

Employee Handbook

Ohio Statewide Independent Living Council

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Ohio **SILC**

Ohio Statewide Independent Living Council

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Welcome,

On behalf of the Board of the Ohio Statewide Independent Living Council, we want to welcome you. The Ohio Statewide Independent Living Council (“OSILC”) is committed to promoting independent living, which means maximizing the empowerment, independence, and productivity of individuals with significant disabilities. This is accomplished through tools such as consumer control, peer support, self-help, self-determination, equal access, and individual and systems advocacy.

To accomplish our core mission, OSILC strives to hire qualified staff possessing the necessary skills to perform their job responsibilities as well as possessing a sincere commitment to independent living. This employee handbook is intended to provide employees with a general understanding of the personnel policies of OSILC. The information in this handbook should be helpful in familiarizing employees with OSILC. Please read it carefully and keep it available for future reference.

This handbook, however, cannot anticipate every situation or answer every question about employment. *It is not an employment contract or a legal document.* In order to retain necessary flexibility in the administration of policies and procedures, OSILC reserves the right to change or revise policies, procedures and benefits described in this handbook, other than the employment-at-will provisions, whenever OSILC determines that such action is warranted. None of the following policies or standards of conduct are intended, nor shall they have the effect, of interfering or inhibiting any employee in the exercise of any right guaranteed or protected by law.

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Equal Employment Opportunity Policy

We are an equal opportunity employer in all aspects of the employment experience, including hiring, promotions, transfers, compensation, benefits, and all other terms, conditions or privileges of employment. It is our policy to provide equal employment opportunities to all qualified individuals regardless of race, color, creed, national origin, religion, national origin, sex, age, disability, military or veteran status, or any other status protected by law.

Affirmative Action Program

OSILC has adopted the affirmative action program of the State of Ohio to promote employment opportunities for individuals in accordance with Ohio Revised Code Section 125.111 and all applicable federal regulations and guidelines. This policy statement will be disseminated to all employees and will be displayed on all job sites and business locations.

Accommodation Requests

OSILC will provide reasonable accommodations to qualified employees with a known protected disability or for an employee's religious beliefs provided the accommodation does not cause undue hardship to OSILC or cause a direct threat to health and safety as defined by applicable state law. Any employee or applicant seeking a reasonable accommodation may do so at any time and direct this request to the Executive Director or Board Chairperson.

Employment at Will

It is the goal of OSILC to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, OSILC also recognizes that employees and management alike must sometimes initiate change. *In this regard, it is expressly understood that your employment is "at will." Thus, you retain the right to terminate your employment with OSILC at any time for any reason and OSILC retains a corresponding right to end the employment relationship at any time for any reason.*

This handbook is not intended as a formal or exhaustive statement of employee rights and responsibilities, nor is it a contract of employment. This handbook is composed of general statements of OSILC's current policies, rules, procedures, and benefits. We feel strongly that we must retain flexibility to meet future economic challenges. Accordingly, OSILC reserves the right to amend, modify and/or eliminate any of these policies, rules, procedures, and benefits at any time at OSILC's sole discretion, with or without prior notice. On termination for any reason, you are only entitled to those benefits that are offered at the time your separation takes place. Any benefits offered in this manual apply only so long as the manual is current. They do not provide vested rights.

This Handbook supersedes any previous oral or written provisions, descriptions or understandings of OSILC's policies, rules, procedures, and benefits. Any variation from these policies will only be made upon written approval from an officer of OSILC.

Policy Against Harassment

OSILC prohibits harassment or offensive conduct in any form, including harassment or offensive conduct directed toward the protected status of an employee, any individuals we serve, or their relatives, friends, or associates. "Protected status" includes race, color, sex, religion, national origin, veteran's status, age, disability, and any other status protected by law.

OSILC will actively enforce its policy against harassment. The policy applies to all conduct on our property or on OSILC time and to all conduct off the job that affects an individual's work environment. This policy also prohibits harassment or offensive conduct directed toward any employee by OSILC affiliates, vendors or contractors or their relatives, friends or associates. OSILC considers a violation of this policy to be a serious offense that will lead to discipline, up to and including termination.

Harassment is any offensive action directed at a person's protected status. Some examples of prohibited conduct, if directed at a person's protected status, include foul language, jokes, slurs, derogatory comments, negative stereotyping, threatening or intimidating acts or posting or circulating offensive written or visual material. Additional examples of harassment include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. OSILC prohibits such conduct if:

- The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment or of unreasonably interfering with an employee's work performance; or
- Submitting to such conduct is made a term or condition of employment; or
- Submitting to or rejecting such conduct is used as the basis for employment decisions affecting that individual; or
- The conduct otherwise adversely affects an individual's employment opportunities.

OSILC will not tolerate unwanted touching under any circumstances.

OSILC expects employees to conduct themselves in a manner that another person or group of persons will not interpret as offensive. OSILC requires every person to show sound judgment and respect for the feelings of all other employees. All management personnel are responsible for enforcing this policy.

If an employee feels that someone's conduct is harassing or improperly offensive, the employee should promptly and firmly tell the offender that the behavior is unwelcome. Although not required, doing so places the offender on notice that someone considers his or her conduct

inappropriate. OSILC encourages any employee who believes he or she has been subject to harassment or offensive conduct or any employee who witnesses a violation of this policy, to report the offense immediately to the Executive Director.

OSILC will keep complaints confidential to the extent possible, while allowing an investigation to proceed (meaning information may be revealed only on a “need to know” basis). OSILC will investigate all complaints promptly.

Any employee whom OSILC finds after investigation to have violated this policy will be subject to appropriate discipline, depending on the circumstances, up to and including termination. If the harasser is a non-employee, OSILC will take reasonable steps to address the situation. OSILC will design its action to provide redress, to eliminate the harassment or offensive conduct, to prevent retaliation against the person who made the complaint and to prevent retaliation against any employee for providing information as a witness or participating in the investigation.

Any form of retaliation, including derogatory comments against people who make harassment complaints, against witnesses or any other employees who are involved in complaints, is against OSILC’s policy. OSILC will strictly enforce this policy and will treat retaliatory action as a violation that is subject to the same disciplinary measures, up to and including termination.

The question of whether a particular action is *prohibited* or merely the result of a personality conflict that produces no discriminatory effect on someone’s employment requires a determination based on all the facts. Given the serious nature of harassment and discriminatory offensive conduct, we trust that all employees of OSILC will continue to act responsibly in order to establish and maintain a pleasant working environment. OSILC encourages every employee to raise any question that he or she may have about this policy against harassment or any other matter that relates to equal employment opportunity. For answers to such questions, employees should contact the Executive Director.

Open Door Policy

OSILC believes it is extremely important that you have an effective means of addressing work-related issues. We strongly believe that by working together, we can resolve most any question or concern that may arise. If you have a problem or concern, we want you to tell us. For matters pertaining to harassment or offensive conduct, please also refer to the procedures contained in our Policy Against Harassment.

Please use the following procedure in expressing your concerns:

- First, talk to the Executive Director or the OSILC Chairperson. These individuals have a considerable amount of knowledge and experience and are trained to deal with problems. They are very familiar with OSILC’s policies and will handle matters in a confidential manner. Most problems can be satisfactorily resolved using this procedure.

- After taking the steps outlined above, submit any remaining unresolved issue in writing to the OSILC Chairperson. They will carefully review the facts, consider your position, and make a final and binding decision.

OSILC prohibits retaliation against any employee for exercising his or her right to bring issues to the attention of management.

Performance and Pay Reviews

OSILC expects all employees to perform their job duties in a skilled and productive manner. All new employees will receive a performance appraisal after their first 90 days. In addition, all employees will undergo an annual performance evaluation (see Annual Performance Evaluation form in the Appendix to this Handbook). Employees can also expect informal performance discussions with the Executive Director to occur periodically throughout the year. Both forms of evaluation aim to accomplish the following objectives:

- Employees will understand what job duties they are expected to perform and the performance standards they are expected to meet.
- Employees will be aware of whether they are meeting or exceeding the performance standards and will have an opportunity for open communication and interaction with the Executive Director about their job performance.
- Employees who meet or exceed the performance standards will have the opportunity for training, career development, and merit-based raises.
- Employees who are not meeting the performance standards will be subject to OSILC's disciplinary policy.

Employees' work will be evaluated based on observations of his or her work and other criteria to be identified by the Executive Director. All OSILC employees will be eligible for merit-based raises, to be awarded annually with their performance evaluation. However, keep in mind that performance appraisals are only one of the factors OSILC uses to make decisions on compensation, bonuses, promotions, and retention.

The Executive Director's performance will be evaluated at least annually by the Executive Committee of the OSILC Board.

Hours of Work, Pay, and Timekeeping Policy

Workweek

For purposes of the Fair Labor Standards Act, OSILC's workweek consists of seven (7) days beginning at 9:00 on Sunday and ending at 5:00 the following Saturday.

Exempt Employees

Exempt Employees are employees who are not required to be paid overtime under the Fair Labor Standards Act (FLSA) based on their employment in a bona fide administrative, executive, professional, or outside sales role. Exempt employees are paid a fixed salary for their work.

Pay Deductions

OSILC is committed to complying with federal and state laws regarding permissible deductions from the wages of employees who are exempt from overtime. OSILC does not intend to deduct from exempt employees' pay for absences where such deductions are inconsistent with exempt status under federal or state law. The general rule is that if an exempt employee works part of a workweek, the employee's salary cannot be reduced because of variations in the quality or quantity of work, although there are a number of exceptions.

Nonexempt Employees

Nonexempt employees are employees who are not exempt from the FLSA's overtime pay requirement. Nonexempt employees are paid on an hourly basis.

Overtime Work for Hourly Staff

On rare occasions, OSILC may require its hourly-paid employees to work overtime based on business needs. You will be paid at a rate of one and one-half (1½) times your regular straight-time rate of pay for all hours you work in excess of 40 hours in a workweek. Employees shall not work overtime hours that have not been requested or approved in advance by OSILC. If you are approaching 40 hours of work during any workweek, you should notify the Executive Director. Employees are subject to discipline for working unauthorized overtime hours.

Timekeeping Policy

All employees are required to accurately record their time worked. OSILC must keep an accurate record of employee time worked in order to calculate employee pay, including overtime, if eligible, plus certain benefits. It is your responsibility to make sure your tracked time is accurate. Falsifying or engaging in activity that may lead to incorrect time recording is grounds for termination.

Payday Policy

OSILC employees shall receive payment for services twice per month. Generally, employees shall be paid on the 15th day and the last day of each month.

Please examine your pay stub each pay period to verify that OSILC paid you the correct amount. If you believe that OSILC has made an error, please bring it to the attention of the Executive Director immediately. If OSILC determines that it has made an error, you will be promptly reimbursed for any pay errors.

Expense Reimbursement

All employees required to travel for the business of OSILC will be reimbursed for authorized expenses incurred in carrying out regularly assigned job responsibilities or while serving as an official representative of OSILC. You may submit only the expenses which were incurred

directly by the business-related activity and which would not have otherwise been incurred during your normal work day. All employee requests for expense reimbursement shall be submitted within 30 days of the expense being incurred.

Employee Benefits and Time Off

Eligible employees at OSILC are provided a wide range of benefits, such as medical benefits, paid time off, and other benefits described below. Eligibility for most benefits is dependent upon a variety of factors. If you have additional questions or need more information about the benefits OSILC offers, you should contact the Executive Director.

Eligibility

- Full-Time employees – those who work a schedule of 30 or more hours per workweek – are entitled to full participation in the benefits set forth below.
- Part-time employees – those who work less than 30 hours per workweek – are entitled to some, but not all, of the benefits set forth below.
- Contract and Temporary Employees – those who are hired on a temporary or contractual fee-for-service basis – are not eligible for the benefits set forth below.

Health Insurance Program

OSILC offers group health insurance to all full-time employees after completing their first month of service. Insurance Benefits provided by the OSILC are partially paid by the company. The remainder of the cost is the responsibility of the employee, as applicable.

Details of available insurance plans and benefits, as well as contribution rates, can be obtained from the Executive Director or the insurance provider. Eligible employees may enroll in all or any part of OSILC's benefit programs, including:

- Major Medical Insurance
- Life Insurance
- Health Savings Account
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Paid time Off
- Retirement Program

Other employee health and wellness benefits may be added as available. The availability of any benefits provided are subject to the financial constraints of OSILC.

Paid Time Off

OSILC offers Paid Time Off (PTO) to provide staff with pay for vacation time and personal days away from work. PTO is available to full-time and part-time employees, and it is earned based on employment status and length of service with OSILC as follows:

Years of Service	Annual PTO Days
Up to 3 Years	13 Days
3 to 5 Years	18 Days
5 to 7 Years	23 Days
7 to 10 Years	28 Days
Over 10 Years	33 Days

Unless otherwise approved in writing by the Executive Director, all paid time off is “use it or lose it” and must be used during the year it was accrued. No accrued paid time off will carry over to the next year. Upon employee separation from OSILC, any remaining PTO will not be paid out to the employee.

Sick Time

OSILC will allow for the accumulation of one day to be earned as a sick day for each month worked. Sick time can be used for days when staff are prevented from work by illness or injury. A doctor’s statement is required for more than three consecutive days’ absence due to illness, at the discretion of the Executive Director. OSILC may request and obtain verification of the circumstances surrounding any use of sick leave if there is potential that the illness or injury may cause harm or endanger others.

At their own discretion staff members may use sick leave to care for ill family members. Sick time may accumulate, but may not exceed a total of 360 hours or 45 working days.

OSILC Holidays

All full-time, part-time, and temporary employees will receive pay for the following holidays: New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and day after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Holiday pay will be calculated based on the number of hours the employee would have worked on the holiday. If a recognized holiday falls during an eligible employee’s PTO absence, holiday pay will be provided instead of the paid time off that would otherwise have applied. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Bereavement Leave

Employees may take time off due to the death of an immediate family member. For purposes of bereavement leave, an immediate family member is defined as the employee’s spouse, parent,

child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Up to five days of paid bereavement leave will be provided to full-time and part-time employees.

Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships or reside in the employee's household with 2 days approval at discretion of the Executive Director.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation. Employees may, with the Executive Directors' approval, use any available paid leave for additional time off as necessary.

Jury Duty

OSILC supports your civic duty to serve on juries when called. As required by federal law, *exempt* employees who work part of a week and perform jury duty the remainder of the week will be paid for the full workweek. *For nonexempt employees and for exempt employees who do not work during the week, jury duty is unpaid.* You must notify the Executive Director as soon as you know the dates of scheduled jury service.

Witness Duty

You must promptly inform the Executive Director if you are subpoenaed to appear as a witness in a legal proceeding during work hours. If OSILC subpoenas you to appear on OSILC's behalf at a legal proceeding, the time will be counted as hours worked.

Military Leave

Employees who serve in the United States military will be granted a protected leave of absence in accordance with applicable state law. You must promptly inform the Executive Director as soon as you know the scheduled dates of military service.

Paternal Leave

Maternity/paternity/adoption leave under this policy is a paid leave associated with the birth of an employee's own child or the placement of a child with the employee in connection with adoption or foster care.

Maternity/paternity/adoption leave will be a 6-week period. Any PTO or Personal Days may be to used first, then based upon the years of service, a partial amount of the employee's wages will be paid to them for up to 6 weeks.

Paid leave is compensated at the following levels:

- Less than one full year of service—40 percent of salary
- After one full year of service—50 percent of salary
- After five full years of service—75 percent of salary

OSILC Work Rules

Violation of any rule of OSILC may result in discipline, up to and including termination. The list of rules below does not contain every rule or possible standard of conduct expected from our employees, but it states many of the more fundamental rules. If you are unsure about what is expected of you in a certain circumstance, please ask the Executive Director.

Nothing in this listing of OSILC work rules is intended to conflict with the Employment at Will Policy on page 5 of this Handbook. OSILC's interpretation and judgment of whether or not a rule has been violated is final and binding on both you and OSILC.

Prohibited conduct includes:

- Violating safety rules or practices
- Violating OSILC's Drug and Alcohol Policy
- Violating OSILC's Attendance Policy
- Violating OSILC's Policy Against Harassment
- Violating OSILC's Timekeeping Policy
- Causing loss or waste of OSILC's resources
- Unauthorized use of OSILC equipment
- Being dishonest or committing a fraudulent act or breach of trust
- Using profane, abusive or threatening language
- Smoking on OSILC premises
- Deviating from your work schedule without permission or authorization
- Failing to follow job instructions, verbal or written, and insubordination
- Stealing, misusing, destroying or removing from OSILC premises without authorization any OSILC property or the property of any employee
- Engaging in criminal conduct (whether or not it is related to job performance)
- Falsifying any OSILC records, including employment information
- Allowing falsification of any time records, whether your own or another employee's
- Violating any OSILC rule, policy or procedure
- Engaging in any other conduct or omission that OSILC, in its sole discretion, believes to be adverse to the best interests of the company

Misconduct or violation of OSILC policies, rules or procedures may result in a verbal or written warning, a suspension, or termination. OSILC will base the type of discipline it administers upon the facts of each particular case as determined by OSILC. Any violations of OSILC's policies may lead to termination with or without prior written or verbal warning.

None of the above standards of conduct or work rules are intended, nor shall they have the effect, of interfering or inhibiting any employee in the exercise of any right guaranteed or protected by law.

Policy Against Nepotism

The employment of relatives in a small organization such as OSILC may cause conflicts that effect employee morale. In addition, hiring relatives of Board members may violate certain Ethics Rules applicable to Board Members. Therefore, it is OSILC's policy not to hire or employ persons who are relatives of employees or who are relatives of OSILC Board Members.

If a familial relationship is established after an employee's hire date, the Executive Director, upon consultation with the Executive Committee of the OSILC Board, shall decide whether remedial action is necessary. For the purposes of this policy, a relative is an employee or Board Member's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren; and any other person whose association with the employee was similar to any of the above relationships or who resides in the employee's household.

Outside Employment

Employees may hold outside jobs, including self-employment, as long as they continue to meet OSILC's job performance standards and conduct such activities outside their working hours. Upon request, an employee must submit written information pertaining to any outside employment or self-employment for OSILC's review to determine whether the outside employment or self-employment creates a potential conflict of interest or is incompatible with OSILC employment expectations. If OSILC makes this determination regarding an employee's outside work, the employee may be required to terminate his or her outside employment as a condition of remaining employed with OSILC.

Full-time employees with outside employment must acknowledge in writing that their employment with OSILC is their primary employment and that they will remain responsible for their duties at OSILC beyond regular office hours, as necessary. Failure to adhere to this policy is grounds for termination. Outside employment that constitutes a conflict of interest is prohibited.

Dress Code

Appropriate attire is a part of the respect and professionalism which we owe to the people we do business with. During work hours, employees are expected to present a clean and neat appearance. The dress code at OSILC facilities is considered "business casual." The Executive Director is responsible for working with the staff to ensure that dress and appearance are appropriate to the duties assigned to them both on and off OSILC premises.

As an accommodation to staff, consumers and community stakeholders, OSILC maintains a fragrance-free work environment. This means employees must refrain from wearing colognes or perfumes while on OSILC premises.

Remote Work

Full or partial remote work arrangements may be permitted at the discretion of the Executive Director to allow employees to fulfill some or all of their duties from an outside location. The Executive Director's determinations regarding the availability of remote or hybrid work will be based on the employee's position, duties, and responsibilities, as well as the employee's ability to perform tasks remotely and the needs of the organization.

Disciplinary Action

OSILC seeks to administer equitable and consistent discipline for any unsatisfactory or unacceptable conduct in the workplace. The main purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

OSILC will generally seek to use a progressive disciplinary approach. Disciplinary action may call for any one or more of the below four steps, depending on the severity of the problem and the number of occurrences. These steps include:

- Verbal warning;
- Written warning
- Suspension without pay, and/or
- Termination

There may be circumstances when one or more of these steps are bypassed. There are certain situations that are serious enough to justify either an immediate suspension or termination of employment, and OSILC reserves the right to bypass any one or more of these steps as the situation dictates, in its sole discretion.

Confidentiality Policy

In order for our staff to conduct business and properly administer our own personnel procedures, we must gather and maintain certain private information. The purpose of this Confidentiality Policy is to set forth guidelines with regard to the collection, maintenance, use and disclosure of confidential information. All employees share the responsibility to ensure that proper security and confidentiality are maintained. Report any breach promptly. Anyone who violates this policy will be subject to disciplinary action including termination and possible legal recourse.

OSILC property includes not only tangible property such as files and computer terminals, but also intangible property such as information and data on those computer terminals. Of particular importance are proprietary information and confidential information. Proprietary information includes all information obtained by OSILC employees during the course of their work. This

Handbook, for example, contains proprietary information. Confidential information is any OSILC information that is not generally known to the public or our industry. Customer lists and files, personnel files, employee medical information, computer records, financial and marketing data, formulas, and trade secrets are examples of confidential information.

General Policies

- You may not disclose or use proprietary or confidential information except as your job requires. You also may not disclose or use any proprietary or confidential information that you obtained during the course of your employment with any previous employer.
- Do not discuss confidential information with anyone, including coworkers and individuals outside the company, except as necessary to carry out assigned duties. Take extra precautions when you are in areas where someone may overhear your discussion or observe your work. Clear your desktop of any confidential information before leaving your desk.
- Computers regularly used by an individual should not be used by other staff without permission.
- Mail marked “confidential” should be opened only by the person to whom it is addressed.
- Although we wish to respect employees’ privacy, there may be times when in order to prevent or investigate claims of harassment, theft or other wrongdoing, an authorized company representative may monitor phone calls, regular mail and electronic mail (e-mail). Please be aware that e-mail sent or received on company computers is the property of the company and is subject to our policies, including the policy against harassment. Although *unauthorized* access to an employee’s phone calls, regular mail, or e-mail account violates this confidentiality policy, the company reserves the right to monitor these items with the authorization of the company president.
- Use only honest, legitimate means to collect information. Whenever practicable, obtain the information directly from the individual concerned.
- When in doubt about the release of information, check with your immediate supervisor. Never be intimidated into releasing the information when there is a question.

Outside Requests for Business Information

In managing the operations of our business, certain staff members become privy to sensitive information about the business, our customers, and our employees. This information must remain confidential both internally (within the company) and externally (outside the company, including spouses and family members). Do not discuss it with others beyond what is required to perform your job unless you are given specific authority to do so.

Please direct all written requests, telephone calls or other inquiries regarding information about OSILC to the Executive Director. The Executive Director is the only individual authorized to release information unless authority is given to another individual by the Executive Director.

Conflicts of Interest and Ethical Issues

OSILC requires employees to refrain from engaging in any activity which can be considered a conflict of interest, such as receiving gifts of substantial value – in excess of \$25.00 – while acting in a professional capacity or holding an interest in a firm with which OSILC does business.

No employee shall participate in the selection, award, or administration of, or seek to influence a decision regarding any contract, sub-contract, or purchase of services for OSILC where the employee, or the employee's relative, would personally gain from that decision. For the purposes of this policy, a relative is the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren; and any other person whose association with the employee was similar to any of the above relationships or who resides in the employee's household.

No employee shall divulge confidential OSILC information acquired in the course of official duties in advance of the time prescribed for its authorized release to the public. Violations of this provision are grounds for disciplinary action up to and including termination.

Where any question exists about a possible conflict of interest, the situation should be presented in writing to the Executive Director or the Chair of OSILC.

Reporting Suspected Violations

OSILC's internal controls and operating procedures are intended to detect, prevent, or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. If any employee reasonably believes that some policy, practice, or activity of OSILC violates this intent that employee must file a written complaint with the Executive Director, or the Chair of the Board of Directors as appropriate.

An employee is protected from retaliation if they bring the alleged unlawful activity, policy, or practice to the attention of OSILC in good faith and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. It is the responsibility of all employees and board members to assist OSILC in adhering to all laws and regulations that apply to the organization to support OSILC's goal of legal compliance.

Electronic Communications

Company Property

Electronic equipment, including but not limited to computers, telephones, and printers used or owned by OSILC and all information stored on this equipment is company property. OSILC reserves the right to review and disclose any information sent, received or stored on this equipment. For example, OSILC may review and disclose any electronic mail (e-mail), voice mail, computer passwords, fax documents and computer files found on company equipment.

Confidentiality

Much of the information stored in OSILC's electronic equipment is confidential. Disclosure can only be made at OSILC's discretion, and any unauthorized disclosures are strictly prohibited. OSILC's policy on confidentiality applies to information and communications on all OSILC electronic equipment.

Business Use

During work hours, you may use OSILC's electronic equipment only for business related purposes. OSILC's Policy Against Harassment applies to electronic communications. OSILC always strictly prohibits any information that could be considered obscene, discriminatory or harassing and any material that could violate OSILC's harassment policy or that could create a hostile or intimidating work environment. Personal use of OSILC's electronic equipment is not permitted. You should not expect that any information on company equipment is private.

Caution

Deleting information from electronic equipment usually does not mean that it has been permanently destroyed. Information that you would be embarrassed revealing to coworkers, a jury or family members should never be sent, stored, or received on OSILC's electronic equipment.

Drug and Alcohol Policy

It is the policy of OSILC to comply with the provisions of the Drug Free Workplace Act. OSILC has a commitment to its employees and to the community it serves to provide a drug- and alcohol-free working environment. OSILC expects employees to be in a suitable mental and physical condition to perform their assigned job duties satisfactorily at all times. To further our commitment to promote high standards of employee performance, productivity, health, safety and reliability, and in compliance with the Drug Free Workplace Act, all employees shall not:

- Report for work or remain at work with any detectable level of alcohol or controlled substance, intoxicant or illegal drug in their system;
- Engage in the unauthorized use of any alcohol or illegal drug on OSILC premises or on company time;

- Possess or attempt to distribute, sell, obtain, manufacture, transfer, share or receive any alcohol, controlled substance (drugs) or any other substances that impair job performance or pose a hazard to the safety and welfare of the employee, coworkers, or members of the community; or
- Use medically authorized (prescription) or over-the-counter drugs in a manner inconsistent with the directions for the medication.

Further, under the Drug Free Workplace Act, an employee who performs work for a government contract or grant must notify OSILC of any criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. If an employee has an existing criminal conviction for drug-related activity prior to beginning work with OSILC, the employee must notify OSILC of the conviction at the time of hire.

Any employee who is convicted of a criminal drug violation must notify their supervisor of the conviction within 5 days. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Drug and Alcohol Testing

OSILC may test for drugs and alcohol under the circumstances described below. OSILC may require urine, saliva, breath and/or blood samples for a drug or alcohol test.

Applicants for Employment

Any offer of employment is contingent upon satisfying drug-testing requirements. If the applicant fails to comply with this policy, the testing requirements or OSILC's related requests or if the test result is positive, OSILC will withdraw the offer of employment. Applicants who tamper with, adulterate, or substitute their urine or other bodily samples are permanently barred from employment with OSILC.

Suspicion

An employee's performance, appearance, behavior, speech, mood, odors, etc., can provide reasonable suspicion of a drug and/or alcohol policy violation. The suspicion can be grounds for requiring a fitness-for-duty evaluation, including a drug and/or alcohol test. The basis for reasonable suspicion can include, but is not limited to, the following:

- Absenteeism or tardiness
- Declining work performance (after unsuccessful supervisor intervention)
- Physical indicators (for example, pinpoint pupils, dilated pupils, change in skin coloration, bloodshot eyes, excessive perspiration, etc.)
- Behavioral indicators (for example, stumbling, slurred speech, incoherent speech, rapid speech, apparent confusion, moodiness, weariness, fatigue, unusually energetic, unfocused, lack of concentration, disorientation, emotional outburst, hostility, unexplained changes in behavior, inability to do normal job tasks, the unsafe handling of equipment or tools, behaviors such as drinking alcohol or using drugs, etc.)

- The smell of alcohol or drugs

When there is reasonable suspicion, the employee is not to return to work until fitness for duty is established. OSILC will treat this time as a suspension pending the outcome of the drug and alcohol testing. In the absence of any other concurrent disciplinary action, OSILC will pay for the straight time lost from work if the test results are negative.

Criminal Background Checks

OSILC reserves the right to conduct criminal background checks on all applicants and/or new employees. Criminal background checks may also include a check of the driving records of applicants and/or new employees. Any offer of employment may be conditioned on the results of the criminal background check and/or the driving record check.

Other Misconduct

OSILC also prohibits employee misconduct that damages OSILC's reputation or the employee's working relationship with OSILC. This includes misconduct both at work and away from the workplace. Violations of this policy will result in disciplinary action up to and including termination.

Personnel Records

The accuracy of each employee's personnel records is essential for the proper handling of many issues of importance to you as well as to OSILC. It is your responsibility to promptly notify the Executive Director of any of the following personal data changes:

- Mailing address
- Physical address/location
- Home/cell phone number
- Person and phone number to call in the event of an emergency
- Any official name change
- Marital status change (marriage, divorce or separation)
- Any change in dependent status (birth, marriage, death or loss of legal custody)
- Military status

Forms to update your personnel records are available from the Executive Director. Failure to keep your personnel records up to date can adversely affect your work opportunities (e.g., if we are not able to contact you) and the eligibility of you and your dependents for employee benefits.

If you Must Leave OSILC

Separation of employment is an inevitable part of personal activity within any organization, and many of the reasons for separation are routine. Our goal is to provide each employee with a positive experience even if the decision is made to leave OSILC.

Resignation

Employment with OSILC is based upon mutual consent, and either the employee or OSILC is privileged to terminate the employment relationship at any time. Should an employee wish to resign in “good standing,” the following procedures must be followed:

Non-exempt/hourly employees must submit written notification of resignation 10 days in advance of the last working day.

Exempt or supervisory employees must submit written notification of resignation 20 days in advance of the last working day.

All OSILC property and proprietary material with which the employee has been entrusted (i.e. keys, supplies, etc.) must be returned.

Upon submitting the required notice, an employee must work throughout his or her notice period and is no longer permitted to use their vacation time. Failure to work out the required notice and/or return company property will disqualify an employee for consideration for re-employment and will result in a reduction of the employee's regular rate of pay to minimum wage for their final paycheck. Final paychecks are issued on the next regularly scheduled pay date for the pay period in which the employee's last day falls.

Exit Interview

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits. The employee will also turn in their final time sheet, monthly expenses, and all OSILC property, including office and building keys at that time. The final paycheck will be processed with the next regular scheduled payroll.

Re-Employment

In addition to qualifications for a position, the decision to re-hire an employee will be based on the employee's past employment record and whether the employee provided the proper notice as detailed above.

Employee Acknowledgment

I have received a copy of the Ohio Statewide Independent Living Council Employee Handbook. I understand that it is my obligation to understand all of the rules, policies, terms, and conditions and to abide by them. If I have any questions regarding these policies, I will ask the Executive Director. I understand and agree that my employment at OSILC is “at will.” I also understand and agree that any provision of this handbook may be amended or revised at any time by OSILC with or without notice. Violation of policies may cause termination without any finding of any intentional wrongdoing on the employee’s part. OSILC reserves the right to terminate an employee for any violation of the company’s policy with or without prior warnings or violations.

Employee Name: _____

Signed: _____ Date: _____