



The Arc.

Prince George's County

Achieve with us.

Employee Handbook

*1401 McCormick Drive • Largo, Maryland 20774
301.925.7050 / www.thearcofpgc.org*

Adopted May 20, 2011



To All Arc Employees:

You are The Arc Prince George's County's most important and valuable asset. Your individual strengths and efforts, combined with teamwork among your co-workers, are essential to the continued success of The Arc.

Working with and on behalf of people with developmental disabilities is a rewarding and challenging profession. It's a two way street. Hopefully, you will help guide the folks we support so that they experience a wide array of meaningful opportunities in their respective communities. Through this experience, I guarantee you that you will also grow as an individual and learn much about yourself and the world around you.

The purpose of this handbook is to inform you of The Arc's personnel policies and procedures. Your cooperation in complying with the policies and procedures set forth will be of benefit to yourself, your co-workers and The Arc.

If you have any questions concerning any of the information contained in this handbook, you may refer them to your immediate supervisor or to The Human Resources Office.

Welcome to The Arc!

Sincerely,

Robert Malone

Robert Malone
Executive Director

The Arc Prince George's
County ... offering a lifetime
of support, understanding, and
opportunities for people with
intellectual and developmental
disabilities and their families.



Administration
Residential Services
1401 McCormick Drive
Largo, MD 20774
(301) 925-7050
Fax #: (301) 925-4387

Bridges of Largo
1401 McCormick Drive
Largo, MD 20774
(301) 925-7050
Fax #: (301) 925-7932

Employment Services
7931 Fernham Lane
Forestville, MD 20747
(240)-532-6005
Fax#: 301-457-7042

Northwestern Child
Development Center
7000 Adelphi Road
Hyattsville, MD 20782
301-538-5080

Vocational Services
Transportation Services
9700 Martin Luther King Hwy
Suite G
Lanham, MD 20706
(301)925-2730
Fax #: (301)925-8935

Vocational Services
6001 Southgate Drive
Temple Hills, MD 20748
(301) 894-2915
Fax #: (301) 894-2919

Vocational Services
14750 Sweitzer Lane, Suite 104
Laurel, MD 20707
(301) 498-2910
Fax #: (301) 498-2911

Community Supports
1400 Mercantile Lane, Suite 160
Largo, MD 20774
(301) 322-8306
Fax#: (301)322-8239

Table of Contents

I.	Introduction.....	08
	Establishment and Amendments.....	08
	Authority to Effect Personnel Actions	08
	Equal Employment Opportunity	09
	Compliance with ADA	09
	Code of Ethics	09
	Conflict of Interest Policy.....	11
II.	Employment and Policies.....	16
	Definitions.....	16
	Nepotism	17
	Application Procedure	17
	Special Requirements	17
	Records	18
	Employment References	18
	Conditional Employment Period	19
	Training Requirements	20
	Employee Development and Promotion.....	21
	Performance Evaluations	22
	Drug Free Workplace	22
	Harassment Policy	23
	Employee Protection (Whistleblower).....	23
	Medicaid Fraud and Abuse Reporting.....	24
	Exit Interviews	27
III.	Benefits and Leaves.....	28
	Social Security	28
	Health/Dental Insurance	28
	Health Care Continuation (COBRA)	29
	Life Insurance	29
	Unemployment Insurance	29
	Workers' Compensation	29
	Short & Long-Term Disability Insurance	30
	Tax Deferred Annuity Plan	30
	Flexible Spending Accounts	31

TABLE OF CONTENTS

Educational Systems FCU.....	31
Annual Leave	31
Annual Leave (Full-time Employees)	32
Annual Leave (Part-time Employees)	32
Paid Time Off (PTO).....	33
Payment for Accrued Annual Leave	33
Family Medical Leave Act (FMLA)	34
Sick Leave	35
Sick Leave (Full-time Employees)	37
Sick Leave (Part-time Employees)	37
Notification of Use of Sick Leave	38
Personal Leave	38
Authorized Leave without Pay	39
Maternity/Paternity Leave	39
Unauthorized Leave of Absence	39
Administrative Leave	40
Bereavement Leave	40
Court Leave	40
Military Leave	41
Holidays for Administrative Office & Day Programs	41
Supported Employment Holidays	43
Holidays for Thrift Store Employees	43
Religious Holidays	43
Non-Holiday Closings.....	43
Holiday Pay for Nonexempt Dir. Serv. Res. Staff	43
Holiday Pay for Exempt Dir Serv. Res Staff	44
IV. Compensation.....	45
Salary Level/Rates of Pay.....	45
Overtime Payments	45
Authorization of Overtime Payment	46
Wage/Garnishments	46

TABLE OF CONTENTS

V. Disciplinary Procedure	47
VI. Termination of Employment	49
Resignations	49
Dismissal	49
Dismissal for Misconduct	49
Termination in Good Standing	50
Termination Not in Good Standing.....	50
VII. Routine Operations	51
Pay Periods	51
Paydays	51
Time Cards	51
Working Hours/Administrative & Office Staff	51
Working Hours/Residential & Day Programs	52
Inclement Weather	52
VIII. Miscellaneous	55
Gift Policy.....	55
Travel and Expenses Reimbursement	56
Use of Agency Vehicles	58
Personal Phone Calls	59
Breaks and Lunch Period	59
Personal Belongings	59
Appearance andAttire.....	59
IX. Grievance Procedure	60

I. Introduction

The Arc Prince George's County is an at-will employer. The personnel policies and procedures defined in this handbook are for the mutual benefit of staff, individuals receiving services, and the welfare of citizens with developmental disabilities throughout Prince George's County. Following the procedures outlined in this handbook, employment can be terminated by The Arc or the employee, for any reason, at any time. The policies and procedures defined herein apply to salaried and hourly employees only. Program individuals paid by piece-rate or paid at a training wage of less than 100% of the standard hourly wage are exempt from these policies and procedures.

A. Establishment and Amendment:

The policies and procedures contained within this handbook have been approved and adopted by The Board of Directors of The Arc. The policies are not designed to be rigid or inflexible. The Arc has the right to make unilateral changes to its personnel policies at any time. Amendments to the policies must be approved by the Board of Directors. Changes to the policies may be recommended by any member of the Board, the Executive Director, or staff members. Suggestions from employees are encouraged and should be directed to The Human Resources Office.

B. Authority to Effect Personnel Actions:

Authority to appoint, promote, transfer, demote, suspend, and separate personnel within budgetary and organizational constraints established by the Board of Directors is vested in the Executive Director. No management official is authorized to make any oral assurance or promise of continued employment without written authorization from the Executive Director or his/ her designee.

C. Equal Employment Opportunity:

The Arc Prince George's County pledges to provide equal employment opportunity in all phases of its employment practices without regard to race, creed, sex, national origin, marital status, age, disability, or sexual orientation. These practices include recruitment, selection, and training, all forms of compensation, benefits, performance rating, promotion, demotion, position upgrades/transfers and termination.

D. Compliance with ADA:

The Arc does not discriminate on the basis of disability as it relates to all personnel practices. Information concerning the provisions of the Americans with Disabilities Act (ADA) and the rights provided there under is available from The Arc Human Resources Office.

E. Code of Ethics:

The Arc Prince George's County is a private, non-profit association dedicated to advocating for and providing services to persons with developmental disabilities throughout Prince George's County and their families. It is affiliated with The Arc of Maryland and The Arc/United States. As a voluntary organization, its leadership comes from parents of persons with developmental disabilities, professionals in the field of developmental disabilities and concerned citizens in the community. The mission of The Arc, the nature of its leadership, and the fact that it receives funds from the public to accomplish its goals, give The Arc a quasi-public standing.

For these reasons, an employee of The Arc accepts responsibility for personal behavior and ethical job performance beyond the request of ordinary employment. It is expected that the staff members of The Arc will:

1. Carry out assignments for The Arc in such a manner as to bring credit to himself/herself and to The Arc.
2. Refrain from personal and professional activities which might reflect negatively on the integrity of The Arc or the people it represents.
3. Refrain from activities, which do or may create an appearance of conflict of interest. A conflict of interest shall be considered to exist if a full or part-time staff member of The Arc:
 - a. Accepts full or part-time employment in any organization which does substantial business with The Arc and as a result makes a profit there from.
 - b. Uses his/her position for personal benefit or for the benefit of family members.
 - c. Recommends and makes decisions involving the expenditure of The Arc's money from which he/she or an immediate family member expects to gain financially.

F. Conflict of Interest Policy

Applicability

This policy applies to all board members, staff, key volunteers and interns of The Arc. Persons covered under this policy are hereinafter referred to as “Arc associates.”

Definition

A conflict of interest may exist when the interests or concerns of an Arc associate may be seen as competing with the interests or concerns of The Arc. There are a variety of situations, which raise conflict of interest concerns including, but not limited to, the following:

Financial Interests

A conflict may exist where an Arc associate or a relative or business associate of an Arc associate directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization or by an individual supported by the organization. Examples include situations where:

- The Arc contracts to purchase of lease goods, services or property from an Arc associate or a relative or business associate of an Arc associate;
- The Arc purchases an ownership interest in or invests in a business entity owned by an Arc associate, or by a relative or business associate of an Arc associate;
- The Arc offers employment to an Arc associate or a relative of business associate of an Arc associate, other than a person who is already employed by the organization;

- An Arc associate or a relative or business associate of an Arc associate is provided with a gift, gratuity, or favor of a substantial nature from a person or entity which does business or seeks to do business with The Arc;
- An Arc associate or a relative or business associate of an Arc associate is gratuitously provided use of the facilities, property, or services of The Arc.

Other Interests

A conflict may also exist where an Arc associate or a relative or business associate of an Arc associate obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with The Arc, or where his/her duty or responsibility owed to The Arc conflicts with a duty or responsibility owed to another organization. Some examples include:

- An Arc associate seeks to obtain preferential treatment by The Arc for him/herself, a relative, or business associate;
- An Arc associate seeks to make use of confidential information obtained from The Arc for his/her own benefit or for the benefit of a relative, or business association, or other organization; or

- An Arc associate seeks to take advantage of an opportunity or enables a relative, business associate or other organization to take advantage of an opportunity which he/she has reason to believe would be of interest to The Arc.

Dissemination

This policy will be disseminated and reviewed with all Arc associates during their initial orientation to their respective duties. Arc Associates will be required to certify in writing that they have read this policy and agree to abide by its requirements.

Disclosure

An Arc associate is under a continuing obligation to disclose, verbally or in writing, any actual or potential conflict of interest as soon as it is known or reasonably should be known. Upon commencement of the relationship with The Arc, all Arc associates will be required to sign a “Conflict of Interest Disclosure Statement.” It is expected that any potential conflict which arises later in the relationship with The Arc will be promptly disclosed by The Arc associate.

The President of the Board of Directors will provide a disclosure statement to each Board Member and the Executive Director. The Secretary of the Board shall provide the President’s disclosure statement. Upon execution, officers, directors and the executive director will return their statements to the Secretary. The Secretary will review each statement. Statements disclosing potential conflicts of interest will be submitted to the President. A copy of all statements will be given to the executive director to assure proper filing. This process will be followed, and the policy will be reviewed with all board members on an annual basis. This review process will be documented in the board minutes.

The Director of Human Resources will assure that all staff and interns sign a disclosure statement. Statements indicating a potential conflict will be referred to the executive director. A copy of all statements executed by staff will be filed in the individual's personnel file.

Procedures for Addressing Conflicts of Interest

When an actual or potential conflict of interests exists in relation to a Board Member or the Executive Director, the President of the Board will be responsible for reviewing the matter and making a recommendation to the Board.

When an actual or potential conflict of interests exists in relation to the President, the Secretary of the Board will be responsible for reviewing the matter and making a recommendation to the Board.

When the actual or potential conflict of interests exists in relation to staff or interns, the Executive Director shall be responsible for the review and resulting action and will report such to the President of the Board.

Where a specific proposed action or transaction is involved, that action shall not occur until such time that it has been approved by the Executive Director or Board of Directors, as appropriate. The Arc associate will not participate in the deliberations or decision-making regarding the action.

Violations of Conflict of Interest Policy

If the Executive Director or the Board of Directors has reason to believe that an Arc associate has failed to disclose an actual or potential conflict of interest, the person shall be informed of the basis for such belief and afforded the opportunity to explain the alleged failure to disclose.

If, after hearing the response of the Arc associate and making such further investigation as may be warranted in the circumstances, it is determined that the Arc associate did in fact fail to disclose an actual or potential conflict of interest, appropriate disciplinary and corrective action may be taken.

II. Employment and Policies

A. Definitions:

Staff - Includes all paid employees of The Arc Prince George's County.

Exempt Staff - Includes all personnel employed in an administrative or professional capacity who are exempt from the provisions of the Federal Wage and Hour Law concerning the payment of overtime. Employees will be notified in writing of their exempt or non-exempt status.

Non-Exempt Staff - Includes those employees in non-administrative and non-professional capacities who are covered by The Provision of The Federal Wage and Hour Law and are subject to the payment of overtime. Employees will be notified in writing of their exempt or non-exempt status.

Full-time - Includes all employees whose customary employment is for 40 or more hours per week; any residential staff who lives in the home at least five days per week and whose customary employment is for 30 or more hours per week; and any day program staff whose customary employment is for 33 1/2 or more hours per week.

Part-time - Includes any employee whose customary employment is for less than 40 hours per week; any live-in residential staff member who's customary employment is for less than 30 hours per week; and any day program staff whose customary employment is less than 33 1/2 hours per week.

Temporary - Is hired for up to a specified period of time or for a special project. Such employment usually does not exceed a six-month period. Temporary staff are not eligible for any leave or benefits and may be terminated at any time without pay or compensation in lieu of notice.

B. Nepotism:

The employment of more than one member of the same family shall be avoided if the appointment or assignment would enable a relative to exercise undue influence; would be a source of friction on the job; or would jeopardize or otherwise compromise the integrity of The Arc.

C. Application Procedure:

Candidates for all positions must complete an application for employment and/or provide a resume that includes education, employment history, volunteer experience, references and such other information that may be required. This information must be verified by staff responsible for hiring or The Human Resources Office prior to employment. A personal interview is required for filling all positions with The Arc Prince George's County.

D. Special Requirements:

In cases which special requirements are made by regulations governing The Arc or its programs, employment is contingent upon the applicant meeting all such requirements.

As a prerequisite to employment, all employees will be required to submit to a criminal background check by completing and signing an "Authorization for Release of Personal Information Form". The Arc will also obtain a copy of an individual's driving record. Continued employment with The Arc will be contingent on the results of these background checks. The Arc reserves the right to periodically recheck these records.

E. Records:

It is the policy of The Arc Prince George's County to comply with all state and federal regulations governing the privacy rights pertaining to records of the organization, employees, and individuals.

A personnel record containing an application and/or resume, reference replies, letter of appointment, job description, salary history, performance reviews, benefit elections, personnel change notices, other job-related and/or personal data will be maintained for each employee. These records are confidential and are available only to the Executive Director, the President of The Arc, and to other individuals specifically authorized by the Executive Director in relation to matters related to the employee's employment. An employee, in the presence of the Executive Director or his/ her designee, shall have the right to examine his/her own personnel record.

A personnel record is the property of The Arc and copies of items in the file may be available upon the approval of the Human Resources Director or his/her designee. If significant copying is requested, employees may be charged.

F. Employment References:

In cases where an employee/former employee has not given written, signed authorization to provide a reference, The Arc will only provide dates of employment, nature of job, and whether or not the individual left in good standing. This information may be given by the Human Resources Office, Program Director, or the Executive Director. If a written, signed authorization has been received, more detailed information may be given by the Human Resources Office, Program Director, the Executive Director or President of the Board of Directors with a copy (if written) forwarded to the Human Resources Office for inclusion in the employee's personnel record.

No other Arc employees are authorized to give employment references.

G. Conditional Employment Period:

The first 90 days of employment are considered to be conditional employment and services may be terminated within that period by The Arc without notice or by the employee with two weeks notice. At the end of this 90 day period, the employee's performance will be evaluated by his/her supervisor. Contingent upon this evaluation, the supervisor will recommend either regular employment status, extension of the conditional employment period, or termination of the employment relationship.

Conditional employment may be extended up to thirty days beyond the 90 day period in cases where training requirements have not been completed, required personnel information has not been provided, or performance is deemed marginal. A second and final review will be held after the thirty day extension. At this time the employee will be granted regular status or employment will be terminated.

Extension of conditional employment can only be approved by the Executive Director, or his/her designee.

Employees who have regular employment status may be placed back on conditional employment status if they fail to meet job requirements or if their employment is otherwise substandard (see disciplinary procedure).

Employees are not eligible for paid annual, personal, sick, or bereavement leaves if on conditional employment. Employees on conditional employment can make written requests for leave without pay.

In cases where an employee is promoted or transferred to a new department or moves from part-time to full-time status during the conditional employment period, all conditional employment requirements must be met within the time frames as established by the original date of hire.

H. Training Requirements:

Training is an on-going process throughout an employee's Arc career. Failure to comply with training requirements can result in extension of the conditional employment period, reinstatement of the conditional employment period, or termination of employment. All employees are required to complete the following trainings provided by the Arc within the specified time periods.

Orientation - Human Resources Staff will conduct new employee orientation on the first day of employment. Orientation will familiarize new employees with the goals, functions, benefits, policies, and procedures of The Arc.

Job Specific Orientation - Each position will have a job specific orientation to be conducted by the supervisor during the first week of employment.

Basic Training to be completed within 90 days of the date of hire.

Recertification Training - to be completed within the specified time frames.

The content of the training will vary depending on the program and position for which an employee is hired. A training registration form and a training calendar detailing the required training and the dates the training is available will be provided to employees upon employment.

I. Employee Development and Promotion Policy:

The Arc is committed to developing the skill set and experience base of its employees in order for employees to take on positions of increasingly greater responsibility. This commitment is carried out by career-nurturing supervision, ongoing staff training, and a recruitment process that assures current employees the chance to compete for career advancement opportunities.

Nurturing supervision is a critical component of career development. Supervisors will offer career development advice and counsel as a part of their ongoing supervision of employees. This will include the following:

1. Helping the employee define his/her career aspirations;
2. Providing frank input about the skills the individual needs in order to excel in his or her current job, as well as future jobs;
3. Emphasizing that the ultimate responsibility for career advancement lies with the motivation and commitment of the individual employee.

Staff training and development activities are critical for individuals interested in improving their job performance and/or taking on more complex and responsible positions within The Arc. The Arc will provide both mandatory and optional staff development programs. Employees will also be encouraged to develop their skills through seminars and trainings outside of The Arc. These include programs at local colleges and universities as well as those provided by affiliated organizations such as Maryland Nonprofits, The Arc of Maryland, The Developmental Disabilities Administration, and the Maryland Association for Community Services. Individuals interested in promotional opportunities should avail themselves of these programs.

The Arc provides its employees with opportunities for advancement and promotion to more responsible and complex positions. The association has a preference to promote from within and will give full consideration to all qualified internal applicants for each job opening. In order to be considered for a promotion, employees must meet the following criteria:

1. Minimum educational, professional and experience requirements as described in the position announcement;
2. Performance appraisals that reflect outstanding work in one's current position;
3. The possession of specialized skills required for the job;
4. An ongoing and evident commitment to the mission of The Arc;
5. Demonstrated communication and interpersonal skills that facilitate teamwork and cooperation.

J. Performance Evaluations

All employees will be evaluated annually. The evaluation must be written and personally reviewed with the employee by his/her supervisor. The evaluation must be signed by the employee and the supervisor. If an employee disagrees with any portion of the evaluation, a written addendum may be submitted which will become part of the evaluation and will be maintained as part of the employee's personnel record.

K. Drug Free Workplace

The Arc Prince George's County operates within a drug free work environment. The written drug free work environment policy is reviewed with each employee during orientation.

L. Harassment Policy:

The Arc Prince George's County has a policy of zero tolerance for harassment of any kind in the work environment. The harassment policy is reviewed with each employee during orientation.

M. Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice or activity of The Arc Prince George's County is in violation of the law, that employee must file a written complaint with the Executive Director or the Board President. The Executive Director or the Board President will assure that all complaints are promptly investigated and reported to the Board of Directors.

Compliance

It is the intent of The Arc to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of The Arc and provides The Arc with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is available only to employees who comply with this requirement.

Nonretaliation

The Arc will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of The Arc, or of another individual or entity with whom The Arc has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Arc will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body any activity, policy, or practice of The Arc which the employee believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

N. Medicaid Fraud and Abuse Reporting Policy

As an entity that receives and/or makes annual Medicaid payments of at least \$5 million, The Arc Prince George's County (The Arc) is required under section 6032 of the Deficit Reduction Act of 2005 (DRA) to include in its Employee Handbook "a specific discussion" of various Federal and State laws regarding waste, fraud and abuse in its programs. The adoption of this policy amendment by the Board of Directors meets this objective and modifies The Arc's Employee Handbook dated May 20, 2011. This policy amendment is to be used to supplement existing Arc policies related to waste, fraud, and abuse of agency resources and employee protection.

Federal Law

The federal False Claims Act (FCA, 31 U.S.C. §§ 3729 to 3733) says that anyone who knowingly submits a false or fraudulent claim to the federal government for payment, or uses false records or statements to obtain payment from the federal government for a false or fraudulent claim, is liable to the federal government and subject to a civil penalty of \$5,500 to \$11,000 per claim (\$5,000 to \$10,000 for claims submitted before September 29, 1999), plus three times the amount of damages which the federal government sustains because of the act of that person.

For purposes of the FCA, a person acts "knowingly" if the person has actual knowledge of the falsity of the claim, record, or statement, or acts in deliberate ignorance or

reckless disregard as to the truth or falsity of the claim, record, or statement, even where there is no proof that the person had a specific intent to defraud the federal government. “Claims” include any request or demand for money or property.

The FCA also contains whistleblower (*qui tam*) provisions that allow private citizens to bring suit on behalf of the federal government to recover federal funds used to pay false fraudulent claims. Such whistleblowers may share in the proceeds of such recoveries. Any whistleblower that is “discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated against in the terms and conditions of employment by his or her employer” is entitled to various types of relief under the FCA and may sue in federal court to obtain such relief.

In addition to the civil penalties provided for in the FCA, any person who makes false claims or statements for the purpose of obtaining payment from the federal government may also be subject to additional penalties imposed by relevant federal agencies, such as the Office of the Inspector General for the United States Department of Health and Human Services. These penalties may include civil money penalties and prospective exclusion from participation in all Federal and State health care programs (*see* 31 U.S.C. §§ 3801 to 3812, 42 U.S.C §1320a-7a, and related regulations).

Other federal laws directed at fraud, waste, and abuse include: the Racketeer Influenced and Corrupt Organizations Act (RICO, *see* 18 U.S.C §§ 1961 to 1968), which is aimed at organized criminal activity conducted through interstate commerce; civil forfeiture statutes, including 18 U.S.C. § 981, which is directed primarily at “money laundering” of claims illegally received; the criminal False Claims Act (*see* 18 U.S.C § 287); the federal Anti-Kickback Statute (*see* 42 U.S.C. § 1320a-7b(b)); various federal statutes criminalizing the making of false statements to the federal government (*see* 18 U.S.C. § 1001), mail fraud and wire fraud (*see* 18

U.S.C. §§ 1341 and 1343), Medicare and Medicaid Fraud (*see* 42 U.S.C. § 1320a-7b(a)), and money laundering (*see* 18 U.S.C. §§ 1956 and 1957); and other general statutes concerning conspiracy, theft, and obstruction of justice.

State Law

Under the Maryland Medicaid Fraud statute (*see* Md. Code Ann., Crim. Law §§ 8-508 to 8-517), a person who knowingly and willfully defrauds or attempts to defraud a State health plan in connection with the delivery of or payment for a health care service, or obtains or attempts to obtain by means of a false representation anything of value in connection with the delivery of or payment for a health care service through a State health plan, is guilty of a crime and is subject to imprisonment, a fine, or both. The Maryland Medicaid Fraud statute also includes provisions relating to conversion, bribes and kickbacks, and referral rebates.

A person who violates the Maryland Medicaid Fraud statute is also liable to the State for a civil penalty of up to three times the amount of the overpayment. For purposes of the Maryland Medicaid Fraud statute, “false representations” include the knowing and willful “making of a materially false or fraudulent statement”, and the knowing a willful use of a false or fraudulent document that the person knows to be false or fraudulent. “State health plans” include the State’s Medicaid program, other State medical assistance plans, and any service plans administered by The Arc and any person that provides or contracts or subcontracts to provide health care services for such program or plan.

Additional sanctions under State law which may apply to health care personnel who commit fraud, waste, or abuse include loss of staff privileges at a health care facility or suspension or revocation of a health occupation license which includes but not limited to a license for RN, LPN, CAN/GNA, and Medication Technician.

The Arc Prince George's County Efforts to Combat Fraud, Waste, and Abuse

Any member of the staff, individual working under contract, member of the board of directors, or volunteers affiliated with The Arc Prince George's County, Inc., with information about known financial improprieties or misuse of The Arc's resources or other ethical problems has the responsibility to report their concerns. Concerns can be expressed via written report, e-mail, or phone. They should be directed to the Director of Administration. Anonymous messages can be left in the voice mailbox of the Director of Administration (301-925-7050 ext. 233). The investigation and subsequent reporting of incidents will follow the guidelines established by The Arc's policy on Waste, Fraud, and Abuse of Agency Resources

O. Exit Interviews:

An exit interview will be conducted with all full-time employees. The interview shall occur on or prior to an employee's final day of employment, and shall be conducted regardless of the reason for termination. The exit interview shall be conducted by the Human Resources Director or his/her designee.

Employees will not receive payment for accrued annual leave if they do not complete the exit interview process.

III. Benefits and Leaves

Unless otherwise noted, benefits are provided only to full-time employees of The Arc.

A. Social Security (FICA):

The Arc provides social security coverage for all full and part-time employees. The employee's obligation under federal law is automatically deducted from each pay check.

B. Health/Dental Insurance:

The Arc offers all full-time employees health and dental insurance. For employees who enroll in a health/ dental insurance plan, the coverage becomes effective the first day of the month following 60 days of full-time employment. There is a required co-payment, through payroll deduction, for coverage. The amount of the deduction will be dependent on the overall cost of the plan; the type of coverage selected by the employee, and will be determined by the Board of Directors on an annual basis.

Employees on extended leave without pay or Workers' Compensation are responsible for making payments to cover the amount of their required health and dental insurance co-payment. Late payment or non-payment will result in cancellation of coverage.

C. Health Care Continuation (COBRA):

All employees of The Arc covered by one of the health insurance plans have a right to choose continuation of coverage if group health coverage is lost due to a reduction in hours of employment or termination of employment. The cost of continuing this coverage is fully the responsibility of the employee.

D. Life Insurance:

The Arc provides a fully paid life insurance plan for all employees whose customary employment is for 30 hours or more per week. The amount of coverage will be equal to the individual's annual salary.

E. Unemployment Insurance:

The Arc subscribes to the Maryland State Unemployment Insurance program on behalf of all employees.

F. Workers' Compensation:

Under the Workers' Compensation Law of the State of Maryland, The Arc carries insurance to afford full-time and part-time staff protection for accidents on the job. All on-the-job incidents must be reported in writing promptly to the Executive Director or his/her designee.

An employee who is unable to work due to a compensable injury, and has medical evidence to support he/she is unable to work will be granted leave in compliance with the Family and Medical Leave Act (FMLA). Such employee may be required to provide medical certification complying with FMLA. An employee does not continue to accrue leave while receiving payment from Workers' Compensation. In the event that the employee's physician and/or the physician

appointed by The Arc deems that an employee may return to work in a modified capacity, and The Arc is able to provide a modified position, the employee will be required to return to work in the modified position.

If an employee requires leave beyond that covered by the FMLA, the Executive Director, or his/her designee, will review the case and at his/her discretion, based on the needs of The Arc, will continue to hold the position open for the employee or will terminate employment.

G. Short & Long-Term Disability Insurance:

The Arc provides a short & long term disability insurance policy for all employees whose customary employment is for 30 hours or more per week with at least one year of service.

H. Tax Deferred Annuity Plan (403B):

Employees whose customary employment is for 20 hours or more per week are eligible to participate in this plan from the first day of employment. Participating employees are immediately fully vested.

I. Flexible Spending Accounts:

The Arc provides a Flexible Spending Account plan for all eligible full-time employees. Through this plan all health insurance co-payments are made pre-tax (unless otherwise requested in writing by the employee).

The plan also offers a Health Care Account which the employee is eligible to join after one year of service and a Dependent Care Account which can be joined at the onset of employment.

J. Educational Systems Federal Credit Union:

All Arc employees are eligible for membership in the Educational Systems Federal Credit Union. Savings, checking and loan payments can be transacted through payroll deduction.

K. Annual Leave:

Employees eligible for annual leave will be those individuals whose customary employment is for 25 hours or more per week.

Annual leave may be carried over from one fiscal year to another up to a maximum of 75 percent of an employee's annual leave accrual rate as of the last day of the fiscal year. The use of annual leave must be approved by the Executive Director or his/her designee. Request for annual leave exceeding one day must be submitted in writing to the Executive Director or his/her designee a minimum of one week in advance of the day(s) requested.

One day annual leave requests must be submitted in writing at least one day in advance of the day requested.

Although paid annual leave is accrued during the initial conditional employment period, it shall not be used until an individual achieves regular employment status.

Once an employee has formally resigned from The Arc or The Arc has given an employee written notification of termination, he/she is not eligible to use annual leave.

Annual Leave (Full-time Employees):

Effective July 1, 2015 the following pertains to any Exempt Employee no matter when hired or full-time hourly Employee hired prior to July 1, 2015.

Leave is accrued at the rate of:

Year	1	13	days
Year	2	15	days
Years	3-5	18	days
Years	6-10	20	days
Years	11+	25	days

One day is equivalent to 1/5 of the employee's regularly scheduled weekly hours.

It may be deemed in the best interest of The Arc to start an employee at an accrual rate higher than the starting rate. Approval of this policy deviation must be made by the Executive Director or his/her designee.

Annual Leave (Part-time Employees):

Part-time employees hired to work 25 hours or more per week will accrue 5 days of annual leave per year. The accrual rate will not increase in relation to years of service. Part-time employees hired prior to March 31, 1997 will accrue annual leave based upon the accrual schedule for full-time employees.

Full-time employees hired prior to March 31, 1997 who change to a part-time position will continue to accrue annual leave based upon the accrual schedule for full-time employees.

L. Paid Time Off (PTO)

Paid time off is a combination of vacation, sick and personal leave into a pool of days for employees to use at their discretion. This leave is only available for certain 29.5 hour positions designated by the Executive Director or his/her designee. Staff in this category is only eligible for paid time off and are not entitled to any other type of leave. PTO will be accrued in the same manner as annual leave and is accrued at the following rate:

Years 1 - 5 15 days
 Years 6 - 10 20 days
 Years 11 + 25 days

PTO should be requested and must be approved in the same manner as sick and annual leave for all employees.

Effective July 1, 2015 PTO Leave Accrual Rates are:

Full Time Hourly Employees Hired after July 1, 2015 Paid Time Off (PTO)	Part Time Hourly Employees minimum of 25 hours per week Paid Time Off (PTO)	Day & Employment 29.5 hours per week Paid Time Off (PTO)
20	10	15
20	10	15
22	10	15
25	10	20
30	10	25

M. Payment for Accrued Annual Leave:

Employees who are separated from their employment for any reason and have completed one year of service, will receive a single, lump-sum payment for 50% of all unused, accrued annual leave. Payment for leave will be computed at the employee's current rate of payment. Employees leaving The Arc before serving one year will not receive a lump sum payment for unused, accrued leave. Employees changing from a position that is entitled to annual leave to a position which is not will be paid for all outstanding leave as of the date of transfer as long as the employee has one year of service. Employees will not receive payment for accrued annual leave if they do not complete the exit interview process.

N. Family Medical Leave Act:

The Family Medical Leave Act (FMLA) requires The Arc to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for The Arc for at least one year, and for 1,250 hours over the previous 12 months.

Unpaid leave must be granted for any of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care.
2. To care for the employee's spouse, son or daughter, or parent, whom has a serious health condition.
3. A serious health condition that makes the employee unable to perform the employee's job.

4. Qualifying exigency leave for families of members of the National Guard and Reserves (spouse, son, daughter or parent) when the covered military member is on active duty or called to active duty in support of a contingency operation.
5. Military caregiver leave (also known as covered service member leave) allows for up to 26 weeks of leave in a 12 month period to care for a spouse, son, daughter, parent or next -of -kin with a serious illness or injury incurred in the line of duty on active duty. Next-of-kin is defined as the closest blood relative of the injured or recovering service member.

At the employee's or The Arc's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".

The Arc may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at The Arc's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

For the duration of FMLA leave, The Arc must maintain the employee's health coverage under any "group health plan".

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

O. Sick Leave:

Sick leave is provided by The Arc to assist the employee who, for medical or related reasons, is unable to meet the requirements of employment for a limited period of time.

Employees eligible for sick leave will be those individuals whose customary employment is for 25 hours or more per week.

The employee is required to provide a statement from a physician after an absence of three consecutive working days. In the event that an employee has used a significant amount of sick leave the Executive Director, or his/her designee, may request a statement from a physician after one day of absence.

Sick leave may be used when:

1. The employee is unable to report to work due to sickness or injury.
2. The employee has been exposed to a contagious disease that may endanger the health of program individuals or co-workers.
3. The employee's spouse, dependant child, or parent has a serious health condition in a situation where the employee is required to provide personal care.
4. The employee requires routine physical, dental or optical examinations that cannot be scheduled during non-working hours. Whenever possible, routine visits should be scheduled during non-working hours. When this is not possible, it is preferred that they be scheduled at the beginning or end of the day. Sick leave used for this purpose will be limited to the length of the appointment with allowance for transportation time, and

is subject to the approval of the Executive Director or his/her designee. Requests must be written and submitted to the Executive Director or his/her designee at least two days prior to the day on which sick leave will be used.

5. Employees may not use sick leave for non-emergency medical, dental, or optical examinations for family members.

Sick leave may be accumulated, but at no time should the accumulated amount exceed 100 days.

Sick leave is accrued, but shall not be used during the conditional employment period.

Under no circumstances shall employees be paid for accrued sick leave upon termination of employment.

Sick Leave (Full-time Employees):

Full-time employees will accrue sick leave at the rate of 13 days per year. One day is equivalent to 1/5 of an employee's regularly scheduled weekly hours. Employees hired prior to July 1, 1988 will maintain their accrual rate as of that date.

Full-time employees who use two or less days of sick leave in one fiscal year will receive two additional days of personal leave for the subsequent fiscal year. Employees who use more than two days but less than five days of sick leave in one fiscal year will receive one additional day of personal leave for the subsequent fiscal year.

Sick Leave (Part-time Employees):

Part-time employees scheduled to work 25 hours or more per week will accrue 5 days of sick leave per year.

Part-time employees hired prior to March 31, 1997 will accrue sick leave based upon the accrual schedule for full-time employees.

Full-time employees hired prior to March 31, 1997 who change to a part-time position will accrue sick leave based upon the accrual schedule for full-time employees.

Paid Time Off (refer to page 33)

Sick and Safe Leave:

The Maryland Healthy Working Families Act requires employers with 15 or more employees to provide paid sick and safe leave for certain employees.

Earned sick and safe leave begins to accrue on February 11, 2018, or the date, on which an employee begins employment with the employer, whichever is later. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time.

Part-time employees will accrue 5 days per year, if worked between 12-24 hours a week. Employees already employed on the date the new law takes effect (January 1, 2018) will begin to accrue paid sick days at the effective date. Employees will not earn time retroactively. If you are eligible for PTO, you will not have to receive sick and safe leave.

An employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, or sibling.

P. Notification of Use of Sick Leave:

Employees who are unable to report to work due to illness shall notify their supervisor prior to the time that they are scheduled to work. More advanced notice may be required based on the needs of the department. Unreported absences will be considered unauthorized leave.

Q. Personal Leave:

Full-time employees are entitled to 16 hours of personal leave per fiscal year. Employees will receive 8 hours of personal leave on July 1 and 8 hours of personal leave on January 1. In addition, personal leave is not cumulative and unused hours will be forfeited at the end of each fiscal year.

Personal leave is subject to the approval of the Executive Director or his/her designee. Requests for personal leave should be made in writing at least one day prior to the day on which personal leave will be used. Personal leave shall not be used during the conditional employment period.

R. Authorized Leave Without Pay:

In unique circumstances, the Executive Director, or his/her designee, may grant leave without pay to an employee who accrues leave. Requests for such leave should be directed in writing to the Program Director and may be granted when the employee has insufficient accrued leave to provide for the planned absence.

Authorized leave without pay will be granted based on the provisions of the Family Medical Leave Act (FMLA)

In all cases, accrued annual leave and or sick leave when approved shall be used before leave without pay is authorized. Employees on extended leave without pay do not continue to accrue sick and annual leave. Without such authorization, employment shall be terminated for an employee who is not available to work and has expended all leave.

Time off may be granted upon supervisors' approval for employees who do not accrue leave or are not eligible to use leave. If an employee is on leave without pay, he/she does not get paid for holidays.

S. Maternity/Paternity Leave:

Requests for leave for reason of pregnancy, childbirth, or adoption will be granted under the terms for annual and/or sick leave. If requested, additional maternity/paternity leave may be granted based on the provisions of the Family Medical Leave Act (FMLA).

T. Unauthorized Leave of Absence:

Absence without authorization or proper approval as defined above may be considered sufficient cause for dismissal.

U. Administrative Leave:

Administrative leave must be approved by the Program Director. In unique situations an employee may be placed on administrative leave from duty with pay for a period not to exceed 5 working days pending investigation of charges of misconduct or when the presence of the employee at work may constitute a hazard to The Arc, its individuals, and its employees. While on leave, the employee must remain available for questioning and be prepared to return to work upon notification.

V. Bereavement Leave:

Upon the death of a child, parent, parent-in-law, sister, brother or spouse, an employee of regular status may receive up to one week's regularly scheduled hours without loss of pay. The use of leave must occur within two weeks of the death of the family member.

An employee of regular status may be granted up to one day of bereavement leave to attend the funeral of a relative not mentioned above.

W. Voting Leave:

Maryland law requires employers to permit employees to take two (2) hours of paid leave to vote, so long as the employee does not have two (2) hours of continuous off-duty time while the polls are open. Employees may be required to show their employer proof that they voted.

X. Court Leave:

Court leave will be granted when an employee receives a jury duty summons or witness service subpoena not due to personal conduct. The employee must notify the Executive Director or his/her designee when such notice is received. The Arc will pay only the difference between the employee's regular salary and any reimbursement compensation from the court. The employee is expected to report to work when the duties do not require his/her full-time service.

Y. Military Leave Policy

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act. Advance notice of military leave is required unless conditions make it impossible to provide notice.

The leave will be unpaid. However, employees are not required to, but have the option of using their annual and/ or personal leave for the absence. Accrual of annual and sick leave will be suspended during this time and will resume at the same accrual rate upon the employee's return to active employment.

Employees who have coverage under The Arc's group health plan (s) are entitled to continuation of benefits on the

same terms and conditions as other employees if their absence due to military service is 30 days or less. An employee on active duty and absent from work for longer than 30 days has the right to continue coverage under COBRA.

Employees are entitled upon completion of military service to re-employment with The Arc in the same capacity or an equivalent position in accordance with applicable federal and state laws.

Z. Holidays for Administrative Office & Day Programs:

The Arc administrative offices and day programs are closed and the following days observed as paid holidays for all full-time employees and part-time employees hired prior to March 31, 1997 scheduled to work 25 hours or more per week:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Easter Sunday (Residential & Family Services direct care staff only)
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Thanksgiving Day
10. Day after Thanksgiving (office and day staff only)
11. Christmas Day

If any of the above holidays fall on a Saturday or Sunday, it will be observed on the preceding Friday or the following Monday as decided upon by the Executive Director.

Staff who accrue paid time off (PTO) will be paid for holidays in line with the holiday schedule for

Administrative Offices and Day Programs.

Direct service residential staff will observe the holiday even if it falls on a Saturday or Sunday, regardless of the day. The Arc administrative offices observe the holiday. (See Holiday Pay for Direct Service Residential Staff).

Part-time employees scheduled to work 25 hours or more per week hired prior to March 31, 1997 will maintain their holiday pay status. All other part-time employees are not eligible for holiday pay.

Full-time employees hired prior to March 31, 1997 who changes from a full-time position to a part-time position of 25 hours or more per week will maintain their holiday pay status.

AA. Supported Employment Holidays:

Supported employment employees and support staff will follow the holiday schedule of the industry or business at which they are stationed. They will receive ten paid holidays per year (i.e., where companies only give their employees nine holidays/year, The Arc employees will be allowed to take another day decided upon by the Program Director as a holiday).

BB. Holidays for Thrift Store Employees:

Holidays will be determined by individual work agreements with each employee.

CC. Religious Holidays:

Upon written approval from the Executive Director or his/her designee, up to two additional religious holidays can be observed. Written request for such holidays must be made at least seven days in advance.

DD. Non-Holiday Closings:

The Executive Director or his/her designee is also authorized to close the administrative office or a specific program in special cases such as days of national mourning or upon the death of a staff member. Such closings are not considered holidays and holiday pay will not be provided for non-office staff.

EE. Holiday Pay for Non-Exempt Direct Service Residential:

Non-exempt employees will not be paid for holidays unless they are scheduled to work on a holiday.

Non-exempt full-time employees who are required to work on approved holidays will be paid at a rate which is double their normal rate for the hours worked.

Non-exempt full-time employees who are scheduled to work on approved holidays but due to circumstances need not work, (i.e., no one is home) will be paid for the holiday at their normal rate.

Part-time employees are not eligible for holiday pay. However, nonexempt part-time employees are eligible for incentive pay on those days deemed eligible for incentive pay by the Executive Director. Incentive pay will be paid at a rate of one and one half times the normal rate of pay.

FF. Holiday Pay for Exempt Direct Service Residential Staff

Salaried, exempt direct service staff will receive ten paid holidays per year as scheduled with their Program Director.

IV. Compensation

A. Salary Level/Rates of Pay:

Salary levels and hourly rates of pay are established by the Board of Directors for each position or classification. These will be reviewed periodically by the Board.

Most employees will begin their employment at the base rate of the salary grade assigned to their particular position. Any exceptions to rates of pay or salary levels must be approved by the Executive Director.

Depending on the annual budget of The Arc, all employees are considered for salary or rate increases annually based upon a review of their work. Salary and rate increases are not automatic. They are based on individual work performance and the availability of funds.

B. Overtime Payments:

The nature of The Arc's work may, on occasion, necessitate the payment of overtime wages to non-exempt staff members. In general, compensatory time in lieu of overtime will not be provided to either exempt or non-exempt staff.

Overtime wages will be paid only in unique or emergency situations or in positions where overtime hours are a customary part of the employee's agreement.

Overtime payments are computed at one-and one-half times the regular hourly rate of pay for the employee, except as provided under the terms of holiday pay.

C. Authorization of Overtime Payment:

Overtime must be authorized in advance except in emergency situations. In these cases, earned overtime should be reported to the Executive Director or his/her designee on the next regular working day on which The Arc's office is open for business.

D. Wage/Garnishments:

The Arc Prince George's County is required by law to honor all legally appropriate court-ordered garnishments of wages. If an employee's wages are garnished, The Arc will withhold the necessary amounts from his/her paycheck.

V. Disciplinary Procedure For Employees of Regular Status

It is the policy of The Arc Prince George's County to encourage high standards of employee conduct and work performance. All employees are expected to know these standards and procedures, including those specific to each program/department, and to follow them accordingly.

The disciplinary procedure shall not apply in cases of employee misconduct or for employees who are on conditional employment.

At the discretion of the Executive Director or his/her designee, and depending on the severity of the unacceptable conduct or performance, steps 1, 2, & 3 do not have to be adhered to in sequential order; however, one of the first three steps must precede the initiation of step 4.

1. The first step in The Arc's disciplinary procedure is an "initial reprimand". The supervisor must document the conversation and include date, name of the employee, and subject matter. This record is to be kept in the supervisor's personal files and will not be placed in the employee's personnel record.
2. The second step will be a "written reprimand". This reprimand will describe the unacceptable conduct or performance, specify the improvement needed, as well as the time frame within which the improvement must be made. This written reprimand should be signed and dated by the supervisor and the employee and entered into the employee's personnel record.

3. The third step is reinstatement of conditional employment status. This written notification will describe the unacceptable conduct or performance and specify the improvement needed, state the time frame of conditional employment reinstatement, as well as the time by which improvement must be made. This notification will be signed and dated by the supervisor and the employee. A copy of this notice will be retained in the employee's personnel record.

4. The fourth and final step of the disciplinary procedure is termination of employment. Employees who fail to improve their conduct or performance as specified in steps 1, 2, and/or 3 shall be terminated.

VI. Termination of Employment

A. Resignations:

An employee who wishes to terminate his/her employment in good standing may do so by providing a letter of resignation giving the required amount of notice. The required amount of written notice for Directors and live-in staff is four weeks, and for all other staff is two weeks.

B. Dismissal:

The Arc may terminate an employee's employment by giving written notice of four (4) weeks for exempt employees and two (2) weeks for non-exempt employees, provided the dismissal is not due to misconduct. The Arc may, at its option, give the salary equivalent in lieu of notice.

C. Dismissal for Misconduct:

In cases of misconduct, an employee's services may be terminated immediately without the opportunity to implement the disciplinary procedures. Misconduct includes but is not limited to: abuse and neglect of program individuals; illegal use or possession of controlled dangerous substances; intoxication or impairment during working hours as the result of using alcoholic beverages or controlled dangerous substances; dishonesty; fraud; theft; unauthorized absence; excessive tardiness; immorality; willful neglect of duty; unsafe and/or unauthorized use of agency vehicles; insubordination; possession of weapons while on duty or on Arc property; behavior that directly threatens the safety of others and/or other reasons found to have just cause.

D. Termination In Good Standing:

Employees who resign or are dismissed for reasons other than misconduct are considered to be “terminated in good standing”.

E. Termination Not in Good Standing:

Employees whose service is terminated for reasons of misconduct or who resign without adequate notice will be considered “terminated not in good standing” and are not eligible for rehire.

VII. Routine Operations:

A. Pay Periods:

Employees of The Arc will be paid on a bi-weekly basis. The work week begins at 12:00am on Sunday and ends at 12:00 midnight the following Saturday.

B. Paydays:

Employee checks will be issued on a bi-weekly schedule as determined by the Executive Director.

C. Time Cards:

All employees are required to complete and approve their timecards for the hours worked each pay period, utilizing e-time (electronic timekeeping card). Timecards that have not been approved by the home department supervisor or his/her designee will not be processed for payment. All direct deposit stubs and paychecks will be mailed to the home address on file.

D. Working Hours/Administrative & Office Staff:

The Arc offices are open from 9:00am to 5:00pm Monday through Friday. The regular work week for full administrative and office personnel is 40 hours per week (including a 45 minute paid lunch).

Schedules for exempt employees are flexible and may include evening hours depending upon the needs of The Arc and its individuals. These schedules are arranged between the employee and the Executive Director or his/ her designee.

E. Working Hours Residential Staff & Day Programs:

Employees working in the residential component and day programs will be assigned hours based on the needs of the program individuals, The Arc, and the smooth operation of the programs. These schedules may vary from week to week as needed. Responsibility for assigning these hours rests with the program directors.

F. Inclement Weather:

For purposes of this policy, inclement weather is defined as weather conditions that impact transportation safety resulting in the late opening or closing of Prince George's County schools.

Administrative Office– In the event of inclement weather, liberal leave will be in effect enabling staff to arrive up to two hours late without being required to use leave. If staff will be arriving late, they must notify their Director prior to their regular time of arrival. Liberal leave also enables staff to request leave, without advance notice, should they need to arrive more than two hours late or take the day off. Staff are required to make such requests to their Director prior to their regular time of arrival. Otherwise, staff are expected to report to work on time. In the event a decision is made to close the administrative office, all staff will be notified by the Director or his/her designee. In some cases, certain staff may be deemed essential and required to report to work even though the office is closed. These persons will be identified on a case by case basis. All staff in administrative roles need to be prepared to report to work if instructed to do so.

Day Programs– In the event of inclement weather, liberal leave will be in effect enabling staff to arrive up to two hours late without being required to use leave. If staff will be arriving late, they must notify their Director prior to their regular time of arrival. Liberal leave also enables staff to request leave, without advance notice, should they need to arrive more than two hours late or take the day off. Staff are required to make such requests to their Director prior to their regular time of arrival. Otherwise, staff are expected to report to work on time. In the event a decision is made to close, all staff and individuals will be notified by the Program Director and/or the Transportation Manager.

Transportation Program- The Arc's Transportation Program follows the closing and delay policy of the Prince George's County School System in the event of inclement weather. Should inclement weather occur when the schools are not in operation, (i.e. winter break) a decision will be made by the Executive Director. If the transportation program is operating on a delayed schedule, transportation staff are expected to report to work accordingly. Should the transportation program be closed for the day, staff are not expected to report to work. Transportation staff are expected to remain available to return to work early on those days in which the weather could result in an early dismissal. The transportation Manager will contact all staff should a decision be made to dismiss the day programs early.

Employment Services- The employment services staff and individuals will follow the contractual agreements for each work site. A determination will be made by the Program Director. In the event a decision is made to close, all staff and individuals will be notified by the Program Director or his/her designee.

Thrift Store– In the event of severe inclement weather, a decision regarding the closing of the thrift store will be made by the Store Manager. The Store Manager will notify the his/her Director and store staff.

VII. Miscellaneous

A. Gift Policy

The Arc requires that directors, board members, and employees decline to accept certain gifts, consideration or remuneration from individuals or companies that conduct business, seek to do business, or are a competitor of The Arc. This policy and disclosure form is intended to implement that prohibition on gifts.

“Responsible Person” is any person serving as a director, board member or employee of The Arc.

“Family Member” is a spouse (including domestic partner), parent, child or spouse of a child, brother or spouse of a brother, sister or spouse of a sister of a Responsible Person.

“Contract or Transaction” is any agreement or relationship involving the sale of purchase of goods, services, or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to The Arc is not a “contract” or “transaction.” Services related to disabilities provided by The Arc to Board members or Family Members are specifically excluded from this section.

Prohibited gifts, gratuities, and entertainment

Except as provided by the President or his or her designee or for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment, or other favors from any person or entity which:

1. Does or seeks to do business with The Arc or,
2. Does or seeks to compete with The Arc or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with The Arc.

B. Travel and Expense Reimbursement Policy

The Arc Board of Directors recognizes that board members, officers, and employees may be required to travel or incur expenses from time to time in order to conduct the business of the association. The purpose of this policy is to ensure that adequate controls are in place, that travel and other expenditures are appropriate, and that a uniform method for reimbursement is provided.

Conduct

When incurring business expenses, The Arc expects individuals to:

- exercise discretion and good business judgment,
 - be cost conscious and prudent,
 - report expenses with appropriate documentation.

Authorization

Travel beyond Maryland, Washington, DC and northern Virginia requires prior authorization from the Executive Director (for staff) and President (for Executive Director and Board).

Reimbursement for Expenses

Individuals utilizing their own funds for travel expenses may be reimbursed for such expenses. A memo indicating the purpose, destination, and date of the travel accompanied by appropriate receipts must be sent to the Executive Director within 30 days' completion of the travel.

Association Credit Cards

Whenever possible travel expenses should be paid via an Arc credit card. If the individual is not an authorized credit card holder, then the Executive Director or Deputy Executive Director may pay for such expenses with his/her card.

General Travel Requirements

In order for travel to be authorized it must be necessary as a means to further the mission of The Arc. Other less expensive methods should be explored as possible alternatives before authorization is granted. These alternative methods may include telephone or video conferencing as well as local training and conference opportunities.

Spouses or significant others of authorized individuals will need to pay personally for all costs associated with their travel.

Additional costs incurred as a result of personal matters including extra hotel nights, stopovers, additional meals or transportation will be the sole responsibility of the authorized individual and will not be reimbursed by The Arc.

Air, Rail and Bus Travel

All travel arrangements should be made as far in advance as possible in order to take advantage of reduced fares. Multiple carriers should be investigated prior to booking. The Arc will only pay for “coach” fares. First class travel arrangements will not be approved or reimbursed.

Lodging

Authorized individuals traveling on behalf of The Arc may be reimbursed at the single rate for the reasonable cost of hotel accommodations. Individuals should make use of conference and corporate discount rates.

Out of Town Meals

Authorized individuals will be reimbursed on a per meal basis when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided for by others. A receipt will be required for all meals to be reimbursed. Total reimbursement will not exceed the following:

- Breakfast - \$8
- Lunch - \$12
- Dinner - \$20

Ground Transportation

Authorized individuals are expected to use the most economical ground transportation appropriate under the circumstances of their location and time constraints.

Personal Autos

Authorized individuals who use their personal autos for travel purposes will be reimbursed at the standard Arc rate as established by the Board of Directors.

Entertainment and Alcohol

Expenses related to the personal entertainment and the purchase of alcohol will be the sole responsibility of the individual.

C. Use of Agency Vehicles:

Agency vehicles are provided for the use of staff while conducting Arc related business and are not to be used for personal or non-Arc business and should not be operated by individuals not employed by The Arc. Unauthorized and unsafe use of agency vehicles can result in termination of employment.

D. Personal Phone Calls:

Arc staffs are discouraged from making personal calls from The Arc phones. Any personal phone calls should be brief and kept to minimum. Full-time live-in residential staff are entitled to local phone call privileges at no cost, as part of their room and board compensation. No personal long distance phone calls can be charged to Arc phones. In case of an emergency, staff must reimburse The Arc for any long distance personal phone calls.

E. Breaks and Lunch Period:

The Arc provides office staff with a break and a lunch period as part of the normal working day. Employees have the option of taking a 45 minute lunch period or up to 15 minutes in breaks and a 30 minute lunch period. Lunch periods will be scheduled by the Executive Director or his/her designee to assure the routine flow of work. Lunch periods for program staff will be scheduled by the Program Director around the needs of the program and individuals.

F. Personal Belongings:

The Arc bears no responsibility for damage to or loss of employees' personal property either in our residential homes, offices or program areas. Staff are responsible for securing their belongings and/or insuring them at their own expense, if so desired.

G. Appearance and Attire:

A clean, neat appearance is expected of all Arc staff. Staff must be well-groomed, neat and dressed appropriately according to their job function as determined by the Program Director. Revealing attire and clothes made of see-through materials or clothes that expose areas of the body usually covered in the workplace is prohibited.

IX. Grievance Procedure

It is the policy of The Arc to administer its various policies, procedures, practices, and programs in a fair and uniform manner for all employees. In any work situation, it is inevitable that problems and misunderstandings will arise in the administration of these personnel policies. The need for prompt attention to the grievance of any employee who alleges inconsistent application of the policies is obvious and unquestioned.

All employees are assured that it is their right to follow a procedure in which they can present their legitimate concerns at various levels without fear of reprisal or censure. It is in the best interest of all parties to follow an organized, yet simple procedure for the resolution of these problems.

If an employee has reason to believe that any personnel policy, practice or procedure has been denied him/her or has been applied in an inconsistent manner, the following procedure has been established for the discussion and resolution of such problems.

Step 1 - The grievance or concern should be discussed by the employee with his/her immediate supervisor in an effort to resolve the problem or to correct any misunderstanding. It is the supervisor's responsibility to reply orally to the employee's grievance within three working days of the discussion.

Step 2 - If the problem remains unresolved, the grievance shall be put in writing by the employee, with all surrounding facts, and presented to the Program Director, unless the Program Director is the immediate supervisor, in which case, the employee should immediately go from Step 1 to Step 3.

The program Director shall arrange a meeting with the employee within five working days of receipt of the written grievance and shall respond in writing to the grieving employee within five working days of the meeting.

Step 3 - If the employee desires to pursue his/her grievance further, he/she may present a written grievance to the Executive Director of The Arc. The Executive Director will arrange a meeting with the employee within ten working days from the receipt of the written grievance. Once the meeting has occurred, the Executive Director will provide a written response to the employee within ten days. The Executive Director's decision concerning the matter will be final unless the employee's grievance concerns discriminatory personnel practices with regard to race, sex, sexual orientation, color, creed, national origin, age or disability and/or the Executive Director fails to respond to the grievance within the timelines outlined above.

Step 4 - If the employee's grievance meets either of the two above stated exceptions, the employee can make one final grievance to the Executive Committee of the Board of Directors. This grievance must be made in writing to the President of The Arc. The President will determine whether or not the matter meets either of the two exception categories. If it does not, the President will inform the employee in writing accordingly and indicate that the Executive Director's decision is final. This notification will be provided within five working days from receipt of the grievance. If it meets one of the exception categories, the President will arrange a meeting within ten working days between the employee and the Executive Committee. The Executive Committee will then render The Arc's final decision in writing to the employee within five working days of the meeting.

All discussions shall involve only the grieving employee and the appropriate supervisor.

Prompt and equitable resolution of problems or grievances are objectives of this procedure. Therefore, the following time schedules shall apply:

1. Any answer to the employee at Step 1, 2, 3, and 4 shall be considered as final, if the employee does not advance his/her grievance to the next step within five working days after receipt of an answer.
2. Failure to reply to an employee's grievance within the above time limits shall automatically advance the complaint to the next step of the procedure.
3. The time limits established above may be modified by mutual agreement because of the absence of one or more of the parties for good reason, such as vacations, work schedules, illness and similar absence-causing circumstances.
4. No grievance can be accepted for progressing under this grievance procedure if the date of the occurrence giving rise to the grievance was more than thirty calendar days before the matter was first presented at Step 1 of the procedure.
