

ALLEN COUNTY DRUG & ALCOHOL CONSORTIUM, INC.

EMPLOYEE HANDBOOK



Allen County Drug & Alcohol Consortium, Inc.

WELCOME to the DAC Family!

Welcome to the Allen County Drug and Alcohol Consortium (DAC). As a new employee, you are joining a team of dedicated alcohol and drug prevention and intervention specialists who will support you as we work alongside community partners to provide local residents and youth with tools, strategies and a network of support to help prevent and reduce drug and alcohol usage in our community.

We wish you success in your new position and we hope you quickly feel you are a part of the family. At DAC, every position is important. We hope you will immediately connect with our core value of people-first, person-centered action through partnerships, relationships, sustainability, and stewardship.

Your commitment to these values is critical for our mutual success in financial stewardship/oversight, organizational purpose, relationship building and partner/network development. Again, we are glad you have chosen to work with our team and look forward to building lasting community relationships and supportive community partners.

Your Executive Director,



MaryClare Akers, MSW, LSW

Our mission is to provide an effective network to collaboratively prevent substance abuse, primarily by youth, and to reduce the negative impact of alcohol and other drugs in the Allen County community.

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Additional Related Resources:

Child Abuse Hotline: 1-800-800-5556
National Suicide Prevention Lifeline: 1-800-273-8255

DAC Resource 4. State Code Sections: Confidentiality

- A. Health Records (IC 16-39-1-9)**
- B. Duty to Warn (IC 34-30-16)**
- C. HIV/AIDS (IC 16-41-7-1)**
- D. Juveniles (IC 12-23-12-1)**
- E. Child Abuse Reporting (IC 31-33-5)**

- DAC Policy 1.1: Onboarding Checklist**
- DAC Policy 2.0: Code of Ethics & Business Conduct**
- DAC Policy 4.4: Record Keeping Policy**
- DAC Policy 4.5: Cross Training**

EMPLOYEE HANDBOOK

This Employee Handbook is designated to summarize certain personnel procedures and benefits of Allen County Drug and Alcohol Consortium (DAC) and acquaint employees with many of the rules concerning employment with DAC. This manual applies to all employees and compliance with DAC's policies is a condition of employment. This manual supersedes all previous employment policies written and oral, expressed, and implied. DAC reserves the right to modify, rescind, delete, or add to



the provisions of this Manual from time to time in its sole and absolute discretion. This Employee Manual is not a binding contract between DAC and its employees, nor is it intended to alter the at-will employment relationship between DAC and its employees. DAC reserves the right to interpret the policies in this Manual and to deviate from them at its discretion as determined appropriate.

CHANGE IN POLICY

Our business is constantly changing; therefore, DAC expressly reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document except for the policy of at will employment as described below. No oral statement or representations can in anyway alter the provisions of the Manual. Nothing in this Employee Manual or any other document including benefit plan description, creates or is intended to create a promise or representation of continued employment for any employee. Any changes to your at-will employment status described below, must be in writing and must be signed by appropriate DAC representatives. If you are uncertain about any policy or procedure, please check with your supervisor.

AT-WILL EMPLOYMENT

Employment with DAC is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, DAC is free to conclude the employment relationship at any time for any lawful reason, with or without cause and with or without notice.

See Employee Classification Policy for more information.

VOLUNTEERS, STUDENTS & CONTRACTORS

Volunteers are at the core of Coalition Work, which is what DAC is all about. DAC serves as the Local Coordinating Council for Allen County and our Consortium is committed to attracting the best volunteers and contractors in our county. It is the responsibility of all DAC employees to welcome, engage and include volunteers (including student interns) in agency events, operations, and collaborative efforts. While volunteers are not paid employees of DAC, volunteers are expected to adhere to the principles in this manual while serving as a DAC volunteer.

DAC also appreciates the extra work of our contractors, who serve on behalf of DAC without access to all the amenities that regular employees access. Contractors have unique talents and flexibility that is not always possible for internal employees to provide.

The appreciation DAC has for volunteers and independent contractors includes an understanding of time constraints on full adoption of DAC policies and procedures. DAC will, to the best of our ability, assist volunteers and contractors in understanding this manual. Thank you for being a part of the DAC Family.

TRANSPARENCY EXPECTATION

The Executive Director (ED) of the Allen County Drug & Alcohol Consortium holds transparency, autonomy, and accountability in high regard. All employees of DAC, including the ED herself, are expected to manage all operations in a transparent, open, and respectful manner. No team member is less or more important than another and differences are celebrated and imperative for optimal performance in an organization as small as DAC. The premise of the Transparency Expectation is at the root of what we do at DAC. We serve as a resource, a collaborator, a meeting space for organizations and individuals seeking to improve the outcomes of our community. We seek to understand the plight of others, advocate for underrepresented communities, seek and advise on

reliable, evidence-based, trauma-informed practices that meet our mission. We are honest, forthcoming, and compassionate. We seek improved outcomes for our community through strategic action. We collaborate and assist others in our field and across disciplines without contest, albeit at times in contrast to current practices.

Issues of concern with teammates are to be first addressed directly with the person of concern. Trust is imperative in an office as small as DAC. If an employee attempts this process and still does not feel like the person of concern is understanding or agreeable in finding an alternative process, the ED or another party can be pulled in for further discussion, as long as the other party does not have a bias or similar unconflicted concern. If there is more than one employee concerned about actions of another teammate, the matter should be brought to the teammate by one individual first and then to team meeting if the issue is not resolved.

If there are one or more employees concerned about an agency policy or process, this should be discussed in the next one-on-one meeting with their supervisor and/or in the next team meeting.

Autonomy is another imperative in small organizations. Just as team is built on trust, trust allows for autonomy. Autonomy is the ability for employees to determine their schedules, partner relationships, and workloads. It is up to the employee to reach out for support, as needed. The DAC office is a place for inventive strategies, creative networking, and collaboration. All work done at DAC is measured by the accountability we have with our funders, our partners, and our community. Employees are evaluated based on their ability to work within this framework.

COLLABORATION

Collaboration occurs in all aspects of the agency; however, the two primary modes of collaboration are **one-on-one meetings** between a supervisor and supervisee and **weekly team meetings**.

ONE-ON-ONE MEETINGS

These meetings are slated weekly for thirty minutes, with an additional thirty minutes saved in the supervisor's schedule immediately following the initial timeframe in case there is need for further discussions.

WEEKLY TEAM MEETINGS

These meetings are currently scheduled every Monday morning from 9:30am-11:00am. Unless on leave or PTO, all employees are expected to attend this weekly meeting. This is a time and place where all teammates can come together to discuss upcoming events, seek feedback or input on a project, seek assistance in covering an event or meeting a deadline, and address office needs. At times, these meetings will include HR-related needs, such as insurance enrollment (Aflac, PHP, Lincoln, etc.).

These meetings are to be structured, and minutes are taken by teammates with a task list outlining further actions. These should be emailed out for edits or clarifications by the end of the day, if not immediately in the meeting.

Due to the high propensity for travel at DAC, meetings should proceed without the full team in the case that some of the team is out of the office for out of town work-related trips. Meetings within the community and partners should be scheduled at times outside of the weekly team meeting time.

CODE OF ETHICS



The NASW Code of Ethics offers a set of values, principles, and standards to guide decision-making and everyday professional conduct. This code is also the standard of practice for state and federal agencies, as well as the ED herself and therefore serves as the basis for ethics within DAC. The code can be found in its entirety at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>. The primary mission of the social work profession is to enhance human well-being and help meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. A historic and defining feature of social work is the profession's focus on individual well-being in a social context and the well-being of society. Fundamental to social work is attention to the environmental forces that create, contribute to, and address problems in living.

Social workers promote social justice and social change with and on behalf of clients. "Clients" is used inclusively to refer to individuals, families, groups, organizations, and communities. Social workers are sensitive to cultural and ethnic diversity and strive to end discrimination, oppression, poverty, and other forms of social injustice. These activities may be in the form of direct practice, community organizing, supervision, consultation, administration, advocacy, social and political action, policy development and implementation, education, and research and evaluation. Social workers seek to enhance the capacity of people to address their own needs. Social workers also seek to promote the responsiveness of organizations, communities, and other social institutions to individuals' needs and social problems.

The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence.

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience.

DRESS CODE

What we wear to work is a reflection of the pride we have in our company, in what we do and in ourselves. Although dress code requirements will vary according to job responsibilities, DAC asks that your appearance shows discretion, good taste, and appropriateness for the safe performance of your job responsibilities.

CONFIDENTIALITY

In the course of involvement with DAC, and others working with DAC, including but not limited to contractors, interns and volunteers, may have access to confidential information regarding DAC, which may include its business strategy, future plans, financial information, contracts suppliers, customers, personnel information or other information that DAC considers proprietary and confidential. Maintaining

the confidentiality of this information is vital to the protection of personal information and DAC's competitive position in our industry of drug management and support and ultimately to DAC's ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of DAC and disclosing it only when authorized to do so. This duty of confidentiality applies whether the employee is on or off the company's premises, during and even after the end of the employee's employment with DAC. This duty of confidentiality also applies to communications transmitted by DAC's electronic communication. See also Internet, Email and Computer Use policy, herein.

PERSONAL RECORDS AND EMPLOYEE REFERENCES

DAC maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of DAC and may not be removed from DAC premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, DAC will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigation and as otherwise legally required.

DAC will utilize the double lock safety system in which all confidential information will be stored in a locked cabinet and locked office. In addition, to make reasonable efforts to comply with confidentiality concerns, DAC will require the following behaviors:

FILES AND PAPERS

- Keep all employee and other confidential files locked up when not in use.
- Shred any paper document with confidential information Do not throw it away or recycle it.
- Operate a clean desk policy. Don't leave documents, faxes or reports with confidential information on desks or counters when not in use. Put them in folder or turn them over so they cannot be read.

COMPUTERS

- All computer users will have their own computer password
- Employees' access to confidential files and records is limited to those who need access in order to perform their duties
- All employees' computer screensavers need to lock when not in use requiring password to open
- Computer passwords for all terminated employees will be cancelled

Employees may contact the ED to request time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review their own records in the DAC company offices during regular business hours and in the presence of an individual appointed by DAC to maintain the records. No copies of documents in your file may be made with the exception of documents that you have previously signed. You may add comments to any disputed item in the file.

By policy, DAC will provide only the former or present employee's dates of employment and position(s) held with the company, compensation information may also be verified if written authorization is provided by the employee.

PRIVACY

DAC is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other personnel documents and forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

DAC does not create or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, DAC will set up guidelines for employees and management to follow to ensure that company employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

POLITICAL NEUTRALITY

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office and support of any lawful political activity. DAC employees are entitled to their own personal political positions. DAC will not discriminate against employees based on their lawful political activity engaged in outside of work. However, employees may not participate in any lobbying activities while representing DAC. Lobbying is defined as communications intended to influence specific legislation.

HOURS OF WORK AND PAYROLL PRACTICES

PAY PERIODS AND PAYDAYS

Employees are paid on a bi-weekly basis. All employees will be paid every other Friday. All employees are paid by direct deposit on the above-mentioned payday.

OVERTIME

Nonexempt employees will be paid in accordance with federal and state laws. All overtime work by non-exempt employees must be authorized in advance by their immediate supervisor. Only hours actually worked will be used to calculate overtime pay.

REST AND MEAL PERIODS

All rest and meal periods will be in accordance with federal and state laws.

TIMECARDS

All employees are required to keep an accurate and complete record of their attendance and hours worked. Timecards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way. Timecards for exempt employees need to be stored for grant audit purposes.

PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax withholding, Social Security, Medicare, State Disability, Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including valid court orders). You can adjust your federal and state income tax withholding by completing the proper federal and state

form and submitting it to the ED or Director of Operations. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

WAGE GARNISHMENT

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once DAC receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your wages until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop garnishment.

DIRECT DEPOSIT

All employees are required to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union. Record of paystub and deposit will be made accessible to all employees through an employee portal set up with DAC's accounting firm, Christen Souers.

EXPENSE REIMBURSEMENT POLICY

Reimbursable expenses are the amount expended by an employee on behalf of DAC compliant with the Department of Labor and Internal Revenue Guidelines.

A reimbursable expense occurs when the following conditions are present:

- There must be a business reason for the expense. The expense must be in connection with the performance of services as an employee.
- The expense must be substantiated or deemed substantiated. There must be receipts and invoices that document the nature and amount of the expenditure(s). Deemed substantiation includes using mileage allowance and per diem (see pg. 13 for more information) rather than actual expenses for operating a vehicle.

TRAVEL EXPENSES

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. All travel must be pre-approved, other than local mileage, by the either the ED or the President of the DAC Board. Travel expenses must be reasonable and necessary. Airfare should be Economy Class and car rentals will be mid-sized or smaller, unless otherwise justified. Mileage, meals, incidentals, and lodging charged to Federal programs must all be within the limitations established in the Federal Travel Regulations publication.

Travel Expenses related to this category that may be fully or partly reimbursable include:

- Accommodation
- Legal document expenses (e.g. Visa)
- Air, train, ship, or other transportation fares
- Necessary medical expenses (e.g. vaccinations)
- Local transportation during trips (taxi fares, rental cars etc.)

Other minor or per diem expenses that have been approved by the ED (e.g. meals, incidentals) will be provided as a per diem rate and done as far ahead as is possible and appropriate for planned travel.

Travel expenses for employees other than the ED will be documented and submitted on a DAC Green Sheet with receipts as proof of expenditure, signed by the ED for reimbursement through the bill.com system. Travel expenses exceeding \$1,000 or expenses for the ED will be approved by two of the following authorized approvers: President, Vice President, or Treasurer.

Medical care fees after travel-related accidents may be covered by Workers Compensation insurance. If not, we may reimburse you for your medical expenses, if appropriate.

MISCELLANEOUS EXPENSES

Other expenses considered incidental expenses that are not classified as direct business expenses which an employee may incur due to the normal nature of their business and which are reimbursable are:

- Business office expenses (fax, copy services etc.)
- Business phone calls
- Conference and registration fees
- Gasoline purchased for rental cars
- Overnight delivery postage
- Parking and tolls
- Tips
- Currency conversion etc.

MINIMIZING EXPENSES

DAC will aim for most economical option when possible. For example, DAC will book plane tickets in economy class, unless there is reason for upgraded travel.

Non-reimbursable expenses:

- Expenses incurred by spouses or other non-employees who accompany our employees on their travels
- Unauthorized service upgrade (e.g. business class or hotel rooms)
- Personal services (massages, beauty treatments etc.)
- Personal purchases (gifts, clothes etc.)
- Lost personal property (e.g. luggage)

This list is not exhaustive. Please ask the ED about reimbursable expenses before you go on a business trip.

STANDARDS OF CONDUCT

ATTENDANCE

Punctuality and regular attendance are essential to the successful operation of DAC business. If an employee is unable to work (or to report to work on time) for any reason, the employee must notify their supervisor before their starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of their supervisor prior to leaving. In the event

that the employee fails to call their supervisor to report for work for three consecutive workdays, the employee will be deemed to have voluntarily resigned for their employment with DAC and will be removed from the payroll. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

See Employee Benefits Section of this document & Leave of Absence Policy

ANTI-HARASSMENT AND DISCRIMINATION

DAC is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry or physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by DAC policy. Such conduct by or toward any employee, contract worker customer, vendor, or anyone else who does business with DAC will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action up to and including termination of their employment or engagement. If a customer, vendor, or other person with whom the company does business engages in unlawful harassment or discrimination, DAC will take appropriate corrective action.

See Anti-Harassment Policy

CONFLICTS OF INTEREST

To protect and enhance our reputation, DAC requires its employees, officers, and agents to fully comply with all applicable laws and regulations and to refrain from any appearance of having engaged in any illegal, dishonest, or unethical conduct. DAC further requires that all employees, officers, and agents be guided by the highest standard of conduct in their business contacts and relationships. The following examples are considered to involve a conflict of interest that violates this policy:

1. Serving as an employee, officer, director, or consultant for any customer, client, competitor, or supplier of materials or services.
2. Holding any financial interest by an employee or an immediate family member (including father, mother, brother, sister, son, daughter, husband, or wife) in the business of any customer, client, competitor or supplier of materials or services. This does not include a financial interest in widely held corporations that are quoted and sold on the open market, unless the amount held is in excess of 10 percent of the outstanding stock of that corporation or the stock held has a value representing more than 10 percent of the individual's personal net worth.
3. Borrowing money from or lending money to any customer, client, competitor, or supplier of materials or services other than recognized financial institutions (e.g., banks, credit unions, etc.).
4. Accepting gifts, entertainment, or anything of value from any customer, client, competitor, or supplier of materials or services other than minor holiday gifts of a nominal nature.

It is important to avoid not only any situation that is an obvious conflict of interest such as those listed above, but also any situation that might give the appearance of being a conflict of interest. If conflict of interest is existing upon hire or arises after hire, it is the responsibility of the employee to provide DAC with official written documentation explaining outside activities, relationships, or financial interests that could be a conflict of interest. If a situation arises in which it is difficult to determine the proper

course of action, the matter will be addressed by the DAC Executive Committee of the Board of Directors.

Compliance with the expected level of business ethics and conduct is the responsibility of every DAC employee, officer, and agent. Disregarding or failing to comply with this standard could lead to disciplinary action, termination of duties and possible termination of employment for employees.

CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

DAC strongly discourages romantic or sexual relationships between a manager or other supervisory employee and their staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of DAC enters into a consensual relationship that is romantic or sexual in nature with a member of their staff (an employee who reports directly or indirectly to them), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the ED or other appropriate corporate officer. Because of potential issues regarding quid pro quo harassment, DAC has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known to DAC, the company will review the situation in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which they applied, the ED and senior management will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

DISCIPLINE AND STANDARDS OF CONDUCT

As an at-will employer, DAC may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment, or termination. The discipline imposed will depend on the circumstance of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time DAC determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct the following is an illustrative list (not intended to be comprehensive or to limit DAC's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on DAC property and/or conducting DAC business. Employees engaging in any conduct DAC deems inappropriate may result in disciplinary action, up to and including termination.

Inappropriate conduct includes but is not limited to:

- a) Dishonesty
- b) Falsification of company records
- c) Unauthorized use or possession of property that belongs to DAC, a coworker or of the public
- d) Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials
- e) Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property
- f) Insubordination, failure to perform assigned duties or failure to comply with DAC's health, safety, or other rules
- g) Unauthorized or careless use of DAC materials, equipment, or property
- h) Unauthorized and/or excessive absenteeism or tardiness
- i) Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct or conduct improper for the workplace
- j) Sexual or other illegal harassment or discrimination
- k) Unauthorized use or disclosure of DAC's confidential information
- l) Violation of any company policy

SAFETY

DAC is committed to providing a safe workplace. Accordingly, DAC emphasizes "safety first". It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. Employees are expected to promptly report all unsafe working conditions, accidents and/or injuries, regardless of how minor so that any potential hazards can be addressed and corrected.

SUBSTANCE USE AND ABUSE

DAC is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Our work and mission are to promote healthy lifestyles, healthy choices and to prevent and provide intervention tools for others who find themselves with substance abuse issues.

See Drug Free Workplace Policy

WORKPLACE SEARCHES

All offices, desks, file drawers, cabinets, lockers, company vehicles and other company equipment (including but not limited to computers, emails and voicemails) and facilities or any area on company premise are the property of DAC and are intended for business use. Employees should have no expectation of privacy with respect to company property and/or items stored within company property or on company premises. Inspection may be conducted at any time without notice, at DAC's discretion.

In addition, if DAC deems appropriate, (for example if there is reasonable suspicion of theft) DAC may seek law enforcement assistance in searches of personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possession or articles brought on company property.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action up to and including termination.

EMPLOYEE BENEFITS

GENERAL

Aside from those benefits required by state and federal regulations, Allen County Drug and Alcohol Consortium also offers additional benefits for its full-time employees. From time to time benefits may be added or deleted from the benefits package. DAC reserves the right to make such changes.

This Manual does not contain the complete terms and/or conditions of any of the company's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact the Director of Operations.

HOLIDAYS

DAC will provide a floating holiday each year. This day will be designated by the company at the beginning of each year.

DAC will grant paid holiday time off to all eligible employees. Holiday pay for regular full-time employees will be calculated based on the employee's base rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If an eligible non-exempt employee works on a recognized holiday with company approval, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

BEREAVEMENT

In the event of a death in the immediate family, employees may have up to three working days with pay, at their regular straight time rate or base salary, to handle family affairs and attend the funeral. "Immediate family" is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents and grandchildren.

JURY DUTY

U.S. citizens have a civic obligation to provide jury duty services when called. Employees are entitled to up to seven working days, with pay, at their regular straight time or base salary for jury duty.

The employee must bring in the jury duty notice as soon as it is received so the appropriate arrangements can be made to cover their duties. Employees are required to call in or report for work on those days or part of days when their presence in court is not required.

PLANNED PAID TIME OFF

Full-time employees are entitled to planned days off based on length of employment and employee status.

Time Employed	Full Time Status Accruals	Part Time Status Accruals
3 months - Less than 1 Year	1 week/5 days	1 week PT pay
1 year-3 years	2 weeks/10 days	2 weeks PT pay
3-5 years	3 weeks/15 days	3 weeks PT pay
5-10 years	4 weeks/20 days	4 weeks PT pay
10+ years	5 weeks/25 days	5 weeks PT pay

*Employees are considered to have worked 3 months on the first day of the month following 90 days of employment.

After first year of employment, accruals start on January 1.

Pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis.

Employees may not accrue more than 25 planned days off. Once an employee's planned time off balance reaches this limit, an employee may accrue more time only by taking some time to bring the balance back below the limit.

When employees do not take the full amount of planned time off available, a maximum of 40 hours will carry over to the next year, with the eligible employee's supervisor approval in writing.

UNPLANNED PAID TIME OFF

Eligible employees are entitled to eight (8) paid unplanned days off per year. Unplanned days off for regular full-time employees will be calculated based on the employee's base rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. When employees eligible for paid unplanned days do not take the full amount of sick time they could have taken in a year, that amount automatically carries over to the next year and accumulates in an extended leave account.

See Leave of Absence Policy

GROUP HEALTH INSURANCE

DAC offers group health plans for eligible employees. Employees working more than 30 hours a week are considered eligible for health insurance on the first of the month following 30 days of employment.

SIMPLE IRA through American Funds

DAC matches up to 3% for employees wishing to contribute to a Simple IRA

PHYSICIAN'S HEALTH PLAN SILVER HMO 3 20



Physicians Health Plan (PHP) \$3,500/\$7,000 deductible, \$8150/16300 out of pocket limit,

- Primary Care Office Visits \$40 copay (deductible does not apply), 30% co-insurance after deductible for other services;
- Specialist Visits \$80 copay (deductible does not apply), 30% co-insurance after deductible for other services;
- Other Practitioner Visits, 30% co-insurance after deductible for other services;
- Preventative Care/Screening/Immunization, no charge, deductible does not apply,
- Diagnostic test or imagine, 30% after deductible;
- Tier 1 Prescription (preferred generic) Medications: \$4 (retail)/\$8 (mail order), copay/prescription; prescription drug deductible **does not apply**;
- Tier 2 Prescription (non-preferred generic) Medications: \$20 (retail)/\$40 (mail order), copay/prescription; prescription drug deductible **does not apply**;
- Tier 3 Prescription (preferred brand) Medications: \$45 (retail)/\$112.50 (mail order), copay/prescription; prescription drug deductible **applies**;
- Tier 4 Prescription (non-preferred brand) Medications: \$95 (retail)/\$285 (mail order), copay/prescription; prescription drug deductible **applies**;
- Tier 5 Prescription (specialty) Medications: 25% coinsurance after deductible

All covered services and medications are for **in-network providers only**.

BASIC LIFE/ADD 2010 NO DEP 3YR

Plan provides a death benefit to beneficiaries upon the death of a covered person. Group term life plans are level term insurance policies, so they offer protection for a specified period of time and pay a death benefit to the beneficiary. You can choose to offer one of three benefit level options - flat amount, multiple of salary, or employee class.

IN HUMANA VISION 130, RETINAL

Plans include a comprehensive eye exam every year. Members also receive benefits or discounts for glasses or contact lenses at in-network locations.

IN PREVENTIVE PLUS IN 19

This plan offers low deductible options for preventive, basic, and major services. In-network dentists provide dental services at a reduced rate. Members have higher out-of-pocket costs for services received from out-of-network dentists.

IN TRADITIONAL PREF INFS 19

This plan offers low deductible options for preventive, basic, and major services. In-network dentists provide dental services at a reduced rate. Members have higher out-of-pocket costs for services received from out-of-network dentists.

COBRA (N/A FOR THIS ORGANIZATION SIZE)

Using the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 if you are covered under a company's group health insurance plan(s) you are entitled to continue your coverage in the event your employment with DAC ends. Under COBRA, companies must offer each qualified beneficiary (the employee and any covered dependents) who would otherwise lose coverage under the plan as a result of a qualifying event an opportunity to continue their insurance coverage.



A qualifying event is defined as termination of employment, a reduction in the number of hours of employment, death of covered employee, divorce, or legal separation. A dependent child ceases to be dependent, eligibility of the covered employee for Medicare or an employer's bankruptcy.

WORKERS' COMPENSATION

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of and in the course of employment. DAC carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the Workers' Compensation insurance company for lost wage, in addition to disability payments, necessary hospital, medical and surgical expenses, with payments being made directly to the hospital or physician. Workers Compensation benefits for injured workers also include assistance to help qualified injured employees return to suitable employment.

SOCIAL SECURITY BENEFITS (FICA)

During your employment, you and each company you work for both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

UNEMPLOYMENT INSURANCE

The company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have been provided with a copy of the Allen County Drug and Alcohol Consortium (DAC) Employee Manual, which contains important information on DAC's policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between DAC and me is at-will and can be terminated by DAC or me at any time, with or without cause or notice. Furthermore, DAC has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this manual is intended to modify DAC's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of DAC. This is the entire agreement between DAC and me regarding this subject. All prior or contemporaneous (coexisting) inconsistent agreements are superseded.

I understand DAC reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that DAC reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the Company Employee Manual. I have read (or will read) and agree to abide by the policies and procedures obtained in the Manual.

Employee Signature

Date

Witness Signature

Date

