

Committee-Employment Guidelines

1. Employment Relationship

1.1 Equal Employment Opportunity: Best S.T.E.P. Forward is an equal opportunity employer and prohibits discrimination and harassment of any kind.

1.2 At-Will Employment: Employment with Best S.T.E.P. Forward is at-will, meaning either the employee or the company can terminate the employment relationship at any time, with or without cause and with or without notice.

2. Code of Conduct

2.1 Professionalism: All employees are expected to conduct themselves in a professional manner at all times, to include on and off duty.

2.2 Confidentiality: Protecting confidential company information is vital. Employees must not disclose any confidential information to unauthorized individuals.

2.3 Conflict of Interest: Employees must avoid situations where their personal interests conflict with the interests of the company.

3. Training: Volunteers will receive training specific to their roles, ensuring they are equipped with the necessary skills and knowledge to perform their duties effectively and safely.

3.1 All volunteers are expected to fulfill mandated reporter training, accessible through the provided link: <https://mandatedreporter.ca.com/training/volunteers>

4. Attendance and Punctuality

4.1 Work Hours: Employees are expected to arrive at worksite on time and complete their assigned work hours.

4.2 Absence: If you are unable to work due to illness or another unforeseen circumstance, you must notify your supervisor as soon as possible.

4.3 No Call No Show: A 'no call no show' occurs when an employee is absent from work without notifying their supervisor and fails to provide a valid reason for the absence.

First Occurrence: On the first occurrence of a no call no show, the employee will be given a written warning. The supervisor will conduct a return-to-work interview with the employee to understand the reason for the absence.

Second Occurrence: If a second no call no show occurs within a one month period after the first instance, the employee will receive a final written warning. A meeting with dedicated staff will be conducted, and the employee will be informed that further violations will result in termination.

Third Occurrence: A third no call no show within the one month period will result in immediate termination of employment.

4.4 Chronic Absences:

Chronic Absences: Chronic absences are defined as a pattern of frequent, recurring, or excessive unscheduled absences without a valid reason.

Reporting Absences

Notification: Employees are required to notify their immediate supervisor or the designated department/personnel as soon as possible if they are unable to attend work due to illness or any other unforeseen circumstance. Notification should be made before the start of the workday, whenever possible.

Chronic Absences Management

Monitoring: Dedicated staff will monitor employee attendance records regularly. Any employee who accumulates [3] or more unplanned absences within a [2-month period] will be considered to have chronic absences.

Discussion: Employees with chronic absences will be scheduled for a meeting with their supervisor to discuss the reasons behind the absences. During this meeting, the employee will be allowed to explain their absences and discuss any underlying issues that might be affecting their attendance.

Medical Certification: If chronic absences are due to health-related reasons, the employee may be required to provide a medical certificate from a qualified healthcare professional outlining the nature of the illness and the expected duration of the absence.

Failure to provide this documentation may result in disciplinary action.

Accommodations: If the chronic absences are related to a disability, the company will engage in an interactive process with the employee to determine reasonable accommodations under applicable laws.

Consequences

Progressive Discipline: If an employee's chronic absences persist after given support, the company may initiate progressive disciplinary action, which can include, written warnings, and, ultimately, termination of participation.

Termination: Termination may occur if the chronic absences continue despite prior warnings and opportunities for improvement.

5. Compensation and Benefits

5.1 Employees will receive their compensation either bi-weekly or monthly, depending on the activity for which payment is earned.

6. Health and Safety

6.2 **Workplace Safety:** Employees must follow all safety guidelines and report any hazards or accidents immediately to a supervisor.

6.3 **Drug-Free Workplace:** Best S.T.E.P. Forward maintains a drug-free workplace. The use of illegal drugs or alcohol on company premises is strictly prohibited.

Drug Testing: Each month, five employees/committee members will be randomly selected for drug testing, which will be conducted by a third-party provider.

Employees selected for drug testing must report to the designated facility within 24 hours of notification.

Failure to comply may result in disciplinary action, including a written warning or termination, depending on the circumstances.

7. Mandatory Volunteer Hours

7.1 All employees are required to contribute a minimum of **10 hours per month** to volunteer activities. These hours must be completed outside of regular paid work hours and cannot be used as paid time off.

7.2 **Reporting:** Employees are responsible for accurately reporting their volunteer hours on a monthly basis. Volunteer reports are due the 30th of each month. This includes providing details of the activity.

7.3 Consequences: Employees who do not fulfill the monthly volunteer hour requirement without valid reasons may receive a formal write-up as the initial disciplinary action.

Persistent non-compliance may lead to further disciplinary measures, up to and including termination of employment.

8. Procedure for Addressing Policy Violations

8.1 Reporting Violations: Employees should report any violations of this policy to their supervisor or through the designated reporting channel. All reports will be handled confidentially and investigated thoroughly.

8.2 Disciplinary Actions: Depending on the severity of the violation, disciplinary actions may include verbal or written warnings, write-ups, suspension, or termination of employment.

8.3 Duration of Write-up on File: The write-up will remain in the employee's file for one year.

9. Termination of Relationship:

9.1 Committee Member Discontinuation: The organization reserves the right to discontinue the relationship if the Committee Member fails to adhere to the organization's policies and guidelines or if their performance is unsatisfactory.

9.2 Committee Member's Right to Discontinue: Employees have the right to discontinue their employment with the organization at any time, with or without cause, by providing reasonable notice to the organization.

By signing below, you acknowledge that you have received, read, and understood Best S.T.E.P. Forward's employee handbook and policies. You agree to comply with the policies outlined in this handbook.

Employee Name: _____

Employee Signature: _____

Date: _____

Best S.T.E.P. Forward

