

Fairhill  
Personnel Policies Manual  
for  
Paid, Unpaid and Volunteer Staff

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# **SECTION I**

**Policies specific to**

**PAID STAFF  
UNPAID STAFF  
VOLUNTEER STAFF**

## ***WELCOME***

Fairhill provides excellent service to organizations located on the campus and to individuals and families who receive service from Fairhill sponsored programs. We will continue this tradition by maintaining a solid working partnership between paid, unpaid and volunteer staff and administration. This handbook strengthens that partnership by providing you an understanding of what is expected of you as a Fairhill staff member and what you can expect from Fairhill as your employer.

In this handbook you will find an outline of your responsibilities as a Fairhill staff member and of the policies within which the organization operates. It is important that you are familiar with this information so that you are an effective member of the Fairhill team.

The purpose of these policies is to help all staff to understand Fairhill's philosophies and to help them make decisions in carrying out these philosophies and policies.

Currently, Fairhill chooses to offer several staff benefits. These benefits are identified in the handbook, but may change from time to time. Specific details of each current benefit may be requested from the Office of the President/CEO.

Every Fairhill staff member makes an important contribution to serving the campus organizations and older persons. We welcome you as a member of our staff team and hope that your tenure here will be a meaningful and rewarding experience for you.

## ***ABOUT FAIRHILL***

Fairhill began when a dream met an opportunity in the late 1980s. Encouraged by the Cleveland Foundation, with leadership from Benjamin Rose and University Hospitals Health System, Inc., Fairhill purchased the 9.65-acre site, including almost 200,000 square feet of building space, from the State of Ohio. The campus is in Cleveland, located at the corner of East 124th Street and Fairhill Road. Over the years, the campus has served the community in several different ways, first as a hospital for veterans, and later as a residential facility for the mentally ill. It was vacated by the State, sitting empty for almost ten years.

Then, Fairhill initiated a bold experiment: developing the campus as a multi-tenant not-for-profit organization dedicated to the promotion of successful aging through collaboration of many independent organizations. The Fairhill Board of Directors, representing diverse community leadership, guides Fairhill's continuing growth and development.

## ***INTRODUCTION to the PERSONNEL POLICIES***

This Personnel Policies Manual is a written statement of current Fairhill policies, which are approved by the Board of Directors. The information contained in this statement is presented for the benefit of the Fairhill staff to provide information concerning the policies, procedures, and practices of Fairhill. This statement is not intended to create any additional rights of employment.

The President/CEO, with Board approval, unless an emergency requires interim implementation pending Board approval, may initiate and institute new policies or policy changes at-will,

including suspensions of, or amendments to, this document at any time, giving notice to the staff as soon as possible. The Board of Directors is responsible for the final determination of Fairhill's Personnel Policies.

For clarity, this manual is divided into four sections. The first section contains policies and information that apply to paid, unpaid and volunteer staff. Collectively, these groups are called the Fairhill staff. (Please see the Glossary for definitions of these terms.) The second section applies specifically to paid staff and the third section applies to members of the unpaid staff and the volunteer staff. The fourth section applies to all Fairhill staff and contains a glossary of terms and the appendix.

Paid and unpaid staff members receive a copy of the personnel policies when employment or volunteer engagement is confirmed. Paid and unpaid staff members sign a form stating that they have received, read and understand the policies before employment/engagement can begin. Policies are reviewed on an annual basis.

This manual may also be viewed online at [www.fairhillcenter.org](http://www.fairhillcenter.org).

#### ***AT-WILL EMPLOYER***

Fairhill is an at-will employer. Employment at Fairhill is indefinite and for no specified length of time. Employment can be terminated at-will by the employee or by Fairhill for any reason or for no reason, with or without previous notice.

#### ***EQUAL EMPLOYMENT OPPORTUNITY***

Fairhill is an equal opportunity employer. It is the policy of Fairhill that there shall be no discrimination based on race, color, religion, ancestry, sex, age, national origin, status as a veteran, disability, marital status, sexual preferences or orientation with regard to hiring, assignment, compensation, advancement, layoff or other terms or conditions of employment.

All hiring will comply with applicable Federal and State laws and regulations regarding Equal Employment Opportunities. Part-time paid staff may apply for consideration for any positions that become available. They will be given equal consideration in the hiring process with all other applicants for any given position.

#### ***AFFIRMATIVE ACTION STATEMENT***

Fairhill employs solely on the basis of qualifications and competence. It does not discriminate against any staff member or individual applicant for employment because of race, color, religion, ancestry, sex, age, national origin, status as a veteran, disability, marital status, sexual preferences or orientation. Fairhill strives to ensure that applicants are recruited, hired, assigned, advanced, compensated and retained based on qualifications and demonstrated performance in contributing to Fairhill and its goals and objectives. With regard to policies and practices of employment, upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay or other compensation, and training, Fairhill seeks to treat all applicants and staff members fairly. Fairhill is committed to achieving diversity in its staffing patterns.

### ***AFFIRMATIVE ACTION PLAN***

Fairhill will provide equal opportunity for all staff members. Annually, the Fairhill staff will assess Fairhill's recruitment, employment, and retention practices to determine the extent to which affirmative action goals of the organization, as expressed by the Affirmative Action Statement, are achieved. Results of this review will be presented to Fairhill's Executive Committee.

### ***REIMBURSEMENT POLICY FOR JOB-RELATED EXPENSES***

Fairhill reimburses staff for expenses incurred in carrying out Fairhill's work. The reimbursement provisions for the major and usual expenses are provided below. Other and unusual expenses must be listed and explained in the monthly expense report for the supervisor's approval.

#### **MEALS:**

If Fairhill requests, or approves, a staff member's attendance at a lunch or dinner meeting, the full cost of such meals is reimbursed.

When a staff member takes a client or business associate to a meal, as a planned service, the total cost for the staff member and client is reimbursable. The reimbursement that may be provided must be approved, in advance, by the supervisor.

#### **MILEAGE and TRANSPORTATION:**

If a staff member uses his or her car on Fairhill business, reimbursement will be made at the currently approved rate established by the Internal Revenue Service

Paid staff is required to carry adequate automobile insurance if driving is included in their job responsibilities. In the event of an auto accident, the paid staff member is deemed to be the financially responsible party. The staff member should check with his or her insurer to be sure that such business-related travel is fully covered. The liability insurance carried by the paid staff member is primary and the protection extends to Fairhill as well, up to the policy limits. Should the paid staff member's liability limits be inadequate, insurance carried by Fairhill steps in but only as protection for Fairhill.

#### **PARKING:**

All reasonable parking fees and automobile tolls incurred by a staff member while conducting Fairhill business away from the staff member's assigned office will be fully reimbursed.

### ***POLICY on a DRUG-FREE WORKPLACE***

Fairhill is committed to the health and well-being of all those who use the campus, including staff members; and will promote and provide the safest environment possible. The following policy, therefore, is established:

Fairhill prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the building or on the property. No staff member may engage in Fairhill-related work while using or under the influence of alcohol or illegal drugs. Working while under such influence is sufficient reason for immediate dismissal.

All staff members are subject to drug and alcohol screenings at Fairhill's request and expense. Any traces of illegal substances are sufficient cause for immediate termination or other corrective action. The standard tolerance level above which someone will be considered "under the influence" of alcohol is a blood alcohol level at or above .04. If a staff member tests at or above that level, he/she will be considered above the tolerance level and this is sufficient cause for termination or other corrective action.

The terms of this policy statement are a condition of employment with Fairhill.

***\*Pre-employment drug screening will be performed with a NEGATIVE reading, before a paid staff member will be hired at Fairhill. Random testing will be performed throughout the employment period and a positive reading is sufficient reason for immediate dismissal.***

#### ***POLICY on HARASSMENT***

Fairhill recognizes and supports the right of all staff members to have a working environment free from unlawful or improper harassment. Prohibited harassment includes, but is not limited to, ethnic slurs, racial epithets or derogatory jokes. Any staff member with a complaint of harassment should immediately contact their supervisor. If the supervisor is the subject of the complaint, the staff member should contact the President/CEO. If the President/CEO is the subject of the complaint, the staff member should contact the Chairperson of the Board of Directors.

#### ***POLICY on SEXUAL HARASSMENT***

##### **Statement of Policy**

Fairhill is committed to maintaining a work environment that encourages and fosters appropriate conduct among staff members and respect for individual values and sensibilities. Accordingly, Fairhill intends to enforce its Sexual Harassment Policy at all levels within the work place to create an environment free from discrimination of any kind, including sexual harassment.

Sexual harassment, according to the Equal Employment Opportunity Commission and for the purposes of this policy, consists of unwelcome sexual advances, requests for sexual favors, other verbal or non-verbal or physical acts of a sexual or sex-based nature, where:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment; or
2. An employment decision affecting a staff member is based on that individual's acceptance or rejection of such conduct; or
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur between men and women or members of the same gender. This behavior is unacceptable in the work place or in other work-related settings.

It is unlawful to retaliate in any way against anyone who has complained of sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the

individual raising the concern or against another individual. Where sexually-oriented acts or sex-based conduct is directed by a supervisor towards a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence he or she is perceived to have over the employment conditions and benefits of the subordinates.

The full text of Fairhill's Sexual Harassment Policy is available in the Office of the President/CEO.

### ***POLICY REGARDING SMOKING***

The City of Cleveland and the State of Ohio have enacted ordinances that restrict smoking in places of employment. In addition, Fairhill has chosen to implement a policy that prohibits smoking in the buildings and all areas of the Fairhill campus. If paid staff choose to leave the campus to smoke, that time will not be considered compensable time. If any non-smoker should feel that his or her rights are not being respected, then he or she should contact the President/CEO.

### ***THE EMPLOYMENT PROCESS***

Application for employment is made in writing on the application form provided by Fairhill.

Applicants are selected on the basis of their qualifications for the positions as judged from information provided by applicants, including written information, observation by the interviewer and information provided by references or other appropriate sources. All information provided by references about an applicant is held in confidence.

All applicants for staff positions, either paid, unpaid or volunteer, are subject to pre-employment background checks, which may include drug, alcohol and criminal conviction record checks.

When a criminal conviction record is found in the pre-employment process or at any other time, several factors are considered when making a decision on staffing:

- Was the offense a violent crime? Was the offense a crime in which the offender uses or threatens to use violent force upon the victim?
- Was the offense a misdemeanor or a felony?
- Is there a history of offenses – one time vs. chronic?
- How long ago was the crime committed?
- Was there an intervention related to the crime committed? i.e. counseling, treatment, participation in a program?

Fairhill management will take all of these factors into consideration when making a staffing determination when a criminal record is found.

Fairhill makes written confirmation of employment to each new staff member. Such confirmation includes the title of the job, the starting date, rate of pay, and applicable benefits and conditions of work then in effect. A copy of the Personnel Policies Manual will be given to all new staff.

Responsibility for employment as well as hiring, retention and dismissal of all staff, and the application of all personnel practices, rests with the President/CEO.

Fairhill is an at-will employer and Fairhill or any staff member may end the employment relationship for any reason or no reason at any time.

### ***PERFORMANCE REVIEW/GROWTH***

Being selected as a Fairhill staff member represents your first assessment. You may have other evaluations and performance assessments throughout your period of employment. We believe that your personal growth and Fairhill's business objectives are intertwined. The purpose of performance review is to achieve both.

### ***JOB DESCRIPTIONS***

Fairhill gives written initial job descriptions at the time of employment. A signed statement that the staff member has read and understands his or her duties and responsibilities as outlined in the job description will be kept on file in the personnel folder.

### ***INTRODUCTORY PERIOD***

The first six (6) months of employment for all staff members constitute an introductory period. Fairhill confidently hires all staff with the expectation that satisfactory completion of the introductory period will occur. However, this is a period when both the staff member and Fairhill are assessing whether a proper job match has been made. Termination of employment may occur at any time during the introductory period without cause or notice being required of either the staff member or Fairhill.

### ***INTRODUCTORY APPRAISAL***

Each new staff member, unless terminated sooner, will receive a performance appraisal during or after the completion of the introductory period to evaluate whether the staff member is meeting his or her job requirements and whether a proper job match has been made.

To meet Fairhill's performance standards during the introductory period, the staff member must meet or exceed expectations on all dimensions of the assessment tool provided by the organization or the form chosen by the supervisor and approved by the President/CEO. Where this does not occur, employment will not be continued. In unusual circumstances, exceptions may be made to this policy if the supervisor is fully confident that necessary significant improvement will be quickly forthcoming. Successful completion of the introductory appraisal does not imply any change in conditions or terms of employment and implies no contractual obligation on Fairhill's part.

### ***STAFF RESPONSIBILITY***

All staff members are responsible to their immediate supervisors as defined in the staff member's job description. Staff members should be familiar with the lines of authority in the overall organization.

Suggestions, recommendations, complaints or concerns about conditions of work, the operation of Fairhill, or the performance of staff should be communicated to the immediate supervisor

unless that individual is the subject of concern, in which case the President/CEO should be contacted.

### ***TIME RECORDS***

Each staff member shall complete a payroll record form and/or use a time card or touch screen computer, as directed. This time record will be the basis for preparation of payroll or recording of unpaid staff and volunteer staff hours and must be confirmed by the supervisor or a designee approved by the President/CEO.

### ***APPEARANCE***

All staff members should be neat, clean and businesslike in appearance. The standards of dress, which are appropriate to the staff member's responsibilities, should be maintained at all times. Supervisors establish the appropriate standard of dress for those they supervise, and staff members are required to dress accordingly, subject to approval of the President/CEO.

### ***UNIFORMED STAFF***

Specific standards of dress and care of uniforms may apply to certain job classifications. For example, paid staff in housekeeping, maintenance or protective services units may be required to wear uniforms issued by Fairhill. When required, the following rules apply:

1. Fairhill will issue an initial set of fitted uniforms and/or smocks.
2. These garments are purchased and owned by Fairhill.
3. The paid staff will sign for garments when issued.
4. Care and maintenance of garments after issue is the responsibility of the paid staff that is expected to wear a clean, well-pressed uniform at all times.
5. A paid staff member who wishes to purchase garments in addition to those issued, may purchase them at cost.
6. At the discretion of the supervisor, garments damaged because of unusual circumstances on the job may be replaced without charge to the paid staff. Other damaged garments will be replaced at the paid staff member's expense.
7. The paid staff will return all issued garments in good condition prior to termination. The paid staff will be charged for any garments returned in unsatisfactory condition or if not returned.

### ***PERFORMANCE APPRAISAL***

Unless terminated prior to the completion of the six (6) month introductory period, Fairhill's new staff members will have a performance appraisal at or before completion of the six (6) month introductory period. An annual appraisal thereafter is usual for all staff members, although a supervisor may plan and implement more frequent appraisals when the supervisor finds a more frequent schedule would be beneficial to Fairhill or the staff member. The job description for the staff member's position will be used as a general framework for assessing the staff member's performance and the format of the appraisal may differ from position to position. Supervisors may choose to add other criteria as approved by the President/CEO.

The yearly performance review provides the staff member and his or her supervisor the opportunity to formally discuss and evaluate the staff member's performance during the past

year, and also to determine future areas for the staff member's growth and development. The appraisal process should provide an opportunity for the staff member's comments, where the staff member can indicate any positive comments, any disagreements, or any clarifications about the review he or she would like to add.

At the conclusion of the performance review, both the staff member and the supervisor will sign the evaluation form. The staff member will receive a copy after the President/CEO has reviewed the written evaluation.

When a staff member's job performance is rated below expectations, the evaluation form will notify the staff member of the ways in which performance must improve, and also specify the time frame for improvement. If the necessary improvement does not occur, employment will not be continued.

When an unpaid or volunteer staff member's job performance is rated below expectations, the evaluation form will notify the unpaid or volunteer staff member of the ways in which performance must improve. If the necessary improvement does not occur, every effort will be made to place the unpaid or volunteer staff member in another position that is compatible with his or her skills and interests.

#### ***PERFORMANCE APPRAISAL APPEAL PROCESS***

Any staff member, except one in the introductory period, may request that the President/CEO review any performance appraisal that he or she feels is unfair. However, before the staff member requests the involvement of the President/CEO, the staff member must notify his or her supervisor that this request is being made. The decision of the President/CEO is final.

#### ***TRANSFERS/REORGANIZATIONS***

Changes in staffing patterns at Fairhill occur whenever a determination is made that such changes would increase the effectiveness of our organization or be in the best interest of the mission. Such changes may result in elimination or modification of positions, or termination of a staff member, or increases or reductions in rate of pay or conditions of employment.

#### ***STAFF CONDUCT***

(Please see Appendix II – Rules and Regulations)

The Fairhill staff is expected at all times to demonstrate exemplary standards of conduct in accordance with Fairhill's mission. In addition, appropriate professional or occupational codes of ethics and licensure standards apply to all staff. Any breach of this standard of conduct will result in a performance improvement plan up to and including immediate dismissal without recourse.

#### ***PERFORMANCE IMPROVEMENT PLAN***

A Performance Improvement Plan has four (4) purposes:

1. To help guide staff toward excellence in job performance so that they are productive and effective in contributing to the organizational mission.

2. To help staff correct any job performance or behavior problems through assistance with those problems.
3. To establish fairness for all staff and an effective mission-driven service by terminating staff whose job behavior or performance prevents or disrupts the activities of fellow staff members or weakens organizational performance.
4. To insure that clients and tenants receive services in the manner agreed to by Fairhill.

When a supervisor or the President/CEO determines that performance improvement is warranted, the following serve as general guidelines used to arrive at a solution in the best interests of Fairhill's mission:

1. A verbal and/or written notice will be given that job behavior or performance requires performance improvement. The specific problem will be identified and the desired performance will be outlined to correct the problem.
2. If this does not bring about the needed changes and/or improvements in the situation, termination may result, or a written warning may be given to indicate the action that will be taken if the required improvement is not attained.
3. Suspension without pay or final warning in lieu of suspension may be used either as (1) a further action beyond written or verbal warning, or (2) in those cases where specific job behavior(s) or performance are so serious as to call for more than a warning but not serious enough to warrant immediate termination, or (3) in those cases where time is required to fully investigate or review the circumstances of misconduct.
4. The discharge process is used when (1) circumstances fall into the category of reasons for immediate dismissal, or (2) when there are continuing and/or repeated violations of lesser misconduct.

### ***RULES and REGULATIONS***

If a staff member is engaged in a serious violation of Fairhill's standard of conduct, termination may immediately result. By their very nature, certain job behaviors carry with them the possibility of serious disciplinary action and/or immediate discharge without any additional performance improvement process. To avoid misunderstanding, please review and become familiar with the Rules and Regulations included in Appendix II. Any of the behaviors noted therein may result in immediate termination, although the supervisor may choose to use the performance improvement process instead of immediate termination.

### ***SAFETY and ACCIDENT PREVENTION***

For the staff member's own welfare and the efficient performance of his or her duties, it is important that every precaution be taken to avoid injury to him or herself or to others. The following safety rules should be observed at all times.

1. Follow instructions. Don't take chances. If a staff member does not know, ask the supervisor.
2. Correct or report unsafe conditions to supervisor.
3. Use the right tools and equipment for the job; use them safely.

### ***ACCIDENT and INCIDENT REPORTS***

Any accident or incident to a staff member while on duty should be reported immediately to the supervisor and an incident report filled out within twenty-four (24) hours by the staff member involved. A copy of this form shall be transmitted to the Protective Services officer on duty. This form will be kept in the staff member's file for insurance purposes.

If an accident or incident occurs involving a staff member of one of the campus organizations, a Fairhill client, or a visitor, the same procedure is to be followed, on completion of the form, it is to be provided to the Protective Services officer on duty. It is important that Protective Services of each incident inform the Office of the President/CEO as soon as possible.

### ***FIRE REGULATIONS***

Every staff member must be familiar with the general fire procedures of Fairhill as defined in its fire and evacuation procedures, as maintained by Protective Services. All staff should review these procedures at least annually. It is essential that the staff know what action to take in the event of a fire.

### ***TELEPHONE USE***

Use of the telephone for personal calls made and/or received must be held to a minimum. In general, personal calls should be conducted during personal, uncompensated break time. Repeated violation of this policy warrants performance improvement including dismissal. Each phone call made from one of Fairhill's telephones results in a charge to the organization.

Long distance (toll) calls are considered to be any call for which one must dial One (1) before the telephone number and for which there is a long distance charge. Long distance personal calls must be recorded on a long distance log and turned in to the administrative office. All such personal long distance calls must be paid for by the staff member.

### ***EMPLOYEE PARKING***

Parking on the Fairhill campus is offered to paid, unpaid and volunteer staff at no charge. Unpaid and volunteer staff should use parking spaces designated for their use. Paid staff may use any campus spaces except those specifically designated for use by unpaid staff, Volunteer staff, visitors and patients. Handicapped spaces should only be used by those authorized to do so.

### ***FOOD IN WORK AREAS***

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, staff should be mindful of potential business visitors within the work area. Meals should be eaten in the specified lunch area.

### ***PRIVACY IN THE WORK PLACE POLICY***

#### **Polygraph Testing**

Some jobs at Fairhill may fall within the exception to the prohibition against using polygraph tests for employment screening.

If a paid staff member is applying for, transferring to or being considered for promotion to a job for which polygraph testing is required, the paid staff member will be notified in advance that polygraph testing is a requirement of the job. Before any test is administered, the paid staff member will receive notice of the date, time and place, as well as the list of questions to be asked.

In addition, if a paid staff member is under reasonable suspicion in connection with an ongoing investigation of economic loss (e.g. for theft or embezzlement), at Fairhill, the paid staff member will be notified that a polygraph test is requested and what his or her rights are with respect to the test. If administered, results of a polygraph test, in conjunction with reasonable suspicion, may be used as grounds for discharge.

A refusal to submit to the polygraph examination will not be the basis for disciplinary action. However, upon the conclusion of the investigation at issue, Fairhill reserves the right to take any appropriate disciplinary action consistent with the results of the investigation, including but not limited to discharge. Nothing in this policy should be construed to amend the at-will status of employment at Fairhill.

### **Monitoring**

A staff member's work output, whether it is paperwork, computer files, products, customer calls or customer interaction, belongs to Fairhill. As such, that work output is always subject to review by Fairhill, whether it is stored electronically, on paper or in any other form. In addition, business equipment, including computers, desks and lockers belong to Fairhill and are subject to search or investigation.

### **E-Mail and Computers**

E-mail and other computer files provided by Fairhill are to be used for business purposes only. Use of Fairhill computer equipment for personal reasons is strictly prohibited and all computer pass codes must be available to Fairhill at all times. Fairhill reserves the right to enter, search and monitor the computer files or e-mail of any staff member, without advance notice, for any business purposes, such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow or productivity.

### ***CONFLICT OF INTEREST POLICY***

A Conflict of Interest Policy was adopted by the Board of Directors of Fairhill. Its purpose is to protect Fairhill's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director or of an officer of Fairhill. This policy is intended to supplement but not replace any applicable state or federal law governing conflict of interest applicable to Fairhill. Paid staff of Fairhill sign an annual Conflict of Interest Disclosure and Affirmation Statement. A copy of the Conflict of Interest Policy is available in the Office of the President/CEO.

### ***ETHICS POLICY***

An Ethics Policy was adopted by the Board of Directors of Fairhill. Its purpose is to assure that members of the Board, paid staff, unpaid staff, volunteer staff and any member of a committee with powers delegated by the Board uphold the highest standards of professional, personal and

ethical behavior, as embodied in the ethical principles set out below, and that they dedicate themselves to carrying out Fairhill's mission, the chief function of which is to serve the best interests of aging individuals, families and communities. Paid staff of Fairhill sign an annual Affirmation Statement. A copy of the Ethics Policy is available in the Office of the President/CEO.

***PRESIDENT/CEO***

The employment terms of the President/CEO are established by the Executive Committee of the Board of Directors. They may deviate from policies and procedures contained in this manual. In no case will these negotiated personnel policies and benefits violate applicable State or Federal law, rule or regulation.

# **SECTION II**

**Policies specific to**

**PAID STAFF**

***STAFF BENEFITS  
EXEMPT AND NON-EXEMPT PAID STAFF***

**REGULAR FULL-TIME (Works thirty-two (32) hours or more, per week)**

Fairhill paid staff benefits for regular full-time paid staff may include:

- Pro-rated Paid time off
- Family Medical Leave
- Group Life Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Disability Insurance
- Short Term Disability Insurance
- Medical Insurance
- Dental Insurance
- Non-contributory pension plan
- Section 125 plan

Benefits are offered only according to the eligibility and shared premium terms currently in force.

A paid staff-paid, tax-deferred annuity may also be available for those who wish to enroll, according to the terms currently in force.

**REGULAR PART-TIME (Works at least twenty (20) hours per week)**

Fairhill paid staff benefits for regular part-time paid staff may include:

- Pro-rated Paid time off
- Family Medical Leave
- Group Life Insurance (25 hour per week minimum)
- Accidental Death and Dismemberment Insurance (25 hour per week minimum)
- Long Term Disability Insurance (25 hour per week minimum)
- Short Term Disability Insurance (25 hour per week minimum)
- Medical Insurance (25 hour per week minimum)
- Dental Insurance
- Non-contributory pension plan
- Section 125 plan

Benefits are offered only according to the eligibility and shared premium terms currently in force.

A paid staff-paid, tax-deferred annuity may also be available for those who wish to enroll, according to the terms currently in force.

Regular part-time paid staff are not eligible for other benefits.

### ***TEMPORARY PAID STAFF***

Temporary paid staff are not eligible for paid staff benefits.

### ***EXEMPT AND NON-EXEMPT PAID STAFF***

Exempt Paid staff: Paid staff whose salaried status and responsibility requirements exempt them from overtime pay. (Administrative, Professional and Management staffs are generally classified as exempt.) Exempt paid staff may routinely be expected to work in excess of forty (40) hours per week in order to fulfill job expectations without additional compensation.

Non-exempt Paid staff: Paid staff whose per hour employment status and responsibility requirements require them to receive overtime pay for hours worked in excess of forty (40) hours per week.

### ***FAMILY MEDICAL LEAVE (FML)***

At Fairhill's sole discretion, paid staff may be granted up to twelve (12) weeks of unpaid leave for certain family and medical reasons. Paid staff may be eligible for this leave if they have worked for twelve (12) continuous months and for at least one thousand two hundred fifty (1,250) hours over the past twelve (12) months. Family medical leave is subject to the Family Medical Leave policy currently in effect and on file in the Office of the Director.

#### **Reasons for taking Family Medical Leave (FML)**

- To care for the paid staff member's child after birth;
- The placement of a child with the paid staff member for adoption or foster care;
- To care for the paid staff member's spouse, son, daughter or parent who has a serious long-term health condition;
- To care for a serious health condition that makes the paid staff member unable to perform the paid staff member's job.

#### **Advance notice of requested leave must be provided**

Paid staff must ordinarily provide thirty (30) days advance notice when leave is foreseeable. Medical verification must be provided if leave is requested for a serious health condition and second or third opinions may be required.

#### **Job Benefits and Protection**

For the duration of the FML, and at the paid staff member's sole expense, Fairhill will maintain the paid staff member's health care coverage under the current group health care plan and according to the eligibility and employment terms currently in effect.

Upon return from FML, and at Fairhill's sole discretion, a paid staff member may be restored to their original or an equivalent position with equivalent pay, benefits and employment terms.

The use of FML cannot result in the loss of any employment benefit that accrued prior to the start of the paid staff member's leave.

### ***PERSONAL LEAVE OF ABSENCE***

A Personal Leave of Absence of up to three (3) months without pay may be granted at the sole discretion of the President/CEO to a paid staff member who has completed at least twelve (12) continuous months of regular current employment.

### ***MILITARY LEAVE***

Military leave without pay will be granted to paid staff (other than temporary) who are inducted into the Armed Forces or who are members of a National Guard or Reserve component on active duty. Paid staff returning from military service shall be entitled to the rights and benefits in accordance with the Re-Employment Rights Section of the Military Selective Service Act of 1967 as amended.

A paid staff member who chooses alternative services as a conscientious objector shall receive the same consideration as the paid staff member who accepts military service.

A paid staff member may utilize paid time off when absent for reserve military training as a member of the Reserves or National Guard. If the paid staff member is not eligible for paid time off or chooses not to use paid time off for this purpose, he or she may be granted a leave of absence without pay for the training period.

### ***ADMINISTRATIVE LEAVE***

Paid or unpaid administrative leave up to five (5) days may be granted at the discretion of the President/CEO, for purposes not otherwise identified in this document.

### ***PAID TIME OFF***

All regular paid staff who work a minimum of 20 hours per week may receive time away from work with pay after three months continuous employment. Paid Time Off (PTO) hours will be earned on a pro-rated basis according to the actual paid hours worked during regular employment. PTO may be used for vacation, holiday, personal and sick time. These hours will constitute one benefit bank. Pro-rated paid time off will accrue on all regular hours worked and paid time off hours used. The PTO policy does not apply to jury duty, military leave, unpaid personal leaves of absence or family and medical leave absences.

Regular paid staff who are paid for less than 20 hours per week but who regularly volunteer additional hours that in total exceed 20 hours will be eligible for pro-rated PTO for the hours worked for which they are paid.

Paid Time Off is earned on an employment year basis and accrues every pay period, beginning with the first day of employment. Paid Time Off is to reward paid staff for the work they have done and to provide time away from work to do what they want and return to work "refreshed". Therefore, paid time off is to be used annually, not "stored".

PTO must be scheduled in advance and approved by your supervisor, except in cases of illness or emergency. You are needed on your job, but if you are sick, call your supervisor as soon as you can. All absences will be charged against the PTO bank. Vacations (3 days or more) shall be taken at a time mutually agreed upon by the paid staff member and the supervisor.

For paid staff hired prior to May 31, 2001 Pro-rated Paid Time Off is earned based on the following annual schedule (based on 40 hours worked per week):

	<b>Years of service as of date of hire</b>	<b>PTO Days</b>
<b>Exempt Employees</b>	1 – 5 Years	240 hours
	6 – 10 Years	288 hours
	11 or more Years	308 hours
<b>Non-Exempt Employees</b>	1 – 5 Years	200 hours
	6 – 10 Years	240 hours
	11 or more Years	260 hours

For paid staff hired after June 1, 2001 Pro-rated Paid Time Off is earned according to the following schedule (based on 40 hours worked per week):

	<b>Years of service as of date of hire</b>	<b>PTO Days</b>
<b>Exempt Employees</b>	1 – 5 Years	200 hours
	6 – 10 Years	240 hours
	11 or more Years	260 hours
<b>Non-Exempt Employees</b>	1 – 5 Years	160 hours
	6 – 10 Years	200 hours
	11 or more Years	220 hours

## **GUIDELINES**

1. All regular full-time, part-time, exempt and non-exempt paid staff who work a continuous minimum of twenty hours per week are eligible to utilize PTO after completion of the 90-day introductory period, providing the hours have been accrued.
2. Paid staff who wish to utilize PTO, must complete a PTO request form and submit it to their supervisor in advance. This form must be completed for all types of PTO requests, vacations, holidays, personal days etc. All requested days off require PTO to be used.
3. Any call in before or after a PTO request of 3 days or more will result in PTO being paid for the approved PTO days only. The call in days will be unpaid.
4. Paid staff who work on an observed holiday, have the option of requesting PTO in addition to pay for any time worked that day.
5. Paid staff who resign voluntarily will receive payment equal to all accrued PTO if the paid staff has worked more than 90 days, provides and completes at least 2 weeks notice (non-exempt) or 30 days notice (exempt) with no call offs during the period.
6. PTO accrued through the last date of employment, will be paid on a separate check and no additional PTO will accrue.
7. Accrued PTO up to 40 hours may be carried over at the end of the year. Days in excess of 40 hours not used or carried over may be carried over to the Sick Time Bank to a maximum of 64 hours. (See Sick Time Bank policy).

8. Paid staff who are terminated for “just cause” will not receive any pay for accrued PTO or hours in the Sick Bank.

#### ***SICK TIME***

In addition to the PTO program, Fairhill will carry over a maximum of 64 hours for current, regular, paid staff to use for continuous types of illnesses for medically approved (physician certified) reasons.

Paid staff who were hired before August 1, 2000 will have the option of transferring up to 64 hours from their old sick time schedule. Any paid staff hired after August 1, 2000 will not accrue any sick time until their PTO bank has reached the maximum amount of time for the current year, at which point the paid staff has the option of transferring up to 64 hours of their PTO time to the sick bank.

The first three days of illness or injury, that do not qualify for workers compensation will be paid out of the PTO bank and the remaining days will be paid out of the sick bank. Unused sick time will not be paid when paid staff separates from employment with Fairhill.

#### ***HOLIDAYS***

The following Holidays may be observed by the organization:

New Year’s Day	Labor Day
Martin Luther King, Jr.	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas

All Holiday time will be charged against the PTO bank. Paid staff who are required to work on the observed holiday will be paid straight time. Paid staff have the option of requesting PTO hours in addition to any time worked that day but these PTO hours will NOT count toward 40 hours for the purpose of earning overtime.

#### ***RETIREMENT BENEFITS***

The Board of Directors has established an optional retirement contribution plan (SEP) for all eligible paid staff and the Board determines contributory benefits, if any, annually. Eligible paid staff participate in the Pension Plan after an initial waiting period of 18 months that is set by the Board. Details of the Plan are available from the Office of the President/CEO.

#### ***TAX DEFERRED ANNUITY***

Regular full-time and regular part-time paid staff who work a minimum of 20 hours per week are eligible to participate in the Variable Annuity Life Insurance Company (VALIC) Tax-Sheltered Annuity Program. Details of the Plan are available from the Office of the President/CEO. A representative of the Plan is available to meet individually with paid staff. Fairhill is not an investment advisor or manager of any funds deposited with VALIC and is not responsible for its investment performance.

### ***GROUP LIFE and ACCIDENTAL DEATH INSURANCE***

Each regular full-time and regular part-time paid staff member who work a minimum of 25 hours per week may be entitled to group life insurance and accidental death and dismemberment insurance as determined by the Board of Directors. Details of the Plan are available from the Office of the President/CEO.

### ***LONG TERM DISABILITY INSURANCE***

Each regular full-time and regular part-time paid staff member who work a minimum of 25 hours per week may be entitled to long-term disability insurance as determined by the Board of Directors. Details of the Plan are available from the Office of the President/CEO.

### ***SHORT-TERM DISABILITY INSURANCE***

Each regular full and part-time paid staff member who work a minimum of 25 hours per week may be entitled to short-term disability insurance as determined by the Board of Directors. Details of the Plan are available from the Office of the President/CEO.

### ***HEALTH INSURANCE***

Health insurance may be provided for regular full-time paid staff and regular part-time paid staff who work a minimum of 25 hours per week as determined by the Board of Directors and applicable law. Information about the specific Plan(s) offered is available from the Office of the President/CEO.

### ***WORKERS' COMPENSATION***

Each paid staff member of Fairhill is covered under the Workers' Compensation Law of Ohio. This law is designed to provide protection to workers suffering occupational disabilities through accidents arising out of and in the course of employment, and occupational diseases for illness resulting from exposure to hazards peculiar to the particular employment.

Any accident, injury or disease incurred in the course of work must be immediately reported in writing according to the policy set forth in the Section on Accident and Incident Reports.

### ***UNEMPLOYMENT COMPENSATION***

Each paid staff member of Fairhill is covered under the Unemployment Compensation Law of Ohio. The law is designed to provide weekly benefits to workers who are unemployed through no fault of their own and who also meet certain other eligibility requirements. The Ohio Bureau of Employment Services determines eligibility for benefits.

### ***JURY DUTY***

Regular full-time paid staff and part-time paid staff working fixed schedules who are called to jury duty service or receive a subpoena as a witness normally will be considered on-the-job and will receive straight time compensation in the amount of the difference between jury duty fees and the paid staff member's regular straight time wages for the period of time connected with jury duty or the selection process. Proof of jury duty must be presented to the paid staff member's supervisor.

While on jury duty a paid staff member is required to return to work during those hours when he or she is not required to be in court. Exception to this provision can be made when an entire jury is under protection of the court.

#### ***VOTING in PUBLIC ELECTIONS***

Paid staff participation in voting for local and national elections should generally occur before or after normal working hours. The President/CEO may grant a paid staff administrative leave to vote if the paid staff member's schedule or the demand of work circumstances does not permit voting before or after normal working hours.

#### ***HOURS OF WORK***

All full-time non-exempt paid staff work a forty (40) hour week, usually eight (8) hours of work per day (not including lunch time), unless stated otherwise in writing at the time of employment or subsequently as scheduled in writing by their supervisor. Part-time paid staff work as scheduled by their supervisor.

Paid staff typically are expected to take time for an unpaid meal break when a work period exceeds five hours. The needs of the organization, however, are primary and the length and scheduling of the lunch period must be approved by a paid staff member's supervisor. Except in extremely unusual circumstances, which must be approved in writing, in advance, meal breaks, rest breaks, smoke breaks, recreation breaks, and personal phone call breaks are not considered paid time.

Full time exempt paid staff are expected to work a minimum of forty (40) hours per week, not including breaks for meals or other personal activities. Work in excess of forty (40) hours per week may be required routinely of exempt paid staff.

#### ***REPORTING UNSCHEDULED ABSENCES***

Fairhill's work is essential to those who use its services. Paid staff members are required to report promptly for work and, except in the case of life-threatening or medical emergency in the immediate family, must notify the supervisor 24 hours in advance if they are unable to attend as scheduled.

When the weather is particularly bad, however, and a paid staff member's arrival at work is delayed, or if a paid staff member cannot reach the campus at all, the paid staff member must notify the supervisor as soon as possible.

#### ***PAY PERIODS and DEDUCTIONS***

Paid staff generally are paid every two (2) week period, for work performed during a prior period. All paid staff are required to use Direct Deposit into the paid staff's account at a bank or savings and loan institution for payroll checks. Exceptions may be made at the discretion of the President/CEO and a fee may be charged for exceptions to this policy.

Deductions are made from each paycheck for applicable Federal, State and City income tax, Social Security and Medicare tax and the Tax-deferred Annuity Program, if applicable.

Deductions for Health Insurance generally are made from the first pay of each month and any other deductions generally are made from the second pay of each month. Paid staff will be charged a fee, deducted from their pay, for additional deductions which may be required of Fairhill for child support or other legally required deductions and payments.

It is the paid staff member's responsibility to notify the Office of the President/CEO, in writing, of any changes which might affect Payroll Deductions such as: change of marital status, dependents, withholding tax exemptions, etc. It is also required that written notification be given in the event of change in address, or telephone number, and who to contact in case of illness or accident.

#### ***OVERTIME and COMPENSATORY TIME***

It is not the intent of Fairhill to expect paid staff to regularly work excessive amounts of overtime. The President/CEO must approve all overtime and compensatory time, unless an emergency situation requires overtime to be worked pending approval. It is expected that job responsibilities will usually be carried out during normal working hours. It may be necessary to work beyond normal working hours in order to complete assignments and performing such required overtime work is a condition of employment. In particular, exempt paid staff may be routinely expected to work in excess of forty (40) hours per week.

#### ***OVERTIME for NON-EXEMPT PAID STAFF***

Hours worked in excess of forty (40) hours in any one week will be paid for all non-exempt paid staff at the rate of one and one-half (1.5) times the paid staff member's regular rate of pay. For the purpose of computing the hours to be paid at one and one-half (1.5) or twice the regular rate of pay, paid time off hours (i.e., sick leave, vacation, compensatory time, etc.) are not counted as hours worked.

#### ***OVERTIME FOR EXEMPT PAID STAFF***

Paid staff who hold exempt positions may be expected to work in excess of forty hours per week and will not be paid for overtime work. Additional pay will not be granted unless advance approval is obtained from the President/CEO as warranted by unusual or emergency situations.

#### ***COMPENSATORY TIME OFF FOR NON-EXEMPT PAID STAFF***

Any compensatory time off earned should be scheduled during the same pay period in which the additional hours were worked and must be arranged in advance with the supervisor. Hours worked in excess of forty (40) hours in any one week will be computed for all non-exempt paid staff at the rate of (1.5) times the paid staff's actual hours worked. For the purpose of computing the hours to be earned at the 1.5 times rate, paid time off hours (i.e. sick leave, vacation, compensatory time, etc.) are not counted as hours worked.

#### ***COMPENSATORY TIME OFF FOR EXEMPT PAID STAFF***

Paid staff who hold exempt positions will not generally be approved for compensatory time off. They are expected to work in excess of forty (40) hours per week when circumstances warrant or when requested to do so by the supervisor. When unusual circumstance requires exceptional

duration and intensity of effort from exempt paid staff, the President/CEO may approve compensatory time in advance in writing.

### ***PROMOTIONS***

It is the policy of Fairhill to provide paid staff with opportunities for advancement whenever such opportunities occur due to either position vacancies or the development of new positions. (Advancement is defined as either a promotion to a position in a higher salary grade or a move to a position with some increased responsibilities in the same grade.) As these opportunities arise, they will be made known to current staff by posting or distribution of a memorandum. Staff are responsible for making themselves aware of opportunities for advancement by reviewing the postings and are further responsible for communicating with the supervisor their interest in the position.

Whenever qualified paid staff apply for an available position, they will be considered along with any qualified external candidates Fairhill may choose to interview. The person selected will be the one whose qualifications best match the demands of the position.

### ***TERMINATION of EMPLOYMENT BY RESIGNATION***

Exempt paid staff must give a minimum of one (1) month written notice of intent to resign prior to the last actual working day unless the paid staff member and Fairhill mutually agree upon a shorter time.

Non-exempt paid staff are required to give a minimum of two (2) weeks written notice prior to last actual working day unless the paid staff member and Fairhill mutually agree upon a shorter time.

Paid staff giving proper notice are entitled to be paid for any earned and unused PTO hours. Failure to give proper notice will result in loss of pay for any PTO time accrued during the year in which termination occurs.

### ***TERMINATION of EMPLOYMENT BY DISMISSAL***

A member of the staff who is dismissed, as a reduction in work force will receive notice as outlined above.

Fairhill may choose to terminate the paid staff member prior to any period of notification. In such case, the paid staff member will be paid accrued PTO.

If the paid staff member elects to leave before the full period of dismissal notice is completed, such paid staff will be paid through the last day of employment only.

Any paid staff member dismissed for any action detrimental to the operations of Fairhill, e.g., dishonesty, fraud, embezzlement, theft, forgery, verbal abuse, etc., will be dismissed without any period of advance notice and paid up to the date of dismissal, without receiving payment for any PTO time accrued during the year in which termination occurs or any sick bank time accrued. In addition, legal charges may be filed against any paid staff member who commits crime while in Fairhill's employment.

# **SECTION III**

**Policies specific to:**

**UNPAID STAFF  
VOLUNTEER STAFF**

***STAFF BENEFITS for  
UNPAID STAFF  
VOLUNTEER STAFF***

- Each will be given the opportunity to interact with like-minded individuals who are committed to successful aging and serving the Greater Cleveland community.
- Each will be given the opportunity to be a part of an exciting, forward-looking community-based organization.
- Each will be provided with the opportunity to work as part of a dynamic team of persons, creating working relationships to meet a productive result.
- Reimbursement for work related travel expenses in the same manner as paid staff.
- Staff development – Opportunities exist for continuing education for unpaid staff and volunteer staff. Please see the Department of Human Resources for more information.
- Unpaid and volunteer assignments can also be tailored to meet interests and skills.
- Lunch tickets - Discount lunch tickets are provided for the on-campus Café for unpaid and volunteer staff working more than 6 hours in a day.

***LEAVES OF ABSENCE***

Unpaid and volunteer staff may need to leave assignments to attend to family or personal matters. It is possible to take leaves of absence and return to the Fairhill assignment at a later time. If taking a leave of absence, the immediate supervisor should be notified as soon as possible with the estimated dates of the leave.

***HOURS OF WORK***

The unpaid and volunteer staff work mutually agreed upon days and hours. All staff members are typically expected to take time for a meal break when a work period exceeds five hours.

Unpaid and volunteer staff should track hours worked by signing in and out on the touch screen in the main lobby. Hour tracking for unpaid and volunteer staff is utilized by Fairhill to recognize unpaid and volunteer staff for their contributions and to assist in the preparation of funding and grant proposals.

***REPORTING UNSCHEDULED ABSENCES***

Fairhill's work is essential to those who use its services. The unpaid and volunteer staff is expected to report promptly at the scheduled hour and should notify the supervisor as soon as possible if they are unable to attend as scheduled.

***TERMINATION of EMPLOYMENT BY RESIGNATION***

Because Fairhill is greatly dependent upon the services offered by its unpaid and volunteer Staff, a written notice of your intent to resign, should be submitted as soon as possible.

**SECTION IV**  
**GLOSSARY OF TERMS**  
**AND**  
**APPENDIX**

**for**

**PAID STAFF**  
**UNPAID STAFF**  
**VOLUNTEER STAFF**

## ***APPENDIX I – GLOSSARY OF TERMS***

**Regular Full-time Paid staff:** Most full-time paid staff work and are paid for forty (40) hours per week. A paid staff member hired to work regularly thirty-six (36) or more hours per week may be considered full-time for the purpose of receiving some paid staff benefits if this is in accordance with the eligibility criteria in force for any particular benefit during the period of employment.

**Regular Part-time Paid staff:** A paid staff member hired to work regularly a minimum of twenty (20) hours and less than thirty-six (36) per week, may be entitled to some fringe benefits according to the terms then currently in force and as may be defined later in this document. A paid staff member hired to work regularly less than twenty (20) hours per week is not entitled to fringe benefits except that they may be eligible for the SEP plan according to the terms then currently in force.

**Temporary Paid staff:** A paid staff member hired for a specific period of time, usually less than one (1) year. Temporary paid staff are not entitled to fringe benefits.

Fairhill additionally classifies paid staff as **Exempt** or **Non-exempt** in accordance with the Federal Fair Labor Standards Act:

**Exempt Paid staff:** Paid staff whose salary and responsibility requirements exempt them from overtime pay. (Administrative, Professional, and Management staff are generally classified exempt.)

**Non-exempt Paid staff:** Paid staff who receive overtime pay for hours worked in excess of forty (40) hours per week.

**Unpaid Staff:** Unpaid staff fill specific positions at Fairhill, without payment. The unpaid staff is divided into three categories:

- Interns – those performing work at Fairhill for educational purposes.
- Community Service Workers – those performing work at Fairhill to fulfill community service obligations required by law.
- Unpaid Staff Members – those donating hours to fill specific, permanent positions at Fairhill.

**Volunteer Staff:** Volunteer Staff donate hours to perform varying tasks at varying times at Fairhill.

**Fairhill Staff (Staff Member):** Collectively refers to Paid Staff, Unpaid Staff and Volunteer Staff.

**Minors:** Complying with the rules and regulations of the State of Ohio, individuals under eighteen (18) years of age must obtain work permits from their district Board of Education.

## ***APPENDIX II***

### **Rules and Regulations for All Paid, Unpaid and Volunteer Staff**

Any of the behaviors noted below warrant and may result in immediate termination. They are considered gross misconduct. A supervisor may choose to use a corrective action process instead of immediate termination, if, in her reasonable judgment, it is in Fairhill's best interest to do so.

- Providing false information or withholding pertinent information, including but not limited to employment applications or internal investigations.
- Insubordination, including but not limited to refusal to follow instructions of the supervisor, or his or her superior or refusal to accept a job assignment.
- Unlawful use or possession of narcotics.
- Unauthorized possession of a weapon on Fairhill's premises.
- Theft, misappropriation, or unauthorized possession or use of Fairhill property.
- Leaving campus during work hours, unless on official business, with supervisor's approval, or on paid staff member's own time.
- Deliberate destruction or misuse of Fairhill property or property of another staff member or visitor.
- Use of, or unauthorized possession of, alcoholic beverages on Fairhill's premises, or reporting to work or working under the influence of alcohol.
- Sleeping on duty.
- Fighting, horseplay, annoying or threatening another staff member, or other disorderly conduct on the premises.
- Gambling, conducting unauthorized games of chance, or possession of gambling devices on Fairhill's premises.
- Unauthorized possession use, copying or reading of Fairhill's records or disclosure of information contained in such records to unauthorized persons.
- Using Fairhill's computers and/or internet access for personal purposes without prior written approval of the supervisor.
- Using Fairhill's computers or internet access to gain access to pornographic material.
- Making or publishing false, vicious, derogatory or malicious statements concerning any staff member, supervisor, Fairhill, or its operations.
- Excessive absenteeism or tardiness, whatever the cause.
- Use of obscene, intemperate or abusive language while on duty.
- Refusal to work a reasonable amount of overtime, when requested.
- Solicitations of any kind or sale of merchandise without the express prior consent of the President/CEO.
- Creating unsafe or unsanitary conditions or contributing to such conditions by act or omission.
- Smoking in unauthorized areas or at unauthorized times.
- Repeated disregard for personal appearance, uniform, dress or personal hygiene.
- Failure to maintain acceptable standards of work performance, or being found incapable of consistently performing assigned duties.
- Overt political activity on premises.
- Repeated violation of time allotted for lunch.
- Careless waste of materials, abuse of tools or equipment, or intentionally contributing to poor housekeeping.
- An absence, for any reason, of two (2) consecutive days duration without notice.
- Behavior or language disruptive or offensive to other staff member, clients, or visitors.
- Any conduct detrimental to client care, fellow staff members or the Fairhill mission.

These examples of misconduct are not intended to be all-inclusive.