



CURA, Inc.

Community United for the Rehabilitation of the Addicted, Inc.

Employee Handbook

Human Resources

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Web Site: <http://www.curainc.org>

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Introduction

Welcome to CURA. We are happy to have you as a member of our family.

Explanation of Handbook Contents

The purpose of this Employee Handbook is to describe in general terms for all employees of CURA, Inc. The employment policies, practices and benefits applicable to all eligible Agency employee's. Neither this Employee Handbook nor any other communication by CURA, Inc. personnel is intended to create a contract, or to be construed in any way, as a contract of employment. All Employment with CURA, Inc is at-will, which means that an employee may voluntarily leave employment with proper notice, and may be discharged by CURA, Inc. at any time with or without reason, and with or without notice.

In order to have flexibility in the administration of policies and procedures, CURA, Inc. reserves the absolute right to alter, amend, modify, suspend or terminate any or all of the provision of this Employee Handbook, with or without notice as the Agency deems appropriate. None of these changes can alter the at-will nature of employment. All employees are responsible for knowing the information contained in this manual. Please read the manual and get acquainted with CURA's policies.

Management

The Board of Trustees of CURA, Inc. is ultimately responsible for all Agency operations and the care of our Clients. Since our Board is legally and morally responsible for the acts of its employees, the Board of trustees has the right to manage CURA, Inc. operations, and direct the workforce through its delegation of authority to the President, senior management, management and supervisory staff.

The President and all management staff as authorized, have the absolute right to manage the Agency's operations, resources, and funds in order to maintain the highest standards of quality care.

Background and Philosophy

CURA, Inc. is a community based not-for-profit organization incorporated in 1973 to answer the need for specialized services to help the Hispanic addict. CURA is a combination of residential therapeutic community and outpatient, drug-free, programs designed especially for the Spanish-speaking alcohol and drug user. Designed along the lines of the traditional therapeutic treatment model, CURA has adapted that model to accommodate the cultural differences and utilize the cultural strengths of the group it serves. Since CURA provides the only residential therapeutic community treatment for Hispanics in New Jersey, throughout the years our services have been expanded to provide complimentary and comprehensive social service community programs.

Summary of Comprehensive Services

Throughout the years CURA has endeavored to sponsor programs that will meet the needs of the Hispanic population that we serve. Some programs services are:

- a. Residential, drug-free, program for adolescent males (14 to 17 years old) who have problems with alcohol and other drugs.
- b. Residential, drug-free, programs for male and female adults (18 years old or older) who are substance abusers, with locations in Newark and Secaucus.
- c. Twenty-eight (28) day residential alcoholism treatment program for persons 18 years old or older.
- d. Outpatient, drug-free, rehabilitation program with locations in Newark and Vineland.
- e. Intensive Outpatient Program where clients attend 4 hours of treatment 5 days a week instead of a few hours 2 or 3 times a week. This makes outpatient care almost the same as residential treatment, but allows the client to live at home. This program is currently implemented by Vineland.
- f. The Transitional Living program provides temporary housing in Newark for CURA's residential graduates while they get reestablished in society. Although this is considered independent living, these individuals may participate in the group sessions of our outpatient program.
- g. AIDS/HIV infection prevention programs that provide education through presentations, information dissemination through written and audio-visual materials, referrals to testing sites and transportation to the sites. A program that provides case management services for the coordination of social services is available to the HIV positive individual on request.
- h. Community services, including a mobile unit-clinic which provides exams, screening, counseling, referrals, and medications.

CURA provides clients with as many support services as possible to help them with their personal, educational and economic needs. Some of those services are: medical care, vocational training, educational development, referral services and recreational services.

Organizational Structure

CURA is governed by a volunteer Board of Trustees that sets the operational policies of the agency. The implementations of policies and the day to day operation of the agency are delegated by the President/CEO. An Organizational Chart appears on next page. In the event that the line of command is unclear, please request information from the Immediate Supervisor.

Employment Policies

The following policies have been adopted by the Board of Trustees, and employees of CURA, Inc., must abide by these policies.

Drug-Free Workplace

CURA, Inc. intends to maintain an alcohol and drug-free workplace, as a requirement of the Drug-Free Workplace Act.

As a result, CURA, Inc. informs all employees of the following policy:

- a. All employees are expected and required to report to work on time and in appropriated mental and physical conditions.
- b. The unlawful manufacture, distribution, dispensation, possession or use of a controlled or illegal substance on agency premises, or while conducting agency business off company premises is strictly prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- c. The agency also recognizes drug dependency as an illness and a major health problem. Drug dependency is also recognized as a significant health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek assistance at other treatment facilities.
- d. Due to the nature of our business, Employees who provide direct care and who experience drug or alcohol dependency treatment episode(s) will not be reinstated in their original counseling position until the time it is evident the employee has reached a minimum of a two year recovery period. The employee may be accommodated in another position that does not require direct care, depending on the employee skills match, and depending on the availability of job openings at the time of the employee's return.
- e. Applicants for employment whom divulge, voluntarily, drug or alcohol dependency treatment episode(s) or who consider themselves and express they are "in recovery" can be hired to provide direct care provided the applicant meets at least three conditions: 1) it is made evident by the applicant he/she has reached a minimum of a two year recovery period; 2) has either counseling credentials or is in progress; and 3) meets all other qualifications criteria for the position.
- f. It is further stated that CURA Inc. will perform urine monitoring on a random basis. Although it is voluntary, an applicant must agree to the condition of employment which is that all employees are required to submit urine at each employee monitoring request.

CURA is committed to maintaining an environment that is free from substance abuse. That commitment involves both preventative measures through educational means as well as treatment. Special non-alcoholic activities are sponsored by both, program activities and administration activities

Work Authorization Verification

In order to work in our agency we need to verify, according to applicable law, the identity and work eligibility in the United States for all CURA, Inc.'s applicants and prospective employees.

The law (Immigration & Control Act of 1986) says that any person at the time of hire, updating or re-verification, must at or before beginning his/her job, sign a completed I-9 form stating that he/she is a citizen or natural of the United States, an alien lawfully admitted for permanent residence or an alien who is authorized to be hired for such a job.

All documentation required to verify an individual's identity and establish employment eligibility must be submitted to Human Resources within three (3) days of hire. An employee who does not provide the correct documentation will be discharged immediately as required by this law. Only original documents will be accepted.

Equal Employment Opportunity and Affirmative Action Statement

CURA, Inc. is committed to equal employment opportunity (EEO) for all employees and applicants for employment without regard to race, color, ancestry, creed, religion, sex, national origin, age, disability, affect or sexual orientation, martial status, familial status, or liability for services in the Armed Forces of the United States. CURA, Inc. complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training and general treatment during employment.

When an employee suspects or believes a violation has occurred, the employee shall inform the Immediate Supervisor immediately. The immediate supervisor will investigate and try to find a suitable solution for the particular problem. If the informal discussion fails to produce a satisfactory settlement for the employee, he/she and/or the immediate supervisor may contact the Corporate Compliance Officer. The CCO must submit a report to the President/CEO, including all findings. If further action is required, the President/CEO must arrange for a meeting with the employee and the Board of Trustees Personnel Committee.

If the Board of Trustees Personnel Committee does not come to an appropriate resolve and further action is required, it will be presented to the entire Board of Trustees at their regularly scheduled meeting. The Board of Trustees' majority decision will be final. Appropriate measures to ensure confidentiality, as well as resolve, according to applicable law will be followed.

Sexual Harassment Policy

In order for CURA, Inc. to be in compliance with all applicable NJ state laws, rules, and regulations regarding sexual harassment, CURA, Inc. prohibits sexual harassment of its employees in any form. Such conduct may result in disciplinary action up to and including dismissal.

- a. No director shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment evaluation, wages, advancement, work schedule or any other conditions of employment.

- b. Offensive sexual flirtations, advances, propositions, verbal abuse of a sexual nature, obscene gestures or remarks, suggestive or insulting sounds, unacceptable body contact, graphic verbal commentaries about an individual's body, sexually suggestive objects or pictures, will not be permitted, whether committed by director, non-supervisors, non-employees or clients. Also prohibited is laughing at or ignoring, not taking seriously, an employee who experiences sexual harassment.
- c. Employees, who feel they are being sexually harassed, or who have complaints of sexual harassment, should report such conduct to their director. If this is not appropriate, employees may seek the assistance of the Corporate Compliance Officer. Every effort will be made to investigate promptly all claims of harassment in as confidential a manner as possible. Where investigation confirms the allegations, swift corrective action will be taken.
- d. If an employee is found guilty of harassment, he or she will be subject to corrective action that CURA considers appropriate, including, but not limited to, termination of employment.
- e. If, after investigation of the complaint, it is found that another person provided false information regarding the complaint, that person will be subject to corrective action including, but not limited to, termination of employment.

Sexual Assault Policy

All staff members are responsible for following the applicable statutes and regulations regarding sexual assault and making sure fellow staff members and clients are educated on the statutes, as well as, the company's procedure for reporting grievances and/or claims that are in relation to sexual assault. A sexual assault is defined as:

“A forcible sexual act directed against another person, forcibly and/or against that person's will, where the victim is incapable of giving consent and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.”

Sexual assault is a serious crime prohibited by state and federal laws. Such behavior is subject to disciplinary action, including immediate termination of employment, as well as referral to appropriate law enforcement authorities.

Military Rights

In order to comply with the Uniformed Services Employment and Reemployment Rights Act as well as inform CURA, Inc. employees, who participate in the United States Uniformed Services, of their eligibility to benefits and rights afforded by law. The following are the agency procedures:

1. “Uniformed Services” include the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service Commissioned Corps, the reserve components of each of these

services; and any other category of persons designated by the President in time of war or emergency.

2. In order for an employee to be eligible for reemployment rights, he/she must meet five criteria:
 - a. Employee must hold a position that has a reasonable expectation of continuation for a significant period of time, e.g. regular full-time vs. temporary position.
 - b. Employee must give notice that he/she is leaving for military service.
 - c. Employee must not exceed the five-year statutory limit on cumulative periods of service.
 - d. Employee must be released from service under “honorable conditions”.
 - e. Employee must report back to work (civilian job) in a timely manner or submit a timely application for reemployment.

3. A five (5) year cumulative military service limit will be provided for employees who use the military leave benefit and still retain reemployment rights.

A six (6) year active duty stint is allowed for an enlistee of the U.S. Navy’s nuclear power program.

Eight categories of service are exempt from the five-year limitation. These include:

- 3.1. Service required beyond five years to complete an initial period of obligated service (Section 4312)©(1).
- 3.2. Service from which a person, through no fault of the person, is unable to obtain a release within the five year limit (Section 4312)©(2).
- 3.3. Required training for reservists and National Guard members (Section 4312)©(3).
- 3.4. Service under an involuntary order to, or to be retained on, active duty during domestic emergency or national security related situations (Section 4312)©(4)(A).
- 3.5. Service under an order to, or to remain on, active duty (other than for training) because of a war or national emergency declared by the President or Congress (Section 4312)©(4)(B).
- 3.6. Active duty (other than for training) by volunteers supporting “operational missions” for which selected reservists have been ordered to active duty without their consent (Section 4312)©(4)©.
- 3.7. Service by volunteers who are ordered to active duty in support of a “critical mission or requirement” in times other than war or national emergency and when no involuntary call up is in effect (Section 4312)©(4)(D).
- 3.8. Federal service by members of the National Guard called into action by the President to suppress an insurrection, repel an invasion, or to execute the laws of the United States (Section 4312)©(4)(E).

4. Included in the five year (5) cumulative service limit are:
 - a. Active duty
 - b. Active duty for training
 - c. Initial Active duty for training
 - d. Inactive duty training
 - e. Full-time National Guard duty
 - f. Absence from work for an examination to determine a person's fitness for any of the above types of duty
 - g. Funeral honors duty performed by National Guard or reserve members
 - h. Duty performed by intermittent disaster response personnel for the Public Health Service, and approved training to prepare for such service.
5. Advance notice, either orally or in writing, must be provided to the employer as much in advance as possible. Failure to provide advance notice may result in denial of job protection by CURA or the USERRA.
6. Military documentation or orders are important in order to establish eligibility for military leave of more than 30 days, as well as subsequent job protection.
7. Time limits for returning to work depend on the duration of the military orders; specifically they are:

Service of 1-30 days: the beginning of the next regular scheduled work period, on the first full day following completion of service, and expiration of an 8 hour rest period following safe transportation home.

Service of 31-180 days: application for reinstatement must be made with CURA no later than 14 days after completion of military duty.

Service of 181+ days: application for reinstatement must be made with CURA no later than 90 days after completion of military duty.

Otherwise the CURA, Inc. personnel policies and practices for employees with unexcused absences will apply.

8. When an employee is injured or incurs a disability during military service the deadline for reinstatement may be extended for up to two years or according to current law.
9. Upon the return from a military leave of absence, with the exception of disabled veterans in which case ADA and others may apply (state disability laws and USERRA), the

employee will be entitled to the following job position reinstatement based on the duration of military service and the “escalator principle”.

For example:

Service of 1-90 days: a) the job the person would have had, had he/she remained continuously employed, as long as the person is qualified or can become qualified after reasonable efforts by the employer; or b) if the person cannot become qualified, in the position the person was employed on the date of the start of military service.

Service of 91+ days: a) same as for service of 1-90 days or a position of like seniority, status, and pay, as long as he or she is qualified; or b) if the person cannot become qualified, in the position the person was employed on the date of the start of military service or which nearly approximates that position.

The time spent on USERRA will count toward both the 12 months of employment and the 1,250 hours worked for the Family and Medical Leave Act (FMLA) eligibility requirement.

All reinstatements will be addressed according to individual circumstances; however, CURA will apply a minimum of two weeks grace period for reinstatement to a position, in order to allow for the notice and vacating of a position.

10. A returning employee from eligible military service is entitled to seniority and all the benefits of seniority with CURA as if continuously employed. Reinstatement will be done with all the privileges and status earned by length of military service. E.g. three years in the military service equals +3 years service/seniority in the company upon return. The employee will be entitled to the same benefits as afforded to all employees with the same seniority.

Consequently, the employee on military leave also has the right -while they are away- to be entitled to participate in any rights and benefits not based on seniority that are available to employees on nonmilitary leaves of absence, whether paid or unpaid. Thus the returning employee is entitled to the non-seniority rights and benefits that became effective during their service.

11. Health Insurance and benefits will continue for an absence of less than 30 days. For an absence of 31+ days health insurance coverage will stop unless the employee elects to pay for COBRA-like coverage (18 months). The returning employee will be reinstated in the health insurance plan the first day of work with no waiting period. However, even if CURA cannot put the employee back to work immediately, the health insurance will be reinstated immediately.

12. Employees on military leave of absence will not accrue holidays, vacation, sick days, or personal days. However, the days earned prior to the military leave can be stored for future use by returning employee, upon employee request. Employees will not be forced to take accrued/stored paid time off bank days during military leave.
13. Employees will be treated as if no absence in employment occurred and may make up contributions to an employee pension benefit plan upon return. In addition, CURA will fund any obligation attributable to the employer of the employee's benefit pension plan accordingly: contributions will continue for 1-90 days military leave. However, for military leaves of 91+ days retroactive pension contributions will be delayed until the submission of satisfactory military documentation.
14. A returning employee is entitled to all pay increases, promotions and other benefits that would have been awarded or earned had the employee not been away for military service. For example:
 - a. the employee has the right to accrue seniority as if he/she had been on the job during the period of military service;
 - b. the employee has the right to refresher training to renew prior skills and additional training to gain new skills required by new technology;
 - c. the employee has a right to special protection against termination, except for cause:
 - Service of less than 30 days: no special protection
 - Service of 30-181 days= 6 months of job protection
 - Service of 181+ days= 1 year of job protection.
15. The returning employee forfeits his/her rights to leave of absence benefits (but not reemployment rights) if:
 - a. the employee knowingly provides clear written notice of an intent not to return to work after military service; or
 - b. the employee waives entitlement to leave-of-absence rights and benefits not based on seniority.
16. CURA will not discriminate because of past, current, or future military obligations, nor branch of military service. Neither will CURA retaliate against a returning employee who files a complaint under the law, who testifies, assists or otherwise participates in an investigation, and who exercises any right provided under the law.

Note: reemployment of any person is subject to the employer's circumstances at the time of application for reinstatement, particularly if reinstatement is impossible or unreasonable, such as during a reduction-in-workforce that included the person's original position.

ADA & Reasonable Accommodation

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the CURA, Inc. to comply with all Federal and state laws concerning the employment of persons with disabilities. It is CURA, Inc.'s policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

CURA, Inc. will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

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 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 the self or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in 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.

Definitions

The following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual."
- "Direct threat to safety" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- "Illegal use of drugs and drug testing" means the use of drugs, the possession or distribution of which is unlawful under the Controlled Substances Act. All employees are expected to cooperate with drug testing at pre-hire or random drug testing where there is reasonable justification to determine fitness for duty. CURA, Inc. may reasonably accommodate individuals who are recovering from chemical dependency or alcohol dependency to a position not responsible for direct care if such a position is available; however, recovering persons will not be able to return to a position providing direct care without a minimum of two years in recovery. Employees who have an alcohol or drug dependency will not be judged on the fact that they have a dependency.

- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of CURA, Inc.; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire CURA, Inc.; and (8) the relationship of the particular facility to the CURA, Inc.. These are not all of the factors but merely examples.
- “Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.
- “Open-Door Policy” refers to any applicant or employee who believes that there has been a violation of this CURA, Inc. policy, or any applicable law relating to accommodating a person with a disability, should immediately contact the Human Resource department. All complaints will be promptly investigated. All individuals are expected to cooperate with an investigation. The information obtained in the course of an investigation will, generally, be held in confidence and will only be disclosed to those individuals who have a need for the information.
- “Employee Assistance Program” is that benefit for those eligible employees which includes counseling for chemical dependency, psychological counseling following an injury, etcetera. Employees seeking to take advantage of this program need not contact the employer unless they feel it necessary. The intent of CURA, Inc. is to make available such a resource while maintaining full confidentiality with the employee unless it becomes an employer referral.
- “Confidentiality” refers to all information obtained concerning the medical history and / or condition of an applicant or employee maintained in separate medical files, and treated as confidential information that will only be disclosed on a need-to-know basis.
- “Discipline” will be administered to any employee who violates CURA, Inc.’s policy concerning reasonable accommodation for the disabled up to and including discharge.

WORKPLACE VIOLENCE

CURA, Inc. believes that all employees are entitled to a safe, non-threatening workplace environment. Any form of violence, whether actual or perceived, may be in violation of this policy. This includes, but is not limited to:

- Disruptive, intimidating, threatening, or hostile behavior
- Threats via e-mail or voicemail
- Possession of a weapon (or non-approved weapon in some workplaces)
- Violation of restraining orders
- Fighting
- Verbal abuse
- Stalking
- Sabotage or misuse of equipment or company property
- Any behavior that is perceived as threatening

An employee who believes that he or she has been subjected to or the witness of threatening or intimidating behavior by a fellow employee, a client, a family member, or someone else, should report such conduct according to the procedure outlined below. Any employee who violates this policy may be subject to disciplinary action, up to and including discharge.

Management responsibility

Violence, or the threats of violence, whether committed by supervisory or non-supervisory personnel, is against stated company policy and may be considered unlawful as well. Management is responsible for taking action against threats or acts of violence by company personnel, or others, including clients, vendors, family members, or others.

It is management's responsibility to show employees that the company is serious about prohibiting and preventing violence in the workplace.

If a supervisor becomes aware of any action, behavior, or perceived threat that may violate this policy, the supervisor is responsible for immediately contacting Human Resources or specified contact persons.

Notification Procedure

Any employee may bring a concern about violence or threatening behavior, or a situation perceived as creating a hostile or unsafe work environment, to the attention of their department supervisor, Department of Human Resources, or the President/CEO. After the complaint has been made, or when knowledge of a situation involving a

possible threat of violence existing is received, a thorough investigation to gather all pertinent facts will take place.

Non-retaliation

This policy prohibits retaliation against any employee who brings a complaint of violent, threatening or intimidating behavior. The employee will not be adversely affected in terms and condition of employment or discriminated against or discharged because of the complaint.

Professional Code of Ethics

During the interview all applicants, and upon hire all employees are required to read, understand, sign, and abide by these and other codes of ethics e.g. counseling.

As a staff member of CURA, Inc., I do affirm that the recovery for the client is my primary goal; that I will be totally committed to providing the highest quality care for those seeking our professional services.

- a. That my interest in clients be genuine and that I dedicate myself to serving the clients' best interest.
- b. That a professional and non possessive relationship be maintained with all CURA clients.
- c. That rules of confidentiality be adhered to at all times, these include: records, materials, and knowledge concerning the clients of CURA, Inc.
- d. That respect for CURA Agency policies and management functions be maintained at all times and that I will take the initiative toward improving such program policies when it better serves the client and program.
- e. I will respect the views and rights of all CURA's staff members.
- f. I will refrain from the use of illicit drugs or suffer the administrative consequences.
- g. I will be responsible for my own conduct at all times while actively representing CURA, Inc.
- h. I will be responsible for my own ethical, legal, and moral behavior.
- i. I will throughout my affiliation with CURA, Inc., assess my own personal strengths, limitations, biases, and effectiveness on a continuous basis. I will continue to strive toward self-improvements and be responsible for the continuation of my own personal growth through further education and training.

These ethical standards I do understand and will uphold throughout my employment with CURA, Inc.

NEW EMPLOYEE ORIENTATION AND TRAINING

Employee training begins with the New Employee orientation. Therefore, the information provided during the New Employee orientation is to be aimed at introducing as well as preparing the New Employee to the work environment, co-workers, and formal as well as informal work rules. During this important stage of the employment relationship the New Employee is learning, through supervision and direction, the organization's goals, and strategies for achieving these goals, in addition to job responsibilities and company policies.

In order to avoid information overload, the New Employee orientation is spread out over a period of time and commences with the final interview. Upon hiring the New Employee is given a job description, code of ethics, and basic employment guidelines. At the start of employment the New Employee is summoned to the executive office where he or she receives an employee packet. The employee packet is reviewed and discussed with each New Employee to include discussion of important company policies, important paperwork such as benefits enrollment, and required paperwork for the purpose of payroll or the personnel file.

Following the orientation with the executive office, the New Employee receives an orientation from his/her immediate supervisor, usually the Director of the program or department. During this stage of orientation the Director is responsible for addressing various areas such as the agency history, mission and organizational chart, agency policy review, safety & health, confidentiality regulations, benefits, performance review, and other general information. To assist, an orientation checklist guides the Director and New Employee which is documented, and signed, by both the New Employee and Director within 30 days of employment.

Just as important, the New Employee is also required to receive orientation regarding his or her specific job responsibilities. For example, clinical staff are to receive orientation in a minimum of fourteen areas relevant to treatment e.g. assessment, counseling, intervention, case management, supervision, communication skills, reporting, etc. The essential components of documentation are also addressed, at length, in order to ensure not only quality of care for the clients, but compliance with licensure and funding sources as well. An orientation checklist was developed for this purpose which must be completed by the New Employee and Director within the first 90 days of employment.

Finally, New Employees are automatically enrolled in a certified substance abuse training program at the onset of employment. The training program is provided locally, during normally scheduled work hours, at no cost to the New Employee for the first year of employment. Other training is also made available through the Coordinator of In-Service Training such as regular and periodic trainings which are announced complete with a registration, attendance regulations, and certificate of acknowledgement.

Computerized Records

Confidentiality and Safety Procedures

To protect the confidentiality of our program records and client data it is the policy of CURA, Inc. to implement passwords for each department. The general password for the network is a confidential tool that is known only by the President/CEO, Vice-President in charge of the Technological Support System and the Quality Assurance Assistant. The password is changed only when a big change is implemented in the system.

Each department head is assigned a password to access their network drive. The password is changed when we consider it necessary, such as, when an employee we suspect of tampering resigns or when we have a suspicion of tampering of the system.

All departments equipped with networking are required to backup from their network drive to their hard drive daily. A weekly backup is done by the QA Assistant from the Network Drive to a designated computer. Every month a copy is transferred from the designated computer to a CD. A copy of the CD stored in date order and kept in the home of the Vice-President of TSS for safety reasons such as in the event of fire or theft, or any other act of God; another copy is kept at a designated computer away from the premises.

Each employee is also required to backup all their computerized data on a daily basis to their hard drive and a zip file. It is the responsibility of each employee to maintain the Zip file in a safe place.

COMPUTER USE POLICY - PURPOSE

To serve our clients more efficiently and provide our employees with the best tools to do their jobs, CURA, Inc. makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

CURA, Inc. encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about funding sources, clinical information, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express CURA, Inc. philosophy and set forth general principles when using electronic media and services.

PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any

communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to *CURA, Inc.* policy or business interests.

PERSONAL USE

The computers, electronic media and services provided by *CURA, Inc.* are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

ACCESS TO EMPLOYEE COMMUNICATIONS

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the agency. However, the following conditions should be noted:

CURA, Inc. does routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

CURA, Inc. reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit they should use other means.

SOFTWARE

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software authorized by *CURA, Inc.* may be downloaded. Employees should contact the system administrator if they have any questions.

SECURITY/APPROPRIATE USE

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other employees log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access of materials within the agency or outside the agency must respect all copyrights, and cannot copy, retrieve, modify or forward materials except as permitted by the copyright owner.

ENCRYPTION

If employees use encryption software supplied to them by the systems administrator (Executive Office) for purposes of safeguarding sensitive and/or confidential clients and business information, all encryption on files stored on a company computer must be provided by their director. A hard copy record must be retained in a secure location of all the passwords and/or encryption keys necessary to access the files.

PARTICIPATION IN ONLINE FORUMS

Employees should remember that any messages or information sent on company provided facilities to one or more individuals via an electronic network for example, Internet mailing lists, bulletin

boards, and online services are statements identifiable and attributable to *CURA, Inc.*

CURA, Inc. recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

VIOLATIONS

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the Company's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of *CURA, Inc.* to our clients, providers and suppliers and that I have responsibility to maintain a positive representation of the agency. Furthermore, I understand that this policy can be amended at any time.

I understand that under the direction of the administration department, the TSS/QA staff will do random visit to the computers at least twice in a monthly basis.

Obtaining Client Information

In order to ensure the quality care of our clients we must obtain information from them in areas that relate to their experiences during the treatment process. Input is obtained through questionnaires, interviews before treatment, during treatment, after treatment, and for a six month period after completion. The counselor assigned to the client is responsible for obtaining this input and submitting it to the Evaluation Department on a monthly basis.

Each quarter the Evaluation Department submits a report from all core programs with observations to the Quality Improvement Committee. The QIC reviews the reports and submits an analysis of the information to the President/CEO who subsequently submits the analysis to the Board of Trustees for their review and recommendations when quality improvement needs to be addressed. Any

recommendations from the Board of Trustees and the President/CEO are communicated to each program director through the Clinical Director at the Treatment Directors meetings to assure that the recommendations are properly implemented.

Twice a month, the counselors randomly review open and closed files to ensure the admission, treatment plan, treatment plan review, progress notes, discharge planning, discharge review, and general documentation are clear and that proof of the clients participation is reflected in the documentation. This review process is monitored by the director with recommendations and follow-ups. A summary report with comments and recommendations is generated to the Evaluation Department on a quarterly basis.

Employment Conditions

A. Recruitment

To ensure Equal Employment Opportunity for applicants and employees, in times of hire, placement, promotion, transfer, leaves of absence, compensation, training, and termination. CURA, Inc. also follows EEOC regulations.

When a vacancy occurs and it represents a promotional opportunity for an employee of CURA, Inc., first preference should be given to those employees of CURA, Inc. which apply for it, based only on individual merits, ability and established requirements for the new position.

In order to ensure equal employment opportunity throughout the recruitment, selection and employment process written procedures have been drafted by HR in order to standardize processes and thereby reduce or eliminate the possibilities for discrimination. Every hiring Director/manager is to make sure they are in possession of these procedures and are required to follow them as outlined.

B. Nepotism

The following policy and procedure was designed to prevent conflict of interests due to factors of kinship for decision makers or managers with supervisory responsibilities. All employees must abide.

For the purpose of this policy, "relative" will be defined as a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, significant other, domestic partner, or any other person who lives in the same household.

Employment of relatives is welcomed. However, no employees who are relatives shall be placed within the same direct line of supervision, whereby one relative or household member is responsible for supervising the job performance or work activities of another relative or household member. "Relative Employees" may be placed within the same department but must have another employee

who will be their supervisor and whom they can report to (such as assistant supervisors, managers, etc.). Employees can not hire relatives on their own nor can they be hired by relatives. A non-relative must hire any “Relative Employee” applicants.

Should a situation arise whereby a CURA, Inc. employee must directly or indirectly supervise the job performance or work activities of a relative, that situation must be remedied by either an intradepartmental or interdepartmental transfer of at least one of the employees. The Human Resources department will be informed immediately, by the Director/Supervisor of the conflict of interest, and HR will review and advise the employees of the available alternatives. Such employees will be given the opportunity to select among the alternatives. If the employees are unable to agree upon any such alternative within sixty (60) days, then the Human Resources department in conjunction with the Vice-President and the President/CEO will take appropriate action to remedy the situation, such as involuntary transfer, etc.

C. Conflict of Interest

Political Activities

CURA, Inc. should not involve itself or take part in partisan political activities. Nevertheless, the employees are not prohibited, but encouraged to exercise their rights as citizens, such as:

- a. Registering or voting.
- b. Expressing his/her opinions on political subjects or candidates, but not in writing.
- c. Being a member of a party or political club.
- d. Making voluntary contributions to a party or political campaign.
- e. Attending political meetings.
- f. Participating in educational issues as long as it is in a politically neutral manner.
- g. However, no employee of CURA, Inc. may plan, initiate, participate in, or otherwise aid or assist in, the conduct of an unlawful demonstration, riot or civil disturbance.

Outside Employment

Employees are not permitted to accept employment outside CURA, Inc. if it will in any way interfere with their responsibilities to CURA, Inc. or if it would represent a conflict of interest.

When an issue of dishonesty is raised, such as an employee falsely calling in sick in order to hold down a second job discipline up to but not limited to discharge will follow. Finally, disciplinary action will be enforced with an employee particularly when the outside employment results in poor performance, absenteeism, or excessive tardiness.

D. Physical and/or Verbal Assault

CURA, Inc will absolutely not tolerate any physical violence or verbal threats, harassment, or any intimidating behavior on the part of any employee, between or among employees, or within the

context of the employee/client or employee/visitor relationship, while on official duty or on the premises of CURA, Inc.

All such actions will be dealt with swiftly and severely. Any individual engaging in a confrontation leading to this type of conduct will be disciplined up to and including termination.

Any employee witnessing this behavior has an obligation to report the incident. CURA will conduct a proper investigation. All employees asked to participate in the investigation are expected to cooperate.

E. Acceptance of Gifts or Gratuities

No employee of CURA, Inc. (or member of the agency or its committee) may accept a gift, money, or gratuities from contractors/vendors or persons receiving benefits or services under the agency's programs or performing services.

You should politely refuse all favors graciously and courteously and inform the contractors/vendors/persons that it is in violation of company policy to do otherwise.

F. Unauthorized Use of Property

All employees are responsible for helping to protect property which is assigned or issued to them. Employees are not authorized to use CURA's property or supplies of any kind for other than officially approved activities of the program(s).

- a. Keep all supplies in the locked closets which are only attainable to those given proper access.
- b. Keep all office supplies in your desk.
- c. Keep a monthly inventory of the supplies ordered, used, and rate of use.

G. Disclosure of Information

No employee may disclose official information of CURA, Inc. to the public without specific authority to do so from the President/CEO. Only representatives of the Executive Office or designees of the President/CEO may speak officially on behalf of CURA to the media, governmental officials, or agencies/individuals with inquires regarding CURA's policy and proactive. All such questions should be referred to the office of the President/CEO or the Vice-President-on-call when the President/CEO is not available.

A representative to speak on CURA, Inc.'s behalf will be chosen by the Board of Trustees or, in a time of extreme urgency, the President/CEO. Information divulged to the public (media, government officials, or agencies/individuals with inquiries regarding CURA, Inc.'s policy and procedures) will be given to the representative of the Executive Office directly from the President/CEO or the Vice-President-on-call when the President/CEO is not available.

H. Confidential/Private Information

You may during the course of your work duties, hear or see confidential information about clients, their families, other employees, their families, or physicians. CURA requires all of its employees to maintain confidentiality of client and employee information according to requirements and exceptions established by federal and state law.

This confidentiality must be maintained even when an employee leaves CURA, or after the relationship with a client ends. No one may give confidential information to any unauthorized individual or another employee for any reason. This includes fellow employees, unless the employee has a need and a right to know. This requirement applies to all other confidential information (other than client information) which pertains to CURA's operations, staff, or records.

Client information may not be given out to anyone without proper written consent from the client him/herself or the family (if client is deceased, location unknown, or incapable of judging on their own). Employee information is to remain confidential as well. The only time information is to be given out, without filing the proper information release forms (clients) or without the employees permission, is if the person (client or staff) has expressed a desire to engage in an activity which will be harmful to him/her or others.

All information regarding the medical services are to be maintained confidential and in a secure location, unless needed by the licensure or accreditation boards. Even at this time, the information is to be given out with the physician's (and if need be client's or employee's) consent.

No one is allowed to discuss a former employee's relationship with CURA with an outside source. All employee inquiries are to be forwarded, and are addressed, strictly by Human Resource personnel.

I. Change of Address and/or Personal Information

Changes in an employee's personal data should be reported so that employees may receive agency mailings (regarding income tax, events, recreational facilities, etc.).

Staff members should report changes in name, social security number, degrees received, home address, and telephone number, etc. to their supervisors and Human Resources promptly. Address/Personal Data Forms may be obtained in Human Resources. Completed forms should be returned to Human Resources, which will forward the information to the appropriate department. This information is not disclosed to outsiders and is kept strictly confidential.

J. Use of Personal Vehicles

It is the policy of CURA, Inc. that clients are not to be transported in staff vehicles in the performance of agency business. The only exception to this policy would be in the event of an emergency when an agency vehicle is unavailable (i.e. to take a client to the Emergency Room). Employees and clients are not insured by the agency liability insurance while transporting in personal vehicles.

Employees who must use an agency vehicle as part of their duties, are insured under the agency's policy during this activity. They need to be on file as authorized to use an agency vehicle for work related travel and have provided (copy of driver's license, motor vehicle report, etc). It is the responsibility of the employee to notify his/her director immediately if his/her license is suspended or revoked.

To transport a client in a non-emergency situation the employee must follow procedure for signing out an company vehicle. If the employee fails to do so, the result will be suspension of his/her right to drive a CURA, Inc. vehicle.

To transport a client in an emergency situation when a company car is not available, the employee in charge (or with a vehicle) must notify his/her director immediately after, if not prior to, the transportation takes place.

K. Responsibility for Driving Agency Vehicles

It is the responsibility of each employee to operate and park agency vehicles in a safe and legal manner.

All accidents must be reported to your director immediately followed by the submission of an incident report. Do not try to estimate the extent of damage and judge whether it is worth reporting.

Moving violations are charged to the driver's record and license. Payments for the offenses are the responsibility of the driver and should be paid by the driver immediately. Failure to pay may lead to suspension of license which may be followed by disciplinary action for violating the terms of your job descriptions (for those employees who have a "valid New Jersey Driver's License" as part of their job description).

Parking Violations include, but are not limited to:

- a. Parking the vehicle on the wrong side of the street on street cleaning days;
- b. Parking the vehicle in a bus stop or other unauthorized parking areas will also be the responsibility of the employee. However, the ticket will immediately be sent to the Administration Building and the employee will be responsible for reimbursing the agency for this payment. If the ticket is not turned in to the administration, the employee will also assume the responsibility for any penalty, interest, or court fee that may be assessed on the agency for late payment or missing the court date.
- c. It is also each employee's responsibility to ensure that the vehicle is equipped (i.e. spare tire, jack, fire extinguisher, first aid kit, gas, etc.) and in working conditions. A driver's inspection report must be submitted to the Administration Office each time the vehicle is used for business. Any violations which the vehicle receives while it is being operated without required equipment will be the responsibility of the driver. If any of the above equipment is missing or damaged, the employee should indicate that information in the driver's inspection report and immediately notify their director and the Administration Office.
- d. Failure to follow this policy and procedure will be grounds for disciplinary action.

L. Personal Telephone Calls

All agency telephones and telephone lines (as in the internet) are strictly for business use. Therefore, personal telephone calls will be generally prohibited without the approval of the immediate supervisor, except in cases emergency.

All outgoing telephone calls which the agency is charged for will be reimbursed by the employee to the agency upon request. Failure to do so may result in disciplinary action.

When placing an emergency call that is not relating to CURA, Inc. business during company hours, with use of the company telephone, please ask permission from the immediate supervisor. If it is known in advance that you will need to make this call please give your supervisor enough notice so the proper forms can be filed and submitted to fiscal (if agency will be charged).

Upon receiving the monthly phone bill, fiscal will inform each employee who made a personal call of the amount of the call and payment will be submitted to the agency upon request.

M. Job Description

CURA, Inc. will develop and maintain current job descriptions for all established and authorized positions below Vice President level.

The Vice President of Human Resources in conjunction with the Department Heads of the agency will develop all the job descriptions. The Vice President of Human Resources in conjunction with the Fiscal Officer will recommend salary or rate ranges (to the hiring Department Head) as well as criteria that conform with the agency regulations. The procedures to follow are:

1. Should a new or revised job description be required within a department, the department head will send a written statement recommending the (new or revised) job description contents to the Human Resources Department at least 15 days prior to the desired effective date of the proposed job description.
2. The Human Resources Representative, upon receipt of statement requesting a new job description, will:
 - a. Ascertain whether a current job description can be used, and advise the requestor by memorandum to use applicable job description and/or title.
 - b. Revise the current job description to describe adequately the proposed job duties.
 - c. Develop a job description, should a new one be required, and ensure that it contains the following: Job Title, Essentials of the Job (or Job Duties), Job Qualifications.
 - d. Coordinate the new or revised job description with requestor, and the Vice President of HR.
 - e. Submit the job description for recommendations to the appropriate management staff.

f. Produce and distribute new or revised job descriptions to the department head for the employee, include in the HR job description office computer director and HR office directory/binder.

g. Job descriptions are to be revised by the hiring Department Head for every new hire, promotion, transfer, and annually thereafter in conjunction with the annual performance evaluations.

g. The new or revised job description must be reviewed by the hiring Department Head and new employee, signed, submitted to Human Resources, and filed in the employee personnel file no later than 30 days of the employee's effective date. **NOTE:** The Vice President of Human Resources and Pres&CEO will provide final approval of the new or revised job description.

N. JOB POSTING

The goal of job posting is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the CURA Inc.'s consideration of external candidates for employment. *Business conditions permitting*, all regular part-time and full-time positions below the level of Vice President are to be posted when an opening occurs.

While it is CURA Inc.'s philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting, or to post the position while simultaneously recruiting from the outside. The business conditions that could cause a decision to bypass posting, or to post the position while simultaneously recruiting from the outside, include, but are not limited to: organizational restructuring; position requirements that include skills, education, and/or experience that are not known to match any existing employee; critical operational needs; etc. In addition to these business conditions, managers may request an exception when they have candidates within the same department or division who are qualified and/or already trained for the position. The decision to fill the position without posting requires the joint approval of the Department Vice President, the Director of Human Resources, or the President. The decision to recruit from the outside at the same time as posting requires approval of Human Resources.

The job posting procedure is as follows:

Eligibility for application:

All regular part-time and full-time employees with six or more months of continuous Company service, and who have a satisfactory performance and attendance record, are eligible to apply for posted openings.

Method of Posting:

Job openings will be distributed via memorandums and/or e-mail; they will also be available at the front desk of each facility. Managers will be requested to announce the job opening at every staff meeting during the posting period as well as to distribute postings to all employees who do not have access to e-mail. Job postings can also be found on the HR Office Bulletin Board.

Posting Duration:

Jobs will be posted internally for a two week period (the dates are visible on the job posting). During this time employees can forward a resume and cover letter expressing interest for the particular to Human Resources. The first two weeks of posting are generally exclusively a time for employee opportunity. Although external applicants may be received concurrently, they will be considered only after the two week internal posting period after the employee(s) have been interviewed.

Posting Information:

Each job posting will contain the following information: a. Job title, b. Department, c. A job description, which includes: a concise summary of principal duties, responsibilities and requirements of the job, and minimum qualifications; d. Location.

Application Procedure:

Qualified and eligible employees who wish to apply for a posted position should:

- a. call Human Resources as soon as the decision to apply is made;
- b. inform their immediate supervisor and make the supervisor aware of the employee's intention to apply for the job posting.
- c. send an updated resume with cover letter to Human Resources with copy to the Department Head of open position by the deadline specified on the job posting.

Screening and Interviewing:

- a. Human Resources will review each applicant's qualifications, (this may include a discussion with the employee's supervisor and review of original application as well as performance evaluations) and forward only the qualified applicant's to the Department Head with the job opening.
- b. The Department Head will interview all qualified applicants. If the Department Head considers the applicant to be a good candidate, the department head forwards an interview summary (template made available by HR) with a recommendation for the position to the Human Resource Office. If not, the department head completes the evaluation form and forwards to HR.
- c. Human Resources will, if appropriate, interview candidates and discuss their qualifications and interest in the job. Any employee lacking the qualifications for the job in question will be so notified. Salary and conditions of employment will be discussed at this time.

Notification of Job Offer:

All candidates interviewed by the HR department will be notified of the disposition of the job. Such notification will be the responsibility of the HR department and Executive Office.

Effective Date of Job Offer:

Normally, the successful candidate will fill the new position within two weeks of the job offer. The candidate will receive an amended hire letter from the Executive Office stating the job offer and salary details as well as the official effective date called the starting date. The new salary will be effective on the starting date and reflected on the corresponding payroll.

Pay Changes

The salary offered for the new position will be determined primarily based on the employee's qualifications for the new position and internal equity within the department as well as position type/line. Employees can choose to accept or decline offers without repercussions in their current position.

O. Identification Badges

When you are hired by CURA, Inc. you will be given an ID badge free of charge. Employees are required to have the ID card in their Possession while on CURA's premises.

If you must get a new badge due to loss or accident you will be subject to a charge fee. Employees without badges may be questioned by the Front Desk and told to request a Temporary Card from the Executive Office.

If and when your job at CURA, Inc. ends, you must return your ID Badge to the Administration Department.

Upon being hired at CURA, Inc., you will have an ID badge made for you so you can enter our buildings. Human resources will take your picture and the badge will be made and given to you on your first day of employment.

If you lose your badge report the loss to the Executive Office and you will have a new one issued to you, at your expense.

P. Business Casual Dress

Employees contribute to the feeling and reputation of the agency in the way they present themselves. A professional appearance is essential to a favorable impression with our co-workers, clients, and others. Good grooming and appropriate dress reflect employee pride and inspire client and sponsor confidence.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change, and will not be paid for that time off. Some basic essentials of appropriate dress include the wearing of socks or stockings and the

need for clothing to be neat and clean. A reasonable standard of dress rules out: tight or short pants, tank tops, halter tops, or any extreme in dress, accessory, fragrances, or hair.

Management may make exceptions for special occasions. An employee unsure of what is appropriate should check with their Director or Assistant Director.

Business Casual dress will be permitted on Fridays except during the specified periods when casual days will be suspended. Business Casual is defined as follows:

Casual shirts: All shirts with collars. This will include casual shirts and blouses, golf and polo shirts.

Inappropriate are: T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts and crop tops. T-shirts may be approved and provided for specific events only.

Pants: Casual slacks and trousers. Jeans, without holes, frays, etc., may be worn on Fridays only.

Inappropriate: Shorts, except for walking shorts on Fridays.

Footwear: Depending on the department, athletic shoes may be worn on Fridays only.

Inappropriate: flip flops.

Some departments may require specific guidelines. People who need to leave work to change clothes for meetings will take personal time or vacation time to do so. If an employee is attending a meeting with associates, or meeting clients and their families or representatives, business dress is appropriate. These policies may be changed as the fashion industry continues to challenge us.

Q. Reviewing Your Personnel File

An employee may review his/her personnel file as long as this is done in the presence of an HR representative. If an employee would like to review his/her personnel file, the employee must make an appointment by calling the HR department. However, an employee will not have access to confidential information, such as reference checks and confidential investigations, etc. The employee may not do the following:

- Take the file with them.
- Take anything out of the file.
- Copy anything from the file.
- Change anything in the file.

However, an employee may request an item signed by him/her and inserted into the file.

Items may be added to the personnel file by the immediate supervisor, with copy to employee, in

coordination with HR; however, nothing should go into the file without the employee's awareness and usually not without the employee's signature. Subsequently, an employee may also add items to his/her personnel file related to its basic contents listed below. Otherwise access to personnel files will be provided according to state law.

The basic contents of a personnel file are to be kept confidential, at all times, and may include:

- Employment application and resume;
- Reference checks;
- College transcripts;
- Job descriptions;
- Records relating to hiring, promotion, demotion, transfer, layoff, rates of pay and other forms of compensation, education and training records;
- Records relating to employment practices;
- Letters of recognition;
- Disciplinary notices or documents;
- Performance evaluations;
- Tests for employment decision;
- Exit interviews or termination letters.

It is the employee's responsibility to maintain their personnel file up-to-date all times with their personal information, particularly emergency contact information, and especially education credentials. Outdated or expired credentials may affect an employment relationship with the agency.

R. Progressive Discipline

No one enjoys potentially confrontational situations. Thus, Directors/Supervisors may find it difficult to provide feedback to an individual who has a performance issue, and an employee may find it difficult to hear constructive criticism, BUT the chances of that employee improving are slim unless he or she is made aware of the need to improve. Positive outcomes in work performance can be expected in most cases when we concentrate on communicating the desired results rather than the perceived weakness.

When employees are not performing at or above standards, disciplinary action may be necessary. The following are acceptable examples of needs (up to but not limited to) for disciplinary action:

- Performance issues
- Drug or alcohol issues
- Breaking a company rule or engaging in unacceptable conduct

- Absenteeism
- Late arrival
- Early departure
- Violation of a work rule
- Insubordination
- Action dangerous to self or others
- Possession of prohibited substance
- Illegal activity on premises.
- Violation of security regulation
- Failure to report to work
- Falsifying employment information
- Harassment

The following steps are provided in order to administer discipline quickly, fairly, and consistently.

Discipline is viewed by the agency as methods to mold and correct behavior while assisting the employee to improve work performance. In order to help shape this behavior, and consequently minimize the need for disciplinary action, the Director/Supervisor must take care in utilizing preventive measures such as:

Set Clear expectations. Employees and Directors/Supervisors need to have the same expectations. Therefore, job descriptions need to contain enough detail so that the employee knows what he or she is supposed to do and the level at which he or she needs to perform.

Job descriptions will be drafted by Directors/Supervisors in conjunction with HR and will be reviewed and discussed between Directors/Supervisors with all new employees during new employee orientation (within the first thirty (30) days of hire). Subsequently, Directors/Supervisors must review and/or revise job descriptions with all employees annually, at a minimum.

Have written policies, procedures, and work rules. Make sure that the organizational policies and procedures are available in writing and that employees are familiar with them. All new employees are to receive a review as well as instruction during the new employee orientation; and immediately to all employees when policies and procedures are new or revised. A minimum of annual review, revision and instruction is required for all policies and procedures.

Establish a climate of communication. It is not only important but critical for Directors/Supervisors to establish and support an ongoing climate of two-way communication between employee and Director, or Executive Staff.

Maintain an open-door policy. Bottom-to-top communication is welcomed as well as encouraged by an open-door policy. Employees may speak with his/her immediate supervisor, the clinical director, or HR for employee relations guidance.

S. A Progressive Disciplinary Action generally begins with the least severe approach and moves to a more severe approach. Depending upon severity of the offense, some steps may be skipped and an employee terminated immediately. An example of this would be if an employee were to physically threaten a Director/Supervisor by intimidating the Director/Supervisor with a weapon, the employee would most likely be immediately suspended, and possibly terminated, pending investigation by the CCO and HR.

STEP 1: Problem solving session and open dialogue. In order to increase understanding among everyone involved, reduce workplace tension, and open up communication, a discussion should occur between the Director/Supervisor and employee behind closed doors.

The discussion should be structured to ensure a two-way communication; it is not a lecture. The objective of the discussion should be to come up with a solution, not to put down the employee. Finally, the discussion should be limited to work performance issues and personal asides or comments should be avoided. The goal here is to resolve the problem and assist the employee with his/her work performance before it progresses any further.

STEP 2: Oral warning. If after step one, the open dialogue, the work performance continues to be an issue, an official and formal warning will be made orally. Directors should have clear goals for the discussion. The Director/Supervisor and HR will examine whether the problem is an isolated infraction or part of a pattern.

This discussion should be held in private because a public reprimand embarrasses the employee and his or her coworkers. The Director/Supervisor, as a result, often loses the trust and respect of all who observe the public reprimand.

By the end of the meeting, the employee should have a clear idea of the Director's/Supervisor's expectations for improvement. Directors need to be specific with the employee about the performance issue and what needs to be done to correct it. Directors should not rely on indirect comments. Directors will take informal notes of the meeting to include date, time, those present, performance issue, and steps discussed to correct it.

If possible, the meeting should end on a positive note. The Director/Supervisor should emphasize the employee's strengths, so the employee can leave the meeting understanding that the Director and the agency are assisting him or her to succeed. However, do not leave the employee with the false impression that a serious problem is "not serious".

STEP 3: First written warning. Following the oral warning in step two, the next warning should be

put in writing. Both the problem and the needed correction should be described in specific, objective terms. The tone of the Director/Supervisor should remain professional. If warranted, an employee may be put on probation. A copy of this written warning with the employee's signature should be kept in the personnel files. This step may be utilized 2-3 times per year. Finally, all written warnings are to be cleared by HR prior to distribution.

STEP 4: Second written warning. The final written warning should include a deadline for improvement and time off, if warranted. Disciplinary time off or suspension may be without pay as prescribed by agency policy, currently at 1-5 days. The determination should be based on the severity of the infraction. This final written warning should clearly state that continuation of the documentation issue(s) will lead to termination. The employee should sign the warning acknowledging that she or he has read and understands the terms of the written warning (even if she or he does not agree with them); a copy of the warning should be placed in the personnel file. Finally, all written warnings are to be cleared by HR prior to distribution.

STEP 5: Dismissal or Termination. Dismissal is viewed by the agency as a last resort, used for repeated occurrences, severe violations, or budget constraints. It is immediate action taken by the President & CEO in conjunction with Human Resources in response to violence, theft, falsification of records, or other serious offenses. When the Director/Supervisor sees that Dismissal or Termination is in the horizon it behooves the manager to read and follow the steps on "Disciplinary Terminations" for further instructions.

T. Disciplinary Terminations

If progressive discipline leads to termination it is critical for the Director/Supervisor as well as HR to handle the process with caution and care.

Human Resources review of disciplinary actions.

Disciplinary actions are never a simple matter. There may be a combination of factors- above and beyond the specific violation- that warrant careful consideration. Concerns about protected classes and workers' compensation are only a couple of examples.

Therefore, HR personnel should review all disciplinary actions, if possible before they are implemented. Through this review, HR personnel can assess the following: The appropriateness of the sanction, The consistency of the application of the sanction, The supporting facts.

Prior review of disciplinary actions implemented by professional HR staff helps ensure that: Disciplinary actions are reviewed for consistency; The disciplinary action is reviewed for any equal employment opportunity violation; The disciplinary action is reviewed for employment-at-will and other tort actions; The action complies with federal, state, and local legislation.

As a result and final note, when a disciplinary action is in the final review stage it is no longer in the Director/Supervisor's hands; it will be processed by and the decision finalized by the President &

CEO and the Vice President of Human Resources.

U. Employee Grievance

It is the agency's purpose to provide an effective way for employees to bring problems concerning their well-being at work to the attention of CURA, INC's management. Therefore, an informal grievance procedure has been established for the benefit and use of the employees. The agency is committed to the concept that employees are entitled to pursue their grievances without fear, restraint, interference, discrimination, or reprisal.

When an employee believes a work condition or treatment is unjust, inequitable, a hindrance to effective operation, or creates a problem, he/she is encouraged to discuss the condition or treatment with management. Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to him or herself or the agency, he/she should follow the procedure described here for bringing the complaint to management's attention.

- a. Discussion of the problem with the immediate supervisor is encouraged as a first step. If the employee does not believe a discussion with the supervisor is appropriate, then the employee should proceed directly to Step b.
- b. If the problem is not resolved after discussion with the supervisor, or if the employee thinks a discussion with the supervisor is inappropriate, the employee is then encouraged to request a meeting with Human Resources or Executive Officer such as Vice President. They will conduct an investigation and consider the facts and may review the matter with Human Resources. The employee will normally receive a response regarding the problem within five working days of meeting with the Immediate Supervisor, Department Head or ultimately the Pres&CEO if appropriate.
- c. In the event the Pres&CEO is the subject of the grievance, the Board of Directors should be notified through the Board President or member of the Personnel Committee.
- d. If the employee is not satisfied with the decision and wishes to pursue the matter further, the employee may prepare a written summary of the concerns and request that the matter be reviewed by the Personnel Committee. This request should be made through the Human Resources Office, who will notify the Pres&CEO and the Personnel Committee Chairperson. The Committee, after a full review of the facts (which may include a review of the written summary of the problem, interviews with the people involved, and further investigation if necessary), will inform the employee of its decision, usually within 15 working days. The decision of the Committee will be final.

V. Background Check

Pursuant to NJ law and the State Police Bureau all professional service providers and volunteers who have direct contact with adolescents must submit evidence of a criminal history review void of crimes against children. Thus, CURA, Inc. is required and reserves the right to request at any time, prospective or current employees and volunteers, who wish to provide direct services to adolescents to submit, voluntarily, background checks. The following are procedures to follow in order to meet this requirement.

1. Adolescent Program Employee/volunteer makes contact with HR.
2. HR gives written and verbal instructions for obtaining and submission of fingerprints.
3. Employee/volunteer submits fingerprints with receipts to HR. All costs relative to review is reimbursed at 100% of cost.
4. Upon submission of fingerprints, HR explains and discusses, with the prospective applicant or employee, the process of submission of fingerprints to NJ State Police, the state police form, instructions, signatures authorizing the request and confidentiality of records. (N.J.A.C. 13:59-1.2(a)2 authorizes the dissemination of criminal history record information to a person or non-governmental entity of the State for the purpose of employment.)
5. A copy of the application is added to the personnel file.
6. A copy of the Purchase Authorization along with money order and application is filed with HR.
7. Any response by the SBI will be destroyed immediately after its authorized use, as per the SBI regulations.
8. If a prospective employee/volunteer has a record of conviction involving children and this record affects the employment relationship, the agency will inform the employee of notice to terminate and give an opportunity to respond and/or dispute the SBI report.
9. Finally, the agency will follow applicable exceptions according to the state laws in effect at the time.

Compensation and Payroll

General

All if these statements may or may not apply to you depending upon your employment status, please see the Employment Status and Benefits section for further clarification.

Wage and Salary Plan

CURA, Inc. Agency has maintained a wage and salary program that is continually reviewed and updated in an effort to provide a fair and competitive level of pay. This allows us to recruit,

motivate and retain a fully qualified and dedicated staff. Each position is classified in pay structure on the basis of marketplace factors, duties skill levels, responsibilities and qualification required and the grant period funding. Positions are evaluated and assigned an appropriate salary grade, based on operational considerations and business necessity.

Persons selected for positions normally will be hired at the minimal salary for the position. No new employee will receive an increase in salary within a twelve (12) month period. No employee will receive an advance on salary. No employee will receive additional salary payment for unused sick leave, or personal leave upon termination.

It is essential to keep in mind that salary increments will not be automatic. The increments will be approved upon work evaluation and the availability of funds.

Performance Review and Merit Increases

CURA, Inc. has established annual performance review which is used to evaluate your performance, give feedback and ensure that the agency meets the highest quality standards possible. Performance evaluations will serve as a basis for various employment decisions such as: promotion/transfer, training and development and other matters. Although the Agency will make every effort to make annual salary adjustments, it may be necessary to delay or cancel wage adjustments, due to business necessity.

Payday, Paychecks and Distribution

Payday at CURA, Inc. is every other week on Thursday and includes all earnings due for the time worked during the prior two-week period ending with any shift that begins after midnight the midnight the Sunday before payday.

When payday falls on a holiday, paychecks will normally be issued on the day prior to the holiday. Your paycheck will have an itemized statement detailing the deductions by law.

Direct Deposit

Direct deposit of payroll is available to all employees. You may choose to have your checks automatically deposited in the institution of your choice. If your institution accepts direct deposits, your net pay could be deposited in your account automatically every payday. You will continue to receive your earning statement showing gross salary, taxes, other deductions and your net pay. To sign up you need to fill and sign an authorization form for Direct Deposit of Payroll attached with a voided check, or copy of a check, or a deposit ticket from your account.

Employee Status & Tenure

Full-Time

Employees regularly scheduled to work 35 hours per week are considered Regular Full-time. Regular Full-time employees are eligible for benefits.

Part-Time

Those employees regularly scheduled to work less than 35 hours per week are considered to be Regular Part-time employees. Part-time hours are normally set at a maximum of 17.5 hours, or a maximum of 20 hours per week in accordance with the agency needs. Regular Part-time employees are eligible for benefits if the employment offer represents 1,000 or more hours per year.

Temporary

At times, employees may be hired on a temporary basis to work on a specific programs or service. Temporary employees are usually hired for a specific program and/or period of time and may be part-time or full-time. Temporary employees, including interns, are not tenured employees of CURA, Inc. and are not eligible for holiday pay, or other company benefits. However, temporary employees with an employment offer of at least six months may be eligible for medical insurance benefits at 90 days with a successful probationary period.

Probationary

Employees hired on a provisional basis for a period of ninety (90) days whereby the evaluation of their work performance at the end of this period will determine whether their appointment becomes regular employee status, whether F/T or P/T. During this time all employees shall be expected to learn company procedures, protocol, and adequately perform the duties to which they have been hired. The Probation period is also a transitional period for fringe benefit eligibility and does not change the at-will status.

Regular

Employees who have satisfactorily completed their probationary period as evidenced by a successful performance evaluation and recommendation by their immediate supervisor.

Length of Service

Temporary employees and interns are not eligible for credited years of service as an employee of CURA, Inc.. Employment with CURA, Inc. becomes effective when an individual is hired as a regular employee. One year of service is equal to 1820 hours worked per year.

Rehire

Employees who are rehired within twelve months of their termination date will be credited with their previous number of years of employment with CURA, Inc. and entitled to all benefits with the exception of salary rate, including vacation and sick time accrual rates (subject to benefit plan provisions). No vacation or sick time will accrue, however, during the twelve month break in service.

If rehired after a twelve-month break in service, the employee is subject to the same waiting periods that apply to new hires. If this policy is in conflict with plan documents, the plan documents will prevail.

Probationary Period

The probationary period allows new employees to demonstrate their capabilities, work habits, and overall performance and to determine whether the new position meets their expectations. The probation period is also a transition period for voluntary fringe benefit eligibility but does not change the at-will status.

- *Term-* New and re-employed employees are on probation for the first three (3) months of service. Employees who are promoted, transferred, or reinstated within the agency complete a new probationary period of the same length for the new assignment.
- *Performance evaluation* – All new employees' performance is evaluated at the end of three (3) months and either recommended or not for regular employment status.
- *Extension of probationary period-* If the supervisor determines that the designated period is not adequate to evaluate the employee's performance, probation may be extended. To extend the period, the supervisor writes to the President/CEO and to Human Resources, two weeks before the period is to expire. The request must include detailed reasons for an extension. If an extension is approved, the supervisor is notified and in turn notifies the employee. Voluntary Medical Fringe Benefits are granted at 90 days regardless of extension.
- *Unsatisfactory performance in new position-* An employee who in the judgment of the supervisor is not performing adequately in a position to which he or she has been promoted, transferred, or reinstated may be recommended for dismissal from that position at any time during the probationary period. Department of Human Resources and the President/ CEO's approval is required before termination of employment. To request permission for dismissal, the supervisor must contact President/CEO and Human Relations Department and hold a meeting to discuss the need for termination.
- *Benefits During the probationary period-* Employees are eligible for statutory benefits such as workers' compensation insurance, unemployment compensation insurance, and Social Security, etc.. They also may be eligible for other CURA, Inc. benefits, subject to the terms of each benefit program. New employees receive benefit materials during their orientation. Employees are responsible for reading the information. Questions about benefit programs should be addressed to their supervisor during the first thirty (30) days of hire.
- *Continued employment-* Successful completion of the probationary period does not guarantee permanent employment. Just as an employee may terminate his or her

employment at any time with or without reason so may CURA, Inc. terminate employment at any time with or without reason. Approval of the department of human resources and the President/CEO or Vice President acting on the President's behalf in a time of their absence, is required for a department to terminate an employee's employment.

Performance Evaluation

Written evaluation of all employees shall be made by their directors at midpoint and at the end of the Probationary Period. The employee shall receive a copy of the evaluation, which will be written after a discussion and evaluative conference with the director. Following the Probationary Period, evaluations shall be made at least once a year.

Performance Evaluations are based on merit, achievement, job description fulfillment and performance at your position. All employees of CURA, Inc. are required to maintain a level of satisfactory work performance. Unsatisfactory work performance on the part of any employee, regardless of his/her tenure, is cause for dismissal.

Working Hours

The normal regular work week of all full time, salaried, employees shall be the standard thirty-five (35) hours per week, 70 hours per payroll, with one non paid hour allowed for lunch. All employees shall be entitled to two (2) consecutive calendar days off during the week, but not necessarily Saturdays and Sundays. The normal regular work week for part-time employees consists of maximum of 17.5 hours per week, 35 hours per payroll. Any employment offer less than 35 hours per week is considered part-time employment. The therapeutic personnel must share equitable weekend and holidays. All employees are expected to arrive at work on time and be at their desk and ready to begin work.

Attendance/Time Keeping

All employees must record their daily attendance using CURA's time sheet. Continued failure to do so will result in disciplinary action. In cases in which the employee must report to work away from the office, he/she is responsible for contacting his/her director. The immediate supervisor is accountable to spot check employees assigned out of the office and to check the attendance of employees. Failure to notify the director for a period in excess of three (3) consecutive business days of absence and the time he or she expects to return, or who fails to report for duty within three (3) business days after the expiration of any authorized leave shall be considered abandonment of job- not in good standing.

All employees are expected to be at their assigned program or department at the scheduled start time. If your start time is 8:00 am, you must be in your program or department at 8:00 am,

beginning your job tasks. When you are not at your location (department or program) during your assigned shift without a director's authorization, it is considered unauthorized absence from your post, which is subject to corrective action.

Tardiness

Unavoidable occasional tardiness will be excused, but any amount over 30 minutes or more in a week will be deducted from hourly paid employees. Salaried employees may be deducted a full day if out a full day or reduced the day from the paid time off bank. Excessive or habitual tardiness may result in disciplinary action such as loss of pay, suspension or termination.

Notification of Absence

When absence, lateness or early departure is anticipated, employees should give as much notice as possible so that directors can rearrange work schedules. Employees should always give the reason for their absence, lateness, or early departure, (whether for sickness, etc.), and anticipated length of absence, to their director or department head.

Remember that absences and lateness are cause for corrective action, up to and including termination. All absenteeism occurrences, whether medically documented or not, and lateness incidences are recorded on the employees absenteeism/punctuality record. These factors are considered in the yearly performance review, for promotion and transfer requests, and for consideration of continued employment (with the exception of legislated entitlement leaves such as FMLA, OR NJFLA).

Overtime

The general policy of CURA is to avoid overtime. When requested or required to perform extra shift/hours salaried staff will receive equal change of schedule for additional hours worked, providing they have been in full status for thirty-five (35) hours of the week during which extra time was worked.

The hours to be taken must be agreed upon by the employee and their immediate supervisor. In no event shall an employee be paid for a change of schedule not taken. Time taken earned for a change of schedule must be taken off within one week or one payroll from the date on which it is earned or it will be forfeited, unless prior approval for extension has been granted by the President/CEO.

It is the responsibility of every director to insure that the job is done during regular hours. When a continued pattern of change of schedule arises, every director is responsible for reviewing the situation and for recommending any necessary changes. No employee is to call the same day to report or request a change of schedule.

Hourly employees are normally scheduled for a maximum of 17.5 to 20 hours per week. An

extension is not allowed without prior authorization from the Chief Fiscal Officer and Pres&CEO. No hourly part time position will be approved to exceed 35 hours per week.

FLSA requires overtime pay for non-exempt employees who are scheduled to work over 40 hours per week. Overtime is equal to pay @ 1.5 times the normal hourly rate for non-exempt employees only.

Leave Benefits

Holidays

Any holiday being observed in the City of Newark either by official proclamation of the Mayor or the City Council shall be observed by CURA, Inc.

Observed Holidays

The following holidays with pay will be granted to all eligible employees:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Good Friday
- Memorial Day

- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans Days
- Thanksgiving Day
- Christmas Day

****Special Provisions for Holidays****

- a. A holiday falling on a Saturday will be observed on the preceding Friday. A holiday falling on a Sunday, will be observed on the following Monday.

- b. If Christmas Day falls on a Tuesday or Thursday, the whole of Monday or Friday respectively will be granted as a day off. If Christmas falls on a Wednesday or Friday, the afternoon of the preceding day, beginning at 12:00 Noon will be granted as time off.

- c. When a holiday falls on a work day during an employee's vacation, an additional day will be granted during his or her vacation.
- d. Any employees absent the day before or the day after a paid holiday, without prior authorization, will not be paid for that holiday and will forfeit pay for the day he/she was absent.
- e. If an employee wishes to take off preceding or following a holiday, he/she must submit a request to the immediate supervisor, utilizing the appropriate form, at a minimum of five (5) days in advance.

VACATIONS

Vacations shall not be granted during the probationary period nor shall vacation time be given to any eligible employee terminated prior to completion of the probationary period. Upon a successful probationary period vacation accrues retroactively to first day of employment for eligible employees.

Eligibility:

The eligible full-time employees of CURA, Inc. are entitled to the following scheduled vacations:

- a. First year of employment – 1 2/3 days per month (20 days per year).
 - b. After two years of employment – 1 5/6 days per month (22 days per year).
 - c. After five years of employment – 2 1/12 days per month (25 days per year).
1. Part-time employees, who are hired at 20+ hours per week, are allotted benefits on a pro-rated basis based on length of service. One year of service is equal to 1820 hours.
 2. The scheduling, and approval, of vacations shall be at the convenience of the agency. If a conflict shall arise, priority will be given to employees according to seniority.
 3. Upon termination of employment accrued vacation time shall be paid to eligible employees on a prorated basis, within two weeks or the very next payroll, whichever is sooner.
 4. Vacation can not be accumulated over 15 days (by April 1st and October 1st) without previous approval in writing from the President/CEO. Vacation time may not be accrued during periods of unpaid sick-leave or leave of absence.
 5. Where an employee is hospitalized while on vacation leave the period, of such verified hospitalization shall be charged to sick leave.

6. Vacation time can only be granted to those that have completed six (6) months of service with the agency.
7. Employees resigning before the first six (6) months of employment are not entitled to vacation benefits.
8. The first day of employment will be considered the anniversary date for the purpose of accruing vacations or voluntary fringe benefits, as well as determining length of service.
9. Request for vacation should be submitted in writing at least one month before the date requested.

Sick Leave

Sick days shall not be granted during the probationary period nor shall sick time be given to any eligible employee terminated prior to completion of the probationary period. Upon a successful probationary period sick days accrue retroactively to first day of employment for eligible employees.

Eligibility:

- a. Paid sick leave will be granted on the basis of one (1) day per month to a maximum of twelve (12) days per year for every eligible employee.
- b. Paid or non-paid sick leave can only be taken when employee is sick, disabled, has been exposed to a contagious disease and is required to be absent from work for the protection of other workers, or as entitled by law e.g. FMLA, NJFMLA, or federal laws.
- c. In order to receive sick leave pay, the employee must notify his or her immediate supervisor within on (1) hour of his schedule starting time.
- d. An employee who is absent on sick leave for three or more consecutive days is required to bring in or send a medical certificate to his/her director to be forwarded to the President/CEO.
- e. In case of prolonged illness, a leave of absence application must be filed and/or requested. The employee will be placed on leave without pay, with all the benefits or protection provided by law or at the discretion of the President/CEO, whichever applies.
- f. Staff members will be allowed to use vacation time or personal time, they have accumulated to take up days lost in excess of sick leave. If the staff member does not elect to use his/her vacation, the days taken in excess of sick leave will be deducted from his/her pay.
- g. Sick leave is a benefit which an employee accrues indefinitely from year to year only for their protection in case of illness.

- h. Probationary employees will not be granted paid sick leave on a pay status until probationary period is over. Upon a successful probationary period, sick leave will accrue retroactively to first day of employment.
- i. Absences on Mondays, Fridays, or prior to or after holidays, require a medical certificate in order for eligible employees to receive sick leave pay.

Personal Leave

Personal days shall not be granted during the probationary period nor shall personal time be given to any eligible employee terminated prior to completion of the probationary period. Upon a successful probationary period personal days accrue retroactively to first day of employment for eligible employees.

Eligibility:

- a. Regular employees accrue up to three (3) days off each year for personal business. These days can be taken by the employee for any reason, but the employee must receive advance approval.
- b. Personal leave may be used in case of death in his/her immediate family or household. In this case no advance approval is necessary. Immediate family includes mother, father, sister, brother, wife, husband, son or daughter of employees. A member of the "Household" includes anyone who resides within said household such as: grandmother, adopted or foster persons.
- c. Personal leave days must be taken by the end of the calendar year in which they are earned. They cannot be carried forward to the next calendar year.
- d. No cash payment will be made for personal leave days at termination or at any time during person's employment with the agency.

Other Leave with Pay

Other Leaves with pay shall not be granted during the probationary period nor shall this time be given to any eligible employee terminated prior to completion of the probationary period

Eligibility:

- a. *Jury Duty:*

Regular employees will be given time off with pay if they are required to appear as a juror or appear in court as a witness.

- b. *Election day:*

Employees will be granted two (2) hours off with pay at the convenience of the agency on local Election Day.

c. Administrative Leave:

Employees scheduled, but prevented from reporting for duty due to “Acts of God” may be granted administrative leave without charge annual leave or loss of pay, not to exceed one (1) day at a time. Administrative leave can only be granted by the President/CEO.

d. To serve as a witness or a party in a court hearing or trial, or attend government hearing on *behalf of the Agency*.

Leave of Absence

In special occasions leave of absence without pay could be granted up to 30 working days, at the discretion of the President/CEO.

Military Leave

Active Duty- If you enter the United States armed forces, you will be put on an unpaid leave of absence. When you return from your approved leave of absence, you will be reinstated in accordance with current federal legislation.

Limited Duty- If you have to go on temporary military duty as a reservist (i.e. National Guard), you will put on an unpaid leave of absence in order to fulfill this obligation.

Civic Duty Leave

If you need time off to perform Civic Duty, notify your Department Head/Supervisor with 24 hours of the court summons.

You may be given the needed time as follows:

Without pay (vacation and personal days maybe used)

1. To attend court, or coroner’s inquest, as a witness.
2. To attend to civic duty that is voluntary in nature, if there is no disruption in the Agency Service.

FAMILY OR MEDICAL LEAVE

FMLA is a leave of absence benefit with job protection provided by law to all employees of 12

months or more, for a determined amount of time in order to care for self or an immediate family member in the event of a serious illness, birth, adoption, or foster care.

Eligibility:

- eligible employees are entitled to up to 12 weeks of unpaid leave per 12 months for one of the following reasons: the birth or adoption of a child, placement with the employee of a child for foster care, to care for a seriously ill member of the employee's immediate family (parent, child, spouse), or for the employee's own serious illness.
- An "eligible employee" is one who has been employed for at least 12 months, is currently employed at a worksite where 50 or more employees work within 75 miles radius and must have provided at least 1,250 hours of service during the last 12 months.
- Leave does not necessarily have to be taken all at once. Leave may be taken on an intermittent basis i.e., one week per month, or on a reduced schedule basis i.e., four or five hours per day, but must be medically necessary. Full time employees will have a total of 420 hours per 12 months (7 hours per workday times 60 days in a 12 week period). For part-time employees, the hours will be appropriately adjusted.
- Employees are to give 30 days' notice for leave taken for the birth, adoption, or foster care of a child, assuming the employee is able to give such notice; if not, the employee must give such notice as is practical.
- Leave for birth, adoption, or foster care of a child is not available after the expiration of 12 months following the birth, adoption, or foster care placement. If both parents work for the agency, the combined leave time is limited to 12 weeks for such event.
- If both spouses work for the agency, combined leave time to care for an ill parent is 12 weeks.
- The agency requires the employee to first use his or her paid sick leave, personal leave and vacation for any part of the 12 week period. If such paid leave is available, the agency provides only enough unpaid leave to total 12 weeks.
- With leave taken on the basis of a serious health condition, the agency may require the employee to provide certification of the condition and the fact that the employee is unable to perform job functions, or certification of the fact that the employee is needed to care for a family member.
- In the case of intermittent leave, this certification must also provide the dates and durations of the treatments to be given. Failure to provide certification may lead to a delay in granting leave.
- Upon return, the employee will be restored to the position held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms or conditions of employment. However, employees on leave have no greater right to reinstatement than if they had been continuously at work. Changes in

- hours, schedules, duties, jobs, benefits, pay, and the like may occur due to business needs.
- Upon return from a personal medical leave, employees will be required to submit certification they are fit for duty. Failure to provide such certification may result in a delay in reinstatement.
 - An employee within the highest paid 10 percent of the agency workforce is returning to work and the return causes substantial and grievous economic injury to the agency, there is no obligation to restore the employee to the previous position. However, when the agency decides not to restore an employee, the employee must be notified and, if the leave already begun, the employee must have the option of returning to work after learning of the agency's intent.
 - During the period of leave, if there is a group health plan for employees it will be offered to the employee for the duration of the leave at the level and under the conditions that the coverage would have been offered if no leave had taken place. If the employee fails to return to work at the end of the leave, the agency may recoup the premiums paid for maintaining health coverage, assuming certain basic conditions are met. Health coverage costs are not recouped when the employee fails to return to work due to a continuation or recurrence of a serious health condition.
 - Employees may be required to participate in appropriate rehabilitation programs in accordance with other agency policies, including insurance benefits.
 - Employees released by their health care provider for light duty are expected to advise their supervisor. If there is work available for the employee so that the medical restrictions can be accommodated, the employee is expected to return to work. Failure to return to work will be treated as job abandonment.

WORK-RELATED MEDICAL LEAVE

- Leave for work-related injuries or diseases is treated like any other medical leave.

PREGNANCY LEAVE

- Pregnancy leave is treated like any other medical leave.

***FOR ADDITIONAL INFORMATION REGARDING LEAVES OR OTHER BENEFITS
SPEAK WITH YOUR HUMAN RESOURCES DEPARTMENT.**

OTHER EMPLOYEE LEAVE OF ABSENCE CONDITIONS:

1. **All leaves are unpaid, unless employee elects to use earned and accumulated days from paid time off bank.**

2. **Employees are not eligible to earn and accumulate days for bereavement, holiday, vacation, sick, or personal day while on a leave of absence.**
3. **Except in the case of an emergency, all Leaves of absence require advance notice of 30 days minimum.**
4. **All leaves of absence must be approved in advance by your Director, Human Resources and CEO.**
5. **Failure to return from a Leave of Absence on the agreed upon date without an approved extension will result in termination for job abandonment as well as reimbursement for medical benefits provided by the agency during FMLA/TDI leave.**
6. **Failure to provide appropriate documentation for leave of absence (prior to or immediately thereafter) e.g. medical certificate/verification, military orders, etc. is cause for immediate termination due to job abandonment.**
7. **Under no conditions will a Leave of Absence through multiple extensions exceed one year or seven months in particularly legislated situations; otherwise, leaves of absence do not exceed 30 days.**
8. **All employees returning from a Leave of Absence must contact their Director a minimum of one week in advance of the projected return date.**
9. **If the dates requested change, (including an extension) a new Leave of Absence application must be submitted for re-approval.**
10. **Seniority considerations will be extended according to current laws in effect at the time of leave e.g. military act.**
11. **Please refer to revised Employee Handbook for applicable details.**

Maternity Leave

Although there is a benefit and job protection by law for pregnancy & birth, adoption, or foster care, CURA has always extended the benefits to our employees to show our continued support for the employees and their families.

A Pregnant employee shall be required to submit to the President/CEO a medical certificate as to expected delivery date. She could be allowed to continue in her position until medically advised. The employee shall advise the President/CEO in writing one (1) month before her departure regarding her leave intentions and when she can be expected to return to full employment.

Employees must first take all accrued sick and annual leave before they may be granted leave without pay. Maternity leave will be granted for a period not to exceed a total of six (6) months or as governed by applicable laws. If eligible for protection under the Pregnancy Act or FMLA, the employee may return to the same job with the same pay held at the time of leave. The agency, however, reserves the right to assign or reassign positions based on business necessity.

Employees in general may be eligible to a leave without pay for the purposes of adoption or foster care. Please refer to the section/policy entitled: LEAVE OF ABSENCE: FAMILY OR MEDICAL LEAVE, HR 12, for eligibility as well as procedures.

Employee Relations

Termination of Employment

Involuntary Separation

Reduction or Elimination of Funds

Whenever the agency experiences a reduction of funding or elimination of programs and has exhausted possibilities of transfer or new assignment, the President/CEO will inform the affected employee as soon as possible of his/her termination of employment, with or without reason.

Expiration of Agreement

Whenever employees are hired to perform specific tasks for a limited period of time, the President/CEO will inform the affected employee(s) according to the written agreement. This type of hire will be considered a contractor/consultant. If no agreement exists, or the agreement expires, the contractor/consultant will be managed as an at-will hire.

Voluntary Resignation

All employees are recommended to submit a written notice of separation to the President/CEO at least two (2) weeks prior to the actual date in order to adequately and professionally transition the care of clients or other workload. However, CURA understands it is an at-will employer. Administrative/managerial level personnel are recommended to submit a written notice of separation to the President/CEO at least four (4) weeks prior to the actual date of resignation. The resignation letter should be addressed to the President/CEO with copy to the immediate supervisor and HR and the last actual work day.

Clearance Provisions

The following procedures will be followed when an employee terminates the employment relationship with the agency for any reason:

- a. All files in the employees possession will be reviewed to insure that they are up to date and that notations have been made to enable a succeeding employee to use them effectively.
- b. A review will be made of the property for which the employee is responsible; all keys, ID, and equipment must be returned prior to last actual day worked.
- c. The director will submit a statement to HR and the President/CEO, indicating that the

- employee has complied with this regulation.
- d. Departing employee shall not be considered to have left in good standing without complying with these procedures and as a result may be deducted the cost of supplies and/or equipment or their replacement from the paid time off bank, e.g. vacation accrual.
 - e. Only after fulfillment of these procedures will the employee will be entitled to receive full vacation accrual from the paid time off bank.

Dismissals from Employment for Cause

For the purpose of employee information, the President/CEO in consultation with HR or other directors of the agency, may dismiss a regular employee with or without reason or notice but particularly for any of the following reasons:

- a. Inability or failure to perform the work required.
- b. Carelessness or negligence in their performance of duties.
- c. Excessive absence or lateness.
- d. Insubordination.
- e. Disorderly conduct.
- f. Acceptance of a bribe or other immoral conduct.
- g. Confirmed use of illegal narcotics or any dangerous drug, other than those medically prescribed.

Although CURA is an at-will employer, the following procedures may be applied to a termination in certain instances such as those mentioned above:

1. A letter signed by the President/CEO will be hand submitted to the employee, or mailed to his/her last known address by registered mail stating the reason for the dismissal. The letter will advise the employee that the President/CEO's final decision may be appealed to the Personnel Committee of the Board of Trustees and that the employee if he/she wishes can submit a written request for such an appeal.

When an appeal is taken by the employee, the Chairperson or designated representative of the Personnel Committee shall immediately notify the President/CEO and the employee in writing that a hearing has been set to consider the employee's appeal. Employees on probationary period are not eligible to appeal.

2. The decision of the Personnel Committee will be final.

The President/CEO in consultation with HR and the immediate supervisor may summarily dismiss an employee on probationary period with or without reason but particularly for any of the following reasons:

1. Insubordination.
2. Disorderly conduct.

3. Acceptance of a bride or other immoral conduct.
4. Repetitions of causes in this section.

Otherwise, Directors and/or immediate supervisors are encouraged to utilize and implement the agency's disciplinary procedures for an employee's conduct that is leading towards termination.

Suspensions

Suspensions without pay for a period up to a maximum of five (5) days may be recommended in cases where an employee's failure to abide by an established policy is not a serious and/or damaging consequence to CURA, Inc. but where a penalty must be imposed to discourage other employees from similar offenses. Employees must be properly notified in writing previous to suspension before it can be effected. Suspension must be approved by the President/CEO.

Reductions Due to Budgetary Limitations

Occasionally it may be necessary to terminate positions due to budgetary limitations when funding sources fail to refund our program, or the level of funding is inadequate. All employees whose positions are eliminated by budgetary limitations, will receive thirty (30) days notice in writing. Every possible effort will be made to transfer into vacant positions those employees whose positions have been discontinued and whose services have been satisfactory or better.

Benefits

Fringe Benefits

General Voluntary Benefits

Voluntary fringe benefits made available to eligible employees as made available to the agency. Although voluntary fringe benefits are not mandatory, when the agency chooses to provide such benefits they must be made available to all eligible employees. Some benefits will require employee contributions if not sponsored by the agency, such as dependent and/or family coverage. CURA, Inc. currently offers eligible employees single coverage for medical, dental, and profit sharing benefits at no cost to the employee but reserves the right to eliminate these benefits at any time.

Health Plan

The CURA, Inc. Health Benefits Plan covers only the employee upon 3 months of successful and uninterrupted full time or 1000+ annual hours of employment. Coverage for eligible dependents is made available to employees only with employee contributions as outlined in the HR Payroll Deduction Authorization form and notice. The Health Plan benefits pamphlet received at orientation with the executive office will describe all the terms and conditions of the Plan.

Prescription Plan

The CURA, Inc. Prescription Benefits Plan is available to eligible employees upon 3 months of successful and uninterrupted full time or 1000+ annual hours of employment. Coverage for the eligible employee and their eligible dependents is made available to employees only with employee contributions as outlined in the HR Payroll Deduction Authorization form and notice. The Health Plan benefits pamphlet received at orientation with the executive office will describe all the terms and conditions of the Plan.

Dental Plan

The CURA, Inc. Dental Benefits Plan covers only the employee upon 3 months of successful and uninterrupted full time or 1000+ hours annual employment. Coverage for eligible dependents is made available to employees only with employee contributions as outlined in the HR Payroll Deduction Authorization form and notice. The Dental Plan pamphlet received at orientation with the executive office will describe all the terms and conditions of the Plan.

Profit Sharing/Pension Plan

As a reward for employee work efforts and also to assist the employee in providing for retirement, the Agency has a defined contribution plan which gives each participant a separate pension account. The employee is notified directly by the agency's Broker of Benefits, upon eligibility. The employee must enroll upon eligibility, and at such time will receive a Summary Plan Description for comprehensive information about the Plan; the employee will then receive annual summaries thereafter.

Life Insurance

Regular full-time employees or regular part-time employees who work at least 1000+ hours per year are offered a group life insurance. The Agency has a defined contribution plan which gives each participant a life insurance policy. The employee is notified directly by the agency's Broker of Benefits, upon eligibility. The employee must enroll upon eligibility, and at such time will receive a Summary Plan Description for comprehensive information about the Plan; the employee will then receive annual summaries thereafter.

Government Mandated Deductions/Benefits

Every employee with the agency shall receive mandatory payroll deductions as required by law in order to contribute to the following employee benefits or protections afforded by law. Payroll deductions are managed strictly under the auspices of the Fiscal Office.

COBRA

A federal law requires employers to offer a temporary extension of health and dental coverage called “continuation coverage” at group rates in certain instances where coverage under the plans would otherwise end to eligible employees at their expense. If the employee and/or dependents are covered by the agency’s health and dental insurance plans the employee and/or dependents have a right to choose this “continuation coverage” when coverage is lost due to certain conditions. Under this law it is the responsibility of the employee and/or dependents for immediately informing the agency of any status changes. All employees and their dependents are provided with an initial notice of COBRA rights at hire and subsequently at separation.

Short Term Disability

If an employee is disabled due to a non-work related reason, the employee may be eligible for short term disability benefits according to the State of New Jersey disability laws. The cost of this program is shared by the employee and the Agency. In order to use this insurance, the employee must fill out the necessary forms and submit these with supporting documents on a timely basis. The employee may get the forms from the Human Resource Department, the Fiscal Office, or directly from the state’s disability office.

Workers Compensation

CURA, Inc. provides Worker’s Compensation Insurance for the employees in compliance with the state laws. If an employee is injured through a work-related incident/accident the employee is covered by this insurance. The Agency makes the necessary contribution to the fund that manages this program.

All accidents are to be reported **promptly** to the Department head/supervisor. In addition, all Employee Incident Reports must be completed and sent to HR, Health & Safety Committee, Fiscal Office, Medical Services Office, within 24 hours of the incident.

Unemployment Insurance

An employee may be able to receive unemployment benefits if they lose their job. The New Jersey State Unemployment Insurance Service or the state where the employee lives decides who may get these benefits. **The Agency is not responsible for making the decision on whether or not a person can collect unemployment compensation, and only provides the required personnel and payroll information to the requesting government agency.** The Agency partially subsidizes the cost this state program.

Garnishment and Tax Levies

A garnishment is a portion of an employee’s pay that is deducted from the paycheck and is sent to an agency or jurisdiction in order to satisfy a Judgment or alien against the employee for

monies owed. These are court ordered or legally required. Examples of garnishment are for child support, for unpaid bills, or for unpaid taxes.

Benefits Statement

The following chart illustrates the benefits you may be eligible for in addition to your basic wages. Some benefits are explained in the pamphlet you receive separately once you are eligible for the benefit. Please read all benefit pamphlets very carefully, and ask questions about those items which need explanation.

Below is a table of employee benefits offered by CURA, INC.; *all of the benefits you receive are an important part of your total payment/benefits package.*

BENEFITS	REGULAR FULL TIME	REGULAR PART TIME (17.5) HOURS	REGULAR PART TIME (20) HOURS	PER DIEM	TEMPORARY
HEALTH PLAN	X		X		
DENTAL PLAN	X		X		
PENSION PLAN	X		X		
TERM LIFE	X		X		
SHORT TERM DISABILITY	X	X	X	X	X
SICK DAYS	X		X		
PERSONAL DAYS	X		X		
LEGAL & PERSONAL HOLIDAYS	X		X		
VACATION	X		X		
SOCIAL SECURITY	X	X	X	X	X
WORKER'S COMPENSATION INSURANCE	X	X	X	X	X
UNEMPLOYMENT INSURANCE	X	X	X	X	X
VOLUNTARY PRESCRIPTION	X		X		
BENEFITS	REGULAR FULL TIME	REGULAR PART TIME (17.5) HOURS	REGULAR PART TIME (20) HOURS	PER DIEM	TEMPORARY
DIRECT DEPOSIT OF PAYCHECK	X	X	X	X	X
COBRA	X		X		

CURA, Inc., through the Plan Administrator or his/her designee has the absolute right to cancel,

Amend, discontinue, delete, reduce, or alter the benefits it provides.

Health and Safety

All facilities shall comply with State and Federal laws and regulations concerning occupational health and safety.

No Smoking Policy

CURA, Inc. has put very strict rules and limits on smoking. This has been done for two reasons: 1) it is the law in New Jersey, and 2) this is a drug abuse treatment facility. Smoking is not allowed by employees on or around the facilities.

Incident Reporting

Any employee or staff member aware of an occurrence or condition which is inconsistent with the program procedures should initiate an incident report. These occurrences may include an accident, injury or deviation from authorized practice, procedure or policy. A theft or other loss may also be reported using an incident report.

You must inform your director about any incident, whether you believe it could be insignificant or not, even when medical treatment does not appear to be required. An incident report must be filed within 24 hours of occurrence. Record facts only, not assumptions nor opinions. The report must be reviewed by your director who will send it to Administration.

General Safety Tips

For your own protection and well-being and that of our clients and fellow employees, you are urged to observe common safety rules/regulations and keep your work area free from obstacles and hazards at all times.

Careful observation of the following general safety guides will help to prevent accidents:

1. Report all injuries, your own or someone else's, to your director.
2. Be sure that you understand the safe way to perform any task given to you. If in doubt, ask your director.
3. Report all unsafe conditions to your director immediately. This includes broken furniture, broken glass, defective equipment, hand tools, appliances, etc.
4. Observe the condition of the floors. Be aware that newly mopped or waxed floors could cause someone to slip and hurt themselves. Report damaged floors to your director.
5. Protect yourself and our clients. Report your illnesses promptly. Use very safeguard that is provided.
6. Walk - do not run - in halls, rooms, or on stairways.

7. Open doors slowly. If there is a vision panel, see that the other side of the door is clear before opening it. If a locked door is released by another person inside the building, announce your entrance before opening the door.
8. Use caution and care when moving wheelchairs. Be especially careful when moving a handicap client.

Fire Safety

Our clients, your fellow employees, and our visitors depend upon your constant effort to ensure their safety. Follow the fire safety instructions carefully in order to ensure your safety and the safety of your clients/fellow workers.

Fire drills are held periodically. Your director will familiarize you with your responsibility during these drills.

Security

Safety

A safe environment is the responsibility of all employees. CURA takes every possible precaution to protect the safety of employees while on duty, in addition to clients' safety, and that of the visitors. It is important for you to cooperate with the front desk attendant. This includes identifying yourself when entering and/or leaving the premises.

Property Searches

CURA reserves the right to inspect all items that are brought onto CURA's premises, including personal packages and other property.

Visitors

CURA would prefer that employees not have visitors, except in emergencies. If visitors do come to CURA, they must check with the Front Desk for permission to be on-site.

No visitors are allowed in treatment center areas, unless permission is given in advance by the director. Guest(s) visiting the treatment facilities must be coordinated and approved in advance with the President/CEO.

General Information

Open Events

Through the Administration Department and agency treatment newsletter, you will be notified of any special activities that you may wish to participate in: such as walkathons, leisure activities, and cultural events.

Staff Education

The program encourages employees to pursue their formal education as far as possible. If possible, a change of schedule may be considered. Orientation, training, in-service education and provision of opportunities for continued job related education will be the responsibility of the Program Director who will work on an on-going basis to determine the program staff development needs. Job training programs will be carefully selected depending on feasibility.

The Human Resources Development will send a memorandum notifying all staff of scheduled training, with an application form for those interested in participating. An authorization signature is required from the Director to attend the training or workshop. Training in the field of alcohol/drug abuse and mental health are provided to all staff during the course of the year.

Revision/Changes in this manual

This manual will be revised and amended as necessary in order that it may serve as an accurate resource for all staff. The possibility for improvement always exists, as does the need to adapt to new circumstances. It is, therefore, hoped that staff will bring suggestions for additions and changes to the attention of their director.

From time to time, staff will receive additional supplements to the policy manual. These supplements will update and revise current practice whenever deemed necessary. Supplements should be immediately added to the manual and old statements and procedures should be removed as instructed.