



ACAP
Autistic Community Activity Program, Inc.,

Employee Manual

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SECTION 1

INTRODUCTION

This Manual is designed to acquaint you with the Autistic Children's Activity Program (ACAP) organization and provide you with information about working conditions, benefits, and policies affecting your employment.

The information in this Manual applies to all employees of ACAP. Following the policies described in this Manual is considered a condition of continued employment. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our Organization and programs are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by ACAP, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

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

1.3 EMPLOYMENT RELATIONSHIP

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, ACAP is free to conclude its relationship with any employee at any time for any reason or no reason. Following probationary period, employees are required to follow the Employment Termination Policy (See Section 3.12).

SECTION 2 DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of ACAP is a person who regularly works for the organization on a wage or salary basis. “Employees” may include exempt, non-exempt and temporary persons and others employed with ACAP who are subject to the control and direction of ACAP in the performance of their duties.

EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

Employees whose positions do not meet FLSA exempt criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

TEMPORARY (EXEMPT or NON-EXEMPT)

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Organization is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the ACAP’s benefit programs.

SECTION 3 EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ACAP will be based on merit, qualifications, and abilities. ACAP does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, sexual orientation, age or disability.

ACAP will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

3.2 NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information is vital to the interests and success of ACAP. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Personnel/Payroll records,
- Student personal information, and
- Confidential conversations between any persons associated with ACAP.

All employees, as a condition of employment, are required to sign a non-disclosure agreement at the time an offer of employment is made.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 SOCIAL MEDIA

Just as the internet has changed our world forever, social media has changed the way people communicate. Social media can take many different forms, including internet forums, blogs and micro blogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music sharing, and voice over IP, to name just a few. Examples of social media applications are Linked In, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress, ZoomInfo - -the list is endless.

ACAP provides the following policy guidelines for appropriate online conduct and to ensure employees avoid the misuse of this communication medium.

- Do not post any financial, confidential, sensitive or proprietary information about ACAP or any of our students and candidates.
- Speak respectfully about our current, former and potential students, parents, guardians, partners, and employees. Do not engage in name-calling, post obscenities, slurs, personal attacks or engage in any behavior that will reflect negatively on your or ACAP's reputations. The same guidelines hold true for ACAP vendors and business partners.
- Beware of comments that could reflect poorly on you and the company. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, or the Organization.
- If you are posting to a personal networking site and are speaking about job related content or about ACAP, identify yourself as an ACAP employee and use a disclaimer and make it clear that these views are not reflective of the views of ACAP. *The opinions expressed on this site are my own and do not necessarily represent the views of ACAP.*

ACAP may monitor content out on the web and reserves the right to remove posts that violate this policy.

Users who violate the policy may be subject to discipline, up to and including termination of employment. If you have any questions about this policy or a specific posting out on the web, please contact the Program Director and the Executive Committee.

3.4 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about ACAP, and prepared for their position. New employee orientation includes an overview of the Organization history, an explanation of ACAP's core values, vision and mission; basic information about Autism Spectrum Disorder and common strategies used with individuals with ASD; Organizational goals and objectives. The employee will be presented with all required new-hire paperwork for completion.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the Organization, reviews their job description and scope of position, explains ACAP's evaluation procedures, and helps the new employee get started on specific functions.

3.5 PROBATIONARY PERIOD OF NEW EMPLOYEES

All new employees are on a two-week probationary period during which time their performance is being evaluated by their supervising Teacher, Program Director, and/or an Executive Director to determine whether further employment in a specific position or with ACAP is appropriate. When an employee completes the probationary period, there will be a determination made as to the appropriate matching of the program needs and the employee's job performance.

During the probationary period, employees have the opportunity to evaluate ACAP as a place to work and management has its first opportunity to evaluate the employee. During this time, both the employee and the Organization have the right to terminate employment without advance notice.

All employees, regardless of classification or length of service, are expected to meet and maintain ACAP's standards for job performance and behavior (See Section 4, Standards of Conduct).

3.6 HOURS OF OPERATION

During the Summer Program, ACAP's office is open for business from 8:00 a.m. to 4:00 p.m. Monday through Friday except for Holidays (See Section 6.1, Holidays). Office hours are 10:00 a.m. to 4:00 p.m. during the rest of the year.

The standard work day varies dependent upon position. Teachers and Supervisors typically work from 8:00 a.m. to 4:00 p.m. and Teacher's Assistants work from 8:45 a.m. to 3:30 p.m. On a rare occasion if a non-exempt employee is authorized to work more than 40 hours in a week, he/she will be paid overtime pay (see Section 5.2, Overtime). In the computation of overtime, the employee workweek is considered to begin on [Sunday (starting at 12:01 a.m.) through Saturday (ending at

12:00 a.m.)] unless a supervisor makes prior other arrangement with the employee.

3.7 BREAKS AND MEAL PERIODS

ACAP provides for non-exempt employees to take two 10 minute breaks during their scheduled shifts. Their breaks must be arranged in advance with the supervising Teacher and must be taken where the activity of the day is occurring. Breaks are paid time. Based on student needs, break requests may be denied at the time requested and arranged for a later time determined by the supervising Teacher.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to corrective action, up to and including termination.

ACAP provides paid lunch breaks of 30 minutes and employees are required to take their lunch break with the students. Lunch breaks normally occur during the hours of 11:00 a.m. and 1 p.m. For the safety of the students, employees should never to share their food with students.

3.8 PERSONNEL FILES

Employee personnel files include the following: (job application, job description, resume, records of participation in training events, salary history, records of corrective action and documents related to employee performance reviews, coaching, and mentoring.)

Personnel files are the property of ACAP, and access to the information is restricted. Management personnel of ACAP who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor or an Executive Director. With reasonable advance notice, the employee may review his/her personnel file in ACAP's office and in the presence of their supervisor or an Executive Director.

3.9 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify his or her supervisor or an ACAP

Manager of any changes in personnel data such as:

- Mailing address,
- Telephone and/or cell phone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.10 PERFORMANCE REVIEW

New non-exempt employees will be reviewed throughout their two-week probationary period (see Section 3.4). After the initial review period, the non-exempt employees will be informally reviewed on an on-going basis throughout the eight-week summer program. At the end of the summer program, all employees (non-exempt and exempt employees) will be provided a written performance review.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

ACAP directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

3.11 CORRECTIVE ACTION

ACAP holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, ACAP expects the employee's supervisor to take corrective action. Because the safety of our students and staff is paramount, unsafe behavior will be met with a warning and/or immediate dismissal.

Corrective action at ACAP is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, probation, and, finally, termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, ACAP considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, untruthfulness about personal work history, skills, or training, inappropriate contact or action with a student or co-worker, and divulging ACAP business practices and/or student personal information to anyone without a need to know or without prior management authorization.

3.12 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are two examples of the most common circumstances under which employment is

terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Termination – involuntary employment termination initiated by ACAP.

When an employee intends to terminate his/her employment with ACAP, he/she shall give ACAP at least two (2) weeks written notice.

Since employment with ACAP is based on mutual consent, both the employee and ACAP have the right to terminate employment at will, with or without cause during the Probationary Period for New Employees (see Section 3.11).

3.13 SAFETY

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to corrective action up to and including termination.

In the case of an accident that results in injury to either a student or employee, regardless of how insignificant the injury may appear, the incident must be immediately reported to the employee's supervisor.

3.14 HEALTH RELATED ISSUES

Employees who become aware of any health-related issue should notify their supervisor of their health status. This policy has been instituted strictly to protect the employee.

Situations where the well being and/or safety of a student is at risk, such as insufficient supervision or suspected child abuse (whether it be within the program or not) must be immediately reported to either an Executive Director or the Program Director.

3.15 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event of a medical emergency, if it is necessary for the employee to be seen by a doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. Employees will not be responsible for transportation of another employee due to liabilities that may occur. If the event is deemed to be serious and/or life threatening, 911 should be called so the situation may be properly assessed and appropriate action taken as directed by the 911 operator. A physician's "return to work" notice may be required.

3.16 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate settings, all appliances and lights are turned off with the exception of lights normally left on for

security purposes. Employees are not allowed on ACAP property after hours without prior authorization from the Program Director or an Executive Director.

3.17 VISITORS IN THE WORKPLACE

To provide for safety and security of employees, students, visitors, and the facilities at ACAP; only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee and student welfare, and avoids potential distractions and disturbances.

Arrangements for visitors to ACAP must be cleared through the Program Director in advance of arrival.

3.18 INSURANCE ON PERSONAL EFFECTS

All employees should be sure their own personal insurance policies cover the loss of anything occasionally left at the office. ACAP assumes no risk for any loss or damage to personal property.

3.19 SUPPLIES; EXPENDITURES; OBLIGATING ACAP

Only authorized persons may purchase supplies in the name of ACAP. No employee whose regular duties do not include purchasing shall incur any expense on behalf of ACAP or bind ACAP by any promise or representation without written approval.

3.20 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Daily activities are expected to be paid for out of the preauthorized activities expense account. There are regular disbursements from the Executive Committee to Site Supervisors to allocate to classroom Teachers. Teachers are required to obtain receipts for activities that are returned to the Executive Committee. When replenishment of funds is necessary for continued operations, Teachers present receipts and their expense log for reimbursement. In the rare situation when a Teacher may have to use his/her personal funds for ACAP expenses, receipts must be presented to the Executive Committee and the Teacher will be reimbursed within 2 working days.

3.21 IMMIGRATION LAW COMPLIANCE

ACAP employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with ACAP within the past three years or if their previous I-9 is no longer retained or valid.

SECTION 4

STANDARDS OF CONDUCT

The work rules and standards of conduct for ACAP are important, and the Organization regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting ACAP activities. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Corrective Action Section 3.10).

4.1 INAPPROPRIATE BEHAVIOR AND CONDUCT

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace and/or worksite;
- Fighting or threatening violence in the workplace and/or worksite;
- Boisterous or disruptive activity in the workplace and/or worksite;
- Negligence or improper conduct leading to damage of company-owned or leased property;
- Insubordination or other disrespectful conduct;
- Conversations regarding employee conflict discussed in the presence of students or other employees not involved in the situation;
- Disclosing or discussing confidential student information to persons outside ACAP;
- Being alone with a student;
- Leaving a Teacher's Assistant alone with a student(s);
- Violation of safety or health rules;
- Smoking in the workplace or while attending activities out in the community;
- Sexual or other unlawful or unwelcomed harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other ACAP owned equipment;
- Using ACAP equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of ACAP program confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.2 ATTENDANCE/PUNCTUALITY

ACAP expects that every employee will be regular and punctual in attendance. This means being at your assigned location, ready to work, at the designated starting time each day. Absenteeism and tardiness places a burden on students, other employees, and on ACAP.

Attendance Expectations:

One unexcused absence occurrence may result in corrective action up to and including termination.

Unplanned absences must be reported to the Program Director, Teacher, or an Executive Director as soon as possible.

Failure to notify one of ACAP's management team as noted above, will be considered job abandonment and a voluntary termination of employment.

Definitions:

Unexcused Absence: absences not pre-approved by an Executive Director, Program Director, or Site Supervisor.

Occurrence: consecutive days absent count as one occurrence.

Should undue tardiness become apparent, corrective action will be taken.

If you become ill while at work and/or must leave the worksite before the end of your shift, you must inform your supervisor of the situation before leaving the premises.

4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT

ACAP has a **Zero Tolerance Policy** regarding harassment and/or discrimination. The Organization is committed to providing a work environment that is free of discrimination and unlawful discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, disability, age, religion, sexual orientation or any other legally protected characteristic will not be tolerated and may result in termination of your employment.

If you believe you have been the victim of harassment, or know of another employee or student who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal. Reports may be made to your supervisor, Teacher, Program Director, or an Executive Director.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or an Executive Director who will handle the matter in a timely and confidential manner.

4.4 CELL PHONE AND OTHER ELECTRONIC DEVICE USE

ACAP's telephones are intended for the use of serving our students and in conducting the Organization's program activities. Personal use during business hours is discouraged except for extreme emergencies.

Personal communication using electronic communication devices (cell phone, smart phone, pagers, etc.) during work time is not allowed. These devices and any other personal electronic devices brought to the workplace such as iPods, MP3 players, Game Boys, CD players etc. need to be turned off and stored upon your arrival at the start of your shift and retrieved at the end of the day. ACAP is not responsible for items brought to work that become lost, broken or stolen.

Personal calls, text messages – making or receiving – are to be made prior to or after your scheduled shift.

If an employee is found to be deviating from this policy, he/she will be subject to corrective action.

4.5 PUBLIC IMAGE/DRESS CODE

It is important to remember that when you are working with ACAP students in the community you are representing ACAP. Conduct and appearance must be professional at all times.

Working at ACAP provides opportunities for employees to interact with: students, co-workers, parents/guardians of students, non-ACAP personnel at the same work site, transportation provider personnel from Tri-Met, MAX and School Bus companies, and the general public. ACAP expects all communications with these persons will be professional and courteous in nature at all times.

The ACAP Employee Dress Code is designed to create a working atmosphere that is safe, comfortable and appropriate for its employees and for its students. Following are ACAP's Employee Dress Code expectations:

1. All clothing is to be clean and in good repair.
2. Shorts and skirt lengths must be appropriate. Guideline: shorts and skirt lengths (hems) should extend to the tips of the fingers when arms are at sides.
3. No inappropriate logo items on clothing. Including logos associated with but not limited to:
 - Alcohol
 - Drugs
 - Cigarettes
 - Sex
 - Images of violence and/or death (including music groups associated with these types of images i.e. The Grateful Dead)
4. No tube tops, low cut tank tops, cropped tops, halter-tops, exposed thong panties or exposed sports bras.
5. Appropriate undergarments are to be worn at all times.
6. Appropriate footwear is to be worn at all times. These include:

- Athletic shoes (preferred)
 - Sandals with secured heel
 - No platform shoes or high heels
 - No flip flops
7. ACAP strongly recommends no or very minimal jewelry be worn in the workplace. Acceptable items:
- A sturdy, inexpensive watch
 - Post Earrings only
 - Necklaces no longer than 20 inches (at own risk)
8. No fragrance of any kind. ACAP strongly recommends and requests employees use unscented laundry detergent when washing personal clothing they wear for work.
9. Tattoos and body piercing may be distracting to the students at ACAP. If this becomes the case, you will be asked to remove the piercing jewelry and/or conceal the tattoo. Tattoos that depict violence, sex, drugs, alcohol or any other subjects unsuitable for children must be concealed.

Final assessments of “appropriate” are at the discretion of your supervisor, Program Director, or an Executive Director.

Failure to adhere to the dress code, as stipulated above, may result in your being sent home and/or other corrective action.

4.6 SUBSTANCE ABUSE

ACAP is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the Organization has a **Zero Tolerance Policy** regarding the use of illegal drugs and alcohol. The following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of ACAP while they are on Organization premises or elsewhere on ACAP business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on ACAP property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on ACAP property is prohibited.

Working while under the influence of prescription drugs that impair performance is strongly discouraged. In the event you are taking prescribed medication that could alter your job performance, you are required to discuss the situation with your supervisor, Program Director, or an Executive Director.

So there is no question about what these rules signify, please note the following definitions:

ACAP property: All ACAP owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including - but not limited to - a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the ACAP's **Zero Tolerance Policy** on illegal drugs and alcohol and will result in immediate termination of employment.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting ACAP activities or being on ACAP property while under the influence of an illegal drug or alcohol.

4.7 TOBACCO PRODUCTS

ACAP complies with Oregon's Smoke-free Workplace Law (ORS 433.835-870) that protects employees and students from secondhand smoke. It requires nearly all workplaces and employee break rooms to be smoke-free. Smoking is not allowed in any enclosed area regardless of ventilation.

The law also protects workers, students and visitors from breathing secondhand smoke as they enter businesses or breathe outside air through windows and ventilation systems. Therefore, smoking is not permitted within 10 feet of any entrance, exit, window or air intake vent. The law establishes the 10-foot smoke-free zone as a minimum standard.

4.8 INTERNET USE

ACAP employees are allowed use of the Internet and e-mail when necessary to serve our students and conduct the Organization's program activities.

Employees may use the Internet when appropriate to access information needed to conduct business of ACAP. Employees may use e-mail when appropriate for ACAP business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. ACAP reserves the right to access and monitor all files and messages on its systems.

SECTION 5

WAGE AND SALARY POLICIES

Each employee's hourly wage or annual salary will be reviewed at least once each year, typically at the end of the program during the formal performance review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

ACAP does not grant "cost of living" increases. Performance reliability and consistency is the key to wage increases in the Organization.

5.1 TIMEKEEPING

ACAP is committed to paying non-exempt employees for all time worked. Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

Non-exempt employees will be issued a time sheet on their first day of employment. The employee will be given thorough instructions on usage and instructions on how to complete and submit his/her time sheet.

Employees are to sign in or out for their own time, never another employee's time. Falsification of a time sheet may result in corrective action up to and including termination.

Authorized personnel will review time sheets each week. His/her supervisor or the Program Director must approve any changes to an employee's time sheet. Questions regarding the time keeping process or time sheets should be directed to your supervisor.

5.2 OVERTIME

The need for non-exempt employees to work overtime at ACAP is rare. In the event overtime compensation is required, non-exempt employees will be paid in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on vacation, personal time,

holidays, or any leave of absence will not be considered hours worked when calculating overtime.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in corrective action. The supervisor's signature on a time sheet authorizes pay for overtime hours worked.

5.3 PAYDAYS

All employees are paid every two weeks with paycheck distribution on the Friday following the end of the pay period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the next day of operation.

If an employee is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept at the reception desk through the rest of the payday. If an employee is unable to pick up his/her check on payday, he/she will need to contact the Site Supervisor or an Executive Director to secure the paycheck.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization from the employee. Paychecks may be mailed to the employee's address upon request.

SECTION 6

BENEFITS AND SERVICES

6.1 SOCIAL SECURITY/MEDICARE

ACAP withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.2 WORKERS' COMPENSATION

ACAP maintains workers' compensation coverage for all employees. The coverage provides medical benefits and disability income payments for employees who suffer from work-related injuries or illnesses.

6.3 HOLIDAYS

ACAP observes the following non-paid holidays per year for all employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

6.4 TRAINING AND PROFESSIONAL DEVELOPMENT

ACAP recognizes the value of professional development and personal growth for employees.

To facilitate this growth, ACAP provides one week of training prior to the beginning of the Summer Program. Training topics include: Defining Autism Spectrum Disorder and Its Various Manifestations, Strategies for Working with individuals with ASD, Teaching Appropriate Community Behaviors, Safety Practices, ACAP Rules and Regulations, and Travel Training.

ACAP will provide initial and on-going training to staff, contractors and volunteers to assure they can provide quality services.

6.5 RECORD KEEPING

ACAP employee records (payroll, personnel file documents, I-9 forms, etc.) will be retained for the periods prescribed by the Oregon Bureau of Labor and Industries (BOLI).

SECTION 7

EMPLOYEE COMMUNICATIONS

7.1 STAFF MEETINGS

Attendance at staff meetings scheduled prior to or after the usual workday is required for all designated employees and will be paid time. Exceptions to attending must be approved by the supervising Teacher and Program Director.

7.2 BULLETIN BOARDS

Bulletin boards in designated areas provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

Any postings on bulletin boards at ACAP must be approved by management staff prior to posting the documents.

7.3 PROCEDURE FOR HANDLING COMPLAINTS/ OPEN DOOR POLICY

ACAP maintains an "Open Door" Policy. Under normal working conditions, employees who have a job-related question, issue or concern should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If for any reason an ACAP employee is uncomfortable talking to their supervisor he/she may contact the Program Director or an Executive Director directly and at any time.

Employee Manual Acknowledgment

I have read and agree to abide by this ACAP Employee Manual

Employee Signature

Date

Print Name

Witnessed by:

ACAP Representative

Date