



**MINUTE MAN ARC FOR
HUMAN SERVICES, INC.
EMPLOYEE HANDBOOK**

**Minute Man Arc for Human Services, Inc.
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Dear Employee:

Welcome to Minute Man Arc! You are joining a strong and forward thinking organization with a history of over 56 years of serving persons with developmental disabilities.

We are happy to have you at Minute Man Arc, and we hope you will find your employment here fulfilling and rewarding. You are an important part of our organization, and we rely on teamwork and collaboration among staff to provide the best and most seamless support to the individuals who come here.

Our many programs serve children 0-3, young adults, and adults in employment, residential, day support, and recreation. We believe strongly in integration and community inclusion for our participants.

This guide provides you with a wealth of information and guidance in many areas ranging from ethical practices to employee benefits. Take a few minutes to read through the information and ensure that you know and understand what's expected of you. We will also provide you with a significant amount of training to do your job and guidelines to help you learn the various components of the work you will be doing.

We have a strong and diverse staff, and we truly value the unique perspective and contribution from each person. Bring your best to work, and show us what you can do!

Lastly, speak up. If you have thoughts or ideas to offer, say so. If you see something that is not the highest quality of service, let someone know. Help us continually change and improve the quality of what we do.

Welcome to Minute Man Arc! We're glad you're here!

Jean A. Goldsberry
Executive Director

ABOUT MINUTE MAN ARC

Mission

Improving the lives of children and adults with disabilities by increasing independence, personal choice, and self-advocacy.

Vision

Minute Man Arc is the agency of choice for children and adults with disabilities in our region.

We are leaders in providing a community of innovative, lifelong care.

We achieve this by delivering exceptional therapeutic services, meaningful employment, supportive living opportunities, recreation, and active community involvement.

Values

Respect - We respect all people.

Family - We treat each person as our family and value their contributions and achievements.

Positivity - We focus on the positive actions and attributes of people.

Community - We gain community support by participating and giving back.

Achievement - We work to increase skills at all levels to achieve greater independence.

Care - We provide services to meet identified needs.

Stewardship - We are good caretakers of our environment and resources.

Mindfulness - We value open mindedness and creativity.

Service - We value the opportunity to improve lives.

AGENCY OVERVIEW

Minute Man Arc for Human Services, Inc. (Minute Man Arc) has a 58 year history of serving individuals with developmental challenges. From its founding in 1958, Minute Man Arc has grown into an agency that provides services and supports for a nine-town suburban area west of Boston (Concord, Carlisle, Lincoln, Bedford, Stow, Maynard, Littleton, Acton and Boxborough) as well as an expanding number of other towns around

route 128. These services include early intervention for infants and toddlers who are at risk for, or are experiencing developmental delays, family services including recreation for children and adults, and adult employment, day habilitation and residential services. Minute Man Arc is a respected leader in the human services field. The Agency maintains a high standard of excellence in both program development and delivery of services.

PROGRAMS & SERVICES

Minute Man Arc offers a variety of programs and services in three main areas: Early Intervention, Family Services and Adult Services. Our programs focus on integrating service delivery into local communities, organizations, and employment sources. The agency is committed to “valued inclusion in the community” and makes this happen by creating and nurturing a diverse array of partnerships with community groups, neighbors, state agencies and other funding sources.

ABOUT THIS HANDBOOK

This handbook was designed to be a guide to some of Minute Man Arc's policies and procedures, and to provide a brief summary of our benefit programs. Complete, detailed descriptions of all benefit plans are available from Human Resources. This handbook also describes how we operate, what we expect from our employees, and what you can expect from us. This handbook supersedes any former written handbook version.

Discussions of most topics in this handbook are somewhat brief and generally described and should be used as a starting point when you have questions. There may be additional policies available that supplement the material referenced in this handbook. Although we have tried to convey clear and accurate information throughout this handbook, no written summary covers every situation. We encourage you to discuss any questions you may have about the information given in the handbook with your supervisor or Human Resources.

Flexibility in personnel matters is essential to Minute Man Arc's ability to respond to the changing needs of both the organization and its employees. Minute Man Arc will attempt to inform employees whenever the agency deems it necessary to revise or delete any of the policies and procedures in this Employee Handbook. No one at Minute Man Arc including its officers has the authority to alter or revoke any Minute Man Arc policy or to make contractual commitments to any employee without the express written consent of the Chief Executive Officer of the Agency. We welcome your feedback regarding how we can improve this handbook to make it the best tool possible to assist employees.

When you accept employment with Minute Man Arc, you agree to abide by the standards, policies, and practices of the agency. We hope that our working relationship with you and with each of our employees will be long and mutually satisfying. However, we recognize that all employment with Minute Man Arc is on an at-will basis. If you have questions, concerns, or suggestions about any part of this handbook, please speak with your supervisor or Human Resources. **THIS HANDBOOK IS NOT A CONTRACT. Minute Man Arc reserves the right to revise, add to, or delete any part of this handbook at any time, as it deems necessary, with or without notice. The benefits, policies, and procedures outlined in this handbook are subject to change at any time, at the sole discretion of the agency.**

The at-will disclaimer is not intended to interfere with, limit or relinquish an employee's right to join with others to work toward altering the terms or conditions of his/her employment including at-will status.

EMPLOYEE HANDBOOK

MINUTE MAN ARC STANDARDS

Policy	EMPLOYMENT-AT-WILL
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 02/06/2015; 03/21/2016

Nothing in this handbook should be taken to establish or imply a contract of employment or a guarantee of continued employment. At Minute Man Arc, we value all employees and hope you have a rewarding career here. However, all employment with Minute Man Arc is “at will” which means that your employment can be terminated with our agency, with or without cause, and with or without notice, at any time, at the option of either Minute Man Arc or yourself, except as otherwise prohibited by law. Nothing in this handbook or in any document or statement shall limit the right of the agency or the employee to terminate employment-at-will.

No supervisor or employee of the agency may enter into any agreement for employment for any specified period of time or make any agreement, implied or expressed, for employment other than on an at-will-basis. Only the Chief Executive Officer of the Agency has the authority to make any such agreement modifying the at-will status of any employee or promising conditions or benefits that differ from any provision in this handbook. Such an agreement would have to be in writing.

The at-will disclaimer is not intended to interfere with, limit or relinquish an employee’s right to join with others to work toward altering the terms or conditions of his/her employment including at-will status.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	YOUR EMPLOYMENT WITH MINUTE MAN ARC
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 02/06/2015; 03/21/2106

As a member of the Minute Man Arc team, you will be expected to contribute your talents and energies to improve the environment and quality of the agency, as well as the services we provide the individuals we serve. In return, you will be given the opportunity to grow and learn in a challenging and safe work environment. Our goal is to ensure that our employees feel personally rewarded in an environment in which personal differences are respected and appreciated.

EMPLOYEE HANDBOOK

MINUTE MAN ARC STANDARDS

Policy	OUR HUMAN RESOURCE PHILOSOPHY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 02/06/2015; 03/21/2016

Assuring that Minute Man Arc’s policies and programs are effectively carried out is one of the major responsibilities of Human Resources. The mission of Human Resources is to assist in the achievement of organizational goals and objectives through employee efforts, and to coordinate and maintain all Human Resources activities. The most important objectives are to provide guidance, support, counseling, and problem solving, as well as to facilitate effective communication for all Minute Man Arc employees.

In addition to the efforts of recruiting, hiring and retaining employees, both Human Resources and Minute Man Arc’s management are concerned with the development and optimal utilization of employee capabilities. Employees are transferred and/or promoted, consistent with the agency’s resource needs, to best utilize the employee’s skills and abilities, reward performance, and meet the professional objectives of the employee.

You are encouraged to utilize Human Resources to discuss either work-related matters, or personal matters that may affect your work. It is the responsibility of Human Resources to listen, and to advise where appropriate. Maintaining confidentiality to the greatest extent possible is a main priority. You should feel free to ask questions and seek advice or suggestions, and utilize the Human Resources function as needed.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	UNIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 02/06/2015; 03/21/2016

Minute Man Arc understands that employees have the right to join a union. However, Minute Man Arc would hope that employees do not choose to be represented by an intermediary. Even if an employee signs a union authorization card, it does not mean the employee is required to vote for a union.

Union membership is costly. In addition to monthly dues, there can be periodic assessments to such union organizations. After the initial campaign, it is likely that all new employees who are required to join the union would be obligated to pay an initiation fee which can range from \$50 to \$200 in some unions.

Other factors:

- Through strike assessments, employees may have to financially support striking workers at other companies.
- Unions consider every employee to be the same (except for seniority) so the poorest worker is equal to the best.
- The only real weapon unions have is to strike and, when that occurs, employees lose wages, which are never recovered and employers are required to take extraordinary measures to continue operations.
- Employees who participate in an “economic” strike can be permanently replaced by their employer. The law allows the employer to continue to operate his business during a strike by using supervisors, non-striking employees, volunteers and new employees.
- Local union members often have little say concerning their own employment. Usually, orders come from the national or local office of the union.
- A union’s primary interest is not in an employee as an individual but rather as a source of income and power. Unions can, and sometimes do, bring with them strikes, bad feelings and even violence on occasion.
- Employees can be adversely affected by internal politics and external union problems with other companies and may even be required to picket at other companies.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	PROBLEM RESOLUTION PROCEDURE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 09/14/2015	Reviewed without Revision Date: 03/21/2016

Minute Man Arc is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response.

Minute Man Arc strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with civility and inclusiveness.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No retaliation - No employee will be penalized, formally or informally, for voicing a complaint with Minute Man Arc in a reasonable, business-like manner or for using the Problem Resolution Procedure.

It is the policy of Minute Man Arc to provide employees with the means to have employment concerns reviewed and responded to in a timely and appropriate manner.

In any organization, there can be differences of opinion about working conditions, work rules and policies and other work related issues. To resolve these differences, effective communication is essential. This procedure is designed to enhance communication by providing a process to resolve legitimate disputes.

Employees who wish to raise concerns about discrimination or harassment based on gender, gender identity, race, age, color, national origin, ancestry, religion, disability, marital status, genetic information, sexual orientation, marital, veteran, or other protected status should also refer to the Harassment Awareness Policy and Minute Man Arc's Harassment Complaint Procedure. No retaliation - An employee shall not be retaliated against for raising concerns of this nature brought forward with a good faith belief that a problem exists.

This procedure is intended to supplement, rather than discourage or replace informal discussion between supervisors and employees to resolve problems. The provisions of

the Problem Resolution Procedure are not available to individuals who have been involuntarily terminated.

The Problem Resolution Procedure consists of three steps, which are outlined below.

Step 1: Supervisory Level

The employee should verbally present the concern to his/her supervisor and the employee and supervisor should work together to reach a resolution to the problem.

Step 2: Program Director Level

If discussion with the employee's immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor or if the supervisor does not respond to the complaint within a reasonable period of time, the employee should contact the department head. The department head will review the facts of the problem presented and will work with the supervisor and/or the employee to reach a resolution to the problem.

Step 3: Human Resources Level

If the employee is dissatisfied with the decision of the Director/Department Head, the employee may speak with the Director of Human Resources about the matter. The Director of Human Resources may:

1. Refer the employee back to the Department Head for additional discussion and possible resolution of the issue;
2. Call a meeting with the parties directly involved to facilitate a resolution; or
3. May refer complaints to the Chief Executive Officer.

Depending upon the nature of the complaint, Minute Man Arc may place an employee accused of wrongdoing on administrative leave status for up to two weeks while the circumstances of an accusation are investigated. The leave may be paid, or unpaid (at the discretion of the Chief Executive Officer). Upon completion of an investigation, the findings of the investigation will result in:

1. No finding of wrongdoing on the part of the accused employee with an immediate return to employment
2. Disciplinary action which will be a verbal written warning, written warning, final written warning, or termination of employment depending upon the severity of the policy and/or procedure violation as well as the employee's disciplinary history with MMA.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	AMERICANS WITH DISABILITIES ACT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 02/06/2015; 03/21/2016

The Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) protect qualified individuals with disabilities from discrimination in employment and other major aspects of everyday life. Title I of the Act prohibits discrimination against persons with disabilities and requires employers with at least 25 employees to accommodate qualified individuals who have a disability unless that accommodation would impose an undue hardship on the employer.

It is Minute Man Arc’s policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Minute Man Arc will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of their job. An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of themselves or other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health and safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee’s immediate employment situation.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

- **Disability** – refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such

- an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual”.
- Direct threat to safety – means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
 - Qualified individual with a disability – means an individual with a disability who, with or without accommodations, can perform the essential functions of the employment position the person holds or has applied for.
 - Reasonable accommodation – means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
 - Undue hardship – means an action requiring significant difficulty or expense by the employer. The factors considered in determining an undue hardship include: the nature and cost of the accommodation; the overall financial resources of the facility at which the reasonable accommodation is to be made; the number of persons employed at that facility; the effect on expenses and resources or other impact upon that facility; the overall financial resources of Minute Man Arc; the overall number of employees and facilities; and the operations of the particular facility as well as the entire organization. These are not all of the factors but are examples.
 - Essential job functions – refers to those activities of a job that are the core to performing the job and for which the job exists.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	EQUAL OPPORTUNITY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 02/06/2015; 03/21/2016

Minute Man Arc is committed to the principle of equal employment opportunity. Applicants for employment and employees are reviewed on their individual qualifications for a position. Under no circumstances will Minute Man Arc discriminate against qualified persons on the basis of gender, gender identity, race, age, color, national origin, ancestry, religion, disability, marital status, genetic information, sexual orientation, veteran status or any other basis prohibited under applicable law.

This policy applies to all employment practices including but not limited to hiring, promotion, demotion, transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other compensation, and training. Discrimination of any type, including retaliation against an individual filing a charge or making a complaint, is not tolerated.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	HARASSMENT AWARENESS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 02/20/2015; 03/21/2016

It is our goal to promote a workplace that is free from harassment based on gender, gender identity, race, age, color, national origin, ancestry, religion, disability, marital status, genetic information, sexual orientation, veteran status, or other protected status. It is also the goal of Minute Man Arc to promote a professional workplace that treats all employees, clients and vendors of the agency with dignity and respect.

Harassment is unlawful and will not be tolerated. In addition, retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated. Not only does the agency prohibit overt discrimination, but subtle harassment as well. This would include the use of seemingly neutral phrases or code words that carry negative and unlawfully discriminatory connotations.

Because Minute Man Arc takes allegations of harassment seriously, we will respond promptly to all complaints of harassment. If it is demonstrated that such harassment occurred, we will take prompt action to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action up to and including dismissal and legal action where appropriate.

This policy extends to each and every level of Minute Man Arc's operations. Accordingly, harassment, whether it involves a fellow employee, supervisor, or non-employee working with Minute Man Arc, will not be tolerated. In addition to providing employees with a work environment free from harassment, Minute Man Arc requires that each of its supervisors be responsible for the prevention and elimination of all forms of harassment within their respective departments. While this policy sets forth our goals of promoting a workplace that is free of harassment, this policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual or other harassment.

Harassment of any kind serves no legitimate purpose and has a disruptive effect on an employee's ability to perform his/her job properly. Minute Man Arc takes allegations of harassment very seriously, and will actively investigate all complaints. If it is determined

that harassment has occurred, management will take appropriate action against the offending person, up to and including immediate discharge.

Definition of Sexual Harassment

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or continued employment, or as a basis for employment decisions; or
- b. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.
- c. Submission to or rejection of such conduct is used as a basis for decisions affecting an individual’s employment.

These definitions are broad and include any sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers. While it is not possible for us to list all those circumstances that are considered to be sexual harassment, the following are some examples:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment;
- Assault or coerced sexual acts.

The following conduct may also constitute sexual harassment:

- Use of sexual epithets, jokes, or written or oral references to sexual conduct; gossip regarding one’s sex life; comments on an individual’s body; or comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures (including inappropriate computer screen-savers and e-mails), or cartoons;
- Dissemination of sexually explicit voicemail, e-mail, graphics, downloaded material or websites;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; or,
- Discussion of one’s sexual activities.

Minute Man Arc’s Complaint Procedure (See Also Problem Resolution Procedure)

If any of our employees believe they have been subjected to harassment, it is our policy to provide the employee with the right to file a complaint with our organization. This

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may be done in writing or orally. The filing of false complaints or false information in connection with a complaint will not be tolerated and is grounds for disciplinary action. Using our complaint process does not prohibit you from filing a complaint with the appropriate government agencies (as listed on the following page). Each of the agencies has a specific time period for filing a claim (within 300 days of the date the potentially discriminatory act occurred).

Any employee who believes that he/she has been harassed should bring his/her concerns to the attention of management immediately in any of the following ways:

- Report the conduct to the Director of Human Resources.
- Report the conduct to your immediate supervisor.
- Report the conduct to your supervisor's supervisor.
- Report the conduct to the Chief Executive Officer of MMA.

If the particular circumstances make a discussion with, or a complaint to, your own supervisor inappropriate (for example, the complaint involves your supervisor, or you fear retaliation by your supervisor), you should not hesitate to immediately bring the matter to the attention of the Director of Human Resources or the Chief Executive Officer of MMA.

It is Minute Man Arc's policy that all such matters will be handled with appropriate care and discretion and receive a thorough and expedient investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include, at a minimum, a private interview with the person filing the complaint, the person alleged to have committed the harassment, and any witnesses identified.

Minute Man Arc will promptly and thoroughly investigate all reports of harassment. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of the investigation, Minute Man Arc may suspend employees, either with or without pay, pending investigation.

Disciplinary Action

If the investigation reveals that the complaint is valid, management will promptly take appropriate action against the offending person. Once the investigation is completed, we will inform the person filing the complaint and the person alleged to have committed the conduct of the results. Such measures are designed to put an immediate stop to the harassment as well as initiate appropriate action under the circumstances, up to and including discharge of the offending person.

In addition, retaliation against employees for reporting or complaining of harassment (or for cooperating in the investigation of a report or complaint) is unlawful and will not be tolerated. Any retaliation will warrant disciplinary action, up to and including discharge of the offending person.

Legal Remedies

Harassment is unlawful under United States federal and state law. The federal agency that enforces the law is the Equal Employment Opportunity Commission. The EEOC's Massachusetts' office is located at:

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

The state agency that enforces the law is the Massachusetts Commission Against Discrimination. The MCAD's office is located at:

One Ashburton Place, Sixth Floor, Room 601
Boston, MA 02108
(617) 994-6000
<http://www.state.ma.us/mcad/>

Employees who wish to file formal charges of harassment can contact either or both of these government agencies. However, Minute Man Arc is committed to responding quickly and effectively to any report of harassment, and encourages employees to come forward and allow us the opportunity to pursue a resolution of the matter internally. We believe we have created a flexible and fair complaint resolution process, and will be able to work together to avoid the unnecessary escalation of any situation, which has created a sexually offensive or hostile work environment for any employee.

EMPLOYEE HANDBOOK

MINUTE MAN ARC STANDARDS

Policy	WORKPLACE BULLYING
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 02/20/2015; 03/21/2016	Reviewed without Revision Date: 03/06/2015

Minute Man Arc 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. Such behavior violates Minute Man Arc’s Code of Ethics which clearly states that, within the course and scope of Minute Man Arc business, employees must treat others fairly and honestly, with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives that Minute Man Arc will not in any instance tolerate bullying behavior within the scope of Minute Man Arc’s business. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. As in sexual harassment, it is the effect of the behavior upon the individual which is important. Minute Man Arc considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as the 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:** non-verbal threatening gestures; glances which can convey threatening messages.
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples, in the course of Minute Man Arc’s business, may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting, raising one’s voice at an individual in public and/or in private
- Using verbal or obscene gestures

- Not allowing the person to speak or express him/herself (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/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors which 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, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- 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 (meetings etc.)
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

Any employee who believes that he/she has been bullied should bring his/her concerns to the attention of management immediately in any of the following ways:

- Report the conduct to your immediate supervisor.
- Report the conduct to your supervisor's supervisor.
- Report the conduct to the Director of Human Resources.
- Report the conduct to the Chief Executive Officer of the Agency.

If the particular circumstances make a discussion with, or a complaint to, your own supervisor inappropriate (for example, the complaint involves your supervisor, or you fear retaliation by your supervisor), you should not hesitate to immediately bring the matter to the attention of the Director of Human Resources or the Chief Executive Director of the Agency.

It is Minute Man Arc's policy that all such matters will be handled with appropriate care and discretion and receive a thorough and expedient investigation. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include, at a minimum, a private interview with the person filing the complaint, the person alleged to have committed the bullying, and any witnesses identified.

Minute Man Arc will promptly and thoroughly investigate all reports of bullying. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of the investigation, Minute Man Arc may suspend employees, either with or without pay, pending investigation.

Disciplinary Action

If the investigation reveals that the complaint is valid, management will promptly take appropriate action against the offending person. Once the investigation is completed, we will inform the person filing the complaint and the person alleged to have committed the conduct of the results. Such measures are designed to put an immediate stop to the bullying as well as initiate appropriate action under the circumstances, up to and including discharge of the offending person.

In addition, retaliation against employees for reporting or complaining of bullying (or for cooperating in the investigation of a report or complaint) will not be tolerated. Any retaliation will warrant disciplinary action, up to and including discharge of the offending person.

This policy is not intended to interfere with, limit or relinquish an employee's right to join with others to work toward altering the terms or conditions of his/her employment

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	ANNUAL BACKGROUND CHECKS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/3/2015	Reviewed without Revision Date: 03/21/2016

Minute Man Arc is committed to providing a caring and safe environment for all the individuals we serve. To help ensure this, Minute Man Arc conducts annual background checks on all employees. These checks include a criminal background check (CORI), a driving record check through the Registry of Motor Vehicles (RMV), a check of the Federal Register (OIG check which is completed monthly post-hire). In some instances, a private investigation company is used to conduct criminal records checks in states outside of Massachusetts. If applicable, a search of the Nurse's Aide Registry and the Massachusetts Board of Registration for those holding professional licenses is conducted as licenses are scheduled to expire. Failure to complete annual background checks will be the basis for disciplinary action, up to and including termination of employment.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	CRIMINAL BACKGROUND CHECKS (CORI) POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/21/2016	Reviewed without Revision Date: 02/20/2015

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed:

- CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants, and existing employees, will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant, or an employee from continued employment. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, or employee, to ensure the record relates to the applicant or employee.
- If Minute Man Arc is inclined to make an adverse decision based on the results of the CORI check, the applicant or employee will be notified immediately. The applicant or employee shall be provided with a copy of the criminal record and Minute Man Arc's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- Applicants or employees challenging the accuracy of the policy shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, Minute Man Arc will make a determination based on a comparison of the CORI record and documents provided by the applicant

or employee. Minute Man Arc may contact CHSB and request a detailed search consistent with CHSB policy.

- If Minute Man Arc reasonably believes the record belongs to the applicant or employee and is accurate, based on the information as provided above in this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - Relevance of the crime to the position;
 - The nature of the work to be performed;
 - Time since the conviction;
 - Age of the candidate or employee at the time of the offense;
 - Seriousness and specific circumstances of the offense;
 - The number of offenses;
 - Whether the applicant or employee has pending charges;
 - Any relevant evidence of rehabilitation or lack thereof;
 - Any other relevant information submitted by the candidate or employee or requested by Minute Man Arc.
- Minute Man Arc will notify the applicant or employee of the decision and the basis of the decision in a timely manner.

When the employee has cleared the CORI background check (as well as other background checks routinely conducted by MMA), the employee may be hired as a conditional employee pending results of a national background check. The employee will be provided with instructions on scheduling a fingerprint appointment. It is expected that employees will complete the fingerprint appointment within 10 business days of receiving instructions on this process. Employees will be responsible for making payment for the fingerprint check and will be eligible for reimbursement of this amount upon completion of 90 days of employment. Fingerprints are submitted in the FBI and results are provided to DDS. MMA will be informed by DDS that the conditional employee is either eligible to continue employment or no longer eligible for employment. In no case will a conditional employee be retained beyond 90 days of employment if the fingerprint process is not completed within that period of time.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	BACKGROUND RECORD CHECK POLICY FOR EEC (DEPARTMENT OF EARLY EDUCATION AND CARE) PROGRAMS
Effective Date: 07/01/2014	Approval Date: 02/03/2015
Revised Date: 02/03/2015	Reviewed without Revision Date: 03/21/2016

Some Minute Man Arc Programs may be governed by additional background requirements.

For those with the potential for unsupervised contact with children, a Background Record Check (BRC) shall be performed and shall consist of a Massachusetts Criminal Offender Record Information (CORI) check; a DCF Background Record Check (a check of the Department of Children and Families' Central Registry and Registry of Alleged Perpetrators to determine if a candidate has been named as the person responsible for abuse or neglect of a child); a SORI (Sex Offender Registry Information) check and a fingerprint-based check of state and national criminal history databases. MMA repeats CORI and DCF checks on an annual basis. SORI and fingerprint-based checks will be repeated at least every three years or as otherwise needed.

Background checks will only be conducted as authorized by the Department of Early Education and Care (EEC). All applicants, regular volunteers, interns, and existing employees, will be notified that an EEC Background Record Check will be conducted. BRC will be completed prior to the offer of employment being confirmed. Minute Man Arc reserves the right to conduct additional background investigations if information is received that would warrant additional reviews (for example, the employee has been arrested or has been named as a person responsible for abuse and/or neglect.) If requested, the applicant will be provided with a copy of the BRC policy.

Those required to undergo BRC investigations will complete and sign a written request for a BRC. Final confirmation of any offer of employment will occur only after the BRC, described above, is complete and:

- That the CORI investigation and DCF Background Record checks have resulted in a finding of "no record" or after MMA has been granted discretionary approval to hire the candidate
- The individual has been approved for hire by EEC following a SORI check

- The individual has been approved for hire by EEC following a fingerprint-based check of state and national criminal history databases.

Once the individual completes the written request form, the BRC request form (or electronic equivalent) is forwarded to the EEC CORI Unit. EEC will check the names against the Sex Offender Registry database. Once EEC determines that the CORI and DCF investigation result in a finding of “no record” and have reviewed and approved the candidate’s SORI results, EEC will notify MMA to have the candidate submit to a fingerprint-based check of state and national criminal history databases. Fingerprint-based check findings will be transmitted to EEC for review and approval at which time EEC will notify MMA whether or not the individual has been approved.

- Only individuals approved by EEC will have the authority to receive, review, and/or discuss the BRC results of identified employees and applicants. Additionally, all personnel authorized to review BRC in the decision-making process will be thoroughly familiar with the educational materials made available by EEC and will have completed EEC’s training on BRC.
- Whenever an EEC approved BRC reviewer leaves the employment of Minute Man Arc, EEC will be notified, in writing, of the departure of the reviewer. Minute Man Arc will also notify EEC in writing whenever a newly hired employee is provided with authority to review BRC. Each of these individuals will sign an Agreement of Non-Disclosure and Statement of BRC Certification Compliance as well as an Agreement of Non-Disclosure of DCF (Department of Children and Families) Background Record Check Information. EEC conducts a background record check on each authorized reviewer.

If the CORI, DCF, SORI and/or Fingerprint background record check investigations reveal a “presumptive disqualification” on the candidate’s record, the following will occur;

- Unless otherwise provided by law, a criminal record, sexual offender record or a DCF history that shows a candidate or employee has been named in a supported 51B report as the person responsible for the abuse or neglect of a child will not automatically disqualify an applicant, or an employee from continued employment. Rather, determination of suitability for employment or continued employment will be made, in writing, consistent with this policy and any applicable law or regulations.
- If a criminal record and/or a SORI finding and/or DCF Finding is received from EEC, Minute Man Arc’s authorized individual will closely compare the records provided by EEC with the information on the EEC background record request form and any other identifying information provided by the applicant, or employee, to ensure the record relates to the applicant or employee.
- If Minute Man Arc is inclined to make an adverse decision based on the results of the EEC check, the applicant or employee will be notified immediately. See procedures outlined below.

- If the BRC record provided does not exactly match the identification information provided by the applicant, Minute Man Arc will make a determination based on a comparison of the BRC record and documents provided by the applicant or employee.
- If Minute Man Arc reasonably believes the record belongs to the applicant or employee and is accurate, based on the information as provided above in this policy, and if it falls under the Discretionary Review Process, Minute Man Arc will do the following:
 - Notify the candidate or employee, in writing, that there was an adverse BRC and/or SORI and/or DCF Background Record Check and this information may result in our not hiring the person or terminating the existing employment of the person. This notification will include:
 - A copy of the BRC and/or SORI and/or DCF Background Record Check Results
 - Notification as to which part of the record will result in the no hire or termination decision
 - A copy of the Criminal History Systems Board's information regarding the process of correcting a criminal record or information about how to dispute a DCF record, as applicable
 - If the adverse information comes from the DCF background record check, an opportunity to decide whether or not to go forward with the discretionary review
 - Notice of the Individual's Right and the Process to Challenge the Accuracy or Relevancy of Background Record Information
 - Notification of the Information that will be required to complete the discretionary review
 - Review all documentation provided such as, but not limited to:
 - Written explanation of the offenses or acts or other pertinent information;
 - Letters of recommendation or explanation from people who know the individual and who may have relevant information;
 - Information from the individual's probation or parole officer, if any;
 - Information from a mental health professional, if any, who has treated the individual and/or
 - Information from DCF staff
 - Unless otherwise provided by law, other factors considered in determining suitability may include, but not be limited to, the following:
 - Relevance of the crime to the position;
 - The nature of the work to be performed;

- Time since the conviction or allegations of abuse or neglect;
 - Age of the candidate or employee at the time of the offense;
 - Seriousness and specific circumstances of the offense;
 - The number of offenses;
 - Whether the applicant or employee has pending charges;
 - Any relevant evidence of rehabilitation, or lack thereof;
 - Any other relevant information submitted by the candidate or employee or requested by Minute Man Arc.
- Minute Man Arc will notify the applicant or employee of the decision and the basis of the decision in a timely manner.
 - If Minute Man Arc reasonably believes the record belongs to the applicant or employee and is accurate, based on the information as provided above in this policy, and if it falls under the Presumptive Disqualification, Minute Man Arc will do the following:
 - Notify the individual of the findings along with the individual's right to challenge the accuracy of the information.
 - Once it is determined the information is accurate and the individual does not withdraw from consideration or feels it should not be the basis for termination of employment, the individual must:
 - Submit a statement from the individual's criminal justice official or, if that person is unavailable or unable to supply the statement, from a qualified mental health professional concluding the individual does not pose an unacceptable risk of harm to children.
 - If this documentation is received, then the Discretionary Review Process, described above, is followed.

If the investigation reveals an outstanding warrant for any offense or a pending 51B investigation, the individual will be informed by MMA that he/she is eligible for any position in an EEC program unless the warrant is removed or the 51B investigation is completed with a finding of unsupport.

EMPLOYEE HANDBOOK

MINUTE MAN ARC STANDARDS

Policy	IMMIGRATION LAW COMPLIANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/06/2015

Minute Man Arc is required by the federal Immigration Reform and Control Act of 1986 (IRCA) to verify the identity and legal work authorization of all employees. In keeping with this obligation, Minute Man Arc must inspect documentation that shows each person's identity and legal authorization to work in the United States, and each employee must attest to their identity and legal authorization to work by completing a federal government form (known as Form I-9) which will be supplied upon hire at Minute Man Arc. Former employees who are rehired must also complete the form if they have not completed an I-9 with Minute Man Arc within the past three years, or if their previous I-9 is no longer retained or valid.

All offers of employment and continued employment are conditional upon an individual's ability to furnish satisfactory evidence of their identity and legal authorization to work on behalf of Minute Man Arc. Employees with questions on immigration law issues are encouraged to contact Human Resources.

EMPLOYEE HANDBOOK MINUTE MAN ARC STANDARDS

Policy	VALUING AND MANAGING DIVERSITY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/06/2015

We believe that workforce diversity is essential to the agency’s growth and long-term success. By valuing and managing differences at work, Minute Man Arc can maximize the skills, knowledge, and abilities of all employees while increasing employee and client satisfaction. By recognizing and celebrating each employee’s unique contribution toward meeting the agency’s objectives, Minute Man Arc will achieve superior individual and group performance.

Diversity includes all the differences that define each person as a unique individual: age, culture, disability, education, ethnic background, experiences, gender, language, race, religion, and sexual orientation are just a few of the differences that employees bring to the workplace.

Minute Man Arc’s commitment to workforce diversity is a dynamic process of building organizational excellence through ensuring all employees are partners in the agency’s growth and financial success.

EMPLOYEE HANDBOOK RECRUITMENT

Policy	EMPLOYMENT APPLICATION
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/06/2015

Minute Man Arc relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYEE HANDBOOK RECRUITMENT

Policy	NEW HIRE PROCEDURE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 10/30/2015	Reviewed without Revision Date:

Managers and staff follow new hire guidelines in order to select the best people for open positions at Minute Man Arc. It is our policy that staff members and individuals served be represented in the interviewing stage of hiring, where applicable.

All offers of employment are contingent upon receipt of acceptable references, and satisfactory background checks which include a criminal background check (CORI and/or EEC CORI), driving record check through the Registry of Motor Vehicles (RMV), a check of the Federal Register (OIG check), a SORI (sexual offender registry check), and a Facebook search.. In some instances, a private investigation company is used to conduct criminal records checks in states outside of Massachusetts. If applicable, a search of the Nurse’s Aide Registry and the Massachusetts Board of Registration for those holding professional licenses is also conducted. CORI checks and driving record checks are repeated on an annual basis. Federal Registry (OIG) checks are repeated monthly. Some programs may require that the candidate be fingerprinted prior to hire. In addition, all new hires must complete an orientation program within their first few days of work with Minute Man Arc.

During the orientation program, additional paperwork will be completed and appropriate policies will be distributed and reviewed. As determined by position, employees may also receive Driver Education training, CPR, First Aid, Infectious Diseases/Universal Precautions, and other trainings. All employees will receive a job description and will be informed of all additional mandatory trainings. Whenever possible, new employees will be scheduled for specific trainings and will receive a list of the dates and times when they will be expected to attend these trainings. In addition, new employees will be advised of all applicable benefits.

EMPLOYEE HANDBOOK RECRUITMENT

Policy	PHYSICAL REQUIREMENTS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 10/30/2015

Certain programs may require testing, which could include a physical exam, hepatitis vaccination, mantoux testing and drug testing. If the position to which you are hired requires any of these tests, you will be notified in advance.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	EMPLOYMENT CLASSIFICATIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 02/06/2015	Reviewed without Revision Date: 10/30/2015

Minute Man Arc presents the following definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment-at-will relationship at any time is retained by both the employee and Minute Man Arc.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws, according to the provisions of the Fair Labor Standards Act (FLSA). An employee's exempt or non-exempt classification may be changed only upon written notification by the agency.

Employees are exempt from overtime pay if they are: 1) paid on a salary basis; and 2) paid at or above an established minimum weekly amount (at least \$455/week); and 3) perform duties classified as executive, administrative, professional, computer and outside sales positions (as defined by the FLSA). Highly compensated employees (as defined by the FLSA regulations) are also exempt from overtime pay.

Non-exempt employees are eligible for overtime pay for hours physically worked over 40 hours per week. Employers are required by law to maintain time records of all work performed. Most employees' work time is tracked using an electronic clock system. Employees are required to accurately report time worked. Failure to do so will result in disciplinary action, up to and including, termination of employment. Exempt employees are excluded (exempt) from overtime pay.

Employees who are regularly scheduled to work asleep overnight shifts are paid at a different rate of pay than if they are working awake shifts. When these employees are scheduled to work awake shifts, they will receive the awake compensation for those hours scheduled on an awake shift.

Categories

Regular Full-time employees are those who are in active status and who are regularly scheduled to work at least 40 hours per week. As such, these employees are entitled to the full range of agency benefits.

Regular Part-time (with benefit eligibility) employees are those who are in active status and who are regularly scheduled to work 20 - 39 hours per week. As such, these employees are entitled to certain agency benefits on a prorated basis as permitted by law.

Part-time (non-benefit eligible) employees are those who are in active status and who work less than 20 hours per week or are scheduled on an as-needed basis (such as Relief Staff). These employees receive all legally mandated benefits (such as social security and workers' compensation insurance), but are generally not entitled to any agency provided benefits.

Temporary employees are those who are hired as interim replacements to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited or specified duration. In most cases, temporary employment should not exceed twelve (12) consecutive weeks during the annual period that runs from October 1 through September 30 of each year. Temporary employees who work on an intermittent or project basis, may continue to be classified as temporary throughout their employment with Minute Man Arc. While temporary employees receive all legally mandated benefits (such as social security and workers' compensation), they are ineligible for other Minute Man Arc benefit programs.

Independent Consultants are not employees of Minute Man Arc and are, therefore, not eligible for agency benefits.

Seasonal Employees are those who may work for specified periods of short duration such as during summer school breaks. Employment does not exceed 16 consecutive weeks. These employees receive all legally mandated benefits (such as social security and workers' compensation insurance), but are not generally entitled to any agency provided benefits.

Student Employees are those who are employed as an intern or a cooperative education student worker. These employees receive all legally mandated benefits (such as social security and workers' compensation insurance), but are not generally entitled to any agency provided benefits.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	TEMPORARY EMPLOYEE SCHEDULE CHANGES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 10/30/2015

If an employee has agreed to a temporary increase or decrease in hours (for example, to cover shifts for an employee who is on a leave of absence, on vacation, or to cover specific, temporary needs of the program or for an employee’s personal need to reduce time worked for a few weeks), no action form is required if the employee is an hourly non-exempt employee. An action form will be required for an exempt employee to reflect a temporary adjustment in compensation. The employee will be paid for all hours worked but benefit time accruals, insurance premium payments, etc. will remain the same.

If the increase or decrease in hours is planned to extend beyond three months, it is not a temporary change and an action form should be submitted. Or, if circumstances require the change to extend beyond three months, the change is no longer temporary and an action form should be submitted. In the latter case, the effective date of this action form would be the date the three month mark is reached and would not go retroactive into the temporary period of the change.

If employees have made a commitment to a temporary increase in hours, Minute Man Arc expects the employee to honor that commitment. The temporary schedule change does not represent “relief hours” and the employee should not decide at the last minute that they will not work the agreed-to schedule.

“Relief hours” are those hours that open up unexpectedly such as when an employee calls out sick. At that point, one or more employees may be asked if they can cover the shift. Those employees may elect to come in and cover, or not cover, depending on their personal schedule and availability. Employees already on duty when this situation arises will be required to remain until appropriate coverage is found to replace them.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	COMPENSATION
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 10/30/2015

It is Minute Man Arc’s intent to pay wages and salaries in a motivational, competitive, consistent, fair, and equitable manner. It is important to understand that total compensation from Minute Man Arc comes in two forms. First is in the form of your paycheck, or your “direct” pay. Second is your “indirect” pay that comes in the form of employee benefits. These benefits help provide various forms of services and expense protection that you would otherwise have to finance out of your direct pay. Together your direct compensation and the employee benefits comprise the total compensation package. All employees will be paid for performance and contribution in relation to the requirements of their job and the established salary range for their position classification.

Your pay is influenced by three factors:

- The nature and scope of the job including overall level of responsibility, required skills, and experience necessary to perform the essential functions of the job.
- Fair market value for comparable jobs in a similar non-profit area.
- Individual core competencies as well as performance on the job.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	TIME KEEPING
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 10/30/2015	Reviewed without Revision Date:

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Minute Man Arc to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, using Minute Man Arc's electronic timekeeping system which utilizes a swipe card to record the time you started work and the time you ended work. Non-exempt employees will be assigned a swipe card and will receive instructions on using the equipment on their first day of employment. Employees must also clock out to record the ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Employees using the electronic time keeping system should not submit paper time sheets unless one is required to correct an error that occurred in a prior pay period. Non-exempt employees who work in locations without electronic time keeping equipment, **must** keep accurate paper time sheets of hours worked.

Non-exempt employees are required to clock in when they arrive for work and clock out when they are finished working. Employees cannot clock in, or out, for other employees. Employees should not arrive more than 10 minutes before the start of their scheduled shifts and, unless they are required to do so, should not remain on the work site or on the clock beyond the end of their scheduled shift without express, prior authorization of their supervisor. An example of a situation in which an employee would be required to remain beyond the end of their shift would be when an employee must be replaced by an incoming staff member in order to maintain appropriate staffing ratios required for the safety and protection of the individuals we serve. In this type of situation, employees should contact their supervisor for additional guidance. Employees must report any failure to clock in, or out, to their supervisor as soon as possible as well as the reason they were unable to clock in or out.

The electronic time clock information is reviewed weekly (or bi-weekly) by supervisors and approved prior to submission to payroll. Exempt employees are excluded (exempt) from overtime pay.

Misuse of the electronic time clock system, vandalism of the time clock, altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	OVERTIME PAY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/15

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Minute Man Arc, however, has the sole and exclusive right to decide who will receive particular overtime assignments and when.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour regulations at the rate of one and one-half (1-1/2) times the regular hourly wage for any time actually worked over 40 hours per week. Overtime pay is based on actual hours worked. Paid time off, including holidays or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization may result in disciplinary action, up to and including possible termination of employment.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	DAYLIGHT SAVINGS TIME – IMPACT ON HOURS PAID
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/15

Employees who work overnight shifts such as 11 p.m. – 7 a.m. will work one hour less than their scheduled hours on the day that Daylight Savings goes into effect. On the other hand, when the change to Standard Time occurs, they will work one more hour than their scheduled hours. Minute Man Arc’s timekeeping system automatically makes these adjustments in the Swipe Clock system. In either case, employees will not be paid more hours or less hours than the hours they actually work.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	COMPENSATORY TIME
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/12/15	Reviewed without Revision Date:

Minute Man Arc does not maintain a compensatory time off system. The agency recognizes exempt personnel are sometimes required to work extra hours to complete tasks satisfactorily. Typically, working extra hours is a requirement of the job and does not qualify for compensatory time. Neither does work performed during trips away from the agency. However, compensatory time may be granted in certain circumstances to exempt staff by the Chief Executive Officer of the Agency in recognition of extraordinary effort.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	SALARY ADJUSTMENTS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/12/2015	Reviewed without Revision Date:

Minute Man Arc recognizes employee efforts, performance, and progress in the form of a discretionary merit increase. All merit increases are discretionary and are based strictly on the performance appraisal as well as the Agency's budget.

In addition to merit increases, promotional increases are generally presented when an individual is promoted from one position to a position with a higher job classification. In these cases, where an individual takes on significant additional responsibility, is promoted to a higher classification, earns additional educational status that enhances their position, etc., the salary will be reevaluated taking into consideration both internal and external compensation information. All promotional and merit increases require the approval of the Chief Executive Officer of the Agency.

In the event where an individual moves from a higher to a lower job classification, a salary adjustment may be considered, depending upon the circumstances. When a step system is in place, salary adjustments will be made accordingly.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	PAYROLL PERIODS AND WORK WEEKS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2015

Minute Man Arc has a bi-weekly pay schedule, with payday occurring every other Friday. Each paycheck will include earnings for work performed through the end of the previous payroll period.

Each Payroll Period is made up of two work weeks. Each work week begins on Sunday at 12:01 a.m. and ends the following Saturday at Midnight (12:00 a.m.).

Employee pay stubs are available for viewing on a secure website. Instructions for accessing this information is provided to all employees upon hire. Employee pay stubs itemize gross pay and deductions. Amounts directly deposited into employee accounts are typically available by noon on the scheduled pay day.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	PAYROLL DEDUCTIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2015

The law requires that Minute Man Arc make certain deductions from every employee's compensation. Among these is applicable withholding for federal and state income taxes. Amounts withheld vary according to earnings, marital status, and the number of exemptions claimed. Upon employment, employees are required to complete a W-4 form (federal taxes) to convey this information to the agency.

Minute Man Arc must also deduct Social Security taxes on each employee's earnings up to a limit specified by the government called the Social Security "wage base." Minute Man Arc pays the government an additional amount of Social Security taxes equal to that paid by each employee. The W-2 form you receive at the end of the year indicates how much of your earnings were deducted for tax purposes.

Minute Man Arc offers a variety of other programs and benefits beyond those required by law. Where applicable, some of these require employee contributions to participate. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participating in these programs. If you have any questions concerning why deductions were made from your paycheck or how they were calculated, please contact Human Resources.

Minute Man Arc takes all reasonable steps to ensure that employees receive the correct amount of pay and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of your pay, you should immediately bring the discrepancy to the attention of your Supervisor, Payroll, or Human Resources. Corrections will be made as quickly as possible.

Minute Man Arc prohibits improper deductions to employee pay as stated in the Fair Labor Standards Act (FLSA) regulations. Employees with questions or complaints about any deductions to their pay should see their supervisor, Payroll or Human Resources immediately for clarification or correction.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	EXEMPT EMPLOYEE PAY (INCLUDING ACCEPTABLE AND UNACCEPTABLE PAY REDUCTIONS)
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2015

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

Provisions Mandated by the Salary Basis Rules

1. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.

2. Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by Minute Man Arc, regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action will be taken in accordance with normal procedures.
 - a. Absences caused by the employer.
 - b. Absences caused by the operating requirements of the business.
 - c. Partial day amounts other than those specifically discussed below.

3. The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other company policies and practices.
 - a. Absences of one or more full days for personal reasons if the employee has exhausted all personal and vacation leave time.
 - b. Absences of one or more full days due to sickness or disability if the employee has exhausted all sick, personal, and vacation leave time.
 - c. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
 - d. Unpaid disciplinary suspensions of one or more full days in accordance with Minute Man Arc's disciplinary policy.

- e. Deductions for the first and last week of employment, when only part of the week is worked by the employee.
- f. Deductions for unpaid leave (including deductions taken for intermittent leave) taken in accordance with a legitimate absence under the Family and Medical Leave Act.

Complaint Procedure

1. Employees who believe their pay has been improperly reduced should contact Human Resources immediately to request an investigation.
2. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions.
3. Minute Man Arc will review pay records and interview the supervisor or manager, as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct.
4. If the deduction was in fact improper, Minute Man Arc will reimburse the employee as promptly as possible (but in no case longer than two pay periods from the identification of the problem).
5. The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of Minute Man Arc. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with company disciplinary policy.
6. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.
7. Following the identification of such a problem, Minute Man Arc will establish a practice to regularly audit employee pay records to ensure no further issues arise.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	GARNISHMENTS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2105

In some circumstances, Minute Man Arc may be obligated to execute a court-ordered wage assignment or garnishment against an employee's wages. In these situations, Human Resources will notify the employee before beginning the wage garnishment.

EMPLOYEE HANDBOOK EMPLOYEE STATUS AND PAY

Policy	DIRECT DEPOSIT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2015

Minute Man Arc requires that all employees have their paycheck deposited directly into an account the employee has established at a financial institution. We require Direct Deposit to avoid any bank-imposed delays in accessing your funds. You may view current and previous pay information anytime; anywhere you have an Internet connection. Need a pay stub and can't find it? Need one from last month? No worries. All of your information can now be viewed online and printed from your web browser. The site is easy to use and secure.

Benefits you will see include:

- Pay stub access online
- View/print historical pay stubs beginning with 7/22/11 forward
- View/print your W2's beginning with 2011.
- Online access to your new year's W2 as soon as it's available
- Check your current Tax withholding status.
- Request changes to your tax settings.
- View your current Direct Deposit accounts.
- Request changes to your Direct Deposit setup.
- Environmentally friendly, reduces paper usage

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	CODE OF ETHICS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

Minute Man Arc’s reputation with the community is critical to its success. To that end, Minute Man Arc has built a reputation for both quality and integrity by maintaining rigorous legal, professional, and ethical standards in the operation of its business. This includes strictly adhering to all applicable laws and regulations and by maintaining high ethical standards. In this regard, a single employee’s misconduct can seriously damage Minute Man Arc.

These standards are drafted broadly. In that respect, it is Minute Man Arc’s intent to exceed the minimum requirements of the law and the industry practice. The standards identify conduct which is impermissible and will always be considered outside the scope of employment.

You are expected at all times to exercise high standards of conduct in your contact with individuals served, their families, community members, employees, and other stakeholders. Minute Man Arc and the individuals served rely on your absolute integrity, good judgment, and fair dealing. You must always conduct yourself in strict compliance with all applicable laws, rules, regulations, and Minute Man Arc policies. In particular, it is essential that you not engage in any activity that might be construed as compromising Minute Man Arc’s integrity or community relationships. In the course and scope of Minute Man Arc business, all employees, and individuals served, are to be treated with dignity. If these expectations are adhered to, working with Minute Man Arc will be a safe, respectful, and professional experience for all staff.

Since the code of ethics can do no more than outline broad policy, each individual must accept responsibility to recognize and respond to specific situations as they arise. In case of doubt, it is your obligation to secure clarification through your supervisor or Human Resources. You must at least do the following:

- Within the course and scope of Minute Man Arc business, you must maintain respectful, age appropriate interactions making the needs of individuals served your first priority.
- Use appropriate language and tone of voice in all communications within the course and scope of Minute Man Arc business.
- Work together as a team.

- Take accountability for your actions.
- Abide by all relevant state and federal laws, including employment related laws and all governing regulatory compliance procedures.
- Preserve and promote the highest level of confidentiality, privacy, dignity, self-determination, and basic human rights for each individual served.
- Strive, at all times, to provide the most professional, clinically appropriate, effective, and efficient services and supports to each individual served.
- Promote social justice, access, and opportunities for individuals served by furthering acceptance of those who experience a disability in daily and community life activities.
- Within the course and scope of Minute Man Arc business, positively represent the agency in the community, with individuals served and their family members, and external professionals.
- Within the course and scope of Minute Man Arc business, treat others fairly and honestly, with dignity and respect.
- Provide a healthy and safe living, learning, and working environment for individuals served, fellow employees, and visitors to Minute Man Arc.
- Prepare all records of financial and operational transactions carefully, accurately, and with integrity.
- Avoid actual or potential conflicts of interest (situations where you make or influence a decision that may result in personal gain for yourself or others closely associated with you).
- Protect individuals served from all forms of exploitation and abuse. The five types of abuse are physical, sexual, neglect, verbal, and financial. Also protect individuals served from any other potential harm. Report any suspected harm to individuals served to your supervisor and authorities as required.
- Do not act as a witness to documents such as Power of Attorney, guardianship, advance directives (such as a Do Not Resuscitate order), and/or agency contracts without the expressed written approval of the Chief Executive Officer. Staff are authorized to countersign documents such as intake forms, authorizations (i.e., release of information form), treatment plans, etc. as directly related to their job duties. Employees who are certified as Notary Publics may witness documents such as Power of Attorney, guardianship, advance directives, and/or agency contracts for clients, personnel, and other stakeholders in accordance with applicable state laws. The person who witnesses a document should be neutral and have no financial or other interest involved.
- Within the course and scope of Minute Man Arc's business, protect the agency's reputation. Certain types of off-duty conduct may interfere with the agency's legitimate business interests. You are expected to conduct your personal affairs in

a manner that does not adversely affect the agency's integrity, reputation, or credibility.

- Do not enter into any sexual, financial, or business relationship with individuals served.
- Do not enter into any sexual, financial or business relationship with fellow employees or other individuals if that relationship might compromise (or give the appearance of compromising) or hinder your ability to perform your job duties.
- Separate your personal political activities from the agency's business. You may not participate in personal political activities as representatives of Minute Man Arc. To avoid any interpretation of organizational sponsorship or endorsement, Minute Man Arc's name and address should not be used in material mailed, fund collections, or advertisements. Nothing herein is intended to constrain political activities of employees undertaken in their personal capacities off-site.
- Follow all agency policies and procedures to keep confidential the private health information of employees or individuals served you may receive as a result of your job responsibilities.
- Follow all agency policies and procedures to keep confidential the personal information of employees, individuals served or others you may receive as a result of your job responsibilities.
- Do not use any information you obtain as a result of your job responsibilities for personal gain.
- Do not engage in any illegal activity or behavior.
- Report observed violations of standards to your supervisor, the Director of Human Resources or the Chief Executive Officer.
- Each employee is expected to abide by Minute Man Arc policies and to cooperate fully in any investigation that the Company may undertake..
- Bribes, Kickbacks and Other Improper payments – you must not give anything of value to any customer or potential customer, supplier or potential supplier as an inducement to obtain business or favorable treatment or, in the case of public officials, as an inducement to have a law or regulation enacted, defeated or violated. Similarly, you may not accept anything of value in return for favorable treatment from customers, suppliers, or potential suppliers, either for yourself or others. All contacts and dealings with customers and suppliers must be conducted in a manner that will avoid even the appearance of impropriety or violation of any applicable law, regulation or these standards.
- Avoid the improper giving or receiving of gifts. It is the general policy of Minute Man Arc to prohibit the solicitation or receipt of anything of value in exchange for favorable treatment in connection with any agency transaction. It is not our policy to prohibit the receipt of normal amenities of nominal value (less than \$35.00 in any one year from any individual). **However, Minute Man Arc personnel may not solicit, directly or indirectly, any form of gratuity. You**

may never accept cash or cash equivalents, such as gift certificates (except for small token gifts such as a \$10 Dunkin' Donuts gift card or equivalent). Any gift with a value of \$36.00 or more must be declined. Group gifts (i.e. several families or individuals combining nominal amounts to furnish a gift valued at more than \$35.00) are prohibited. If the individual(s) making the gift insists that you take it, you should accept the gift but you must provide the gift to the Director of Development who will address Minute Man Arc's gift giving policy with the gift giver. Perishable or consumable gifts given to a department or group are not subject to any specific limitation.

- Safeguard the agency's assets from damage, misuse, or theft.
- Minute Man Arc's property, supplies, and equipment, are not to be used for personal business without the specific permission of the Program Director or the Director of Operations (as appropriate)
- Minute Man Arc's premises (whether leased or owned) are not to be used for personal use without prior permission and arrangement with the Director of Operations.
- Minute Man Arc's vehicles are not to be used for personal use.
- Protect all funds and belongings of individuals served from damage, misuse, or theft.

Compliance with this policy of business ethics and conduct is the responsibility of every Minute Man Arc employee.

Violations of Code of Ethics Policy

1. Violations of the Code of Ethics Policy are grounds for discharge or other disciplinary action, adapted to the circumstances of the particular violation and having as a primary objective furtherance of Minute Man Arc's interest in preventing violations and making it clear that violations are neither tolerated nor condoned.
2. Disciplinary action will be taken, not only against individuals who authorize or participate directly in a violation of this policy but also against:
 - a. Any employee who knowingly failed to report a violation of the policy;
 - b. Any employee who knowingly withheld relevant and material information concerning a violation of this policy and
 - c. The violator's supervisors to the extent that the circumstances of the violation reflect inadequate leadership and due diligence.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	CORPORATE COMPLIANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/12/2015	Reviewed without Revision Date:

Minute Man Arc seeks to conduct itself in accordance with the highest level of business and community ethics and in compliance with applicable and governing laws.

This policy is intended to prevent accidental and intentional noncompliance with applicable laws, to detect such noncompliance if it occurs, to discipline those involved in noncompliant behavior, to remedy the effect of non-compliance and to prevent future noncompliance.

Minute Man Arc, its employees and/or agents will not knowingly engage in the behaviors and practices outlined below:

Willfully make, or cause to be made, any false statement or representation of material fact in any claim or application for benefits under any federal health care program or health care benefit program. Additionally, Minute Man Arc, its employees, and/or agents will not knowingly, and with fraudulent intent, retain any federal health care program or health care benefit program funds which have not been properly paid. Examples of prohibited conduct include, but are not limited to, misrepresenting services that were rendered; falsely certifying that services were necessary; “up-coding”; billing for services not actually rendered; making false statements to governmental agencies about Minute Man Arc’s compliance with any state or federal rules; making false statements concerning the condition or operation of Minute Man Arc’s programs for which licensure/certification is required; billing federal health programs rates in excess of applicable federal health care program established rates; and failing to refund overpayments made by a federal health care program.

Willfully solicit, offer to pay, pay, or receive any remuneration, either directly or indirectly, overtly, or covertly, in cash or in kind in return for: referring an individual to a person; items or services paid, in whole or part, under any federal health care program or purchasing, leasing, ordering, or arranging for, or recommending the purchasing, leasing, or ordering of any good, facility service or item which may be made in whole or part, under any federal health care program. Remuneration may include not only kickback payments and bribes but also rebates, refunds, educational grants and other benefits to consumers.

Knowingly or willfully executing, or attempting to execute, a scheme or artifice to defraud any health care benefit program or obtain by means of false or fraudulent pretense, representation, or promise any of the money or property owned by or under the

custody or control of any health care benefit program in connection with the delivery for, health care benefits, items or services.

Documentation

All services rendered must have substantiating documentation. If the appropriate documentation is not provided, the service is not considered rendered. Clinical, administrative, or clerical staff involved in the preparation and/or submission of charge or billing data must be trained in coding and documentation practices. Employees who suspect that inaccurate billing or documentation is occurring should immediately contact the Corporate Compliance Officer, the Chief Executive Officer or the Director of Human Resources.

The following activities are also unethical and against Minute Man Arc's policy;

- Making records appear as though payments were made to one person when they were made to another
- Submitting expense accounts that do not accurately reflect expenses;
- Creating any other records that do not accurately reflect the true nature of the transaction;
- Making false entries in Minute Man Arc's books and records or in any public record for any reason;
- Altering in any way permanent entries in Minute Man Arc's records or
- Knowing that others are falsifying records and not reporting it.

Use of Minute Man Arc's Funds/Assets

Assets are the sole property of Minute Man Arc for the benefit of its clients and those assets may not be used for personal gain. The use of Minute Man Arc funds for any unlawful or unethical purpose is prohibited.

Minute Man Arc is prohibited from reimbursing individuals for expenses related to political campaigns and contributions. To prevent employees from feeling pressured to make contributions to political campaigns, no employee is allowed to request political contributions from another employee.

Any research activities conducted at Minute Man Arc must comply with federal and state laws regulating research; the use of any client information for such research must be approved by the Chief Executive Officer.

All questions and concerns regarding compliance with the standards set forth in this policy should be directed to the Corporate Compliance Officer, Chief Executive Officer, Director of Human Resources, and/or Director of Administration and Finance.

Suspected misconduct will be investigated. If Minute Man Arc were to conclude that an employee has engaged in any misconduct, the employee shall be subject to disciplinary procedures, up to, and including termination of employment. Disciplinary action could be taken against individuals who fail to report known misconduct and those involved in

the misconduct. Retaliation against those who report misconduct, or participate in an investigation regarding such misconduct is prohibited.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	BOUNDARIES – ETHICAL INTERACTIONS WITH PERSONS SERVED
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2015

Each employee who interacts with any individual served by Minute Man Arc is expected to adhere to a standard of behavior and interaction that meets the standards of professional boundaries.

Boundaries can be defined as a way of interacting with individuals served which treats each individual respectfully and creates a positive experience for the individual served but which also maintains a professional distance that is not truly friendship or intimacy. For example, with friends your interactions flow freely and you often discuss personal problems and issues, make judgments, and offer advice. To best serve individuals, the focus of discussions with individuals served is on the needs and preferences of that individual. Your role is to guide discussions and actions in a way that furthers the goals of the individual served and/or facilitates any treatment or behavioral plan in place for the individual. Further, your role is to act as a role model for the individuals served.

You should, therefore, avoid unnecessary physical contact; not disclose personal information about yourself (such as information about personal relationships, family matters and friends); engage in personal friendships or relationships with the person served outside of normal work hours; or pick individuals who are your favorites and who receive special favors and/or gifts from you.

Employees should not give gifts to individuals served.

Boundaries violations may be the basis of disciplinary action, up to and including termination of employment.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	CONSENSUAL RELATIONSHIPS BETWEEN EMPLOYEES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/12/2015	Reviewed without Revision Date:

Employees of Minute Man Arc have the right to voluntarily enter into social relationships with each other.

Minute Man Arc is committed to providing a workplace that is free of harassment, discrimination, conflicts of interest, and favoritism and will not tolerate unwelcome or offensive conduct that creates a hostile work environment or sexual harassment.

Minute Man Arc expects that any social relationships entered into by and between Minute Man Arc employees will abide by the following rules.

- Be welcome and consensual by both employees.
- Either employee may terminate the relationship at any time without suffering workplace retaliation of any form.
- Neither employee will seek or accept a direct supervisory or reporting relationship with the other.
- Employees in supervisory positions will not participate in any discussions or decisions related to the terms of the subordinate employee's employment, compensation, scheduling, promotion or demotion, and development.
- Employees will not engage in conduct that could reasonably be regarded by co-workers as favoritism.
- Employees will behave professionally toward each other at all times, even if the social relationship ends.
- Employees will not engage in public displays of affection or other inappropriate conduct in the workplace or at work-related functions.
- The social relationship does not violate Minute Man Arc's antidiscrimination and antiharassment policies.
- Employees will continue to comply with Minute Man Arc's antidiscrimination and antiharassment policies.
- Employees will inform the Director of Human Resources or the Chief Executive Officer immediately if the conduct of the other employee is not welcome.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	MANDATED REPORTING OF SUSPECTED ABUSE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2015

Minute Man Arc will make every effort to protect individuals with disabilities in full accordance with the regulations set forth by the Disabled Persons Protection Commission (DPPC); Division of Early Education and Care (EEC); and the Department of Children and Families (DCF). All employees are expected to model and enforce strong health, safety, and educational standards by responding to the diverse needs of our clients at all times. All employees are required to insure that persons with disabilities are protected and receive protective services when necessary. Abuse may be physical, sexual, neglect, verbal and/or financial. Should you suspect abuse of any kind, notify your supervisor immediately, and contact the **DPPC hotline at 800-426-9009. For children, contact DCF at 800-792-5200.**

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	COMMUNICABLE DISEASES POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/12/2015	Reviewed without Revision Date:

General cleanliness is an important infection control procedure. Frequent hand washing has been shown to significantly decrease the spread of infection. Be sure to wash your hands regularly, using soap and paper towels, particularly after toileting, before eating, handling or serving food, and before handling or dispensing medication. Encourage individuals served to also wash their hands regularly.

Staff should be sure to follow policies and wear protective gear when cleaning spills of bodily fluids.

Minute Man Arc’s decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), H5N1 (Avian Influenza), H1N1 (Swine Flu), MRSA (Methicillin-resistant Staphylococcus aureus), Ebola, and tuberculosis. Minute Man Arc may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Minute Man Arc will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely because they have a communicable disease. Minute Man Arc reserves the right to exclude a person with a communicable disease from the workplace facilities, program, and functions of the organization if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Minute Man Arc will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidentiality of persons who have communicable diseases.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	INFECTIOUS DISEASES, MANTOUX, HEPATITIS A VACCINE, AND HEPATITIS B VACCINE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/12/2015

Minute Man Arc values the health and wellbeing of all employees and individuals served. Any employee, who, by the nature of his/her position, may be exposed to bloodborne pathogens will undergo annual training on infectious diseases (including, but not limited to, Hepatitis) and the use of appropriate universal precautions.

Identified employees will be offered the option of being vaccinated against Hepatitis A and/or B. Both are blood borne pathogens that can be transmitted via contact with bodily fluids. Some of the individuals we serve may be carriers of these conditions. Each employee who may encounter bloodborne pathogens in the workplace should consider being vaccinated for Hepatitis B and A. Employees should always use appropriate universal precautions at all times. Minute Man Arc will purchase and make available to employees any necessary personal protective equipment (PPE).

Minute Man Arc will authorize employees to receive this vaccination and will also provide this authorization to employees who work in a program that require Mantoux screening. Vaccinations and Mantoux screenings will be provided by a health center chosen by Minute Man Arc.

EMPLOYEE HANDBOOK

WORKPLACE POLICIES

Policy	HAZARDOUS MATERIALS COMMUNICATION POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 10/13/2015	Reviewed without Revision Date:

Right to Know

To the extent possible, Minute Man Arc provides a workplace that is free from hazardous materials, utilizing non-toxic agents whenever possible.

The US Department of Occupational Safety and Health Administration (OSHA) mandates that all employees have a need and a right to know about the hazards and identities of the materials to which they are exposed in the performance of their work. To that end, Minute Man Arc has created a Hazard Communication Program and has incorporated the program in all departments of the organization. Primary responsibility for compliance with the Hazard Communication Program lies with the Director of Operations and Department Program Directors and Managers.

Labels

All manufacturers, distributors, and importers must label, tag, or mark hazardous chemical containers with the identity of hazardous chemicals, including appropriate hazard warnings, as well as the name and address of the manufacturer, importer, or other responsible party. The purpose of this labeling is to provide employees with an immediate warning of hazard and to direct the person handling the chemical to the appropriate MSDS (Material Safety Data Sheet). Minute Man Arc will not accept any container for use on its premises unless the contents are clearly labeled with the appropriate hazard warning and the name and address of the manufacturer.

SDS -- Safety Data Sheets and MSDS Material Safety Data Sheets

In December 2013, Minute Man Arc began working toward full compliance with SDS requirements to the fullest extent possible given the necessary cooperation of manufacturers and distributors to provide this information. OSHA has extended the deadline for manufacturers and distributors to become compliant.

SDS and MSDS sheets are compiled and conspicuously displayed in red, three-ring binders at each location where chemicals are stationed for use (Store Room S-1 at Forest Ridge Road; Store Room C018 at 1269 Main St.)

SDS and MSDS sheets are also available for viewing at computer workstations at G:\EMERGENCY\SDS Safety Data Sheets & MSDS Material Safety Data Sheets.

Training

Any employee that uses a hazardous chemical, or has the potential to be exposed to a hazardous chemical during the course of their work, will be provided with information and training on the chemical(s) to be used, as well as any safeguards that are required. The training will be provided by the employee's supervisor and will take place prior to the use of or exposure to the chemical, and/or whenever the hazard changes.

The supervisor will include the following information in the training:

- Physical and health effects of the hazardous chemicals in use
- Methods and techniques to determine if an adverse exposure to the chemicals has occurred or is imminent
- The steps employees should take to reduce the risk of, or prevent, exposure to the hazardous chemicals including instruction on proper use of the chemical and/or the use of personal protective equipment such as gloves.
- Emergency procedures for responding to exposure.
- How to read and interpret labels, and SDS or MSDS information.

List of Hazardous Substances

A list of all known hazardous materials in use at Minute Man Arc is available from the Director of Operations.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	CONFIDENTIALITY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/13/2015	Reviewed without Revision Date:

Staff members are entrusted with, or have access to, information that is confidential. Information of a personal nature is to be treated by Minute Man Arc as confidential and cannot be passed on without permission. Even when such permission is provided, laws and regulations, as well as Minute Man Arc policy, may dictate how that information is handled when in transit from one person to another (For example, personal information transmitted electronically must be encrypted.) Confidentiality is critical to your position at Minute Man Arc. All employees are expected to maintain confidentiality at all times and as a condition of continued employment. Minute Man Arc does not allow the unauthorized disclosure of business secrets or other confidential information. This includes, but is not limited to, the following non-public information:

- The personal health information (PHI) or personal information (PI) of individuals served, employees, or families
- Donor or Purchaser information
- Financial and business secrets
- Marketing strategies
- Proprietary processes
- Vendor agreements

Minute Man Arc considers any inappropriate release of agency, vendor, or client confidential information to be a serious breach of agency policy and a violation of the law. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Discussions between staff members from different agency programs about confidential issues concerning individuals served is not permitted. Utilization of improper methods of transmitting or transporting protected information is not permitted. Failure to adhere to this policy could result in disciplinary action, up to and including termination.

This policy is not intended to infringe upon an employee's right to engage in protected concerted activity under 29 U.S.C. sec. 157. Employees have the right to discuss terms and conditions of employment and mutual work related concerns.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	CONFLICTS OF INTEREST
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/24/2015	Reviewed without Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain.

Do not give, offer or promise, directly or indirectly, anything of value to any representative of an Outside Business where “Outside Business” is defined as “any person, firm, corporation, or government agency that sells or provides a service to, purchases from, or competes with Minute Man Arc.” Examples of violations include holding an ownership or financial interest in an Outside Business and accepting gifts, money, or services from an Outside Business.

In addition, while employed by Minute Man Arc, it is expected that your position with the agency is your primary employment. Any outside activity must not interfere with your ability to properly perform your job. All employees will be judged by the same performance standards and will be subject to Minute Man Arc’s scheduling demands, regardless of any existing outside work requirements. Employees may not receive any income or material gain from individuals outside Minute Man Arc for services rendered while performing their jobs.

If you are considering another employment opportunity outside of Minute Man Arc, you need to discuss it with your supervisor or the Director of Human Resources to ensure that it will not interfere with your current job nor pose a conflict of interest.

No current employee of Minute Man Arc who is employed with a temporary staffing agency outside of Minute Man Arc may accept ANY assignment for work at Minute Man Arc. Additionally, any former employee who did not leave Minute Man Arc as an employee in good standing is not eligible to accept ANY temporary assignment for work at Minute Man Arc.

Finally, while immediate family members often represent an excellent recruitment source, relatives of staff members will not be hired, transferred, promoted or demoted into jobs in the same program nor will relatives of Board members as this could present a conflict of interest. The Chief Executive Officer of the Agency will review the hiring of immediate family members in advance in order to rule out any potential conflict of interest. In the case of relief staff, Minute Man Arc will permit the employment of qualified relatives of employees as long as such employment does not, in the opinion of the agency create actual or perceived conflicts of interest, disruptions in the workplace or other performance problems. If employees should become related while employed by the

agency, the Chief Executive Officer of the Agency will evaluate the situation for potential conflicts and will take action accordingly. If you have any questions regarding what constitutes a conflict of interest, please see your supervisor or the Director of Human Resources.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	DRESS/PERSONAL APPEARANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 11/13/2015

Minute Man Arc considers it very important for you to be well groomed, neat, and to dress appropriately for your job function. Some positions may require a more business-like attire than others. A neat and professional appearance contributes to an overall positive impression of Minute Man Arc for those with whom we come in contact, both internally and externally. All employees of Minute Man Arc are expected to dress and groom in accordance with accepted professional business standards.

We wish to provide a work environment that is free of safety hazards. Supervisors are responsible for ensuring that staff members are dressed appropriately for their job function and that any clothing (including shoes) that is worn on a particular job site is appropriate for that job site. If you have any questions about appropriate attire for your position, please speak directly with your supervisor. Supervisors reserve the right to send any person home to change into clothes that meet the requirements of their job site.

Because this is a place of business, clothing that is torn, frayed, stained or discolored is inappropriate. "Short-shorts", undershirts, garments with inappropriate messages i.e. religious, political, sexual, etc. or shirts that reveal visible cleavage, a bare chest, navels or a bare midriff are some examples of inappropriate dress. Management will speak with anyone who is not dressed or groomed appropriately for the business environment. Any employee who violates this standard will be subject to appropriate disciplinary action.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	WORKPLACE CIVILITY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 11/13/2015	Reviewed without Revision Date:

Minute Man Arc wishes to provide a friendly and supportive environment characterized by civility and inclusiveness. The success of Minute Man Arc is dependent on the trust and confidence we earn from our employees, individuals served and their families, and other stakeholders.

At Minute Man Arc, everyone should feel comfortable to speak his or her mind; however, Minute Man Arc will not tolerate any rudeness or unprofessional behavior towards an individual served or anyone in contact with Minute Man Arc. Employees will not be discourteous or disrespectful to any member of the public while in the course and scope of Minute Man Arc business.

While managers and supervisors are responsible for ensuring that the workplace is free from abusive, bullying and harassing behavior, each employee shares that responsibility. Each employee is expected to work in a cooperative manner with managers, supervisors, co-workers, individuals served, family members, or others encountered while in the course and scope of Minute Man Arc business.

Some examples of behavior that might be abuse, bullying or harassing include:

- Being insubordinate, threatening, intimidating, disrespectful or assaulting a manager, supervisor, co-worker, individual served, or visitor
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees;
- Using racial slurs, derogatory comments, or insults;

Discipline, at the discretion of Minute Man Arc, may include written warnings and/or termination of employment.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	EMPLOYEE FILES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 12/29/2015

The Human Resources Department maintains a personnel file for each employee. The personnel file contains such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Documents that have been, or may be used to negatively affect an employee's qualification for employment, promotion, transfer, additional compensation or to subject employees to disciplinary action WILL be placed in the employee's personnel file. Examples of these types of documents include a written summary of a verbal warning, a performance appraisal, a corrective action plan and/or a written warning. These examples are not all inclusive. CORI results and personal health information will be kept in a separate, secured location. The information contained in your personnel file is confidential; therefore, only those individuals authorized to view an employee file will be allowed to do so.

Minute Man Arc abides by the law with respect to disclosure of personnel files. Employees who wish to review or copy their personnel file need to submit a written request to Human Resources. Upon such request, employees may review/copy their employee file within five business days in the Human Resources office during normal business hours. Employees are limited to two opportunities per calendar year in which they may review their record. In addition, an employee who submits a written request to Human Resources to obtain a copy of their personnel file will receive it within five business days, also limited to two such requests per year. If more than one such request is received, employees may be charged a copying charge for this service.

It is critical to your pay and benefits that all employee information be updated at all times. If a change occurs with regard to any of the following items, please notify Human Resources immediately. It is now possible for employees to handle many of these changes on-line via the Employee Self Service web site.

Changes in:

- Name, address or phone number
- Emergency Contact
- Benefits
- Names and Number of Dependents
- Marital Status
- Change of Beneficiary
- Tax Exemptions
- E-Mail
- Cell Phone

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	INFORMATION SYSTEMS USAGE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

Minute Man Arc makes available to you some or all of the following information and technology resources to help us deliver the best possible service to individuals served:

- Desktop and Laptop Computers
- Netbooks and Tablets
- E-mail
- Internet Access
- Telecommunications equipment which may include cell phones, walkie-talkies, and other communications devices
- Network servers and equipment

These Information Systems have been provided to assist you in carrying out agency business. Minute Man Arc’s information systems should not be used: to solicit others for commercial ventures; for religious or political causes; or other non-job-related solicitations. **All Minute Man Arc Information Systems are the property of Minute Man Arc and employees have no right of privacy regarding any information maintained in or on Minute Man Arc’s property, or transmitted or stored through Minute Man Arc’s computer systems, voicemail, e-mail, internet access, televisions or other technical resources.**

Employees should use Minute Man Arc’s technical resources, including voice mail, e-mail, text messages, internet, computer systems, and televisions, along with any related technical resources in the course of Minute Man Arc’s business and only in the course of Minute Man Arc’s business except as provided for in this policy. Employees may use Minute Man Arc’s technical resources for occasional non-business and personal purposes (for example, it would be permissible to send an e-mail or a text to a spouse or significant other asking that person to run a quick errand; or to receive or make a quick phone call to check on the welfare of children, parents, or other dependents), but in no event should employees use the system in any manner that violates federal or state law, to set up or to run a personal business or to transmit confidential, offensive or derogatory information. Any material sent or viewed through e-mail, the Internet, voice mail, or television deemed inappropriate or offensive or in violation of Minute Man Arc’s non-discrimination/non-harassment/non-bullying policies may provide the basis for disciplinary action, up to and including termination.

To protect you, and the individuals served, from unnecessary interruptions and annoyances, it is our policy to prohibit the distribution of electronic literature in work areas and to prohibit solicitation and distribution of electronic literature during employees’ working time. “Working time” is the time an employee is engaged in, or

should be engaged in, performing her/his work tasks for Minute Man Arc. Solicitation or distribution of any kind by non-employees on Minute Man Arc premises is prohibited at all times. Employees are also prohibited from using Minute Man Arc's communication systems for solicitation purposes. (Examples include sale of cookies, candy, makeup, jewelry – whether or not such solicitation is for personal gain or for a fund raising effort on behalf of another.) Any exceptions to this would require the approval of the Chief Executive Officer. Nothing in this section prohibits employees from discussing terms and conditions of employment.

Minute Man Arc's Information Systems are not private. All information stored, transmitted, received, or contained in the company's e-mail systems or other electronic storage systems is the property of Minute Man Arc. It is not company policy to routinely or intentionally inspect e-mail or internet usage. However, there may be business or legal situations that necessitate company review of e-mail messages and other documents. Thus, any information you input or transmit on a Minute Man Arc Information System, including e-mails and Internet sites, can and may be reviewed by the agency without prior notice to you, even if that information is protected by your individual password. The use of a password is to control access to agency equipment and is not intended to create a right or expectation of privacy. Minute Man Arc explicitly reserves the right to access, monitor, review, copy, or delete any information stored or transmitted on any Information System at any time, as the agency deems appropriate. This may include random, unannounced audits to ensure that the agency's Information Systems are being used in accordance with this policy.

Misuse of the agency's Information Systems will subject an employee to disciplinary action, up to, and including, dismissal. Examples of misuse of the agency's Information Systems are:

- Unauthorized dissemination of information that is confidential or proprietary to the agency;
- Authorized dissemination of information that is confidential or proprietary to the agency without appropriate security measures;
- Failure to follow Minute Man Arc's security and policy procedures including, but not limited to, revealing assigned passwords to others and allowing unauthorized individuals to access secure areas (such as the agency's computer network server).
- Viewing or disseminating obscene, pornographic, abusive, slanderous, defamatory, discriminatory, and/or harassing material;
- Using, copying or distributing copyrighted materials (including software) in violation of copyright laws;
- Inappropriate use of the agency network by violating system privacy;
- Use of computing resources for gambling or on-line gaming;
- Use of computing resources for the sharing of entertainment related files such as MP3 music files;

- Use of the Agency's logos, marks or other protected information or property for business/commercial venture without Minute Man Arc's express written authorization;
- Use that violates any other agency policy including agency policies regarding confidentiality, discrimination, bullying, solicitation, and harassment;
- Using a cell phone or other hand-held communication device while operating a moving vehicle;
- Using cell phone picture phones to take unauthorized pictures of individuals or documents and/or transmitting such pictures to others inside or outside Minute Man Arc;
- Sending messages or other materials, pictures, or documents that are defamatory, abusive, obscene, profane, sexually oriented, threatening, bullying or offensive;
- This list is not intended to be all-inclusive.

Due to the risk of viruses and applications that may conflict with our computer systems, you may not change or augment your work systems or settings with any personal software or change system parameters unless you have prior approval from the Director of Operations. **In addition, because of the necessity of protecting documents, e-mails, and other information from unauthorized access, do not give your password to any co-workers or third parties.** Do not open e-mails with attachments that are in a format unfamiliar to you. Widely used formats include .doc, .docx, .txt, .jpg or .xls. If you receive an attachment in your e-mail that is in a different or suspicious format, contact the Director of Operations before opening it. All computers with access to the Internet or e-mail cannot be used without an anti-virus protection program in operation. Employees cannot add software, reuse disks, or download files from external sources without approval from a supervisor and the Director of Operations.

Employees are also prohibited from bringing, and using, personal laptops, notebooks, ipads, tablets or similar devices, netbooks, Playstations, Wiis, Nintendos, eBook Readers and other such interactive devices into the workplace for use during working hours without the permission of the Program Director as the use of such devices may interfere with an employee's responsibilities. Minute Man Arc will not be responsible for the loss of personal computing equipment brought into the workplace.

Employees are representatives of the agency and must exercise due care not to use any Information System in a manner that would violate any law. Minute Man Arc Information Systems are intended to assist you in performing your job. Use them for their intended purpose(s).

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	PROTECTING PERSONAL INFORMATION AND PREVENTING IDENTITY THEFT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

Identity theft is a growing, and often expensive, issue affecting millions of those who live in the United States every year. To help combat this, Massachusetts enacted a law that implemented standards for the protection of personal information of residents of the Commonwealth.

In compliance with these standards, Minute Man Arc has appointed the Director of Operations as Minute Man Arc’s Data Security Officer. It is Minute Man Arc’s goal to ensure the security and confidentiality of personal information; protect against threats and hazards to the security of such information; and protect against unauthorized access to, or use of such information in a manner that creates a substantial risk of identity theft or fraud.

Personal information is defined as an individual’s first and last names or first initial and last name along with one of the following: social security number; driver’s license number or state issued identification card number; or financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password that would permit access to an individual’s financial account. Examples of documents that meet this definition include a personal check, a health insurance application, and a CORI request form.

Access to personal information is limited to those who need that information to accomplish a Minute Man Arc business purpose or to meet a mandated regulatory requirement. Employees should not bring any documents containing personal information home with them. When the need arises to transmit a document containing personal information to a third person, the document cannot be faxed. It can be sent, via e-mail, but the e-mail must be encrypted before it is sent. If you have a need to do this, you must contact the Director of Operations for instructions on how to properly transmit documents containing personal information.

Paper documents containing personal information cannot be left on a desk when you are not there. You must put these documents into a locked cabinet before you leave the office or office area. You must follow any policies and procedures your department or program develops for transporting any documents containing personal information from one work site to another.

You must not store any personal information on a computer, flash drive or other device unless such information is encrypted. Any paper documents containing personal

information must be shredded. Any electronic equipment containing personal information must have their memories destroyed utilizing a method that ensures the information can never be retrieved. Reformatting a disk or deleting a file will not meet this standard.

When employees leave Minute Man Arc's employ, they must return all records containing personal information, in any form, that the employee has in his/her possession including any such records stored on laptops or other portable devices or media, and in files, records, work documents etc.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	BLOGS AND SOCIAL NETWORKING SITES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 01/06/2016	Reviewed without Revision Date:

Minute Man Arc supports the free exchange of information and camaraderie among its employees. When engaging in social media, you must respect all copyright and other intellectual property laws. For Minute Man Arc’s protection as well as your own, it is critical that you show proper respect for laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including Minute Man Arc’s own copyrights, trademarks, and brands. To minimize the risk of a copyright violation, you should provide references to the source(s) of information you use and accurately cite copyrighted works you identify in your online communications.

Do not comment on proprietary Minute Man Arc information (business, financial, and marketing strategies) without the advance approval of the Director of Marketing and Development.

Do not make negative comments about any of the individuals served and/or their family members in any social media.

Use of social media on Minute Man Arc equipment during working time is permitted, if your use is for legitimate, pre-approved Minute Man Arc business. Please discuss the nature of your anticipated business use and the content of your message with the Director of Marketing and Development or the Chief Executive Officer. Obtain their approval prior to such use.

Due to the potential for issues such as invasion of privacy (employee and individuals served), violation of regulatory policies and procedures, sexual or other harassment (as defined by our harassment/discrimination policies), and protection of proprietary information, staff may not take, distribute or post pictures, videos or audio recordings while on working time. Staff also may not take pictures or make recordings of work areas. Exceptions to the rule concerning pictures and recordings would be for pictures, video, or audio authorized as part of an individual’s work assignment or to engage in activity protected by the National Labor Relations Act including, for example, taking pictures of health, safety and/or working condition concerns and/or other protected, concerted activities.

You may not knowingly make false representations about your credential or your work.

Be thoughtful in all your communications and dealings with others, including e-mail and social media. Never harass (as defined by our anti-harassment policy), threaten, libel or

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defame fellow employees, individuals served, stakeholders, or anyone else. In general, it is always wise to remember that what you say in social media can often be seen by anyone. Accordingly, harassing comments, obscenities or similar conduct that would violate Minute Man Arc's policies is discouraged in general and is never allowed using Minute Man Arc's equipment or during your working time.

Any violations of this policy are grounds for disciplinary action, up to and including termination of employment.

This policy is not intended to infringe upon an employee's right to engage in protected concerted activity under 29 U.S.C. sec. 157. Employees have the right to discuss terms and conditions of employment and mutual work related concerns.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	PUBLIC RELATIONS / MEDIA INQUIRIES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

Minute Man Arc strives to anticipate and manage crisis situations in order to reduce disruption to our employees and to maintain our reputation as a high quality organization. To best serve these objectives, the company will respond to the news media in a timely and professional manner **only** through designated spokespersons. Events may occur within Minute Man Arc that will draw attention from the news media. It is imperative that a designated representative who speaks for Minute Man Arc deliver an appropriate message and avoid giving misinformation to any media inquiry.

Minute Man Arc will generally provide a response to media inquiries. Individuals designated to speak on the organization’s behalf are the Chief Executive Officer, President of the Board, and the Director of Marketing and Development. No one other than these individuals should represent the company’s position to the media without review and approval by the Director of Marketing and Development.

Any staff member contacted by a representative of the media with a request for a response to a media inquiry (newspapers, television or radio stations, world-wide web sites, public relations departments of other organizations, editors, reporters, or writers of newsletters, journals, magazines, etc.) will contact the Chief Executive Officer.

Whenever a staff member is contacted by a member of the media with a request for a response to a media inquiry, the staff person should obtain the following information:

- Name and affiliation of the person requesting the information
- The specific issue the person is requesting information about and
- The deadline the person has for receiving information about the topic under inquiry.

The Chief Executive Officer, along with the Director of Marketing and Development will review the request and determine the most appropriate response to make as well as designate an appropriate person to provide the response.

Any staff member wishing to contact newspapers, television or radio stations, world-wide web sites, public relations departments of other organizations, editors, reporters, or writers of newsletters, journals, magazines, or other media outlet, *as a representative of Minute Man Arc*, will need to obtain clearance from the Director of Marketing and Development prior to initiating such a contact. In most cases, this can be accomplished with a telephone call or via e-mail. The Director of Marketing and Development will

determine the appropriateness of the proposed submission, other Minute Man Arc media activities and initiatives, and ensure that confidentiality is not compromised.

Before releasing information about any individuals served, the Director of Marketing and Development will need to determine that Minute Man Arc has obtained proper authorization from the individual served and/or that individual's guardian.

This policy is not intended to infringe upon an employee's right to engage in protected concerted activity under 29 U.S.C. sec. 157. Employees have the right to discuss terms and conditions of employment and mutual work related concerns.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	IN-KIND DONATIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 12/29/2015

It is essential that staff members both recognize and reflect to donors their understanding that Minute Man Arc receives donations either for direct use by individuals served or for departmental use in ways that benefit individuals served indirectly. All offers of in-kind donations should be directed to the Development Office for proper documentation and acknowledgement.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	NON-SMOKING POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

All employees have a right to work in an environment that is free from smoke. To ensure that your work site is smoke-free, Minute Man Arc has designated all work areas and many portions of the grounds surrounding work sites as non-smoking (including the use of e-cigarettes) for the health, safety and well being of all our employees, clients and visitors. All employees are expected to abide by this policy while at work. Anyone in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

If this policy is being violated you can file a complaint. Please notify your supervisor or the Director of Human Resources that the policy is being violated. Be sure to identify where the violation took place, when it took place, and who violated the policy. You can also file complaints with the Massachusetts Department of Public Health. The complaint form can be downloaded from DPH's web site at <http://www.mass.gov/dph/mtcp>. Once downloaded, the completed complaint form can be faxed or mailed to the Department of Health. A complaint can also be filed with the Department of Public Health by calling 800-992-1895.

Employees who wish to quit smoking can obtain help through the Try-To-STOP TOBACCO Resource Center which is funded by the Massachusetts Department of Public Health. This service is offered free of charge to all Massachusetts residents. You can reach the Resource Center by calling 800-QUIT-NOW or 800-833-5256 (for Spanish speakers). There are also quitting tools available on the Internet at www.trytostop.org.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	SAFETY AND SECURITY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 12/29/2015

Providing a safe and healthy work environment for employees, individuals served, and visitors is a priority. A continuous effort is made to provide safe working conditions and to encourage safe work habits for all. Human Resources is responsible for administering, monitoring, and evaluating workplace safety. The cooperative efforts and personal commitment of all is absolutely necessary to provide safe working conditions.

Minute Man Arc provides information to employees about workplace safety and health issues through regular internal communication channels such as bulletin board postings, memos, or other written communications. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or Human Resources. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, or who retaliate against anyone for raising a workplace safety concern or complaint, will be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury that require more than first aid (bandaid or ice pack), regardless of how insignificant the injury may appear, employees should immediately notify Human Resources or their supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

Federal law (OSHA) requires that Minute Man Arc keep records of all illnesses and accidents which occur during the workday. State Workers' Compensation laws also require that any injuries on the job be reported. In the case of an emergency or if you are hurt or become ill, please contact your supervisor or the most available person for assistance.

OSHA also provides for your right to know about any health hazards, which might be present on the job. Should you have any questions or concerns regarding health hazards or First Aid, contact your supervisor or Human Resources.

Security on Minute Man Arc's premises is a key concern and focus. It is critical that every employee takes responsibility concerning safety and security. Always keep personal belongings in a secure location. Be aware of alarms and fire extinguishers throughout the facility. When leaving the premises, ensure that all entrances are properly locked and secured. If you notice anything suspicious or out of the ordinary, be sure to report it immediately.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	INTEGRATED PEST MANAGEMENT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 12/29/2015

As part of ensuring that all Minute Man Arc Staff and individuals served are provided with a safe and healthy environment, each individual has an obligation to participate in the integrated pest management plan to prevent infestation of agency property by insects and/or other pests. To this end, it is expected that you will:

- Store food in sealed containers in identified food storage areas.
- Use screens on all open windows and doors.
- Rid outdoor spaces of standing water wherever possible (examples, water collecting in cans or other containers, wheelbarrows, etc.)
- NEVER use chemicals or sprays to attempt to self-eradicate any pests or insects you may observe.
- ALWAYS report pest or insect activity to the Director of Operations who will evaluate the situation and take any appropriate action to control and rid our property of pests and insects. Note that small ants, flies, mosquitoes and other small pests are often easily vacuumed away, often requiring no additional action. When utilizing this method, be sure to discard the vacuum bag or contents outside the property to prevent re-infestation.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	SOLICITATIONS AND DISTRIBUTIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

Providing the most ideal work environment possible is very important to Minute Man Arc. Therefore, to protect you and the individual's served from unnecessary interruptions and annoyances, it is our policy to prohibit the distribution of literature in work areas and to prohibit solicitation and distribution during employees' working time. "Working Time" is the time an employee is engaged in, or should be engaged in, performing her/her work tasks for Minute Man Arc. These guidelines also apply to solicitation by electronic means.

The posting of written solicitations on agency bulletin boards is restricted. If employees have a message of interest to the workplace, they may submit it to Human Resources for approval. Human Resources will post all approved messages.

In an effort to ensure a productive work environment, individuals not employed by Minute Man Arc are prohibited from soliciting or distributing literature on agency property at any time for any purpose. Solicitation in the home of a person we serve is prohibited at all times, regardless of whether it is during work time.

Incidents of solicitation or distribution in violation of this policy should be brought to the attention of the Director of Human Resources and, when necessary, to the local police.

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

This policy is not intended to infringe upon an employee's right to engage in protected concerted activity under 29 U.S.C. sec. 157. Employees have the right to discuss terms and conditions of employment and mutual work related concerns.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	SUBPOENAS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 01/06/2016	Reviewed without Revision Date:

A subpoena is an order directing the recipient to appear and testify at a specific time and place. It may also require the recipient to produce certain documents listed on the subpoena on the date and time designated in the subpoena. A subpoena does not grant anyone the authority to search the premises.

If Minute Man Arc is named in the subpoena, the process server (the person delivering the subpoena) should be referred to the Chief Executive Officer's office.

If both Minute Man Arc and an employee are named parties in the subpoena, the employee named in the subpoena may accept service of the subpoena **only** on his/her behalf. The process server should be referred to the Chief Executive Officer's office for service of the subpoena on the agency.

If an employee alone is a party named in the subpoena, the subpoena must be delivered to the named individual personally. This situation normally arises where an employee is being sued based on conduct occurring outside the course and scope of Minute Man Arc employment. **Under no circumstances should a Minute Man Arc employee accept a subpoena, summons, or complaint on behalf of another employee or on behalf of Minute Man Arc.** The process server can be referred to Human Resources. Human Resources **will not accept** the subpoena. Human Resources, will, however, obtain pertinent information from the process server and the named employee will be informed of the subpoena, summons, or complaint as soon as possible.

Anyone receiving a subpoena concerning Minute Man Arc business must immediately notify the Chief Executive Officer. The subpoena, itself, must be hand-delivered to the Chief Executive Officer as soon as reasonably possible but, definitely, within twenty-four (24) hours.

Requests for written or oral information from attorneys or external agencies or courts should be directed to the Program Director and, subsequently, the Chief Executive Officer of Minute Man Arc, for follow up. No Minute Man Arc employee should speak to an outside attorney on matters related to Minute Man Arc business, without express prior permission from the Chief Executive Officer except on his or her personal business.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	SEARCH WARRANTS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

Employees cannot allow any law enforcement agent to conduct a search on Minute Man Arc property without a valid search warrant signed by a judge. Anyone identifying themselves as an agent with a warrant should be asked to show official identification and provide a copy of the warrant. Immediately notify the Chief Executive Officer of the search warrant.

If served with a Search Warrant, you will need to check for proper identification, request a copy of the warrant, write down the name and agency of the lead agent conducting the search, call the Chief Executive Officer immediately, and, if requested, provide assistance in locating the items noted in the warrant.

The warrant must identify the place to be searched and may have time limits. It may also have an expiration date. Read it carefully to be sure it gives the agents the right to search what they are asking to search. When contacting the Chief Executive Officer, be sure to provide the facts noted on the warrant, the law enforcement and/or regulatory agencies involved, the areas to be searched as noted in the warrant, and the types of items (evidence) the warrant indicates can be seized.

It is a crime to obstruct an agent in the lawful exercise of his or her duties. However, asking questions and requesting a copy of the warrant are not considered obstruction. Be sure to remain calm and polite. All Federal and State agents are required to leave an inventory of items taken during the search. This inventory should be forwarded to the Chief Executive Officer immediately.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	SUBSTANCE-FREE WORKPLACE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 12/29/2015

It is the policy of Minute Man Arc to create a workplace free of controlled substances. The use of controlled substances is inconsistent with the behavior expected of employees; subjects all employees, individuals served, and visitors to unacceptable safety, security and health risks; and undermines the agency's ability to operate effectively and efficiently. Mood altering substances can have an impact on our workplace and on Minute Man Arc's ability to achieve its objectives of safety and security. No employee may report to work or be on the job while under the influence of any controlled substance or alcohol. While on Minute Man Arc's premises no employee may use, possess, distribute, sell, or be under the influence of alcohol, marijuana (whether or not its use is prescribed) or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner which does not endanger other individuals in the workplace. Any employee taking prescription medication which may impair the senses, must submit a physician's statement to Human Resources regarding recommended work limitations.

Employees are forbidden to use, manufacture, distribute, dispense, or possess illegal drugs at any time, whether during work hours or otherwise, whether on Minute Man Arc property or otherwise, while an employee of Minute Man Arc. Failure to abide by this policy may result in immediate termination of employment.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Minute Man Arc of a criminal conviction for drug-related activity (including pleas of no contest). This report must be made within five days of the conviction.

Minute Man Arc's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law. Employees in some programs are required to have pre-employment drug tests as well as post-accident drug screens.

Any drug testing required or requested by Minute Man Arc will be conducted by a laboratory licensed by the state. All expenses related to the test will be incurred by Minute Man Arc. If Minute Man Arc receives notice that the employee's test results were confirmed positive or negative dilute, the employee will be given the opportunity to explain the positive result. In addition, if the test is positive, the employee may have the

same sample retested at a laboratory of the employee's choice. If the test is negative dilute, the employee will be given the opportunity to retest at a time determined by Minute Man Arc. A second negative dilute result will be considered the same as a retested positive result. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including discharge. Discipline selected by Minute Man Arc will depend upon a variety of factors including prior work record of the employee; the length of prior employment; the prior accident and attendance record of the employee; the circumstances that led to the testing; and the proposals by the employee to address the problem.

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended with pay until the results of a drug and alcohol test are made available to Minute Man Arc by the testing laboratory. In this situation, alcohol testing should occur within 8 hours of the incident and drug testing within 32 hours of the incident.

In programs requiring pre-employment drug testing, identified employees will undergo drug testing for marijuana, cocaine, opiates, amphetamines and phencyclidines (PCP). These individuals will also be required to undergo testing upon reasonable suspicion of being under the influence and after any accident whenever consumers are on board at the time of the accident. Post accident testing for alcohol must occur within 8 hours of the accident and drug testing within 32 hours of the accident.

Employees will be considered to be engaged at work for the time spent in taking any tests and will be compensated for such time at their regular rate of pay.

Employees who refuse to submit to a test are subject to immediate discharge.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or Human Resources.

EMPLOYEE HANDBOOK

WORKPLACE POLICIES

Policy	VEHICLE SAFETY AND DRIVING RECORD EVALUATIONS POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 01/12/2016	Reviewed without Revision Date:

General

It is the driver's responsibility to obey all traffic laws, and to drive defensively to prevent accidents, injuries, and property damage. Minute Man Arc expects each driver to drive in a safe and courteous manner.

Training

All employees must satisfactorily complete Minute Man Arc's Driver Safety Training and receive a certificate of completion before using any Minute Man Arc vehicles or before transporting any individual served by Minute Man Arc. This training will include the following components:

- Driver rules and regulations
- Defensive driving and reacting to skids
- Vehicle stalling and brake failures
- Proper use of vehicle safety equipment
- Content and use of all first aid kit items
- Communication devices and proper use of
- Emergency vehicle evacuation procedures
- Accident procedures and incident reporting
- Correct use of consumer seat belts
- Use of the wheelchair lift and proper wheelchair securement
- Human rights and sensitivity to consumer needs including disability awareness and passenger assistance
- Familiarization with all applicable standards, specifications and procedures including mandated reporting of suspected abuse or neglect

All Minute Man Arc vehicle drivers must complete and maintain certification in First Aid and CPR; and attend trainings on Reactions to Seizures; and Infectious Diseases/Universal Precautions.

A Registry of Motor Vehicle driving record check will occur prior to hire. The results of this background check will be evaluated on an individual basis. Those with an unacceptable driving record will not be offered employment. Each employee's driving record will be evaluated on an annual basis. If the annual check reveals an unacceptable driving record, it will be grounds for disciplinary action, up to and including, termination of employment.

Driving Guidelines

Agency vehicles include any van, truck, or car owned or rented by Minute Man Arc, or for which Minute Man Arc holds insurance.

Agency vehicles are to be driven by authorized employees only, except in the case of repair testing by a mechanic. Spouses, other family members, or other non-employees are not authorized to drive agency vehicles.

Agency vehicles are used for transporting individuals served by Minute Man Arc for authorized agency business. Passengers are generally limited to those individuals who need to ride in the vehicle to conduct employer business, such as other employees and/or clients.

The use of Minute Man Arc's vehicles is restricted to work related use only. Personal use of agency vehicles is not permitted.

Valid use of any Minute Man Arc vehicle includes, but is not limited to, transporting an individual served to and/or from work, an appointment, activity or an outing, and program related errands such as food shopping, driving to meetings, or driving to the Minute Man Arc office. Vehicles may be used in emergencies to transport adult individuals served from one program to another, or for transport to the hospital or doctor's office. Appointments for individuals served should be scheduled in a manner that allows an employee access to their program's vehicle. If the program vehicle is already scheduled for use, the employee should contact the Transportation Coordinator to schedule use of another vehicle.

Any employee who has a driver's license revoked or suspended shall immediately notify his/her supervisor and the Director of Human Resources and immediately discontinue operation of any company vehicle. Additionally, if the reason for the revocation or suspension results in an unacceptable driving record, it may be grounds for termination of employment.

All accidents in agency vehicles, regardless of severity, must be reported to the police, the employee's direct supervisor, and the Transportation Coordinator. If an employee is injured as the result of an accident, the injury must also be reported to the Director of Human Resources so the injury can be reported to the Workers' Compensation insurer. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). When individuals served are in the vehicle during an accident, the employee must follow the appropriate protocols for serious incidents. Accidents in personal vehicles while on company business must follow these same accident procedures. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

Drivers must report all ticket violations received during the operation of an agency vehicle or while driving a personal vehicle on agency business within 72 hours to the Director of Administration and Finance. Employees who are charged with traffic and parking violations will be solely responsible for all liabilities that result from such actions.

Driver Criteria

Employees must have a valid and current Massachusetts driver's license (or a valid license from a state contiguous with Massachusetts) to operate an agency vehicle or a personal vehicle. Any personal vehicles used for company business must be insured and the coverage must meet the Massachusetts required minimum insurance coverage. An updated copy of the employee's driver's license must be kept on file in the Human Resources Department at all times.

Employees driving multi-passenger vehicles must be at least 19 years of age and have at least three (3) years of driving experience as evidenced by holding a driver's license issued within the United States.

Any employees transporting individuals served must have a certificate issued by the National Safety Council for having satisfactorily completed the Driver Safety Training.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.

Driver Safety Rules

The use of an agency vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.

All occupants of the vehicle must be properly restrained whenever the vehicle is in motion. This includes the use of seat belts and/or other approved tie down and lock systems.

Cell phone use (which includes verbal conversations, texting or any other use of cell phones) while driving is forbidden. Effective October 1, 2010, texting while driving became illegal in Massachusetts. Drivers should complete calls while the vehicle is parked and/or pull off the road to have a conversation, if needed.

No driver should operate an agency vehicle when her ability to do so safely has been impaired by illness, fatigue, injury, or medication.

No unauthorized personnel are allowed to ride in, or drive, company vehicles.

For the comfort of all individuals who rely on the agency vehicles for transportation, smoking, including the use of e-cigarettes, is not permitted and pets are not to be transported at any time.

Drivers are responsible for the security of agency vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

Head lights shall be used 1 hour before sunset and until 1 hour after sunrise, or during inclement weather, or at any time when windshield wipers are in use, or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

All individuals using the vehicles should clean up after themselves and perform the prescribed vehicle check on a daily basis. The vehicle checklist must be submitted to the Transportation Coordinator.

It is the responsibility of the assigned driver to inform the Transportation Coordinator of any vehicle maintenance needs or safety problems.

Employees are not permitted to use any agency vehicle in a manner which is inconsistent with applicable motor vehicle laws or common sense safety guidelines. All state and local driving laws must be obeyed.

No eating or drinking in the vehicle.

Vehicle doors must be closed and locked while the vehicle is in motion (except for any rear emergency door which must be left unlocked during transit).

No fueling while individuals served are on board.

Only the driver can sit in the driver's seat.

The vehicle must be turned off and the keys removed when the driver's seat is empty (except for vehicles with a hydraulic lift).

Pushing another vehicle or having the vehicle pushed while individuals served are on board in either vehicle is prohibited.

No personal stops are allowed.

Headphone use is prohibited while driving or monitoring individuals served.

No firearms, alcoholic beverages, unauthorized controlled substances, or highly combustible materials are allowed in the vehicle.

Individuals served may never be left unattended in the vehicle.

Adhere to any additional driver policies and procedures outlined by your particular program.

Accident Procedures

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

Call for medical aid, if necessary and administer any necessary first aid until additional assistance arrives.

Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he/she should write a note giving location information to a reliable appearing motorist/bystander and ask that individual to notify the police.

Record names and addresses of the driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.

If you have a camera or cell phone camera available, take pictures of the accident scene as well as any damages noted to all vehicles involved or of any other property that was damaged as a result of the accident.

Complete the form located in the Vehicle Accident Packet located in the glove box of each agency vehicle.

Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.

Provide the other party with your name, address, drivers' license number, and insurance information.

Immediately, report the accident to your supervisor and the Transportation Coordinator. Provide a copy of the accident report and/or your written description of the accident to the Transportation Coordinator as soon as possible.

If the accident occurred during a MART run and consumers were on board at the time of the accident, the driver must undergo alcohol and drug testing within 8 hours of the time of the accident.

There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

Personal Vehicles

Use of personal vehicles should be a last resort and are subject to the following conditions:

- The vehicle is maintained in good and safe condition with a valid safety inspection sticker and is covered by a level of insurance coverage as required by state laws and which the employee and his/her agent determines provides the best protection for the given use of the vehicle.

- The employee has a valid driver's license.
- The employee has a current Minute Man Arc issued certificate indicating the employee has satisfactorily completed the Driver Safety Training if the employee's position requires the transportation of individuals served.
- Permission is granted by the Program Director.

It is important to note that no employee is required, at any time, to use their personal vehicle to transport individuals served. Employees who do not wish to use personal vehicles will have access to agency vehicles, as they are available.

In the event of an accident in a personal vehicle, the employee's insurance is considered the primary coverage and Minute Man Arc's insurance would be secondary. Before volunteering their personal vehicle for agency use, employees should check with their personal automobile insurance carrier to identify limitations in their coverage.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	TRAVEL REIMBURSEMENT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 02/06/2015	Reviewed without Revision Date: 12/29/2015

In the event that an employee uses their personal vehicles for the transportation of individuals served or other authorized work, Minute Man Arc will reimburse staff \$0.50 cents per mile, plus the cost of tolls and parking. Employees must submit receipts for tolls and parking expenses in order for those expenses to be reimbursed. Staff should track mileage with a staff mileage sheet. Employees must submit all expense requisitions on a bi-weekly basis, with the appropriate signatures and supervisor approval. Staff mileage is reimbursed on an employee's paycheck. It is designated as Travel on an employee's pay stub and appears as a negative deduction, meaning it is not considered taxable income. Reimbursement is added onto your net pay. Requests for reimbursement submitted more than two months after the employee has incurred the expense will not be honored.

Commuting to and from work is not a reimbursable expense. If employees make multiple stops during the course of the workday, the mileage from home to the first stop of the day and the mileage home from the last stop of the day is not reimbursable mileage. If employees routinely commute to and from a specific location on a daily basis and find that they occasionally need to commute to and/or from a location that is different (and further away) than their routine commute, they can request reimbursement for the additional mileage (above and beyond routine commuting mileage) that they incur on these occasions.

EMPLOYEE HANDBOOK

WORKPLACE POLICIES

Policy	CELL PHONE USE POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 12/29/2015	Reviewed without Revision Date:

Drive Now, Talk Later

This policy outlines the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones and the safe use of cell phones by employees while driving.

Personal Cellular Phones

While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls, texting, or other use of cell phones during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Some programs will ban the use of personal cellular phones during your working hours. Others may allow some limited use of personal cellular phones. If your program allows the use of cellular phones during working hours, a reasonable standard is to limit personal calls during work time to no more than one per day as needed. Additionally, such calls must be for the minimum amount of time possible. Extended conversations are not allowed. Employees are asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of Minute Man Arc’s policy. Flexibility will be provided in circumstances demanding immediate attention.

Ring-tones that may be audible to others in the work place or while conducting Minute Man Arc business in the community should be tasteful and reflect the professionalism with which all Minute Man Arc employees should conduct themselves.

Minute Man Arc will not be liable for the loss of personal cellular phones brought into the workplace.

Camera Phones

Due to the potential for issues such as invasion of privacy (employee and individuals served), violation of regulatory policies and procedures, sexual or other harassment (as defined by our harassment/discrimination policies), and protection of proprietary information, staff may not take, distribute or post pictures, videos or audio recordings while on working time. Staff also may not take pictures or make recordings of work areas. Exceptions to the rule concerning pictures and recordings would be for pictures, video, or audio authorized as part of an individual’s work assignment or to engage in activity protected by the National Labor Relations Act including, for example, taking pictures of health, safety and/or working condition concerns and/or other protected, concerted activities. Camera phones are also allowed for the purpose of documenting damage in the case of an automobile accident. Any other use of cameras or camera

phones in the workplace must receive specific, prior approval of the Program Director and compliance with regulatory requirements regarding the images of individuals served..

Personal Use of Company-Provided Cellular Phones

Where job or business needs demand immediate access to an employee, Minute Man Arc may issue a business-owned cell phone to an employee for work-related communications. Employees in possession of Minute Man Arc's equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of loss.

Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using cell phones and other communication devices while driving unless they are using an approved Bluetooth device. Under no circumstances are employees allowed to place themselves, or the individuals we serve, at risk to fulfill business needs.

Any employee who drives in the course of business for Minute Man Arc must not use their cell phones while on duty and driving. The prohibition extends to using cell phones for any purpose – verbal calls, text messaging or other use of the cell phone. All employees who are driving individuals are expected to pull to the side of the road and stop before using cell phones for any purpose. Effective October 1, 2010, texting while driving became illegal in Massachusetts.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy are subject to Minute Man Arc's disciplinary process, including termination of employment.

Special Responsibilities for Managerial and Supervisory Staff

As with any policy, management and supervisory employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	NO-RECORDING POLICY
Effective Date: 02/03/2015	Approval Date: 02/03/2015
Revised Date:	Reviewed without Revision Date: 01/08/16

It is expected that employees will respect the privacy of other individuals in the workplace and that secret recording of individuals without their knowledge is not compatible with the mission of MMA to foster an open exchange of ideas and disrupts employee morale. MMA does not allow the recording of individuals who are unaware that such recordings are being made. In order to promote an environment of trust and collegial sharing, to encourage open and honest workplace communication, and to protect the privacy of individuals served, MMA expects that any recording will be done only with the prior consent of the parties involved. In fact, in the state of Massachusetts, the law requires that recordings may be made only if ALL parties to the conversation consent. Therefore, anyone making such a recording without obtaining such consent would be violating the law. Covert/secret recording of any conversation or meeting occurring in a MMA workplace setting is prohibited. Employees are also prohibited from arranging for others to do any recording of conversations, phone calls or other work activities unless specifically permitted by MMA. This policy shall apply to video and audio recording using devices such as smartphones, tablets and other devices capable of producing and memorializing such recordings.

The following are the only exceptions to the above provisions:

- Camera-equipped or recording devices issued by MMA to designated employees as part of their performance of certain duties;
- When required as an accommodation to an employee who has a documented need for such an accommodation;
- When authorized by a meeting chairperson for the purpose of facilitating the recording of meeting minutes or the taking of notes; or, the recording of investigatory hearings;
- When authorized by a trainer to facilitate learning

When the use of audio and/or video recording devices is permitted, the following criteria is required:

- There is a legitimate purpose for the recording (see the paragraph on exceptions above)
- The recording device is in plain view

Failure to comply with the provisions of this policy will result in disciplinary action, up to and, including termination from employment and may also result in the filing of a criminal complaint.

This policy is not intended to interfere with, limit or relinquish an employee's right to join with others to work toward altering the terms or conditions of his/her employment .

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	VIOLENCE PREVENTION POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 07/22/2015; 01/08/2016	Reviewed without Revision Date:

Minute Man Arc is committed to preventing workplace violence and to maintaining a safe work environment. To achieve this, Minute Man Arc has no tolerance (zero) for workplace violence. Given Minute Man Arc’s goal of providing a safe workplace and given the increasing violence in society in general, Minute Man Arc has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

Workplace violence includes, but is not limited to physical assault or battery, or both; property damage; and intimidation or threats communicated by any means; or other disruptive or aggressive behavior that would cause a reasonable person to be in fear of his or her personal safety or the safety of another employee or individual served. Workplace violence can include actions or communications in person, by letter or note, by telephone, by fax, by e-mail, by text message or other electronic communication; or via social media. Incidents of violence may take place between employees; between employees and individuals served; between employees and non-employees; and/or between employees and acquaintances, partners, spouses, or the general public.

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. This may include any sexual touching, above or beneath clothing, oral sexual contact, rape, child molestation, or forced sodomy. Domestic Violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence typically includes one or more of the following patterns of behavior. Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc. are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her. Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner. Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children. Economic Abuse: Is defined as making or attempting to make an individual

financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment. Psychological Abuse: Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work. Stalking is any unwanted contact that communicates a threat or places the victim in fear. A stalker may monitor a victim's actions including her/his whereabouts, conversations with other people, and internet and email usage. Stalking victims often live in constant fear that at any moment their safety and lives may be threatened. Never knowing when the threat may become a violent reality, stalking victims commonly experience anxiety, severe depression, social isolation, and insomnia causing significant disruption and alteration of daily life.

Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Conduct prohibited by this policy would include a physical assault such as hitting, pushing, punching, pinching, kicking, holding, pulling, impeding or blocking the movement of another person. Firearms, weapons, and other dangerous or hazardous devices or substances are also prohibited from the premises, which includes the agency parking lot and surrounding property. Weapons include, but are not limited to, all types of firearms, explosives, martial arts weapons, chains, clubs, pepper spray, knives, poisons, and any other objects carried which could be used to injure, harass, or threaten.

Conduct that threatens, intimidates, or coerces another employee, individual served, or a member of the public at any time, including off-duty periods such as at meal breaks, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, gender identity, race, age, color, national origin, ancestry, religion, disability, marital status, genetic information, sexual orientation, veteran status or any other basis prohibited under applicable law. Minute Man Arc will be the final arbiter of what constitutes harassment, intimidation, or other conduct prohibited by this policy.

Any physical or verbal conduct which you observe and which you believe is prohibited by this policy should be reported as soon as possible to your immediate supervisor, the Director of Human Resources or any other member of management. This includes threats by supervisors or employees, as well as threats by individuals served, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor.

Minute Man Arc will promptly and thoroughly investigate all reports of threats of (or actual) violence, assaults, harassment, intimidation, and of suspicious individuals or activities. When incidents involve potential criminal conduct, these incidents will be reported to appropriate public safety personnel. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Minute Man Arc may suspend employees, either with or without pay, pending investigation. Additionally, Minute Man Arc prohibits any

actions that are retaliatory, or may be construed as retaliation, against anyone who has reported threats of (or actual) violence, assaults, harassment, intimidation, and of suspicious individuals or activities or who has cooperated into an investigation around such incidents.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including immediate termination of employment. Discipline may include successful completion of counseling, anger management, education or equivalent program(s). Anyone determined to be the victim in a violence situation will be provided with appropriate support and services.

Minute Man Arc encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Director of Human Resources before the situation escalates into potential violence. Minute Man Arc is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

The Office of the Attorney General of Massachusetts provides a list of resources to help crime victims and family members exercise their right to access important information. The following links are provided as a resource for victims, survivors, and service providers. <http://www.mass.gov/ago/public-safety/resources-for-victims/victims-of-violent-crime/resources.html>

Those struggling with feelings of violence and who want to stop violence they have perpetrated or resist potential impending violence can find resources here: <http://www.mass.gov/eohhs/provider/licensing/programs/batter-intervention-services/certified-batterer-intervention-programs-in.html>

Employees should also refer to the Policy on Domestic Violence Leave.

All employees of Minute Man Arc who regularly interact with individuals served will receive training in Non Violent Crisis Intervention. As part of this training, employees will be instructed on how to identify behaviors that could lead to a crisis, how to effectively respond to such behaviors to prevent the situation from escalating, how to use verbal and nonverbal techniques to defuse situations before they become violent, how to use personal safety techniques to avoid injury if such behavior becomes physical, when it is appropriate to physically intervene, how to safely and effectively control and transport an individual, debriefing after a crisis, and how to properly document an incident. Refresher training will be provided on an annual basis.

Additional training on Violence in the Workplace will be provided to new employees within the first three months of hire and to each employee every two years. All incidents of threats of violence and/or actual violence must be documented utilizing Minute Man Arc's IIR (Internal Incident Reports) policies and procedures.

When faced with a violent, or potentially violent situation, employees will respond to the situation in a variety of ways. NCI practices and techniques should be employed with individuals served. For other types of violence, employees should immediately attempt to remove themselves from the situation (if possible) and go to a safer location. Once removed from the immediate threat of violence, law enforcement should be called.

Minute Man Arc employees who regularly visit the homes of individuals served should follow their program's policies and procedures to ensure their safety in these situations.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	VISITORS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

To provide for the safety and security of employees, individuals served, and the facilities at Minute Man Arc, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employees and the welfare of individuals served, and avoids potential distractions and disturbances.

Employees are responsible for escorting visitor(s) around Minute Man Arc. If an unauthorized individual is observed on the Minute Man Arc premises, employees should immediately notify their supervisor.

To ensure the overall protection of individuals served and to guarantee the quality of service delivery, it is necessary to clarify the existing policy on visitors within the residences. During work hours, residential employees should dedicate their time to carrying out their job responsibilities. Therefore, it is expected that employees will not have visitors at the houses while they are on duty.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	VOLUNTEERS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 01/08/2016	Reviewed without Revision Date:

Minute Man Arc welcomes any individual wishing to volunteer their services. Any person who has an interest in volunteering must have a background check completed prior to any independent client contact. Anyone interested in volunteering their time should contact a member of the Development Department.

Unfortunately, non-exempt employees of Minute Man Arc are unable to volunteer or donate their time for duties that might normally be paid under the scope of their position. Non-exempt employees having questions regarding volunteering opportunities should speak with Human Resources.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	YOUR WORK SCHEDULE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Minute Man Arc's normal hours of operation may vary depending upon the program. Employees may be required to work additional and/or different hours upon a supervisor's request and according to business needs. From time to time, Minute Man Arc may accommodate an alternative work schedule. An alternative work schedule will be allowed when it is mutually appropriate for both the business and the employee. Approval for an alternative work schedule is at the discretion of your supervisor. Please speak with your supervisor for further details regarding your specific program

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	TELECOMMUTING
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 01/08/2016	Reviewed without Revision Date:

Because the nature of certain work performed at Minute Man Arc allows it to be performed at a site other than Minute Man Arc’s, Minute Man Arc may offer certain employees the option of telecommuting for up to one day per week; that is, permission to perform their work from a dedicated site in the employee’s home. Additionally, some employees will have the option of intermittently performing work from off-site locations at the discretion of their supervisor. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement; it is not a company-wide benefit; it is not meant to replace the need for employees to be on Minute Man Arc’s premises; and it in no way changes the terms and conditions of employment with Minute Man Arc. All telecommuting arrangements must receive ongoing approval from the employee’s direct supervisor and must be suspended whenever the employee’s presence at the work site is required.

The telecommuting program will continue to be closely monitored and evaluated for feasibility and effectiveness. For each identified position approved for telecommuting, there will be a three month evaluation period during which Minute Man Arc will assess whether telecommuting is feasible and effective for that position. Furthermore, Minute Man Arc retains the right to terminate or change the telecommuting arrangement at any time, for any reason, with one week notice to the employee of the change in arrangement.

Individuals under consideration for telecommuting arrangements must have been employed with Minute Man Arc for a minimum of 6 months of continuous, regular employment and must have exhibited acceptable performance, in accordance with the company’s performance appraisal process. No employee, currently on a corrective action or work plan, and who has been rated with less than acceptable performance may participate. Employees with less than 6 months of continuous, regular employment may be provided with access to Minute Man Arc’s computer network if such access is appropriate and needed for the completion of the employee’s ongoing job responsibilities.

Participating employees must have equipment that allows for efficiently working from the home site and must have adequate internet access (Dial-up access is not adequate.) Equipment must be available for your exclusive use while telecommuting and must be comparable and compatible with the equipment you use in your office at Minute Man Arc. Minute Man Arc is not responsible for insuring or maintaining your equipment in your home. If your equipment breaks or malfunctions while performing work for Minute Man Arc, Minute Man Arc is not liable for replacement or repairs.

Non-exempt employees who have received approval for telecommuting will be expected to log in and out of work using the Time Clock system. Additionally, these employees must log out during any non-worked time such as a lunch break. Non-exempt employees who are telecommuting may only work the number of hours they are regularly scheduled to work for the day. Any additional hours require the advanced approval of the employee's supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.

No employee is required to telecommute. Employees are solely responsible for any tax benefit or burden resulting from the use of their home for work purposes and Minute Man Arc will provide no tax advice and will not be responsible for any tax consequences due to such use of space in the employee's home. Minute Man Arc will not provide computer or other equipment for home use unless the employee has already been provided with this type of equipment for other business related reasons. Employees who wish to telecommute will bear the costs of any additional telephone or internet access service charges in lieu of the costs of commuting to the office.

Under no circumstances are non-exempt employees permitted to work at home without prior permission. Any attempt to do so, with or without reporting such time, will result in disciplinary action in accordance with the company's disciplinary policy.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of Human Resources, will evaluate the suitability of such an arrangement paying particular attention to:

- Employee Suitability
- Job Responsibilities
- Employee's Equipment, Internet Access, and Home Space Availability

All telecommuting employees will adhere to the Company policies, procedures, and organizational standards as well as to Minute Man Arc's standards as to performance and conduct.

Each participating employee will dedicate and preserve a space in the home as the telecommuting work station, insofar as possible, separated from other home activity areas. This space must be kept clean and free from hazards and obstruction. Minute Man Arc will not be responsible for costs associated with initial setup of an employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. As participating employees will be utilizing a portion of their home as a Minute Man Arc office, Minute Man Arc reserves the right to visit the employee's telecommuting station periodically, with or without notice, during the employee's work hours, in order to ensure that employees are maintaining adequate standards of safety, security, and working standards.

Telecommuting employees will employ appropriate safety measures to protect against the loss or misuse of Minute Man Arc's proprietary information and client information and will protect the confidentiality of same with the same level of care as is used when present on

Minute Man Arc property. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, encrypted flash drives and e-mails, and any other steps appropriate for the job and environment.

If the responsibilities of the employee's position require that they be present on Minute Man Arc's premises, they MUST travel to the office to attend to those duties.

Telecommuting is NOT designed to be a replacement for appropriate child care. The focus of the arrangement must remain on job performance and meeting business demands.

If an employee working from home incurs an injury that is attributable to the work being performed, the work-related injury MUST be reported as soon as possible following Minute Man Arc's workers' compensation policy. Employees must understand that non-Minute Man Arc employees in the home will not be covered by Minute Man Arc's workers' compensation policy.

Employees must complete a Telecommuting Application in order to be considered for this program.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	BREAKS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Rest and meal periods are intended to provide you with an opportunity to take a break and relax. During orientation, you will be instructed about your program's specific scheduled meal break procedure. All non-exempt employees who take meal breaks must sign in and out and be relieved entirely from duty. Non-exempt employees must not eat at their workstation and must be prepared to resume work promptly at the end of their meal period.

Your supervisor will grant rest breaks as schedules allow and as required by law. Rest breaks and/or meal breaks may not be combined, added, saved up, or used to leave work early without permission from your supervisor. **Smokers are not entitled to additional break time.** Your supervisor will designate any specified break areas. Employees are not to leave the premises while on paid breaks without permission from their supervisor. Exempt employees are expected to manage their time worked and break schedules to fulfill the needs of the business and their responsibilities in their functional areas.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	ABSENCES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 01/08/2016	Reviewed without Revision Date:

In order to maintain a productive work environment, and to keep Minute Man Arc running smoothly and efficiently, employees must be reliable in reporting to work. Attendance is also one of the basic criteria that is taken into account in performance evaluations. Excessive absenteeism and tardiness can become disruptive to the working environment.

In the event that an individual cannot avoid being late or is unable to come to work, the employee should notify his/her supervisor **not later than four hours before the beginning of his/her assigned shift or as soon as you realize that you will be unable to fulfill your obligation to report to work as scheduled. Notice provided within the four hour window will be evaluated on a case by case basis.** Failure to notify your supervisor in the event of a delay or absence will result in immediate discipline up to and including termination. In the event of a foreseeable, planned absence employees should request time off from their supervisor, in advance, with at least seven days' notice, whenever possible.

If you are absent for three consecutive days without notifying your supervisor, Minute Man Arc will assume that you have voluntarily resigned without notice. Any excessive pattern of absence or tardiness is subject to disciplinary action and will be addressed accordingly by management as necessary.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	MEDICATION ADMINISTRATION PROGRAM (MAP)
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Many employees of Minute Man Arc are required to obtain MAP certification in order to administer medications to the individuals we serve. All employees who are MAP certified are expected to follow all requirements of MAP. Breaches of MAP Policy and MAP Violations will be subject to disciplinary action, up to, and including termination of employment.

Employees should report to the Quality Manager any and all instructions they receive to deviate from MAP Procedure.

Employees are notified two to three months before their MAP certification expires. Minute Man Arc conducts on-site training on a regular basis and also assists employees in preparing for their MAP testing sessions. Employees are expected to attend classes and testing sessions as scheduled. The date(s) of the MAP training and/or testing is considered a working shift and, as such, failure to follow Minute Man Arc's attendance and call-in policies; and/or failure to timely re-certify will be subject to Minute Man Arc's disciplinary process, up to, and including termination of employment

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	OTHER REQUIRED CERTIFICATIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Many employees of Minute Man Arc are required to obtain, and maintain, certification in CPR and First Aid. Additionally, employees may be required to retrain in certain topic areas such as Human Rights and Bloodborne Pathogens on a regular basis. These trainings are typically held regularly within Minute Man Arc's facilities. Employees and their supervisors can track the status of their training certifications within Self-Service. Employees are expected to attend classes and keep certifications current. The dates of these trainings are considered working shifts and, as such, failure to follow Minute Man Arc's attendance and call-in policies and/or failure to timely re-certify will be subject to Minute Man Arc's disciplinary process, up to, and including termination of employment.

EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	VISITING ANIMAL POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Minute Man Arc has, on a number of occasions, welcomed the presence of visiting dogs. However, the ability to bring a pet into the workplace is a benefit and a privilege; naturally, one we wish to retain and enjoy while respecting the workspace of all employees. The purpose of this policy is to define the conditions under which an animal can visit Minute Man Arc.

People Come First

First and foremost, it is Minute Man Arc's duty to provide a safe, non-threatening, and healthy work environment for all employees. We need to give proper consideration to our employees who do not like, are afraid of, or allergic to animals. Employees that suffer animal allergies or do not like being near a dog, are requested to contact Human Resources with their concerns and no animal will be permitted into the area of the building where the affected work station is located.

Respect for Others

The owner must be in full control of the visiting animal at all times with the understanding that the care and supervision of the animal is solely their responsibility. It is recommended that each visiting animal invite an "aunt" or "uncle" to step in when the owner, for whatever rare reason, is not able to be with the visiting animal. Here is the biggie: owners are expected to clean and dispose of all animal waste on the grounds – get those doggy bags out!

Some other criteria to chew on for visiting animals

- Need to be immunized against rabies and/or other diseases common to that type of animal. All vaccinations must be current.
- Must wear a rabies vaccination tag.
- Must be in good health.
- Must be on a leash, harness or other type of restraint at all times, unless at the owner's work station.
- Must exhibit reasonable behavior. Disruptive and/or aggressive animals will not be allowed to visit.
- The restrooms and kitchens are animal free zones.
- Visiting animals attend meetings by invitation only.

Visiting Animal Vetting Process

Do not consider bringing your pet into the building until you have consulted with the

Human Resources Department to ensure your work area is designated as a safe visiting animal area for all employees and individuals served.

The above guidelines should allow the visiting animals, their owners, and aunts and uncles to enjoy the visit to Minute Man Arc as well as allow all employees and individuals served to feel safe in the work place.

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EMPLOYEE HANDBOOK WORKPLACE POLICIES

Policy	SERVICE ANIMAL POLICY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

A service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items”.

A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA (Americans with Disability Act), service animals are welcome in all buildings on Minute Man Arc’s property and may attend any meeting, class, or other event. There may be an exception to certain areas.

Service animals must adhere to the guidelines noted for visiting animals except service animals may go into kitchens and restrooms and may attend meetings with their owners.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	GENERAL INFORMATION
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Employees at Minute Man Arc are provided with a range of agency benefits. A competitive benefits program demonstrates a solid investment in Minute Man Arc's employees. Human Resources periodically reviews the benefit programs and makes modifications as appropriate. A number of programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Other benefit programs are provided at the discretion of Minute Man Arc and may be altered from time to time as circumstances and needs require.

Benefits eligibility is dependent upon a variety of factors, including employee status. Please refer to the specific benefit listed below for benefit eligibility information or consult with Human Resources for any questions you may have regarding eligibility.

New employees will attend an orientation program which will include an introduction to the benefits offered. This orientation will occur on or before their first day of employment. Coverage booklets and plan summaries will be distributed at this time, if appropriate. It is important to remember that the terms and conditions of your benefits plans are governed at all times by the complete provisions of the insurance contracts or agreements under which the plans are administered.

Minute Man Arc reserves the right to add to, delete, or change in any way, any benefit or the terms and conditions of any benefit (such as, but not limited to, benefit eligibility periods, coverage, and insurance premium payments). Any changes made to the benefit plans will be communicated to you as soon as practicable.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	FLEXIBLE BENEFIT PLAN
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Minute Man Arc provides an IRS-approved cafeteria-style flexible benefit plan (Section 125). The Minute Man Arc Benefit Plan allows you to make choices among medical and dental insurance coverage. Choices made in the Minute Man Arc Benefit Plan are paid for with pre-tax dollars (as allowed under federal regulations). Minute Man Arc provides short term disability, long term disability, and life insurance coverage for all benefit-eligible employees at no cost to the employee.

Every effort has been made to minimize out-of-pocket expenses while meeting your health care needs. In addition, you will have the option of establishing Flexible Spending Accounts. These benefits allow you to pay for dependent day care fees and certain health care expenses not covered by your medical plan with federal tax-free dollars in accordance with IRS regulations.

Minute Man Arc's Benefit Plan was selected to ensure that employees are not burdened with extreme medical costs. This very comprehensive policy was developed for the benefit of all regular employees working a minimum of twenty hours per week. You will receive the specifics of Minute Man Arc's Benefit Plan at the time of enrollment.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	HEALTH & DENTAL INSURANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 01/08/2016

Regular part time employees working a minimum of twenty hours per week become eligible for medical and dental insurance on the first of the month following date of hire. Currently, the agency contributes 70% of the monthly cost for individual health and/or dental insurance or 60% of the monthly cost for family health and/or dental insurance. Health and dental contributions for regular part-time employees who work less than 35 hours per week are adjusted based on the number of regularly scheduled hours per week.

Eligible employees will be asked to select benefits upon employment by completing the appropriate enrollment forms. Changes to benefit selections for health and dental coverage may only be made during the annual open enrollment period or when an employee experiences an event that opens a special enrollment period (examples include the birth or placement of a child within the family, marriage or entry into the country of a legal dependent), as allowed by the health and dental policies.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	IMPLICATIONS FOR DOMESTIC PARTNER HEALTH CARE COVERAGE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date:

Eligibility Rule for Dependents Under National Health Care Reform

Under National Health Care reform, it is required that employer-sponsored group health plans that provide dependent coverage to children must provide dependent coverage to an employee's adult child until age 26, regardless of whether the child meets dependency or student status requirements. This Reform Legislation amended Code Section 105, effective March 30, 2010 to exempt from federal income tax any medical care benefits provided to certain adult children under an employer provided accident or health plan. Specifically, the exclusion applies to any adult natural child, stepchild, legally adopted child (or child legally placed for adoption) or eligible foster child, whether married or unmarried, for any year before the year in which the individual reaches age 27. Children need not meet dependency or student status requirements in order for the benefits to be exempt from federal income tax.

This change in dependent eligibility applies only to health plans and is not mandated for other benefits such as dental or vision plans.

Some dental carriers may apply these rules even though they are not mandated to do so. The tax concerns addressed below apply if the dental carrier applies these rules.

Imputed Income

If you provide insurance coverage for a domestic partner, it is likely that person will *not be a dependent under the IRS Code definition*. When this happens, the **employee** will be subject to bifurcated tax treatment. For federal tax purposes, the **employee** must have the fair market value of the domestic partner's coverage added to his or her gross annual income (i.e., the value of the insurance is included as imputed income of the employee).

The Internal Revenue Service ("IRS") has provided no general guidance for calculating imputed income under these or similar circumstances. In separate Private Letter Rulings (neither of which can be relied upon by any taxpayer except those receiving the letters), the IRS announced two different positions. In the first, the IRS indicated that the value of the imputed income is the amount an individual "would have to pay" for the coverage. In the second, the IRS announced that imputed income was equal to family coverage under the employer's plan.

How is this amount calculated? While there are a number of reasonable approaches that an employer may use to impute the value of coverage to the employee's income, the Minute Man Arc for Human Services, Inc.

approach that appears to have the widest acceptance is the “COBRA individual coverage” approach.

Using this approach, an employee who covers a person not considered a dependent for federal tax purposes has imputed into income the monthly cost the employer would charge an individual for COBRA continuation coverage (minus the 2% administrative fee) for that coverage, for each individual who does not meet the IRS Code definition for a dependent.

Note: Employees often argue that the value of the imputed income should be determined by dividing the employer’s premium contribution by the number of individuals covered (e.g., employee, spouse, children) and multiplying that by the number of dependents who do not meet the IRS Code definition. In other words, an employee with family coverage who covers himself, his spouse and three children, one of whom is a dependent for purposes of the Act but not for purposes of the IRS Code, and whose employer contributes \$9,600 per year, might argue that the imputed value would be calculated as follows: $\$9,600 / 5 \times 1 = \$1,920$. **However, the IRS does not believe that this “incremental value” approach accurately reflects the imputed value to the employee—therefore, this incremental approach is unlikely to be accepted by the IRS.** For this reason, Minute Man Arc uses the COBRA Individual Approach described above.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	MEDICARE PRESCRIPTION DRUG COVERAGE – MEDICARE PART D
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

This information applies only to employees and/or dependents who are eligible for Medicare and who are being offered the Medicare prescription drug program.

Since January 1, 2006, Medicare prescription coverage has been available to all people with Medicare. This coverage is sometimes referred to as Medicare Part D. Medicare is generally available to people who are 65 years old or older, and some younger people with certain disabilities.

If you are covered by a Minute Man Arc health insurance plan, your plan includes a prescription drug coverage component which is considered “creditable coverage” in accordance with the Medicare guidelines. “Creditable coverage is prescription drug coverage that, on average, is equal to, or better than, the standard Medicare prescription drug coverage.

Each year, those with Medicare will have the opportunity to enroll in a Medicare prescription drug plan between October 15th and December 7th. During this Medicare enrollment period, you will need to make the following decisions. If you or your dependent is eligible for Medicare, you can maintain your Minute Man Arc medical and prescription drug coverage – it is not necessary that you and/or your enrolled Medicare-eligible dependents enroll in a Medicare prescription drug plan at this time. You can maintain your Minute Man Arc coverage and still choose to join a Medicare prescription drug plan at a later time OR you can enroll in a Medicare prescription drug plan AND continue Minute Man Arc’s medical and prescription drug coverage for you and your enrolled dependents. There will be no reduction in your Minute Man Arc’s medical plan contributions if you or a Medicare-eligible dependent enroll in the Medicare prescription drug program AND you will also be responsible for the cost of the Medicare prescription drug plan.

Visit www.medicare.gov for personalized help.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	SHORT & LONG TERM DISABILITY INSURANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

Regular full-time as well as regular part-time employees working a minimum of twenty hours per week are eligible for short-term and long-term disability insurance on the first day of the month following start of employment.

Short-term disability insurance provides income to an employee who is unable to work or has a reduction in income because of a non-work related illness or injury. The Plan may cover you for up to eleven weeks of the disability, starting on the fifteenth consecutive day. The amount of coverage is a percentage of your base weekly earnings, up to a maximum amount per week as defined in the policy.

Long-term disability insurance provides income to an employee who is unable to work or has a reduction in income because of a non-work related illness or injury that extends beyond ninety consecutive days. Coverage is usually coordinated with short-term disability coverage so that there is no interruption in benefit. The amount of coverage is a percentage of base monthly earnings up to a maximum amount per month as defined in the policy. Employees must complete claim forms for both short- and long-term disability claims, including a physician's statement. The insurance carrier makes all determinations for benefits. Currently, Minute Man Arc pays 100% of the premiums for this benefit. Any questions regarding short- or long-term disability insurance coverage should be directed to Human Resources.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	LIFE & AD&D INSURANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

Life and accidental death and dismemberment insurance is available to all regular full- and part-time employees working twenty or more hours per week. Life and accidental death and dismemberment insurance provides your designated beneficiary with income in the event of your death or dismemberment. This benefit is 100% employer paid so there is no cost to employees. Minute Man Arc provides coverage equal to one times the employee's regular annualized salary with a minimum of \$25,000 worth of life insurance and accidental death and dismemberment insurance and a maximum of \$100,000 worth of life insurance and accidental death and dismemberment insurance. While Minute Man Arc pays the entire cost of the premium for this coverage, coverage that exceeds \$50,000 is a taxable benefit and this will be reflected in employee's pay. Coverage begins on the first of the month following date of hire.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	WORKERS' COMPENSATION INSURANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

Minute Man Arc provides a comprehensive Workers' Compensation insurance program at no cost to employees. If you are injured while on the job, you may be entitled to benefits in accordance with state Workers' Compensation law. If you sustain a work-related injury or illness, you should inform your supervisor or other member of management immediately after experiencing a symptom. You must complete an Employee's Report of Injury Form and submit it to Human Resources within 24 hours of the injury. All injuries, despite the severity of the injury (except for those that only require basic first aid such as a band-aid or ice pack), must be reported. Human Resources will report your injury or illness to the Workers' Compensation insurance carrier. Failure of an employee to notify his/her supervisor, or other member of management, and Human Resources of a job-related injury or illness, may result in disciplinary action, up to and including termination. Promptly reporting all job-related injuries or illnesses protects both the agency and the employee.

Employees experiencing a workplace injury or illness will be paid a full day's wages for the shift in which the accident or illness occurred. Employees may choose to use accrued time off to compensate them for the first five calendar days they are out of work due to a work-related illness or injury. Employees who do not choose to use accrued time off or who do not have any accruals from which to draw will not be paid. After five calendar days, the employee, if deemed eligible, will begin to receive insurance coverage for lost wages. The Workers' Compensation carrier makes all benefit determinations regarding Workers' Compensation claims. Injuries sustained in other recreational or athletic activities that are not work-related are not covered under Workers' Compensation insurance. While on leave for a work-related injury or illness, the leave will run concurrently (not consecutively) with any other leave that may apply (such as leave under FMLA – Family Medical Leave Act).

Modified Duty Policy

It is the policy of Minute Man Arc to utilize the services of each employee whenever possible in the active pursuit of gainful employment and allow him/her to maintain his/her income and contribution to Minute Man Arc during periods of temporary medical limitation. Minute Man Arc understands the hardships incurred during this time and encourages you to return to work that is consistent with your medical limitations provided Minute Man Arc has work available.

Progressive alternative work will be made available, if possible, for a maximum of thirty (30) days. Thereafter, if the reasons for progressive work plateau (no additional medical progress is made), you will be reclassified to the job classification and pay scale consistent with the job duties being performed provided a position is available and the employee has the skills to perform the position within the job classification.

EMPLOYEE HANDBOOK BENEFIT HIGHLIGHTS

Policy	INSURANCE PREMIUM PAYMENTS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

Minute Man Arc pays some employee benefits in full; others have a shared cost between Minute Man Arc and the employee. During an approved Leave of Absence, Minute Man Arc will continue to make the employer contribution to the cost of employee benefits. However, the employee will be responsible for assuming their usual share of the insurance premium for any benefit during an unpaid period of absence. This benefit will extend for a period not to exceed twelve weeks. If the employee's leave exceeds twelve weeks, the employee will be offered continuation coverage under COBRA for applicable insurance plans.

EMPLOYEE HANDBOOK TIME OFF

Policy	VACATION
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees earn vacation time off in accordance with full time equivalencies. Regular, part-time employees, who work at least twenty hours or more, will earn a pro-rated amount of vacation time based on the employee's full-time equivalency. Vacation accrues bi-weekly except during an employee's first 90 days of employment.

Changes in the amount of vacation accrued will be applied on a fiscal year schedule, as indicated in the following chart:

<u>Hire Date</u>	<u>Accrual Schedule</u>
July 1 st – December 31 st	Accrue at Step 1 rate until the start of next fiscal year (July 1 st following date of hire)
January 1 st – June 30 th	Accrue at Step 1 rate until the start of the second fiscal year (Second July 1 st following date of hire)

Employees will not receive a vacation accrual until the completion of three months of continuous employment. After three months of employment, employees can begin to use vacation time and will accrue vacation on a per payroll period basis up to the maximum allowed accrual unless, or until, time is used. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

<u>Step</u>	<u>Rate</u>	<u>Accrual Rate Per Payroll (based on full time employment)</u>
1	Pro-rated up to 10 days	3.0769
2	12 days	3.6923
3	13 days	4.0000
4	16 days	4.9231
5&6	20 days	6.1538
7, 8, & 9	22 days	6.7692
10, 11, & 12	23 days	7.0769

13 & 14	24 days	7.3846
15+	25 days	7.6923

If Minute Man Arc rehires an employee, the original hire date will be used to calculate vacation eligibility, unless there is a break in service of 24 or more months.

Employees are not allowed to borrow against future vacation accruals. To take vacation, employees must request advance approval from their supervisors. Approval of vacation requests will be granted based on a number of factors including business needs, staffing requirements, and seniority.

Vacation time off is paid at the employee's base pay rate at the time vacation is used. It does not include overtime or any special forms of compensation.

Employees are encouraged to use all granted vacation time each year. Full-time employees can accrue a maximum of 240 vacation hours. The maximum amount will be pro-rated for part-time employees. For example, a benefit-eligible employee who works 20 hours per week can accrue a maximum of 120 vacation hours. Missed accruals will not be reinstated. Current employees will not receive pay in lieu of using vacation time. Upon separation of employment for any reason, employees will be paid for all accrued, unused vacation time available at the time of separation. This amount will be rounded to the nearest whole number.

Vacation benefit accruals will be suspended during any leave of absence and will resume upon return to active employment.

If unused at the end of the fiscal year, vacation time can be carried over into the next fiscal year up to the maximum accrual allowed. When the maximum accrual is reached, no additional accruals will be made unless or until existing vacation time is used. Missed accruals will not be reinstated.

EMPLOYEE HANDBOOK

TIME OFF

Policy	HOLIDAYS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

Minute Man Arc provides eleven paid holidays each calendar year. These are:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Patriots' Day	Day After Thanksgiving
Memorial Day	Christmas
Independence Day	

There is no waiting period for eligible employees to qualify for holiday pay. Holiday pay is pro-rated based on the full time equivalency of the benefit eligible employee. For example: an employee who is regularly scheduled to work 20 hours per week (.5 full time equivalency) is eligible for four hours of holiday pay for each scheduled holiday. If the employee's schedule calls for the employee to work more hours than he/she is eligible for in holiday pay, the employee will have the option of utilizing personal or vacation time to make up the difference between the holiday hours and the employee's regularly scheduled hours or the employee can work with his/her supervisor to alter his/her schedule to make up the additional hours on another day during the same week.

If a recognized holiday falls during an eligible employee's paid vacation, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Employees on leave of absence status are not eligible for holiday pay. When employment with Minute Man Arc ends, any unused holidays are forfeited.

The actual days that holidays are observed may vary as work schedules and other business considerations require. Minute Man Arc's holiday schedule is published in December for the upcoming year.

If an exempt employee works on a holiday, the employee should make arrangements with his/her supervisor to take another day off within 30 days of the scheduled holiday. Exempt employees will not be paid additional compensation in place of a holiday.

If eligible non-exempt employees work on a holiday, they will have the option of receiving another day off that week in lieu of the worked holiday or holiday pay plus their regular wages for the hours worked on the holiday. In residential programs, holidays may fall on an employee's regularly scheduled work day. Employees who are

scheduled to work on holidays must submit a Request for Time Off in order to schedule the holiday time off – either on the actual holiday or on another day in the same week.

If an eligible non-exempt employee works on a holiday and does not schedule another day off in that week, the employee will receive the additional holiday pay in his/her regularly scheduled paycheck. Likewise, eligible non-exempt employees not scheduled to work on a holiday and who do not schedule another day off in that week, will receive the additional holiday pay in their regularly scheduled paycheck. Employees who work a full work schedule in a holiday week will receive the holiday hours in addition to the worked hours. No other benefit time can be used in that holiday week unless the sum total of hours worked, holiday hours, and benefit hours does not exceed the employee's regularly scheduled work hours.

EMPLOYEE HANDBOOK

TIME OFF

Policy	PERSONAL TIME
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/01/2016

Personal time off with pay is granted to eligible employees to handle personal business. This benefit is available only to current employees and is NOT earned wages. No personal time will be granted to an employee until an employee has completed three months of employment with Minute Man Arc. All benefit-eligible employees are granted up to three (3) personal days per year. Regular, part-time employees who work at least twenty (20) hours per week or more will be granted a pro-rated amount of personal time based on full time equivalency.

Employees hired prior to January 1, 2008 will continue to be granted personal time on the same annualized schedule that was in place on July 1, 2008. Employees who become non-benefit eligible but later return to benefit eligible status will be granted up to three (3) personal days per year as noted above.

Current full time employees who have been granted personal time can save that time up to a maximum of 80 hours of personal time; those who work less than full time can save granted personal time on a pro-rated basis. For example, a current employee scheduled to work 20 hours per week can save up to a maximum of 40 hours of personal time.

To take personal time, employees must request advance approval from their supervisors, whenever possible. Requests will be reviewed based on a number of factors; including business needs, staffing requirements, and seniority.

Upon separation of employment, any remaining personal time that was saved is forfeited and will not be paid out.

Saved personal time can be used during a leave of absence but no additional personal time grants will be made during any leave of absence. Additional grants of personal time will resume upon return to active employment.

EMPLOYEE HANDBOOK

TIME OFF

Policy	SICK TIME
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/03/2016	Reviewed without Revision Date:

Sick time off with pay is available to all employees to assist them or a household member in getting well, when they are ill or injured. Sick time is granted to all employees after completion of three months of continuous employment and hours granted at this time are retroactive to the employee's date of hire. This benefit is available only to current employees and is NOT earned wages. All regular, hourly non-exempt employees are granted .0333 hours of sick time for each hour worked up to the maximums noted below. Salaried, exempt staff are granted sick time based on their weekly, scheduled hours. These hours are granted to salaried, exempt staff on July 1st of each year.

Employees may use sick time to:

- Care for the employee's child, spouse, parent, or parent of a spouse who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- Care for the employee's own physical or mental illness, injury, or medical condition that requires home, care, professional medical diagnosis or care, or preventative medical care; or
- Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
- Address the psychological, physical, or legal effects of domestic violence; or
- Travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

Employees may not use sick time if the employee is not scheduled to be at work during the period of use. An employee may not accept a specific shift assignment with the intention of calling out sick for all or part of that shift.

Sick time cannot be used as an excuse to be late for work without an authorized purpose.

If an employee's absence from work requires Minute Man Arc to call in a replacement worker to cover the absent employee's job functions, MMA may require the absent employee to use an equal number of hours of sick time as were worked by the replacement. If the employee lacks sufficient sick time to cover all such time worked by the replacement, the employee may need to use personal or vacation time (if available) or

Minute Man Arc will provide unpaid leave to make up the difference in that shift.

If an employee needs to be absent, to be late or to leave work early (for purposes that are permissible under the earned sick time law), the employee must give advance notice to his or her supervisor, except in an emergency. Residential staff are reminded that appropriate staff ratios **MUST** always be maintained in the house and that a replacement to maintain these ratios must arrive at the site before the employee can leave.

To take sick time, employees must notify their supervisors in accordance with departmental policies and procedures. If the absence is foreseeable (for example if Sick time is being used for medical tests, surgery, or another planned medical event) employees should first attempt to schedule these appointment during non-worked time and, if this is not possible, the employee must provide up to seven days' advance notice, unless the employee learns of the need to use sick time within a shorter period of time.

If the absence is not foreseeable, the employee must provide notice to his or her supervisor at least four hours before the start of the employee's shift. If four hours' notice is not reasonable due to an accident or sudden illness, notice must be provided as soon as practicable.

If the employee is going to be absent on multiple days, the employee or the employee's surrogate (spouse, adult family member, or other responsible party) must provide notice of the expected duration of the leave, or, if unknown, provide notice of continuing absence on a daily basis, unless the circumstances make such notice unreasonable. Employees who are absent on multiple days due to a personal illness may be required to present a fitness for duty certification from a medical provider.

Minute Man Arc may require an employee to submit a doctor's note or other documentation to support the use of sick time if the absence:

- Exceeds 24 consecutively scheduled work hours or three consecutive days on which the employee is scheduled to work;
- Occurs within two weeks prior to an employee's final scheduled day of work (except in the case of temporary employees); or
- Occurs after four unforeseeable and undocumented absences within a three month period.

Required documentation must be submitted within seven days of the absence. Additional time will be allowed for good cause shown. If an employee fails to timely comply with the sick time law's documentation requirements, MMA may recoup the sick time paid from future wages.

Employees should remember that regular, reliable attendance and timeliness is expected.

If an employee commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, the employee may be subject to disciplinary action.

If an employee is exhibiting a clear pattern of taking sick leave on days just before or after a weekend, vacation, or holiday, MMA may discipline the employee for misuse of sick time, unless the employee provides verification of authorized use.

Upon separation of employment, any remaining sick time is forfeited and will not be paid out.

If any time off covered under this policy is also covered under MMA’s FMLA, Parental Leave, Domestic Violence Leave, Small Necessities’ Leave Act, or other leave of absence policies, sick time shall run concurrently with such leave. Employees may choose, and MMA may also require employees, to use sick time to receive pay for absences under other leave policies if those absences would otherwise be unpaid.

Employee Schedule	Sick time Granted	Max per Year	Max Use Per Year	Max Cap on Sick Time
< 20 hrs/week	.0333 /hour worked	40	40	40
40 hrs/week non-exempt	.0333/hour worked	48	Unlimited	Unlimited
40 hrs/week exempt	48 each July 1 st	48	Unlimited	Unlimited
20 hrs/week exempt	34.7 each July 1 st	34.7	Unlimited	Unlimited
20-34 hrs/week non-exempt	.0333/hour worked	40	Unlimited	Unlimited
22 hrs/week exempt	38.1 each July 1 st	38.1	Unlimited	Unlimited
24-30 hrs/week exempt	40 each July 1 st	40	Unlimited	Unlimited
34 hrs/week non-exempt	.0333/hour worked	40.8	Unlimited	Unlimited
35 hrs/week exempt	42 each July 1 st	42	Unlimited	Unlimited
36 hrs/week non-exempt	.0333/hour worked	43.2	Unlimited	Unlimited
36 hrs/week exempt	43.2 each July 1 st	43.2	Unlimited	Unlimited

If employees are assigned to other scheduled not listed here, the appropriate accrual and maximum will be calculated and applied.

Employees retain the right to use sick time after a break in service, whether voluntary or not, for up to one year from the last date of work if the employee returns to work. If an employee returns within 12 months, the employee will immediately be able to accrue sick

time. If the employee returns more than 12 months later, then he or she will be treated like a new employee and will have to wait 90 days before being able to access sick time.

Break in Service		
Duration of Break in Service	MMA's Obligation	Employee's Sick Time
Four months or less	All previously earned sick time will be reinstated	All previously earned sick time reinstated and available to employee
More than four months, and up to 12 months	If employee had accrued 10 or more hours of sick time prior to the break in service, MMA will reinstate the sick time	All previously earned sick time reinstated and available to employee
	If employee had accrued less than 10 hours of sick time prior to the break in service, the employee is not entitled to reinstatement of any sick time.	Employee has a zero balance of sick time on the first day of re-employment.
More than 12 months	The employee is not entitled to reinstatement of any unused sick time, regardless of amounts previously accrued.	Employee has a zero balance of sick time on the first day of re-employment.

EMPLOYEE HANDBOOK

TIME OFF

Policy	USE OF BENEFIT TIME
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/03/2016

Minute Man Arc wants employees to take time off for rest and relaxation and wants employees to have other time available to them to use as needed. Sick and personal time are not wages and employees would be unable to “cash out” any time granted to them for these purposes upon termination of employment. While Minute Man Arc will pay employees the value of accrued vacation time when the employee leaves Minute Man Arc’s employ, it is not Minute Man Arc’s policy to provide current employees cash in lieu of vacation time off.

Employees should not receive a combination of benefit time and worked time in any given week that exceeds their actual scheduled time. The one exception to this is holiday pay when a total of worked hours and holiday hours are allowed to exceed actual scheduled time. Many Minute Man Arc residential employees work through scheduled holidays in order to ensure our residences are appropriately staffed. If employees find they cannot use their holiday hours in the same week in which the holiday falls, Minute Man Arc will happily pay them the additional hours for that week.

EMPLOYEE HANDBOOK TIME OFF

Policy	RELIGIOUS OBSERVANCES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/03/2016

As an employer of a diverse workforce, Minute Man Arc understands your religious beliefs may require you occasionally take time off for religious observances. Please discuss your needs for time off with your supervisor at least two weeks in advance.

You can use available personal and vacation time for this purpose. If no saved time is available, unpaid leave time may be available to you.

EMPLOYEE HANDBOOK TIME OFF

Policy	BEREAVEMENT LEAVE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/03/2016

Minute Man Arc provides time off to eligible employees who experience a death in their family. To be eligible for this benefit, employees must work a minimum of twenty hours per week. Eligible employees may take up to three days (24 hours for a full time employee) of paid leave due to the death of an immediate family member. An immediate family member is defined as spouse/spousal equivalent, parent/parent in-law/guardian/stepparent, child/stepchild, spouse or spousal equivalent of child/stepchild, sibling/sibling of spouse or spousal equivalent, grandparent, grandchildren, or any other member of your household.

Employees who experience a death outside of their immediate family are entitled to one additional bereavement day per fiscal year (8 hours for a full time employee). The fiscal year runs from July 1st through June 30th.

Bereavement pay for full time employees is calculated on the employee's base pay for an eight-hour day and will not include any special forms of compensation. Bereavement pay is prorated for employees working less than forty hours per week.

An Employee who wishes to take bereavement time off should notify his/her supervisor and Human Resources immediately. Additional time off will be granted at the sole discretion of the Executive Director. An employee may, with supervisor's approval, use any available saved personal and/or vacation time in order to take additional time off, if necessary, or may apply for a personal leave of absence.

EMPLOYEE HANDBOOK

TIME OFF

Policy	JURY DUTY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/03/2016

Minute Man Arc encourages employees to fulfill their civic responsibilities by serving on jury duty when required. If an employee is called to serve on jury duty, their supervisor should be notified, and a copy of the employee's Jury Duty notice must be on file with Human Resources so that arrangements may be made to accommodate the absence.

Employees selected for jury duty will be paid their regular base salary for up to ten days less any stipend paid by the court. If employees are required to serve on jury duty beyond the period of paid jury duty leave, they may use available vacation or personal time or may request an unpaid jury duty leave of absence.

In order to receive jury duty pay an employee must present the statement of jury service. Employees who report to jury duty and are not selected to serve on the panel are expected to report back to work. Either Minute Man Arc or the employee may request an excuse from jury duty if, in Minute Man Arc's judgment, the employee's absence would create serious operational difficulties.

Jury duty pay for full time employees will be calculated on the employee's base rate of pay for an eight-hour day, and will be prorated for employees working less than forty hours per week. Vacation benefits will continue to accrue during jury duty leave.

EMPLOYEE HANDBOOK TIME OFF

Policy	WITNESS DUTY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/03/2016

Minute Man Arc encourages employees to appear in court for witness duty when subpoenaed to do so. Employees will be granted up to two days of paid time off to appear in court as a witness when requested by a party other than Minute Man Arc. If additional time is needed, the employee would have the option to use saved personal and/or vacation time in order to take additional time off, if necessary, or may apply for a personal leave of absence

The subpoena should be shown to the employee's supervisor immediately after it is received so operating requirements can be adjusted, where necessary, to accommodate the employee's absence. A copy of the subpoena should be forwarded to Human Resources. The employee is expected to report for work whenever the court schedule permits.

EMPLOYEE HANDBOOK

TIME OFF

Policy	TIME OFF TO VOTE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
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Minute Man Arc encourages employees to fulfill their civic responsibilities by participating in elections. Employees are expected to make every effort to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, employees need to speak with their supervisor to discuss other accommodations. Employees in this situation should request time off to vote, without pay, from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled while providing the least disruption to the normal working day. If available, employees may use saved vacation and/or personal time to substitute for an unpaid leave.

EMPLOYEE HANDBOOK

TIME OFF

Policy	MILITARY LEAVE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/03/2016

Minute Man Arc is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Minute Man Arc’s policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person’s membership in, or obligation to perform service for any of the Uniformed Services (meaning Navy, Marines, Army, Air Force, Coast Guard, the Army National Guard, the International Guard, the Commissioned Corps of the Public Health Services, and any other category designated by the President of the United States in time of service or emergency) of the United States. Specifically, no person will be denied employment, re-employment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his/her rights under this policy. If any employee believes he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Director of Human Resources.

Procedures/Guidelines: Temporary (Two-Week Military Leave)

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job for a period of not more than seventeen working days each year in order to participate in temporary military duty are entitled to as many as ten days unpaid military leave. All benefits will continue during an employee’s temporary military leave.

All Other (Extended) Military Leave

Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed ten working days will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

Procedures for All Military Leave

1. The employee will provide Human Resources with notice that the employee will be engaging in military service, including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice within 30 days of active military service. Failure to provide adequate notice may render the employee ineligible for the rights and benefits described in this policy.

2. To request a temporary or extended military leave of absence, the employee should, unless prevented from doing so by military necessity, obtain a Leave of Absence Application from Human Resources.
3. Human Resources will review the Leave of Absence Application, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
4. Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
5. When the employee intends to return to work, he or she must make application for re-employment to Human Resources within the application period set forth below.
6. If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

1. An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31 day period, the employee and covered dependents can continue group health insurance up to 24 months at 102% of the overall (both employer and employee) premium rate. Beginning after the first 31 days of military leave, the group health insurance coverage for an employee and/or an employee's covered dependents will run concurrently with applicable health insurance coverage under COBRA.
2. The group term life/AD&D insurance provided by Minute Man Arc will terminate the day the employee becomes active military.
3. The group long term disability insurance provided by Minute Man Arc will terminate the day the employee becomes active military.
4. Employees do not accrue vacation, and are not granted additional personal leave or sick leave while on military leave of absence status.
5. Participation and benefits under 403(b) plans will be granted in accordance with federal law.

Re-Employment

Upon an employee's prompt application for re-employment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service.

1. *Less than 91 days of military service* – (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by Minute Man Arc, in the position in which the employee had been employed prior to military service.
2. *More than 90 days and less than 5 years of military service*: (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status, and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by Minute

Man Arc, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

3. *Employee with a service-connected disability* – if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by Minute Man Arc or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

4. *If two or more employees are entitled to the same job under USERRA* – the one who left the position first shall have the prior right to re-employment.

5. *Temporary employees* – are not eligible for re-instatement.

Application for Re-Employment

An employee who has engaged in military service must, in order to be entitled to the re-employment rights set forth above, submit an application for re-employment according to the following schedule:

1. *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* – the employee must report for re-employment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

2. *If service is for 31 days or more but less than 180 days* – the employee must submit an application for re-employment with Human Resources no later than 14 days following the completion of service.

3. *If service is over 180 days* – the employee must submit an application for re-employment with Human Resources no later than 90 days following the completion of service.

4. *If the employee is hospitalized or convalescing from a service-connected injury* – the employee must submit an application for re-employment with Human Resources no later than two years following completion of service.

Exceptions to Re-employment

In addition to the employee's failure to apply for re-employment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. Minute Man Arc's circumstances have so changed as to make re-employment impossible or unreasonable.

2. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

3. The employee did not receive an honorable discharge from military service.

General Benefits Upon Re-employment

Employees re-employed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus

any additional security and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. In addition, an employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at Minute Man Arc.

For example, vacation time accruals are tied to years of service, and accordingly, the amount of uniformed service is added to the actual employment service. If you had 4 years of employment service and 1 year of uniformed service, you would be entitled to the same vacation accrual as an individual who has worked for Minute Man Arc for 5 years.

Part-time employees (less than 20 hours per week) are not eligible for benefits and this policy does not apply to them.

An individual returning from uniformed service is entitled to all benefits not based on seniority in the same manner as any employee on leave of absence would be able to accrue under other company policies. These policies were either those in effect at the time you left on uniformed service or those that were implemented while you were away.

Documentation

An employee's manager will, upon the employee's re-application for employment, request that the employee provide Minute Man Arc the military discharge documentation that establishes the timeliness of the application for re-employment and length and character of the employee's military service.

EMPLOYEE HANDBOOK

TIME OFF

Policy	PERSONAL LEAVE OF ABSENCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
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A personal leave of absence is a leave which is not covered by other types of leave time. A personal leave of absence is a rare exception and is granted only in extraordinary circumstances and at the discretion of the agency. This type of leave is unpaid unless the employee has available benefit time. The type of benefit time that can be used for such a leave will be dependent upon the reason for the leave request. The approval and length of the leave will largely depend on the situation, your length of service, attendance, performance, and business requirements. A leave of absence will be approved only for a specified and reasonable period of time, generally for not more than three months.

Only employees who have at least three months of consecutive service are eligible for personal leaves of absence.

A request for a leave of absence will be considered on a case-by-case basis and every effort will be made to accommodate the employee under the circumstances. Employees having a valid reason for requesting a leave of absence should discuss the matter with their supervisor and Human Resources. Whenever possible, a Leave of Absence Application must be submitted to Human Resources in advance of the requested leave. If it is not possible to submit this request in advance, the request must be made as soon as the employee becomes aware of the need for leave.

Employees are still responsible for their usual benefit contributions during their personal leave unless the request for personal leave is to extend a 12 week leave already taken under FMLA (Family Medical Leave Act). In that case, employees will be offered continuation coverage under COBRA for applicable insurance plans. Benefit accruals will be suspended during the leave and will resume upon return to active employment.

If an employee finds they are unable to return to work at the end of the personal leave time, they must file for an extension of personal leave. In no case, will an extension of more than three additional months (six months maximum total leave) be approved. While on extended leave, employees are required to report periodically to their supervisor, at least every thirty (30) days, regarding their current status and their intent to return to work. If, at the end of the Extended Leave, an employee is still not able to return to their job, the employee will be separated from employment.

If an employee is granted an extension of personal leave, the employee will be offered continued insurance coverage (as applicable) under COBRA. The employee will be

responsible for the total cost of health insurance premiums (plus an applicable administrative charge). Employees will not accrue paid benefit time while on Extended Leave status.

If an employee fails to report to work at the end of the approved leave and has not applied for an extension, Minute Man Arc will assume the employee has resigned. A leave of absence may be coordinated in conjunction with other Minute Man Arc benefits. Human Resources is available to assist you during this process.

Upon the expiration of the leave, the employee may be returned to his/her former position, if available. If the employee's position is not available, the employee may be offered another available position for which he/she is qualified. If no position is available when the employee is able to return to work, the employee will be terminated and may apply for the next available position.

EMPLOYEE HANDBOOK

TIME OFF

Policy	Massachusetts Parental Leave Law
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 02/02/2015	Reviewed without Revision Date:03/01/2016

Under Massachusetts law full-time employees who have completed three months of employment with Minute Man Arc are eligible for up to eight weeks of unpaid, job-protected leave for the purpose of the birth of a child, or the adoption or foster placement of a child eighteen years or younger or a mentally or physically disabled child age 23 or younger or for the placement of a child with an employee as the result of a court order. Massachusetts' law provides up to sixteen weeks of unpaid, job-protected leave for the birth of twins or other multiples.

Employees who qualify for Parental Leave are required to give Minute Man Arc two weeks' notice of their intention to take leave unless, for reasons beyond the individual's control, notice within this time frame is not possible, in which case employees must provide notice as soon as practicable.. Employees should provide two weeks' notice of their intention to return from leave. Employees who are taking leave are required to complete a Leave of Absence Application. If the leave time is for the birth of the employee's child, the employee will also be required to submit a Certification of Health Care Provider form.

Female employees eligible for Parental leave may also be eligible for disability benefits for the period of disability related to the giving birth of a child. Please refer to Human Resources for information related to your benefits and how they might apply during your leave.

The duration of leave is determined by calendar days. An employee may use any available time off benefits to substitute for any unpaid leave. If the employee also qualifies for leave under the Family and Medical Leave Act, the employee will use any available time off benefits to substitute for unpaid leave. During the period of unpaid leave, the employee is still responsible for making the applicable benefit contributions and should speak with Human Resources to make arrangements prior to the leave. While on Parental Leave benefit accruals such as vacation and granted benefit time such as personal, sick, or holiday benefits, will be discontinued and will resume upon return to active employment. Parental leave will run concurrently (not consecutively) with any other leave that may apply. If an employee qualifies for leave under FMLA and is required to take leave under FMLA prior to the birth of the child, FMLA leave and Parental Leave will run concurrently for the remainder of the FMLA following the birth of the child. If FMLA leave is exhausted before the employee has used eight weeks of Parental leave, the employee is entitled to use the remainder of the eight weeks of

Parental Leave following the birth of the child. If two employees of MMA seek parental leave for the birth or adoption of the same child, they will be entitled to a total of eight weeks of leave between both of them – not for each of them.

Upon your return, Minute Man Arc will reinstate you to a similar or substantially identical position whenever possible. However, there are no greater rights provided because of the leave than if the employee was not on leave. If an employee fails to report to work at the end of the approved leave, and has not applied for an extension, Minute Man Arc will assume the employee has resigned. In this case the employee could be responsible for reimbursing Minute Man Arc for insurance premiums paid during the leave. If you are unable to return to work at the end of your Maternity Leave because of an extended disability due to recovery from childbirth, you will be treated in accordance with Minute Man Arc's disability program provisions and additional medical certification will be required. If you are female and gave birth to a child while on Massachusetts Maternity leave, you must provide Human Resources with a written release from your physician prior to returning to work.

EMPLOYEE HANDBOOK

TIME OFF

Policy	FAMILY AND MEDICAL LEAVE ACT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/04/2016	Reviewed without Revision Date:

Minute Man Arc will comply with the Family and Medical Leave Act implementing Regulations as revised effective March 2015. Minute Man Arc will provide Family and Medical Leave to its eligible employees.. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in Massachusetts.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Director of Human Resources, Minute Man Arc, 35 Forest Ridge Road, Concord, MA 01742 in writing.

General Provisions

Under this policy, Minute Man Arc will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee

after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.. The 1,250 hours to not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining to 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Director of Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

(1) short-notice deployment.

(2) military events and activities,

3) child care and school activities,

(4) financial and legal arrangements,

5) counseling,

6) rest and recuperation,

(7) post-deployment activities and

8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

(a) Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

(b) In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

(1) A “son or daughter of a covered service member” means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

(2) A “parent of a covered service member” means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

(3) Under the FMLA, a “spouse” means a husband or wife including those in same-sex marriages which were made legal in all 50 United States as of June 26, 2015

(4) The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122(k).

“Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) “Covered active duty” or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave

would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent, or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

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.

The term "serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured from the date an employee first uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of leave the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the company and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resources Department by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal, or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employee also qualifies for parental leave, the parental leave will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of child must use all paid, vacation, personal, or sick leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or

employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The company may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The company may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The company will not use the employee's direct supervisor for this contact. Before the company makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the company will obtain the employee's family member's permission for clarification of individually identifiable health information.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee's family member to get a certification from a second doctor, which the company will select. The company may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor. The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The company will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Director of Human Resources. Within five business days after the employee has provided this notice, the Director of Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Director of Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

EMPLOYEE HANDBOOK

TIME OFF

Policy	SMALL NECESSITIES LEAVE ACT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/04/2016	Reviewed without Revision Date:

In Massachusetts, employees who are eligible for leave under FMLA guidelines are also eligible to take up to an additional 24 hours of unpaid leave in a twelve-month period for the following:

- To accompany an elderly (at least sixty years old) relative (by blood or marriage) to a routine medical or dental appointment or appointments for other professional services related to the elder’s care such as interviewing at a nursing home; or
- To participate in a child’s (defined as biological, adopted, step or foster child) educationally-related school activity (including public or private schools, head start or licensed day care facilities), such as a parent-teacher conference or interviewing for a new school; or
- To accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations.

Employees are required to give the agency no less than a seven-day notice of an intention to take leave if foreseeable. Employees will utilize any accrued vacation or personal time to substitute for unpaid time off under this law. Depending on the relationship of the relative cited above, employees may also be able to use sick time for this purpose. In addition, leave under this act may be taken intermittently depending on the employee’s needs; however the minimum increment is not less than one hour. Eligible employees who wish to take time off under this act are asked to submit a written request to their supervisor.

EMPLOYEE HANDBOOK

TIME OFF

Policy	DOMESTIC VIOLENCE LEAVE
Effective Date: 08/12/2014	Approval Date: 02/15/2015
Revised Date:	Reviewed without Revision Date: 03/04/2016

If employees, or their family members are victims of domestic violence or abuse, employees are entitled to take up to 15 days of leave from work per year.

To qualify, either the employee or a covered family member must be the victim of abusive behavior which includes any behavior constituting domestic violence, stalking, sexual assault, or kidnapping. Under Massachusetts law governing this leave, violence is defined as abuse by a current or former spouse, a person with whom the victim shares a child, a person cohabitating with, or has cohabitated, with the victim, a relative, or a person with whom the employee or family member has, or has had, a dating relationship. Covered family members include the employee's spouse, parent, step-parent, child, step-child, sibling, grandparent, and grandchild. In the case of abuse of a family member, the employee is not entitled to leave under this policy if the employee is the alleged perpetrator.

Leave time must be used to address issues directly related to the abusive behavior including seeking medical attention, counseling, or victim services. Leave may also be taken to obtain legal assistance, attend or appear in court proceedings, secure housing, obtain a court protective order, attend child custody proceedings, to meet with a district attorney or law enforcement personnel, or address other issues directly related to the abusive behavior.

To take leave under this policy, employees must first have exhausted all vacation and personal time and, if applicable under the Family and Medical Leave act, all sick time. Employees taking Domestic Violence Leave will not be paid for time taken off under this policy.

Employees must provide advanced notice of the need for this leave as well as documentation that supports the need for such leave. In cases where there is a threat of imminent danger to the health or safety of the employee or the employee's covered family member, advanced notice is not required. However, the employee must notify MMA within three workdays that protected leave was taken, or is being taken, and such notice can be provided to MMA by the employee, by the employee's family member or by a professional assisting the employee with addressing the abusive behavior.

Upon return from such leave, the employee will be restored to the employee's original position or to an equivalent position. MMA will not take any disciplinary action against an employee taking an unscheduled absence under this policy as long as the employee

provides supporting documentation within 30 days of the absence. Supporting documentation must demonstrate the employee or a family member was the victim of abusive behavior and the leave was related to that behavior. Acceptable documentation can be a protective order or other documentation issued by a court, a police report or witness statement provided to the police, documents showing the perpetrator was convicted or admitted to facts sufficient to establish guilt of abusive behavior, medical documentation, or a sworn statement from a counselor or other advocate. All information provided by the employee will be kept confidential.

MMA will not terminate, discriminate, or retaliate against employees for exercising their rights under this policy.

EMPLOYEE HANDBOOK

TIME OFF

Policy	SEVERE WEATHER AND EMERGENCY CLOSINGS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/04/2016

In the case of inclement weather, you are expected to make every effort to be at work at the normal time. Minute Man Arc expects that employees will utilize their best judgment in the case of inclement weather. If, for any reason you are unable to report to work, or will be unable to arrive on time, you must notify your supervisor.

The Chief Executive Officer of the Agency, or his/her designee, may close some programs within the agency, due to inclement weather or emergency. If this should occur, every attempt will be made to notify employees using phone messages or text messages, and a message on the Minute Man Arc voicemail. Unless otherwise requested, employees in closed programs are not expected to report to work during emergency closings. As Residential services are provided on a 24 hour per day / 7 day per week basis, Residential programs will not close due to inclement weather. Residential staff should contact their supervisor for appropriate action.

Employees will not be asked to use benefit time during an emergency closing for the first such closing of their program in any given fiscal year. Employees not yet hired or not working at the time of this emergency closing do not “save” a day to be substituted for any additional emergency closings during the fiscal year. Subsequent closing(s) will be unpaid. However, employees will use any accrued vacation and/or personal time to substitute for the unpaid leave. Should an emergency closing occur while an employee is on approved time off, he/she is not entitled to additional wages. Employees who do not report for work because of the weather, in the absence of an official closing day, will be charged a day of vacation and/or personal time, or will be required to use unpaid leave. Residential employees may be required to work additional hours if staff are unable to report to work to relieve them. In no case, are employees allowed to leave programs with inadequate staffing.

If Job Coaches, Drivers, Day Habilitation Developmental Specialists or Assistants, Activity Assistants, and other positions that provide direct service to individuals served are able to travel despite the inclement weather, they will be reassigned to Residential Services for the day. The process for reassignment will be published each fall and distributed to all affected employees. For the first severe weather or emergency closing of the fiscal year, employees re-assigned to Residential Services will receive both administrative pay for the closing as well as pay for time worked. For any subsequent weather or emergency closings, those who are unable to, or do not wish to be reassigned

to Residential Services for the day, will need to use personal or vacation hours, if available, or will use unpaid leave.

EMPLOYEE HANDBOOK CAREER DEVELOPMENT

Policy	INTRODUCTORY PERIOD
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/04/2016

Up to the first three months of employment at Minute Man Arc are considered an introductory period. This introductory period will be a time to get to know employees, your supervisor, and the tasks involved in your position, as well as becoming familiar with Minute Man Arc’s services and individuals served. At, or around, the conclusion of your first three months of employment, you will receive an evaluation of your performance to date.

This introductory period is a “try-out” time for both you and Minute Man Arc. During this introductory period, we will evaluate your suitability for employment, and you can evaluate Minute Man Arc as well. Any significant absence (defined as five or more days) will automatically extend an introductory period by the length of the absence. If Minute Man Arc determines the designated introductory period does not allow sufficient time to thoroughly evaluate your performance, the introductory period may be extended for a specified period, at the agency’s sole discretion.

It is important to understand the completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require an employee be discharged only for “cause.”

EMPLOYEE HANDBOOK

CAREER DEVELOPMENT

Policy	PERFORMANCE EVALUATIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/04/2016

Minute Man Arc utilizes a performance evaluation process as a way to promote the development of each employee. The performance evaluation process measures not only performance against objectives, but is also a time for each employee and supervisor to plan how improvements and better results can be achieved. It is primarily a chance to identify strengths and areas needing additional training, education, and support; and to help the employee develop to their full potential in order to achieve optimal success.

This process is a very important developmental time for Minute Man Arc and its employees. Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis. Day-to-day interaction between the employee and supervisor should provide the employee a good sense of how their performance is perceived long before a written performance evaluation is prepared.

Formal performance evaluations are conducted to provide supervisors and employees with the opportunity to discuss job responsibilities and employee and supervisor expectations, identify and correct weaknesses, plan upcoming required training, encourage new ideas, recognize strengths, present opportunities for promotion or other career development, and discuss positive, effective approaches for meeting goals. While each employee has primary responsibility for his/her own career management, it is the supervisor's responsibility to meet with the employee at the time of the annual performance appraisal, and discuss career development opportunities. Performance evaluations are an important management tool. Employees should feel comfortable actively participating with their supervisor in the review process and keeping the lines of communication open.

Performance evaluations are typically conducted annually. However, an evaluation may also be conducted in the event of a promotion, change in duties and responsibilities or to address any open issues. When job requirements are not being met, problems occur, or improvement is needed, additional performance evaluations may be conducted to assist in setting goals and objectives and specific timetables may be set for further review. Please note - a written performance review does not guarantee a monetary increase.

EMPLOYEE HANDBOOK CAREER DEVELOPMENT

Policy	JOB POSTINGS AND PROMOTIONS
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/04/2016

Minute Man Arc provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, employment openings will be publicized and/or posted internally prior to any external recruiting efforts. Any employee wishing to apply for an opening should contact Human Resources. Initial inquiries will be kept confidential. However, if an employee is selected for an interview in another department, the employee should inform his/her current supervisor.

To be eligible for promotion or transfer, employees must have performed competently for at least six months in their current position and be an employee of good standing meaning that they are not on a corrective action plan or have received a performance / behavioral / attendance warning in the last six months.

Minute Man Arc recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization. An applicant's current supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

EMPLOYEE HANDBOOK CAREER DEVELOPMENT

Policy	PROFESSIONAL DEVELOPMENT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date:

All mandatory staff training, as identified in the agency’s policy manual, is required within two months of employment. All staff training or workshops that are mandatory and required for job performance (i.e. CPR, First Aid, Medication Administration, Driver Safety, etc.) will be provided by Minute Man Arc. Employees will be informed of mandatory trainings and workshops as they are scheduled.

Workshops, seminars, training courses, or conferences, which will enhance the employee’s career growth, are encouraged. However, training that is not mandatory may not be paid for by Minute Man Arc. Depending on the nature of the training, Minute Man Arc may opt to pay for pre-approved training. Approval for this training is discretionary, based on business need, employee performance, budget constraints, and other business related conditions. In order to receive payment consideration for non-mandatory training, your supervisor must approve the training in advance.

Minute Man Arc believes in developing our employees and we believe you play a part in developing yourself to your fullest potential. We encourage you to seek out an informal mentor within the organization and take advantage of all training opportunities available. As you progress in your job, you should inform your supervisor and/or Human Resources of your career interests and ask about other opportunities for growth.

Minute Man Arc encourages additional development through trainings and workshops. Program Directors will be advised of any supplementary training opportunities and will direct that information to their staff.

EMPLOYEE HANDBOOK CAREER DEVELOPMENT

Policy	AGENCY ORIENTATION
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/21/2016

Each employee will receive an extensive orientation to the program in which he/she will be working. The employee's supervisor will discuss the program mission, philosophy, procedures, job responsibilities and expectations, administrative responsibilities, mandatory training, and the skill training schedule.

EMPLOYEE HANDBOOK CAREER DEVELOPMENT

Policy	TUITION REIMBURSEMENT
Effective Date: 02/06/2015	Approval Date: 02/06/2015
Revised Date:	Reviewed without Revision Date: 03/21/2016

Minute Man Arc supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers as well as to improve future potential benefit to Minute Man Arc. The company may reimburse benefit-eligible employees for education costs for courses approved by Minute Man Arc. Courses must be part of a degree program in a field of study related to Minute Man Arc's mission and/or business purpose. Employees who are also eligible for the Tuition Remission Program* must apply for remission and can apply for Reimbursement under this policy for those expenses not covered by the Tuition Remission program. Employees must submit a Tuition Reimbursement request form prior to taking the course and submit for reimbursement upon completion of the course.

Funds available for Tuition Reimbursement will be determined at the beginning of each fiscal year (Fiscal Year begins on July 1) and approvals for reimbursement will be limited to the amount of budgeted funding available, with approvals for reimbursement occurring on a first-come, first-served basis. The maximum reimbursement to any one employee will be for 2 courses per fiscal year with a maximum reimbursement of \$1500 for each undergraduate course and \$1800 for each graduate course. Initial approval of a course of study does not obligate Minute Man Arc to future/continued approval of courses in that course of study. Approvals are valid only for the course and semester given.

Employees accepting the terms of this policy will be required to provide written authorization of acceptance as well as an agreement to remain employed by Minute Man Arc for one year from the date of the educational reimbursement. If the employee terminates within that year, he/she will be required to pay a pro-rated amount to Minute Man Arc as described below.

To be eligible, employees must be an employee in good standing with Minute Man Arc (not be on a corrective action plan) and must have completed at least six months of employment before the start of the class for which the employee is seeking reimbursement.

If eligible, the employee must submit a request for Tuition Remission following the Tuition Remission guidelines (See attached guidelines).

The employee must have applied for, and been admitted to a college as part of a degree program. Employees already holding a degree will not be eligible for reimbursement for

an equal degree. For example, if an employee already holds a bachelor's degree, the employee would not be eligible for reimbursement to pursue another bachelor's degree.

Requests for Tuition Reimbursement will not be approved retroactively. Requests for Tuition Remission should be submitted within the four weeks prior to the start of the course and/or within the first four weeks of the course. In order to give all employees an equal opportunity for applying for tuition reimbursement, multiple requests for future courses will not be accepted. All requests must be received within the eight week period which includes the four weeks prior to the start of the course and the four weeks after the beginning of the course.

To be eligible for reimbursement, the employee must earn a grade of B or better. If the course is a Pass/Fail course, the employee must earn a grade of Pass. Upon satisfactory completions of the course, the employee must provide documentation to support completion and payment in order to receive reimbursement. The employee must also sign a Written Agreement of Acceptance.

If the employee terminates within a year of receipt of Tuition Reimbursement, the employee will be required to pay a pro-rated amount to Minute Man Arc.

Example: If the employee received reimbursement in June and decided to terminate in November, the employee will owe Minute Man Arc seven months of the reimbursement. The employee will have worked five months since June leaving seven months to complete one year.

$\$1800 \text{ divided by } 12 \text{ months} = \$150/\text{month times } 7 \text{ months} = \$1050 \text{ owed to Minute Man Arc.}$

EMPLOYEE HANDBOOK CAREER DEVELOPMENT

Policy	PERFORMANCE IMPROVEMENT
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/21/2016	Reviewed without Revision Date:

Minute Man Arc tries to recruit people who will best fit the available positions within the agency. However, at times, expectations are not met and corrective measures must be taken to get the employee to provide satisfactory performance. In most circumstances, this can be accomplished through open and honest communication regarding current performance and behavior and established or expected performance standards. It is in everyone's best interest to resolve problems or complaints related to Minute Man Arc's policies, procedures, or other workplace issues fairly and in a timely manner. Certain standards are necessary for the efficient operation of our business. Employees and supervisors are encouraged to communicate frequently to address and correct situations as they arise. Discussions regarding performance and strategies for improving performance are crucial and valuable to the agency and staff. Employees and supervisors should approach performance discussions in a meaningful, productive, and positive manner.

Occasionally, however, when performance discussions have taken place and recommendations for improvement have not helped the employee meet expectations, it becomes necessary for Minute Man Arc and certain employees to part ways, or for Minute Man Arc to take disciplinary action it considers reasonable under the circumstances. Minute Man Arc reserves the right to determine both the appropriateness and level of counseling, discipline, or other corrective action in each situation, including whether immediate termination is warranted.

In each case, Minute Man Arc will respond to the situation in accordance with the overall best interests of the agency, its employees and individuals served. While Minute Man Arc reserves the right to terminate an employee's employment at any time, the types of conduct that may result in disciplinary action, up to and including dismissal, include the following:

- Poor work performance or not meeting job expectations as identified in the position's job description
- Neglecting to perform your assigned job duties or leaving persons served unattended
- Abusing or otherwise mistreating persons served
- An action in which the health, safety, or well-being of an individual served or staff member is jeopardized or placed in potential jeopardy including, but not limited to, threatening or assaulting another individual, fighting, or attempting to cause bodily harm or disregarding property or safety standards (including failure to report a work-

related incident which may cause harm) or causing a program to be inadequately staffed.

- Engaging in horseplay or other unsafe conduct disruptive to the business of Minute Man Arc
- Being insubordinate, threatening, intimidating, disrespectful or assaulting a manager/supervisor, coworker, customer or vendor
- Inappropriate use of the agency network by violating system privacy
- False or misleading information in Minute Man Arc's records and documents including employment applications or other employment records; time sheets; verbal or written material misrepresentation to a manager; verbal or written misrepresentation during the course of a Minute Man Arc internal investigation; and verbal or written misrepresentation regarding the care of individuals served
- Harassment of fellow employees, Minute Man Arc's vendors, visitors, or clients
- Falsification of Minute Man Arc's records, books, or any employment-related document
- Failure to follow Minute Man Arc's cash handling procedures
- Theft or other dishonest conduct (Theft includes the taking of, or borrowing from individuals served, Minute Man Arc, co-workers, supervisors, and/or subordinates, money, property, supplies, food, equipment, software, files, electronic or written reports or other documents, or other materials.)
- Damaging, defacing, abusing, sabotaging or destroying Minute Man Arc's property, or the property of individuals served, or employees
- Engaging in acts of violence or threats of violence, or otherwise interfering with the job performance of fellow employees, supervisors, or visitors
- Possession of firearms or weapons on agency property, on the property of individuals served, or while engaged in agency business which also applies to Minute Man Arc sponsored events
- Gambling on agency property
- Violation of law
- Reporting to work under the influence of alcohol or drugs not taken under the direction of a licensed physician, or the use, distribution, manufacturing, sale, or possession of illegal drugs while at work
- Smoking, the use of e-cigarettes, and the use of smokeless tobacco in areas that have been designated as non-smoking
- Sleeping on the job during work hours, except for overnight shift workers who have been officially designated as asleep workers
- Bringing individuals served to an employee's personal residence or residences of the employee's friends or family, unless approved in advance by the Program Director

- Performing personal errands while on duty (with or without clients)
- Excessive or repeated unexplained absences or tardiness, which adversely affects work schedules or failure to report your absence to your supervisor in accordance with Minute Man Arc’s Absence Policy or other related policies
- Working overtime, without advance approval from your supervisor
- Failure to adhere to attendance or time keeping policies
- Refusal to perform a reasonable job assignment or reasonable request of a supervisor or discourteous conduct towards individuals served, guests, vendors, employees or supervisors in the course of ordinary business.
- The use of threatening language
- Acceptance of personal remuneration from individuals served, public or private agencies, or others with respect to matters involving Minute Man Arc including, but not limited to, kickbacks or rebates, reciprocating, accepting or soliciting gifts, loans, entertainment or other considerations from vendors, individuals served or their family members, or receiving “free” services from any company or organization currently conducting business with Minute Man Arc or desiring to conduct business with Minute Man Arc
- Releasing Minute Man Arc’s confidential and/or proprietary information and/or the confidential information of individuals served.
- Failure to follow Minute Man Arc’s security and policy procedures including, but not limited to, revealing assigned passwords to others, providing confidential information to unauthorized individuals and allowing unauthorized individuals to access secure areas (such as the agency’s computer network server)
- Failure to adhere to established work rules and regulations; Minute Man Arc’s safety rules or policies; and/or Minute Man Arc’s established policies, procedures, and guidelines in any Minute Man Arc policy and procedures handbook, manual, or document
- Engaging in gross fraudulent, abusive, or unethical behavior including failing to inform management of your knowledge of such conduct on the part of others
- Refusing or failing to cooperate with an internal investigation
- Violation of any Minute Man Arc policy
- **This list should not be considered all-inclusive.**

In some cases, establishment of a performance review period may be considered appropriate. An employee may be placed on review status at any time during his/her employment with Minute Man Arc. Such action might be for disciplinary reasons, or a failure on the employee’s part to maintain minimally acceptable performance standards. The purpose of the review period would be to set performance objectives and specific timetables for further evaluation of the employee. In most situations, discussions or issues related to employee performance will be documented in the employee’s file.

Verbal and written warnings may be issued in certain situations where appropriate, and will also be documented in the employee's file. Documentation of any action will include at a minimum the nature of the problem, dates, timetables and actions of any previous warnings conveyed, potential remedies, time frames for remedies to be implemented, as well as time frames for review and further action.

Where warranted by circumstances, an employee may be suspended, with or without pay, for a period not to exceed two weeks, while an investigation is conducted. When it is deemed necessary to conduct an investigation, Minute Man Arc will review pertinent documents and files; and interview staff, individuals served, and others who may have pertinent information. No retaliation - All individuals who take part in an investigation should be assured of confidentiality to the extent possible and should cooperate in the investigation without fear that their participation will result in any reprisals against them due to that participation. Disciplinary action, if any, will be determined based upon the discoveries made during the course of the investigation.

Minute Man Arc also reserves the right to terminate employees for non-disciplinary reasons, including but not limited to the following:

- A reduction in the Minute Man Arc workforce
- Elimination or discontinuance of the job or position held by a Minute Man Arc employee
- Displacement because of technological reasons
- The closing of a Minute Man Arc office in which the employee was employed
- Reorganization

EMPLOYEE HANDBOOK SEPARATION OF EMPLOYMENT

Policy	GENERAL INFORMATION
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/21/2016	Reviewed without Revision Date:

Since employment at Minute Man Arc is at will, both the employee and Minute Man Arc have the right to discontinue an individual's employment at any time, and for any reason. Discontinuation of employment is an inevitable part of personnel activity with any agency, and many of the reasons for discontinuation are routine. Separation from employment may occur for a variety of reasons, including, but not limited to: resignation, mutual agreement, reduction in the work force, unsatisfactory performance, retirement, or violation of well-established policies and procedures.

EMPLOYEE HANDBOOK SEPARATION OF EMPLOYMENT

Policy	VOLUNTARY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/21/2016	Reviewed without Revision Date:

A voluntary discontinuation of termination (resignation, retirement) is one initiated by an employee. In the event of a voluntary separation, Minute Man Arc employees are asked to submit a written and signed resignation letter to Human Resources prior to the employee's last day of work. The resignation letter should indicate the effective date of resignation and the reason for leaving the agency. Minute Man Arc requests at least two weeks written notice for voluntary separations. However, at management's discretion, this notice period may be waived. The employee will receive their final paycheck including regular base pay through the last day worked and any accrued, unused vacation time on the next regular payday. Giving sufficient notice will enable the Payroll department to promptly calculate the final pay. Employees may not use benefit time such as personal, sick, vacation, or holidays to serve as the employee's final day of work or to serve as the employee's period of notice of intent to resign. In such circumstances, the employee's final day of work will be the day the employee last performed any paid work for the employer.

If an employee chooses not to provide advance notice of resignation and complete the time of the notice, the employee will not be considered eligible for rehire.

EMPLOYEE HANDBOOK SEPARATION OF EMPLOYMENT

Policy	INVOLUNTARY
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/21/2016	Reviewed without Revision Date:

Involuntary discontinuation of employment (discharge, layoff) is one initiated by the MMA. There are situations that sometimes result in an involuntary separation from MMA.. When a situation warrants dismissal, the circumstances leading up to this will be carefully reviewed before any action is taken. Every effort will be made to ensure that each employee is treated with fairness and respect during this process. The employee will receive their final paycheck including regular base pay through the last day worked and any accrued, unused vacation time on their last day of employment.

EMPLOYEE HANDBOOK SEPARATION OF EMPLOYMENT

Policy	CONTINUATION OF BENEFITS (COBRA)
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date: 03/21/2016	Reviewed without Revision Date:

COBRA is a law that provides for the temporary continuation of group health insurance coverage for members and/or “qualified beneficiaries” when coverage would end.

If you are an employee, you’ll become a qualified beneficiary if you lose your coverage due to:

- A reduction in your hours of employment that leave you ineligible for continued participation in MMA’s health care plan
- Your employment with MMA ends for any reason other than your gross misconduct.

The spouse of an employee will become a qualified beneficiary if coverage is lost due to:

- The death of the covered employee;
- The covered employee’s hours of employment are reduced;
- The covered employee’s employment ends for any reason other than his/her gross misconduct;
- The covered employee becomes entitled to Medicare benefits (Part A, Part B, or both); or
- Divorce or legal separation from the covered employee.

The dependent children of an employee will become qualified beneficiaries if they lost coverage because of:

- The parent-employee dies;
- The parent-employee’s hours of employment are reduced;
- The parent-employee’s employment ends for any reason other than his or her gross misconduct;
- The parent-employee because entitled to Medicare benefits (Part A, Part B, or both)
- The parents become divorced or legally separated

COBRA continuation coverage will be offered to qualified beneficiaries only after the Director of Human Resources has been notified that a qualifying event has occurred. MMA will initiate the offer of COBRA continuation coverage in the following circumstances:

- The end of employment or reduction of hours of employment;
- Death of the employee

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility as a dependent child), you must notify the Director of Human Resources within 60 days after the qualifying event occurs.

Once the Director of Human Resources receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during this 18 month period of coverage may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which the general 18-month period of COBRA continuation coverage may be extended.

Disability Extension:

If you, or anyone in your family covered under COBRA continuation coverage, is determined by Social Security to be disabled and you notify the Director of Human Resources in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

Second Qualifying Event:

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Director of Human Resources is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible for participation in the health plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the health plan had the first qualifying event not occurred.

Payment of Continued Coverage:

The employee or beneficiary may elect to continue coverage by paying the full cost of coverage under Minute Man Arc's group rates, plus a 2% administration fee. Failure to make timely payments within thirty days of the established due date will result in permanent cancellation of coverage. If employment terminates, employees will be sent notification regarding their rights and obligations under COBRA. Otherwise, the employee or qualified beneficiary is responsible for informing the Director of Human Resources of their change in status or of any circumstances under which continuing coverage under COBRA would apply.

Other Options to COBRA Coverage:

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan) even if that plan generally does not accept late enrollees.

EMPLOYEE HANDBOOK SEPARATION OF EMPLOYMENT

Policy	UNEMPLOYMENT INSURANCE
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/21/2016

Minute Man Arc offers self-funded unemployment insurance. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their job, typically through no fault of their own such as a layoff.

EMPLOYEE HANDBOOK SEPARATION OF EMPLOYMENT

Policy	REFERENCES
Effective Date: 07/01/2014	Approval Date: 07/01/2014
Revised Date:	Reviewed without Revision Date: 03/21/2016

To ensure that all reference checks are handled in a manner consistent with Minute Man Arc's policy guidelines, all reference requests for current, retired, or terminated employees must be directed to the Director of Human Resources as the designated authorized source for reference information. In most instances only job title, dates of employment, and job location will be verified. The Director of Human Resources must review any reference letter that a supervisor writes for an employee or former employee prior to distribution, and a copy must be retained in the employee's personnel file.