

MISSION STATEMENT:

Elim Christian Services equips people with disabilities to pursue their God-given potential by offering person-centered services and partnering with their communities.

VISION STATEMENT:

People with disabilities thriving in their communities.

CORE VALUES:

We are Christ-centered
We all have value and purpose
We are a learning and sharing community

ELIM CHRISTIAN SERVICES EMPLOYEE HANDBOOK

MARCH 27, 2019

**AND THEY CAME TO
ELIM, WHERE THERE
WERE TWELVE WELLS
OF WATER...**

EXODUS 15:27



Welcome Letter

Welcome to Elim! The Elim team you are joining is comprised of amazing people committed to pursuing Elim's mission and vision together. God has given you amazing gifts, and I join your colleagues in looking forward to how you will use those gifts to serve the students and adults that God has called us to serve.

As a new employee, you are joining over 400 colleagues who are deeply committed to serving students and adults with disabilities. We at Elim are certainly not perfect, but we are committed to working hard to equip people with disabilities so that they can thrive in their community. Our work is both demanding and deeply rewarding.

My prayer is that as you invest your gifts at Elim, you will be both a blessing and richly blessed. Welcome aboard!

A handwritten signature in blue ink, appearing to read "Bill Lodewyk". The signature is stylized with a large initial "B" and "L".

Bill Lodewyk
President

EMPLOYEE HANDBOOK

Elim Christian Services

1.0 INTRODUCTION	
• Foreword	5
• Brief History and Background	6
• Employee Contact Information	8
• Crisis Team Contact Information	10
• Organization Chart	11
2.0 DIVERSITY	
• Equal Employment Opportunity Statement Policy (202.000.000)	12
• Anti-harassment Policy and Complaint Procedure Policy (203.000.000)	13
• Americans with Disabilities Act (ADA) & Amendments Act (ADAAA) Policy (204.000.000)	15
• Pregnancy Accommodations Policy (205.000.000)	16
3.0 EMPLOYMENT	
• Employee Classification Categories Policy (206.000.000)	17
• Employee Benefits Classifications (299.005.000)	20
• Internal Transfers/Promotions (299.006.000)	21
• Nepotism, Employment of Relatives and Personal Relationships (225.000.000)	22
• Progressive Discipline (299.007.000)	23
• Performance Reviews (299.008.000)	24
• Conflict Resolution Procedure (299.004.000)	25
• Separation of Employment (299.009.000)	27
4.0 WORKPLACE SAFETY	
• Drug-Free Workplace Policy (207.000.000)	28
• Violence in the Workplace (299.010.000)	32
• Safety (299.011.000)	33
• Smoke-Free Workplace (299.003.000) (299.003.000)	34
5.0 WORKPLACE EXPECTATIONS	
• Confidentiality (299.012.000)	35
• Corporate Compliance Plan (021.000.000)	36
• Suspected Misconduct, Dishonesty, Fraud & Whistle Blower Protection Policy (223.000.000)	42
• Agency Code of Conduct and Ethics Policy (017.000.000)	45
• Conflicts of Interest (299.013.000)	54
• Outside Employment (299.014.000)	55
• Attendance and Punctuality (299.015.000)	56
• Professional Development (299.016.000)	57
• Personal Appearance (299.001.000)	58
• Employee Property (299.018.000)	59
• Electronic Communication and Internet Use (221.001.000)	60
• Social Media—Acceptable Use (221.002.000)	61

• Solicitations, Distributions and Posting of Materials (299.019.000)	63
• Employee Personnel Files (299.020.000)	64
6.0 COMPENSATION	
• Payment of Wages (299.021.000)	65
• Time Reporting (299.021.000)	65
• Meal/Rest Periods (299.021.000)	65
• On-Call Pay (299.021.000)	65
• Employee Travel and Reimbursement (299.022.000)	67
7.0 TIME OFF/LEAVES OF ABSENCE	
• Holiday Pay (299.033.000)	68
• Vacation (299.023.000)	69
• Personal Leave (299.024.000)	70
• Sick Leave (212.001.000)	71
• Family and Medical Leave Policy (FMLA) (208.000.000)	72
• Personal Leave of Absence (299.025.000)	79
• Bereavement Leave (222.001.000)	80
• Jury Duty (299.026.000)	81
• Voting Leave (299.027.000)	82
• School Visitation Leave (299.028.000)	83
• Domestic/Sexual Violence Leave (299.029.000)	84
• IL Family Military Leave (299.030.000)	86
• Military Leave of Absence (299.030.000)	87
• Reasonable Break Time for Nursing Mothers (299.032.000)	88
8.0 BENEFITS	
• Medical Insurance	90
• Dental Insurance	90
• Vision Insurance	90
• Flexible Spending Account	90
• Wellness Program	90
• Group Life Insurance	91
• Short-Term Disability Benefits	91
• Long-Term Disability Benefits	91
• 403(b) Retirement Plan	92
• Workers' Compensation Benefits	93
• Employee Assistance Program (EAP)	94
9.0 APPENDICES	
• IL Dept of Human Rights Employer Notice	95
• Review and Revision Information	96
• Employee Handbook Acknowledgement Form	97

INTRODUCTION

Foreword

Whether you have just joined our staff or have been at Elim Christian Services for a while, we hope that you will find our agency a dynamic and rewarding place to work; and we look forward to a productive and successful association. We consider the employees of Elim Christian Services to be one of its most valuable resources. This handbook has been written to serve as the guide for your employment with Elim Christian Services.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and standards described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy, standard or practice to you, you should address your specific questions to the Director of Human Resources (page 8).

THIS HANDBOOK IS NOT A CONTRACT, BARGAIN, OR AGREEMENT. In particular, it is not a contract, bargain, or agreement for employment for any specific length of time nor is it a contract, bargain, or agreement to pay any particular type or amount of wages to any employee. Elim Christian Services maintains an “at-will” relationship with its employees.

This means that, absent such a written contract, either the employee or Elim Christian Services may terminate the employment relationship at any time for any reason, with or without notice. No supervisor or other representative of the agency (except the President) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Nothing contained herein shall give rise to a contractual obligation by Elim Christian Services, alter the “at will” nature of employment, or constitute a warranty of any benefits.

Some of the benefits described in this handbook merely highlight certain aspects of the agency’s plans for your general information only. The provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions (“SPDs”) (which may be revised from time to time) for the plans. Additionally, the plan documents are available for your review upon your request from the Human Resources department and on the benefits portal. In the determination of benefits or other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and any statements in this handbook.

Brief History and Background

A School for Paul

When Reverend William Masselink brought his son Paul to school in 1947, they told him Paul could not enroll because he had Down syndrome. In a time where people with disabilities weren't valued or supported, this Chicago pastor saw an opportunity to remind us that each one of us is "God's handiwork." (Ephesians 2:10).

An education for Paul, particularly a Christian one, seemed improbable. This challenge inspired the Masselinks to try it on their own. Soon, Mrs. Masselink was teaching Paul and another young boy in the parsonage of Second Reformed Church of Englewood. The Masselinks discussed their concerns with Rev. William Kok, of nearby First Christian Reformed Church; and together, they approached the Principals Club of the Chicago Christian schools and brought an opportunity for a Christian special education school to the table.

Church-basement Beginnings

School leadership agreed—providing special education services would be a great opportunity for children with disabilities in the community. Soon thereafter, Reverend Kok and Reverend Masselink started the school in the basement of Second Christian Reformed Church. After one year, the program had outgrown the space so teachers Christine and Henrietta Van Der Laan packed up the school station wagons and transitioned ~~the school~~ to Rev. Kok's church, First Christian Reformed Church. They stayed for another year until the spring of 1950, when the Board hired Elim's first full-time administrator, John Kamp, and moved the school to an eight-acre parcel of land in Crestwood, Illinois.

Lessons took place on the main floor of a two-story farmhouse with Mr. Kamp's family living on the second floor. The small school program grew rapidly and in 1952 they built the first wing of the current school building. They built Hope Cottage, later renamed Kamp Cottage, in 1953 to provide residential services for students who attended from across the country. By the late 1960s hundreds of students were educated at Elim. Today our school program serves over 250 students each year.

Services for Adults

The foundations of Elim's Adult Services program began in 1969. At that time, three participants performed paid contract work. Since then, our Adult Services program has grown and evolved to serve over 200 adults as they engage within the community through jobs, volunteering, learning opportunities, and recreational activities.

Beyond Elim's Campus

Elim's involvement with off-campus communities began in 1990 when Elim developed programming for students with learning disabilities in Christian schools. In the early 2000s, Elim's reach expanded beyond our borders to partner with international leaders working with individuals with disabilities. Those initiatives have evolved into partnerships with school communities, in the US and abroad, to increase school wide capacity to support the needs of all learners.

Today, Elim's mission remains the same, even though the organization looks so different. We continue to be committed to a unique group of God's children of all ages and we believe each person we serve matters. That's why we offer person-centered services on our campuses and why the entire organization is committed to partnering with other schools and organizations. We envision a world where people with disabilities aren't just included; they are thriving in their communities.

Employee Contact Information

Name	Title	Email	Office Phone	Cell Phone
Agema, Gayle	Executive Assistant	Gayle.Agema@elimcs.org	708-293-6505	
Boss, Brian	Director of Finance	Brian.Boss@elimcs.org	708-293-6502	
DeGroot, Stacey	Director of HR	Stacey.Degroot@elimcs.org	708-293-6503	815-545-8133
Duncan, Sharon	VP of Programming	Sharon.Duncan@elimcs.org	708-293-6533	708-417-5734
Flynn, Amy	Director of Outreach	Amy.Flynn@elimcs.org	708-293-3692	630-441-8974
Hines, Darriel	Building Engineer	Darriel.Hines@elimcs.org		224-277-9656
Hooker, Robert	VP of Finance, HR & Operations *	Robert.Hooker@elimcs.org	708-293-3624	708-288-6211
Johnson, Brad	Director of Adult Services	Bradley.Johnson@elimcs.org	708-293-6542	708-441-5160
Khemthongsengsay, Seng	Housekeeping			708-935-5419
Lodewyk, Bill	President	Bill.Lodewyk@elimcs.org	708-293-6504	708-473-7745
Marsh, Robert	VP of Adv & Outreach	Robert.Marsh@elimcs.org	708-293-6513	630-290-2388
McCollum, Jessica	Employee Benefits Spec	Jessica.McCollum@elimcs.org	708-293-6517	
Moucheron, Fred	Maintenance Supervisor	Frederick.Moucheron@elimcs.org		708-935-5413
Nichols, Brian	Director of IT	Brian.Nichols@elimcs.org	708-293-6598	708-646-6146
Otte, Michael	Director of Children's Services	Michael.Otte@elimcs.org	708-293-6526	708-935-5415
Patterson, Wyatra	Payroll Manager	Wyatra.Patterson@elimcs.org	708-293-6544	
Quilty, Kathy	WC Admin/Safety Coord	Kathleen.Quilty@elimcs.org	708-293-6520	
Radovanovic, Brandon	Maintenance Assistant	Brandon.radovanovic@elimcs.org		312-590-5163
Rathje, Paul	Director of Facilities & Transportation	Paul.Rathje@elimcs.org	708-293-3687	708-638-1423

Trumbull, Mike	IT Support	Michael.Trumbull@elimcs.org		
Vander Plaats, Dan	Director of Advancement	Daniel.Vanderplaats@elimcs.org	708-293-6518	708-212-0555

*Corporate Compliance Officer

Crisis Team Phone List

Name	Crisis Team Title	Work	Ext.	Cell	Walkie
Mike Otte	Crisis Team Leader	708-293-6526	306	708-935-5415	1
Stacey DeGroot	1st Alt. CTL	708-293-6503	203	815-545-8133	65
Tim Griffin	2nd Alt. CTL	708-293-6536	316	708-935-5081	47,58
Dan VanderPlaats	Public Information Ofc.	708-293-6518	218	708-212-0555	N/A
Bill Lodewyk	1st Alt. P.I.O.	708-293-6504	204	708-473-7745	N/A
Bob Marsh	2nd Alt P.I.O.	708-293-6513	213	630-290-2388	N/A
Amanda Griffin	Safety Officer	708-293-6571	319	773-485-5424	221
Stephanie Baltrusis	1st Alt Safety Officer	708-293-3641	346	708-323-6583	215
Kathy Quilty	2nd Alt Safety Officer	708-293-6520	228		66
Cindy DeYoung	Liaison Officer	708-293-6512	212	708-935-4382	10
Elaine Dolan	1st Alt. Liaison Officer	708-293-3623	394	708-935-5428	11
Ginny Pierson	2nd Alt. Liaison Officer	708-293-6580	368		
Pam Connolly	Operations	708-293-6535	315	708-280-7342	25
Irene Yuska	1st Alt Operations	708-293-3679	210	708-912-9873	
Kari Miller	2nd Alt Operations	708-293-3618	383		
Sheila Romain	Planning Officer	708-293-6532	322	708-846-1994	28
Sharon Duncan	1st Alt. Planning Officer	708-293-6533	211	708-417-5734	N/A
Bob Hooker	2nd Alt. Planning Officer	708-293-3624	214	708-288-6211	N/A
Paul Rathje	Logistics Officer	708-293-3687	247	708-638-1423	
Darriel Hines	1st Alt. Logistics	N/A		224-277-9656	64
Fred Moucheron	2nd Alt. Logistics	N/A		708-935-5413	64
Brian Boss	Finance (Payer)	708-293-6502	202	708-280-5182	N/A
Kathy Murphy	1st Alt. Payer	708-293-6508	208		N/A
Bob Hooker	2nd Alt. Payer	708-293-3624	214	708-288-6211	N/A
Brad Johnson	AS CLT	708-293-6542	402	708-441-5160	
Mike Mars	AS 1st Alt. CTL	708-293-2319	604	708-441-5181	
Linda Christianson	AS-Operations	708-293-6567	427	708-441-5174	N/A
Dorothy Gunn	AS-Operations	708-293-2343	610	708-899-4829	N/A
Liz Drogos	AS-Liaison, Planning	708-293-2318	603	708-441-5020	N/A
LaDrene Mhoon	AS-Liaison, Planning	708-293-6543	403		N/A
Jaime Alvarado	AS-Safety	708-293-6566	426	708-293-6566	N/A
Felecia Nesbitt	AS-Safety	708-293-2317	602	708-899-6039	N/A

ORGANIZATIONAL CHART

A copy of Elim’s organization chart is available in UltiPro (Myself - My Company - Organization Chart).

DIVERSITY

Equal Employment Opportunity Statement (Policy 202.000.000)

Elim Christian Services is committed to promoting equal employment opportunity. It is the policy of Elim Christian Services to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, gender, sexual orientation (including gender identity), national origin, nationality, ancestry, citizenship status, age, physical or mental disability, genetic information, H.I.V. status, marital status, military status, unfavorable discharge from military service, veteran status, liability for service in the Armed Forces of the United States, pregnancy, childbirth, status as a victim of domestic violence, order of protection status, or any other classification protected by federal, state or local law. Elim Christian Services prohibits, and will not tolerate, any discrimination or harassment based upon any protected classification. This policy applies to all employees and applicants and phases of employment, including, but not limited to, hiring, placement, promotion, demotion, transfer, recruitment or recruitment advertising, termination, layoff, recall, leaves of absence, rates of pay or other forms of compensation, selection for training, and employee benefits. Because Elim has a close relationship with the Christian Reformed Church in North America and because Elim is grounded in the Reformed tradition, Elim has the right, consistent with applicable federal, state and local laws, to consider religious affiliation or beliefs for certain positions at Elim.

Any employee who becomes aware of a potential violation of this policy must report it immediately to their supervisor, Human Resources, corporate compliance officer or any member of management with whom the employee feels comfortable. If the response the employee receives to this initial report is in any way unsatisfactory, the employee must then further report the matter to the Corporate Compliance Officer (see page 8). Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee in this organization is exempt from this policy. Reporting the potential violation only to the person alleged to have violated the policy is not sufficient to comply with this policy. Any supervisor or manager who becomes aware of a potential violation of this policy must report it to Human Resources immediately.

An employee who in good faith brings such a complaint to the attention of Elim Christian Services, participates in an investigation of a potential violation of this policy, or engages in any similar activity protected by law will not be retaliated against or adversely affected as a result. Any employee who engages in such retaliation is subject to discipline up to and including termination.

Any employee found to have violated this policy in any way is subject to discipline up to and including termination.

Anti-Harassment Policy and Reporting Procedure (Policy 203.000.000)

Elim Christian Services is committed to a work environment in which all individuals are treated with respect and dignity. Elim Christian Services expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

Elim Christian Services will not tolerate harassment based on race, color, creed, religion, sex, national origin, nationality, ancestry, citizenship status, age, pregnancy, childbirth, marital status, sexual orientation (including gender-related identity), physical or mental disability, genetic information, H.I.V. status, status as a victim of domestic violence, order of protection status, military status, unfavorable discharge from military service, veteran status, liability for service in the Armed Forces of the United States, or for any other reason prohibited by applicable federal, state or local law. Accordingly, any such harassment, including but not limited to derogatory racial, ethnic, religious, age, pregnancy, childbirth, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes, will not be tolerated. Such harassment is prohibited between employees of Elim Christian Services, and also prohibited against clients, vendors and any other member of the public.

Definitions of Harassment

Sexual harassment includes unsolicited and unwelcome conduct when: 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.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment also include, but are not limited to:

- Verbal: Sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
- Visual/Non-verbal: Derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures; sending or exchanging explicit e-mail;
- Physical: Unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
- Other: Making or threatening reprisals as a result of a negative response to harassment.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Elim Christian Services (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Reporting of an Incident of Harassment, Discrimination, or Retaliation

Any employee who becomes aware of a potential violation of this policy should report it immediately to their immediate supervisor, the Director of Human Resources, Corporate Compliance Officer or any member of management with whom the employee feels comfortable. Individuals should not feel obligated to report any potential violation of this policy with their immediate supervisor first before reporting the issue to another member of management or the Director of Human Resources. If the response the employee receives to this initial report is in any way unsatisfactory, the employee should then further report the matter to the Director of Human Resources (see page 8). Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee is exempt from this policy. Reporting the potential violation only to the person alleged to have violated the policy is not sufficient to comply with this policy. Any supervisor or manager who becomes aware of a potential violation of this policy must report it to Human Resources immediately.

Prohibition of Retaliation: An employee who in good faith brings such a complaint to the attention of Elim Christian Services, participates in an investigation of a potential violation of this policy in good faith, or engages in any similar activity protected by law will not be retaliated against or adversely affected as a result. Any employee who engages in such retaliation is subject to discipline up to and including termination.

Investigation: In response to every complaint, Elim Christian Services will take prompt investigative actions and corrective and preventative actions where necessary. Employees must cooperate in all investigations. All complaints will be handled discreetly to the extent possible, but confidentiality cannot be guaranteed.

Elim Christian Services will take strict disciplinary action to counter any and all violations of this policy. This may include discipline up to and including termination of an employee who harasses others or otherwise violates this policy.

If a party to a complaint does not agree with its resolution, that party may bring his/her complaint to the President.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Americans with Disabilities Act (ADA) (Policy 204.000.000)

Elim Christian Services is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) and applicable state and local disability laws. It is the agency’s policy to not discriminate against any qualified employee or applicant with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions or privileges of employment because of such individual’s known disability, so long as the employee can perform the essential functions of the job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the agency will provide reasonable accommodations to qualified individuals with disabilities, as defined by the ADA and applicable state and local disability laws, so that they can perform the essential functions of a job provided that such accommodation does not constitute an undue hardship to the organization. An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of themselves or other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on appropriate leave until a decision has been made by Elim Christian Services with regard to the employee’s immediate employment situation. The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

An employee with a disability which he or she believes necessitates a reasonable accommodation for performance of essential job functions should contact his/her supervisor, the Human Resources Department, or any member of management with whom the employee feels comfortable. If the response the employee receives to this initial request is in any way unsatisfactory, the employee must then further report the matter to the Human Resources Department. Any supervisor or manager who becomes aware of an employee who may require a reasonable accommodation must report it to Human Resources immediately. Elim Christian Services encourages individuals with disabilities to come forward to request reasonable accommodations to allow them to perform the essential functions of their job. Elim Christian Services will not tolerate discrimination or retaliation against any person for requesting a reasonable accommodation. Any employee engaging in such discrimination or retaliation will be subject to immediate disciplinary action, up to and including termination of employment.

Procedure for Requesting an Accommodation

On receipt of an employee’s accommodation request, a member of the Human Resources Department and the employee’s supervisor will meet with the employee to identify the precise limitations resulting from his or her disability, and to discuss the potential accommodation(s) that Elim Christian Services might make to help the employee perform the essential functions of his or her job.

Reasonable accommodations may, if appropriate, include job restructuring, changes to policies, modified work schedules, leaves of absence, making facilities accessible, transfers to open positions, and other reasonable accommodations as necessary. The ADA does not require Elim Christian Services to make the employee’s preferred accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

Pregnancy Accommodations (Policy 205.000.000)

In compliance with Illinois law, Elim Christian Services will not discriminate against an employee because of pregnancy; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, or related conditions; and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of the business.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave.

Elim Christian Services will not require an employee to accept an accommodation that she did not request or to which she did not agree, nor will it force an employee to take leave if another reasonable accommodation is available.

Elim Christian Services may require certification from the employee's health care provider concerning her need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include: (1) medical justification for the requested accommodation(s); (2) a description of the reasonable accommodation(s) medically advisable; (3) the date the accommodation(s) became advisable; and (4) the probable duration of the reasonable accommodation(s).

Elim Christian Services will not deny employment opportunities or take adverse employment action against employees if such decision is based on the employer's need to make a reasonable accommodation, and the agency will not retaliate against an employee who requests an accommodation or otherwise exercises her rights under the Illinois Human Rights Act.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact their supervisor, the Human Resources Department, corporate compliance officer, or any member of management with whom the employee feels comfortable. If the response the employee receives to this initial request is in any way unsatisfactory, the employee must then further report the matter to the Corporate Compliance Officer. Any supervisor or manager who becomes aware of an employee who may require a reasonable accommodation must report it to Human Resources immediately.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by completing the form at <http://www.illinois.gov/dhr> or by contacting the IDHR at any of these offices:

Chicago Office

100 W. Randolph St., 10th Flr
Chicago, IL 60601
(312) 814-6200

Springfield Office

222 South College, Rm 101-A
Springfield, IL 62704
(217) 785-5100

Marion Office

2309 West Main St., Suite 112
Marion, IL 62959
(618) 993-7463

EMPLOYMENT

Department of Labor Employee Classification Categories (Policy 206.000.000)

Non-Exempt Employees

If you are classified by Elim Christian Services as a non-exempt employee, you must maintain a record of the total hours you work each day. Your hours must be accurately recorded in the electronic timekeeping system (UltiPro) and approved by your supervisor. Each employee must review their time information to verify that the reported hours worked are complete and accurate and report any concerns to the supervisor. Your time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. If your time record is not accurate, notify your supervisor immediately. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Unless you are expressly authorized by your supervisor, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately report any hours worked will be subject to disciplinary action, up to and including discharge.

Once non-exempt employees sign in, they are expected to commence work immediately. Failure to do so is considered falsification of timekeeping record which could lead to discipline, including the termination of employment. If you forget to sign in or out, you must notify your supervisor immediately so that the time may be accurately recorded.

In recent years, technological advances have opened new doors for performing work while away from the workplace. However, non-exempt employees are prohibited from working from home, "telecommuting," or otherwise performing work while away from their regular workplace and/or outside of their scheduled working hours, unless authorized by their supervisor. This prohibition includes the use of cell phones, other mobile devices, laptops, and home computers – whether owned by Elim or by the employee – to perform work away from the regular workplace and/or outside of scheduled working hours. Performing unauthorized work in this fashion, as well as failing to report or inaccurately reporting any such hours worked, will be subject to disciplinary action, up to and including discharge.

It is a violation of Elim Christian Services' policy for any employee to falsify a time card, or to alter another employee's time card. It is also a serious violation of Elim Christian Services' policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to their supervisor, the Human Resources Department (see page 8), or any member of management with whom you feel comfortable. If the response you receive from this initial report is in

any way unsatisfactory, you must then also report the matter to the Human Resources Department (see page 8).

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee who violates this policy. In addition, Elim Christian Services will not allow any form of retaliation against individuals who report in good faith alleged violations of this policy or who cooperate in Elim Christian Services' investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Exempt Employees

If you are classified by Elim Christian Services as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the agency. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Your salary is subject to certain other deductions. For example, your salary can be reduced for the following reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability.
- Full day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 403(b) or pension plan.

However, in any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

Exempt employees are not required to sign in or out; however, in order to maintain PTO balances and administer Disability or other leaves of absence, PTO and time-off taken pursuant to a leave of absence must be reported to the employee's supervisor, who will in turn report the time to the Human Resources/Payroll Departments.

To Report Concerns or Obtain More Information

If you have any questions about deductions from your pay, please immediately contact Human Resources. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to your supervisor, Human Resources, or any member of management with whom you feel comfortable. If the response you receive from this initial report is in any way unsatisfactory, you must then also report the matter to the Human Resources Department (see page 8).

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee who violates this policy. In addition, Elim Christian Services will not allow any form of retaliation against individuals who report in good faith alleged violations of this policy or who cooperate in Elim Christian Services' investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge. (Suspected Misconduct, Dishonesty, Fraud and Whistle Blower Protection Policy: 223.000.000)

Employee Benefits Classifications (Standard 299.005.000)

STATUS	REQUIREMENTS
FULL TIME	Minimum of 1,675 scheduled hours per year (must be at least 33 hours per week) (must be at least 42 weeks)
PART TIME A	Regularly scheduled for more than 1,000 hours and less than 1,675 hours per year
PART TIME B	Regularly scheduled for less than 1,000 hours per year
TMP	Does not have regularly scheduled hours and works less than 1,000 hours per year

When an employee changes their status by an increase or decrease in scheduled hours, adjustment of benefits will take effect the first of the month following the transition date.

Internal Transfers/Promotions (Standard 299.006.000)

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the agency may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

All internal and external candidates will be considered to fill vacancies.

Nepotism, Employment of Relatives and Personal Relationships (Policy 225.000.000)

Elim Christian Services wants to ensure that corporate practices do not create situations that may be perceived as, or result in, conflicts of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer.

Close relatives, partners, those in a romantic relationships or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as any of the following relationships through blood or marriage: spouse, domestic partner, civil-union partner or the like, parent, parent-in-law, grandparent, child, daughter-in-law, son-in-law, grandchild, aunt, uncle, niece, nephew, sibling, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

Individuals in these relationships are not permitted to be in positions where one of the individual's positions has any line of authority over the other individual's position within their department, and sub-department if applicable, unless there are at least three levels of separation in the line of authority (i.e. Principal→Assistant Principal→Teacher→Para).

If employees begin a romantic relationship or become close relatives or members of the same household, and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship.

Elim Christian Services reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

In addition, and in order for Elim Christian Services to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the President or the Human Resources Department.

This policy shall apply without regard to gender or the sexual orientation (including gender identity), or any other characteristic protected by state, local, or federal law of the participants in a relationship of the kind described.

Progressive Discipline (Standard 299.007.000)

Every employee has the duty and the responsibility to be aware of and abide by existing Policies, Standards and Procedures. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Elim Christian Services generally supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline standard is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline standard has been designed consistent with our organizational values and Human Resources best practices.

Outlined below are the typical steps of our progressive discipline standard and procedure. Elim Christian Services reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense, and may impose any level of discipline that it deems appropriate, including, in some circumstances, immediate termination upon a first offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; the severity of the misconduct; and the impact the conduct and performance issues have on our organization.

The following outlines Elim's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** If an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to meet performance expectations, the employee may be given a final warning or placed on a performance improvement plan (PIP) with specific goals and timelines. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, other further discipline, up to and including termination may occur.
- **Termination of employment:** Employment may be terminated in situations where written warnings have not resulted in desired change or when the seriousness of violations warrants termination.

Elim Christian Services reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and/or discharge.

Performance Review (Standard 299.008.000)

Performance reviews are typically conducted on an annual cycle. The performance review will be discussed, and both the employee and supervisor will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Conflict Resolution Procedure

Problems, misunderstandings and frustration may arise in the workplace. It is Elim's intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns.

The purpose of this procedure is to provide a quick, effective and consistently applied method for a nonsupervisory employee to present his or her concerns to management and have those concerns internally resolved.

Procedure:

Elim believes that an employee should always try to address and resolve the issue with the other person as a first step.

Step 1: Discussion with supervisor

Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule a time to meet with that supervisor to discuss the problem that gave rise to the complaint. This should be done in a timely manner (request should be submitted within 5 working days of the occurrence). The supervisor should provide a written response to the complaint.

Step 2: Written complaint and decision

If the discussion with the supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the employee's director/department head. Employees may request assistance with writing their complaints from the human resource (HR) department.

The employee's director/department head should forward a copy of the complaint to the HR department.

The submission of the written complaint should be submitted within 5 working days of the response from the supervisor. The complaint should include:

- The problem and the date when the incident occurred.
- Suggestions on ways to resolve the problem.
- A copy of the immediate supervisor's written response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should state this.

Upon receipt of the formal complaint, the director/department head must schedule a meeting with the employee to discuss the complaint. The director/department head will issue a decision in writing to the employee filing the complaint.

Step 3: Appeal of decision

If the employee is dissatisfied with the decision of the director/department head, the employee may, within five working days, appeal the decision in writing to the Director of Human Resources or their designee.

The HR department may call a meeting with the parties directly involved to facilitate a resolution or refer the complaint to a review committee if they believe that the complaint raises serious questions of fact or interpretation of policy. The HR department may gather further information from the involved parties to fully investigate the complaint.

Additional Guidance

If an employee fails to appeal from one level to the next level of this procedure within the time frames suggested above, the problem should be considered settled on the basis of the last decision and problem should not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

Elim reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No Elim employee will be subject to retaliation for filing a complaint under this procedure.

Separation of Employment (Standard 299.009.000)

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two (2) weeks' notice in writing to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with pay in lieu of notice in situations where job or business needs warrant such action. All employees are expected to complete an exit survey by their last date of employment.
- **Job abandonment:** Employees who fail to report to work without contacting their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee.
- **Termination:** Employees of Elim Christian Services are employed on an at-will basis (201.000.000), and the agency retains the right to terminate an employee at any time, with the exception of employees with written employee contracts where the terms of contract will dictate the circumstances under which the contract will be terminated.

Return of Agency Property

The separating employee is expected to return all agency property at the time of separation, including, without limitation, cell phones, keys, security badge, credit cards, and computers.

The separating employee shall contact the Human Resource department to complete the exit survey by the last day of employment.

Accrued and unused vacation and personal time will be paid in the last paycheck.

Health insurance terminates the last day of the month of employment. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

WORKPLACE SAFETY

Drug-Free Workplace (Policy 207.000.000)

Elim Christian Services has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Elim has adopted a policy of maintaining a workplace free of drugs and alcohol.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Elim's premises, while on agency business (whether or not on agency premises) or while representing Elim, is strictly prohibited. Employees also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any drugs or controlled substances which may impact an employee's ability to perform their job safely. Before reporting to work under the influence of prescription or over-the-counter medications, employees in safety-sensitive positions must inquire whether the drug manufacturer or the employee's physician warns against driving, operating machinery or performing other work-related safety-sensitive tasks. If such warnings exist, the employee taking the medication must inform Human Resources of such restrictions before reporting to work under the influence of such substances. When informing Human Resources of such restrictions, the employee should not identify the medication(s) being used or the reason for its use. Elim will evaluate and respond to this information on a case-by-case basis. Responses may include, among other things, temporary job reassignment or modifications, a request for additional medical documentation and consultation, and/or an instruction that the employee not work until the restriction is removed. Any employee reporting to work in a safety-sensitive position without first advising Elim about warnings for lawfully prescribed or obtained medications, will be subject to disciplinary action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this rule.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Elim Christian Services. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Director of Human Resources who can assist with referrals to professionals who can assist employees with drug/alcohol problems.

Elim Christian Services will assist and support employees who voluntarily seek help for such problems or after first positive drug/alcohol test. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving, or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.

Required Testing

The agency retains the right to require the following tests:

- **Pre-employment:** Offers of employment are contingent on applicants passing a drug test before beginning work. Refusal to submit to testing, or a positive drug test result, will result in withdrawal of the conditional offer of employment.
- **Random:** All employees will be entered into a random selection pool. Random drug tests will be unannounced ahead of time and the dates of such tests will be spread out reasonably throughout the calendar year. Names from the selection pool are randomly drawn using a scientifically-valid random selection process that ensures that each employee in the selection pool has an equal chance of being selected each time a selection is conducted. Appropriate safeguards will be used to ensure that the identity of individual employees who could be selected cannot be determined until after an employee is actually selected. Whenever an employee is notified of his or her selection, the employee must proceed to the test site immediately and no employee will be excused. An employee who does not proceed to the test site immediately may be deemed to have refused to test.
- **Reasonable suspicion:** An employee will be tested for the presence of drugs and/or alcohol if there is reasonable suspicion that the employee has used or may have used drugs or alcohol in violation of this policy. Elim's "reasonable suspicion" determinations will be based on specific, current observations that can be verbalized, including but not limited to the employee's appearance, behavior, speech, and breath and/or body odors, and must be approved by Human Resources. All "reasonable suspicion" tests must be administered as soon as possible following the determination. Elim shall transport or make arrangements for the transport of the employee to and from the collection site. An employee who is required to submit to a "reasonable suspicion" test will be suspended after the completion of the drug and alcohol tests, pending receipt of the test results. Elim also reserves the right to evaluate the employee's conduct that triggered the drug and/or alcohol test, to determine if the conduct in and of itself warrants discipline, up to and including termination.
- **Post-accident (upon reasonable suspicion):** Employees are subject to drug and alcohol testing when there is reasonable suspicion (as discussed above) and they cause or contribute to a work-related accident during work time. A work-related accident is one: (1) which occurs while the employee is on the premises of Elim or at another work-site location, or is off-site while engaged in activities for or on behalf of Elim, or while the employee is operating a vehicle, including the employee's, for or on behalf of Elim, and, (2) the accident results in one or more of the following: (i) a fatality; or (ii) bodily injury to any individual who, as a result of the accident, requires immediate medical treatment (excluding first aid) at or away from the scene of the accident; or (iii) property damage to Elim property or to the property of a client that is reasonably anticipated to exceed \$500; or (iv) in the case of a vehicle accident, one or more vehicles involved in the accident incurs disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by another vehicle. All post-accident

alcohol tests must be approved by Human Resources and must be conducted within eight (8) hours of the accident. All post-accident drug tests must be conducted within 32 hours of the accident. Employees who are involved in a work-related accident must remain readily available for testing or will be considered to have refused to submit to a test. However, an employee who is involved in a work-related accident is not prohibited from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care for the employee or others who are injured as a result of the accident. Except where circumstances do not permit, Elim shall transport or make arrangements for the transport of the employee to and from the collection site. An employee who is required to submit to a post-accident test will be suspended after the completion of the test, pending receipt of the test results. Elim also reserves the right to evaluate the employee's conduct that triggered the test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

- **Follow-up:** Employees who have tested positive, or otherwise have violated this policy, are subject to discipline up to and including termination. Depending on the circumstances and the employee's work history/record, Elim Christian Services may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis, which will include evaluation for a substance abuse problem, compliance with recommended rehabilitation (if any) and follow-up drug testing if recommended by the treating substance abuse professional. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate termination from employment.

Testing Methods and Procedures

Drug tests will be conducted by collection of urine specimens. Applicants and employees who test positive will be contacted by a Medical Review ("MRO") to discuss whether there is any legitimate explanation for the positive test result. Applicants and employees may provide any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as negative. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified by the MRO as a confirmed positive test. If an applicant or employee refuses or fails to make himself/herself available to speak with the MRO, the MRO may verify a test as positive without having communicated directly with the tested individual.

If the MRO reports to the agency that a negative drug test was dilute, the employee will be directed to take another test immediately. If the employee refuses to take a second test, this constitutes a refusal to test. If the second test is negative dilute, the test stands as a negative.

Alcohol tests will be conducted by collection of breath specimens. A confirmed alcohol test of .04 BAC or greater shall be considered positive.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be subject to discipline, up to and including termination.

“Refusal to cooperate” includes, but is not limited to: excessive delay in reporting for a required test; refusing or failing to provide a specimen, or refusing or failing to attempt to provide a specimen without an adequate medical explanation; adulteration or substitution of a specimen, or attempting to adulterate or substitute a specimen; failing to complete any paperwork required by the collection facility; failing to remain at the testing site until the test is completed; failing or refusing to submit to a second test that may be required by the collector or the Agency; or, failing to cooperate with any aspect of the testing process.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the employee may receive discipline and Elim may offer the employee the opportunity to return to work on a last-chance basis, which will include evaluation for a substance abuse problem, compliance with recommended rehabilitation (if any) and follow-up drug testing if recommended by the treating substance abuse professional. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate termination from employment.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Elim Christian Services reserves the right to inspect all portions of its premises as well as agency owned or leased motor vehicles, for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband, when there is reason to suspect a possible violation of this policy. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination.

Crimes Involving Drugs

Elim Christian Services prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on agency premises, in agency vehicles or while conducting agency business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Violence in the Workplace (Standard 299.010.000)

All employees, individuals served, parents and guardians as well as vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Elim Christian Services resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Human Resources Department, or a member of Elim Crisis Team, see page (9). When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area, so that Elim can coordinate with the employee to maximize his or her safety. Employees are encouraged to report safety concerns with regard to intimate partner violence. Elim Christian Services will not retaliate against employees making good-faith reports. Elim Christian Services is committed to supporting victims of intimate partner violence by providing referrals to Elim's employee assistance program (EAP).

Elim Christian Services will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible, but confidentiality cannot be guaranteed. Elim Christian Services will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Elim Christian Services may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Elim Christian Services encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. Elim Christian Services will not discipline employees for raising such concerns in good faith.

Safety (Standard 299.011.000)

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with an enrollee.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Injury Report for each safety and health incident that occurs to an employee or that the employee witnesses. Failure to report such an incident and/or refusal to attend the accident review board may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow agency safety and health guidelines or engaging in conduct that places the employee, individuals served or agency property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee, in consultation with the program directors as appropriate, shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Smoke-Free Workplace (Standard 299.003.000)

Elim prohibits the use of any tobacco products within all Elim property according to the Smoke Free Illinois Act as well as within any Elim-owned or -leased vehicles.

Employees who violate the smoking standard will be subject to disciplinary action up to and including immediate discharge.

WORKPLACE EXPECTATIONS

Confidentiality (Standard 299.012.000)

This standard is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

It is our standard that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.”

Information relative to enrollees such as professional evaluations, staffing reports, case records, medical records, and other material and information relative to enrollees is never to be shared with anyone other than appropriate professionals, those individuals to whom we have been given specific approval to notify, and/or direct service staff persons.

If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

No employee may purport to speak on Elim’s behalf to any member of the media without authorization. All inquiries from the media regarding Elim’s position on any matter must be referred to Elim’s Media/Public Information Officer (see page 8).

Corporate Compliance Plan (Policy 021.000.000)

Elim has established a Corporate Compliance Plan tailored to the agency's principle lines of business. We are dedicated to managing and operating our programs in keeping with the highest of business, ethical and moral principles. Each representative of the agency contributes to achieving these principals by conducting business activities for the agency with integrity and high ethical standards. Supervisors and managers also contribute to achieving these principles by exercising good leadership and being a good example in creating and promoting a workplace environment in which compliance and ethical business conduct are expected.

Elim has adopted the following definition of Corporate Compliance:

"A Corporate Compliance plan is a system which is designed to detect and prevent violations of law, as well as the likelihood of unethical activity by agency employees, volunteers, contractors, officers and directors."

Elim will transact its business in compliance with the applicable laws of the jurisdiction in which it does business, including local, state and federal law. As a not-for-profit agency, Elim will conduct business in compliance with all applicable IRS regulations governing tax-exempt organizations and refrain from any private inurement and benefit issues. Any questions about the interpretation or applications of laws and regulations should be referred to the President or Corporate Compliance Officer. Applicable laws include, but are not limited to, anti-kickback statutes, labor laws, tax code and regulations, antitrust laws, copyright laws, false claims laws, rights of individuals receiving services and environmental laws.

As used in this Corporate Compliance Plan, the following definitions apply:

1. Agency: Elim Christian Services
2. Agency representative: Employee, contractor performing direct care services with agency clients/students, or member of the Board of Directors or committee thereof.

Please note that nothing in this Corporate Compliance Plan is intended to provide an employment or service contract. All Agency employees are hired on an employment at-will basis, which means that either the Agency or the employee can terminate the employment relationship at any time, for any reason and with or without notice.

Agency Code of Conduct and Ethics

The Agency Code of Conduct and Ethics (017.000.000) provides agency representatives with information necessary to adhere to the high ethical principles by which the agency operates. Elim is accountable for compliance not only with the Agency Code of Conduct and Ethics, but also with all laws and regulations applicable to our activities, and other policies and procedures prepared by our agency and oversight bodies. Employees found in violation of these stated codes will be subject to disciplinary actions as outlined in the Employee Handbook.

Standards and Expectations

In addition to the Agency Code of Conduct and Ethics, Elim has established written standards and expectations identified as the agency core beliefs and behaviors. Elim believes that these standards and expectations define the personal characteristics and qualities, which contribute to the fulfillment of its mission and expect that all employees will adhere to them.

Screening Applicants

Job applicants and other agency representatives who have been selected for employment or other positions within the agency must complete a series of background checks to assure that there are no historical/personal incidents involving the applicant, which would adversely affect their ability to carry out their job duties or call into question their personal character in performing their job. Applicants for positions requiring specific credentials and/or licensure are required to provide verification of such. These background checks include, but are not limited to, checking a person's criminal history, sexual offense history and, depending on their position, driving record and child abuse history.

Agency representatives are required to inform the Director of Human Resources immediately of any changes in their driving record (if an agency-approved driver), criminal background and child abuse history. Supervisors must inform the Human Resources Department of any change reported.

Corporate Compliance Officer

The Corporate Compliance Officer directs the Compliance Plan. The Vice President of Finance, Human Resources and Operations is designated as the Corporate Compliance Officer and reports directly to the President. (See Attachment A)

Reporting Suspected or Known Violations

All agency representatives are encouraged to report in a timely fashion any actual or potential violations of the Agency Code of Conduct and Ethics. The Corporate Compliance Plan encourages individual responsibility for reporting any activity by any agency representative or affiliate that reasonably appears to violate applicable laws and regulations or Corporate Compliance requirements. Any notice regarding potential litigation against the agency and/or suspected violations of law by the agency must be reported to the President. Concerns relating to suspected financial misconduct, dishonesty or fraud may be reported to the Chairperson of the Audit Committee as outlined in the Policy on Suspected Misconduct, Dishonesty, Fraud & Whistle Blower Protection (210.000.000).

The agency has an open door practice that encourages agency representatives to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an agency representative's supervisor is in the best position to address an area of concern. Supervisors and managers are required to notify the Corporate

Compliance Officer of any reported violations of the Agency Code of Conduct and Ethics. If the violation was reported verbally to the supervisor or manager, the reporting individual, with the assistance of the person they reported it to, shall write up the concern and forward it to the Corporate Compliance Officer.

When the agency representative is not satisfied with their supervisor's response, is not comfortable speaking with their supervisor, or if at any time the agency representative prefers, he or she can contact the Corporate Compliance Officer directly (see Elim's website for contact information). Agency representatives can also contact the Corporate Compliance Officer by forwarding a written message.

Any concern about the President should be reported to the Chairperson of the Audit Committee (223.000.000). A concern involving the Corporate Compliance Officer's actions or determinations should be brought directly to the President (see page 8).

If any agency representative needs guidance on a legal or ethical question, has witnessed or has knowledge of an illegal or unethical activity, he or she should seek the counsel of the agency Corporate Compliance Officer.

The agency prohibits retaliation against anyone who in good faith makes a report of a potential or actual violation of the Agency Code of Conduct and Ethics; cooperates in an agency investigation relating to a potential or actual violation of the Agency Code of Conduct and Ethics; or anyone reports the matter to an outside agency.

Whistle Blower Protection

Whistle blower protection is intended to encourage and enable agency representatives and others to raise serious concerns within the agency prior to seeking resolution outside the agency.

Elim's Policy on Suspected Misconduct, Dishonesty, Fraud & Whistle Blower Protection (223.000.000) outlines procedures for reporting concerns relating to suspected misconduct, dishonesty or fraud. Any agency representative who retaliates or harasses someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment.

Investigations and Corrective Action

Suspected violations relating to misconduct, dishonesty or fraud will be investigated by the Audit Committee as outlined in the Policy on Suspected Misconduct, Dishonesty, Fraud & Whistle Blower Protection (223.000.000). Other suspected violations will be investigated by the appropriate personnel, typically Compliance or Human Resources personnel. There are, however, investigations, depending on the severity, that may be assigned directly to a mid to upper level manager. All investigations are overseen by the Corporate Compliance Officer. All investigations will be treated confidentially to the extent consistent with corporate interests and legal obligations. If the results of an investigation indicate that corrective action is required, the agency will decide the appropriate steps to take, including discipline, dismissal

and/or possible legal proceedings. If appropriate, the investigation may be turned over to applicable outside authorities, and outside investigators may assist in the inquiry.

Response and Discipline for Violations

Each agency representative is responsible for conducting him or herself according to legal and ethical standards. No one has the authority to make another person violate the agency Corporate Compliance Plan, and any attempt to direct or otherwise influence someone else to commit a violation is a violation in itself. Agency representatives who violate provisions outlined in this plan could be subject to appropriate disciplinary action, up to and including termination.

Agency representatives who violate the Corporate Compliance Plan may also be subject to substantial criminal fines, prison terms and civil damages for violating laws and government regulations.

Certification

This document is part of the Employee Handbook which is available electronically to all employees and is acknowledged by all employees.

Attachment A

Role of the Corporate Compliance Officer

General Summary

The Corporate Compliance Officer oversees the Corporate Compliance Program, functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization. The position ensures the Board of Directors, management, employees, and other agency representatives are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the agency's standards of conduct.

The Corporate Compliance Officer exists:

- As a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution.
- As a final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted.
- As an independent reviewer of the program services to ensure adherence to both quality and fiscal standards.
- As an independent reviewer of adherence to regulatory requirements and agency policies and procedures.

General Purpose

The Corporate Compliance Officer acts as staff to the President and Board of Directors Executive Committee by monitoring and reporting results of the compliance/ethics efforts of the agency and in providing guidance for the Board and Executive Leadership Team on matters relating to compliance.

Duties and Responsibilities

- Develops, initiates, maintains and revises policies and procedures for the general operation of the Corporate Compliance Plan and its related activities to prevent illegal, unethical or improper conduct.
- Develops and periodically reviews and updates the Agency Code of Conduct and Ethics to ensure continuing currency and relevance in providing guidance to management and employees.
- Collaborates with other departments to direct compliance issues to appropriate existing channels for investigation and resolution. Consults with the corporate attorney as needed to resolve difficult legal compliance issues.
- Responds to alleged violations of rules, regulations, policies, procedures and Agency Code of Conduct and Ethics by evaluating or recommending the initiation of investigative procedures.
- Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the organization are being appropriately evaluated, investigated and resolved.

- Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans, in conjunction with the appropriate agency personnel, for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
- Institutes and maintains an effective compliance communication program for the organization, including promoting heightened awareness of the Agency Code of Conduct and Ethics and understanding of new and existing compliance issues and related policies and procedures.
- Ensure the agency has an effective compliance training program, including appropriate introductory and ongoing training for new employees and other agency representative.
- Monitors the performance of the Corporate Compliance Plan and related activities on a continuing basis, taking appropriate steps to improve its effectiveness.

Suspected Misconduct, Dishonesty, Fraud and Whistle Blower Protection (Policy 223.000.000)

Elim Christian Services is committed to the highest possible standards of ethical, moral, and legal conduct. Consistent with this commitment, this policy aims to provide an avenue for employees to raise concerns about suspected misconduct, dishonesty, and fraud and to provide reassurance that they will be protected from reprisals or victimization for whistle-blowing in good faith.

PROCEDURE

Reporting

It is the responsibility of every employee to report concerns relating to suspected misconduct, dishonesty or fraud. Such concerns shall be set forth in writing and sent in a sealed envelope to the Chairman of the Audit Committee, whose name and address will be updated as needed and displayed following this paragraph. The envelope should be labeled as follows: "To be opened by the Elim Christian Services Audit Committee only. Being submitted pursuant to the "Policy on Suspected Misconduct, Dishonesty, Fraud, and Whistle Blower Protection" adopted by the Audit Committee."

Chairperson of the Audit Committee:
Dr. Frederick Wezeman
6030 West 129th Place
Palos Heights, IL 60463

Timing

The earlier a concern is expressed, the easier it is to take action.

Investigating the Concern

Following the receipt of any complaints submitted, the Audit Committee will investigate each matter so reported and take corrective and disciplinary actions where appropriate. The rights of the individual, group or entity complained against by the whistleblower shall be respected to the extent required by law and ethical standards upheld by Elim Christian Services.

The Audit Committee may enlist committee members, employees of the ministry and/or outside legal, accounting or other advisors, as appropriate, to conduct any investigation of complaints regarding financial reporting, accounting, internal accounting controls, auditing matters, or any other form of misconduct, dishonesty, or fraud. In conducting any investigation, the Audit Committee shall use reasonable efforts to protect the confidentiality and anonymity of the complainant.

Further Information

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

Report to Complainant

The complainant will be given the opportunity to receive follow-up on their concern within two weeks:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Giving an estimate of the time that it will take for a final response;
- Telling them whether initial inquiries have been made; and
- Telling them whether further investigations will follow, and if not, why.

Information

Subject to legal constraints the complainant will receive information about the outcome of any investigations.

Document Retention

The Audit Committee shall retain as a part of the records of the Committee any such complaints or concerns for a period of at least seven (7) years.

SAFEGUARDS

No Retaliation

No director, officer, or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise concerns within the organization prior to seeking resolution outside the organization.

Additionally, no employee shall be adversely affected because they refuse to carry out a directive which, in fact, constitutes corporate fraud, or is a violation of state or federal law.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Every effort will be made to protect the complainant's identity.

Anonymous Allegations

Employees are encouraged to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and

- The likelihood of confirming the allegation from attributable sources.

Acting in Good Faith

Anyone filing a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates misconduct, dishonesty, or fraud. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

DEFINITION OF TERMS

For purposes of this policy, the definition of misconduct, dishonesty, and fraud includes but is not limited to:

- Acts which are inconsistent with ministry policy
- Theft or other misappropriation of ministry assets
- Misstatements or other irregularities in ministry records
- Incorrect financial reporting
- Misuse of ministry resources
- Illegal activities
- Immoral or unbiblical activities
- Forgery or alteration of documents
- Any other form of fraud

Agency Code of Conduct and Ethics (Policy 017.000.000)

In our efforts to be Christ-centered, Elim conducts its services within the historic context of the Reformed faith. Each individual is recognized as being created in the image of God and with a unique purpose. One's value or esteem is derived from his or her status as a child of God. Purpose in one's life is discovered in a personal relationship with Jesus Christ. Discerning the Lord's will for one's life and responding in obedience brings one fulfillment and joy. As affirmed in the Bible an individual should be challenged to develop skills and abilities in order to provide for one's care and sustenance. Yet in our belief that people are eternal beings the success and value of one's life is much greater than his or her level of independence or autonomy. Elim strives to assist individuals with disabilities to discern their God-given talents, gifts, and calling and then assisting individuals in developing and utilizing these gifts, talents and calling to their fullest potential. To this end Elim is committed to providing individuals opportunities that allow them to grow and develop and make choices as integrated members of their community.

The following definitions apply to this policy:

Agency: Elim Christian Services

Agency representative: Employee, contractor performing direct care services with agency clients/students, or member of the Board of Directors or committee thereof.

Good character is what this Agency Code of Conduct and Ethics is all about. Honesty and integrity defines our relationships with people receiving services, outside agencies, business partners and each other. By maintaining the highest level of integrity, we earn trust for our services and ourselves from everyone with whom we come in contact. Showing respect and empathy to all those we interact with is crucial to our mission.

EMPLOYEE AND CONTRACTOR CODE OF CONDUCT AND ETHICS

This Agency Code of Conduct and Ethics expresses the ethical standards that the Agency expects of its Agency Representatives and is not intended to provide an employment or service contract. Employees found in violation of these stated codes will be subject to disciplinary actions.

Agency representatives are expected to comply with the following standards:

1. Business Principles

a) Maintain the Confidentiality of Agency Records

The agency is responsible and accountable for the integrity and protection of its business information. All agency records and documents (in any form or media) are the sole property of the agency and thereby considered confidential by its nature, except as provided by law or regulation. All agency information (i.e. policies, procedures, strategic or business plans, administrative memos, financial document, etc.), whether in electronic or written format, is confidential and may not be released or shared with others outside the agency without proper prior authorization.

No agency representative shall disclose to others any confidential information obtained during the course of employment/work (paid or unpaid) or receipt of reports, which have not been published or disclosed, to the public. Documents and electronic media containing sensitive information on people receiving services, staff, consultants, volunteers, board members and other representatives of the agency must be carefully handled and properly secured. Once an agency representative terminates the relationship with the agency, they have no right to access or use agency information.

If any agency representative observes or becomes aware of a breach of this practice including misuse of confidential information, or an unauthorized or unrecognized individual using a computer terminal in an area familiar to them, they are to immediately contact a supervisor.

b) Protect Agency Assets

It is the obligation of all agency representatives to protect the assets of the agency. Agency property, such as office supplies, office equipment, computers, computer systems, vehicles, and property may not be used for personal reasons. The use of agency property to view or transmit sexual material, derogatory remarks, racial slurs or any other inappropriate material that could be interpreted as such will not be permitted at any time and will result in disciplinary action.

Any misuse or misappropriations of agency funds, information, equipment, facilities or other assets will be addressed with severe discipline up to and including termination of employment. Additionally, the agency will report matters to law enforcement in appropriate cases. Agency funds include, but are not limited to bank accounts, credit and debit cards and business accounts. In addition, agency property such as janitorial and office supplies are available for business needs. Removal of such supplies from agency property for personal use may also be considered criminal.

c) Maintain the Corporate Image

The agency's reputation and identity are among its most valuable assets. All agency representatives are expected to conduct themselves in a manner that reflects positively on the agency's image and identity, both internal and external. No one should act in a way that adversely affects the reputation or image of the agency with employees, volunteers, people receiving services or with the community at large.

While the agency cannot control what its representatives do during non-working hours, it is important to understand that information posted online is public and comments made about the agency or agency representatives that are defamatory or violate agency policy (i.e. confidentially, conflict of interest, harassment) can result in disciplinary action, no matter whether the employee wrote it from work or outside of work.

d) Have Job Accountability

Each agency representative is responsible for adhering to agency policy and for knowing and executing the responsibilities of his or her job independently. This means the individual is held accountable for the quality of the work he or she produces. Each agency representative should be timely in their attendance and value the deadlines and schedule of others. In addition, management is responsible for ensuring that they have provided their employees with the necessary information to do their jobs.

Each agency representative shall display teamwork by assisting and being a resource to others. This includes communicating information, clearly and consistently, to all necessary parties and being open to constructive feedback. Positively resolving conflicts and effective problem solving are important traits in being a contributing part of the Elim team. Planning and prioritizing of workload are important attributes of an agency representative.

e) Avoid Conflicts of Interest

Each agency representative has a primary business responsibility to the agency and is expected to avoid any activity that may interfere or have the appearance of interfering with their performance. A conflict of interest exists if an agency representative's outside business or other interests may affect adversely, or have the potential to affect adversely, his or her motivation, objectivity, loyalty or performance. In addition, a potential conflict of interest occurs when an individual's personal or private interests might lead an independent observer to reasonably question whether the individual's professional actions or decisions are influenced by significant personal interest, financial or otherwise.

The situations identified as "conflicts of interests" are not all inclusive. Agency representatives are expected to exercise good judgment and be mindful of how their personal relationships and outside activities may be affecting the workplace. Agency representatives may also find themselves in a situation where they do not feel like they can be objective in their decision making due to their personal relationship or beliefs. Should an agency representative feel that they are not able to be objective in making a business related decision they should voluntarily abstain/refrain from participating in the decision making process. Furthermore, if any matter exists that might be a conflict of interest or creates the appearance of a conflict of interest, agency representatives are required to consult their supervisor, Corporate Compliance Officer or Human Resources representative to assess whether a problem exists.

f) Display Caution when Offered Gratuities

In the course of performing their jobs, agency representatives may be offered gratuities, which usually are intended as gestures of goodwill or appreciation. These include gifts, entertainment, gift cards, meals and beverages, tickets to sporting or cultural events, services or other similar favors. Agency representatives may not accept, individually or as part of a group, anything that could reasonably be thought to have more than a nominal intrinsic value. Nominal intrinsic value as defined for this policy is anything with a fair market value of no more than \$250. Anything beyond nominal intrinsic value requires approval by the recipient's direct supervisor or the Chairperson of the Board of Directors.

g) Adhere to the Agency Media Communication Practices

It is the agency's practice to provide open, accurate and consistent communication with the public. To maintain the consistency and accuracy of the information, agency spokespersons are designated to respond to all inquiries. Only these designated spokespersons are authorized and responsible for releasing information on behalf of the agency at the appropriate time and for guarding against the inadvertent disclosure of confidential information. All inquiries from the media about the agency should be directed to the Media/Public Information Officer (see page 9).

2. Quality of Care

a) Adhere to Individual's Rights and Responsibilities

By regulation, all individuals receiving services are entitled to certain Rights and Responsibilities. It is expected that all agency representatives adhere to the provisions set forth in these regulations. In particular, agency representatives shall not engage in any activities that constitute abuse of persons receiving services as defined in the regulations of the Illinois DHS, ISBE and DCFS. More information on these regulations can be found on the respective oversight agency's web site. Failure to exercise one's duty to intercede or to report any activity, which may be considered abuse, will constitute a violation of this requirement.

b) Follow Individual's Service Plan

Agency employees are expected to comply with each person's service plan and communicate any changes in the plan to the necessary parties in accordance with regulatory requirements and program policies and procedures.

It is not acceptable for people receiving services to carry out the duties of employees unless such tasks are described in their plan of services by their program planning team and for the purpose of increasing their skills.

c) Maintain Appropriate Interactions with Individuals

Agency representatives must maintain professional relationships with people receiving services. There shall be no personal financial transactions between agency representatives and people receiving services or their family/responsible party. Financial transactions, which may be construed as exploitation or result in greater benefit to the agency representative than the person receiving services will be considered abuse. It is expected that agency representative will treat people receiving services with respect and dignity at all times.

Agency representatives may not accept cash gifts from individuals receiving services under any circumstances. However, cash donations from a family member/responsible party to the agency may be accepted. Should a family member/responsible party be interested in donating to the agency, they should contact the Advancement Department. All agency representatives are expected to maintain a professional demeanor with people receiving services. It is also expected that agency representatives shall model appropriate and acceptable behavior while in the presence of people receiving services.

d) Safeguard the Privacy of Individuals

Agency representatives shall treat all information relating to individuals served as confidential and utilize such information in a professional manner at all times. Access to information on people receiving services must be limited to the extent permitted by the agency policies and procedure pursuant to state and federal law. Information relating to individuals served should not be released without the proper authorization to do so from the department director. Any agency representative who engages in unauthorized disclosure, access to, or misuse of information in violation of the privacy rights of people receiving services, or others may be subject to disciplinary action in addition to civil or criminal sanctions. Any agency representative who becomes aware of such unauthorized disclosure should immediately report this to their supervisor or Corporate Compliance Officer.

3. Medical Practices

a) Follow Regulations Regarding Control of Medications

All agency representatives shall be diligent in discharging their obligations regarding prescription drugs and controlled substances in accordance with applicable laws, regulations and agency policies and procedures.

The agency is legally responsible for the proper distribution, handling of and prevention of unauthorized access to pharmaceutical products. The diversion of any prescription drug or controlled substance, including a drug sample, in any amount for any reason to an unauthorized individual or entity is forbidden.

Agency representatives may not use drugs stored in agency programs intended for the use of people receiving services.

4. Legal Obligations and Compliance

a) To Maintain a Safe and Healthy Workplace

The agency has a commitment to maintain a safe and healthy workplace for agency representatives and people receiving services. As part of this commitment, the agency maintains reasonable safety rules, practices and procedures for all agency representatives. At the same time, the agency expects agency representatives to be efficient and productive in performing their job assignments

The agency provides a safe and healthy work environment by adhering to the laws, regulations and commonly accepted safe practices in accordance with federal and state laws regarding occupational and environmental safety.

Hazardous materials, pollutants and medical waste must be handled in accordance with the procedures established by the agency's health and safety committee. More information is

available from the Director of Human Resources, who also serves as the health and safety coordinator for the agency (see page 8).

b) Refrain from Misrepresentation

Honesty based on clear communication is the cornerstone of ethical disclosure of information. The agency and agency representatives shall be honest and make no representation or dishonest statements in conducting agency business affairs. Agency representatives must report and record all information accurately and honestly including all marketing materials, service records, payment requests, timesheets, financial reports and other similar documents, which relate to business activities. Marketing materials will accurately reflect certification, licensure and services available.

In addition, agency representatives must not make false statements with respect to the conditions or operations of any program nor make false statements with respect to information regarding ownership and control of a facility or program.

c) Refrain from Engaging in Unfair Trade Practices

All agency representatives are expected to comply with all laws pertaining to the restraint of trade and fair competition. Such laws generally forbid any kind of understanding or agreement (written or verbal) between competitors to fix and control fees or payments for services or products, or to engage in any other conduct that results in restraints of competition.

Unfair methods of competition and deceptive acts or practices are also prohibited. Examples of these include false or deceptive statements or comparisons about the Agency's services or falsely disparaging competitor's services without data to substantiate it.

d) Adhere to Tax-Exempt Requirements

The agency is a tax-exempt entity under the rules and laws of Illinois and the Federal Internal Revenue Service. In order to comply with applicable law, the agency must operate for the benefit of the community and avoid "private inurement" or "private benefit" as defined by these laws. Violations of these tax laws may result in criminal penalties. In this regard, agency representatives shall be familiar with these restrictions:

- The agency sales tax exemption is used only for legitimate agency business and service transactions.
- Personal items cannot be purchased through the agency even if reimbursement is offered.
- All appropriate withholding taxes must be applied to staff wages.

e) Comply with Fundraising Standards

The agency adheres to acceptable fundraising standards. Only fundraising activities that benefit the agency and the programs or services are allowed, and must be specifically authorized by the fundraising department or designee. Fundraising events must be consistent with the mission, vision, goals, mandates and values of the agency.

Any agency representative that obtains funds as a result of fundraising activities on behalf of the agency must promptly deposit the funds with the Business Office for appropriate record keeping and cash controls. A receipt for funds deposited must be obtained from the appropriate Business Office Personnel. Fundraising reports are issued regularly and comply with applicable laws and regulations associated with the agency licenses and not-for-profit law.

f) Submit Accurate Billings and Financial Reports

Billing activities are to be performed in a manner consistent with payers' regulations and requirements. The agency will comply with all pertinent regulations in billing practices, including, but not limited to, specific program requirements, need for service, procedure codes, bad debt reporting, credit balances, and duplicate billing.

All billing and claims generated must accurately reflect that services rendered are supported by relevant documentation and are submitted in compliance with applicable laws, rules, regulations and program requirements. Agency representatives should never knowingly make or present improper, false, fictitious or fraudulent claims to any government or private health care program, employee, department or agency. Improper activity can include, but is not limited to:

- Misrepresentation of Services
- Duplicate Billing
- Multiple Coverage and Secondary-Payroll Fraud
- False Claims Statements
- Falsifying Dates on a Claim

Those responsible for completing and submitting financial reports will do so in accordance with acceptable accounting practices and legal obligations. Improper accounting practices include, but are not limited to:

- Supplying false or misleading information in the agency's financials or other public documents, including its annual information return; or
- Providing false information to, or withholding material information from, the agency's auditors.

It is a crime to submit a "False Claim." A False Claim occurs when a person or organization submits a record or claim for payment of services, property or other items to the government, knowing that the information is not true. "Knowing" means that the person or organization:

- knows the record or claim is false, or
- is asking for payment and is deliberately ignoring whether or not the record or claim is false, or
- is asking for payment and does not care if the record or claim is false.

The Federal Government enacted the False Claims Act law that allows a person who knows that

an organization has filed a False Claim for payment to file a lawsuit in Federal Court on behalf of the government, and, in some cases, the person can receive a portion of the damages awarded. There are additional civil, administrative and criminal laws that apply to the submission of a false claim.

g) Refrain from Accepting Kickbacks

In the United States, it is illegal to provide, offer or accept a kickback or bribe. A kickback or bribe may be defined as any money, fee, commission, credit, gift, gratuity and anything of value or compensation of any kind that is provided directly or indirectly, and that has as one of its purposes, the improper obtaining or rewarding or favorable treatment in a business transaction.

No agency representative shall solicit, receive, offer to pay, or pay remuneration of any kind in return for referring an individual for items or services, or purchasing, leasing, ordering or arranging for goods, facilities, services or items for which payment may be made under federal, state, or local health care programs.

All agency representatives should avoid the offering or receipt of a gift in circumstances where it could appear that the purpose of the gift is to influence the agency's relationship with a vendor, regulator or other person or entity. The receipt of any gift by any agency representative from a vendor, contractor, etc. must be disclosed to the supervisor to determine whether the gift may or may not be accepted to avoid a conflict of interest.

h) Be Familiar with Regulations Governing Areas of Responsibility

All agency representatives must adhere to the rules and regulations set forth by Illinois and the Federal Government and comply with any contractual obligations the agency may have. In addition, agency representatives shall be familiar with program regulations governing areas of responsibility, receive and understand new regulations and/or expectations and to inform the supervisor or appropriate agency administrator of any possible issues of noncompliance.

5. Human Resources Principles

a) To Maintain Agency Representative Privacy

Every agency representative has the right to confidentiality of certain employment records as well as the privacy of personal activities outside of business hours. In turn, the agency has rights of access to all agency property and communication, records and information created in the business setting. By using agency property and/or creating such records and information, the agency representative consents to such access.

The agency will not release information regarding our current agency representatives without written consent unless it is required by a program survey, subpoena or public record. An internal investigation may at times require the review and /or release of certain personnel information to agency personnel, law enforcement and/or oversight bodies.

The agency emphasizes the need for balance between work, personal and family life, and encourages agency representatives to pursue interests and activities outside the workplace. Personal interests and beliefs, however, must not be imposed on other agency representatives or people receiving services. The agency recognizes the agency representative's rights to become involved in political activities of their choice. However, activities should not interfere with the agency representative's ability to perform their job and should not imply participation on the part of the agency.

See the section in the Employee Handbook titled Confidentiality for more information.

b) Refrain from Substance Abuse and Unsafe Workplace Behavior

Elim is committed to providing a safe and healthful workplace for agency representatives and people receiving services as well as promoting an efficient and productive workforce. To that end, the agency has adopted a Drug-Free Workplace Policy (207.000.000).

Conflicts of Interest (Standard 219.013.000)

Employees must avoid any relationship or activity that might adversely reflect upon, or be perceived to conflict with the goals, purposes, and philosophy of Elim. At times, an employee may be faced with situations in which business actions taken on behalf of Elim Christian Services may conflict with the employee's own personal interests. Agency property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, an enrollee or an enrollee's family, or an organization that has a business relationship with Elim, regardless of the nature of the employment, while employed with Elim Christian Services.
- Hiring or supervising family members or closely related persons. (Nepotism policy 225.000.000)
- Serving as a board member for an outside commercial agency or organization.
- Accepting gifts, discounts, favors or services from a vendor.

Employees with a conflict-of-interest question should seek advice from the agency Corporate Compliance Officer, (see page 8) before engaging in any activity, transaction or relationship that might give rise to a conflict of interest or perception of a conflict of interest.

Outside Employment (Standard 299.014.000)

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the agency interests or adversely affect job performance and the ability to fulfill all job responsibilities. This also extends to the unauthorized use of any agency tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

If Elim Christian Services determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Attendance and Punctuality (Standard 299.015.000)

Timely and regular attendance is an expectation of performance for all Elim employees. Employees will be held accountable for adhering to their workplace schedule.

Time off must be requested from your supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) (208.000.000) or the Americans with Disabilities Act (ADA) (204.000.000) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA or the ADA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Professional Development (Standard 299.016.000)

Elim recognizes the value of staff participation in conferences and workshops that are relative to one's profession. Plans for attendance are based on the value of Elim in having staff participation and also on an individual employee's professional commitment. Employees who attend conferences are expected to return with information which can be shared with others to benefit Elim's services. All participation is subject to supervisor approval. A Record of Professional Development form (available in UltiPro) must be completed and submitted to their supervisor.

Personal Appearance (Standard 299.001.000)

Elim employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for the environment.

All employees must be covered from shoulders to mid-thigh at all times (no see-through or sleeveless clothing is permitted at any time). Clothing that reveals cleavage, your back, your chest or your underwear is not appropriate for a place of business. Leggings or form fitting pants may only be worn if they are opaque (not see through) and must not have writing on the legs or backside and be worn with a top that covers to the mid-thigh. Clothing that promotes alcoholic beverages, tobacco, the use of controlled substances, violence, contains sexual references, or something contrary to our religious tenants are prohibited. Tattoos of a similar nature must be covered. Visible piercings are limited to ears, nose and eyebrows and only a small stud type earring may be worn. Employees who come in direct contact with individuals served are encouraged not to have artificial nails and must keep natural nail length to ¼ inch or less from fingertip. Swim attire for females should be a solid one-piece bathing suit that covers all areas or a t-shirt and shorts must be worn over it. Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this standard.

Safe footwear must be worn by all staff. Safe footwear is defined as shoes that cover the toes, have at least a back strap, and have a heel that is not larger than two inches.

Office staff must wear casual business attire.

Management reserves the right to determine if the employee meets the workplace requirements. Any employee who is improperly dressed will be counseled and may be sent home to change clothes or given alternative clothing to wear for the day. Continued disregard of this standard may be cause for disciplinary action, which may result in termination.

Employee Property (Standard 299.018.000)

Liability for damage to employee vehicles on Elim property is not the responsibility of Elim, unless the damage is caused by Elim. Any personal property brought to or left at Elim will be the sole responsibility of the individual, not of Elim. This includes purses, cell phones, clothing and items used and left in rooms, etc. The parking lot at Elim is provided for your convenience. Elim is not responsible for loss or damage to employee's vehicle or property.

Electronic Communication and Internet Use (Standard 221.001.000)

The following guidelines have been established for using the Internet, agency-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, agency-provided equipment (e.g., cell phone, laptops, computers, etc.) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using abusive language (profane or contradictory to our religious tenets); committing any violation of Elim's policies or standards (including those on equal employment opportunity, harassment, and workplace violence); and engaging in any illegal activities (including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and agency-provided equipment such as cell phones and laptops).
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the threat of harmful activity. Elim will never ask for your personally identifiable information (such as social security number) in an email. Do not respond to an email asking for this information and contact IT.
- Employees may not alter, or destroy data, software, documentation, or data communications belonging to Elim without authorized permission.
- No software shall be installed without the permission of IT.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the agency.

Right to Monitor

All agency-supplied technology and agency-related work records belong to the agency and not to the employee. Elim Christian Services routinely monitors use of agency-supplied technology. Employees should have no expectation of privacy in their use of any system, device, server, hardware, software, or other technology supplied by Elim. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media—Acceptable Use (Standard 221.002.000)

Below are guidelines for social media use. The following guidelines apply only to the use of social media while an employee is on duty or engaging in work-related use of social media at Elim's direction. Employees are encouraged to use good judgment and take responsibility for their posts and discussions. Employees are strongly discouraged from generating or accepting friend requests with individuals we serve while on or off duty. Employees are expected to maintain appropriate professional boundaries with individuals served to ensure protection of private health care information and promote their professional reputation, and thus employees must take care that their use of social media does not compromise those boundaries.

Employee use of social media/networking is subject to all Elim policies and standards such as Non-discrimination, Anti-Harassment, Code of Conduct and Electronic Communications policies and standards.

We encourage employees to use their Internet access responsibly. If an employee has any questions or concerns regarding use of the internet, please contact the IT Department (see page 8).

Manage your expectation of privacy

Elim may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage, and the like, with or without notice to users of the system, when we deem it appropriate to do so. As such, when using such systems, employees should have no expectation of privacy with regard to time, frequency, content or other aspect of their use, including the websites they visit and other Internet/Intranet activity. The reasons Elim accesses and monitors these systems include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

Follow Existing Policies and Terms of Use

Most websites, including Facebook and others, have rules concerning the use and activity conducted on their sites. These are sometimes referred to a "Terms of Use." Employees must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules.

Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through online social media.

Identify any copyrighted or borrowed material with citations and links

When publishing any online material through online social media that includes another's direct or paraphrased quotes, thoughts, ideas, photos, or videos, always use citations and link to the original material where applicable.

Your Rights

Nothing contained within this standard is intended to interfere with employee rights under the National Labor Relations Act, including but not limited to employees' right to discuss the terms and/or conditions of their employment, or other laws protecting lawful job related activities.

Solicitations, Distributions and Posting of Materials (Standard 299.019.000)

To reduce distractions and disturbances that can create opportunities for error, solicitation by an employee of another employee is prohibited, while either the person doing the soliciting or the person being solicited is on working time.

Working time includes the time during which any of the employees involved are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

Distribution of advertising material, handbills, or other printed or written literature of any kind by employees in working areas is also prohibited. "Working areas" means all areas in which employees normally work, confer, or conduct business but does not include the staff lounge/break or lunch area, washrooms, or any other area specifically designated for non-work purposes.

Employee Personnel Files (Standard 299.020.000)

Employee files are maintained by the Human Resource department. Employees are responsible to notify Human Resources through making changes to their personal information (address, name, phone numbers, etc.) in UltiPro. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with applicable laws.

Personnel file access by current employees and former employees upon request will be permitted to the extent required under state law. Personnel files are to be reviewed in the Human Resource department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

COMPENSATION

Payment of Wages (Standard 299.021.000)

Employees are paid biweekly for the pay period ending the Saturday prior to the pay date. Paydays usually occur on Fridays.

If the normal payday falls on an agency-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice. This information is entered into UltiPro by the employee. Changes must be entered one (1) week prior to the next pay date. It is the agency's standard that employees will be given on-line access to their paystub and paper checks will be placed in the employee's Elim mailbox.

In the event of a concern related to your paycheck, the payroll department must be notified as soon as possible. All Form W-4 changes must be completed in UltiPro.

Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday.

Meal/Rest Periods

The scheduling of meal periods at Elim Christian Services is set by the employee's immediate supervisor with the goal of providing the least possible disruption to agency operations.

Mandatory Meal Period

Employee meal periods are important to agency productivity and employee health. Employees who work at least seven and one-half (7.5) consecutive hours will be provided a twenty (20)-minute meal break beginning no later than five (5) hours after the start of the work period.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

On-Call Pay (nonexempt employees)

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, he or she will be paid for travel time. If an on-call employee is not called back, no pay will be earned.

Employee Travel and Reimbursement (Standard 299.022.000)

Employees will be reimbursed for reasonable and necessary expenses incurred in connection with approved travel on behalf of the agency.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance by an employee's direct supervisor. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within thirty (30) days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. Any expenses not timely and properly submitted will not be reimbursed.

Automobile (personally owned—domestic travel). Employees are expected to use an Elim vehicle when available. In the event an Elim vehicle is not available and an employee uses his/her personal vehicle for business travel, the employee must provide proof of insurance coverage and valid driver's license to their supervisor. A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance agency for business travel.

Reimbursement for use of a personal automobile is based on the IRS suggested mileage reimbursement rate. Employees who use their personal automobiles for work related travel will be reimbursed at the established rate for mileage only if a record of total mileage between starting and ending points is documented as part of the employee's expense report.

Lodging. The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is seventy-five (75) miles or more from the primary worksite.

Business meals. Travelers are required to follow agency expenditure policies when requesting reimbursement for business meals (\$10 breakfast, \$15 lunch, \$25 dinner). Original itemized receipts are required.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking. Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

TIME OFF/LEAVES OF ABSENCE

Holiday Pay (Standard 299.033.000)

Elim Christian Services recognizes eleven (11) paid holidays each year:

- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

All offices are closed in observance of these holidays. Should a holiday fall on a weekend, the agency will determine the day that the agency will observe that holiday. Elim reserves the right to schedule work on an agency-recognized holiday.

Employees must work, or take pre-approved vacation, the scheduled day before and after the holiday in order to receive holiday pay. Employees will also be paid for the holiday if the employee presents a doctor's excuse explaining their absence from work. Pay for holidays is computed on normal work hours scheduled per day, not to exceed eight hours and per wage rate of primary position held. Non-exempt employees who work on holidays are automatically paid at the time and one-half rate.

Upon request, time off may be granted to employees who desire to observe a religious holiday that is not recognized by the agency.

Vacation (Standard 299.023.000)

Full-time employees who do not work in the school program are eligible for vacation leave benefits. Full-time employees are those scheduled to work 1,675 or more hours per year. Vacation accrual for full-time employees begins on the first day of full-time employment. Vacation is accrued according to the schedule in this standard. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence. Vacation is awarded as an inducement to future work, not as a reward for past work.

To schedule vacation time, employees should submit a request in UltiPro to their supervisor in advance of the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on program needs. The supervisor should reply in a timely manner. Employees should understand that it is not always possible to permit an employee to have the specific days requested.

Vacation will be paid at the employee's base rate at the time the leave is taken. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under applicable law. Employees are expected to use vacation benefits in the year in which vacation is earned. Vacation time in excess of one year's accrual cannot be carried into the next calendar year. On January 1, employees exceeding one year's accrual will lose the excess hours.

When employment ends, accrued unused vacation leave earned through the last day of employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

Time at Elim	Accrual Rate/hour	Maximum Rollover
0 – 5 Years	.03847	80 Hours
Over 5 Years	.05769	120 Hours

Personal Leave (Standard 299.024.000)

All full time and part time A employees are eligible for personal leave benefits. Personal leave for reasons other than those protected by applicable law begins accruing after six (6) months of employment. No personal leave is earned or accrued during the first six (6) months of employment. Personal leave is issued on January 1st each year at a rate of eighteen (18) hours for part-time A and twenty-four (24) hours for full-time employees. Personal leave can be used only after it is issued. Personal leave is granted as an inducement to future work, not as a reward for past work.

To schedule personal leave, employees should submit a request to the employee's direct supervisor in advance (determined by department) of the requested leave. Employees must ensure that they have enough leave available to cover the dates requested. Requests will be reviewed by the supervisor in a timely manner.

Personal leave will be paid at the employee's base rate at the time the leave is taken. Personal leave will not roll over at the end of the calendar year; any accrued but unused personal leave will be lost at that time.

When employment ends, accrued unused personal leave will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused personal leave will be paid to the employee's estate or designated beneficiary.

Sick Leave (Standard 212.001.000)

All full time and part time A employees accrue paid sick leave from the date of hire. The rate is based on 9 days/year based on a 40-hour work week.

Whenever feasible, the employee is responsible for notifying his/her supervisor prior to the start of this shift. In the case of emergency, the employee should notify his/her supervisor as soon as possible. Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family (child, step-child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, or step parent).

Any employee who has an injury or illness which may affect their ability to perform their job will be required to submit a return to duty form prior to returning.

Sick leave may be accrued to a maximum of 480 hours. Sick leave may not be used before it is accrued. If sick leave is exhausted, any available vacation hours will be used in its place. An employee who has a sick leave absence in excess of three consecutive working days must present medical documentation for the absence from a physician who is not a family member. Medical documentation may be required in other circumstances. Employees are not paid for unused sick leave upon termination of employment.

Family and Medical Leave Act (“FMLA”) (Policy 208.000.000)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Human Resources Department.

Employees Eligible for FMLA Leave

FMLA leave is available to “eligible employees.” To be an “eligible employee”, an employee must: (1) have been employed by Elim for at least 12 months (which need not be consecutive); (2) have been employed by Elim for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Employee Entitlements for FMLA Leave

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined on a rolling basis, measured backwards from the date an employee uses any FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee’s own **serious health condition** (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee’s spouse, son, daughter or parent is a covered military member on covered active duty or has been notified of an impending call or order to covered active duty status in the Armed Forces.

A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Note that an employee may be given leave beyond the 12 workweeks of FMLA leave if such additional leave is needed as a reasonable accommodation for the employee's disability. Also, an employee who is not eligible for FMLA leave may be provided with unpaid leave if needed as a reasonable accommodation for the employee's disability.

Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered service member** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered service member**" means (A) members of the Armed Forces (including the Reserves and National Guard) who are undergoing medical treatment, recuperation, or therapy or is otherwise on outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness or (B) veterans who were members of the Armed Forces (including Reserves and National Guard) during the 5-year period preceding the date on which they undergo such medical treatment, recuperation or therapy for an injury or illness incurred in the line of active duty with the Armed Forces.

Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis.

Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause Elim substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. Elim will notify employees if they qualify as "key employees", if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from Elim telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Elim's designation of leave as FMLA-qualifying or non-qualifying, if not

FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The agency may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the agency's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the agency and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA Leave Obligations

Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the agency of their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Human Resources Department of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow Elim to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a covered military member being on covered active duty or called to covered active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to Elim's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which Elim has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice

Employees must provide 30-days advance notice of the need to take FMLA leave when the need is foreseeable. When 30-days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Elim notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30-days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers To Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with Elim and make a reasonable effort to schedule treatment so as not to unduly disrupt Elim's operations, subject to the approval of an employee's health care provider. Employees must consult with Elim prior to the scheduling of treatment to work out a treatment schedule which best suits the needs of both Elim and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, Elim may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, Elim may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Agency of the reason why such leave is medically necessary. In such instances, Elim and the employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting Elim's operations, subject to the approval of the employee's health care provider.

Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification**, and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide Elim with timely, complete and sufficient medical certifications. Whenever Elim requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Agency's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. Elim shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. Elim will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, Elim (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide Elim with authorization allowing it to clarify or authenticate certifications with health care providers, the Agency may deny FMLA leave if certifications are unclear.

Whenever Elim deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that you not provide any genetic information when responding to any request for medical information, including when providing any medical information related to this policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30-days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If Elim has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at Elim's expense. If the opinions of the initial and second health care providers differ, Elim may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by Elim and the employee.

Medical Recertification's

Depending on the circumstances and duration of FMLA leave, Elim may require employees to provide recertification of medical conditions giving rise to the need for leave. Elim will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide Elim with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. Elim may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a covered military members, Elim may require employees to provide: 1) a copy of the covered military member's covered active duty orders or other documentation issued by the military indicating the covered military member is on covered active duty or call to covered active duty status and the dates of the covered military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new covered active

duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the Agency may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, Elim may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued sick and vacation time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, Elim will allow employees to use accrued paid time to supplement any paid disability benefits.

Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless Elim notifies employees of other arrangements, whenever employees are receiving pay from the Agency during FMLA leave, Elim will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium by making payments to Elim as invoiced.

Elim's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, Elim will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control) they will be required to reimburse Elim for the cost of the premiums Elim paid for maintaining coverage during their unpaid FMLA leave.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult Elim's other leave policies in this Handbook or contact the Human Resources Department.

Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the Human Resources Department. Elim is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Human Resources Department immediately. Elim will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

Personal Leave of Absence (Standard 299.025.000)

Employees who require time off in addition to vacation for personal leave for reasons other than those protected by federal, state, or local law may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All employees employed for a minimum of 30 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

This policy does not apply to employees who need leave as a reasonable accommodation for disability. Such leaves are handled under the Americans with Disabilities Act (ADA) policy (204.000.000) above.

Bereavement Leave (Standard 222.001.000)

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Upon your return to work, the supervisor may require proof of death and your relationship to the deceased.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted according to the following schedule:

- Full time and part time A employees are allowed three days of paid leave in the event of the death of the employee's spouse (or individual having a comparable relationship), child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Full time and part time A employees are allowed one day of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent, niece, nephew, stepbrother, stepsister, stepson or stepdaughter.
- Employees may be allowed up to four hours of bereavement leave to attend the funeral of an employee, student, client or retiree of the agency.
- Exceptions for other emergency leave may be granted with administrative approval. *Personal days, if available, can be used for additional days beyond what the bereavement policy covers.

Employees who experience the death of a child are entitled to 10 days of unpaid bereavement leave. The leave must be completed within 60 days of when the employee receives notice of the death of the child.

Jury Duty (Standard 299.026.000)

Elim realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. If you receive a summons for jury duty or a subpoena to serve as a third-party witness in a court case, notify your immediate supervisor as soon as possible. This will allow your supervisor to adjust scheduling as necessary. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. All employees are allowed time off if summoned to appear in court as a witness.

Employees are required to submit a copy of the summons for jury duty to their immediate supervisor as soon as they receive it.

In addition, employees must submit proof of service to their immediate supervisor when their period of jury or witness duty is completed.

Voting Leave (Standard 299.027.000)

Your supervisor will work with you and adjust your schedule as necessary to ensure that you will have the opportunity to vote. You will need to inform your supervisor in advance of days when elections for public office are scheduled throughout the state, county, city or town in which you work if you expect any conflict between your work schedule and the exercise of voting rights. No employee will be penalized or retaliated against for requesting time off to vote. If an employee's shift begins less than two (2) hours after the polls open and ends less than two (2) hours before the polls close, the employee must be given two (2) hours of paid voting leave.

School Visitation Leave (Standard 299.028.000)

Employees who have completed six (6) months of employment may be eligible for up to eight (8) hours of unpaid leave during any school year to attend their child's school conference or classroom activity that cannot be scheduled during non-work hours. Leave may not exceed four (4) hours on any given day.

Time taken for leave may be made up in accordance with the School Visitation Rights Act. All accrued paid vacation, personal leave and any other leave except paid sick or disability leave must be exhausted before this leave will be granted.

Employees must provide at least seven (7) days' notice, except in cases of emergency, and the leave is to be scheduled so as not to unduly disrupt the operations of the agency. You also must provide documentation of the school visit within two (2) working days of the leave.

Domestic/Sexual Violence Leave (Standard 299.029.000)

In accordance with the Illinois Victims' Economic Security and Safety Act, employees who are the victims of domestic or sexual violence, or who have family or household members who are the victims of domestic or sexual violence, may be eligible for up to 12 weeks of unpaid domestic violence leave within any 12-month period, and upon return will be restored to the same or an equivalent position.

Prior to receiving such leave, the agency may require the employee to substitute any and all accrued but unused paid vacation, personal, and sick time. This substitution does not extend the 12-week period. Domestic violence leave runs concurrently with Family and Medical Leave and, therefore, does not extend any unpaid time available to the employee under Family and Medical Leave.

Reasons for Leave

Eligible employees may take domestic violence leave so that they or a member of their family or household may:

1. Seek medical attention for or recover from physical or psychological injuries caused by domestic or sexual violence;
2. Obtain services from a victim's services organization;
3. Obtain psychological or other counseling;
4. Participate in safety planning, temporary or permanent relocation, or take other actions to increase their physical safety or economic security; or
5. Seek legal assistance or remedies to ensure their health and safety.

Notice of Need for Leave

Eligible employees must provide the agency with at least 48 hours' advance notice of the need for leave, unless such notice is not practicable.

Certification of the Need for Leave

To request leave, an employee must supply the agency with a sworn statement indicating that the employee or a family or household member is a victim of domestic or sexual violence and that leave is necessary for one of the reasons described above.

The employee seeking leave also must provide supporting documentation from one of the following sources:

1. A victim's services organization;
2. A member of the clergy;
3. A medical professional from which the employee or family or household member has sought assistance;
4. A police report or court record; or
5. Any other corroborating evidence.

Employee Benefits

During an approved leave, the agency will maintain the employee's health benefits as if the employee continued to be actively employed. If paid time off is substituted for unpaid leave, the agency will deduct the employee's portion of the any applicable health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee elects not to return to work at the end of the leave period, he or she will be required to reimburse the agency for the cost of the health benefit premiums paid by the agency for maintaining

coverage during the unpaid leave period, unless the employee cannot return to work because of continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond his or her control.

Intermittent and Reduced Schedule Leave

Unpaid leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per work week or work day).

Periodic Reports

During a leave, an employee must provide periodic reports (at least every 30 days) regarding the employee's status and any change in the employee's plans on returning to work.

For additional information on this leave, please contact Human Resources.

Illinois Family Military Leave (Standard 299.030.000)

“Family military leave” means leave requested by an employee who is the spouse, parent, child or grandparent of a person called to military service lasting longer than 30 days with the state or U.S. military pursuant to the orders of the Governor or the President.

Eligible employees with a spouse, child, parent or grandchild serving on active duty in the military are eligible for unpaid family military leave of up to 15 days during the time the spouse's, child's, parent's or grandchild's federal or state deployment orders are in effect.

To be eligible, an employee must have worked for us for 12 consecutive months, and have been employed at least 1,250 hours of service during the 12-month period immediately preceding the leave. Also, before an employee may take family military leave, the employee must exhaust all accrued vacation leave, personal leave, and any other leave that may be granted to the employee, except sick leave and disability leave. We require certification from the proper military authorities to verify the employee's eligibility.

The employee must give at least 14 days' advance notice of the intended date upon which the family military leave will commence if leave will consist of five or more consecutive work days. Employees taking less than five days' leave must give the agency notice as soon as possible.

The employee will be restored to the position held when the leave commenced or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions.

During family military leave, we will make it possible for an employee to continue benefits at the employee's expense.

Taking family military leave will not result in the loss of any employee benefit accrued before the date on which the leave commenced.

Military Leave of Absence (Standard 299.031.000)

Elim Christian Services is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the agency's standard that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or agency policy or standard. If any employee believes that he or she has been subjected to discrimination in violation of agency policy or standard, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this standard. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave contact Human Resources.

A temporary leave of two weeks will be granted for training and refresher courses required by membership in the National Guard or other units of the Armed Forces. Such a temporary leave will not interfere with length of service but will require use of vacation time.

Civil Air Patrol Leave

The Civil Air Patrol Leave Act provides that any employee who is a member of the civil air patrol may request up to 30 days of unpaid leave to perform a civil air patrol mission. The employee requesting the civil patrol leave must have been employed with the agency for at least 12 months, and have at least 1,250 hours of service during the 12 months immediately preceding the leave.

The employee must give at least 14 days' notice of the intended date upon which leave will commence if leave will consist of five or more consecutive work days. When able, the employee must consult with the agency to schedule the leave so as to not unduly disrupt the operations of the agency. Employees taking leave for less than five consecutive days must give the agency advanced notice as is practical. The agency may require certification from the proper civil air patrol authority to verify the employee's eligibility for the civil air patrol leave requested.

Reasonable Break Time for Nursing Mothers (Standard 299.032.000)

In accordance with applicable law, the agency will provide its nursing mothers with reasonable break time in order to express breast milk during the work day when employee has the need. The break time, if possible, should run concurrently with rest and meal periods already provided to the employee.

Employees will not be discriminated against or retaliated against for exercising their rights under this policy and reasonable efforts will be made to provide a private room or location in close proximity to the work area (other than a toilet stall) for this purpose. This location may be the employee's private office, if applicable. Elim has designated locations for expressing breast milk. Please contact your supervisor for details on those locations.

BENEFITS

The next few pages contain a brief outline of the benefits programs Elim provides for you and your family. Of course, this information is only a guideline.

The descriptions of the insurance benefits merely highlight certain aspects of the agency's plans for your general information only. The provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") (which may be revised from time to time) for the plans. Additionally, the official plan documents are available for your review upon your request from management. In the determination of benefits or other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs or anything in this handbook.

Further, Elim (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement.

While Elim intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact the Employee Benefits Specialist (see page 8).

Medical, Dental and Vision Insurance

The agency offers eligible employees enrollment in medical, dental and vision insurance coverage. Coverage for employees who chose to enroll begins on the first of the month following their start date. Employee benefit plan elections must be finalized by date of hire. Once made, elections are fixed for the remainder of the plan year. Qualifying events as defined in the plan document, allow employees to make mid-year changes. Please contact the Human Resource department to determine if a qualifying event has occurred under the plan document and IRS regulations.

Flexible Spending Account

The agency offers eligible employees a Flexible Benefits Plan which includes an employee-funded flexible spending account (FSA) and Dependent Care Account. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

At open enrollment, employees may change medical, dental, flexible spending and vision elections for the following year. Please refer to the plan document for specific details regarding these plans.

The Human Resource department is available to answer benefits plan questions and assist in enrollment as needed.

Summary of Benefits documents can be accessed in UltiPro (Myself-Benefits-Manage My Benefits – Document Library). Additional information can be obtained from Human Resources.

Wellness Program

Insurance Discount

Employees have the opportunity to receive a discount on their insurance premiums for meeting various wellness requirements. The forms can be accessed in UltiPro (Myself - My Company – Electronic Forms). Additional information on this program can be obtained from Human Resources.

Wellness Incentive Reimbursement

All full time and part time A employees are eligible for reimbursement for eligible wellness activities. Activities that are eligible for reimbursement may vary from year to year. This benefit is taxable and will be distributed separately from your paycheck. Wellness Incentive Reimbursement forms are available in UltiPro (Myself – My Company – Electronic Forms).

Group Life Insurance

The agency offers eligible employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Coverage begins on the first of the month following the start date of employment. Each policy generally pays a death benefit equal to \$20,000. Additional information on this program can be obtained from Human Resources.

Short-Term Disability Benefits

The agency's short-term disability plan is a benefit that provides partial pay for employees who are unable to work due to illness, injury or disability not related to work, after an absence of more than 29 consecutive calendar days. Benefits begin on the 31st day of disability and continue for related absences up to a maximum of 26 weeks. The short-term disability benefit is 66 2/3% of the employee's pre-disability earnings up to a maximum of \$1,000/week and is subject to applicable withholdings. Additional information on this program can be obtained from Human Resources.

Long-Term Disability Benefits

Elim Christian Services offers eligible employees (i.e., regular full-time and part-time A employees) a noncontributory long-term disability (LTD) base plan. This noncontributory base plan provides for monthly LTD benefits of 66 2/3% of basic monthly earnings to a maximum benefit of \$2,000 per month. Eligible employees are automatically enrolled as of the first day of the calendar month following their date of hire. Additional information on this program can be obtained from Human Resources.

Summary of Benefits documents can be accessed in UltiPro (Myself-Benefits-Manage My Benefits – Document Library).

403(b) Retirement Plan

The agency offers a voluntary pretax salary reduction plan in which all employees, who are 21 years of age or older, may elect to participate beginning with the first payroll period administratively feasible after employment. Employees who have completed one year of service at Elim will be eligible for a match on their contribution up to 4%. Additional information on this program can be obtained from Human Resources.

Plan Documents can be accessed in UltiPro.

Workers' Compensation Benefits

Accidental injuries which occur during working hours or conditions caused by work activities are covered under our Workers' Compensation policy, which is paid for by the agency. This insurance provides for the payment of medical expenses and weekly compensation payments during the period of an employee's work-related injury or illness.

In the event of an on the job accident, it is critical that any Elim employee injured as a result immediately report the incident, no matter how minor, to your supervisor in person or to Human Resources. Employees must report any accident or injury immediately to his/her supervisor so that the necessary care may be given and the appropriate paperwork is completed. Failure to do so may result in the delay of approved workers' compensation benefits or possible denial of a workers' compensation claim.

Elim investigates all reported accidents or injuries no matter how serious an incident is. Employees are required to cooperate during all agency accident investigations. Any employee found making false statements during an investigation or fraudulently reporting an injury will be subject to disciplinary action up to and including termination, as well as prosecution to the fullest extent of the law.

Workers' Compensation is solely a monetary benefit and not a leave of absence. Employees will be paid through the day of the injury. The first three (3) days that an employee is off work due to an injury are not covered. If an employee ends up missing fourteen (14) days, the employee will get paid retroactively for the first three (3) days. If an employee has sick time available, it will be used to cover these days. If time sick, personal or vacation time is not available, the time will be unpaid.

Employee Assistance Program (EAP)

Through the Employee Assistance Program (EAP), Elim Christian Services provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to Elim Christian Services only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Additional information on this program can be obtained from Human Resources.

EMPLOYER NOTICE

Under the Illinois Human Rights Act (Act), all workers have the right to employment free from unlawful discrimination or sexual harassment. In Illinois, it is a civil rights violation under Article 2-102(K) of the Act for an employer to fail to include in a posting on the premises, AND in an employee handbook, information concerning the rights of employees to:

- 1 - Be free from unlawful discrimination or sexual harassment in the workplace;
- 2 - File a charge of discrimination or sexual harassment; and
- 3 - Obtain certain reasonable accommodations such as those based on pregnancy and disability.

The required poster is available for download on the Illinois Department of Human Rights' website. The poster includes language suitable for inclusion in an employee handbook.

The poster also includes information on the Illinois Sexual Harassment and Discrimination Helpline, which provides additional resources and information.

Everyone has a right to be free from illegal discrimination and sexual harassment in the workplace and is protected from retaliation for reporting incidents of discrimination, participating in an investigation, or helping others exercise their rights.

IDHR can investigate charges of employment discrimination filed against an employer, public contractor, employment agency, labor organization or union.

For further information, contact IDHR at:

Website: www.illinois.gov/dhr

Chicago:
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:
535 W. Jefferson Street
1st Floor
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Illinois Sexual Harassment and Discrimination Helpline

1-877-236-7703 or TTY: 711

Monday to Friday, 8:30 a.m. to 5:00 p.m.

www.illinois.gov/sexualharassment

Dates of reviews and revisions of this Employee Handbook:

Procedure Section 200 Human Resources
 200.000.000 Employee Handbook - FY2019

Dates of approval/review: 06/06/1974 Reviewed by Board of Trustees
 09/12/1974 Revised by Board of Trustees
 03/20/1986 Revised by Board of Trustees
 09/18/1986 Revised by Board of Trustees
 12/18/1986 Revised by Board of Trustees
 11/19/1987 Reviewed by Board of Trustees
 02/18/1988 Revised by Board of Trustees
 11/17/1988 Revised by Board of Trustees
 05/19/1990 Revised by Board of Trustees
 05/16/1991 Revised by Board of Trustees
 09/19/1991 Revised by Board of Trustees
 02/20/1992 Revised by Board of Trustees
 09/25/1992 Revised by Board of Trustees
 03/18/1993 Revised by Board of Trustees
 07/22/1993 Revised by Board of Trustees
 10/19/1995 Revised by Board of Trustees
 07/22/1996 Revised by Board of Trustees
 09/18/1997 Revised by Board of Trustees
 03/26/1998 Revised by Board of Trustees
 10/22/1998 Revised by Board of Trustees
 10/28/1999 Revised by Board of Trustees
 11/15/2018 Revised by Executive Leadership Team

Employee Handbook Acknowledgment and Receipt

I hereby certify that I have read and fully understand the contents of this Employee Handbook.

I understand that I have been given and have the opportunity to discuss any policies or standards contained in this handbook or any questions not answered in this handbook with my supervisor or the Director of Human Resources. I acknowledge that this Employee Handbook does not create a contract, bargain, or agreement for employment for any specific length of time, nor is it a contract, bargain, or agreement to pay any particular type or amount of wages to any employee. I understand that, unless I have a signed employment contract signed by the President, my employment is "at will" and that nothing in this handbook changes my "at will" employment status. I understand that the policies and standards are informational in nature and are used to guide the discretion of Elim Christian Service supervisors. I understand that this handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies described. I understand that the policies outlined in this handbook are guidelines only and supersede any prior handbook. I acknowledge that Elim Christian Services reserves the right, with or without notice, in an individual case or generally, to modify its interpretation of and/or amend, supplement or eliminate policies, standards, procedures and benefits as deemed necessary or appropriate at any time.

I understand and agree that, other than the President of Elim Christian Services, no manager, supervisor or representative of Elim Christian Services has any authority to enter into any agreement for employment other than at will; only the President has the authority to make any such agreement and then only in writing signed by the President of Elim Christian Services.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Elim Christian Services is employment at will which may be terminated at the will of either Elim Christian Services or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Elim Christian Services or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies, standards and procedures contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE