

CHILDREN’S TRUST OF ALACHUA COUNTY

RESOLUTION 2020-8

EMPLOYEE HANDBOOK

WHEREAS, the Children’s Trust of Alachua County (CTAC) desires to have employee policies in an Employee Handbook; and

WHEREAS, the Children’s Trust of Alachua County desires to adopt the following with the applicable attachments provided herein;

NOW THEREFORE, be it ordained by the Board of the Children’s Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION The Employee Handbook attached hereto as Exhibit “A”, is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by this reference.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from 10.01.2020 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 3rd day of August, 2020.

	AYE	NAY	ABSENT	ABSTAIN
Lee Pinkoson	<u>✓</u>	_____	_____	_____
Dr. Maggie Labarta	<u>✓</u>	_____	_____	_____
Tina Certain	<u>✓</u>	_____	_____	_____
Karen Clarke	<u>✓</u>	_____	_____	_____
Dr. Karen-Cole Smith	<u>✓</u>	_____	_____	_____
Ken Cornell	<u>✓</u>	_____	_____	_____
Dr. Nancy Hardt	<u>✓</u>	_____	_____	_____
Dr. Patricia Snyder	<u>✓</u>	_____	_____	_____
Cheryl Twombly	<u>✓</u>	_____	_____	_____
Susanne Wilson Bullard	<u>✓</u>	_____	_____	_____

Presiding Officer

Attest

X Lee Pinkoson

X Tina Certain

Lee Pinkoson
Chairman

Tina Certain
Treasurer

Signature: Lee Pinkoson
Lee Pinkoson (Aug 4, 2020 19:32 EDT)

Email: lpinkoson@aol.com

Signature: Tina Certain
Tina Certain (Aug 4, 2020 22:40 EDT)

Email: certain@gm.sbac.edu

EXHIBIT "A"



CHILDREN'S TRUST
OF ALACHUA COUNTY

Children's Trust of Alachua County

Alachua County, Florida

Employee Handbook

Compiled: Wednesday, July 29, 2020

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PREFACE

The Employee Handbook was initially completed in 2020. This Employee Handbook shall be cited as the EHB as an acronym.

This EHB maintains a structure by subject matter using a decimal numbering system identifying the Title, Chapter, and Section (for example: 1.01.010).

- The first number in the sequence (1.01) designates the **Chapter** level
- The second series of numbers (1.**01**) designates the **Section** level

This complete set of numbers is designed to aid in searching the EHB and to assist in subsequent codification as new policies are added to the EHB. Vacant titles, chapters, or sections may be designed for future use and may be marked “Reserved” to ease internal expansion.

To outline, give structure, and more granularly reference the legislation herein, the following list order or pattern of ascending alphanumeric characters is used: **A, 1, a, (1), (A), (a)**. Drafting future legislation with this list order reconciles it with the online code’s list order. To forego the naming of each list item and to more granularly reference legislation that employs alphanumeric characters, use “Part” (always capitalized) followed by the desired alphanumeric reference(s), comma separated. For example, “Part B,7,d”, specifically references item “d”, of item “7”, of item “B”—whereas “Part B” refers more generally to any or all of Part B’s descendants. The legislative history beneath a legislation’s content identifies the specific legal sources, and may be provided to substantiate the online code. The EHB is supplemented from time to time with amendments and additions made by CTAC. **NOTICE: THE EMPLOYEE HANDBOOK MAY NOT REFLECT ALL OR THE MOST CURRENT VERSION OF POLICIES ADOPTED BY THE CTAC THAT HAS YET TO BE UPDATED ONLINE. IN THE EVENT OF CONFLICT BETWEEN THE EHB AND A WRITTEN POLICY, THE POLICY TYPICALLY GOVERNS. ALSO, THE EHB MAY NOT REFLECT RULES OR OTHER REGULATIONS PROMULGATED UNDER THE AUTHORITY OF THE CTAC. FOR MORE INFORMATION, CONTACT THE CTAC AT 352-374-1830.**

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1.10 WELCOME

Welcome to the Children's Trust of Alachua County (CTAC). We are pleased that you are joining us and we know that your contributions will assist us in making a difference in the lives of children in this community.

As an employee of the Children's Trust, you will want to know what you can expect from us and what we expect from you. This Handbook will give you that information by outlining our CTAC's current benefits, practices and policies.

You should keep this Handbook handy as a guide and ready reference throughout your employment here. If you have questions as you read through this Handbook, please do not hesitate to discuss them with your supervisor. Your supervisor is a very important source of information and will be more than glad to assist you.

1.20 ABOUT THE CHILDREN'S TRUST OF ALACHUA COUNTY

The Children's Trust of Alachua County is an independent special taxing district in accordance with Section 125.901, Florida Statute and Alachua County Ordinance 18-08 formed with the Powers and Duties listed below:

- A. To provide and maintain in the County such preventive, developmental, treatment, and rehabilitative services for children as the Trust determines are needed for the general welfare of the County.
- B. To provide such other services for all children as the Trust determines are needed for the general welfare of the County.
- C. To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
- D. To collect information and statistical data which will be helpful to the Trust in deciding the needs of children in the County.
- E. To consult with other agencies dedicated to the welfare of children to the end that

the overlapping of services will be prevented.

- F. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done except for cash with funds on hand or secured by funds deposited in financial institutions. Nothing in this Chapter shall be construed to authorize the issuance of bonds of any nature.
- G. To employ and pay, on a part-time or full-time basis, personnel needed to execute the foregoing powers and functions.
- H. To enter into agreements with government agencies to provide administrative services.
- I. All powers, functions, and duties specified in Section 125.901, Florida Statutes.

1.21 MISSION, VISION AND GUIDING PRINCIPLES

- A. **MISSION:** The Children’s Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.
- B. **VISION:** Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.
- C. **GUIDING PRINCIPLES** are utilized within organizations as a method to align behaviors, guide decision-making, and provide consistency with the Trust’s Board values. The Trust’s Board and stakeholders identified the following guiding principles:
 - 1. Initiatives should ensure accessibility to universal supports for all children 0 to 18 and their families; targeted supports for those who need additional help; and place-based supports for those with the greatest need.
 - 2. Innovative initiatives should be funded that coordinate comprehensive systems of support and delivers those supports in collaborative ways that allows the Trust to achieve collective impact.
 - 3. Initiatives shall be evaluated based on its ability to ultimately impact all children, directly or indirectly, with a priority for long-term continual return on investment.
 - 4. Initiatives must be measurable with priority given to a comprehensive system of supports that provide for prevention, timely intervention, and services that strengthen families and produce achievable results.
 - 5. Initiatives must be aligned to a documented gap or need.

6. Funds will be invested and initiatives will be prioritized based on the highest educational, social, or emotional outcome value.
7. Initiatives will be evaluated in an open, transparent, and competitive manner in order to ensure equitable results and confidence in the process.
8. The Trust values fiscal and operational accountability and will fund partners in a manner that rewards efficiencies, takes advantage of economies of scale, and maximizes services to children or family members/support members in order to meet the educational, social, emotional, and/or physical health.
9. The complete portfolio of Trust investments shall be reviewed to ensure that Alachua County children and families have equitable access to services that will work to increase racial equity.
10. Prior to any funding decision, the direct impact on children must be the primary consideration.

1.30 PURPOSE OF THE HANDBOOK

This Handbook has been prepared to acquaint you with CTAC and to give you a ready reference to answer most of your questions regarding your employment with us. We intend for this handbook to offer two-way communication: what you can expect from us, and what we expect from you. However, the contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. In the case of insurance and pension benefits, the current insurance or pension plan documents will control.

This Handbook supersedes all previous handbooks, policies and practices which are in any way inconsistent with the contents of this Handbook. Finally, this Handbook should not be construed as creating any kind of “employment contract”, since the CTAC reserves the right to add, change or delete benefits and policies as it deems appropriate.

THIS HANDBOOK DOES NOT ALTER THE “AT-WILL” NATURE OF YOUR EMPLOYMENT. YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE CTAC HAS THE SAME RIGHT. YOUR STATUS AS AN “AT-WILL” EMPLOYEE MAY NOT BE CHANGED, EXCEPT IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR OF THE CTAC.

1.40 OUR CUSTOMER RELATIONS PHILOSOPHY

Our most important goal is citizen satisfaction, within the laws and regulations applicable to our agency. Children, our providing agencies, and taxpayers are the most important

people in the world, and each of us depends on them for our job and our paycheck. Anyone that reaches out to the CTAC deserve quality service and courteous, attentive treatment.

1.50 OUR EMPLOYEE RELATIONS PHILOSOPHY

We are dedicated to continuing what we believe to be an excellent employee relations program. We will do our best to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

We know that our reputation is a direct result of the loyalty, commitment and continued efforts of our employees. We sincerely believe that our success will be in no small part to the cooperative relationship between the CTAC and our employees.

If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot answer your question or solve your problem unless you tell us what it is, we can do.

Our "Problem Solving Procedure" offers all employees the freedom to discuss anything they wish with their supervisors. Whenever you have a problem, it can usually be resolved by following these steps:

- A. Any concern should first be discussed with your immediate supervisor. Very often, your supervisor is in the best position to handle your problem satisfactorily.
- B. If your supervisor cannot solve the problem or if you are not satisfied after Step 1, you should request to speak to your next level Manager.
- C. If you still feel the need to speak to other members of management after you have spoken with your supervisor and the next level Manager, we encourage you to speak to the Executive Director.
- D. In the event you have a concern, and for personal reasons you cannot follow the steps in this procedure, you may request to go directly to the Executive Director. The Executive Director is available for advice and assistance in solving your problem at any time.

When you inform us of a concern or problem, we will try to answer you as soon as possible under the circumstances.

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2.10 EMPLOYEE STATUS

Full-time employees are active employees who are normally scheduled to work forty hours a week. Full-time employees are eligible for all of the benefits set forth in the following pages.

Part-time employees are active employees who are normally scheduled to work fewer than thirty hours a week. Part-time employees are not eligible for benefits.

2.20 PERSONNEL RECORDS

Employee personnel records are the property of CTAC and access is highly restricted. Only management personnel who have a legitimate reason to review the information will be allowed to do so.

Employees may review the information in their own file at the convenience of management and CTAC property. Employees are not permitted to remove, change, delete or otherwise alter any of the information in the file. Additionally, documents or information contained within the personnel files may not be copied.

2.30 USE OF EMPLOYEE PHOTO, LIKENESS AND VOICE

CTAC may take pictures or make recordings of its activities, including specific work tasks or CTAC events to be used in educational, recruiting, or promotional materials. Such materials may be in different media, including the internet. CTAC has provided a Photo and Publicity Release Form to all employees at hiring and will comply with the preference indicated on that form in the use of any employee's Photo, Likeness, or Voice. It is incumbent on the employee to ensure that the form is appropriately completed and, if the employee wishes to change his or her preference, that he or she complete an updated form. The Photo and Publicity Release Form is available from your supervisor or can be found on the CTAC Intranet site.

2.40 BIOMETRIC INFORMATION

CTAC may use biometric information (retina or iris scan, fingerprint, voiceprint, or scan of hand) for building access, office access, work time data collection or attendance data collection.

CTAC does not store your biometric information and collects it solely for legitimate work-related purposes. Once the need for the biometric data has been satisfied, such as when employment ends, the data is permanently destroyed.

Employees are free to decline to use the provided biometric scanners without any adverse employment action and CTAC will use alternative means of access and information collection. Additionally, at any time during employment, employees may revoke their consent to use biometric scanners by providing written notice to the Finance and Administration Manager

By executing the handbook acknowledgement and using the biometric scanners in place at CTAC, you are providing your consent and authorization for CTAC to use your biometric data for the specific purposes stated above.

2.50 EQUAL EMPLOYMENT OPPORTUNITY

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, religion, national origin, marital status, gender identity or expression, or sexual orientation, disability or any other protected status in accordance with the requirements of all federal, state and local laws.

2.60 INTRODUCTORY PERIOD

For every new employee, the first 90 days of full-time employment is an introductory period for both you and the CTAC. During this time, you will have the opportunity to learn about the CTAC, your job, and your new surroundings. Your supervisor will be available to answer any questions that you may have.

During this period your job performance, attendance, attitude and overall interest in your job will be carefully reviewed by your supervisor. The CTAC will then evaluate your performance and make a decision concerning your continued employment.

If, as a result of an illness or injury, you are absent from work for more than five days during your introductory period, we may choose to extend your introductory period as necessary to give you a fair opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Should an employee's performance become unsatisfactory at any time during this introductory period, the employee will be subject to discharge at that time. If CTAC terminates an employee for unsatisfactory work performance during their introductory

period, CTAC's account will not be charged for unemployment benefits. Completion of the introductory period does not confer any expectation of continuation in employment; continuation depends on the needs of CTAC and the performance and conduct of the employee.

2.70 OUTSIDE EMPLOYMENT

There have been times when most of us have had the opportunity or the need to have two jobs at one time. However, it is important that other employment and outside interests do not interfere in any way with your job at this CTAC. If you do hold a second job, we expect that you will be careful that extra hours of work do not affect your performance here.

If your second job could create a potential conflict of interest, for example, working for a competitor, you are expected to discuss the matter with the Executive Director.

2.80 NEPOTISM

The CTAC prohibits working relationships between members of the same family in which one such employee has supervisory or managerial authority over the other family member. Supervisory or managerial authority includes hiring, promotion, salary, performance evaluation and other staffing decisions. For the purpose of this policy, family member is defined as a spouse, domestic partner, romantic partner, children, parents, siblings, nieces, nephews, grandparents, grandchildren, aunts, uncles, first cousins, and corresponding in-law or step relationships. If such a relationship is discovered, the CTAC will take all necessary measures, including separation of employment, to rectify the violation of this policy.

2.90 EMPLOYMENT REFERENCE PROHIBITION

The CTAC prohibits leaders and employees alike from providing employment reference information to third parties, including prospective employers. Any and all solicitations for reference information should be immediately directed to the Finance and Administration Manager for appropriate management. The Finance and Administration Manager shall only provide a former employee's position title, dates of employment, and whether such employee is eligible to be rehired absent court mandate or a contractual agreement to the contrary. Such policy has been designed to protect both employees and the CTAC from liability.

3 WORK SCHEDULE

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3.10 WORK HOURS

Our normal workweek is as follows: 8:30 a.m. to 5:00 p.m., Monday through Friday. However, due to changing production requirements, your actual work schedule may vary. Please contact your supervisor if you have any questions.

3.20 WEATHER RELATED CLOSINGS

It is our policy to consider the safety of our employees and those we serve when making decisions regarding remaining open during periods of inclement weather. Where extraordinary circumstances warrant, we will close the facility. During periods of adverse weather, employees are encouraged to [listen to radio broadcasts, contact their manager, etc.] to find out if their work location is closed on a given day. Our decision to close will be made by 7:00 a.m. on the day of the closing. If the facility remains open, but you are unable to report to work, you should follow our standard procedures for notification of an unscheduled absence.

If the facility remains open, employees who report to work will receive their normal pay for the day. Those not reporting to work on a facility open day, will be required to use any available paid time off for the missed day. Employees will receive their regular pay for the day of closure.

Even if a facility is closed, there may be key positions that will need to report to work. Individuals in those positions will be notified by management with the details of the assignment. Employees who are required to work when a facility is closed will receive their normal pay for the hours worked.

3.30 WORKING FROM HOME

It is the policy of the CTAC to allow designated employees to telecommute where it is reasonable and practical to do so and where the operational needs of CTAC will not be adversely affected.

A. Definitions:

1. **Alternate Work Location.** The primary location from which a telecommuting employee works using a technology-based platform, such as a networked computing device connected to the employee's official work location via CTAC's computer network

2. **Authorized Persons.** Those persons who have been granted access rights to CTAC's information technology resources by the Board of County Commissioner's IT Department at the direction of the Executive Director.
3. **Official Work Location.** The location of the office to which the employee is assigned. By default, the official work location of employees who work from alternate work locations is the official work location of the employee's supervisor. In all cases of such designations, the location must be in the best interest of CTAC. An employee may have only one official work location.
4. **Telecommuting.** Working at an alternate work location that is linked electronically to a central office or official work location. Telecommuting is a cooperative arrangement between CTAC and an employee, based upon the needs of the job, work group and CTAC. Telecommuting is not a formal, universal employee benefit. Rather, it is a voluntary alternative method of meeting the needs of CTAC. This policy does not apply to situations where a supervisor occasionally allows an employee to work at home on a temporary, irregular basis.
5. **Compensation and Work Hours:** The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the program. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the program.

B. Eligibility. A request by an employee to participate in the program must be evaluated by management to ensure the request meets eligibility criteria and that the work to be performed is suitable for telecommuting. The request will also be evaluated based on the availability of necessary equipment and resources as well as whether the arrangement would benefit the organization. To become and remain eligible to participate in the program, an employee must meet the following minimum criteria:

1. The employee must maintain an overall satisfactory performance evaluation rating.
2. The employee must not be under any form of disciplinary action(s) or have documented performance deficiencies.
3. The employee must agree to the requirements stipulated in the Children's Trust of Alachua County Telecommuting Agreement.
4. The employee must agree to attend all required meetings and training programs at locations designated by the employee's supervisor or the Executive Director.

5. The employee's participation in the program must be approved by the employee's supervisor and the Executive Director.
6. The employee must have a high-speed internet connection (DSL, Cable, etc.).
7. The employee must continue to comply with federal, state and local laws and regulations while at the alternate work location.
8. The employee must utilize company approved remote access methods to connect to CTAC's network.

C. Job Responsibilities. An employee participating in the program is subject to the same rules, policies and procedures regarding attendance, leave, job performance, performance evaluations, discipline and separation as an employee not participating in the program.

1. The employee is expected to meet with their supervisor to receive work assignments and to review completed work as necessary on a schedule to be determined by the supervisor.
2. The employee will continue to complete all assigned work according to work procedures, guidelines, and performance standards. The employee will be available for staff meetings and other meetings deemed necessary by management.
3. The employee must be available by phone and email during work hours. Business meetings must not take place at the alternate work location. All face-to-face interactions with clients, vendors, providers and other stakeholders must not be conducted at the alternate work location.

D. Workspace.

1. The employee shall designate a workspace at the alternate work location for placement and installation of equipment to be used while telecommuting.
2. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. CTAC must approve the site chosen as the employee's remote workspace.
3. Any company materials taken home should be kept in the designated work area at home and not be made accessible to others. CTAC has the right to make on-site visits (with 24 hours advance notice) to the alternate work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect or retrieve company-owned equipment, software, data or supplies.

E. Equipment.

1. CTAC may provide equipment for the employee to perform his/her job duties at the alternate work location. This may include computer hardware and software as well as other applicable equipment as deemed necessary. The use of equipment when provided by CTAC for use at the alternate work location is strictly limited to authorized persons and for purposes relating to company business.
2. Company owned equipment will continue to be maintained by CTAC, but the user is responsible for protecting the equipment from damage and misuse. If maintenance is required on the equipment it is the responsibility of the telecommuter to return the equipment to CTAC for service.
3. The employee is expected to establish safeguards to ensure the alternate work location is free from hazards to the employee and company owned equipment. With 24-hour advance notice, CTAC may inspect the alternate work location to ensure proper maintenance of company owned equipment.
4. Company equipment must be returned upon request. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of that equipment. CTAC will not be liable for costs related to the purchase or maintenance of employee owned equipment and will not be liable for utility expenses associated with telecommuting.
5. Employee owned computer equipment utilized in the program must have appropriate firewall protection, up-to-date anti-virus protection and updated operating systems with all appropriate update patches applied. Employees using a home wireless network must:
 - a. Change Default Administrator Passwords and Usernames
 - b. Turn on WEP or WPA Encryption
 - c. Change the Default SSID
 - d. Enable MAC Address Filtering
 - e. Disable SSID Broadcast
 - f. Assign Static IP Addresses to Devices
 - g. Position the Router or Access Point Safely
 - h. The CTAC telecommuting program should be consulted if assistance is needed with any of the above requirements.

F. Security and Confidentiality. The employee must comply with all company policies regarding information resources, security and confidentiality.

1. All information should be treated as confidential and should not be disclosed to unauthorized entities or individuals.
 2. The employee shall protect company data from unauthorized use and disclosure or damage as set forth in agency policies and shall comply with the public records requirements set forth in Chapter 119, Florida Statutes.
 3. All records, papers, documents and correspondence must be safeguarded in a locked storage container when the work area is unoccupied.
 4. Release or destruction of any records may be done only at the user's official work location in accordance with governing agency policies and procedures.
 5. All files and data created by any user while utilizing agency IT resources are official agency records governed by this and other relevant agency operating procedures.
 6. A periodic review of the alternate work location by agency staff may occur with at least 24-hour advance notice to ensure compliance with the appropriate security and confidentiality protocols.
 7. Any noncompliance could result in revocation of telecommuting computer related privileges and/or disciplinary action. All laptop computer hard drives accessing confidential information must be encrypted.
 8. Employees are forbidden from saving company data on any removable media device (USB drive, CD, floppy drive, etc.).
- G. Office supplies. Will be provided by CTAC as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.
- H. Workers Compensation. Employees in the program are covered under the Workers' Compensation Act if injured in the course of performing official duties at the telecommuting site. An employee's claim for benefits or services will be governed by Chapter 440, Florida Statutes. If an injury is determined to have been caused by employee negligence or employee failure in maintaining safe working conditions over which the employee has or had control, the employee may be subject to disciplinary action. If an employee is injured in a work-related accident at the alternate work site, (s)he must notify the supervisor immediately and complete all necessary and/or management requested forms and documents related to the injury.
- I. Liability. CTAC assumes no liability for injuries occurring at the alternate work site to individuals not employed by CTAC. This includes family members, visitors, or others that may be injured within or around the employee's home.

CTAC is not liable for loss, destruction, or injury that may occur in or to the employee's home.

- J. Travel. CTAC will not, unless it is deemed in its best interest, pay for travel costs if the employee needs to return to the official work location or if the employee needs to attend meetings and/or trainings at locations designated by CTAC. CTAC will pay for travel costs for travel that would have been normally incurred if the employee had been working from their official work location. In that case, CTAC will pay via travel reimbursement, according to agency travel policy. The amount reimbursed will be either the cost of travel from the official work location or the alternate work location to the destination, whichever is less.
- K. Dependent Care. Telecommuting is not to be utilized for providing care for others at home. An employee participating in the program is required to have adequate arrangements for care giving while participating in the program. CTAC may require documentation of the care giving arrangements upon request
- L. Income Tax. Employees are responsible for any tax benefits or burdens related to use of the alternate work location for work purposes. CTAC will not be responsible for tax advice or tax consequences resulting from the employee's participation in the program.
- M. Termination. Participation in the program may be terminated at any time by the employee or the supervisor. The employee must be given notice of not less than ten (10) business days that the employee's participation in the program will be terminated, after which the employee is expected to return to work full time at their official work location. Terminations of participation in the program that are related to employee discipline or work performance deficiencies are not subject to the ten (10) business days notice provision.

4 EMPLOYEE LEAVE

4.10 VACATION LEAVE

4.20 SICK LEAVE

4.30 VOLUNTEER TIME OFF (VTO)

4.40 CIVIC DUTIES

4.50 BEREAVEMENT LEAVE

4.60 MEDICAL LEAVE OF ABSENCE

4.70 MILITARY LEAVE OF ABSENCE

4.80 DOMESTIC VIOLENCE LEAVE POLICY

4.10 VACATION LEAVE

- A. Granting Leave. New employees that are eligible for Vacation Leave are provided this benefit after their 90-day introductory period. Vacation Leave will accrue during their probationary period, but will not become available to the employee until the probationary period has concluded. Paid time off will not be counted as hours worked for the purposes of determining overtime.
- B. Accrual of Leave. Vacation leave shall be earned as of the last day of each pay period and shall accrue provided the employee is in active pay status for at least 75% of the pay period. Employees will be allowed to accrue vacation leave with no cap during the calendar year, but will only be allowed to carry 280 hours for employees assigned to a 40-hour work week. Vacation leave shall be accrued in accordance with the schedule shown in the table below. The Vacation Leave allotment shown is for eligible full-time employees. It is based on a 40-hour work schedule. The PTO allotment will be prorated based on worked schedule for those employees assigned a work schedule of more than 30 hours per week but less than 40 hours per week. For example, an employee working 30 hours would receive $\frac{3}{4}$ of the values shown in the above schedule. Employees working less than 30 hours per week are not eligible for paid time off. This leave can be used for vacation, personal days, alternative holidays in excess of the two floating holidays, military duty, education, etc.

Length of Service in Years	Hours per pay period	In weeks
Less than 1 year	3.24 hours	2.106 weeks
Between 1 year and 5 years	3.85 hours	2.5 weeks
Between 5 years and 10 years	4.62 hours	3 weeks
Between 10 years and 15 years	5.38 hours	3.5 weeks
Between 15 years and 20 years	6.92 hours	4.5 weeks
Between 20 years and 25 years	8.46 hours	5.5 weeks

25 years or more	9.23 hours	6 weeks
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C. Using Leave. Employees are encouraged to take vacation leave within the calendar year. An employee shall be granted vacation leave only for those hours accrued prior to or during the requested vacation period. The following conditions apply:

1. Vacation leave shall not be used in increments of less than fifteen minutes.
2. Exempt employees are not required to use leave benefits for absences of less than four consecutive hours in duration.
3. Whenever possible, all requests for vacation leave shall be submitted in writing in at least two weeks in advance.
4. Except in extenuating circumstances, an employee must receive prior approval from the employee's supervisor.
5. Vacation leave requests shall be granted at the discretion of the supervisor; however, every effort will be made to accommodate employees.
6. The use of vacation leave to cover tardiness and cash payment in lieu of time off is not authorized.

D. Compensation for unused leave. Separating employees shall be paid for all unused, accrued vacation leave earned through the date of separation, up to a maximum of 280 hours for employees assigned to a 40-hour work week. Deferred Retirement Option Program (DROP). Employees who choose to participate in the Florida Retirement System's Deferred Retirement Option Program (DROP) may elect to be paid for any or all of their unused, accrued vacation leave, earned through their date of beginning participation in DROP. At separation, the employee will be paid only for the balance not paid at the beginning of the DROP period, up to 280 hours.

4.20 SICK LEAVE

- A. Granting Leave. Full time employees assigned to a 40-hour work week shall earn four hours of paid sick leave per pay period.
- B. Accrual of Leave. Sick leave shall be earned as of the last day in the pay period and shall accrue provided the employee is in active pay status for at least 75% of the pay period.
- C. Using Leave. All requests for sick leave shall be in writing and approved by the appropriate supervisor or designee prior to use; however, in the event prior notification is not possible, an employee must immediately contact the

employee's supervisor regarding the intended absence.

1. An employee shall be granted sick leave only for those hours accrued prior to or during the pay period. Approval of sick leave requests is at the discretion of the supervisor.
2. Any request for which the Family/Medical Leave Act (FMLA) may be applicable must be approved pending certification of the sick leave instance as FMLA. The leave will not be coded as FMLA until the medical certification designating the illness or injury as FMLA is received from the employee's medical provider.
3. Sick leave may only be utilized for employee illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician. Sick leave may also be used by the employee to care for an immediate family member because of an illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician.
4. Sick leave may be used for the employee's doctor/dental appointments or other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained. Sick leave may be used to transport or accompany the employee's immediate family member to doctor/dental appointments or for other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained.
5. An employee may be required to supply proof of sickness, injury or disability. Reasons for requiring proof may include, but are not limited to:
 - a. A pattern of use of sick leave in conjunction with a holiday, use of annual leave, days off, weekends, work assignment deadlines, etc.
 - b. If the employee is sent to a physician of the Trust's choosing for the purpose of providing proof of illness or ability to perform at work, the Trust will pay the expenses. Upon exhaustion of sick leave, an employee may request use of accumulated vacation leave rather than applying for leave without pay.

D. Pregnancy. The sick leave policy is applicable to pregnancy, childbirth, miscarriage or recovery from any of these conditions.

1. Should pregnancy, childbirth or miscarriage result in sickness to the mother or child(ren), a father may use sick leave to care for the mother or child(ren).
2. The mother or father may, for up to six weeks, use sick leave for the recovery of the mother after birth.

3. Medical documentation is required to use sick leave for more than six weeks after birth.

E. Compensation for Unused Leave. Employees, upon separation and with ten (10) years of continuous service, will be entitled to payment at the employee's current pay rate for 50% of all unused, accrued sick leave up to a maximum payout of 500 hours (1,000 hour accrual) for employees regularly scheduled to work a forty (40) hour work week.

4.30 VOLUNTEER TIME OFF (VTO)

A. Purpose. In an effort to strengthen our culture of service, improve our local communities and provide meaningful leadership opportunities for staff, CTAC will allow each employee a total of eight volunteer hours off (VTO) in addition to their paid time off. The eight hours break down as follows:

1. In hourly increments to be used during different calendar days throughout the year.
2. 8 consecutive hours off (or 1 day) for personal volunteering by the employee.

B. Pay. VTO will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken. Employer-related volunteerism is not included in these hours. Employees will be able to use work hours for CTAC sponsored events, provided it is approved by his/her manager. VTO hours do not qualify as physical hours worked and are not part of the 40 physical work hours required in order to receive overtime pay.

C. Frequency. VTO is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect paid time off (PTO) accrual or usage. VTO cannot be converted to regular PTO.

D. Eligibility. All employees of CTAC are eligible to participate in this program. There is no minimum service requirement for participation in this program. You are ineligible to participate in the program, if:

1. The employee is on Performance Counseling.
2. The Program is discontinued. The CTAC reserves the right to amend or terminate this program at any time without prior notice. CTAC also reserves the right to deny approval for a VTO if CTAC does not believe the request is consistent with the intent of the Program.

E. Approval. Employees must request and submit it to his/her manager at least two weeks before the requested time off. Approval is at the discretion of the

employee's manager. The CTAC-sponsored VTO may not be used for organizations that discriminate based on creed, race, religion or sexual orientation.

F. Appropriate Use. Examples of appropriate uses for VTO:

1. Building a house for Habitat for Humanity
2. Donating your time at a food bank
3. Cleaning up the beach, highway or park
4. Tutoring disadvantaged young adults
5. Participating in Big Brother/Big Sister programs
6. Reading to a classroom or chaperoning a school field trip
7. Participating in a garage/yard sale where the proceeds benefit the Red Cross
8. Volunteering at a PTA sponsored event (i.e., book drive)

G. Inappropriate Use. Examples of inappropriate uses for VTO:

1. Helping your neighbor paint their house
2. Attending a professional, religious, political or personal interest conference
3. Taking a ski vacation and charitably giving ski lessons
4. Taking a college or college-prep course class
5. Coaching your child's basketball team
6. Attending your child's class play or recital
7. Holding a garage/yard sale
8. Attending a PTA, HOA, or other non-profit organization meetings
9. Participation in a group that does not support the values of CTAC.

4.40 CIVIC DUTIES

We encourage each of our employees to accept his or her civic responsibilities. As a good corporate citizen, we are pleased to assist you in the performance of your civic duties.

- A. Jury Duty. If you are called to jury duty, please notify your supervisor immediately so we can plan the department's work with as little disruption as possible. Employees who are released from jury service before the end of their regularly

scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested. Employees are not required to take leave if called upon for jury duty.

- B. Voting. We want every employee to have the opportunity to vote in every election. Generally, there will be sufficient time to vote either before or after your scheduled shift. However, if you foresee a problem getting to the polls, please notify your supervisor so that arrangements can be made.

4.50 BEREAVEMENT LEAVE

Full-time employees are eligible to receive up to three days paid bereavement leave in the event they miss regularly scheduled workdays due to the death or funeral of a member of the employee's immediate family. Your immediate family includes your spouse, children, stepchildren, parents, grandparents, grandchildren, brother or sister, your spouse's parents, domestic partner, and any other relative residing in the same household.

An employee who is notified of a death in his or her immediate family while at work will be paid for the remainder of the scheduled hours that day. The three-day eligibility for paid bereavement leave will not commence until the next regularly scheduled workday which is lost. All time off in connection with the death of one of the above-listed individuals should be scheduled with your supervisor.

4.60 MEDICAL LEAVE OF ABSENCE

Full-time employees who have completed their introductory period are eligible for unpaid leaves of absence for medical reasons. Medical reasons may include illness, injury, medical and surgical procedures, pregnancy, childbirth, and related medical conditions. Employees must request a leave of absence if they will be unable to work for medical reasons for a period in excess of seven consecutive days. Such requests must be accompanied by a statement, acceptable to CTAC, from the employee's physician or a CTAC-approved physician indicating that the employee is unable to return to work. CTAC retains the right to have employees on a leave of absence examined by a physician of CTAC's choice. However, in no event may an employee's total leave of absence exceed six months in any 12-month period. During a medical leave of absence, you can keep your insurance benefits in effect by paying the appropriate premiums, subject to policy terms and conditions. Please make arrangements with the Finance and Administration Manager for these payments.

Upon the employee's return from medical leave of absence, we will attempt to return the employee to his or her regular job if it is available. If it is not available, the employee will be placed on a similar job for which the employee is qualified, if such a job is available. If no jobs are available at the time, the returning employee will be given preferential consideration for any position for which he or she applies.

Failure to report to work as scheduled following a leave shall be cause for dismissal. Time spent on leaves of absence will not be used for computing benefits such as vacation or holidays.

4.70 MILITARY LEAVE OF ABSENCE

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your supervisor of upcoming military duty by providing us with a copy of your orders as soon as possible.

4.80 DOMESTIC VIOLENCE LEAVE POLICY

Any employee who has worked for CTAC is entitled to take three days of unpaid leave if they or a member of their immediate household have been the victim of domestic violence and need to engage in any of the following activities: (1) to seek an injunction for protection against domestic violence or repeat of sexual violence, (2) to obtain medical care or mental health counseling for the employee or the household member to address issues resulting from domestic violence, (3) to obtain services from a victim services organizations, (4) to make the employee's home secure from the perpetrator of domestic violence or to relocate to a new location to escape the perpetrator, or (5) to seek legal assistance to address issues that arose from the domestic violence or to attend or prepare for a court related proceeding relating to an act of domestic violence. Employees must provide appropriate advance notice to their supervisor of the need for leave unless they are prevented from doing so because of imminent danger. All employees must first exhaust any available annual paid time off leave before being eligible to use domestic violence leave.

5 STANDARDS OF CONDUCT

5.10 SAMENESS VS CONSISTENCY POLICY

5.20 EDUCATIONAL, DRIVING, CRIMINAL, AND EMPLOYMENT BACKGROUND, SCREENING DURING EMPLOYMENT

5.30 THEFT

5.40 CONFIDENTIAL INFORMATION AND PRIVACY

5.50 RESPONSIBILITY FOR ACCURATE AND TRUTHFUL INFORMATION

5.60 ETHICAL COMMUNICATIONS PROCEDURE

5.70 SLEEPING AND INATTENTION

5.80 ABSENTEEISM AND TARDINESS

5.90 INSUBORDINATION

5.100 VIOLATION OF LOCAL, STATE AND/OR FEDERAL LAWS AND SELF-REPORTING OF ARRESTS AND CONVICTIONS POLICY

5.110 MEDICAL MARIJUANA

5.120 GIFT REPORTING

5.10 SAMENESS VS CONSISTENCY POLICY

CTAC strives to ensure fair treatment of all employees. It is in the best interest of CTAC to ensure that disciplinary and corrective actions are prompt, consistent and impartial and most importantly, correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

It is important that employees realize that the same infraction committed by different employees holding different positions may, at times, result in different corrective action procedures. It is the responsibility of our managers and human resource team to review the totality of events, including the tenure, performance record, and previous unrelated infractions of the individual(s) involved to ensure that the corrective action or termination decision is reasonable and appropriate for the offense.

Here's an example of why the same corrective action for the same infraction is not appropriate. Consider three employees that each fall asleep while they are on duty. One is a Fiscal Assistant, the second is the Receptionist and the third is an employee that is responsible for regularly operating a motor vehicle. When the Fiscal Assistant is caught sleeping on the job, a verbal warning may be appropriate. When the Receptionist falls asleep at the front desk, a final written warning may be issued instead because of the role's public nature. But falling asleep while operating a CTAC vehicle would result in immediate termination, without warning, for the third employee because of the obvious safety concerns. The circumstances surrounding the infraction determine the appropriate level of discipline more than the infraction itself.

The goal is to administer corrective actions in a manner that best serves CTAC and results in satisfactory performance.

5.20 EDUCATIONAL, DRIVING, CRIMINAL, AND EMPLOYMENT BACKGROUND SCREENING DURING EMPLOYMENT

CTAC must be able to employ individuals that are trustworthy and able to properly interact with key CTAC partners. Employees agree, by signing the acknowledgment provision verifying agreement to this handbook, that CTAC may conduct occasional criminal, employment, driving and educational backgrounds on employees as it deems necessary to conduct its operation in a profitable and legal manner. CTAC reserves the right to take any and all action it deems necessary to act upon the results of such ongoing screening.

5.30 THEFT

We do not tolerate theft in any form. In order to protect you, your co-workers, our customers and CTAC, we reserve the right to inspect all lockers, desks, toolboxes, purses, briefcases, packages, vehicles and any other personal property which is brought onto CTAC property. If you wish to remove any CTAC property - including scrap - from the premises, you must obtain written permission in advance from your supervisor.

5.40 CONFIDENTIAL INFORMATION AND PRIVACY

Employees may, by virtue of their employment with the CTAC, obtain access to sensitive, confidential, restricted and proprietary information about CTAC, its customers and clients, and its employees. Such information is not generally known or made available to the public or others and which the CTAC has made reasonable efforts to keep confidential. This includes but is not limited to financial records, employee and customer records, telephone numbers, email addresses, files, referral or mailing lists, credit card numbers and similar information, whether in paper form, in computers or otherwise.

Such confidential information shall be used solely by employees in the performance of their job duties for CTAC and shall not be used in any other manner during their employment. Employees shall not without the prior written consent of CTAC use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of CTAC and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge, prosecution, or other available action.

Upon termination of employment, employees must deliver to CTAC any and all confidential information whether stored electronically or as a document, including but not limited to all copies of such documents prepared or produced in connection with their employment with the CTAC that pertain to the CTAC's business or the employee's

services for CTAC, whether made or compiled by the employee or furnished to the employee in connection with such services to CTAC. In addition, at termination, employees must return to CTAC all of CTAC's non-confidential property, documents, or electronic information.

This policy does not limit the common law and statutory rights of CTAC.

5.50 RESPONSIBILITY FOR ACCURATE AND TRUTHFUL INFORMATION

Employees of the CTAC are responsible for providing accurate and truthful information to CTAC in all aspects of the employment relationship. This obligation begins with an employee's application and all information submitted to CTAC prior to hire and is a continuing obligation through an employee's tenure with the CTAC. This includes, but is not limited to, all information an employee submits regarding his or her internal administrative and benefit-related documentation, all records of time worked, all input regarding any form of performance evaluation or corrective action plan, and as related to an employee's performance of his or her job duties. Any violation of this obligation on the part of the employee will result in discipline upon discovery of the false information, with the likelihood such actions will lead to termination of employment.

5.60 ETHICAL COMMUNICATIONS PROCEDURE

All CTAC employees must abide by a code of wholly ethical communications with peers, supervisors, employees, vendors, and membership. Ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect for self and for others. As such, the following rules should be expressly followed to avoid violating such code:

- A. Communicate any and all concerns regarding another's behavior directly with the individual. Sharing such concerns with others that do not have a legitimate reason to know such concerns may quickly amount to gossip - one of the most damaging practices in any workplace.
- B. Avoid argumentative tones and comments. Employees should state their position clearly and factually in a normal tone, allowing the other individual an opportunity to share their position, and inviting open discussion regarding both such positions.
- C. Honesty is always the best procedure. It is critical that employees never engage in deceit, exaggeration, or express dishonesty when dealing with other individuals. While some communication may be extremely difficult to have, employees are always expected to provide them in a candid, but respectful manner.
- D. Respect issues of confidentiality. Employees of CTAC will be faced with topics of great confidentiality at times and, as such, must avoid sharing any such information with anyone not intended to be part of such confidentiality. This

procedure speaks only to issues of confidentiality related exclusively to CTAC's purpose and mission and should not be interpreted to include gossip, personal information, and other topics not related to CTAC itself.

Any employee found violating any portion of this procedure may be subject to disciplinary action, up to and including termination.

5.70 SLEEPING AND INATTENTION

We expect every employee to be fully alert while on the job to ensure the safety of all employees and to properly serve our customers. Therefore, we cannot tolerate sleeping or inattention on the job.

5.80 ABSENTEEISM AND TARDINESS

Each of our employees plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her workstation on time each day. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our customers' needs. Excessive absenteeism or tardiness can result in discipline, up to and including discharge.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases, we expect you to notify your supervisor as soon as possible. Leaving a message does not qualify as notifying your supervisor - you must personally contact your supervisor.

When absence is due to illness, CTAC reserves the right to require appropriate medical documentation.

5.90 INSUBORDINATION

We expect every employee to follow the instructions of supervisors and other management officials. Failure to do so constitutes insubordination. Insubordination is detrimental to departmental and organizational goals. Employees who are insubordinate to their superiors are subject to disciplinary action.

5.100 VIOLATION OF LOCAL, STATE AND/OR FEDERAL LAWS AND SELF-REPORTING OF ARRESTS AND CONVICTIONS POLICY

Anyone known to be violating a local, state, and/or federal law on CTAC property or at a CTAC-supported function will be subject to referral for prosecution to the appropriate law enforcement agency.

All employees are required to self-report the following information to their immediate

supervisor within forty-eight (48) hours:

- A. any arrests/charges that are considered a felony.
- B. any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation.

For purposes of this policy a minor traffic violation is defined as a non-criminal violation that may require community service hours but is not punishable by incarceration and for which there is no right to trial by jury. Criminal traffic violations, including driving under the influence of alcohol and/or drugs, are not minor and must be reported.

Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action up to or including dismissal.

5.110 MEDICAL MARIJUANA

If an applicant or employee with a legal referral for marijuana (for the treatment of a medical condition) tests positive based on the substance limits for the drug test, it will be reported by the lab as a “positive drug test” and will be treated in accordance with all other positive drug tests.

Employees and applicants shall be given an opportunity to provide any information relevant to the test, including identification of currently or recently used prescription or non-prescription medications as well as any legal referral for marijuana use for the treatment of a medical condition.

There are no additional exceptions for applicants or employees with legal referrals for marijuana.

5.120 GIFT REPORTING

CTAC employees are prohibited from soliciting or accepting cash or gratuities of any amount from any person or entity doing business with CTAC. Additionally, unless specifically permitted by this policy, CTAC employees are also prohibited from accepting any and all non-cash gifts, including materials, meals, services, travel, entertainment, attendance at a charitable or similar event as a guest at no cost or at unreasonably discounted prices from person or entities proposing to do or actually doing business with the CTAC. The only exceptions to this policy are as follows:

- A. holiday business gifts of value totaling less than twenty-five dollars (\$25) in any single year that are for the shared departmental use or consumption.
- B. occasional meals in connection with actual business.
- C. awards or gifts provided by CTAC in express and open recognition of an

employee's contributions.

All unpermitted gifts must be immediately declined, returned or discarded. Employees must report to their supervisors and the Finance and Administration Manager before the end of each month regarding all gifts received during the month. Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

6 SEXUAL AND OTHER ILLEGAL HARASSMENT POLICY AND COMPLAINT PROCEDURE

6.10 DEFINITION

6.20 EXAMPLES OF PROHIBITED CONDUCT

6.30 RESPONDING TO VIOLATIONS OF THIS POLICY

6.40 DISCIPLINE

6.50 DISCRETION

6.10 DEFINITION

Harassment is a form of predatory sexual behavior in which a person targets another employee(s) relating to an individual's age, race, color, sex (including same-sex sexual harassment), religion, national origin, gender identity or expression, or sexual orientation, or disability. It constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

This policy applies to all employees of CTAC working at all locations. All employees have an obligation to report sexual harassment - even if they are not the victim.

All workers, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit.

6.20 EXAMPLES OF PROHIBITED CONDUCT

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- A. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- B. Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- C. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- D. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- E. Sexual or discriminatory displays or publications anywhere in our workplace by our employees.
- F. Retaliation for sexual harassment complaints.

6.30 RESPONDING TO VIOLATIONS OF THIS POLICY

If an employee believes that they have been subject to sexual harassment or any unwelcome sexual attention, they may address the situation directly and immediately to the harasser, if possible. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the alleged harasser directly, they should report the incident to their own supervisor or manager. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing the situation with the supervisor or manager, they should report the incident to the Finance and Administration Manager. If the Finance and Administration Manager is not available or the employee is uncomfortable addressing the situation with the Finance and Administration Director, the employee may report the incident to the Executive Director.

It is important to report any and all concerns of sexual harassment or inappropriate sexual conduct to the HR director or a supervisor/manager as soon as possible. Management must be made aware of the situation so that it can conduct an immediate and impartial investigation and take appropriate action to remediate or prevent the prohibited conduct from continuing.

6.40 DISCIPLINE

Employees who violate this policy are subject to appropriate discipline. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat

violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

6.50 DISCRETION

All inquiries, complaints and investigations are treated discreetly. Information is revealed strictly on a need-to-know basis. Information contained in a formal complaint is closely contained. All information pertaining to a sexual harassment complaint or investigation is maintained by the HR director in secure files. The HR director can answer any questions relating to the procedures for handling information related to sexual harassment complaints and investigations to complainants and respondents.

7 WORKPLACE ENVIRONMENT

[7.20 ACCOMMODATIONS POLICY](#)

[7.30 WORKPLACE CONFLICT POLICY](#)

[7.40 OPEN OFFICE ENVIRONMENT](#)

[7.50 SCENTS AND FRAGRANCES IN THE WORKPLACE](#)

[7.60 SAFETY](#)

[7.61 HAZARDOUS AND TOXIC MATERIALS](#)

[7.62 WORKPLACE INJURIES](#)

[7.63 CONTAGIOUS ILLNESS](#)

[7.70 PARKING](#)

[7.80 TOBACCO, SMOKING AND SMOKING-ALTERNATIVE PRODUCTS](#)

[7.90 DRUG AND ALCOHOL POLICY](#)

[7.100 WEAPONS IN THE WORKPLACE POLICY](#)

[7.110 SOCIAL EVENTS WITHIN THE WORKPLACE POLICY](#)

[7.120 CONSENSUAL ROMANTIC RELATIONSHIPS](#)

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7.20 ACCOMMODATIONS POLICY

It is the policy of CTAC to afford equal opportunity to all employees, regardless of physical or mental disability. However, all employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions or as performed on a regular basis as part of their normal responsibilities. All employees with disabilities are eligible for accommodations per the Americans with Disabilities Act. Such requests must be made to either the employee's direct supervisor or made to the human resource officer of the CTAC. While the CTAC cannot make all requested accommodations, it will work with the employees to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be separated from the CTAC.

- A. Breastfeeding Accommodation. We recognize the needs of new mothers and provide a reasonable unpaid break time for employees needing to express breast milk for their nursing child for up to one year from the child's date of birth. We provide private office space that will shield the employee from view and will be wholly free from coworker or public intrusion. If such need arises, simply contact your supervisor and necessary breaks and corresponding office space will be provided.

B. Religious Expression Accommodation. CTAC is dedicated to treating the religious diversity of all our employees equally and with respect. At no time will CTAC question the validity of a person's belief.

1. Religious Communication and Behavior. It is not a violation of this Policy for employees to discuss religion, or to read or view religious materials, at work during non-working time. However, employees who do so should be sensitive to and respectful of the different beliefs (or lack of belief) of others. When another employee objects to religious advances, such behaviors and efforts must immediately cease. Moreover, religious practices that interfere with job performance, excessive "preaching" that is unwelcome to others, or adverse treatment of others because of their beliefs, different beliefs, or lack of belief, may be considered "harassment" within the meaning of this and other existing policies.
2. Religious Accommodations. Employees may request an accommodation when their religious beliefs cause a deviation from CTAC's dress code, schedule, basic job duties, leave or other aspects of employment. As such, CTAC welcomes any requests for accommodations because of recognized beliefs that do not create an undue hardship on CTAC's ability to properly fulfill its mission. CTAC will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that CTAC will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. The procedure for reasonable accommodation requests includes:
 - a. Employee advises their supervisor of the need for accommodation.
 - b. The accommodation request will be discussed with the employee and the employee's supervisor.
 - c. If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
 - d. If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.
3. Personalization Of Work Areas And Holiday Decorations.
 - a. Employees are generally permitted to engage in private expression, including displays of religious ornamentation, in

personal work areas that are not regularly open to the public. However, CTAC reserves the right to restrict workplace décor for legitimate reasons relating to safety, hygiene, or environmental conditions.

- b. In a public workspace, that is, a space to which the public has physical or visual access, only secular decorations, including secular holiday decorations, may be displayed. Religious symbols or decorations with religious content may not be displayed in public work spaces.

7.30 WORKPLACE CONFLICT POLICY

CTAC recognizes that employees may disagree on occasion about how to accomplish assignments, job tasks, or the services provided to our customers. We may also disagree about personal philosophies and values. Such disagreements are to be expected, particularly with a diverse workforce. However, it is absolutely necessary that, regardless of what we disagree about, that we treat each other and our customers with respect and courtesy at all times. This is expected of each and every employee at all times and failure to meet this requirement will result in discipline. Where possible, it is important for employees to work together to resolve such disagreements.

CTAC also understands that some disagreements may require assistance for the employees to reach an appropriate resolution. If a dispute cannot be cooperatively resolved between employees, management requests that the employees bring the matter to the attention of the employees' immediate supervisor. The supervisor will receive information from the employees involved and is provided with the authority to attempt to resolve the matter, if possible. If not, the supervisor will notify the Executive Director as to what other actions should be taken.

Please understand that CTAC cannot help to resolve disputes that are not reported. Please also be aware that any dispute resolution process does not allow a subordinate employee to ignore the appropriate direction of their supervisor.

7.40 OPEN OFFICE ENVIRONMENT

Common courtesy and respect will go a long way in ensuring a productive environment in our workspace. To assist toward the goal of helping each of you be as productive as possible, we are providing the following guidelines:

A. Minimize hallway conversations

While it can be convenient and productive to have a quick work conversation in the hallway with a coworker, these conversations can be very distracting to other employees working in close proximity. Be mindful of the potential for disruption

and step to a convenient conference room or to a general corridor away from other workers to have the conversation.

B. Limit noises

Keep the sounds coming from your workspace to a minimum. This means using earbuds when listening to music, picking up the phone after one or two rings, tuning the ring volume on your phone to a low setting, and avoiding screensaver sound effects. When away from your workspace, set your office phone to take voice messages and if you leave your cellphone behind when you leave your workspace, set it to vibrate. Be aware of your personal voice volume level. Speak only loud enough to be heard by the intended audience when talking on the telephone or to your coworkers. Those around you may be able to hear you, even when you are not thinking about it.

C. No confidential meetings

Avoid discussing personal and/or confidential matters at your workspace. Whether you're on the telephone or having a discussion with a coworker, your conversation may easily be overheard by others. Move to a conference room or step outside to discuss personal or confidential matters.

D. Be considerate of sensitivities to aromas

The sense of smell is one of the most powerful senses we possess. What smells good to one person, may not be enjoyed by another. Be careful of the smells you bring to the office. Be judicious in the use of cologne/perfume. Do not bring strong scented oils or room deodorizers to the workplace. Avoid eating strong-smelling food in your workspace as well.

E. Decorate with taste

You need to use good judgment when decorating your workspace. Avoid things that are controversial. This includes things that are political, spiritual, sensual, or cultural. Your office décor should be in good taste without offending others.

F. Respect other's privacy

Be respectful of your coworkers. Avoid peeking into another workspace or listening in on other's conversations. Resist the temptation to chime in on other's conversations or join them uninvited. Give others the same respect that you want.

7.50 SCENTS AND FRAGRANCES IN THE WORKPLACE

Exposure to fragranced products can make it difficult for some employees to function effectively at work. Fragrance sensitivity is either an irritation or an allergic reaction to some chemical or combination of chemicals in a product. Although perfumes and

colognes are generally what come to mind, fragrance is commonly added to a variety of daily use items like toiletries, cosmetics, air fresheners, laundry soaps and softeners, and cleaning products. People with fragrance sensitivity often experience symptoms such as breathing difficulties, wheezing, a tight feeling in the chest, or worsening of asthma symptoms; headaches; nausea; hives and other skin irritations; and limitations in memory and concentration.

We request that all employees be aware of how their use of fragrances may impact their coworkers and refrain from wearing colognes, perfumes, etc. to the workplace and refrain from using scented products in the workplace.

If you experience an allergic reaction or have a sensitivity to a workplace scent or fragrance, please notify your supervisor so that the issue may be addressed. Collaboration between all parties should remedy the situation. Accommodation requests will be considered the same as any other disability accommodation.

7.60 SAFETY

It is our policy to promote safety on the job. The health and well-being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition, defective tool, or equipment to your supervisor. Each employee is expected to assist CTAC in maintaining safe working conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: SAFETY FIRST.

All accidents -- including those which do not involve serious injury and those involving customers -- must be reported immediately to your supervisor.

7.61 HAZARDOUS AND TOXIC MATERIALS

If your job requires that you use hazardous or toxic materials, you are expected to comply with all federal, state and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. If you have any questions, please discuss them with your supervisor.

7.62 WORKPLACE INJURIES

CTAC strives to provide a workplace that is free from any known health or injury hazards. Employees can assist us by bringing forward any health or safety concerns. Employees may speak with their supervisor about any issues related to safety without fear of reprisal or retaliation. Employees may also receive periodic training on workplace safety and responsible handling of hazardous substances.

If an employee sustains a job-related injury or illness, it must immediately be reported to the supervisor or another member of management. This reporting requirement applies to all injuries, no matter how small or insignificant it may appear initially. The CTAC wants

to ensure that any injured employee receives prompt and appropriate medical attention. Additionally, CTAC complies with all federal and state regulatory standards regarding workplace injuries and illnesses. As such, we must make a timely record of any workplace injuries or illnesses. We also are responsible for workers' compensation insurance for employees which provides for medical coverage, disability coverage and loss of work time compensation due to a work-related injury.

Employees may report work-related injuries and illnesses without any concerns of adverse employment action or retaliation by CTAC.

7.63 CONTAGIOUS ILLNESS

CTAC owes an obligation to the entire workforce to prohibit employees who have an infectious condition, illness, or injury from working until such time that an infected employee is able to produce written verification from a licensed physician that the condition is no longer contagious. CTAC shall work with immense diligence to protect the private health information of the infected employee; however, all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others, particularly those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate and confidential file.

Employees with contagious conditions that may pose health risks to others agree that they will report such conditions to the Finance and Administration Manager for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following the medical evaluation, the employee may return to work with a physician's statement that indicates the employee is free of an infectious condition.

When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to Finance and Administration that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash, or a communicable disease. Such employees may pose a direct threat to the health and safety of the other employees and our customers.

7.70 PARKING

So that we have sufficient parking for our customers, we require all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your supervisor.

7.80 TOBACCO, SMOKING AND SMOKING-ALTERNATIVE PRODUCTS

Our policy is to provide smoke-free environments for our employees, members and the

general public. The use of tobacco, smoking and smoking-alternative products (such as e-cigarettes and vapor inhaling products) are not permitted anywhere within the buildings occupied by CTAC, i.e. in the offices, walkways leading to or from the building, break room, restrooms, hallways, etc. Tobacco, smoking, and smoking-alternative products are also prohibited in any CTAC-owned or leased vehicles.

Smokers and users of tobacco products must dispose of the remains in the proper containers; however, no tobacco remains may be discarded within the building.

Employees may use tobacco products, smoke or use smoking-alternative products on scheduled breaks or during meal-times, as long as they do so outside, and away from the worksite or office.

Employees who take excessive smoke breaks may be disciplined.

7.90 DRUG AND ALCOHOL POLICY

We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs. By virtue of their employment with CTAC, our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances:

- A. when an employee is hired;
- B. when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in their system;
- C. when an employee suffers an on-the-job injury or is involved in an accident while at work;
- D. when an employee returns to work after a leave of absence of two weeks or more; or
- E. on a periodic or random basis.

The presence of 0.04% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances on CTAC property or in CTAC vehicles. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse may reflect unfavorably on the CTAC's reputation and is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Employees who

are taking prescription or nonprescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

In order to protect the safety and property of all employees, CTAC reserves the right to inspect employees' lockers, toolboxes, desks and cabinets as well as motor vehicles and any other personal belongings brought onto CTAC property. Failure to cooperate with such inspections is a violation of this policy.

Violation of any aspect of the CTAC's Drug and Alcohol policy will result in discipline up to and including immediate termination.

7.100 WEAPONS IN THE WORKPLACE POLICY

It is our policy to strictly prohibit any employee, vendor, or customer from carrying any sort of weapon into our offices. Employees are permitted to bring weapons in their vehicles into our parking lots if they remain locked within such vehicle and the employee maintains a current and legal permit to carry the weapon. Such weapons may not be used for any inappropriate or illegal use. Any violation of this policy will result in immediate termination of such employee.

7.110 SOCIAL EVENTS WITHIN THE WORKPLACE POLICY

Our culture seeks to be inclusive and permit all employees to participate in any and all social gatherings that occur within the workplace. Events such as birthday parties, retirement celebrations, and other like events represent opportunities to fellowship and further develop the culture of CTAC. As such, no employee is allowed to initiate or organize a social gathering or function without inviting all employees to attend. Simultaneously, no employee should ever feel pressured to participate in such an activity and simply needs to express their lack of interest in such participation to those organizing such an event.

7.120 CONSENSUAL ROMANTIC RELATIONSHIPS

CTAC prohibits romantic or sexual relationships between a management or other supervisory employee and their staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member themselves as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment.

Additionally, CTAC discourages romantic or sexual relationships between all employees. Such relationships can complicate working associations with other employees, limit an employee's eligibility for transfer or promotion, and personal conflicts from outside the work environment can be carried over into day-to-day working relationships. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

If any supervisory or management employee enters into a consensual relationship that is romantic or sexual in nature with a member of their staff (an employee who reports directly or indirectly to them), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the manager. Although the parties may feel that what they do during non-working hours is their business and not the business of the office, because of potential issues regarding "quid pro quo" harassment, this is a mandatory requirement. This requirement does not apply to employees who do not work in the same department or parties who do not supervise or otherwise have management responsibilities over others.

Once the relationship is made known to CTAC, CTAC will review the situation in light of all the facts (reporting relationship between the parties, effect on coworkers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. That decision will be based on which move will be least disruptive to CTAC as a whole.

If it is determined that one or both parties must be moved, but no other jobs are available for either party, one or both parties may be terminated.

This policy applies to all employees without regard to the gender of the individuals involved.

7.130 WORKPLACE VIOLENCE

CTAC maintains a zero-tolerance standard of violence in the workplace. The purpose of this policy is to provide all employees with guidelines that will maintain a workplace culture that is free of violence. Threats, either implied or direct, of any kind by an employee, client, vendor, or any other person are prohibited at CTAC. Such conduct will not be tolerated and will result in prompt and remedial action. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. CTAC urges all employees to come forward to their supervisor in the event that they become aware of any type of potential or actual threat or in any situation in which they observe or learn of a conflict within the workplace. An immediate investigation will occur when any such report is made. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to such person is also prohibited.

Workplace Violence: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

Intimidation: Making others afraid or fearful through threatening behavior.

Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

- A. PROHIBITED BEHAVIOR: Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a coworker, supervisor or member of the public:
1. Direct threats or physical intimidation
 2. Implications or suggestions of violence
 3. Stalking
 4. Assault of any form
 5. Physical restraint, confinement
 6. Dangerous or threatening horseplay
 7. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
 8. Blatant or intentional disregard for the safety or well-being of others
 9. Commission of a violent felony or misdemeanor on CTAC property
 10. Any other act that a reasonable person would perceive as constituting a threat of violence
 11. Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as coworkers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, stalking, or making annoying phone calls to a person who is in any of the following relationships:

- a. Spouse or former spouse
- b. Domestic partner or former domestic partner
- c. Cohabitant or former cohabitant and/or other household members
- d. A person with whom the victim is having, or has had, a dating or engagement relationship
- e. A person with whom the victim has a child
- f. The Organization recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

B. REPORTING ACTS OR THREATS OF VIOLENCE: An employee who is the victim of violence, or believes they have been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible and complete the Organization Workplace Violence Incident Report Form.

C. PREVENTING FUTURE VIOLENCE: Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the Organization, shall inform their supervisor by immediately completing a Workplace Violence Incident Report Form so appropriate action may be taken. The supervisor shall inform their Department Director or designee, the Executive Director, and the local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor. The supervisor shall provide copies to the Department Director, the Director of Human Resources and the local police.

D. INCIDENT INVESTIGATION: Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety

concerning their welfare, and the loss of productivity. The employee's Department Director will cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Department Director will refer the matter to local police for their review of potential violation of civil and/or criminal law. Procedures for investigating incidents of workplace violence include:

1. Visiting the scene of an incident as soon as possible
2. Interviewing injured and threatened employees and witnesses
3. Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
4. Determining the cause of the incident
5. Taking mitigating action to prevent the incident from recurring
6. Recording the findings and mitigating actions taken.

In appropriate circumstances, CTAC will inform the reporting individual of the results of the investigation. To the extent possible, CTAC will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. CTAC will not tolerate retaliation against any employee who reports workplace violence.

E. MITIGATING MEASURES: Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

1. Notification of law enforcement authorities when a potential criminal act has occurred
2. Provision of emergency medical care in the event of any violent act upon an employee
3. Post-event trauma counseling for those employees desiring such assistance
4. Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy
5. Requesting CTAC's attorney file a restraining order as appropriate.

7.140 PERSONAL APPEARANCE/DRESS CODE

Employee appearance contributes to CTAC's culture and reputation. Employees are

expected to present themselves in a professional manner that results in a favorable impression by clients and customers. CTAC's department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change. Reasonable accommodations will be made where required.

Traditional business attire is expected of all employees. Basic elements for appropriate and professional business attire include clothing that is in neat and clean condition. Appropriate workplace dress does not include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, CTAC will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her manager or supervisor.

Business casual dress will be permitted on Fridays, however when meeting clients, business professional dress guidelines must be observed,

7.160 NON-EMPLOYEE SOLICITATION AND DISTRIBUTION POLICY

CTAC does not permit solicitation or distribution by non-employees at any time on CTAC's premises. Additionally, CTAC prohibits solicitation and distribution by any employee or non-employee during work time. This includes all types of distribution and solicitation such as requests for charitable giving, endorsement of political campaigns, the sale of goods for the benefit of children or partners, and all other similar behaviors. Employees violating such expectation may be disciplined or even terminated.

7.170 CTAC PROPERTY AND VEHICLES

Only authorized employees may use CTAC vehicles. If a CTAC vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately and may be responsible for paying the deductible amount toward repair.

Any employee whose duties include the operation of CTAC vehicles who is cited for D.U.I. or D.W.I. or for any other serious moving violation will be considered to have an unacceptable driving record and their continued employment will be subject to review.

If an employee receives a traffic citation while operating a CTAC vehicle, the employee will be responsible for paying any fine or penalty.

7.180 BULLETIN BOARDS

We maintain bulletin boards at various locations throughout the organization as an important information source. These bulletin boards are to be used solely to post information approved by the CTAC regarding CTAC policies, governmental regulations, and other matters of concern to all employees which are related to the employees' employment by CTAC. Please develop a habit of checking the bulletin boards daily so that you will be familiar with the information posted there. No information may be placed on these bulletin boards without the approval of the Executive Director.

7.190 VISITORS

Visits by friends or relatives can be disturbing to our operations. Therefore, we strongly discourage such visits during work hours.

8 COMPENSATION AND BENEFITS

8.10 PAY PERIODS

8.20 TIMEKEEPING PROCEDURES

8.30 LOANS AND PAY ADVANCES

8.40 SAFE HARBOR COMPLIANCE

8.50 OVERTIME

8.60 HOLIDAYS

8.70 TRAINING AND EDUCATIONAL ASSISTANCE

8.80 BENEFITS

8.90 BENEFITS CONTINUATION DURING UNPAID LEAVE OF ABSENCE

8.100 FLORIDA RETIREMENT SYSTEM

8.10 PAY PERIODS

We distribute paychecks biweekly. A payroll calendar can be found here or on our website.. Any questions or concerns about your pay amount or deductions should be brought to the attention of your supervisor immediately.

8.20 TIMEKEEPING PROCEDURES

Unless otherwise notified, each employee is required by federal law and by CTAC to keep an accurate record of their hours worked each day. You will generally use the timekeeping system to record your beginning work time, the time you break for lunch, the time you return from lunch and the time you end the workday. Any other break from work for more than twenty minutes must also be accounted for by using the timekeeping system to record the beginning and ending times of the break. We expect you to accurately record all of the time that you work for CTAC.

You are expected to begin work immediately following “clocking in”. Additionally, if you perform any work when you are not “clocked in”, you must immediately report that time to your supervisor.

If you forget to record your “in” or “out”, notify your supervisor immediately so that the time can be accurately recorded in our system for payroll purposes. Any changes or corrections to your time record must be acknowledged, in writing, by you and your supervisor.

Under no circumstances may any employee clock in/out or otherwise record time for another employee.

It is the policy of CTAC that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes

work and is strictly prohibited without such prior approval. Employees are responsible for monitoring the number of hours they are working each day/week. There will be disciplinary action taken if an employee works unapproved overtime.

No employee may “volunteer” their time or otherwise work “off-the-clock” and no supervisor or manager has the authority to require, permit or ask any staff to work hours without reporting them.

Employees violating any provision of this policy are subject to discipline, up to and including termination.

8.30 LOANS AND PAY ADVANCES

During our years in business, we have learned that loans to employees or advances in pay do little in the long run to help an employee meet his or her financial obligations. At the same time, we may be put in a very difficult and unpleasant position if we were required to collect a past due loan. For these reasons, it is our policy not to make loans or pay advances to employees.

8.40 SAFE HARBOR COMPLIANCE

It is our policy to comply with the salary basis requirements of all existing wage laws. Therefore, we prohibit all organizational leadership from making any improper deductions from employees who are not eligible for overtime. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

8.50 OVERTIME

CTAC may periodically schedule mandatory overtime or weekend work in order to meet business or customer needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor.

8.60 HOLIDAYS

All full-time employees will receive the following days off with pay, any time they fall on a regular workday, or, if the day falls on a weekend, the day the holiday is observed. The CTAC will publish an observed holiday calendar on or before January 1 of every year:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- C. Memorial Day

- D. Juneteenth
- E. Independence Day
- F. Labor Day
- G. Veterans Day
- H. Thanksgiving Day
(Thursday and Friday)
- I. Christmas Eve
- J. Christmas Day

In addition, each employee will be granted two floating holidays in order to accommodate holidays such as Kwanza, Chanukah, or other holidays not recognized on the calendar above.

8.70 TRAINING AND EDUCATIONAL ASSISTANCE

CTAC provides periodic training courses for qualified employees. In addition, full-time employees may be given the opportunity to attend training programs that will enable them to improve their skills and qualify for advancement. Educational assistance is provided at the discretion of the CTAC and may include tuition, books and supplies.

Advance approval by the Executive Director is required before any course is taken. Reimbursement is paid upon successful completion of an approved course.

8.80 BENEFITS

- A. Health, Dental, Vision, Employee Assistance Program (EAP) and Peerfit. The CTAC partners with the Alachua County Board of County Commissioners and participates in the BoCC's benefits plan. The plan includes Health, Dental, Vision, and Life Insurance, Flex Spending Accounts, an Employee Assistance Program, and Supplemental Retirement Options. The Employee Benefits Summary, including information on eligibility, can be found [here](#).
- B. Flexible Spending and Dependent Care Spending Account. (TBD)
- C. Life Insurance. (TBD)
- D. Supplemental Retirement. (TBD)

8.90 BENEFITS CONTINUATION DURING UNPAID LEAVE OF ABSENCE

There are specific requirements for continuation of benefits under FMLA and COBRA.

Please see those policies for details about benefit continuation under those programs.

During any other unpaid leave of absence, it is the expectation that you will pay the full cost of your benefits (organization and employee share). Coverage can only be continued if you arrange in advance to pay for your benefits.

To maintain any of your benefits (health, life, etc.), you are responsible for paying the entire premium amount by the first of every month for the month of coverage. If you fail to make the payments as prescribed, coverage will be cancelled. If coverage is cancelled, your benefits will end on the last day of the month for which a premium has been paid.

8.100 FLORIDA RETIREMENT SYSTEM

CTAC participates in the Florida Retirement System. New employees must choose between two different FRS plans, the FRS pension plan and the FRS investment plan. A new employee will receive a new hire kit from the Florida Retirement System with information on the two plan options and instructions on how to make an election. There is a mandatory 3% employee contribution. Employees enrolled in DROP or re-employed retirees who are not allowed to renew membership are not required to make the 3% contribution.

The FRS Pension Plan is a defined benefit plan, in which you are promised a benefit at retirement if you meet certain criteria. The amount of your future benefit is determined by a formula, based on your earnings, length of service, and membership class, and is adjusted by a 3% cost-of-living each July after retirement for service earned prior to July 1, 2011. Your benefit is pre-funded by contributions paid by you and your employer. The Florida Retirement System must ensure that sufficient funds are available when your benefits are due and bears the market risk and investment decisions.

More information on the Florida Retirement System can be found [here](#).

9 COMMUNICATIONS AND IT POLICY

9.10 EQUIPMENT AND PROPERTY ASSIGNED TO YOU

9.20 COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

9.30 BRING YOUR OWN DEVICE - POLICY AND RULES OF BEHAVIOR

9.40 COMPUTER PASSWORD

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9.80 OUR LOGO, TRADEMARK AND BRAND

9.10 EQUIPMENT AND PROPERTY ASSIGNED TO YOU

We have made a tremendous investment in our facilities and equipment in order to better serve our clients and to make your job easier. Equipment such as laptop, cell phone, PowerPoint projectors, MIFI, etc., may be assigned to you to facilitate our service to our clients.

Except for the property/equipment specifically assigned to you for such purposes, no other property or equipment may be removed from the premises without the express permission of the Executive Director.

Your computer may be the most valuable item assigned to you. As well as being expensive to replace physically, your computer may contain valuable and sensitive data.

You may not use the equipment assigned to you to conduct work for yourself or another entity.

Equipment assigned to you is subject to monitoring. You should have no expectation of privacy with respect to the use of such equipment. Additionally, you may be asked to surrender the equipment with no notice for a variety of reasons including routine maintenance.

Requirements for safeguarding the equipment assigned to you include protecting it from theft. Always remove equipment from a vehicle when the vehicle is parked in a public location such as a restaurant or hotel. Never leave equipment in a vehicle overnight.

Do not remove any inventory or property marking tags. Do not remove or disable any protective software.

Additional safeguards include:

- A. Use strong passwords to protect the information stored on your computer.

- B. Use an uninterruptible power supply, when possible, so that blackouts, brown-outs and electricity spikes don't harm your equipment.
- C. Do not place liquids, magnets or hot items near your equipment.

If equipment assigned to you is in need of repair, report it to your supervisor immediately. You are responsible for the safekeeping of any CTAC-owned equipment or property that is in your possession. Careless disregard for proper care and safekeeping could subject you to disciplinary action.

9.20 COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE

A. Policy Overview

This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, e mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, Internet, and intranet) sent or received by employees using any CTAC provided Communication or Computer Systems ("Systems").

B. Confidentiality and Acceptable Systems Usage

The CTAC's Systems are intended for CTAC business only. All information transmitted or stored in CTAC Systems (e.g., client lists, documents relating to policies and procedures) is the sole and exclusive property of the CTAC and should be treated as confidential. Such information may not be disclosed to any person outside of the CTAC nor may any such information be removed from our premises without the express permission of the Finance and Administration Manager or Executive Director. Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems, and from accessing, reading and copying communications not directed to them without prior authorization.

ALL SYSTEMS MESSAGES ARE CTAC RECORDS. THE CONTENTS OF OUR SYSTEMS MAY BE DISCLOSED TO THE CHILDREN'S TRUST OF ALACHUA COUNTY WITHOUT YOUR PERMISSION. THEREFORE, YOU SHOULD NOT ASSUME THAT MESSAGES AND COMMUNICATIONS ARE CONFIDENTIAL.

C. Management's Right to Access Information

Our Computer, Telephone, and Communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these Systems,

they belong to the CTAC and the contents of all communications are accessible by management for any business purpose. CTAC reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any CTAC System for the purpose of preventing such monitoring.

EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN CTAC SYSTEMS TO BE PRIVATE.

The CTAC reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance-related reasons.

D. Personal Use of the CTAC's Communication and Computer Systems

1. General Usage

Because personal communications can be accessed without prior notice, employees should not use CTAC's Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from accessing or downloading information from the Internet for personal use.

2. Telephone Usage

The Telephone Systems (including voicemail) at CTAC are the property of CTAC and are provided for business purposes. The CTAC may periodically monitor the usage of the telephone systems to ensure compliance with this policy. **THEREFORE, EMPLOYEES SHOULD NOT CONSIDER THEIR CONVERSATIONS ON THE CTAC'S TELEPHONE SYSTEMS TO BE PRIVATE.**

3. Personal Mail

All mail which is delivered to the CTAC is presumed to be related to CTAC business. Mail sent to you at CTAC will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

E. Forbidden Use and Content of Communications

You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the CTAC's Systems:

1. to convey insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, sexually explicit messages, cartoons, jokes, or other potentially offensive material;
2. to send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment;
3. to write personal letters, resumes, or other documents unrelated to CTAC business;
4. to run computer games or other personal software, or copy such software;
5. as a forum for gossip or personal communications.

CTAC may monitor employee use of computers and email for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the CTAC is met. Employees should not expect any privacy when using CTAC computers or email.

F. Password and Encryption Key Security and Integrity

All Systems passwords and encryption keys must be available to the CTAC at all times. Additionally, you may not use passwords that are unknown to your manager, nor may you install encryption programs without first turning over encryption keys to your manager. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages.

G. Software, Personal Disks, and Networking

Computer software, whether purchased, developed, or modified by the CTAC, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior CTAC authorization. Any such computer software is the property of the CTAC and may not be copied or appropriated by employees for personal use during employment with CTAC or upon separation. Employees should be aware that the illegal duplication of computer software may result in

the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The CTAC does not condone the use of “bootleg” or “pirate” software on its computer system. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any “bootleg” or “pirate” software on the CTAC’s computer system should notify management immediately.

The use of personal disks or software in the CTAC’s computer system without prior authorization is strictly prohibited. Employees are further prohibited from accessing CTAC’s Systems from remote locations and from connecting CTAC Systems to outside systems without prior authorization.

H. Penalties for Violation of the CTAC’s Communication and Computer Systems Security and Usage Policy

VIOLETIONS OF ANY ASPECT OF THE CTAC’S COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISCHARGE. CTAC will also seek civil damages against any employee who appropriates or copies the CTAC’s property as described in this Policy.

9.30 BRING YOUR OWN DEVICE - POLICY AND RULES OF BEHAVIOR

This document provides policies, standards, and rules of behavior for the use of personally-owned smart phones and/or tablets by employees to access our network resources. Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows the policies concerning the use of these devices and services.

Some employees may be authorized to use their own personal device for business purposes. These employees should work with the IT department to configure their personal device for business use. Communications sent via a personal device also may subject to monitoring if sent through the CTAC's networks and the personal device must be provided for inspection and review upon request.

CTAC will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings (applicable only if user downloads CTAC email/attachments/documents to their personal device). This differs from policy for CTAC-provided equipment/services, where employees do not have the CTAC right, nor should they have the expectation, of privacy while using CTAC equipment or services. While access to the personal device itself is restricted, CTAC

policy and rules of behavior regarding the use/access of CTAC e-mail and other CTAC system/service remains in effect. If there are questions related to compliance with the security requirements, the user may opt to drop out of the BYOD program versus providing the device to technicians for compliance verification.

All conversations, text messages and e-mails must be professional. When sending a text message or using a personal device for business purposes, whether it is an CTAC-provided or personal device, employees must comply with applicable CTAC guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Document Transfer involves connecting the personal device to the user's work PC via USB connections for file-sharing (document transfer) or backup purposes. It also includes backing up data/documents to external sources, such as cloud storage services.

Overall Requirements for all BYODs Accessing CTAC Network Services:

- A. User will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case/project, proprietary information, or CTAC's financial operations. This excludes CTAC e-mail that is protected through the various security controls.
- B. User will password protect the device.
- C. User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer.
- D. User agrees that the device will not be shared with other individuals or family members, due to the business use of the device (potential access to CTAC e-mail, etc.).
- E. User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments.
- F. If the device is lost or stolen, the user will notify the IT Help Desk within one hour, or as soon as practical after you notice the device is missing. The Help Desk will lock the device, e-mail on the device will be deleted, and notify-link services will be deactivated.
- G. Users must comply with all CTAC password policies, including use of strong passwords, password expiration, and password history.

- H. User will maintain anti-virus protection on the device.
- I. User will not download/transfer business data that is considered sensitive or confidential to the personal device, including any documents that contain personally identifiable information.
- J. User will not download/transfer sensitive business data/documents to any non-CTAC approved device.

If an employee who uses a personal device for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, CTAC information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable. However, the employee may lose some or all personal data saved on the device.

Employees may not use their personal device for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of CTAC information. This is the only way currently possible to ensure that all CTAC information is removed from the device at the time of termination. The removal of CTAC information is crucial to ensure compliance with the CTAC's confidentiality and proprietary information policies and objectives.

9.40 COMPUTER PASSWORD

- A. Password Policies - This policy governs the creation, maintenance and security of CTAC computer systems and network passwords and passphrases. Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of CTAC's corporate network. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:
 1. All passwords (e.g., e-mail, Web, desktop computer) must be changed at least every twelve months.
 2. Passwords must not be inserted in e-mails or other forms of electronic communication.
 3. All passwords must conform to the guidelines described below.
 4. Passwords should never be written down or stored online or anywhere within their office or workspace. Similarly, passwords should not be stored in a file on any computer system, including digital assistants, smartphones or similar devices without encryption.
 5. Employees should not use the "remember password" feature found on

many computer and website applications.

- B. Guidelines for Password Construction - Passwords are used for various purposes at CTAC. Some of the more common uses include user-level accounts, Web accounts, e-mail accounts, screen saver protection, voicemail and local router logins. All employees should be aware of how to select strong passwords:
1. Contains both upper- and lower-case characters.
 2. Has digits and punctuation characters as well as letters.
 3. Is at least 12 alphanumeric characters long and is a passphrase (e.g., "1LoveiT123!!").
 4. Is not a word in any language, slang, dialect or jargon.
 5. Is not based on personal information, names of family members, etc.
- C. Employees should try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation or other phrase. For example, the phrase might be: "Star Spangled Banner", and the password could be: "*Sg1dBnR".
- D. Employees should not use the same password for CTAC accounts as for other non-CTAC assistants or supervisors—even when on vacation or otherwise out of the office. If someone demands a password, refer them to the Finance and Administration Manager.
- E. If an account or password is suspected to have been compromised, report the incident to the Technology Department and immediately change all passwords.
- F. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

9.50 PERSONAL CELL PHONE OR SIMILAR DEVICE USED FOR BUSINESS

CTAC supplies employees with cell phones or other personal data devices, such as Smart Phones or Tablets for business purposes. Research indicates that phone calling, texting, or emailing using a cell phone or a personal data device while driving is dangerous and may even approach the equivalent danger of driving while drunk. We recognize that other distractions occur while driving, however, curbing the use of cell phones, and personal data devices during driving, is one way to minimize the risk of accidents.

Therefore, CTAC prohibits employees from using CTAC-provided cell phones or personal data devices to text or email while driving either an CTAC-rented or personal vehicle. Cell phone usage while driving either a CTAC-rented, or personal vehicle is restricted to usage only when operated in a hands-free mode. Further, personal cell

phones or personal data devices are restricted in the same manner when driving a CTAC-rented vehicle or when using a personal vehicle for CTAC business.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment, CTAC, our customers, our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of CTAC or any other CTAC-related activities not named here while driving.

All employees are required to stop their vehicle in a safe location to use a cell phone or personal data device.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

9.60 E-MAIL CURFEW

It is the policy of CTAC that non-exempt employees will work only their assigned schedule unless they are provided with specific, prior approval for a schedule change or overtime. Reading, sending, or otherwise working on emails off work hours constitutes work and is strictly prohibited without such prior approval. Employees violating this policy are subject to discipline, up to and including termination.

9.70 SOCIAL MEDIA POLICY

We recognize that employees will use social media and other online communication tools as a growing way to connect with others. As an initial point, the same principles and guidelines that apply to your activities as an employee in general, as found throughout the Handbook and your job description, apply to your activities online. This includes any form of electronic communication, such as online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks whether or not associated or affiliated with our organization. CTAC trusts and expects employees to exercise personal responsibility whenever they participate in social media. This includes not violating the trust of those with whom they are engaging. We expect that employees utilizing social media will recognize and follow the guidelines included within this policy. You are solely responsible for what you post online. Any of your conduct that adversely affects members, customers, clients, suppliers, employees or our business interests will result in disciplinary action, up to and including termination.

Please abide by the following expectations:

- A. You may not comment for or speak on behalf of CTAC without prior written approval.

- B. You may not make negative or disparaging remarks about other employees.
- C. Always consider the power of your comments and contemplate the impact of your post on your reputation and that of CTAC before you publish it.
- D. Respect all confidential and proprietary information that you possess as a result of your relationship with CTAC. Secure written permission to publish or report on conversations that are meant to be private or internal to CTAC. Examples of confidential information include, but are not limited to, client/customer information, confidential academic information, proprietary data, development of systems, products, processes and/or technology, internal policies and memorandums, and all proposed and executed organizational strategies. Do not post internal reports, policies, procedures or other internal business-related communications.
- E. You may not use the CTAC's logo, trademark, or graphics on personal sites without prior written approval.
- F. When disagreeing with others opinions, be appropriate and professional in doing so when posting such disagreement on social media sites.
- G. When posting about your work at CTAC use your real name, identify that you work for CTAC and the position that you hold. Be aware of your association with CTAC in online social networks. If you identify yourself as an employee of CTAC, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
- H. Anytime you publish content on an external website regarding anything to do with work you do, or any subjects associated with CTAC, use the following disclaimer: "The postings on this site are my own and don't necessarily represent CTAC's positions, strategies or opinions."
 - I. Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.
 - J. Respect your audience. Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in our workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- K. Employees are prohibited from posting any type of photograph of any CTAC employee, client/customer, parent, family member, or volunteer on any and all social networking sites without express written approval.
- L. Do not create a link from your personal blog, website or other social posting to CTAC's website.
- M. CTAC respects its employees' interest and willingness to convey group complaints regarding existing working conditions. While it wholly respects employees' right to discuss such concerns utilizing social media, it encourages

any such concerns to be brought to CTAC's administration.

- N. Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by your manager and consistent with our equipment policy.
- O. Do not use your organizational email address to register on social networks, blogs or other online tools utilized for personal use.
- P. Vulgar, obscene, threatening, intimidating, harassing, discriminatory, or unlawful behaviors on social media sites may result in an employee's immediate termination.

9.80 OUR LOGO, TRADEMARK AND BRAND

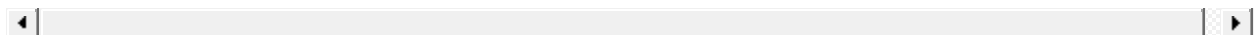
This policy governs the use of all CTAC's trademarks for any purpose and applies to all employees. Consistency in the use of our brand strengthens our value and our ability to be instantly recognized by our clients and other stakeholders. Our logo may only be used in strict accordance with this policy and the graphics requirements of the approved brand. Our log may not be altered or combined with any other mark or element. Our logo must appear prominently on all official communication and marketing materials such as brochures, letterhead and business cards.

Any use of our logo, trademark or brand in print and electronic materials including email and social media must conform to our brand requirements. Our logo may not be used on commercial merchandise except as expressly approved by the Executive Director.

Our logo may not be used in any way that states or implies endorsement of a commercial product or service, gives a false impression, is misleading, or could cause confusion regarding CTAC's relationship with any person or entity.

Neither our name nor our logo may be used in any manner that could adversely affect our image or standing in the community. Such proscribed uses include, but are not limited to, the use of our logo in connection with alcoholic beverages, cigarettes or other tobacco products, sexually oriented products or services, religious products, political parties or organizations, gaming or games of chance, and firearms.

We expect our employees to respect all copyright and other intellectual property laws—for the protection of CTAC as well as the employees. Proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including our own logo, copyrights, trademarks and brands is critical to continued employment.



11 SEPARATION

11.1 NOTICE OF RESIGNATION

11.2 EXIT INTERVIEW

11.1 NOTICE OF RESIGNATION

In the event you choose to resign from your position, we ask that you give us at least two weeks' notice. We expect you to take care of all your outstanding business with CTAC and return all CTAC property prior to picking up your final paycheck.

11.2 EXIT INTERVIEW

Any employee leaving the CTAC is required to attend an exit interview conducted by a designee of the Executive Director. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of CTAC property, or other related matters.

13 ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

13.1 PROMISSORY NOTE POLICY

13.2 ACKNOWLEDGMENT

13.1 PROMISSORY NOTE POLICY

By executing the acknowledgment form attached to this Handbook, the employee accepts and understands that it may be utilized as an enforceable promissory note. If the employee fails to return any equipment, money, credit cards, or other property assigned to the employee during employment, the CTAC may first withhold the value of such amount from any final compensation due to the employee including paychecks, paid time off accrual, or any other such earned benefit. If such compensation does not exist or is insufficient to offset the value of the property due, the employee understands and agrees that the CTAC has legal entitlement to such property and will be responsible for such value and the cost of all attorney fees and costs expended in pursuing such property.

13.2 ACKNOWLEDGMENT

This will acknowledge that I have received my copy of the Children's Trust of Alachua County Employee Handbook and that I will familiarize myself with its contents.

I understand that this Handbook represents only current policies, regulations, and benefits, and that it does not create a contract of employment. The Children's Trust of Alachua County retains the right to change these policies and benefits as it deems advisable.

I UNDERSTAND THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND THAT THE CHILDREN'S TRUST OF ALACHUA COUNTY HAS THE SAME RIGHT. I FURTHER UNDERSTAND THAT MY STATUS AS AN AT-WILL EMPLOYEE MAY NOT BE CHANGED EXCEPT IN WRITING SIGNED BY THE EXECUTIVE DIRECTOR OF THE CHILDREN'S TRUST OF ALACHUA COUNTY.

PRINT FULL NAME _____
SIGNED _____
DATE _____
[RETAIN IN EMPLOYEE PERSONNEL FILE]