2019

Northwest Youth Services Personnel Policy Manual

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Northwest Youth Services collaborates with at-risk, runaway and homeless youth to foster self-reliance.

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THE BASICS

SUBJECT 1: Purpose of Manual

This is the policy manual of Northwest Youth Services (NWYS). It is intended to be used as a guide for administration to develop procedures that carry out the vision, mission and values of the Agency. The manual sets out general guidelines for personnel policies, rather than statements of specific treatment in specific situations. The manual is not intended to promise specific treatment or to be a contract for employment, and should not be so interpreted. All employees are encouraged to consult Human Resources when questions arise concerning specific situations. This manual is intended to be a basis for decision-making on personnel matters and a way for employees to learn the basic structure and philosophy of our Agency.

From time to time, it is necessary to modify or update this manual, and that will be done at the discretion of the Agency. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on NWYS electronic or physical bulletin boards.

NWYS works hard to ensure that the Agency is in compliance with all applicable state, federal, and local laws. If any part of this manual conflicts or appears to conflict with any applicable law, the provisions of this manual will be interpreted or modified to allow strict compliance with the law.

NWYS has put a great deal of effort into writing and maintaining a personnel policy manual that will be helpful to all managers and employees. We believe that effective use of a manual includes an employer's discretion to modify, interpret, or even decline to apply the specific provisions of this manual in a particular situation, as appropriate.

For clarification of any content contained in the Manual, please contact Human Resources.

SUBJECT 2: Nature of Employment

Your employment with NWYS is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave NWYS at any time, with or without notice and with or without cause.

NWYS does not promise or guarantee that you will be employed for any specified length of time or receive specific treatment in specific circumstances. Nothing in the personnel manual or any other NWYS document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment.

In addition, you should understand that no one at NWYS has any authority to alter this employment-at-will doctrine or enter into an agreement promising employment for any specific period of time other than the Board of Directors and any such agreement must be in writing and refer to a specific employee by name in order to be enforceable.

SUBJECT 3: Employment Opportunity

NWYS is committed to providing equal employment opportunity without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, pregnancy, maternity or family status, age, religion or creed, marital status, veteran status, age, disability, results of genetic testing or any other legally-protected classification.

Equal Employment Opportunity is important within all employment functions of the Agency, including employee recruitment, hiring, career development, training, promotion, transfer, retention, reclassification, corrective/disciplinary actions and termination. This policy also applies to any subcontractor agreements entered into by NWYS.

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

It shall be the responsibility of each employee to comply with and promote this policy.

SUBJECT 4: Policy against Discrimination and Harassment

Rules against discrimination

NWYS expects its employees to treat each other, its customers, vendors and affiliates with the utmost respect. Along these lines, NWYS prohibits unlawful discrimination in the workplace and will strictly enforce the following rules.

Policy against Discrimination and Harassment
NWYS believes that every employee has the right to work in surroundings that are free from unlawful discrimination and harassment. NWYS therefore strictly prohibits unlawful discrimination based on race, color, religion, national origin, age, gender identity or expression, marital status, disability, sexual orientation or any other legally-protected classification. NWYS also prohibits the harassment of any individual based on these protected classifications. NWYS requires its employees to abide by this policy in practice and in spirit. NWYS encourages its employees to address any questions or concerns about this policy directly to their supervisor or Human Resources. Employees may do so without fear of reprisal.

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

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

Policy against Sexual Harassment
NWYS also does not tolerate sexual harassment in the workplace.
"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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

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

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

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;

- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

Employee's Response to Misconduct
NWYS requires any employee who witnesses or feels that they or others may have been subjected to discrimination or sexual harassment, to bring the matter to the immediate attention of the Executive Director, Human Resources, or other supervisor at NWYS. NWYS will promptly investigate allegations of discrimination or harassment.

NWYS' Investigation
NWYS will take all reports seriously and conduct an appropriate investigation. We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and termination of employment. If NWYS determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, NWYS may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, NWYS will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

Non-Retaliation
NWYS prohibits retaliation because of an employee's good faith report of discrimination or harassment, or participation in an investigation of such a claim. Any individual who is found to have engaged in retaliatory conduct will be subject to appropriate corrective action, up to and including discharge. Employees who believe that they have experienced such retaliation should notify their supervisor or Human Resources.

SUBJECT 5: Individuals with Disabilities

NWYS recognizes that employees with physical or mental disabilities may need reasonable accommodation to enable them to perform their essential job functions. NWYS is committed to complying with the ADA and applicable state laws in order to ensure equal employment opportunity for employees with disabilities.

- An employee who believes they need reasonable accommodation should notify Human Resources or their supervisor of this so that we can together discuss what accommodations are available and appropriate.

- Following notification, generally, NWYS and the employee (and, if necessary, the employee's health care provider) will engage in an interactive process to discuss the employee's ability to perform their essential job functions and possible reasonable accommodations. The employee has an obligation to cooperate with NWYS in this process, which may include, in accordance with applicable law, authorizing NWYS to communicate with the employee's health care provider concerning the employee's limitations and possible reasonable accommodations.

- Based on the facts of each case, NWYS will determine whether an accommodation can be made without creating an undue hardship to NWYS.

- Procedure for reasonable accommodation requests:
  - Employee advises Human Resources or their supervisor if an accommodation is needed for a disability.
  - The accommodation request will be discussed with the employee and the employee's supervisor(s).
  - The employee may be required to provide documentation supporting a disability, including medical certification.

- An evaluation will be conducted to determine whether and how NWYS may accommodate the request. If a reasonable appropriate accommodation is readily available, the request may be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable, the matter may be pursued further with assistance from appropriate external resources.

- NWYS will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that NWYS will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. NWYS will make every effort to handle the request for disability accommodation sensitively and to protect the confidentiality of the information shared whenever possible.

SUBJECT 6: Religious Freedom and Accommodation

Impact to Customers:
NWYS respects its customers' rights to observe the tenets of their faith, including the right to attend the place of worship of their choice and the choice to not be involved in religious activity or discussion. Some youth in residential care may require direct NWYS staff supervision while attending religious activities.

NWYS staff, contractors, and volunteers shall not in any way promote or initiate or participate in any discussion regarding their religious values with NWYS' customers. Neither shall staff, contractors, or volunteers lead customers in religious instruction or activities.

Religious Accommodations for Employees:
NWYS is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their sincerely held religious beliefs or practices require a deviation from NWYS dress code, schedule, basic job duties, or other terms and conditions of employment. Employees should contact their supervisors or Human Resources if a religious accommodation is needed.

NWYS will consider the request and whether an accommodation is available that is reasonable and that would not create an undue hardship to NWYS. NWYS reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that NWYS may consider in evaluating an accommodation request are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees/volunteers, when determining a reasonable accommodation. At no time will NWYS question the validity of a person's belief or practices. The employee's supervisor or Human Resources representative will meet to discuss the request and decision on an accommodation.

Nothing in this policy is intended to allow NWYS customers to promote violence, coercion, or abuse towards others through practice of their religious values and beliefs.

SUBJECT 7: Conditions of Employment

Confidentiality
Customer confidentiality is of paramount concern to NWYS and an important feature of working with the population with whom we collaborate. All employees must sign and comply with the NWYS confidentiality policy agreement strictly outlining their obligations in this area. Violation of this policy may result in disciplinary action up to and including termination of employment.

Background and Moral Character
Since we serve a vulnerable population, it is essential that all staff and other people on the Agency's premises be persons of demonstrably good character. The Agency must be able to demonstrate that all personnel, including regular

employees, volunteers, interns and other persons who have access to the people with whom we collaborate, have the necessary understanding, ability, and personality to meet the physical, mental, emotional, and social challenges our customers present. NWYS' policy on hiring employees with criminal backgrounds complies with applicable law and provides flexibility. Because NWYS serves a uniquely vulnerable population, NWYS may, at its discretion, choose not to hire applicants who have been convicted of a violent crime or crimes involving or related to abuse or exploitation if, after conducting an individualized assessment involving the applicant's criminal record, employment history, conduct in the years since the conviction and other relevant circumstances, NWYS determines that employing the applicant would pose an unacceptable safety risk to NWYS' customers and/or staff.

Dress Standard

Through our dress and appearance, employees of NWYS seek to maintain a professional atmosphere and to act as adult role models for the youth with whom we collaborate. It is expected that appearance and attire be consistent with the individual employee's role, professional norms, job expectations, and work location. Employees are expected to represent the Agency in a professional manner and to use good judgment in their choice of attire.

Guidelines include but are not limited to the following:

As a minimum standard, all employees shall wear casual business attire. All clothing should be clean and in good condition.

The following clothing items are prohibited

- Clothing that contains offensive language or displays alcohol or tobacco logos and/or advertising;
- Graphics that are sexual or violent in nature;
- Clothing or accessories (i.e., buttons) that display political advertising;
- Excessively short, tight or revealing clothing including, but not limited to:
    - Short skirts (above the knee) without hosiery or tights;
    - Exposed midriff
    - Visible undergarments
    - See through fabric
    - Spaghetti strap, strapless or camisole tops (less than 2 inch straps).

Personal Grooming

All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

- Good general hygiene, such as the use of deodorants, is expected;
- Hair, beards, mustaches and/or other facial hair are to be neat, clean and well-groomed and must in no way interfere with the professional standards and work assignments of one's position;
- Clothing accessories or tattoos shall be free of logos, themes or depictions that are inconsistent with the mission, values, and goals of the Agency. Graphics related to alcohol, tobacco, drugs, politics, or those that are sexual or violent in nature must be covered;
- Employees shall demonstrate consideration and sensitivity to the comfort, wellbeing, and clinical issues of those being served;
- Athletic clothing may be appropriate for an approved activity and is permitted during the course of the activity;

Recognizing that employees and clients may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products, fragrant products should be used in moderation.

Any questions regarding interpretation of this policy should be directed to your supervisor.

Enforcement and Discipline

Any employee who is dressed inappropriately, or whose appearance is not in keeping with this policy, may be sent home without pay and directed to return to work properly attired. Repeated disregard for this dress and appearance policy may result in further disciplinary action up to and including termination of employment.

EMPLOYMENT AND CLASSIFICATION

SUBJECT 1: Payroll Policies

Paydays
All employees are paid bi-monthly on the 10th and the 25th day of the month. If these days fall on a weekend or holiday, the pay date will be moved forward to last business day.

Non-Exempt Employees
The work week is defined Monday through Sunday beginning and ending at midnight on Sunday. Employees are paid on a bi-monthly payroll schedule as established by the NWYS Fiscal Department. Every non-exempt employee is encouraged to enter hours worked into the Automatic Data Processing (ADP) system daily and are required to enter them no later than the specified deadline. Repeated failure to enter hours worked into the ADP system in a timely fashion may result in disciplinary action up to and including termination of employment.

Exempt Employees
Exempt employees are paid on a bi-monthly payroll schedule as established by the NWYS Fiscal Department. Every exempt employee is encouraged to enter their billing summary into the Automatic Data Processing (ADP) system daily and are required to enter them no later than the specified deadline. Repeated failure to enter billing summary information into the ADP system in a timely fashion may result in disciplinary action up to and including termination of employment.

Employment Classification

Regular Full-Time
Employees assigned to a regularly established position and regularly scheduled to work 30 hours per week or more, and who have successfully completed 90 days of employment. NWYS notes that its regular, full-time employees are entitled to the full range of employee benefits based on their FTE.

Regular Part-Time
Employees who are assigned to a regularly established position and regularly scheduled to work less than 30 hours per week and who have successfully completed 90 days of employment. NWYS notes that its regular, part-time employees are entitled to some employee benefits based on their FTE.

Temporary
Employees who are hired for an indefinite time period typically less than six consecutive months. This status provides may be ineligible for certain employee benefits.

Garnishments
NWYS expects that its employees will handle their personal finances in such a manner as to avoid having their wages garnished. Since it is costly and time consuming to process a garnishment, the Agency will allow three garnishments or wage authorizations in a one-year period. A fourth garnishment or a wage authorization in that period may result in termination of employment unless prohibited by law. Extenuating circumstances will be considered where applicable.

Payroll Advance Requests
NWYS expects its employees to budget their finances accordingly to their bi-monthly payroll periods. The Agency recognizes that, at times, an emergency can arise and an employee may need a portion of their payroll prior to the

scheduled payday. NWYS therefore allows one payroll advance request per year. The maximum amount allowable is wages already accrued. This process must be approved by both the employee's supervisor and the Executive Director.

SUBJECT 2: Employee Evaluations and Orientation Period

NWYS recognizes the importance of performance evaluations and communication sessions between supervisors and staff and therefore requires annual performance reviews.

NWYS strives to have all employees receive a formal written evaluation at 90 days of employment and annually thereafter. NWYS' best practice for an employee transferring to a different department or position includes a review be completed 90 days following that transfer. If a new employee transfers to another supervisor, the new supervisor will complete the evaluation seeking input from the former supervisor.

The performance review process is aimed at improving the technical and behavioral competencies of employee performance. The evaluation process is also used to evaluate the appropriateness of the employee's job description and to discuss items that both the employee and supervisor deem important.

Orientation Period

Your first 90 calendar days as an employee are considered an orientation period. Certain benefits will not be available to you until the completion of this period. Orientation periods may be extended at the discretion of the Executive Director, when appropriate.

During this orientation period your supervisor will observe you and talk with you about your job performance. This period also provides you with the opportunity to judge how well your new position suits you and to determine whether you are a good fit for NWYS.

Your employment or volunteer status is a mutual relationship between you and NWYS, which either party may end during or after the orientation period. Successful completion of your orientation period will be documented by your supervisor. It is not a guarantee of continued employment or volunteer status. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

SUBJECT 3: Separation of Employment

Understanding the value of a strong workforce, NWYS makes every effort to retain qualified employees. However, since NWYS is an at-will employer, an employee or NWYS may end the employment relationship at any time with or without cause and with or without notice. No supervisor, manager, or other official of NWYS has any authority to make any representation to the contrary to any employee or prospective employee, or to enter into any other agreement, whether written or oral. NWYS' intent is to ensure that employment separations are handled in a professional, compassionate manner with minimal disruption to ongoing work functions. Employment may end as a result of resignation, retirement, death, release (end of assignment), and reduction of workforce, position elimination, termination, or any other reason.

Voluntary Separations

Resignation

Employees who resign are expected to give written advance notice to their supervisor. Non-supervisory employees are asked to give two weeks' notice and supervisory employees are asked to give four weeks' notice. Advance notice allows time to make adjustments to ensure that service to our youth is not unnecessarily disrupted.

Failure of non-supervisory employees to give two weeks' notice of separation will result in the loss of all accrued vacation.

Failure of supervisory employees to give four weeks' notice of separation will result in the loss of all accrued vacation.

Job Abandonment
After three consecutive scheduled work days of absence without notification or after a failure to return from an approved leave of absence for a period of three consecutive scheduled work days without notification, the employee is deemed to have voluntarily resigned, and the employment relationship ends. At the end of the third consecutive scheduled workday, the supervisor will notify Human Resources of the job abandonment. Supervisors, in conjunction with the Executive Director, may approve exceptions for extenuating circumstances.

Retirement
Employees wishing to retire should notify their supervisor, in writing, at least one month before the planned retirement date.

A separation date may not be extended with the use of non-worked time (i.e., paid vacation and sick time).

Involuntary Separations

Reduction in Force or Position Elimination
If it has been determined that a reduction in force or position elimination is appropriate, leadership will endeavor to ensure customer care or critical business objectives are not impacted. This consideration may include changes in job functions, hours, and/or shifts to current employees.

When making reduction in force or position elimination decisions, leadership will consider, as appropriate:

- Current skills including special competencies
- Business needs
- Demonstrated current and past performance
- Date of hire
- Employment classification

Affected employees will be given as much notice as is practical. During this period, reasonable efforts will be made to accommodate requests for time off to seek new employment. Additionally, qualified employees will generally receive priority consideration for open positions within NWYS.

Termination
Employees may be terminated for any lawful reasons including unsatisfactory job performance, other misconduct, or in accordance with the employment-at-will doctrine.

- Corrective action may be used to correct performance concerns prior to termination at NWYS's discretion. For example, severe misconduct may result in immediate termination without prior use of corrective action.
- Terminations must be approved by the Executive Director.

Final Pay
The employee's final paycheck typically includes payment for accrued, unused vacation hours, up to 100 hours. This applies only to employees who have been employed with the agency for six months or more. Any financial obligation owed NWYS by the employee will be deducted from the final paycheck in accordance with applicable state and federal requirements. The employee's final paycheck will be issued no later than the next regularly scheduled payday. Vacation hours may be paid by separate check by no later than the next payday following the final paycheck.

Continuation of Insurance Coverage

An employee who has medical and dental benefits will be covered through the NWYS plan until the last day of the month in which the employee's last day of employment occurs. For example, if an employee's last day is the 5th of the month, that employee will be covered through the end of that month. For an employee whose last day is the end of the month, their medical and dental benefits will end at the end of that month. NWYS follows all laws pertaining to COBRA.

With the Patient Protection and Affordable Care Act, Washington has provided the Washington Health Plan Finder (WHPF) to assist you as you evaluate health insurance options for you and your family. This notice provides you with some information about WHPF and the coverage provided by your employer.

- WHPF is designed to help you find health insurance that meets your needs and fits your budget.
- Depending on your income and what coverage is offered by NWYS, WHPF may be able to provide you with lower cost private insurance.
- If you buy insurance through WHPF you may lose whatever employer contribution to your health benefits that you may have had.

Return of property
All NWYS property including, but not limited to, keys, identification badge, NWYS credit/debit card, electronic and paper files, cell phone, and computer hardware must be returned to Human Resources prior to leaving on the last day of work or upon request.

Re-hire
NWYS will consider former employees for any position open at the time of their re-application provided that NWYS did not terminate the employee involuntarily. In the case of voluntary departures if the employee did not provide NWYS with appropriate advance notice, they may not be eligible for re-hire.

SUBJECT 4: Employment Records

Personnel and Medical Files
Each employee of NWYS has a personnel file which contains application/resumes, performance evaluations, and copies of other information relevant to employment at NWYS. Employees may inspect their personnel files annually, and may add materials or request that corrections be made to any information in their file. It is up to NWYS to determine whether the personnel file contains "erroneous or irrelevant" information and, if NWYS makes such a determination, the information must be removed from the file. If the employee disagrees with NWYS's determination of whether information should be removed or not, the employee may place a statement in the file documenting his or her disagreement with the NWYS's assessment. This policy does not apply to requests to inspect or remove records relating to investigation of possible criminal acts or relating to impending litigation. All personnel records will remain the property of NWYS.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

Work related medical records are treated as confidential documents and maintained separately from other personnel records. Workplace investigation materials are also contained in a file separate from the personnel file.

Management may have access to personnel records on an as-needed basis.

Updating Personnel Files
Employees must notify Human Resources of any changes in address, changes in status related to insurance benefits, and other information affecting employment.

NWYS recognizes the responsibility for safeguarding information in employees' files and keeps this information in strictest confidence.

Requests to Review Personnel File:
Upon written request, an employee or former employee may review their personnel file normally within ten working day of the submission of the request at NWYS location. NWYS may, for good cause, require longer than ten business days to allow for the inspection of a personnel file. Former employees must submit their requests within 5 years from the date of separation.

Human Resources, the Executive Director or designee will be present during the review. Human Resources will conduct a review of their file in the presence of the Executive Director or designee.

CONDUCT AND ETHICS

SUBJECT 1: Standard of Conduct

NWYS operates on behalf of youth and young adults. Youth are especially vulnerable to exploitation and unfair or illegal treatment by adults. Many customers are in extreme crisis situations as NWYS staff begin working with them. It is therefore the policy of this Agency to expect exemplary professional behavior of its employees, consisting of, and not limited to, respecting others, a commitment to quality, taking responsibility for ones actions, and integrity. It is also a priority of NWYS to establish an environment where employees can feel satisfied with their work and its conditions and feel nurtured by their employment. In order for this to be accomplished, staff and supervisors are expected to work collaboratively toward employment conditions satisfying to all. In accordance with this, supervisors are expected to provide feedback to employees and employees are expected to provide feedback to supervisors on an ongoing basis. Every attempt will be made to resolve difficult employee situations so that employees may continue in their employment at NWYS. If skill deficiencies exist, supervisors will attempt to provide additional supervision and training to employees to remedy these problems.

NWYS is an at-will employer. NWYS nonetheless desires to provide the following non-exhaustive list of offenses that are grounds for discipline up to and including termination. NWYS retains the right to evaluate each situation on an individual basis and to terminate the employment of any employee if NWYS believes that doing so will serve the Agency's best interests.

- Possessing or consuming alcohol and/or other drugs at work, or working while under the influence of alcohol or drugs. An employee who works in a safety-sensitive position and is using prescribed drugs or over-the-counter drugs as directed that may affect his or her ability to safely perform the essential functions of the position should discuss such use with Human Resources or their supervisor.
- Being on-call while under the influence of alcohol or drugs, which would impair capacity to serve on-call.
- Accepting gratuities from customers.
- Providing alcohol, drugs, weapons, or any illegal items or substances to customers.
- Becoming involved with a customer in a private or sexual relationship. There may be occasional situations in which NWYS employees wish to have limited, ongoing contact with customers who have graduated from NWYS programs. These contacts must meet professional standards and employees must advise their immediate supervisor of such contacts.
- Revealing confidential information about customers to unauthorized persons.
- Falsification of employment records or NWYS' records and reports.
- Developing non-professional relationships with family members of minor customers.
- Violation of work rules, supervisory instructions, or personnel policies described in this manual.
- Theft or misappropriation of Agency funds.

NWYS provides this list for illustrative purposes, and as mentioned, both NWYS and you retain the right to end the employment relationship with or without cause and with or without notice.

Anti-Bullying Policy

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that NWYS will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

NWYS defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Inappropriate behavior may be considered threatening, humiliating, or intimidating. Such behavior violates NWYS' Workplace Conduct policy, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. NWYS considers the following types of behavior examples of bullying:

Verbal bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property

Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating them from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

NWYS is committed to a bully free environment. NWYS employees should exercise reasonable judgment and inform their immediate supervisor, Human Resources or the Executive Director when witnessing or experiencing a bullying incident. NWYS employees may report bullying behavior without fear of retaliation.

SUBJECT 2: Professional Conduct

This policy is in place to maintain best practice standards and promote the welfare of the agents and customers of the organization by providing guidelines for ethical and appropriate relationships. This policy shall guide conduct for the agents of NWYS. Unless otherwise specified, the term "agent" is inclusive of all staff, volunteers, interns and independent contractors who perform duties on behalf of the Agency. It is expected that all NWYS agents maintain professional relationships with customers at all times. Exploitation, personal relationships and dual relationships with customers are expressly prohibited by this policy and may result in corrective action, up to and including termination.

Definitions

Exploitation occurs when a person takes advantage of another by abusing a position of trust, expertise, or authority. It occurs when an agent allows their own needs to take precedence over those of the customer in a manner that is inconsistent with the professional relationship.

A **professional relationship** is defined as a job-related, planned, purposeful engagement or intervention between the agent and the customer, the customer's family and/or identified support system. This is a goal directed relationship that accepts the individual as a human being with dignity and establishes and maintains trust in order to work with the customer to meet their needs.

A **personal relationship** refers to one involving non-job related private interests, desires, and/or needs. Examples of personal relationships include: friendships, financial arrangements, and intimate sexual and nonsexual relationships.

A **dual relationship** is one in which an agent becomes involved in a personal relationship with a customer, their family members or a member of the customer's identified support system that is not defined as therapeutic or professional or as being in the customer's best interest. Dual relationships with customers can impair professional judgment, produce unclear boundaries, and increase the risk of exploitation.

At all times, all NWYS' agents are to ensure that their behaviors serve as a model for customers to emulate while maintaining clear, professional boundaries. Except as otherwise authorized or described herein, such persons shall refrain from soliciting, entering into or promising personal, financial, or other relationships with customers, their family members and/or identified support persons including other professional relationships not inherent in their NWYS' role.

The Executive Director must approve all exceptions to this policy.

Political Activity

In order to protect NWYS' status as a tax exempt organization and to avoid any adverse impact on program funding or activities all partisan or non-partisan political activity/campaigning during working hours or on NWYS premises is prohibited. No employee shall use the name of NWYS or their position with NWYS in connection with any partisan political activity/campaign.

Correct Example: Jane Doe supports Candidate X
Incorrect Example: Jane Doe, NWYS Executive Director, supports Candidate X

Employees may use the name of the Agency or their position with NWYS in a non- partisan political activity campaign only when given prior written approval by the Board of Directors.

SUBJECT 3: Conflict of Interest

The purpose of the Conflict of Interest Policy is to ensure the efficient, fair and professional administration of all funds, including federal grant funds in compliance with 24 CFR Part 85.36 (b) (3), and other applicable federal and state standards, regulations and laws.

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against NWYS board member, employees or agents, or the contractors, potential contractors, subcontractors or their agents.

No board member, employee or agent of NWYS shall participate in the selection, award or administration of a contract supported by NWYS funds, including federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for award:

- The employee, board member, or agent;
- Any member of their immediate family;
- Their partner; or
- An organization which employs, or is about to employ any of the above.

With regard to federal funds, the above rules apply during the tenure of the board member and for one year thereafter.

It is the responsibility of all employees, board members, or agents of NWYS to disclose any possible conflict of interest, whether real or apparent.

Further, no board member, employee or agent shall solicit or accept gratuities, favors or anything of monetary value from contractors or applicants.

SUBJECT 4: Workplace Relationships

NWYS believes that a policy addressing workplace relationships is necessary for several reasons including avoiding actual and perceived conflicts of interest, insuring proper supervision and maintaining confidentiality. NWYS's policy covers both the employment of relatives and other personal relationships at work.

Employment of Relatives
NWYS will only employ relatives if the company determines the following:

- Neither employee has final authority to discipline, promote or establish the salary of the other;
- Neither employee will evaluate or audit the work of the other;
- The working relationship will not create a conflict of interest or the appearance of favoritism; and
- The employees do not work in close proximity so as to lead to actual or potential distractions or disruptions.

NWYS retains the discretion to determine this policy's application to specific situations.

- **"Relative" Definition.** NWYS defines "relative" broadly for this purpose of this policy to include a spouse/partner, parents, children, aunts, uncles, nieces, nephews, cousins, grandparents, grandchildren, and any person whose relationship with the employee is similar to persons who are related by blood or marriage – such as domestic partners and significant others. NWYS's definition of "relative" also includes relatives of your spouse, domestic partner or significant other. NWYS retains the discretion to determine whether a "relative" relationship exists for purpose of this policy.

- **Personal Relationships.** NWYS also notes that personal relationships between supervisors and subordinates raises significant issues relating to actual or perceived conflicts of interest or favoritism. NWYS prohibits employees who are married to or dating each other, or who are otherwise engaged in a romantic and/or sexual relationship, to occupy positions in which one supervises the other or has any influence in determining the other's advancement, compensation, or other terms and conditions of employment. NWYS also notes that the working relationship must not create a conflict of interest or the appearance of favoritism, and that the employees cannot work in close proximity so as to lead to actual or potential distractions. NWYS retains the discretion to determine the applicability of this policy to specific situations.

- **Duty to Inform.** NWYS may not know of the existence of relationships addressed in this policy. NWYS therefore requires employees to notify Human Resources of any relationship covered under this policy to permit NWYS to make appropriate decisions. NWYS retains complete discretion to determine how to handle these situations. NWYS may attempt to accommodate the relationship by altering the reporting structure or reassigning one or both of the employees. However, if NWYS determines that such accommodation is impractical for any reason, NWYS may require one or both employees to terminate their employment.

SUBJECT 5: Confidentiality

Respecting and upholding the privacy of NWYS clients, donors, members, staff, volunteers and of NWYS itself is a basic value of NWYS. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the youth; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable.

Employees and volunteers of NWYS may be exposed to information, which is confidential and/or privileged and proprietary in nature. It is the policy of NWYS that such information must be kept confidential both during and after service. Employees and volunteers are expected to return materials containing privileged or confidential information at the time of separation from NWYS or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and may subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Employees must immediately notify their supervisor or Human Resources of any unintentional breach of confidentiality.

HOURS OF WORK AND PAYROLL ADMINISTRATION

SUBJECT 1: Hours of Work

Non-Exempt Employees

The normal workweek is Monday through Sunday beginning and ending at midnight on Sunday and consisting of forty hours. The schedule of hours for employees will be determined by each program manager or designee.

Supervisors or designee may schedule overtime or extra shifts for non-exempt employees (those who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act). Generally this includes all employees who are paid on an hourly basis. It may also include some employees who are paid by salary.

Overtime

- Employees may not work overtime without prior authorization from their supervisor or designee. NWYS retains sole discretion to determine when overtime is required.
- Overtime compensation is paid to all non-exempt employees at the rate of one and one-half times their regular rate of pay for hours actually worked. Certain hours are not included for purposes of determining overtime such as on-call hours, paid time off, extended illness, jury duty, bereavement, any leave of absence, or unpaid meal periods.
- Employees are paid overtime based on a 40-hour work week. Overtime is paid for any hours worked in excess of 40 hours in the standard work week.
- All hours worked are paid and must be recorded by the employee even if not authorized.
- Failure to work scheduled overtime, or overtime worked without prior authorization, may result in corrective action, up to and including termination.

Exempt Employees

Exempt employees include executive, administrative, and professional employees as defined in federal and state wage and hour laws. Exempt employees are assessed and compensated based on the tasks they accomplish rather than the number of hours worked. Exempt employees are not eligible for overtime pay or for formal compensatory time (time in exchange for hours worked). If the workload requires them to work substantially irregular hours, exempt employees may make temporary scheduling adjustments with their supervisor's express permission as the workload permits. All such arrangements are made at the Agency's discretion depending on the circumstances of each individual situation and without disruption to the Agency's mission/goals.

SUBJECT 2: Time Recording Policy

NWYS' employees will be paid in accordance with state and federal laws, using a standard Agency timesheet or billing summary.

Applicable to Non-Exempt Employees

- All time worked, including the use of work email and/or calendar outside of scheduled hours, and all paid time off must be recorded accurately in the Automatic Data Processing (ADP) system. Time must be reviewed and approved by the employee's direct supervisor or designee prior to payroll processing.
- All time off, including unpaid, must be requested through the ADP system.
- Employees are required to begin and end working at the designated shift time, unless otherwise approved.
- Non-exempt employees must report missed meal periods and rest breaks via email to their supervisor. Employees must document reasons for missed meal periods or rest breaks for management review and follow up.
- Employees are expected to review their time in the ADP system and correct any discrepancies before the end of the pay period.
- Supervisors will be responsible for approving and scheduling offsite meetings and training for non-exempt employees.
- The direct supervisor is responsible for ensuring that employees' time records are accurate and complete in the ADP system.
- The supervisor is responsible for reviewing and approving hours worked time in the ADP system.

Exceptions to due dates may be made by the Executive Director when necessary.

Applicable to Exempt Employees

- Exempt employees are paid on salary independent of hours worked, but NWYS requires exempt employees to complete a billing summary as a mechanism to review workload and staffing needs.
- Paid vacation and sick time must be recorded accurately in the ADP system.
- Paid vacation and sick time can be used if an exempt employee misses more than one-half day.

- Vacation and sick time will be requested through the ADP system.
- Employees are expected to review their time in the ADP system and correct any discrepancies before the end of the pay period.
- Timesheets must be reviewed and approved by supervisor or designee in the ADP system prior to payroll processing.
- The direct supervisor is responsible for ensuring that employees' time records are accurate and complete in the ADP system. The supervisor reviews and approves timesheets.

Employees are prohibited from recording time for other employee or requesting that they do so for you. Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

Exceptions to due dates may be made by the Executive Director when necessary.

SUBJECT 3: Meals and Rest Breaks

Meal and Rest Breaks
Non-exempt employees are allowed one 15-minute rest break for every four hours of scheduled working time. Although rest breaks will be scheduled as necessary for some employees, it is the nature of the work of most of our employees that such breaks cannot be formally scheduled, but can be taken flexibly as time permits.

Non-exempt employees are also allowed a 30 minute meal period if they work over 5 hours in a shift.

- If an employee remains at work and accessible during their meal period, they will be paid for that meal period.
- If an employee leaves work or is not accessible during their meal period, they will not be paid for that meal period.

Washington law requires that a non-exempt employee's 30-minute meal period begin no earlier than two hours into the shift and no later than five hours after the beginning of the shift. Employees working three or more hours longer than a normal work day shall be allowed at least one thirty-minute meal period prior to or during the overtime period. Additionally, with regard to rest breaks, the breaks should be scheduled as near as possible to the midpoint of the four hours of working time. No employee may be required to work more than three consecutive hours without a rest period.

NWYS requires any non-exempt employee who believes that they are not receiving the legally-required breaks to notify a supervisor immediately. Exempt employees are encouraged to manage their daily schedules to accommodate necessary meal and break times.

Lactation/Breastfeeding Policy
NWYS complies with the Fair Labor Standards Act (FLSA). NWYS will provide reasonable break times to breastfeeding employees to express breast milk for their baby. Breaks beyond the employee's usual break times will be unpaid. Accrued personal leave time may be used for breaks beyond the employee's usual break times. Nursing employees are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor.

To ensure privacy, nursing employees will be provided a private room, other than a restroom, to express their milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Expressed milk can be stored in the employer-provided breakroom refrigerator. Employees should label all expressed milk with their name and date collected so it is not inadvertently confused with another employee's milk. If the employee prefers they may store expressed milk in their own personal cooler.

Employees who have any questions or concerns regarding this policy should contact their supervisor, Human Resources or the Executive Director.

SUBJECT 4: Overnight Travel for Non-Exempt Employees

NWYS compensates employees in accordance with federal and state regulations. This policy is provided to assist employees and their supervisors with understanding how pay is handled for business-related overnight travel time.

Employees must secure advance approval from their supervisor before attending any training or education event at the Agency's expense. Supervisors must approve the time and mode of transportation for business related travel. To the extent practicable, travel should be scheduled during the employee's regularly scheduled workweek.

Once approved, NWYS will pay for registration, lodging, required transportation or mileage at the current Agency rate. NWYS will reimburse meals up to $7.00 for breakfast, $9.00 for lunch, and $11.00 for dinner when meals are not provided at trainings/conferences. Receipts are required for reimbursement. Gratuity is only reimbursable for food service expenses up to 20% of the total cost of the purchase.

NWYS will pay its non-exempt employees for their work related travel time in accordance with applicable law and the following guidelines.

- **Single Day Travel.** NWYS will pay non-exempt employees their regular hourly rate for all work-related travel. For example, if an employee is required to travel to and from Seattle in a single day, NWYS will pay the non-exempt employee for their travel time to and from Seattle.

- **Multi-Day Travel**. NWYS will pay non-exempt employees their regular hourly rate for all work-related travel that corresponds to their regular work hours. For example, if an employee typically works 9:00 a.m. until 5:00 p.m., NWYS will pay for multi-day travel occurring within those hours even if on a non-work day. NWYS will also pay an employee who is driving (unless doing so voluntarily) or working during hours that do not correspond to their normal schedule.

- **Commute.** NWYS will not pay employees for their regular commute to and from work and including commutes to and from a designated remote work site.

SUBJECT 5: Attendance & Punctuality Policy

NWYS encourages excellent attendance and punctuality by all employees.

While there are legitimate reasons for employees to be absent or late on occasion, excessive absenteeism and lateness impacts other employees and our ability to provide high quality services. Therefore, excessive absenteeism and lateness are not acceptable, and may result in discipline up to and including termination.

- All employees must notify their supervisor or authorized designee as soon as possible when they will not be reporting to work as scheduled and provide a reason for the absence or tardiness. To allow for staffing coverage, a minimum of two hours' notice before the start of the shift is requested.
- Employees must call in each absence before their scheduled shift, even for consecutive absences due to the same reason.
- This policy applies to scheduled NWYS meetings. Meeting attendance is a regular part of NWYS business.

Improper notification

- Improper notification or failure to notify the supervisor or designee of an absence may be cause for progressive discipline. Employees who fail to properly report their absence for three consecutively scheduled working days will be considered to have voluntarily terminated their employment effective the start time of the third consequently missed shift.

- Supervisors shall explore the employee's reasons for absence, lateness, leaving early or improper notification before determining whether progressive discipline is warranted.

EMPLOYEE BENEFITS

SUBJECT 1: Employee Benefits

Benefits are based on an employee's full-time equivalent (FTE) on their Personnel Action Form (PAF). The FTE is established by the number of hours worked per week, with 40 hours constituting 100% benefit equivalent (not applicable to independent contractors, temporary employees, work study employees, interns or volunteers).

NWYS-Paid Medical and Dental Eligibility (.75 FTE)
Employees scheduled to work 30 or more hours per week are eligible for Agency sponsored medical/dental benefits on the first day of the month following the second full month of employment.

Eligible employees who desire coverage for spouses/partners or dependents shall pay the premiums for any dependent(s) and/or spouse/partner by payroll deduction from the employee's check.

Pay in Lieu of Benefits Eligibility (.75 FTE)
For employees scheduled to work 30 or more hours per week, on the first day of the month following the second full month of employment, the employee may elect to not enroll in the Agency-sponsored medical/dental plan and receive cash in lieu of benefits. The Pay in Lieu of Benefits (PILB) rate will be reviewed and set annually. In order to be eligible for PILB, the employee must have proof of alternate coverage and sign a Waiver of Coverage.

IRA Employer Match
After the first year of employment, employees are eligible to enroll in the Agency sponsored IRA plan. NWYS will match employees' contributions up to 3% of the employees' salary pay per pay period. See the Summary Plan Description for more details.

Vacation (.50 FTE)
Employees scheduled to work 20 hours or more per week will accrue vacation calculated at the percentage of full-time equivalent (FTE) indicated on their Personnel Action Form (PAF). The FTE is established by the number of hours worked per week, with 40 hours constituting 100% benefit equivalent (not applicable to independent contractors, temporary employees, work study employees, stipend employees, interns or volunteers).

Vacation Leave
NWYS recognizes the importance of taking time off for relaxation, recreation, holiday observance and personal business. NWYS also recognizes the diversity of the employees and that their needs for time off may vary. Every eligible employee should have access to paid time off while ensuring that adequate coverage is provided in order to meet the needs of our customers.

Eligible employees begin to accumulate vacation and sick benefits on their hire date.

Accrual
- Eligible employees accrue vacation time based on their eligible hours paid.
- Annual vacation accrual is 21 working days for the first year, 26 working days per year after the first year of employment, and 31 working days after the fifth year of employment, unless vacation benefits are contractually granted.
- Employees are encouraged to take their accrued vacation to avoid burnout.
- Vacation is accrued monthly.
- Employees cannot take an excess of vacation hours over what they have accrued.

- Vacation leave will continue to accrue as long as the employee is on a paid status.
- Vacation leave will not accrue if the employee is on an unpaid leave status.

Scheduling
NWYS typically limits initial time off requests to two weeks. Periods longer than two weeks will be approved by the Executive Director.

- Employees must wait until they have completed three months of employment before using their accrued vacation.
- Employees are eligible to access vacation based on the balance available as of the most recently completed pay period.
- Leave will be requested through the Automatic Data Processing (ADP) system and is subject to the supervisor's approval prior to the time off. Approval is based on the supervisor's assessment of staffing needs. Unpaid Leave will need the approval of the Executive Director as well as the supervisor and must be requested in the ADP system. Leave time should be submitted at least two weeks in advance.

Payment at Separation

- Vacation will be paid at the employee's regular rate. Vacation pay-outs upon separation will be limited to 100 hours.
- The separation date is the last day the employee performed work. Employees may not extend the employment date by scheduling time off beyond the last day worked.
- If an employee separates within six months of hire, they will not be paid for accrued vacation.
- Vacation leave cannot be used once notice of separation has been given, unless authorized by the Executive Director.

Donation of Vacation Leave
During times of a medical emergency or major disaster an employee may "donate" an amount of their accumulated vacation hours to another employee to supplement that employee's sick leave. The recipient must have a sick leave balance of zero before becoming eligible to accept the donated vacation hours.

Paid Sick Leave
NWYS provides paid sick leave to all employees. Paid sick leave may be used to recover from illness or injury or to care for a sick or injured child, spouse or parent. Employees may also use sick leave for health care appointments that cannot be scheduled outside work hours and for reasons related to domestic violence or stalking, or when the employee's place of business or their child's school is closed for health-related reasons, as defined by applicable law. NWYS's Paid Sick Leave Policy is governed by the following principles.

- **Accrual**
  Paid sick leave accrues for NWYS employees scheduled to work under 20 hours per week at the rate of 1 hour of paid leave time for every 40 hours worked. Employees scheduled to work more than 20 hours per week will accrue sick time calculated at the percentage of full-time equivalent (FTE). The Full-time equivalent is 1 hour of paid sick leave for every 20 hours worked. Employees begin accruing paid sick leave beginning their first day of employment with NWYS. However, employees may not use accrued paid sick leave during the employee's initial 90-day orientation period with NWYS.

- **Carryover**
  Employees scheduled to work 20 hours or less per week may carry over up to 40 hours of accrued unused sick leave to the following year. Staff scheduled to work over 20 hours per week may carry over unused sick leave to the following year not exceeding 480 hours. NWYS will not pay departing employees for their unused sick leave.

- **Notice**

NWYS requires that when an employee wants to take paid sick leave, the employee provide reasonable notice. In all circumstances, employees who intend to use paid sick leave must personally notify their supervisor via telephone, email or in person no later than their scheduled reporting time.

- **Verification**
  When an employee uses paid sick leave for more than three consecutive days, NWYS may require verification that the employee is taking leave for an authorized purpose.

- **Reinstatement**
  When an employee leaves NWYS and is rehired within twelve months of separation by NWYS, regardless of location or the position re-hired to, previously accrued unused sick leave will be reinstated and the previous period of employment will be counted for purposes of determining the employee's eligibility to use sick leave.

NWYS will provide employees with regular notice about the amount of paid sick leave the employee has earned and used. Any questions about NWYS's Paid Sick Leave Policy may be directed to NWYS's HR Administrator.

AVAILABLE LEAVE

Family and Medical Leave

We recognize that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA) and the Washington Family Leave Act (WFLA). Accordingly, we will provide eligible employees up to a combined total of 12 weeks of unpaid FMLA/WFLA leave per leave year for the following reasons and any other leave authorized by the FMLA/WFLA.

In accordance with FMLA and WFLA, NWYS provides up to 12 weeks of unpaid, job-protected leave to eligible employees for incapacity due to pregnancy, prenatal medical care or child birth; to care for the employees' child after birth, or placement for adoption or foster care; to care for the employee's spouse, child, 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. In addition, NWYS will reinstate eligible employees returning from FMLA leave to the same or an equivalent job to the extent these laws require.

- **Basic Eligibility**
  An employee is eligible for FMLA leave when they have worked for NWYS for at least 12 months, provided that the employee has worked at least 1,250 hours over the previous 12 months, and provided that NWYS has at least 50 employees within 75 miles during the relevant time period. Time that is paid but not worked, for example sick leave, vacation or holidays, is not counted toward this 1250 hour requirement. An employee who meets these eligibility requirements is entitled to take up to 12 weeks of unpaid leave for the reasons listed above.

  NWYS adopts a "rolling year" for determining an employee's eligibility, measuring backwards 12 months from the first day that the employee requests leave.

- **Notice Requirements/Employee Responsibilities**
  Employees must provide 30 days advanced notice of the need to take FMLA leave when the need is foreseeable. NWYS reserves its right to deny or delay the leave when the employee does not give sufficient notice. When 30 days' notice is not possible, employees must provide notice to Human Resources as soon as practicable and must comply with company call-in procedures. NWYS may require the employee to provide medical certifications as the law permits. Typically, NWYS will require a medical certification to initiate the leave and may also request subsequent re-certifications periodically thereafter supporting the need for continued leave. NWYS may also require that the employee obtain a fitness for duty certification as a prerequisite to returning to their job functions. The employee is responsible for obtaining these certifications and must provide sufficient

information for NWYS 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 Human Resources if the requested leave is for a reason for which FMLA leave was previously taken or certified. Under some circumstances, NWYS can request second and third opinions regarding health conditions. In the event second and third opinions are sought, NWYS will pay for them in accordance with the law.

- **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.

- **Intermittent Leave**
  In some circumstances, an employee eligible to take up to 12 weeks of unpaid leave does not need to use the leave in one 12 week 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 NWYS operations. NWYS may temporarily transfer an employee to an available alternate position with equivalent pay and benefits if the alternate position would better accommodate the employee's intermittent or reduced schedule. NWYS typically requires an employee to verify the need for the intermittent leave through the medical certification form. For the birth, adoption or foster care of a child, the employee may only be allowed to take leave intermittently or work reduced hour schedule with Human Resources approval.

- **Benefits and Protections**
  While an employee is on FMLA leave, NWYS will maintain the employee's group health plan on the same terms as if the employee had continued to work. Employees will be required to continue paying their portion of the healthcare benefits. If an employee chooses not to return to work following their leave for reasons other than a continued serious health condition, NWYS may require reimbursement for the amount paid for the health insurance premium during the leave period. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. However, employees on FMLA leave do not accrue additional paid time off benefits during their leave.

- **Substitution of Paid Leave**
  NWYS requires its employees to utilize any and all accrued vacation and sick leave during a FMLA or any other approved absence. In addition, employees must comply with the employer's normal paid leave policies.

- **Return from Leave**
  NWYS will restore an employee who takes FMLA leave under this policy to return to the original or equivalent position with equivalent pay, benefits, and other employment terms. NWYS reserves its right to deny reinstatement to certain highly compensated employees that it designates as key employees in accordance with applicable law. NWYS will notify an employee of this designation, of applicable, at the time the employee requests the leave. NWYS reserves the right to treat an employee who does not return as scheduled from FMLA leave as having voluntarily resigned from employment.

- **Employer Responsibilities**

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

- **Enforcement of FMLA**
  Under the FMLA it is unlawful for NWYS to interfere with, restrain, or deny the exercise of any right provided under the FMLA, or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to FMLA. 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.

- **Maternity Disability Leave**
  An employee is eligible to take a leave of absence for the period of time that they are sick or temporarily disabled due to pregnancy or childbirth. Employees must submit requests for maternity disability leave in writing, whenever possible, to their supervisor and to Human Resources with medical verification of the employee's need for leave. Such employees may elect to use all eligible paid time off benefits (such as sick leave and vacation) during this period. When an employee has exhausted their paid time off, they will be placed on a leave of absence without pay for the duration of the leave. Maternity Disability may be taken in addition to the available 12-week Family and Medical Leave for eligible employees.

Washington Family Care Act (FCA) NWYS permits eligible employees to use any earned paid time off (whether vacation or sick leave) to care for:

- A child of the employee with a health care condition that requires treatment or supervision.
- A spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition.

NWYS notes that, if an employee elects to use paid leave under the Washington FCA, that leave will also be counted as FMLA leave if the employee is eligible for FMLA leave and the leave is to care for a parent, spouse, or child with a serious health condition.

Concurrent Leaves
An approved leave that would also qualify for leave under the FMLA will be counted against the employee's FMLA benefit year entitlement. This includes, where allowed by law, workers' compensation leave, personal leave, vacation leave, paid or unpaid sick leave, and any other form of qualifying leave.

Military Family Leave
Eligible employees with a spouse, child, or parent who is on covered active duty (or has been notified of an impending call or order to covered active duty) in the National Guard or Reserves may use their 12-week FMLA 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. Leave taken for qualifying exigencies may be taken on an intermittent basis.

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. The term 'covered service member' means (A) a 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 (B) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Military Spouse Leave
NWYS permits spouses of military personnel (United States Armed Forces, National Guard, or reserves) who work a minimum of 20 hours per week on average to take up to 15 business days unpaid leave to spend time with their spouse before they leave for deployment or while the employee's spouse is on leave from deployment during times of military conflict as declared by the President or Congress.

An employee must provide NWYS with notice of the employee's intention to take military spouse leave within 5 business days of the employee's spouse receiving official notice of an impending call to active duty or notice of leave during a deployment. An employee may substitute accrued PTO for the military spouse leave. An employee who takes military spouse leave is entitled to the continuation of benefits while on leave and to reinstatement to the employee's position or an equivalent position upon return from the leave.

Employee Military Leave
An employee military leave of absence is an absence away from work due to an employee entering the military service, either voluntarily or involuntarily. Military service also includes the Reserves or National Guard duty. NWYS complies with all applicable federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act in the handling of employee military leaves.

Domestic Violence Leave

- **Leave**
  Employees who are victims of domestic violence, sexual assault, or stalking, or who have a family member who is a victim of domestic violence, sexual assault, or stalking are permitted to take reasonable leave from work, including leave on a reduced schedule or intermittent leave, for the following reasons:

  - To seek legal or law enforcement assistance to ensure the health and safety of the employee or employee's family members. This includes, but is not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;

  - To seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment of a family member of the employee who is a victim of such violence;

  - To obtain, or assist a family member to obtain, service from a domestic violence shelter, rape crisis center, or other social services program for relief from such domestic violence, sexual assault, or stalking;

  - To obtain, or assist a family member to obtain, mental health counseling when the employee or family member is a victim of domestic violence, sexual assault, or stalking; and

  - To participate in safety planning to temporarily or permanently relocate or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

- **Notice**
  Employees taking leave under this policy shall provide NWYS with 5 days advanced notice of the employee's intention to take leave. If due to emergency or unforeseen circumstances advance notice cannot be given,

employees are required to notify NWYS of the need for leave by the end of the first day the employee takes such leave.

- **Verification**
  Employees taking leave under this section may be required to provide NWYS with verification of the need for leave. An employee may satisfy the verification requirements by providing the employer with documents such as a police report, court order, or other documentation or statement indicating that the employee or their family member is a victim of domestic violence, sexual assault, or stalking. Verification shall be provided to NWYS within five working days of notifying NWYS of the need for leave. NWYS may also request verification of the familial relationship between the employee and the victim.

- **Substitution of Paid Leave**
  Leave taken under this section is unpaid leave. However, an employee may elect to use their sick leave or other paid time off during leave taken under this section.

- **Restoration**
  Upon returning from leave under this section the employee will be restored to the same or equivalent position held at the time leave began, unless the employee was hired for a specific term or only to perform work on a discrete project.

- **Confidentiality**
  All records and information maintained by NWYS regarding an eligible employee's leave, including the fact that the employee has requested or obtained leave, shall be kept confidential and not released without the express permission of the employee unless required by court order or agency or otherwise required by law.

Legally Required Leave of Absence
NWYS will grant its employees a leave of absence as required by law for the purpose of fulfilling legal or military obligations (jury duty, appearance as a witness in a legal proceeding, military reserve duty, etc.) to the extent that applicable federal and state law requires. Employees are required to provide reasonable advance notice of any need for such leave.

Bereavement Leave
NWYS provides its regular employees with paid bereavement leave in the event of a death of an immediate family member (spouse, partner, child, stepchild, grandchild, parent, grandparent, parent-in-law, sibling). An employee shall be granted not more than 3 days paid leave to assist with funeral arrangements and services when the death involves less than 1,500 miles of travel. An employee shall be granted not more than 5 days paid leave to assist with funeral arrangements and services when the death involves travel of more than 1,500 miles.

Jury and Witness Duty
An employee who receives a notice of jury duty, a subpoena or is summoned as a trial witness should immediately notify their supervisor for approval. During days or partial days when an employee is not required to report to court, the employee must report to work unless prior approval is given because travel time or distance makes this impractical.

Regular full-time employees, both exempt and nonexempt, are eligible for up to one week's paid leave, in addition to established PTO limits, when called upon to serve as a juror. If Jury duty that exceeds one week (5 working days), employee can then use accrued PTO, after exhausting PTO jury duty will be considered unpaid leave from the agency.

All employees are eligible for paid time when serving as a witness during a trial related to their work at NWYS, or in relation to a current or former client.

You will be required to provide written documentation showing your required days of attendance during a trial, whether serving as a juror or as a witness.

OTHER

SUBJECT 1: Employee Complaint Procedure

Northwest Youth Services recognizes that employees may not feel comfortable bringing up concerns to their employer, but we strongly encourage employees to bring up any question or concern about a NWYS policy or its application with Human Resources or informally with their supervisor first, and if necessary, seek resolution through-the formal complaint procedure outlined below.

All questions, concerns, and/or formal complaints will be addressed fairly and promptly, and no employee will be disciplined for using the agency's complaint procedure.

- Employees should first attempt to resolve problems/complaints informally with their supervisor.
- If informal resolution is not possible, or the employee is not comfortable addressing the topic with their direct supervisor, the employee may present a written formal statement, with signature and date, to the Executive Director. Such written statement shall include the following:
    - The facts on which the complaint is based
    - Reference to the agency policy or practice (if applicable) which has been allegedly violated
    - The remedy sought to resolve the situation

The Executive Director (or designee) will investigate the complaint and notify the employee, in writing, of their decision within ten business days. This time limit may be extended if there are extenuating circumstances outside of the Executive Director's control prohibiting such a timely response. If an extension of the time limit is necessary, the Executive Director will notify the employee, in writing, stating the reason for the extension and an estimated date for the response to be completed. The decision of the Executive Director is final.

- If the question or concern directly involves the Executive Director, the employee may present the signed and dated statement to the Board of Directors by delivering it to the President of the Board of Directors. Such written statement shall contain all of the information designated above.

The Board of Directors (or their designee) will investigate the complaint and notify the employee, in writing, of their decision within ten business days. This time limit may be extended if there are extenuating circumstances outside of the Board of Directors' control prohibiting such a timely response. If an extension of the time limit is necessary, the Board President will notify the employee, in writing, stating the reason for the extension and an estimated date for the response to be completed. The decision of the Board of Directors is final.

SUBJECT 2: Outside Employment

Within certain limitations, employees may seek or work at employment outside NWYS that does not interfere with their regular schedule or job performance. A NWYS employee who is also engaged in other outside employment may not permit the outside employment to involve a conflict of interest, conflict with the employee's duties or otherwise adversely affect the Agency's operations.

Employees shall not conduct outside business during on-duty time with the Agency. All employees who hold any employment in addition to their work with NWYS must advise their supervisor of this fact. Employees must notify their supervisor or Human Resources of any outside employment they have taken or are considering.

An employee who believes that an outside activity, interest, or relationship may affect or conflict with the employee's job duties or job performance should discuss the situation with their immediate supervisor as soon as possible.

SUBJECT 3: Network/Computer/Telecommunication Use

Our communications technology includes voicemail, e-mail, instant messaging and access to the internet for research and communication purposes. NWYS owns the equipment which permits these communications, and these resources are provided for use in the course of NWYS' business. Employees may use these resources only as this policy authorizes.

Because their primary purpose is to facilitate communication regarding NWYS' business, these resources are not private, confidential services for employees. NWYS has the ability and the right to monitor or review communications at any time, before or after they are removed from formal storage in the computer, fax or telephone system. NWYS may review any of the following when it believes review is necessary or advisable for business or other interests:

- Telephone or fax messages transmitted;
- Telephone or fax messages received, or stored on NWYS telephones or voice mail systems;
- Computer equipment;
- Electronically stored communications or transmission, including e-mail and instant messaging;
- Records of Internet use.

For these purposes, NWYS may override any applicable password or codes in order to access or review these communications.

Employees should not have an expectation of privacy in anything they create, send, or receive on NWYS' computers. The computer and telecommunication system and the information generated or contained therein are the property of NWYS.
Agency cell phones are to be used for emergencies and out of office communication only. No personal phone calls are allowed on agency cell phones. Office landlines are to be used whenever possible. Additional costs incurred on Agency cell phones due to 411 calls, roaming or long distance charge may result in employee discipline, up to and including termination.

Network/Computers/Telecommunication
This policy applies to all employees and other persons or entities accessing or using NWYS' computer and telecommunication resources, networks and services. Computers and telecommunication resources and services are governed by the following provisions:

- The business of NWYS is the first priority use of our computer and telecommunication resources and services. Personal use of NWYS' systems is a privilege, not a right, and is subject to suspension or revocation at any time by the supervisor or Executive Director.
    - Personal use of NWYS' systems is strongly discouraged and must not interfere with the essential functions of the system or working environment. This includes but is not limited to: network bandwidth and availability, availability of shared workstations for official use, and any other use which impedes the efficiency of the workplace or is distracting or disruptive to others in the workplace.
    - Personal use of NWYS' systems is restricted to employee breaks.

- The email system is not to be used to create or send any offensive or disruptive messages. This includes any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses characteristics protected under the Agency's discrimination policies.
- Employees encountering offensive material must immediately report the incident to their supervisor and/or Human Resources.

- Employees should use the same care in drafting email and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.
- Users shall not attach equipment or hardware that does not belong to NWYS to the Agency's network or install software onto their individual computers or the networks without first consulting and receiving written authorization from the Network Administrator.
- The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter or copy that file.
- NWYS' computer and telecommunication resources, networks, and services shall not be used to support any partisan or non-partisan political activity associated with a candidate or contending faction or group in an election for public or party offices.
- NWYS data containing Personally Identifying Information (PII) will be saved only on the Agency's network and will not be stored on any unencrypted mobile device, storage device or on the desktop of any computer.

Land Line and Cellular Telephones

Telecommunications devices, such as land lines and cellular phones, are provided to employees for use in NWYS business purposes. Provided telecommunications equipment is for the exclusive purpose of employment-related communications. An employee entrusted with a communication device accepts responsibility for the security and care of that device. Certain telecommunication devices retain information, which can include data that is subject to the Health Information Portability and Accountability Act (HIPAA) and the consequences for violating that Act.

An employee must notify their supervisor immediately upon the discovery of the loss or theft of an Agency provided telecommunications device.

Telecommunication devices are not to be used while operating a motor vehicle.

All provided telecommunications devices must be surrendered upon separation of employment or as requested by the employer. NWYS may pursue legal means to recuperate the costs associated with equipment or service contracts for any equipment that is not returned at all or is returned in a state of disrepair that is not in keeping with wear and tear typical of common usage.

Personal Cell Phone, Email, and Computer Usage

Use of NWYS email, calendar, and/or network on a personal device requires an employee' strict adherence to NWYS policy regarding confidentiality. Employees are required to report a suspected or actual breach of confidentiality of work materials on a personal device to their supervisor within 24 hours; this includes the theft of personal devices in which work product or emails are accessible.

Use of NWYS email, calendar, and/or network on a personal device also requires an employee's strict adherence to NWYS policies regarding overtime and hours of work as this time must be accounted for and approved on the employee's timesheet.

Staff members should not use personal email accounts for NWYS work. When conducting NWYS business staff members must use agency assigned email. Exceptions to this policy must be given prior approval by the Executive Director.

If an employee has confidential information stored on their personal device, the device must be password protected to protect the information.

Employees should not have an expectation of privacy for any NWYS email sent from a personal device.

SUBJECT 4: Social Networking Sites

This policy provides guidance for employee use of social networking/media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Because our customers are an especially vulnerable population, NWYS prohibits employees from interacting with current or former youth who have accessed NWYS services on any personal social networking sites (e.g., Facebook, Twitter, SnapChat, Instagram, etc.).

NWYS may have official social networking sites or fan pages. These official sites are appropriate methods of communication with youth in an open manner and in your capacity as a NWYS employee, rather than private communication between an employee and youth who are accessing or have accessed services through NWYS.

Only under the explicit direction of the Executive Director, can a social networking site be created on behalf of NWYS. NWYS also recommends that staff keep appropriate privacy settings on their personal social networking sites for their safety and professional standing.

NWYS recognizes that its employees routinely engage in social networking through Facebook, Twitter, SnapChat, Instagram, YouTube, blogs, and similar sites (collectively, "social networking sites"). NWYS does not generally concern itself with employees' private pursuits. That being said, NWYS has enacted this policy to ensure that its employees' use of social networking sites does not negatively impact the work environment.

- NWYS prohibits employees from personal use or access of social networking sites during the employee's work hours. Employees may access social networking sites during their meal or rest breaks using their own personal electronic devices.
- NWYS prohibits employees from using its computer system for personal use or personal access of social networking sites either during or after work hours.
- NWYS employees must respect their co-workers in the use of social network sites. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to NWYS, its former and current employees, or customers. NWYS may not harass any other employee through a social networking site.
- NWYS employees may not link to NWYS' website or post any business information on a social networking site without the Agency's express written permission.
- NWYS employees may not disclose or discuss any of the Agency's business matters, and may not disclose any proprietary or confidential information about the Agency or its customers through their use of social networking sites.
- NWYS employees may not identify customers, suppliers or business contacts through their use of social networking sites.
- NWYS employees are not permitted to speak for the Agency on social networking sites without the Executive Director's express written permission.
- Integrity is our most important commodity. Employees are encouraged to avoid writing or posting anything that would embarrass NWYS or compromise their ability to do their job.
- NWYS employees are personally responsible for the content of what they place on social networking sites including any content that is defamatory, harassing, libelous, or creates a hostile work environment.
- Employee personal blogs that contain postings about NWYS' business, services, employees, customers, partners, or competitors unless those blogs clearly state that the employee is speaking on their own behalf.
- Employee postings about NWYS' business, services, employees, customers, partners, or competitors on external blogs, wikis, discussion forums, or social networking sites unless those blogs clearly state that the employee is speaking only on their own behalf.

- Employees may not take photos of other employees in the workplace or at employer-sponsored events and/or post photos of employees without the individual's permission. This policy does not prohibit the use of photography to report safety issues. While photo permission laws allow cameras to capture photographs of individuals without requiring authorization, such laws, are applicable only to public spaces such as streets and parks. The workplace or employer-sponsored events are not considered public places per this policy and thus require the individual's permission prior to taking their photo, sharing their photo or posting photos on social media.

NWYS' social media policy is not intended to govern an employee's personal social networking site, or to monitor their social networking activity during non-work hours, except with regard to the reference of NWYS and disclaimer referenced above. We encourage all employees to report issues and problems to NWYS management, which may be a more effective tool to resolve issues than through the use of social media. However, it is important to note that all social networking activities which involve NWYS's name, whether personal or on NWYS's social networking sites, reflect on NWYS's image and reputation.

NWYS reserves its right to monitor social networking sites to ensure compliance with this policy. NWYS requires any employee with questions about this policy, or the application of the policy to particular actions to discuss the matter with their supervisor prior to taking the contemplated action. NWYS notes that a violation of this policy may subject the employee to discipline up to and including termination.

Nothing in NWYS's social media and network policy is designed to interfere with, restrain, or prevent employee communication regarding wages, hours, or other terms and conditions of employment, and NWYS will not discipline any employee for engaging in such communications. NWYS employees have the right to engage or refrain from such activities.

SUBJECT 5: Public Relations & Release of Information Policy

Public Relations

Employees, volunteers, interns, and other agents of NWYS must obtain specific permission from the Executive Director or designee to:

- Create NWYS literature or other materials to be used by NWYS agents.
- Participate in public relations activities on behalf of NWYS.

Release of Information to News Media

- Any inquiries from newspaper, radio, TV or magazine reporters must be directed immediately to the Executive Director or designee.
- All press releases relating to NWYS business and programs must be approved by the Executive Director or designee, prior to submission to any news media.
- Media and law enforcement inquiries must be directed to the Executive Director or designee.

SUBJECT 6: Policy Against Violence

NWYS provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

The safety and security of our employees, customers, vendors, partners, and the general public is of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on NWYS' property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for their safety or the safety of others.
- Threat of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

Prohibited Conduct
NWYS does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The following behaviors are examples of prohibited conduct.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or the property of another employee
- Possession of a weapon while on company property or company business
- Committing acts motivated by, or related to, harassment or domestic violence

Employees who violate this policy may be subject to criminal charges as well as discipline up to and including immediate termination of employment.

Risk Reduction Measures

Hiring
Human Resources and the hiring supervisor take reasonable measures to reduce the risk of hiring violent individuals by conducting background checks prior to hiring a new employee

Safety
NWYS conducts regular inspections of the premises to evaluate and determine any vulnerability's to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks. Any concerns should be brought to the Safety Committee.

Enforcement
Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.

Non-employees engaged in violent acts on the employer's premises will, at the Agency's discretion, be reported to the proper authorities.

Individual Situations
While NWYS does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise reasonable judgment and to inform their immediate supervisor, Human Resources or the Executive Director if any employee exhibits behavior which could be a sign of potentially dangerous situations. Such behaviors include, but are not limited to:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance; or

- Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations
Employees who confront or encounter an armed or potentially dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, and if the situation calls for and allows for it, contact 911. If the "Building Emergency Procedure" can be implemented or if other staff can be safely notified of the need for assistance without endangering the safety of the employees or others, such notice should be given. Otherwise, cooperate and follow the instructions given by the individual.

SUBJECT 7: Tobacco-Free Agency

NWYS is committed to providing a safe and healthy environment for all employees, customers, volunteers, and visitors. NWYS maintains a non-smoking policy in all NWYS office areas and property before, during, and after office hours.

Tobacco products are not allowed on NWYS premises or in NWYS vehicles. This includes the immediate area around each NWYS owned and operated building, in accordance with state law. All NWYS staff, customers, and visitors must comply with this policy.

NWYS staff are prohibited from smoking on the job while with customers or visitors. This includes work situations off NWYS premises.

Minors in NWYS care are not permitted to purchase or obtain tobacco products. In addition, NWYS staff must not accompany minor customers who are smoking. Exceptions to this can be made if staff presence is needed for supervising purposes or to de-escalate a situation.

It is the responsibility of all NWYS employees to uphold the tobacco-free policy. If an employee witnesses any person using tobacco in violation of this policy, they should courteously inform the person of the policy. Continued use of tobacco after courteous explanation of the Tobacco Free policy will be considered a policy violation. Employees must notify the immediate supervisor of such violations. It is the responsibility of supervisors to ensure that all employees are aware of and adhere to the tobacco-free policy and that appropriate counseling and/or corrective discipline is implemented when violations occur.

Violations of this policy by NWYS employees will be reported to the respective supervisor. Violation of this policy may result in disciplinary action up to and including termination of employment.

SUBJECT 8: Drug-free Workplace

In accordance with federal and state law, NWYS is a drug-free workplace environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while an employee is on the premises, on duty and on-call. This includes the consumption of alcohol or marijuana or being under the influence of alcohol or marijuana while an employee is on the premises, on duty and/or on-call.

Employees must report for work in appropriate mental and physical condition. Use, possession or working under the influence of any substances including prescription medications that adversely affect alertness, coordination, decision-making, safety or job performance will not be tolerated.

Violation of this policy will result in corrective action as appropriate under the circumstances. Corrective action may include required participation in a training, evaluation, or treatment program; or discipline under the progressive discipline policy up to and including discharge in the sole discretion of the Executive Director.

Prescription Medications

It is each employee's responsibility to be aware of medications that may impair job performance. If there is any possibility a medication may impair job performance, the employee should advise Human Resources. Employees who are unsure of the effects of a particular medication are encouraged to call their prescribing physician for assistance.

Employees who are prescribed potentially impairing medications by their physician to manage chronic pain from a serious health condition, must consult with Human Resources **before** returning to work following the initiation of the medication. This consultation will include an evaluation of the employee's ability to safely perform their job requirements before returning to work.

Violation of any of the above policies may result in corrective action, up to and including discharge.

SUBJECT 9: Solicitation

NWYS prohibits the solicitation, distribution and posting of materials on or at NWYS property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities formally supported by NWYS and NWYS-sponsored programs as approved by the Executive Director or designee.

NWYS believes that it is the responsibility of the community to support necessary charitable services through monetary and nonmonetary voluntary contributions by its citizens. Though solicitation is limited within NWYS, employees are able, if they choose to support worthy community services through organizations such as United Way.

NWYS supports the principle of the United Way organization as an efficient method of fundraising and avoiding a multiplicity of charity drives. In support of the community it serves, NWYS sponsors an annual United Way corporate campaign, during which employees are given the opportunity to make individual contributions according to their ability.

NWYS will not permit any other organization on company premises for the purposes of solicitation.

Employees, volunteers, interns, and temporary employees need permission and approval from the Executive Director to distribute any form of literature or other materials or to solicit any cause during their or others' assigned working time.

Employees may discuss non-work related subjects and share or distribute literature in non-work areas during non-work times.

SUBJECT 10: Prevention and Reporting of Child Sexual Abuse

NWYS is committed to creating a safe environment for youth, employees, and volunteers so youth can learn and develop. NWYS employees and volunteers are expected to follow national and state laws and standards for the prevention and reporting of child sexual abuse to reduce the risk of harm to all children. This policy addresses the following six main components of child sexual abuse prevention and the strategies NWYS will use to prevent abuse and report suspected or witnessed abuse:

Definition of Child Sexual Abuse:
"Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism."

Screening and Selecting Employees and Volunteers

Goal
To select the best possible people for staff and volunteer positions and to screen out individuals who have sexually abused children or are at-risk to abuse.

Strategies

- All applicants, both adults and adolescents, who will have contact with youth, will be screened by submitting to a criminal background check.
- Applicants will be asked to disclose prior to employment if they have ever been found to have sexually abused, physically abused, neglected, abandoned or exploited another person.
- All written application and personal interviews will ask open-ended questions to further screen for child sexual abuse risk factors.
- A minimum of two reference checks will be completed for each potential employee.

Guidelines on Interactions between Individuals

Goal
To ensure the safety of youth in their interactions with employees/volunteers and with each other.

Strategies

- Appropriate, positive interactions among youth and between employees/volunteers are essential in supporting positive youth development, making youth feel valued, and providing caring connections that serve as protective factors for youth. Examples of appropriate communication and behaviors include praise, and positive reinforcement for good work/behavior.
- Inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes and will not be tolerated at NWYS. Examples of inappropriate or harmful interactions include sexually provocative or degrading comments, risqué jokes, patting the buttocks, intimate/romantic/sexual contact, corporal punishment, contact with youth outside of designated work time, and showing pornography to or involving youth in pornographic activities.
- NWYS requires a minimum of one employee to every 8 youth to ensure safety of minors.
- NWYS employees/volunteers will not be alone with youth until they have passed all their background checks and screenings.
- Guests and visitors who enter NWYS or licensed facilities are required to be signed in and out of the facility
- NWYS will obtain addresses and contact information for parents, guardians, and friends of youth, as well as permission from the youths' guardian before minors are allowed to stay overnight.

Monitoring Behavior

Goal
To prevent, recognize, and respond to inappropriate and harmful behaviors and to reinforce appropriate behaviors.

Strategies

- All NWYS employees and volunteers are responsible for monitoring interactions between employees/volunteers and youth and assessing for inappropriate and harmful behaviors.
- All NWYS employees and volunteers are required to report sexual abuse allegations, suspicions, and disclosures to their supervisor and file a report with the proper authorities such as Child Protective Services or law enforcement. If the incident involves the employee/volunteer's direct supervisor they will report to the Executive Director.
- "Reasonable cause" means a person witnesses or receives a credible written or oral report alleging abuse, including sexual contact, or neglect of a child.

Ensuring Safe Environments

Goal
To keep youth from situations in which they are at increased risk for sexual abuse.

Strategies

- NWYS will maintain open and visible spaces in all facilities by securing areas not used for program purposes such as bedrooms, offices, storerooms, closets.
- NWYS will maintain a high level of privacy during toileting, showering, and changing clothes by requiring youth to change in bathrooms.
- NWYS will monitor who is present in the Agency at all times by having a sign out/in sheet for youth and visitors.
- NWYS will only allow guests upstairs at The PAD Program who meet the following requirements:
    - Are not a registered sex offender, have no violent criminal history, and have not been charged with the manufacture of methamphetamine.
    - Guests must be between the ages of 13 and 17 years old and will only be allowed to stay up to two hours at a time. Guests must leave the facility no later than 10pm.
- NWYS defines its property lines as all of its buildings owned or leased and parking lots associated with those buildings.

Responding to Inappropriate Behavior, Breaches in Policy, and Allegations and Suspicions of Child Sexual Abuse

Goal
To respond quickly and appropriately to inappropriate or harmful behavior, infractions of child sexual abuse prevention policies, and evidence or allegations of child sexual abuse.

Strategies

- NWYS employees/volunteers will not be responsible for evaluating or investigating an allegation or suspicion of child sexual abuse due to the harm it could cause the youth and/or an investigation. After suspected or witnessed abuse has been reported to the direct supervisor or Executive Director and Child Protective Services and/or law enforcement, NWYS will allow Child Protective Services and Law Enforcement to investigate.
- Once a suspicion or allegation of child sexual abuse has been communicated and reported to the appropriate authorities, the accused perpetrator will be immediately suspended or put on probation until the case is resolved legally.
- Employees/volunteers who are found guilty and are convicted of child sexual abuse will be terminated immediately.

Training in Child Sexual Abuse Prevention

Goal
To provide NWYS employees/volunteers information and skills to help them prevent and respond to child sexual abuse.

Strategies
NWYS employees/volunteers will be required to attend a minimum of one training per year on child sexual abuse, which will cover the following topics:

- Definition of child sexual abuse;
- Definition of the continuum of appropriate, inappropriate, and harmful behavior;
- Information about the prevalence of child sexual abuse;
- Description of the risk and protective factors for victimization and perpetration;
- Address common myths about offenders; and
- NWYS reporting standards and corrective action.

Reporting Requirements

NWYS employees/volunteers who have reasonable cause to believe a youth has suffered sexual abuse will make an immediate oral report by telephone or otherwise to the Law Enforcement or Child Protective Services intake hotline and, upon request, must later submit a report in writing. Such reports must contain the following information, if known:

- The name, address, and age of the child;
- The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
- The nature and extent of the alleged injury or injuries;
- The nature and extent of the alleged sexual abuse;
- Any evidence of previous injuries, including their nature and extent; and
- Any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators. Including the name of the perpetrator, the location of the incident, and the date of the incident (RCW 26.44.040)

In emergency cases, where the child's welfare is endangered, NWYS shall notify the Law Enforcement and/or Child Protective Services immediately. In all other cases, NWYS shall notify the Law Enforcement within 24 hours after a report is received. If NWYS makes an oral report, a written report must also be made to the Law Enforcement within five days thereafter. (RCW 26.44.030)

Any NWYS employee/volunteer who files a report for the sexual abuse of a child must also complete a NWYS Incident Report within 24 hours.

EMPLOYEE RECEIPT

Employee Name: _____
(Print)

I acknowledge that I have received a copy of the Personnel Manual and understand my responsibility to read the NWYS Personnel Manual in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Personnel Manual in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

If I have questions about the content or interpretation of the Personnel Manual, I will ask my supervisor or Human Resources.

Initial each item:

_____ **I specifically understand NWYS is an "at-will' employer and operates under the provision that employees have the right to resign their position at any time, with or without notice, and with or without cause. NWYS, as the employer, has the similar right to terminate the employment relationship at any time, with or without notice, and with or without cause.**

_____ **I specifically understand that it is my responsibility to report any concerns of possible Personnel Policy Manual violations, by any staff, to a supervisor or Human Resources immediately. It is not my responsibility to investigate any concerns. Non-notification may result in disciplinary action up to, and including, termination.**

_____ **I specifically understand that I must return all NWYS property and assets in my possession or control at NWYS request. This includes, but is not limited to, all documents, files, data, information sources or work product which contains or is derived from confidential information, as well as company cell phones, computers, and any other company asset in my possession or control.**

_____ _____
Employee Signature Date