

# Communities In Schools of Orange County, Inc.

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## Employee Handbook



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## **Purpose**

Communities In Schools of Orange County, Inc. (CISOC) welcomes you and your commitment to helping to improve the lives of children and families in Orange County. This Employee Handbook includes information about CISOC policies and procedures. Please read this document carefully and consult the CISOC Administrative Office regarding any questions or concerns you may have.

Since the information, policies, and benefits included in this handbook are subject to change, revisions to the Employee Handbook may occur. All changes made will be communicated through official notices, and revised information may supersede, modify, or eliminate existing policies.

This handbook was created with the assistance of the Communities In Schools of Brunswick County, Inc. Handbook

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *STUDENT RIGHTS*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### PURPOSE

It is the responsibility of Communities In Schools of Orange County, Inc. and their employees to ensure that all students are provided with a safe and secure environment.

### POLICY

- At no time should any teacher, volunteer or other staff member of Communities In Schools of Orange County, Inc. (CISOC) be alone with a student.
- It is the responsibility of the staff to ensure that all students who use the internet have permission granted by their parent or legal guardian.
- It is the responsibility of the staff to ensure that all persons using computers are following the rules set forth by the school site.
- All students are to be treated with respect.
- All students are to be treated as equals regardless of age, ethnicity, gender, mental capacity, etc.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *CIS AFTER 3 PARENTS COMMUNICATION POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **PURPOSE**

The purpose of this policy is to provide information and guidelines to CIS AFTER 3 site coordinator and staff to communicate with parents.

### **POLICY**

Site coordinators are required to:

- develop close links with the parents.
- send out program newsletters (with the approval of Program Director) and individualized student progress report after each module.
- send out parents letters with the approval of Program Director.
- keep a parent communication log (phone class, emails, and face-to-face talk).
- coordinate parent workshops.

### **Student Progress Report**

Goals:

- To inform parents of their children's academic and behavior progress at school
- To help children realize that home and school work together for their benefit

### **Procedures**

After each module education, site coordinators shall use the progress report form provided by Communities In Schools of Orange County, Inc. to finish an individualized student report. The following information should be included: quarterly math and reading grades, attendance information, behavior status, and brief individualized comments. Please see the form attached for more details.

### **Parent Workshops**

There will be two parent workshops in each year. Parents of last year participants may also be invited to engage in peer mentoring. At the end of the program each year, an End of Year Celebration will bring in all the participants and their families.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE (Cont.)

**SUBJECT:** *CIS AFTER 3 PARENTS COMMUNICATION POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### REVIEW AND MONITORING

This policy will be reviewed annually by the Communities In Schools of Orange County, Inc. staff and CIS AFTER 3 site coordinators.

Revised December 7, 2010

# CIS AFTER 3 Student Progress Report

Fall     Spring    Year: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT**

Site Coordinator: \_\_\_\_\_

Site Coordinator phone #: \_\_\_\_\_ Coordinator e-mail: \_\_\_\_\_

Module: \_\_\_\_\_

Student Name: \_\_\_\_\_

Overall, how would you rate students learning experience this module?

Excellent     Satisfactory     Unsatisfactory

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is Student meeting the learning goals of this module?

Yes     No

Please explain:

\_\_\_\_\_  
\_\_\_\_\_

Please rate your degree of satisfaction with the following aspects of Students experience:

The meaning of the numbers is as follows:

1= Not Applicable    2= Unsatisfactory    3=Satisfactory    4= Excellent

Is student cooperating and supporting with teachers/coordinators and other students in CIS After 3?

1     2     3     4

Student's Attitude during CIS After 3?

1     2     3     4

Is student following directions from coordinators/teachers?

1     2     3     4

Student's Attendance (Percentage): \_\_\_\_\_

Students Math and Reading Quarterly Scores:

Quarter 1:	Math:	Reading:
Quarter 2:	Math:	Reading:
Quarter 3:	Math:	Reading:
Quarter 4:	Math:	Reading:

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *STUDENT SIGN-IN POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### POLICY

1. Ensure that Middle School After School (MSAS) sign-in records are separate from the CIS After 3 sign-in sheets.
2. Only one sign-out book is necessary and that should be located in a specified room. Please send parents to the specified room to sign-out students
3. If students are still with you after 5:00P.M., send them to a specified area in the school. No students should be with teachers after 5:00P.M.
4. If students are in the CIS After 3 program and have some other after school activity that starts any time after 5:00P.M.
5. Students participating in the CIS After 3 program and other activities at the school and will be finished before 4:10P.M. they must sign in with each teacher before attending that activity and come back to the classroom.
6. Any phone calls from parents of students in the CIS After 3 program should be directed to the site director.
7. If students are participating in other activities, educational support should be paramount; coordination and collaboration between adults on behalf of the student is key.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *TIMEKEEPING AND PAYDAY POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### POLICY

All employees are required to submit a timesheet. Accurately recording time worked is the responsibility of every employee. Federal and state laws require Communities In Schools of Orange County, Inc. to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his or her time records to certify the accuracy of all time recorded. The supervisor will review all time records before submitting it for payroll processing. The supervisor must also sign or initial all time sheets and ensure the non-falsification of record keeping.

All employees are paid monthly on the 15th day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *DRUG-FREE WORKPLACE POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### POLICY

Communities In Schools of Orange County, Inc. is committed to maintain a safe workplace free from the influences of alcohol and unlawful use of controlled substances. In addition, Communities In Schools of Orange County, Inc. (CISOC) will comply with the requirements of the Drug-Free Workplace Act of 1988. This policy shall not apply to the extent it is inconsistent with the requirements of the laws of the state of North Carolina.

CISOC prohibits the unlawful manufacture, distribution, dispensation, possession or use of any controlled substances. This policy applies to each employee while at any CISOC site and at any time during which any employee is acting in the course and scope of his or her employment with CISOC.

It is a condition of employment that each individual shall comply with this policy and shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction. Conviction of any criminal drug statute shall result in immediate termination of employment.

Violation of this policy shall result in the termination of employment with CISOC.

CISOC has the option to test applicants prior to employment and current employees for drug or alcohol use with or without specific cause. Due to the serious and sensitive nature of CISOC, all employees will be subject to drug screening. These screenings may occur from time to time without advance notice.

### PROCEDURES

- All screenings are done at the expense of CISOC
- Screening will be done at random (with or without cause)
- Screening can be conducted at the request of a supervisor
- Results are sent to the Executive Director or Board Chair
- Each employee shall be given a copy of this policy

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *CODE OF ETHICS*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **PURPOSE**

The Communities In Schools of Orange County, Inc. Code of Ethics is based upon the mission of the organization and guided by the fundamental values of public trust, open participation, ethical conduct, partnership and collaboration, and problem solving. Communities In Schools of Orange County Inc. (CISOC) is mindful that these core values must be clearly articulated, communicated, and continuously reinforced.

While no document can anticipate all of the challenges that may arise, the CISOC Code of Ethics communicates key principles and assists volunteers, staff, and representatives in making decisions that are ethical and in accordance with applicable legal requirements. Volunteers, staff, and representatives affirm by their endorsement of the CISOC Code of Ethics the following policies, and all agree to conduct themselves with full consideration of the rights, interests, and ethical responsibilities stated herein.

### **CODE OF ETHICS**

#### **Personal and Professional Commitment**

A personal and professional commitment to integrity, honor, courtesy, and objectivity in all circumstances of performance and communication benefits each individual as well as the organization. CISOC promotes respect for the diversity of opinions as expressed or acted upon by others and the registering of dissent appropriately.

#### **Accountability**

CISOC is responsible to its stakeholders, who include donors, volunteers, clients and others who have placed faith in CISOC to be good stewards of CISOC finances, resources, and services. Staff, volunteers, and representatives shall refrain from using organizational resources for non-CISOC purposes and shall make every effort to comply with all laws and regulations affecting CISOC. Transparency, openness, and responsiveness to public concerns must be integral to our behavior.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE (Cont.)

**SUBJECT:** *CODE OF ETHICS*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **Solicitations and Voluntary Giving**

The most responsive contributors are those who have the voluntary opportunity to become informed and involved. Accordingly, we will be truthful in our solicitation materials, respect the privacy concerns of individual donors.

### **Diversity and Equal Opportunity**

CISOC believes in the value of diversity in the workforce and is committed to equal opportunity in employment. The organization strives to comply with all state and federal laws and regulations related thereto. Please see Equal Opportunity Policy for more information.

### **Conflicts of Interest**

CISOC volunteers, staff, and representatives shall avoid any conflict of interest or the appearance of a conflict of interest which would adversely affect the reputation of the organization or undermine the public trust, and shall disclose all known conflicts or potential conflicts of interest in any matter. Please see the Conflict of Interest Policy for more information.

### **Confidentiality and Privacy**

CISOC volunteers, staff, and representatives shall respect the privacy rights of all individuals and shall ensure that all privileged information remains confidential.

### **Political Contributions**

As a charitable corporation, CISOC observes all federal and state laws and regulations regarding political contributions.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE (Cont.)

**SUBJECT:** *CODE OF ETHICS*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **Guidance and Disclosure**

Volunteers, staff, and representatives are encouraged to seek guidance from the CISOC Executive Director, CISOC Executive Committee, and the Chairman of the Board of CISOC concerning the interpretation, application, or possible breach of the Code of Ethics. The CISOC Executive Director and the CISOC Board Chair are charged with investigation of any breach of the Code of Ethics and with the recommendation for appropriate action. CISOC will provide prompt and fair resolution of all reported breaches.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *CONFLICT OF INTEREST POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### PURPOSE

The purpose of this policy is to prevent the personal interest of staff members, officers, and members of the Board of Directors from interfering with performance of their duties to Communities In Schools of Orange County, Inc., hereafter referred to as the Corporation, through personal, financial, professional, and/or political gain on the part of such persons at the expense of the Corporation.

### DEFINITIONS

**Conflict of Interest** (also Conflict) means a conflict, or the appearance of a conflict, between the private interest and official responsibilities of a person in a position of trust.

**Persons in a position of trust** include staff members, officers, and directors of the Corporation.

**Governing Board** (also Board) means the board of directors.

**Director** means an individual member of the board of directors.

**Staff Member** means a person who receives all or part of his/her income from the payroll of the Corporation.

**Corporation** is Communities In Schools of Orange County, Inc.

### POLICY

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Governing Board in all conflicts of interest, including but not limited to the following:
  - a. A director is related to an officer
  - b. A director is related to a staff member
  - c. A director is also a staff member: According to the bylaws, the Corporation/Executive Director, who is a staff member, is also an official member or officer of the Corporation. He/she shall not vote on matters which relate to his or her own finances, employment, or other topics where a conflict of interest or the appearance of a conflict of interest may be present.
  - d. A staff member in a supervisory capacity is related to another staff member whom he/she supervises
  - e. A director or staff member is a member of the governing board of a contributor to the Corporation

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE (Cont.)

### **SUBJECT:** *CONFLICT OF INTEREST POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

- f. A director or staff member may have personal, financial, professional, or political gain at the expense of the Corporation
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Governing Board shall determine whether a conflict of interest exists, and if so, the Board shall vote to authorize or reject the transaction and/or condition. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.
3. An interested director or staff member shall not participate in any discussion or debate of the Governing Board or of any committee thereof, the subject of which discussion is a contract, transaction, or situation where there may be a conflict of interest.
4. No director or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where, to his/her knowledge, any of the following has a financial interest in that transaction: (1) the director or staff member; or (2) any member of his/her immediate family; or (3) his/her business partner; or (4) any organization in which any of the previously mentioned is an officer, director, or employee; or (5) any person or organization with whom any of the previously mentioned is negotiating or has any arrangement concerning prospective employment.
5. No employee of the Corporation shall receive, directly or indirectly, any funds which have been received by the Corporation from the State of North Carolina, or any other Corporation funds, except for duly authorized employee compensation and benefits, and reimbursement for expenses actually incurred in connection with Corporation business.
6. No director shall receive, directly or indirectly, any funds which have been received by the Corporation from the State of North Carolina, or any other Corporation funds, except for duly authorized employee compensation, benefits, and reimbursement for expenses actually incurred in connection with Corporation business.
7. The existence of any of the above conditions shall render a contract or a transaction void unless full disclosure of personal interest was made in writing to the Governing Board prior to the contract and such transaction was approved by the Board with full knowledge of such interest.
8. The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a director or staff member for failure to disclose a conflict of interest as defined in paragraph 2 or for any appearance of a conflict.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE (Cont.)

**SUBJECT:** *CONFLICT OF INTEREST POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

9. Appeal from sanctions imposed pursuant to paragraphs 7 and 8 above shall be as prescribed by law in those courts of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.
10. In the event that the Corporation has incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and consequent sanctions, and in the event that the Corporation prevails in such legal action, litigation, or appeal, the Corporation shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.
11. Staff's acceptance of this policy will be in effect per signature of acceptance of this handbook. Failure to sign does not nullify the policy.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC )

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *EMPLOYEE STATUS CATEGORIES*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **POLICY**

#### **FULL-TIME**

A full-time employee shall be defined as a person who is normally scheduled to work twelve consecutive calendar months for a minimum of 40 hours per week. This person shall be eligible to receive vacation, sick, and holiday leave benefits and purchase of health and retirement benefits from an allotment. This employee will be covered by Worker's Compensation if applicable and will have withheld from pay FICA, federal and state withholding taxes and all other legally required deductions.

#### **PART-TIME**

A part-time employee shall be defined as a person who is normally scheduled to work 12 consecutive calendar months for less than 40 hours per week. This person shall not be eligible for the benefits.

#### **TEMPORARY**

A part-time temporary employee shall be defined as a person who is normally scheduled to work for less than 36 hours per week and for a specified period of time (less than one year). This person will receive no benefits.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *EMERGENCY PLANS FOR CIS PROGRAMS*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **POLICY**

#### **ENVIRONMENT SAFETY** (e.g. school lock-down/pending school problem)

Communities In Schools of Orange County, Inc. programs will follow the emergency plan as adopted by each district's middle school. This policy covers issues by which to provide protection for each student's safety and well-being. This recommendation includes each Communities In Schools of Orange County, Inc. (CISOC) program site director or coordinator to contact the CISOC central office personnel via central office number and/or staff's mobile number (provided to each director/coordinator/ teacher) to inform CISOC staff of the school or program's problem. If necessary, the executive director will contact the board chair of pending problem.

#### **EMERGENCY SICK LEAVE** (teachers/site coordinators/directors)

Communities In Schools of Orange County, Inc. program personnel will contact the CISOC programs director of emergency leave who will then assess the necessity to cancel any program services. Programs will not be automatically canceled due to an emergency leave issue, but strategies to ensure quality on-going service will be implemented.

Students who become sick during program services will be brought to the site director who will then contact the student's parent/guardian via provided emergency number. School site personnel, along with guardian will assess the necessity whether student should be dismissed from program. School or CISOC personnel will remain with a seriously ill student child until he/she is picked up by guardian. If necessary, emergency medical services will be contacted.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *EMPLOYEE CONDUCT AND WORK RULES*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### PURPOSE

To ensure orderly operations and to provide the best possible work environment, Communities In Schools of Orange County, Inc. expects employees to follow rules of conduct that will protect the interest and safety of all employees and students involved with the organization.

### POLICY

The following list is not an exhaustive list of behaviors that are considered unacceptable in the workplace, but are examples of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Falsification of timekeeping records
- Violation of safety or health rules
- Excessive absenteeism or any absence without notice
- Unsatisfactory performance or conduct

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *WORKMEN'S COMPENSATION*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### STATEMENT

The Workmen's Compensation statute is not applicable as Communities In Schools of Orange County, Inc. has less than three (3) full-time employees.

Employees of Communities In Schools of Orange County, Inc. (CISOC) are not covered under the Worker's Compensation law of North Carolina because CISOC currently has less than three (3) full-time employees.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *NONDISCRIMINATION POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **PURPOSE**

To provide assurance to employees and prospective employees that Communities In Schools of Orange County, Inc. does not discriminate in its employment practices.

### **POLICY**

Communities In Schools of Orange County, Inc. does not discriminate on the basis of race, sex, color, national origin, creed, or disadvantaging or handicapping conditions in its programs, activities, or employment practices.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *PERFORMANCE EVALUATION POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### PURPOSE

The purpose of performance evaluations are to ensure that all Communities In Schools of Orange County, Inc. staff are following proper guidelines and procedures at a satisfactory level.

### POLICY

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance valuation may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

# COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC. (CISOC)

## PERSONNEL POLICY AND PROCEDURE

**SUBJECT:** *WHISTLEBLOWER POLICY*

**APPLIES TO:** CIS AFTER 3 PROGRAMS, MIDDLE SCHOOL AFTER SCHOOL PROGRAMS (MSAS), LATINO PROJECT, AND ANY AND ALL PROGRAMS AFFILIATED WITH COMMUNITIES IN SCHOOLS OF ORANGE COUNTY, INC.

### **PURPOSE**

The purpose of the Communities In Schools of Orange County, Inc. Whistleblower Policy is to encourage and enable employees to raise serious concerns within Communities In Schools of Orange County, Inc. (CISOC) when employees are not abiding by guidelines set forth by CISOC.

### **POLICY**

#### **Reporting**

If any CISOC employee reasonably believes that a policy, practice, or activity of CISOC is in violation of law, clear mandate, or public policy, it is the responsibility of the employee to file a written complaint with the Executive Director.

The Executive Director or designee will notify the sender and acknowledge receipt of the reported violation or suspected violation within ten business days. All reports will be promptly investigated and appropriate corrective action taken if warranted by the investigation.

#### **No Retaliation**

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

CISOC will not retaliate against any employee who discloses or threatens to disclose any activity, policy, or practice of CISOC that the employee reasonably believes is in violation of a law or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment. Reports will be kept confidential to the extent possible.

An employee is protected from retaliation only if he or she brings the alleged unlawful activity, policy, or practice to the attention of CISOC and provides CISOC reasonable opportunity to investigate and correct the alleged unlawful activity.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The Employee Handbook describes important information about Communities In Schools of Orange County, Inc. I understand that I should consult the Communities In Schools of Orange County, Inc. Administration Office regarding any questions not answered in the handbook. Since the information, policies and benefits described here are subject to change, I acknowledge that revisions may occur, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore I acknowledge that this handbook is not a contract of employment. I also understand that it is my responsibility to read as well as comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name