. Employees and clients who chose to use tobacco must do so only outside those buildings in designated locations. Please contact a member of the Management Team with any questions regarding the tobacco policy. Complaints regarding violations of this policy may be filed with a member of the Management Team.

## **Use of Alcohol, Illegal Drugs or Controlled Substances**

The purpose of the Alcohol and Drug Policy is to provide a safe and healthy work place for all employees; to comply with federal and state health and safety regulations; and to prevent accidents. The use or the possession of alcohol, illegal drugs or controlled substances on the job constitutes a potential danger to the welfare and safety of employees and exposes Waypoint to the risks of property loss or damage, or injury to other persons. Waypoint has a vital interest in maintaining safe and efficient working conditions for its employees and ensuring that all Waypoint vehicles are properly maintained and operated in a safe manner.

The use of prescription drugs and/or over-the-counter drugs may affect an employee's job performance and seriously impair the employee's value to Waypoint. Any employee who is

using prescription and/or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, should not report for work during the time he or she is using the medication. You may be required to provide a doctor's note validating your need for time off due to the use of medication which interferes with your ability to safely perform your duties. You should use any accrued PTO during this time period. If you do not have accrued leave, you should discuss your need for time off with your supervisor or the Human Resources Department to determine if an accommodation may be made.

Waypoint rules and standards of conduct apply to all employees either on Waypoint property (owned or leased) or during the workday (including meals and rest periods). The following are strictly prohibited by Waypoint:

- Possession or use of alcohol, or being under the influence of alcohol while on the job, except in cases when approved alcohol consumption occurs at a company or business social event
- Driving a Waypoint vehicle while under the influence of alcohol or a controlled substance
- Distribution, sale or purchase of an illegal or controlled substance while on the job
- Possession or use of an illegal or controlled substance or being under the influence of an illegal or controlled substance while on the job
- Being under the influence of a controlled or prescription drug while at work if it in any way negatively affects the employee's ability to perform his or her job in a safe and efficient manner

Employees are encouraged to take advantage of all assistance and resources made available by Waypoint through our Employee Assistance Program, which provides free, confidential resources and counseling for substance abuse as well as other personal matters.

As a condition of employment, an employee must notify the organization of any drug and or alcohol related conviction no later than two days after the conviction. Waypoint will inform CVAD within 10 calendar days after the conviction of an employee working with this program.

Violation of the above rules and standards of conduct will not be tolerated and will result in disciplinary action, up to and including termination of employment.

### **Consumption of Alcohol at Company Sponsored or Business Events**

An employee attending a Waypoint-sponsored or business event in social capacity is permitted to drink alcoholic beverages which are served at the event. However, alcohol should be consumed in moderation, and becoming intoxicated or drinking to the point where professional behavior becomes compromised is not permitted. Employees who are working at an event to serve guests or performing other event-related duties may only drink alcoholic beverages if advance permission has been given by the Chief Executive Officer. Operating a vehicle while legally intoxicated is illegal and always prohibited by Waypoint. You are encouraged to make arrangements for safe transportation if you feel that you are not able to operate a vehicle within the requirements of the law. Violations of this policy will result in disciplinary action up to and including termination.

### **Drug Testing**

Please refer to Waypoint's drug testing policy.

## Personal Information

Waypoint is responsible for maintaining your personnel record. Company policy requires all employees' personnel files to be maintained confidentially and stored in a secure location. This is Waypoint's practice and only those with a business "need to know" will be permitted to view an employee's file, except where required by law. An employee's personnel file is available for his or her inspection. Employees should contact the Human Resources Department to make an appointment to review their file. Personnel files will be confidential and released only by the employee's written permission.

### Updating Your Personal Information

Employees are responsible for updating any changes in their address, telephone number, and/or family status (birth, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. This responsibility extends to employees on a leave of absence. Should your personal information change, please log in to Paylocity and submit your changes/updates. Contact your supervisor or the Human Resources Department for assistance. Waypoint should always have the following current information on file for all employees:

- Legal Name
- Address and Phone Number
- Emergency Contact

Changes to benefits must be made at annual enrollment or within 30 days of a qualifying event such as marriage, birth, divorce, or loss of other coverage.

Retirement plan contribution changes can be made with The Finway Group by calling: 866-955-4015.

## THE NEW EMPLOYEE

### Onboarding

At the start of employment, employees will receive information regarding the Paylocity Self Service portal, which includes the Employee Handbook and other important company information. During onboarding, employees will review with their supervisor expectations, duties and responsibilities of their position and routine department procedures.

All new employees of the Waypoint are required to participate in the employee onboarding program. This onboarding is to acquaint employees with the Waypoint's policies, benefits, and initial training. In addition, departmental onboarding is held to acquaint employees with work schedules, job responsibilities and expectations, methods of communication, and other information pertaining to the employee's job.

According to the Immigration Reform and Control Act of 1986, all individuals for employment in the U.S. must have his or her identity and employment authorization completed at the time of hire. Therefore, Waypoint needs all employees to complete the Form I-9 in their employee onboarding prior to their start date.

## **Employment Letter**

During the employee's initial onboarding visit, he or she will be asked to review and sign an employment letter. The employment letter will include a job title, beginning wage or salary, employment status, normal hours assigned to work each week and beginning date of employment. A job description will be included in the materials provided to the employee during this meeting. By signing the employment letter, the employee acknowledges that he or she accepts the responsibilities included in the job description. The employment letter is not a contract.

## **Job Description**

Waypoint uses job descriptions to aid in staffing, training, wage and salary administration. A job description also helps employees and supervisors communicate job responsibilities. Job descriptions are not a fixed Waypoint policy. They are only guidelines and can change. From time to time, an employee may be expected to perform duties and handle responsibilities that are not part of his or her normal job. If, over a period of time, the new duties and responsibilities remain a significant part of the assignment, the job description will be changed.

## **Employment of Minors**

Generally, regular employees must be 18 years of age or older. Occasionally, Waypoint will hire students or others who are 16 or 17 years old, however, this hiring must be approved in advance by the Managing Director of Human Resources.

## **Employment of Relatives**

Waypoint has no general prohibition against hiring relatives. However, Waypoint will not hire or promote a person into a position that supervises or is supervised by a position filled by a family member. Family is defined as: partner, spouse, child, parent, sibling, grandparent, grandchild, parent-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law. Furthermore, such relatives generally will not be placed in positions where they work with or have access to sensitive information regarding a close family member or if there is an actual or apparent conflict of interest.

## **CONDITIONS OF EMPLOYMENT**

Employees of Waypoint may be asked to agree to one or more of the following employment obligations. This list may be revised as needed by Waypoint.

## **Employee Handbook**

Employees will be required to read the Employee Handbook and sign an acknowledgement form that he or she has received and understands the contents in the handbook. These policies and practices have been established to serve the best interests of the employee and Waypoint. The employee has access to the Employee Handbook on the Paylocity Self Service portal.

## **Physical Examination and TB Screening**

Certain employees are required by the Department of Human Services (DHS) to have a physical examination and negative TB screening prior to employment. If an employee is required by DHS Licensing Standards to have a physical examination, Waypoint will provide information sheets to be completed by his or her doctor. This physical examination is conducted to ensure that the employee is eligible to do the job for which he or she has been hired and to protect the health and safety of other Waypoint staff and the safety of the children. All confidential medical information will be kept in a separate file.

## **Criminal Records Check**

Waypoint reserves the right, and in some cases is required, to perform a Criminal Records Check on employees. An applicant under investigation or charged with child abuse or criminal acts may be disqualified from employment, until the issue is resolved. Current employees under investigation or charged with child abuse, adult abuse, or criminal acts may be subject to disciplinary action including immediate suspension or termination, depending on the charges. A founded child abuse complaint will permanently disqualify an individual.

## **Reference Checks**

Hiring Managers will complete at least two reference checks before hiring staff. The Human Resources Coordinator can assist with these and also provide training by request.

## **CPR and First Aid Training**

Waypoint encourages its employees to have adult and child CPR and First Aid Training and requires its KidsPoint employees to have adult and child CPR and First Aid Training. Please contact the Managing Director of Child Care Services for more information.

## **Mandatory Reporters of Child Abuse Training**

All employees of KidsPoint are mandatory reporters of suspected child abuse. Employees are required to take part in a two-hour training session in reporting and recognizing abuse as mandated by state law. Please contact the Managing Director of Child Care Services for more information.

## **Mandatory Universal Precautions and Infectious Disease Training**

All employees of KidsPoint are required to receive one hour of training regarding universal precautions and infectious disease control. Please contact the Managing Director of Child Care Services for more information.

## **Motor Vehicle Check**

Waypoint reserves the right, and in some cases is required, to perform a Motor Vehicle Records check on those employees who are required to drive Waypoint vehicles. Those not meeting requirements to operate such vehicles will be disqualified from employment.

## **Victim Advocate Training**

Employees working as Domestic Violence or Survivors' Program Advocates are required to attend a Victim Advocate Training session. Receptionists and directors/supervisors of other programs are strongly encouraged to attend the training. Please contact the Chief Operating Officer for more information.

## **Client Transportation**

If required to transport individuals as a Waypoint employee, the employee must have a valid driver's license and have insurance to meet the requirements of Waypoint insurance. The employee must sign the policy regarding Waypoint vehicle use. This policy is available on the shared drive; a copy can be requested from Human Resources.

## **Requests for References**

Waypoint has adopted this policy regarding the providing of references or verifications of employment for past or present employees to protect both employees and Waypoint from allegations of defamation and possible litigation. In order to provide a consistent process for providing assistance to former employees when letters of reference are requested, or when Waypoint is contacted by employers requesting employment information for separated employees, the following guidelines shall be adhered to without exception.

When a current or separated employee requests a letter of reference, a letter will be provided that verifies positions held and dates of employment. These letters of reference will be prepared by a single Waypoint representative designated by management. Any employee receiving a request for a letter of reference should advise the requesting employee that the content, by established policy, will be limited to last position held and dates of employment.

Employees may not provide professional references for employment, for past or present employees unless specific written permission has been given to do so by the Chief Executive Officer. This includes writing letters of reference, making recommendations on social networking sites and responding to inquiries from outside parties by phone or in writing. If an employee is asked to provide a reference for a past or present employee, they should refer the party seeking the reference to the Chief Executive Officer, who has the authority to provide references. Waypoint reserves the right to release any accurate and truthful information it deems appropriate at its discretion without authorization.

Any requests made to an employee of Waypoint for a verification of employment or personal information of a past or current employee, such as address or telephone number should be referred to Human Resources.

## **Work Reference Request**

It is Waypoint's policy not to verify employment for current employees unless Waypoint receives your authorization. Only last position held and dates of employment are to be verbally communicated to requesting employers. Job related performance information is never to be provided through a verbal reference request.

## **Letters of Reference**

Employees are not permitted to write professional letters of reference for present or former employees without written permission from the Chief Executive Officer. Any employee writing a personal letter of reference or recommendation on behalf of a present or former Waypoint employee may not reference Waypoint or the employee's work record without specific permission from the Chief Executive Officer.

## **Work Schedule**

Waypoint strives to have a full staff of employees in order to provide quality service to the individuals served. Your regular work schedule will be discussed with you upon hire. Waypoint reserves the right to change your work schedule and/or work site at its discretion. A temporary change of work sites is communicated to the employee verbally. A regular change in work sites is documented with an employee change of status form signed by the employee and supervisory staff along with updating their job description.

Any change of scheduled hours must have prior approval of the supervisor. All employees must have prior approval of the supervisor to work overtime. Federal law states hourly (non-exempt) employees are to be compensated for all hours worked. Therefore, all hours worked must be reported and paid accordingly. An employee must obtain prior approval from his or her supervisor to conduct Waypoint work remotely or off-premises.

## **30-60- 90 Day Reviews & Employee Check-Ins**

Reviews will be given to all new hires from their immediate supervisor after 30, 60, and 90 days of employment.

Employee check-ins between direct supervisors and staff will be completed at minimum every six months after employed 90 days or more.

## **Performance Evaluations**

Evaluations will be done on an annual basis for regular full-time and part-time staff that have been employed 90 days or longer. The purpose of employee performance evaluations is to inform employees of how well they meet job expectations as outlined in their job descriptions, offer direction on how to improve work performance, and establish goals for the coming year. Performance evaluations may be used to determine promotions, dismissals, staff development and training needs. Evaluations are to be completed at least once a year. Evaluations also may be completed at any time if it is determined that the employee's job performance has changed. An employee is entitled to a copy of the performance evaluation and to respond in writing. The employee's response shall become a permanent part of the personnel file along with the performance evaluation.

## **Promotions & Transfers**

Waypoint strives to promote the most capable and experienced individual based on demonstrated ability to assume greater responsibility. At the same time, Waypoint may need to recruit and hire outside Waypoint to attract the most qualified individual for a particular opening. Therefore, current job openings are posted internally; at the same time, outside



recruiting sources are notified. Openings are listed on both Waypoint and KidsPoint websites. Employees may transfer to another department after six months of employment.

## **Referral Bonus**

Waypoint has a policy of paying a referral bonus to eligible employees who successfully refer individuals for job openings. This is currently \$100 for new hires and applies to regular full-time (30-40 hours/week) and regular part-time (20-29 hours/week) employees. New hires excluded from this bonus are: substitute/temporary/seasonal, rehires, volunteers and interns.

### **INELIGIBLE**

- Management Team and Human Resources Team
- Leadership Team if the referred individual works within the same department/site

### **ELIGIBLE**

- All employees in active status that are not a part of the Management, Leadership or Human Resources Teams.
- Members of the Leadership Team that refer a new hire that works in a different department or program/site outside of where they work. Examples:
  - KPC Leader refers someone to KPD or Domestic Violence, etc.
  - Critical Services Leader refers someone to Admin, SAK, etc.
  - Food Service Leader refers someone to Housing Services or Survivor's Program, etc.

The applicant must list the referring employee on their application when they apply online. The referred employee must be in active status at the time of payout. For our full policy, please refer to the Self-Service Portal.

Waypoint will pay the referring employee at the following rates:

- Referring Regular Staff: \$100.00 to be paid as follows:
  - \$50.00 after the new employee has been employed for 30 days
  - \$50.00 after the new employee has been employed for 120 days

## **Parking**

Parking for the main building location is not provided by Waypoint. Employees are not allowed to park in the spaces on our property, unless assigned. Violation of this policy will result in disciplinary action.

## **PAYROLL AND WORK HOURS**

Waypoint strives to pay salaries that are competitive with those in the community. Waypoint also recognizes individual effort and contribution to the organization's success. Waypoint wage and salary plan classifies each position based upon knowledge and ability requirements; variety and scope of responsibilities; and physical and mental demands.

## Employee Classification

Each employee shall be designated as an exempt employee or non-exempt employee as defined under the Fair Labor Standards Act and regulated by the U.S. Department of Labor. A salaried exempt employee is paid an annual salary for specific job responsibilities and does not receive overtime pay. A non-exempt employee is paid an hourly rate of pay for specific job responsibilities and receives overtime for any hours worked over forty (40) in the established work week.

The following terms will be used to describe the classification of employees and their employment status:

- **Full-Time Regular**  
Employees scheduled to work 30-40 hours per week. Full-time regular employees are eligible for full or pro-rated benefits based on regularly scheduled hours. Full-time regular employees who fail to work the required hours for such classification will be subject to reclassification to part-time resulting in loss of benefits. Compliance is monitored by the supervisors and the Payroll and Benefits Administrator on a monthly basis.
- **Temporary Positions**  
Employees scheduled to work any number of hours per week but are in a temporary position – one that will or may be eliminated or come to an end. Temporary employees are not eligible for Waypoint's benefits. School Age Summer Camp employees are considered temporary positions.
- **Part-Time Regular**  
Employees scheduled to work 20-29 hours per week. Part-time regular employees are eligible for pro-rated holiday pay based on regularly scheduled hours. Employees who work 1,000 hours or more during a calendar year are eligible for the 401(K) Plan after eligibility requirements have been met.
- **Part-Time**  
Employees scheduled to work less than 20 hours per week. Part-time employees are not eligible for the Waypoint's benefits.
- **Substitute**  
Employees who work any number of hours on an irregular schedule. Substitute employees work no more than 10 hours per week regularly scheduled for one or more quarters. If an employee meets the criteria for any of the other classifications, they are not eligible for the substitute classification. Substitutes will be asked to work depending on their availability and flexibility in conjunction to their skill level, capabilities and experience in the specific classroom that is needing coverage.

When an hourly employee works additional hours as a fill-in for another employee, the fill-in hours are not considered regularly scheduled time and are not taken into consideration when determining eligibility for benefits.

## Breaks

The average work day is eight hours; lunch excluded. A 30-minute or 60-minute lunch break may be taken by all Waypoint employees, dependent upon work requirements, after four hours of continuous work. This lunch break is non-paid and employees should use the time clock to record the break if hourly.

KidsPoint staff must take rotational breaks; these breaks will be determined by supervisors.

Meal and rest periods may not be used to substitute for late arrival or early departure unless prior approval has been given.

## **Attendance Standards**

All employees are expected to work on a regular and consistent basis to complete their regularly scheduled hours per week. Excessive absenteeism or tardiness, whether scheduled or unscheduled, may result in disciplinary action, up to and including termination. Disciplinary action taken due to absenteeism will be considered following a review of the employee's absences, reasons for such absences, and overall work record.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on Waypoint authorized business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Personal appointments should be scheduled during non-work hours unless approved in advance by your supervisor.

If it is not possible to be at work at the scheduled time, an employee shall call his or her supervisor or other appropriate person in the department before the start of his or her scheduled work time on each and every day of absence except when there are extenuating circumstances. In all cases of absence or tardiness, employees must provide their supervisors with an honest reason or explanation. Excessive absenteeism or tardiness (excused or unexcused) will not be tolerated.

Prior to taking a leave of absence for purposes of vacation, military leave, bereavement leave, jury duty, personal leave, or other planned absence, an Employee Leave Request or Request for Paid Time Off must be submitted in writing to your immediate supervisor for approval at least four weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency. The nature of the emergency, without any specific medical information if applicable, should then be shared with the supervisor.

## **Absence without Notice**

For Waypoint to operate efficiently, employees must keep Waypoint informed of their status when they are off work because of illness or accident from any cause. Failure to notify Waypoint after three (3) days of consecutive absences is considered voluntary resignation and job abandonment, unless there are extenuating circumstances. The employee will be removed from payroll and this is considered misconduct. If the employee must leave work for any reason before the end of the day, he or she must inform his or her supervisor, or in his or her absence, the department director.

## **Breaks for Nursing Mothers**

Waypoint supports the rights of nursing mothers who are returning to work following the birth of a child. Waypoint will provide reasonable unpaid break time or permit an employee to use existing break time or meal time each day to express milk for her nursing child for up to one year following childbirth. Waypoint will make reasonable efforts to provide a room or other location where an employee can express milk in privacy in accordance with applicable laws and regulations. Employees shall provide their manager with notice of a need for such breaks. Breaks will be scheduled to minimize disruption to normal business operations.

## **Inclement Weather**

On days when communities in which a Waypoint/KidsPoint location is experiencing inclement weather, the Senior Management Team may decide to close the affected location(s). When weather conditions worsen as the day progresses, the Senior Management Team may decide to close the office early. The following conditions will be evaluated when the Senior Management Team in making a decision to close Waypoint/KidsPoint:

- Public transportation is not operating
- Ice accumulations are present or predicted.
- Wind chill or air temperature is currently at or predicted to be at or below 50 degrees Fahrenheit below zero.
- Snowfall is at or has a predicted accumulation of six inches or more
- A blizzard warning is currently at or predicted to last 4 (four) hours or more.

If the decision is made to close prior to the start of the workday, a message will be sent to all employees by a member of the Senior Management Team using the Paylocity App in the Community tab. If the decision to close operations early is made, notification will be sent to all employees using the Paylocity App in the Community tab. Should Waypoint/KidsPoint close early, employees, parents and clients will be given a minimum 90-minute notice.

Supervisors will contact staff with appropriate work schedules. The Waypoint Domestic Violence Services Crisis Line will continue to be answered during inclement weather closings. Supervisors will contact staff with appropriate work schedules.

On full days or partial days the organization is closed, exempt employees will receive their full salary for their normal hours of work. Nonexempt employees and interns will receive their hourly pay for their normally scheduled hours. Employees who had previously scheduled PTO will have the day subtracted from their allotted PTO as would have occurred if the Waypoint/KidsPoint did not close.

## **Overtime Pay**

Overtime pay will be paid to hourly, non-exempt employees as required by applicable state law or federal law. Non-exempt employees working in excess of forty (40) hours in any work week will be paid at one and one-half (1 ½) times the regular rate for all hours worked over forty (40) hours. Overtime is paid only for hours worked in excess of forty (40) hours per work week. Other paid time, including but not limited to holidays not worked, paid leave, paid

bereavement days, and jury duty are not considered as time worked for computation of overtime. Overtime is calculated and paid in accordance with wage and hour laws as determined by the United States Department of Labor.

All overtime must be approved in advance by your supervisor in writing.

Refusal to work required overtime will result in disciplinary action. Failure to obtain prior approval for overtime will result in disciplinary action.

## **Paylocity - Time & Labor**

Waypoint uses an automated time entry system to record hours worked and paid time off. Each employee is responsible for recording their time on a daily basis in accordance with system requirements. Any additions, corrections, or changes to be made to an employee's hours must be made by the employee's supervisor.

Passwords are to be kept confidential and access should never be provided to other employees. Each employee should take great care in recording his or her hours worked. They are legal records.

It is Waypoint's policy and practice to accurately compensate employees in compliance with all applicable state and federal laws. To ensure you are paid properly for all time worked and that no improper deductions are made, it is your responsibility to accurately record all time worked and review your paychecks promptly to identify and report any errors. Waypoint prohibits engaging in off-the-clock or unrecorded work.

Employees which are required to submit time records must do so by the date set by their immediate supervisors. The time record should show all hours worked and vacation or leave hours.

By submitting your time record, you are affirming that all work and meal periods indicated on your time record are correct and that you have been given the opportunity and were expected to take your paid rest breaks. If the time clocked in and out is inaccurate, notify your supervisor as soon as possible.

## **Paydays**

Waypoint has 26 paydays every calendar year. Employees are paid on a biweekly basis. Our seven-day workweek is from 12:00am Sunday through 11:59pm the following Saturday.

The processing for direct deposit of payroll checks may take one to two weeks. Staff will receive a paper check in the mail until a direct deposit is processed.

Deductions of various kinds are made to paychecks. The paycheck will show exactly what deductions have been taken from the pay. Certain deductions are required by law and must be taken from the check according to the W-4 form completed upon hire. Court ordered payroll deductions (garnishments) and any other deductions required by law will be made with no written authorization from an employee.

Other deductions may include insurance, 401(k) dollars, child care deductions (required by Waypoint), and United Way contributions. Employees will sign permission forms for these.

It is advisable to keep an accurate record of the number of hours worked each pay period. To help employees to keep such records, the paycheck itemizes regular pay and overtime pay. Paid leave, holiday pay, jury duty, bereavement (funeral leave) pay, and miscellaneous pay are listed separately on your paycheck. Any questions about your pay should be discussed with accounting personnel.

If a payday falls on a holiday, paychecks will be available the prior business day unless Waypoint specifies otherwise.

Waypoint makes every effort to ensure employees are paid correctly. Occasionally, however, unintentional errors happen. Mistakes brought to our attention will be promptly corrected. Please review your pay stub upon receipt to ensure it is accurate and if you believe a mistake has happened you should report it as follows. If you believe your wages have been subject to any improper deductions, your pay does not accurately reflect all hours worked, or you have inadvertently been overpaid, you should report your concerns to your supervisor and/or human resources. Waypoint will promptly investigate and make corrections, as appropriate.

Waypoint will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in any investigation of such reports.

## **Garnishments**

Waypoint is required by law to comply with any properly issued garnishment or wage assignment. Any such action will be effective when authorized by the court and will be in effect until the court removes the action. Court ordered payroll deductions (garnishments) and any other deductions required by law will be made with no written authorization from an employee.

## **Payroll Deductions**

An employee's pay will be subject to required deductions for state, federal or local taxes and social security. Voluntary deductions agreed to in writing may be made for things such as: health, dental or life insurance premiums, or voluntary contributions to a retirement plan, if applicable.

Exempt employees will receive their full salary for any workweek in which work is performed. However, under federal law, an exempt employee's pay may be subject to deductions, absent state law to the contrary. Examples of permissible deductions include the following below and is not an all-inclusive list:

- Full day absences for personal reasons, including vacation
- Full day absences for sickness or disability if an employee's sick leave balance under Waypoint plan balance has been exhausted
- The first or last week of employment, in the event you work less than a full week

In a workweek in which work is performed, an exempt employee's pay will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability;
- An absence because the facility is closed on a scheduled work day;
- Absences for jury duty, or attendance as a witness;
- Any other deductions prohibited by state or federal law.

Please note: Employees will be required to use accrued vacation and sick time for full or partial day absences for personal reasons, sickness or disability.

### **Time Records**

Punching or filling out another employee's time record, allowing another employee to punch or fill out your time record, or altering a time record, is considered a falsification of Waypoint documents and is grounds for disciplinary action. If any manager or employee instructs you to: 1) incorrectly or falsely under- or over-report your hours worked; 2) alter another employee's time records to inaccurately or falsely report that employee's hours worked; or, 3) conceal any falsification of time records, do not do so but instead report it immediately to your direct supervisor.

### **Pay Advances**

Waypoint policy prohibits advance payment of wages.

### **Reimbursement of Job Expenses**

Expenses must be authorized in advance by the employee's supervisor or they will not be reimbursed. All expenses must be submitted to the Accounting Department with supporting documentation and a properly authorized purchase order form within 30 days of the expense. Job expenses may include participating in activities of supervised groups, officially representing Waypoint in the community and attending Waypoint meetings or conferences. Job expenses may include mileage when a Waypoint vehicle is not available; tolls; parking fees; lodging and meals; registration and tuition costs. Employees who travel on authorized Waypoint business must sign the "Travel and Mileage Reimbursement Policy." This is available for review on the shared drive and Self-Service Portal. Transportation to and from work is the responsibility of the staff member and will not be reimbursed.

If a cell phone is issued for Waypoint use, employees must sign a form entitled "Cell Phone Use Policy."

If a credit card is issued to facilitate administrative purchases, the employee must sign a form entitled "Credit Card Policy and Procedure." This form can be obtained from Accounting.

Reimbursement of expenses is considered an accountable plan and it is at the discretion of Waypoint Services whether to reimburse employees if receipts are turned in after 60 days.

## Resignation

While the decision to begin the employment relationship is consensual, the same is not always true when the time comes to terminate the employment relationship. As an at-will employer, Waypoint may end the employment relationship at any time, with or without cause or notice.

Waypoint employees who choose to separate their employment must submit a resignation letter to his or her supervisor at least two (2) weeks prior to his or her date of departure so that an orderly transition can be made. The Management Team and Directors must give four (4) weeks' notice. Failure to give proper notice will result in not being paid out the unused paid leave accrued up to and including the last day actually worked. It is management discretion to determine whether allowing the departing employee to work during the notice period will be beneficial or detrimental to business operations upon receipt of resignation notice.

An exiting employee should receive an exit interview through Paylocity on or before his or her last day and initiated by Human Resources. The purpose of an exit interview is to ensure that all necessary forms are completed, to review any questions about final pay or benefits, to collect Waypoint property and to provide the employee with an opportunity to discuss his or her job-related experiences.

In the event that you're no longer employed, you must return all property owned by Waypoint upon the earlier of Waypoint's request or upon your departure.

An employee must return all Waypoint property and equipment before the last day of employment including but not limited to, all keys and/or access cards, company telephones and charge card (if issued). The value of the unreturned item may be deducted from the employee's final paycheck.

Please refer to our Paid Time Off policy regarding payment of time off benefits upon separation from employment.

## BENEFITS, TIME OFF, AND LEAVE OF ABSENCE POLICIES

An extensive benefits program, including medical, dental, vision, disability and life insurance, flexible spending accounts, and many other benefits, are available for full-time employees. Part-time employees are also eligible for a voluntary benefits package. You may become eligible for some or all of these benefits. A detailed description of these benefits will be provided at the time you become eligible and is also on our Paylocity Self Service portal under Benefits.

Changes to insurance can only be made during the open enrollment period unless a qualifying event takes place. If a qualifying event occurs, an employee must notify the Human Resources Department within 30 days of that qualifying event to make changes in coverage. Other than those qualifying events changes can only be made effective on January 1, which is the beginning of the benefit plan year.



For questions regarding our benefit plans, please contact the Human Resources Department. Benefit plans are subject to change from time to time at the discretion of management.

## **Employee Assistance Program (EAP)**

An employee may encounter difficulties that require outside assistance for personal, emotional, marital, legal, financial, or other related reasons. Assistance will be provided by direct and confidential access to professionals through our Employee Assistance Program. Waypoint's EAP provider, Mutual of Omaha, provides confidential services. More information is located on Paylocity's Self Service portal under Benefits. Visit: [mutualofomaha.com/eap](https://mutualofomaha.com/eap) or call 800-316-2796 for confidential consultation and resource services.

## **Program Discount**

Full-time regular and part-time regular employees are entitled to use the Waypoint's childcare discount. For rates, please contact your supervisor.

## **401(k) Plan**

Employees who work 1,000 hours or more per year, are age 21 or older and have one year of service are eligible to join our 401(k) Plan. Entry dates to the plan are, January 1, April 1, July 1 and October 1, whichever is earliest after one year of service completed. Eligible employees are able to deduct from their paycheck a percentage of their gross wages determined by the employee up to the current annual federal limit. Waypoint may match the employee deduction at a rate determined by the Board of Directors. More details are listed on Paylocity's Self-Service Portal under the Benefits heading.

## **Social Security**

The Federal Social Security Act covers all employees. A required percentage of each employee's salary is deducted from his or her paycheck to pay the employee's portion of this protection, and Waypoint matches the employee's deduction dollar-for-dollar. The plan is designed for the employee's future security and the future security of his/her dependents. Social Security provides for retirement, disability, death, survivor and Medicare benefits.

## **Workers' Compensation**

All employees are protected by Workers' Compensation Insurance. The entire cost of this protection is paid by Waypoint. Workers' Compensation Insurance provides protection to all employees against accidental injury and illness that occurs while performing business of Waypoint and also insures against loss of time caused by any injury or illness that occurs as a direct result of employment and there are no forms for the employee to complete to be protected by this insurance. Coverage is automatic and is effective the date of employment.

In the event that an employee is injured on the job, they must notify the injury to their supervisor immediately and follow our NurseAdvantage program no longer than 24 hours after the injury/illness. If additional treatment is determined necessary, Waypoint will direct

medical care to UnityPoint Work Well Clinic regarding claims. Failure to following these instructions may result in denial of workers' compensation benefits.

Staff using their own vehicles must have permission from their supervisor with the understanding that Waypoint insurance does not cover use of private vehicles. Vehicles belonging to Waypoint may not have an unauthorized passenger or be used by staff for personal reasons. Exception to the policy must have the approval of the Chief Executive Officer or designee.

## **COBRA (Health Insurance Continuation)**

If employees are covered under our health insurance plan, they need to know about their rights under certain provisions of the Consolidated Omnibus Reconciliation Act (COBRA). If employment is terminated for any reason (except gross misconduct), employees may continue their health insurance by paying our group rate premium plus a 2% administrative fee for up to 18 months (29 months if disabled) if they aren't eligible for alternative coverage (spouse's plan, Medicare, etc.).

You will receive detailed information from Waypoint's COBRA plan administrator, once you have a qualifying event. It is the employee's responsibility to complete the enrollment process through the plan administrator once they have received their COBRA notification.

## **PAID LEAVE PLAN**

Paid Leave may be utilized as vacation days, personal days, sick days, or for other reasons which are excused from work. Paid Leave begins to accrue at the date of full-time employment; hours are accrued bi-weekly and may only be used as accrued. Employees who are hired to work 30-39 hours per week will be pro-rated to the number of maximum weekly hours stated.

- Date of employment is based on the beginning date of full-time status.
- Paid Leave cannot be advanced and is not available for use during the first 30 days of employment.
- With the exception of illness, all requests for Paid Leave are scheduled in advance by consultation with the immediate supervisor and must be approved. Every effort will be made to schedule Paid Leave at the time desired by the staff member. Conflicts between employees about Paid Leave schedules will be resolved according to workload and the date the request is received.
- Employees may request Paid Leave of up to 40 hours in a one-week pay period provided this request is for time away from work. Employees who have a pro-rated benefit may use Paid Leave hours not to exceed hours scheduled in one week.
- All eligible employees are encouraged to take a minimum of five (5) consecutive days of Paid Leave per anniversary year.
- Employees are expected to use Paid Leave for all absences from work. If an employee will be absent from work for two (2) hours or less, per day that absence may be without pay, rather than Paid Leave, if it is mutually agreed upon by the employee and his or her supervisor.

- Occasionally, due to low census, an employee may be asked by their supervisor to reduce the hours worked for that day. In this case, the employee has the choice to use paid leave or to take the time off without pay. The employee should communicate their preference. When Paid Leave is taken, it is withdrawn from the Paid Leave accrued by the employee.

### **Hours Earned - Hourly Staff working 40 hours per week**

<b>Length of Continuous Service</b>	<b>Hours Earned Per Pay Period</b>	<b>Accrued Hours Per Year</b>
Less than 1 year	3.07	10 days (80 hours)
1 – 4 Years	4.61	15 days (120 hours)
5 – 9 Years	6.15	20 days (160 hours)
10 Years or more	7.69	25 days (200 hours)

### **Hours Earned - Salaried Staff at 40 hours per week**

<b>Length of Continuous Service</b>	<b>Hours Earned Per Pay Period</b>	<b>Accrued Hours Per Year</b>
Less than 1 year	4.61	15 days (120 hours)
1 – 4 Years	6.15	20 days (160 hours)
5 – 9 Years	7.69	25 days (200 hours)
10 Years or more	9.23	30 days (240 hours)

Paid Leave Hours are prorated for full-time employees that work 30-39 hours/week for hourly.

Paid leave balances must not exceed 120 hours, or the employee will be unable to accrue any additional hours. At the end of the year, employees will not be paid out for any hours over 120 PTO hours. Any hours over 120 will be forfeited.

### **Payment of PTO Upon Separation From Employment**

Employees who terminate employment with Waypoint will be paid for all unused Paid Leave accrued up to and including the last day actually worked, unless terminated for misconduct or proper notice is not given, which is two (2) weeks of notice, unless in Management or a Director, then 30 days of notice. This payment will be made as a lump sum and included in the paycheck after the employee's termination is processed. Payment of Paid Leave will be computed at the employee's straight time hourly rate of pay without regard to special pay.

### **Donation of Paid Time to Another Employee**

A Waypoint employee may donate time to another employee in cases such as, when an employee experiences a serious medical problem or has a serious family situation requiring time off of work and no longer has paid time available. In most instances, the employee will be on FMLA. The donating employee designates the number of hours that he/she is donating by completing and signing the Donate PTO Form along with their supervisor to authorize the transfer of donated PTO hours and submit to the Senior Staff Accountant. The employee receiving the donated hours is paid at his/her own regular pay regardless of what the donating employee is paid. The maximum number of hours that an employee can donate is 40 hours per year. This is a rolling calendar year, example, if an employee donates

40 hours on August 30 of one year, he/she cannot donate any additional hours until August 30 of the following year.

## **Time Off to Vote**

Employees are encouraged to participate in the political process by voting in public elections. In general, an employee who wishes to vote is expected to do so before or after his or her scheduled shift. However, Waypoint understands that there may be times when your work schedule might not leave you enough time outside of your shift to vote. If, on the day of an election, you do not have three consecutive hours outside your scheduled shift during which the polls are open for voting, you can request up to three hours of paid time off to vote.

Each employee who wishes to obtain time off to vote must provide advance written notice (prior to Election Day) to his or her supervisor by filling out a Waypoint Absence Report Form and submit it to the Staff Accountant for the period indicated to be considered for compensation. Waypoint will designate the particular hours you may take off work to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

## **Holidays**

All full-time and part-time regular employees are eligible for sixteen (16) paid holidays in each calendar year as described below. A paid holiday does not count as a day worked in calculating overtime for the week. When a holiday falls on Saturday, it is usually observed on the preceding Friday. When a holiday falls on a Sunday, it is usually observed on the following Monday. You will find our holiday schedule on Paylocity's Self-Service Portal.

### ***Waypoint Employees:***

The following 16 holidays are observed by Waypoint:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- Personal Holiday
- Employee Birthday
- Family Time, 1 day; accrued at .67 hours/month after 30 days of employment
- Self-Care, 3 days; accrued at 2 hours/month after 30 days of employment

Full-time regular employees scheduled to work 30-40 hours/week would be eligible for (8) eight hours holiday pay. Part-time regular employees scheduled to work 20-29 hours/week would be eligible for (4) four hours holiday pay.

In the event that a holiday falls on a day that the Chief Executive Officer of Waypoint determines operations will remain open, hourly employees working will receive double-pay for the hours they work and salaried employees will be given a compensating Floating Holiday which must be used within one year. If the Floating Holiday is not used within one year, the benefit will be forfeited. Once an employee terminates from Waypoint for any reason and has not taken a holiday, he or she is not entitled to schedule or use it.

To the extent allowed by state and federal law, unexcused absences on the work day immediately preceding and following a holiday will result in ineligibility for holiday pay. For the purpose of holiday pay, illness immediately preceding or following the holiday must be confirmed by a doctor's note.

The 24-hour programs will recognize the holiday on the actual day of the holiday and may consider "recognized" holidays as determined for those employees not working in 24-hour programming. Holiday scheduling will take place at the beginning of the calendar year in each department. An hourly employee employed in a 24-hour program scheduled to work on a holiday will be compensated double his or her regular hourly rate in lieu of the holiday benefit. Alternatively, a supervisor may decide to provide the employee with a substitute day as the holiday to serve as the holiday missed by the employee, and the employee will then be compensated regular pay for working on the holiday. An hourly employee employed in other Waypoint programs scheduled to work on a holiday will receive the appropriate holiday benefit in addition to hours worked on the holiday. Failure on the part of full-time, part-time, temporary and substitute employees to report to work on a scheduled holiday is grounds for termination.

Due to the nature of our relationship and contract with Transamerica, the KidsPoint C Street site maybe open independently of other services on days possibly observed as a holiday. Employees at those sites who work on these days will receive double-pay for the hours they work and exempt employees will be given a compensating Floating Holiday which must be used within one year. If the Floating Holiday is not used within one year, the benefit will be forfeited. Once an employee terminates from Waypoint for any reason and has not taken a holiday, he or she is not entitled to schedule or use it.

Failure on the part of full-time, part-time, temporary and substitute employees to report to work on a scheduled holiday is grounds for termination.

During any unpaid leave of absence, Paid Leave benefits do not continue to accrue. If a holiday falls during a period of unpaid leave, the holiday benefit will not be paid.

## **Employee Birthday Leave**

Eligible Waypoint employees as listed below are entitled to take paid time off during the month of their birthday. The employee must give prior notice of the particular day or half day of the leave to his or her direct supervisor and obtain their supervisor's approval.

- Full-time regular employees scheduled to work 30-40 hours/week would be eligible for (8) eight hours birthday leave.
- Part-time regular employees scheduled to work 20-29 hours/week would be eligible for (4) four hours birthday leave.

Birthday leave will not count as a day worked in calculating overtime for the week. The employee's classification status as of the first day of the employee's birthday month will be used in determining eligibility. Birthday leave must be used within the employee's birthday month, it will not be counted against PTO and cannot be carried over.

## **Employee Self-Care & Family Time Leave**

Effective October 1, 2022, all Waypoint employees after 30 days of employment are entitled to take paid time off for self-care and family time. This accrues at 2.67 hours/month.

Employees must give prior notice of the leave to his or her direct supervisor and obtain their approval. Self-Care and Family Time leave will not count as a day worked in calculating overtime for the week, will not be counted against PTO and cannot be carried over. Both Self-Care & Family Time resets every January 1st with one month accrual populated.

## **Employee Sabbatical Leave**

Waypoint understands the significance of having loyal staff and offers eligible employees a paid sabbatical leave of two consecutive weeks after every 10 (ten) years of continuous employment. This paid leave will not be counted against PTO or holidays and cannot be carried over. Effective October 1, 2022:

### **Eligible Employees**

- May request this leave every 10 years of consecutive employment: 10; 20; 30 years
- Will receive pay for regular scheduled hours for the approved leave as follows:
  - Regular full-time, 60-80 hours
  - Regular part-time, 40 hours
- Must cover all current deductions for insurance/benefit premiums while on leave

### **Procedure & Details**

Eligible employees who wish to apply for sabbatical leave are required to submit the Sabbatical Leave Request form to their immediate supervisor for approval. Employees provide a minimum 30-day notice when possible. Supervisors will take into consideration staffing needs of their departments or extenuating circumstances when approving this leave.

- Employees on sabbatical leave will not use accrued PTO, nor will holidays count as part of this paid two-week period
- No payout if the employee leaves employment
- Time off taken and approved for Family and Medical Leave (FMLA) leave will not be counted against the employee when determining eligibility or "continuous service."
- Employees can request additional time off with the 2-week sabbatical with their supervisor's approval.

## Closing Dates

Below are closing dates based on when employees reach ten years of consecutive service.

Reach 10 Years	Closing Date To Use Leave
On or by 9/30/2022	9/30/2024
10/1/2022 or After	1 year from anniversary date

For employees that have reached 20 years of continued service, leave must be spaced 12 months apart from their last sabbatical. Employees are eligible for one sabbatical leave within a 12-month period.

Reach 20 Years	Closing Date To Use Leave
On or by 9/30/2022	12 months after 10 year sabbatical and by 9/30/2025
10/1/2022 or After	12 months after 10 year sabbatical & within 2 years of anniversary date

If you have reached 30 years, each sabbatical leave must be spaced 12 months apart. Employees are eligible for one sabbatical leave within a 12-month period.

Reach 30 Years	Closing Date To Use Leave
On or by 9/30/2022	12 months after 20 year sabbatical and by 9/30/2026
10/1/2022 or After	12 months after 20 year sabbatical & within 3 years of anniversary date

## Pregnancy Disability Leave

Leave for the birth of a child should be requested a minimum of 30 days in advance of when the leave starts. An employee will be required to provide a doctor's certificate estimating the starting date and length of leave required by the employee to their supervisor. A release from the employee's physician will also be required upon returning to work. An employee will be reinstated to her original job or to a position of comparable status and pay, without loss of accumulated seniority at the conclusion of the job-protected portion of approved leave.

## Maternity Leave

Waypoint Services follows Chapter 216 of the Iowa Code which prohibits discrimination in employment due to pregnancy. As such, pregnancy is regarded as a temporary disability and is treated just as any other temporary disability. Per the Iowa Code, Waypoint Services will allow up to eight weeks unpaid leave, as required by a physician's orders for the birth of a child. The employee will be required to use any form of paid leave available to the employee, prior to any unpaid leave. Time off for medical appointments or absences for medical conditions related to the pregnancy prior to delivery will be counted towards the eight week leave period. Medical certification and a return to work release are required.

## Personal Leave

Any employee, after 90 days of continuous employment, may take up to 30 working days for compelling personal reasons other than those outlined under the Family Medical Leave Act.

Unpaid personal leave for illness and injury is governed by Waypoint policy, federal and state laws. To request an unpaid leave of absence, an employee must submit the Unpaid Leave

Request Form at least 30 days prior to the beginning of the leave, or as soon as the need for leave is known to their supervisor. Additional request forms or other paperwork may be required, and employees must cooperate and comply with the employer's process and requests for leaves of absence in order for leaves to be approved. All leaves of absence are subject to approval, and job protection is not guaranteed for employees on leaves of absence, unless required by state or federal regulations. Leaves of absence have certain considerations, stipulations, and guidelines which include such items as compensation, length of the leave, extensions, availability of the position upon return, insurance continuation and premium payment, and paid time off accrual. It is important that employees requesting a leave of absence fully understand the terms of the leave before it begins. Approval is at the discretion of the employee's supervisor and must be approved by a member of management. Approval is based on department work requirements, the employee's performance history and other factors and is not guaranteed.

Waypoint will pay the regular company portion of health care and other benefit premiums of any employee or if applicable an employee's dependents during an approved leave of absence for up to three months based on the circumstances of the leave and general company practice, unless further payment is required by State or federal law. However, the employee remains responsible for paying his or her portion of their benefit premium. Should benefits be terminated during a leave of absence, the employee will be able to continue certain benefits in accordance with COBRA. Contact the Human Resources Department for information regarding continuation of benefits.

Employees are required to use any available paid time off during a personal or medical leave of absence. If an employee does not have sufficient accumulated paid time off available to cover the duration of the leave, a leave without pay may be granted at Waypoint's discretion. However, unscheduled short term leave without pay is disruptive to Waypoint's staffing goals and requests for unpaid personal leave should be limited to emergency situations and will be evaluated accordingly. Excessive absenteeism, regardless of the reason for absence, may result in disciplinary action up to and including termination.

When an employee is ready to return to work following a leave of absence for illness or injury, a written release from the treating physician must be provided to the employee's supervisor.

## **Bereavement Leave**

All regular full-time employees are eligible for paid bereavement leave from one (1) hour and up to five (5) days for the death in the employee's immediate family and (1) hour and up to one (1) day for an employee's Aunt or Uncle. This leave covers regular scheduled duty and regular pay and shall not be credited as time worked for the purpose of computing overtime. Bereavement Leave implies the necessity for the employee to be off work to plan, attend services and take care of related personal business. It is not considered automatic paid time off, as this leave must be authorized by the employee's supervisor. Providing information such as an obituary or a link to the funeral home website to supervisors and the Senior Staff Accountant is required to receive leave approval and compensation.



"Immediate family" is defined as:

- Spouse, domestic partner
- Child, step-child
- Parent, legal guardian, step-parent, step-grandparent, grandparent, grandparent-in-law, great grandparent
- Grandchildren, step-grand children
- Brother, including brother-in-law or step-brother
- Sister, including sister-in-law or step-sister
- Mother-in-law, father-in-law, son-in-law, daughter-in-law

In addition to bereavement leave, an employee may, with their supervisor's approval, use any available PTO for additional approved time off as necessary.

Leave is granted at the time of a death of a family member and cannot be accumulated for use at a later date. Paid Leave may be used for attendance at the service of a family member or a close relationship not listed above with Supervisor approval.

## **Jury Duty**

Waypoint encourages employees to serve on jury selection or jury duty when called. All employees will be paid for jury duty when summoned, but absences must be cleared with the employee's supervisor. Additionally, employees who are called and report for jury duty in any state or federal court of grand jury, and who by virtue of such duty lose time from work, shall receive for each day of jury duty regular daily wage with verification of jury duty. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. The employee must turn over jury duty payments received to Waypoint.

To receive this benefit, you must show the court summons or subpoena to your supervisor as soon as it is received. Jury duty pay does not cover circumstances where you are a party to a court action, such as a witness, defendant or claimant. All employees who serve as witnesses in connection to their job responsibilities with Waypoint will be paid for their time spent as a witness. They must turn over their witness fee from the court to Waypoint.

## **Military Reserve/National Guard Training Leave**

A military leave of absence will be granted to full-time and part-time employees to attend scheduled drills and training or if called to active duty with the U.S. armed services. Generally, an employee returning from military leave (including temporary leave to perform service as a member of the National Guard or the U.S. Armed Forces reserves) is guaranteed reemployment and other rights as long as he or she complies with certain notification and other requirements. An employee is protected if he or she meets the following criteria:

- The employee gave notice that (s)he was leaving the job for military service (unless military necessity or other extenuating circumstances precluded the notice):
- The period of service was five years or less;
- The employee was not discharged from service under dishonorable or other punitive conditions; and

- The employee must have reported to his/her civilian job in a timely manner or submitted a timely application for reemployment.
- In some cases, military leaves of absence beyond five years will be protected.

### **Return to Work**

The period of time within which an employee must return to work after the completion of service depends on the duration of the military service. Employees who serve less than 31 days are required to return to employment by the beginning of the first regularly scheduled work period after the completion of military service. Such employees, however, are excused for the amount of time required to return home safely and for an eight-hour rest period.

If an employee served between 31 and 180 days, (s)he must file an application for reemployment within 14 days after the completion of military service.

If an employee served more than 180 days, (s)he must file an application for reemployment no later than 90 days after the completion of military service.

In all cases, if compliance with the time limits becomes impossible or unreasonable through no fault of the employee, he or she will be given additional time. Furthermore, reporting and application deadlines are extended for up to two years for persons who are hospitalized or convalescing from a service-related illness or injury.

Employees returning from the armed services will be reemployed in the job that they would have attained if they had not been absent for military service, including any promotion, increase in pay and additional job responsibilities. Further, a returning service member is entitled to all general across-the-board pay raises which he or she would have received but for the absence for uniformed service. With respect to pay, the term includes all elements of compensation for which they were eligible including an hourly rate, piece rate, salaries, commissions, bonuses and shift premiums. Waypoint will provide training or other assistance to returning service members to help them refresh or upgrade their skills to qualify for reemployment.

### **Benefits**

Service members and their families will continue to receive health benefits if the employee's absence is for 30 days or less. If the service member's absence will be longer than 30 days, eligible dependents may continue health care coverage under COBRA at their expense for up to 24 months. Employees returning from military leave will resume health plan coverage without a waiting period or other exclusion.

The period of military duty will be counted as covered service for the purposes of retirement plan eligibility, vesting and benefit accrual. Waypoint may not make plan contributions during a military leave. However, upon reemployment, Waypoint will restart contributions, and make up contributions that would have been made during your absence. If you are required to contribute to the retirement plan, you will have up to three times the period of military duty or five years, whichever is first, to make the contributions.

Contact the Human Resources Department for further information about military leave.

## LEAVE POLICES

### Family and Medical Leave Act (FMLA)

#### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

#### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

#### 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, most 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.

Employees will be required to continue to pay for their health coverage while they are out on leave at the same time it would ordinarily be due through payroll deductions.

## **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least 12 months, have worked 1,250 hours in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

## **Definition of Serious Health Condition**

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced 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. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Except for the qualifying FMLA leave to care for an injured or ill service member, the 12-month period is a rolling 12 month period measured backward from the date an employee uses any FMLA leave. The entitlement to 26 weeks of qualified FMLA leave to care for an injured or ill service member during a 12-month period will only be granted once.

## **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. Waypoint requires employees to use all available accrued paid leave before taking time off without pay while taking FMLA leave. Should the leave be covered by our short-term disability plan, employees are required to use any available accrued paid leave during the 7 day waiting period. Once receiving short-term disability benefits, the use of paid leave is not required. Note, FMLA leave will run concurrently with any paid leave.

## **Employee Responsibilities**

Employees must provide 30 days advance written notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting

the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. Employees must use all available paid leave.

### **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

## **Return to Work**

If an employee is on a medical disability leave of absence, he or she must return to work when his or her physician or a Waypoint appointed physician determines that he or she is able to resume normal duties. Waypoint requires a physician's release before reinstatement to active payroll. If an employee wishes to extend his or her leave beyond this point, he or she must apply for a personal leave of absence. A physician's release also may be required when returning to work from sick leave or other short-term medical related absences.

## **EMPLOYEE COMMUNICATIONS**

### **Bulletin Boards/Employee Newsletters/Memos**

Paylocity's Self-Service Portal and Community tab, bulletin boards, newsletters, email and memos are used to inform important Waypoint information, including, but not limited to, major policy changes, payroll updates, applicable federal, state laws and departmental meetings. Employees are responsible for regularly reading this information.

## **Suggestions**

Employees are encouraged to suggest methods to improve quality and efficiency at Waypoint. Please submit suggestions in writing to any supervisor or the Chief Executive Officer. Suggestions should be detailed so that the system or procedure can be evaluated adequately. Suggestion boxes are located in breakrooms and a QR Code is on Paylocity.

## **COMPUTER, EMAIL, AND INTERNET POLICIES**

### **Use of Company Assets and Technology**

Company assets should be used only for purposes of conducting business. Employees are prohibited from unauthorized possession or use of property, proprietary information or supplies belonging to Waypoint. Company email, instant messaging, text messaging, internet messaging and electronic bulletin board systems are to be used for business related purposes and to transmit and receive business information, with limited exceptions for incidental personal use.

Should employees make incidental use of the email, instant messaging, text messaging, internet messaging or electronic bulletin board systems, or of company-issued cell phones or Mobile Devices to transmit or receive personal messages, such messages will be treated no differently than other messages, i.e., Waypoint reserves the right to access, review, copy, delete or disclose them for any purpose.

Downloads and streaming are not permitted on our network. This keeps our internet resources available for business use and helps maintain network security. Please be aware that your internet access may be monitored and tracked within our internet security protocols. When using Company -provided electronic devices for online and other activity, you must enable and comply with Company security procedures, including use of approved anti-virus software.

Company-issued cell phones and mobile devices likely contain GPS tracking devices that permit tracking of the location of our property and employees. Employees are prohibited from disabling or interfering with any function (including the GPS tracking device) of a company issued cell phone or mobile device. During an employee's scheduled working hours, Waypoint reserves the right to monitor the geographic location of any company issued electronic device.

Waypoint treats all voice mail, electronic messages/mail, files, and any other information received by or stored in Waypoint-issued computers, phones, cell phones, or mobile devices as business messages in which employees have no expectation of privacy. Waypoint reserves the right to inspect, monitor and have access to company Intranet, computers, mobile devices, electronic mail, voice mail messages and Internet communications.

Waypoint does not have an expectation that non-exempt employees will check their mobile devices or cell phones during non-work hours, unless as specifically directed by an employee's supervisor. In the event a non-exempt employee uses their mobile device or cell phone for work purposes during non-work hours, all working time must be reported.

## Effective Use of Electronic Communications

To use electronic communication tools effectively, employees should follow these guidelines:

- Emails and other electronic messages are not a substitute for oral communication. If you have a matter of importance to discuss, do so in person.
- Emails and IMs are to be limited to work related matters, and business etiquette is to be utilized in drafting messages.
- Reports of late arrivals or early departures should be conveyed in person or over the phone, and electronic messages for this purpose should be used only when other options are not possible. Please follow company attendance policies.
- Network security procedures are to be followed at all times.
- Never open attachments from an unknown source and always make sure anti-virus software is running and virus definitions are up to date.
- Avoid sending confidential, proprietary, or trade secret information via text message, email or any other electronic means.
- Do not send emails or electronic messages under another employee's login ID.
- Off-color humor, foul, inappropriate, offensive or discriminatory language and harassment of any kind are prohibited.

Improper use of email or electronic messaging may result in discipline up to and including discharge.

## Copyrighted Information

Use of the email system, copy machines, fax machines or other company assets or technology to copy and/or transmit any documents, software, or other information protected by copyright laws is prohibited and will result in disciplinary action.

## Other Prohibited Uses

Waypoint prohibits use of the email system, Waypoint's computer system, or other means of electronic communication to engage in any communications that are in violation of Waypoint policies, including transmission of defamatory, obscene, offensive or harassing messages, or messages that disclose personal information about other individuals without authorization.

## Online Activity Policy

### Introduction

Technology and online tools emerge and evolve at an increasingly rapid pace. These fundamental shifts in technology and its uses have led to more connections between formerly separate parts of our lives, and connections to persons with whom we used to have limited or no contact. Boundaries between personal and work lives sometimes become blurred or even forgotten with the widespread and instantaneous sharing of information, opinions, interests, and activities, and the widespread availability of electronic devices. This can result in unintended consequences and risks for you and for Waypoint.

### Risks

Your online activities may pose certain risks to you, to others, and to Waypoint, including but not limited to the potential for:

- Decreased productivity, efficiency, and performance;
- Reduction of, and threats to, the performance and capacity of Waypoint networks and equipment;

- Disclosure of confidential customer or business proprietary and/or trade secret information;
- Breaches of other company privacy or security rules
- Other activities that might expose you, others, or Waypoint to legal liability.

Many of these risks are present whether the use of electronic devices and online activities occur at work or when you are off-duty.

## **Purpose**

Because of these risks, Waypoint has developed the following policy to help you navigate issues related to all work activities as well as use of electronic devices or online, and to clarify your responsibilities and the Waypoint's expectations regarding the same. Waypoint respects the privacy and confidentiality of its customers and employees, which is critical to maintaining a professional, respectful, efficient, and ethical environment.

## **Definitions**

For purposes of this policy, "online activity" includes but is not limited to wired or wireless communications, access to, use of, or communications stored, sent, or received over the Internet, Intranet, email, or any interactive online media, tool, or function (such as social or professional networking sites like Facebook or LinkedIn; microblogging services like Twitter; weblogs; chat rooms; listservs; and other online profiles or online forums), as well as text, photo, or data messaging. Online activity includes all such communications, access, use, storage, and messaging, whether over a fixed or mobile electronic device.

For purposes of this policy, "electronic device" includes but is not limited to desktop computers, laptops, landline phones, cell phones, smart phones, web-enabled handheld devices, networks, servers, technology systems, and other communications and computer equipment.

## **Policy**

Waypoint takes no position on your decision to participate in personal online activities. However, what you do or say online has the potential to impact your employer. To the extent you choose to engage in personal online activity, such activity must comply with these guidelines and all other Waypoint policies.

In your online activity, you may not represent that you are speaking on the Waypoint's behalf unless you have been given written authority from the Chief Development and Marketing Officer to engage in the activity or the activity is clearly required by your job duties and expressly authorized Waypoint.

In your online activity, you may not use or disclose Waypoint, or confidential and/or proprietary information, Waypoint marketing strategies, or other confidential information unrelated to the terms and conditions of your employment. Your online activity must comply with Waypoint's Confidentiality and Trade Secret Information policy.

In your online activity, you must not include maliciously false defamatory statements or engage in communications that are vulgar, obscene, threatening, intimidating, harassing, or a violation Waypoint workplace policies against illegal discrimination, harassment, or hostility because of a person's sex, race, color, religion, creed, national origin, age, pregnancy,



disability, military service, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable federal or state law.

You are solely responsible for what you post or view online and you should consider risks involved before doing so. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects clients, people who work on behalf of Waypoint or Waypoint's legitimate business interests may result in disciplinary action up to and including termination. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

You may not use Waypoint's name or logo when you are engaged or depicted in online activity that violates Company policies, is illegal, or is otherwise unrelated to communications regarding the terms and conditions of your employment.

All online responses to reference inquiries (via LinkedIn or other platform) must comply with Waypoint policy on reference checks.

Employees may not pressure co-workers to connect/communicate with them through online activity, such as harassing conduct intended to induce a social network "friend" request. When using Waypoint-provided electronic devices for online and other activity, you must enable and comply with Waypoint's security procedures, including use of approved anti-virus software.

Waypoint-provided electronic devices, including those specially-designated for personal online activities, cannot be used to access online video services, streaming video or audio, Internet telephone services, peer-to-peer file sharing or other large files that may adversely impact the Waypoint's information technology system performance. Generally, accessing and downloading large files may be blocked to protect the Waypoint's network performance.

All communications and information transmitted by, transmitted to, received by, received from, shared by, shared with, or stored in Waypoint-provided electronic devices (all such communications and information hereafter, "Communications") are not considered private as to any individual employee, are the property of Waypoint, and are to be used only for legitimate business purposes. All such electronic devices and Communications are subject to interception and monitoring by Waypoint, including those Waypoint-provided electronic devices specially-designated for personal online activities.

If employees have any work-related concerns, they are encouraged to attempt resolving those issues by raising them directly with Waypoint management.

### **Company Social Media Sites and Blogs**

LinkedIn Waypoint pages and profiles and Waypoint-sponsored blogs are the property of the Waypoint. Twitter and Facebook accounts, or other social media or online accounts opened or designated for the purpose of marketing Waypoint events or services or communicating with the general public or otherwise conducting Waypoint business are considered the property of Waypoint. The content, profiles, followers/ connections, data, and access information for these sites belongs to Waypoint.

Account managers for these sites must ensure that a member of senior management has all passwords and usernames to these sites and must obtain permission from the Chief Development & Marketing Officer prior to changing passwords or making other changes which affect user accessibility.

### **“Friending” Waypoint Clients, Families, and/or Volunteers**

- Employees must remember they are representing Waypoint at all times and refrain from posting inappropriate content. Staff members employed by Critical Services Division will not develop any social or personal relationships with current or former clients of the program per the Employee Handbook Ethics Policy.
- Waypoint’s employees are expected to behave at all times in a mature and responsible way in accordance with all applicable laws and regulations and the policies and procedures of the Waypoint. Staff members are encouraged and expected to develop positive relationships with clients, families, and/or volunteers that adhere to the core values of Waypoint which also includes any interaction with clients, families, and/or volunteers through social media sites.

Interactions on social media sites which are derived from associations through an employee’s work should never include transmission of defamatory, obscene, offensive or harassing messages, or messages that disclose personal information about other individuals without authorization.

### **Scope**

Although this policy may touch upon specific technologies used today, the policy must be interpreted broadly, as changes to and uses of such technologies have been and will continue to grow so rapidly that no policy can keep pace with individual developments.

This policy is not intended to interfere with or restrain employees’ rights to engage in protected concerted activity under the National Labor Relations Act, or any other activity protected under the law, and will not be applied to limit such protected activity.

### **Disciplinary Action**

Violations of this policy may result in disciplinary action up to and including termination of employment.

### **Questions**

If you have a question about this policy or how your online activity may impact or be impacted by Waypoint’s other business policies, you should notify your supervisor.

## **EMPLOYEE SAFETY AND HEALTH**

Waypoint strives to provide safe working conditions for its employees and observes the safety laws of the governments within whose jurisdictions it operates. No one knowingly will be required to work in any unsafe manner. Safety is every employee's responsibility. All employees are expected to do everything reasonable and necessary to keep Waypoint a safe and clean place to work. Safety rules are posted; employees are responsible for becoming familiar with them and must observe them at all times.

## **Fitness for Duty**

Waypoint is committed to maintaining a fit and able workforce in relation to specific job responsibilities. Employees are expected to report to duty fit and able to perform the essential functions of the assigned job. Examinations may be conducted as required, permitted by law and in consideration of good business practice. Documentation regarding medical, physical and other health-related exams shall be kept confidential and separate from the employee's personnel file.

## **Fires and Emergencies**

### **IN CASE OF EMERGENCY: DIAL 9-1-1, NOTIFY THE RECEPTIONIST/SITE DIRECTOR AND THE CHIEF EXECUTIVE OFFICER**

Waypoint has an emergency procedure to follow in the event of fire or disaster. Employees should be familiar with the nearest fire exits and the location of fire extinguishers in their area. Exits, fire extinguishers and first-aid kits are located throughout the facility. All KidsPoint employees are required to be trained in cardio-pulmonary resuscitation (CPR), first-aid and fire emergency procedures. Exits and areas around fire extinguishers must be kept clear at all times. Safe shelter areas in the building are designated by posted maps.

## **Accidents or Injury for Non-Employees**

In the event of a non-employee accident or injury, employees are required to immediately fill out an Employee Accident Report, available from your immediate supervisor, and to notify the area supervisor. If the supervisor is not available, notify a member of the Management Team immediately. All Accident and Incident Reports must be turned in to your supervisor for his or her review. For employee work-related injuries please refer to the Workers' Compensation section.

## **Life-Threatening Illnesses**

Waypoint is committed to providing equal opportunity to all employees, including those who have a life-threatening illness. Waypoint also is committed to providing a safe work environment that meets or exceeds state and federal regulations. Consequently, employees who have a life-threatening illness will be treated like other employees as long as they meet performance standards and provide medical and other evidence that indicates their condition is not a threat to others. Waypoint also believes all information regarding an employee with a life-threatening illness must remain private and confidential. All employees should treat those employees with a life-threatening illness with compassion and understanding. The Management Team has information on life-threatening illnesses for employees who have become terminally ill or work with someone who has a terminal illness. Waypoint also has contacts with local hospital programs for persons who want to know more about life-threatening illnesses.

## Universal Precautions

Blood and certain body fluids of all persons are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B Virus (HBV) and other blood-borne pathogens. Universal blood and body fluid precautions should be used consistently regardless of any person's blood-borne infection status. These precautions are intended to prevent mucous membrane and non-intact skin exposures of workers to blood-borne pathogens and include the following procedures.

- Gloves should be worn for touching blood or body fluids containing visible blood, mucous membranes or non-intact skin and for handling items or surfaces soiled with blood or body fluids that contain visible blood.
- Masks and protective eyewear prevents exposure of the mucous membranes of the eye, nose and mouth.
- Hands, skin surfaces and clothing should be washed thoroughly and as soon as possible if they become contaminated with blood or body fluids containing any visible blood.

## AIDS Policy

Waypoint has developed an AIDS policy to ensure a uniform and fair response concerning AIDS and to develop guidelines about employment, work assignment, working relationships and confidentiality of information. Information from the United States Public Health Services Center for Disease Control and the Iowa Department of Public Health states that casual contact does not pose a risk of transmission of the virus.

Accordingly, HIV infection is not a basis for excluding an individual from employment or restricting his or her duties. Waypoint recognizes that HIV infected individuals are considered disabled under Iowa law and consistent with the law, shall be allowed to continue to work as long as they are able to maintain acceptable performance and do not pose a substantial health or safety risk to clients, themselves or co-workers. Medical approval for work assignment of an employee will be based upon the employee's physical and mental ability to perform the job without endangering the health or safety of self or others.

Waypoint employees have an obligation to accept work assignments that involve care of an HIV infected client and/or involve working with an HIV infected co-worker. Any Waypoint employee shall not be transferred to a different work assignment based upon his or her unwillingness to work with an HIV infected co-worker or client. An employee may request a transfer based upon an appropriate medical release. A refusal to work with an HIV infected co-worker or client will result in the appropriate disciplinary measures consistent with the Waypoint disciplinary action. All employees shall use universal precautions as a means of preventing transmission where there will be blood or contact with other bodily fluids known to transmit the disease.

## Vehicle Policy

Waypoint has made a commitment of safety, service, and quality to our employees, and the general public. We mandate that our employees operate all vehicles owned by or in the care of Waypoint, or personal vehicles used for business purposes, in a safe, lawful and economical manner.

Vehicles are not to be operated unless both the driver and vehicle are in a safe operating condition. Drivers must be physically and mentally able to drive safely. Drivers must conform to all traffic laws as well as respect the rights of other drivers and pedestrians.

Drivers may not use or be under the influence of drugs or alcohol while operating a vehicle owned by or under the care of Waypoint. Smoking is not permitted in or around company vehicles. Any damage to a company vehicle, accident, or traffic violation received while operating a company vehicle must be reported to your immediate supervisor immediately.

Employees without a valid drivers' license or their own auto insurance have a responsibility to notify their supervisor that they are not able to drive if asked to drive for business purposes. Failure to do so may result in a violation of the law and will be grounds for disciplinary action, including termination.

Employees who are asked to operate a vehicle belonging to Waypoint or who may be asked to use their personal vehicle or a leased vehicle to conduct company business are required to have a valid drivers' license. Staff, volunteers and contractors are required to use their seat belt when operating Waypoint-owned, rented or personal vehicles in their work for Waypoint.

If a Waypoint vehicle is not available when needed for a business purpose, employees will be reimbursed for approved mileage in accordance with the normal expense reimbursement procedure. Employees using personal cars on company business are required to carry, at their own expense, insurance for the minimum limits of liability required by his or her state of residence.

## **Workplace Violence Prevention**

Waypoint is committed to providing a safe working environment free of violence. Violence is any act which is intended to intimidate, annoy or alarm another person; or any act which is intended to cause pain or injury to, or which is intended to result in physical or personal contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.

Possession of a dangerous weapon in the workplace is strictly prohibited. For purposes of this policy, a weapon may be defined as any type of firearm (including BB, pellet, or paint guns and toy guns), explosive devices or material, dangerous or hazardous substances, ammunition, knives, or any item designed to or intended to cause physical harm to another individual. This definition is by no means exclusive and other items not specifically mentioned may be considered weapons in the context of this policy. Any employee found in possession of a weapon will be suspended immediately without pay and subject to further discipline, including termination.

Examples of workplace violence include, but are not limited to, the following:

- Physically harming, threatening, intimidating, stalking or harassing conduct to an individual, group, or relative of the individual
- Possession of any kind of weapon on company property
- Callous or intentional disregard for the safety or well-being of others
- Intentional destruction of company, customer or co-worker property

- All threats or acts of violence occurring on Waypoint premises regardless of the relationship between Waypoint and the parties involved
- All threats or acts of violence occurring off Waypoint premises involving a person acting as a representative of Waypoint or involving an employee of Waypoint if the threats or acts affect the interests of Waypoint
- Any threats or acts of violence resulting in the conviction of an employee of Waypoint, or an individual performing services for Waypoint, under any criminal code provision relating to violence or threats of violence which adversely affect the interests of Waypoint

Employees are required to report any threats or acts of violence to their supervisor or a member of the Management Team. All reports will be fully investigated and acted upon promptly. If at any time an employee thinks his or her own safety or that of others is threatened, the employee is advised to leave the scene if possible and call 911. Any employee found to have committed or threatened to commit an act of violence will be subject to discipline up to and including termination.

## **ADVERSE POLICY IMPACT**

Waypoint has implemented numerous policies that are designed to achieve important business objectives. We recognize, however, that an otherwise legitimate workplace policy can have unintended consequences to individuals in a particular group or class. If you feel that one of our policies adversely impacts you due to your unique circumstances (e.g. your membership in one of the “protected classes”), you may seek accommodation regarding such policy. The procedure to seek this accommodation is as follows: Deliver to your supervisor (or a member of the management team) a memorandum, in writing, which identifies (1) the policy at issue; (2) the reason why the policy, as it applies to you, creates an adverse impact on you; and (3) the accommodation that you request to avoid this adverse impact.

Examples of “protected classes” include, but may not be limited to, race, color, creed, sex (including pregnancy), religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, gender identity, sexual orientation, or military status.

## EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the **Waypoint Services Employee Policies and Procedures Handbook**. I have read, understand, had the opportunity to ask questions, and agree to follow the policies and procedures contained therein. I understand that, except for the employment at-will policy, Waypoint can change any and all policies or practices at any time and this handbook is available to all employees on Paylocity's Self-Service Portal.

In consideration of my employment, I agree to conform to the rules and regulations of Waypoint and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either Waypoint or me. I understand that no manager or representative of Waypoint other than the Chief Executive Officer has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and that such changes must be in writing.

My signature below certifies that I understand that the foregoing agreement on employment at-will status is the sole and entire agreement between Waypoint and me concerning the duration of my employment and the circumstances under which my employment may be terminated. This Agreement supersedes all prior agreements, understandings and representations concerning my employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_