

HELLENIC FOUNDATION

EMPLOYEE HANDBOOK OF PERSONNEL POLICIES AND GUIDELINES

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1.0 INTRODUCTION

1.01

Welcome to Hellenic Foundation!

Thank you for giving us this opportunity to introduce you to Hellenic Foundation. The information in this handbook will provide you with insights into our organization's history and philosophy. You will see that we value a spirit of cooperation, and encourage all team members to work together with respect and understanding. Each person's contribution is vital to our success.

Hellenic Foundation has created excellence in its service through a combination of experience, professionalism, innovative thinking, communication, and an understanding of what our clients expect from us. The positive reputation experienced by Hellenic Foundation is a direct result of the quality efforts of our employees and the confidence of our clients.

The mission of Hellenic Foundation is to identify and address the social service needs of families and individuals of the Hellenic-American community. Dedicated to researching and fulfilling the social service needs of the community, Hellenic Foundation helps young and old alike achieve success, independence, and greater happiness.

We are excited to have you on our team and look forward to getting to know you better. We hope you will also enjoy learning more about Hellenic Foundation.

1.02

About Hellenic Foundation

The Hellenic Foundation was founded in 1953 by Father George Mastrantonis because of his concern for the needs of the elderly, youth and families in the Greek-American community.

1.03

Hellenic Foundation Mission

Hellenic Foundation's mission today is to fund the development and support of programs and projects benefiting Greek American and Orthodox Organizations in the Chicagoland area.

1.04 Our Values and Principals

At Hellenic Foundation, we believe in quality care and continuous improvement at all levels of the agency. We believe in the effective stewardship of our resources which allows us to provide consumer-responsive and culturally competent services in a community focused system of care. These services are provided by a staff of effective partners and supported by a dedicated and committed Board of Directors.

1.05 DISCLAIMER-THIS HANDBOOK IS NOT A CONTRACT

This Handbook summarizes some of Hellenic Foundation's current policies and benefits. Each employee is responsible for adhering to Hellenic Foundation's policies and management direction(s) including those stated herein. THIS HANDBOOK IS NOT A CONTRACT. NOTHING IN THIS HANDBOOK IS INTENDED TO CHANGE THE TRADITIONAL RELATIONSHIP OF EMPLOYMENT-AT-WILL. ALL EMPLOYEES ARE AT WILL. All employees have the right to terminate their employment with Hellenic Foundation. Hellenic Foundation shall have a comparable right at all times to terminate any employee's employment at any time, with or without cause or notice. No employee is entitled to receive progressive discipline prior to the employee's termination of employment.

Nothing contained in this Handbook or any other handbook, manual, writing, or other communication between Hellenic Foundation and any employee shall be construed as creating an express or implied contract of benefits or employment for a definite or indefinite term.

Hellenic Foundation reserves the right at all times to alter, amend, add to, or revoke, in whole or in part, any provision of the Handbook at any time, with or without notice. This Handbook dated April, 2017 supersedes and replaces any prior handbooks, manuals, or policies issued by Hellenic Foundation. The terms of any benefit plan document supersede the description of the plan in this Handbook.

Directors and managers have a duty to enforce the Hellenic Foundation policy of employment at will. No director or manager may make any statement or assurances to any employee of employment for any specific duration, or of an exception to this at will employment policy, without the express written approval of the Board of Directors of Hellenic Foundation.

This Handbook is not meant to provide for greater or lesser rights than employees are accorded under applicable state or local law. If there is a discrepancy between the Handbook and applicable state or local law, the policy of Hellenic Foundation is to comply with the applicable law.

2.0 EMPLOYMENT POLICIES

2.01

Equal Employment Opportunity

It is, and consistently has been, the policy of Hellenic Foundation to utilize human resources effectively by selecting the best qualified person for every position. Hellenic Foundation gives consideration to such factors as previous experience, educational background, and growth potential. Applicants for employment are recruited and hired on the basis of merit, qualifications and previous experience, and ability to perform the available work without regard to race, color, religion, spiritual beliefs, sexual orientation, national origin, age, gender, disability, or other characteristics protected by federal, state or local law. The practice of equal employment opportunity is applied in all phases of Hellenic Foundation's operations, and all employees should be aware of Hellenic Foundation's commitment to Equal Employment Opportunity.

It is the responsibility of management and supervisory personnel to assure compliance and continued implementation of our Equal Employment Opportunity policy in all areas under their supervision.

The management of Hellenic Foundation embraces the philosophy underlying the equal employment laws and guidelines and is committed to effective utilization of individuals without regard to race, color, religion, spiritual beliefs, sexual orientation, national origin, age, gender, disability or other characteristic protected by federal, state or local law.

2.02

Discrimination and Harassment Free Workplace

Hellenic Foundation works to promote diversity within its staff and to foster an organizational culture and workplace environment of respect, acceptance, and inclusion where people's differences as well as their commonalities are valued, celebrated, and utilized to improve organizational effectiveness.

Hellenic Foundation prohibits any form of discrimination or harassment because of race, color, national origin, ancestry, religion, spiritual beliefs, sex (with or without sexual conduct), sexual orientation, marital status, age, physical or mental disability, medical condition, pregnancy, childbirth, protected activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process) or other characteristics protected under federal, state or local law. Violation of this policy may result in discipline, up to and including discharge.

Unlawful harassment includes slurs, insults, jokes, and ridicule and other verbal or physical conduct relating to an individual's race, color, nation origin, ancestry, religious creed, sex(with or without sexual conduct), sexual orientation, marital status, age, physical or mental disability, medical condition, pregnancy, childbirth, protected

activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process) or other characteristics protected under federal, state or local law, which has the purpose or effect of unreasonably interfering with an individual's work performance, creating an intimidating, hostile or offensive working environment or otherwise adversely affecting an individual's employment opportunities.

Hellenic Foundation strives to provide a work environment free from verbal, physical, and visual (signs, posters, pictures, or documents) harassment or behavior which may be offensive to employees. All employees must be sensitive to the individual rights of their co-workers.

Sexual Abuse/Sexual Harassment

Sexual Abuse is a general term for any sexual activity inflicted on a person by someone with whom the person is acquainted. It is considered an especially heinous crime because the abuser occupies a position of trust. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor or other employee shall indicate in any manner, either explicitly or implicitly, that an employee's or applicant's refusal to submit to sexual advances will adversely affect the person's employment or any term or condition of employment. Similarly, no employee shall promise, imply or grant any preferential treatment in return for an employee or applicant engaging in sexual conduct.

Sexual harassment may also include unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault. This policy applies to unwelcome conduct directed to persons of the opposite sex and to persons of the same sex.

Complaint Procedure for Discrimination or Harassment

Any employee who believes that he or she is a victim of discrimination or harassment by any director, management official, fellow employee, customer or other person connected to Hellenic Foundation should bring the matter to the immediate attention of his or her Executive Director of Hellenic Foundation. Supervisors or directors who are aware of information suggesting that a violation of this policy has occurred must advise the Executive Director or the Executive Director of Hellenic Foundation of this information so that an investigation can be conducted. Hellenic Foundation will be solely responsible for this investigation. Hellenic Foundation will investigate allegations of discrimination and harassment and undertake immediate and appropriate corrective action, including discipline, up to and including discharge, whenever it is determined that discrimination or harassment has occurred in violation of this policy.

Complaints will be treated in a confidential manner to the extent feasible. A person who initiates a complaint or participates in an investigation of a complaint under this

policy will not be subject to any retaliatory action. Hellenic Foundation will discipline employees, up to and including discharge, for any violation of the prohibitions against discrimination, harassment and retaliation.

2.03 DRUG AND ALCOHOL-FREE WORKPLACE POLICY

The Hellenic Foundation is committed to maintaining a drug-free workplace and employing a drug-free workforce. Abuse of drugs and alcohol is a significant problem in our society today, and can have a seriously adverse effect not only on the health and well being of those who abuse such substances, but also on performance and safety in the workplace. To the extent that this abuse impacts on the workplace and affects our employees, our ability to provide the highest level of confidence and services to our clients, Hellenic Foundation is committed to dealing with alcohol and drug abuse in an appropriate and effective manner. This policy sets forth the standards of conduct that Hellenic Foundation expects employees to follow and describes Hellenic Foundation's drug and alcohol testing program.

Standard of Conduct

The following are considered contrary to the standards of behavior expected of Hellenic Foundation employees:

- Reporting for work or working while under the influence of: (a) prescribed medications or over-the-counter medication which impair you and pose a direct threat of harm to your safety or the safety of others, unless prior approval has been obtained from Hellenic Foundation; (b) intoxicating beverages; or (c) illegal drugs.
- Doing any of the following while on the job, during working hours (including lunch or other break periods), while on Hellenic Foundation premises, while on business or at the client's place of residence: (a) possession, distribution, receipt or use of intoxicating beverages (unless for an official Hellenic Foundation function approved by administration) or (b) manufacture, distribution, dispensing, sale, receipt, possession or use of illegal drugs or drug paraphernalia.

Employees who fail to comply with any of these standards will receive discipline, up to and including immediate discharge, even for a first offense.

Testing

1. Circumstances Under Which Testing Will Occur
 - Pre-Employment. Applicants for employment must pass a pre-employment drug test administered before a hiring decision concerning the particular job for which they have applied will become final. The test will be provided by the Hellenic Foundation.

- Reasonable Suspicion. Employees (defined to include all levels of management and supervision as well as hourly employees) are subject to testing when, in Hellenic Foundation's sole judgment, reasonable suspicion exists to believe an employee may be using or under the influence of drugs or alcohol while on Hellenic Foundation's premise, while on Hellenic Foundation business, while at a client's place of residence or during working hours. Reasonable suspicion may be found in circumstances including, but not limited to, erratic behavior, unpredictable mood swings, accidents, poor performance, unsafe practices or violation of other policies. Grounds for reasonable suspicion testing will, whenever possible, be verified by two supervisors, one being a Department Director or Executive Director, and documented in writing.

If a supervisor, a Director or the Executive Director determines that an employee is required to submit to an alcohol and/or drug test, the Hellenic Foundation will provide the employee with transportation to the testing center or emergency room to be tested and to the employee's place of residence thereafter. If the employee refuses to submit to the alcohol and/or drug test required by Hellenic Foundation, the employee will be immediately terminated from his or her position of employment with Hellenic Foundation. While the alcohol and/or drug test results are pending, the employee will not come to work and will not be compensated for time off from work.

If the alcohol and/or drug test is negative, Hellenic Foundation will inform the employee of the negative test results, either by phone or in writing, within twenty-four (24) to thirty-six (36) hours after receipt of the test results and no further action will be taken. The employee will be reimbursed for time off work while the tests results were pending.

If the alcohol and/or drug test is positive, Hellenic Foundation will notify the employee of the positive test result, either by phone or in writing, within twenty-four (24) to thirty-six (36) hours after the receipt of the test results. Any Hellenic Foundation employee who tests positive for drugs and/or alcohol will be terminated from his or her employment as of the date of the alcohol and/or drug test.

2. Cooperation

Switching or adulterating a urine, blood or other sample used for testing, refusing or failing to submit a urine, blood or other sample for testing when requested by Hellenic Foundation, refusing to provide authorization for Hellenic Foundation to obtain the test results, inability to provide a sample that meets scientific standards for temperature and sufficient sample amount during that visit, or any other action evidencing a refusal to fully cooperate in the collection/testing process (including refusal to sign an authorization form for the testing), will constitute grounds for not hiring an applicant or for imposing discipline on an employee, up to and including discharge.

3. Testing Procedure

Drug/Alcohol Testing. In order to assure the greatest accuracy and confidentiality, all drug testing is to be conducted by a laboratory certified by NIDA and will generally be conducted in two parts: (1) screening for controlled substances including, but not limited to: Cocaine, Marijuana, Phencyclidine (PCP), Amphetamines, Opiates and Alcohol. Hellenic Foundation reserves the rights, however, to perform tests for other illegal substances as well); and (2) analysis will also be undertaken to detect the use of substances designed to evade accurate testing, the presence of which will lead to the test being considered a “positive” test, unless a legitimate excuse for the presence of the substance is provided and accepted by Hellenic Foundation.

All specimens will be subject to validity testing (e.g., comparing the sample temperature to normal body temperature: checking for foreign substances, etc.) to determine if the sample has been adulterated, substituted or diluted. A sample that is verified to have been adulterated or substituted has the same effect as a refusal to test. A positive dilute will be treated as a verified positive result. When an individual receives a negative dilute, the employee will be required to submit to another test, which will become the test of record.

Applicants or employees who test positive on a drug test may also request a retest, at his or her own expense, of the original testing sample, which will then be retested by the same facility. The presence of any detectable level of the drug or its metabolite in a retest will be deemed a positive test result.

Test results shall be accessible to Hellenic Foundation personnel involved in human resource decisions, but shall otherwise be kept confidential as required by law.

The Hellenic Foundation reserves the right to modify, revoke, suspend, terminate or change policy provisions in whole or in part at any time. The final decision on any question regarding the interpretation of this policy rests with Hellenic Foundation Management. In the event there is something you do not understand in this policy, please feel free to discuss it with your supervisor, Director, or the Executive Director of the Hellenic Foundation.

**EMPLOYEE ACKNOWLEDGEMENT OF DRUG AND ALCOHOL – FREE
WORKPLACE POLICY**

I have read and reviewed the content, requirements, and expectations of the Drug and Alcohol-Free Workplace Policy at Hellenic Foundation. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Hellenic Foundation. I understand that if I have questions, at any time, regarding the Drug and Alcohol-Free Workplace Policy, I will consult with my immediate supervisor, Department Director or the Executive Director.

Please read the policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

2.04 Safety

Maintaining a working environment that promotes and protects the safety and health of our employees, customers, and visitors is of the utmost importance at Hellenic Foundation. Keeping our workplace safe, as well as being prepared for emergencies that may happen, requires participation from every employee. All employees should be aware of and trained on any safety rules and procedures specific to his/her department and the agency.

2.05 Workplace Violence

It is the policy of Hellenic Foundation to expressly prohibit any acts or threats of violence by any employee, client, or visitor against any other employee, client, or visitor in or about the facility or elsewhere at any time. Any employee who displays a tendency to engage in violent, abusive or threatening behavior that Hellenic Foundation, in its sole discretion, deems offensive or inappropriate, will be subject to disciplinary action, up to and including dismissal. Any client or facility visitor who displays a tendency to engage in violent, abusive or threatening behavior that Hellenic Foundation, in its sole discretion, deems offensive or inappropriate will be asked to leave the premises. In furtherance of this policy, employees have a “duty to warn” the Executive Director of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, clients, or visitors and that appear problematic. Hellenic Foundation will not condone any form of retaliation against any employee for making a report under this policy.

2.06 Open Door Policy

Hellenic Foundation recognizes that from time to time employees have questions, problems, or complaints regarding their work, work conditions, wages, benefits, Hellenic Foundation’s policies and procedures, or personal issues. In order to encourage employees to express these concerns and seek resolutions to problems, questions, suggestions, etc., Hellenic Foundation has established an Open Door Policy. Hellenic Foundation encourages candid discussion between employees, their directors and management. Hellenic Foundation believes that an Open Door Policy enhances communication within the agency.

2.07 Resolution of Employee Concerns

Although most employee concerns are resolved informally with the employee's director, Hellenic Foundation has established a procedure whereby an employee may seek a formal resolution to a concern.

If an employee has a concern that he/she thinks has not been resolved satisfactorily through discussion with his/her supervisor and/or director, the employee should address the issue in a formal memo to the Executive Director. Through open discussion, the majority of concerns can be resolved at this level.

If, upon receipt of the memo, the supervisor and/or director and employee have not satisfactorily resolved the issue within five (5) working days, the employee may submit a copy of the memo to the next level of management. The employees must advise his immediate supervisor in writing that such actions is being taken.

The second level director will acknowledge receipt of the memo, and discussion between the employee and the second level supervisor will be scheduled.

If the issue remains unresolved following the meeting with the second level director, the employee may request that the issue be reviewed by the Executive Director.

The Executive Director will review the matter and will make a final and binding decision which will be communicated in writing to the employee.

2.08 Background Check

Hellenic Foundation requires a thorough background check and may require finger printing to promote client and employee safety, and to meet a variety of external requirements. A conviction or founded report of abuse/neglect will not automatically disqualify an applicant for consideration unless it is one for which employment is prohibited by the Illinois Department on Aging's Community Care Program employment requirements, State or Federal law or regulation including DUI, but excluding minor traffic violations such as speeding, etc..

3.0 EMPLOYMENT RESPONSIBILITIES

3.01

Professionalism/Ethical Behavior

As a professional service organization, Hellenic Foundation's reputation is established and depends upon the conduct of its employees. Hellenic Foundation has adopted a Code of Ethics that is applicable to every employee. As Hellenic Foundation representatives, all employees are expected at all times to act and dress in a professional manner in accordance with the agency's Code of Ethics (see Appendix II).

Any manifestation of unprofessional conduct may result in disciplinary action up to and including discharge. The following is a non-exclusive list of examples of such behavior:

Habitual or excessive absenteeism.
Absenteeism for three consecutive days without notification to supervisor.
Failure to report to work as scheduled after a vacation or leave of absence.
Insubordination or refusal to obey instructions.
Theft or dishonesty of any kind .
Threatening, intimidating or violent behavior.
Engaging in inappropriate conduct with a client of Hellenic Foundation or a person who has been a client within the last twelve months.
Refusing to submit to a request to take a medical examination, including but not limited to a test for alcohol or controlled substances.
Engaging in any indecent or disorderly conduct at any time.
Unauthorized possession or use of a weapon of any type on the premises of Hellenic Foundation or while engaged in Hellenic Foundation business.
Unauthorized possession, use or willful damage to Hellenic Foundation property.
Altering, falsifying, or making a willful misstatement of facts on any work record, employment application, or time sheet.
Breach of client confidentiality.
Possession, sale, dispensation, use, or reporting to work under the influence of alcohol, narcotics, nonprescription drugs, and controlled substances.
Sexual or any other harassment of any Hellenic Foundation employee or client .
Defamation of character of another employee, either through libel or slander .
Any other good and sufficient reason.

3.02 Confidential Information

The identity of Hellenic Foundation clients and information gained through the Agency-client relationship is strictly confidential. Information obtained about clients through other persons or agencies is also confidential. Disclosure of such information to anyone other than another Hellenic Foundation employee who has a need for this knowledge is strictly prohibited. It may only be made with the client's informed and written consent, except where required by a court order or where the Hellenic Foundation employee reasonably believes that the client intends to seriously harm himself/herself or others. In either of these cases, the Executive Director must be notified immediately, prior to the release of any confidential information.

Unauthorized disclosure of confidential information may result in disciplinary action, up to and including discharge.

3.03 Conflict of Interest

It is the policy of Hellenic Foundation to limit potential conflict of interest or the appearance of conflict of interest on the part of employees. Hellenic Foundation expects all employees to exercise good judgment and the highest ethical standards in their private activities outside Hellenic Foundation which can in any way affect Hellenic Foundation. In particular, every employee has an obligation to avoid any activity, agreement, business investment or interest, or other situation which is in conflict with Hellenic Foundation interest or interferes with the duty to serve the Agency at all times to the best of the employee's ability.

3.04 Outside Employment

Hellenic Foundation has no desire to regulate an employee's time before and/or after work hours. Outside employment may not interfere with an employee's work performance or punctuality at Hellenic Foundation. Any manifestation of poor performance, absenteeism or tardiness may result in disciplinary action up to and including discharge.

3.05 Non – Compete Agreement

Applicants for a Staff position are required to sign a non-compete agreement. In consideration for signing this Agreement, the Recipient has the opportunity for employment with the Hellenic Foundation as a Staff employee.

4.0 EMPLOYMENT CATEGORIES

4.01

New Hires: Introductory Period

The intent of the Introductory Period is to encourage a mutually satisfactory employee/employer relationship. It is an advantage to both the employer and the employee to have an Introductory Period during the first thirty (30) working days of employment (Not calendar days). During this period, employees are given an opportunity to better understand the job requirements and expectations, while the employer is given the opportunity to further define the employee's role. It is a mutual time of getting to know each other.

There will be much for the new employee to learn during this time and the immediate supervisor will be working closely with the new employee. The Director generally will discuss the new employee's progress during this introduction period and assist the new employee in learning the job duties.

Also, the new employee will be expected to become more familiar with Hellenic Foundation programs, as well as the information contained in this Handbook. The new employee will participate in orientation activities and will be expected to become knowledgeable regarding the Agency's policies and procedures as they relate to the individual's position.

Employees are not eligible for benefits or paid time off during their Introductory Period. During the Introductory Period, as at all times, employment with Hellenic Foundation is at-will.

4.02

Full-Time Staff Employee

A employee who has completed the Introductory Period and works thirty (30) hours per week or more in an executive, administrative, or professional position is classified as a full-time Employee.

4.03

Part-Time Hourly Staff Employee

An employee who has completed the Introductory Period and works fewer than thirty (30) hours per week or more at the Foundation offices is classified as a part-time Staff Employee.

4.04

Full-Time Homecare Aide Employee

An employee who has completed the Introductory Period and works thirty (30) hours per week or more providing in home care services is classified as a Full-Time Homecare Aide Employee, Non-Exempt.

4.05

Part-Time Homecare Aide Employee

An employee who has completed the Introductory Period and works thirty (30) hours per week or less providing in home care services is classified as a Part-Time Homecare Aide Employee, Non-Exempt.

4.06

Short-Term Employee

Short term employees are hired for a limited period, such as filling in for illnesses, vacations, and peak business periods. Working hours for Short Term employees vary based on staffing needs. Short Term employees are not eligible to participate in Hellenic Foundation's benefit programs.

4.07

Exempt Employee

Professional, Executive, and Administrative staff as defined by the Wage and Hour Law.

4.08

Non-Exempt Employee

Hourly paid employees or salaried employees entitled to overtime pay for all hours worked in excess of 40 hours per week as defined by the Wage and Hour Law.

4.09

Independent Contractors

Independent Contractors **are not employees** of Hellenic Foundation. Hellenic Foundation may enter into a contractual relationship with independent contractors to perform specific tasks. Independent contractors are not employees of Hellenic Foundation, are not covered by this manual, and receive no benefits or compensation other than that specified in their contract. Independent contractors will comply with current IRS regulations in order to qualify for independent contractor status and abide by Code of Conduct and Ethics of their profession. On an annual basis, the performance of independent contractors relative to their contracts will be reviewed by management.

5.0 WORK SCHEDULE

5.01 Work Schedule

The normal work week of full-time staff is thirty-seven and a half hours, excluding a half-hour unpaid lunch period for employees.

Work schedules may vary depending on the responsibilities and the needs of the client population. The Executive Director determines appropriate hours for staff. Supervisors will determine schedules for home care aides. All time sheets must be approved and signed by the employee's director.

5.02 Pay Classification for Overtime

Salaried Employees- Exempt

Certain executive, administrative, and professional employees are exempt from the overtime provisions of the Fair Labor Standards Act and applicable state wage and hour laws. These positions, regardless of hours worked, are not eligible for overtime. Attendance at seminars or other individual professional pursuits, apart from the Agency responsibilities and activities, such as attendance at supervisory approved seminars, professional organization meetings, etc., shall not be compensated by time off.

Salaried Employees, Non-Exempt

Certain direct service employees are classified as salaried but not exempt from the overtime provisions of the Fair Labor Standard Act and applicable state wage and hour laws. These positions are eligible for overtime pay for those hours that exceed 40 hours within the work week. Non-Exempt employees MUST record their work hours on the time reporting system of the Agency. Hours worked beyond the thirty-five hour normal work week and not exceeding 40 hours are covered by salary and may be balanced by flex time in another workweek at the director's discretion. Hours worked beyond 40 hours within a work week must be paid overtime and will not be eligible for balancing by flex time in another work week. For purposes of weekly overtime calculation, PTO absences, holidays, bereavement days, jury duty, and military release time are not counted toward the 40 hours in that week.

Hourly Employees, Non-Exempt

Employees who are paid on an hourly basis are eligible to be paid for overtime hours worked in excess of forty hours per week under the provisions of the Fair Labor Standards Act and applicable state wage and hour laws. Non-exempt employees MUST record their work hours on the time reporting system of the Agency. Hourly employees

will be paid for all hours worked at their hourly rate. They are also eligible to receive overtime pay for hours worked in excess of 40 hours in a given work week. Before an hourly employee works beyond an employee's normal work week, the employee must receive approval of the director. Before an hourly employee works beyond 40 hours and is eligible for overtime, the employee must receive written approval of the director. Overtime work may be voluntary or assigned by the director and mandatory.

Hourly employees are not eligible for compensatory time off in lieu of overtime pay. Straight time will be paid for the number of hours worked between a not-exempt employee's normal work week and forty hours. Time and one-half will be paid to a non-exempt employee for time worked in excess of 40 hours in a given work week. For purposes of weekly overtime calculation, PTO absences, holidays, bereavement days, jury duty, and military release time are not counted toward the 40 hours in that week.

5.03 Attendance and Punctuality

Teamwork requires a united effort. When employees are not at work, their absence is felt by other staff members. As responsible team members, employees will want to be conscientious about their attendance and punctuality.

Employees are expected to be present at work, on time, on all scheduled workdays. Hellenic Foundation recognizes that situations may arise when an employee may be absent from work or late because of an illness, accident, or some other extenuating personal reasons. It is important for employees to notify their directors of unscheduled absences within one hour of the start of the scheduled workday. Paid Time Off Days should be arranged and approved by the Executive Director as far in advance as possible.

It is the employee's responsibility to report his/her absence. This responsibility is not satisfied until the Executive Director has been notified directly. A telephone call or voice mail message to a co-worker other than the individuals listed above is **not** acceptable.

Habitual unauthorized absences or tardiness, failure to work scheduled hours, including assigned overtime, failure to return to work on time from breaks or lunch and failure to properly notify one's supervisor of an absence may result in disciplinary action. **An absence of three or more consecutive working days without notification to the director will be treated as a voluntary resignation.**

If an employee is absent for medical reasons, such as illness or injury, for **three** days or more, the employee will be required to provide Hellenic Foundation with a doctor's note verifying the medical need for the absence and stating that employee is fit for duty. This statement should be presented to the employee's manager or director prior to the employee's actual return.

5.04 Fitness for Duty

It is the responsibility of all employees to be able to carry out all the duties of their position when at the place of employment. An employee who is viewed as not being able to carry out his/her job functions may be directed to leave the job and to seek medical assessment. For an absence of more than five working days for medical reasons, a signed statement from his/her attending physician stating that the employee is medically able to return to work is required at the time of the employees return to work.

6.0 PERFORMANCE REVIEWS

It is the policy of Hellenic Foundation to evaluate the performance of each staff member at regular intervals during his/her employment.

Pay based on performance is a principle of Hellenic Foundation's compensatory policy. Performance appraisals are used to help evaluate an individual's progress and growth. Performance appraisals measure a number of factors. These factors include, but are not limited to: the quantity and quality of work performed; the ability of the employee to get along with fellow employees; initiative; attendance and punctuality record; and especially client relations skills and interpersonal skills. Hellenic Foundation's appraisal program is designed to give the employee and director an opportunity to periodically review and discuss on-the-job performance.

Each employee of Hellenic Foundation service will have his/her performance evaluated by his/her immediate director prior to completion of thirty day introductory period and annually thereafter or no later than the common date designated by management.

Generally, employees meet with the Executive Director at least once a year for a performance review. In some circumstances, and at management discretion, an employee may be reviewed more frequently than once per year.

7.0 TRANSFERS

7.01 Transfer Request

Hellenic Foundation generally will, whenever possible, fill vacant positions with qualified current employees. Notice of such vacancy will be posted in addition to using other means of filling vacant positions. To apply for a vacancy, each interested, qualified employee is to submit his/her resume' with the Hellenic Foundation Human Resource Department and request an interview with the Executive Director and his/her designees.

7.02

Eligibility

To be eligible for transfer, the following conditions must be met:

1. The Introductory Period must be satisfactorily completed for the employee's current position
2. The minimum qualifications of the position are to be met; and
3. An employee is not to be under disciplinary action.

Hellenic Foundation expressly reserves the right to hire from outside the Agency when it believes no internal candidate is more suitable for the vacant position.

8.0 TERMINATION OF EMPLOYMENT

8.01 Resignation

Resignation – separation from employment initiated by the employee.

If an employee resigns from Hellenic Foundation, the employee must notify the Executive Director in writing with a copy to his/her director and the Human Resource Officer. Letters of resignation should contain a brief statement of the reason(s) for termination of employment. Except in unusual circumstances, notice of at least one (1) month should be given to the Executive Director by all direct service and administrative staff and a notice of two (2) weeks shall be given by support staff. Paid Time Off during this period cannot be used except with written permission of the director. The termination date will be the last day worked.

An employee who has failed to report for work, without prior notification, valid excuse, and/or communication via telephone, email, fax or text, for a period of three days is considered to have voluntarily resigned.

Direct service staff is responsible for completing all charts and assisting in the smooth transfer of clients to another direct service staff member prior to leaving Hellenic Service.

Administrative staff is responsible for assisting in the smooth transition to another administrative staff person.

8.02 Layoff

Layoff is separation from Hellenic Foundation when a position is abolished because of re-organization of a program or restructuring due to lack of funds or decreased need for programs or staffing.

If a layoff is deemed necessary, the following factors shall be considered in order of importance determining which positions to eliminate:

1. Agency or program requirements;
2. Qualifications, job performance, and versatility; and where all else is equal.

In case of layoff, at least one (1) month notice shall be given to the employee. Severance pay shall be provided only to laid-off employees and shall be determined by the following formula: one (1) week's salary for each full year of full-time employment, to a maximum of four (4) weeks.

8.03 Dismissal

Dismissal is the involuntary termination of employment for reason(s) other than layoff or resignation. Dismissal may be without notice. Severance pay is not given to employees who are dismissed. Dismissal of an employee is to be recommended by the appropriate director and approved by the Executive Director. Key personnel directly reporting to the Executive Director can be discharged by the Executive Director, upon ratification of the Board of Directors. Employees dismissed from Hellenic Foundation for cause are not eligible for rehire at Hellenic Foundation.

8.04 Rehired After Resignation

If rehired after resignation, the employee will be considered a new hire for purposes of the introductory thirty day period for PTO, health and other benefits. The new hire status shall not apply to employees re-employed within 30 days after effective date of resignation or layoff.

8.05 Return of Hellenic Foundation Property

Employees leaving the employment of Hellenic Foundation, whether voluntarily or involuntarily, must return all items and property previously issued and turn over all client/patient files (if relevant to the employee's position) to his/her director before or upon termination; if termination is involuntary, within 24 hours thereafter. It is the

expectation of Hellenic Foundation that all agency property will be returned before the release of the final paycheck.

8.06 Exit Interview

Your feedback is important. The Executive Director or his designee will endeavor to conduct an exit interview with each employee upon voluntary termination of employment.

The purpose of this interview is to discuss the reasons for his/her termination and/or suggestions or concerns the employee may have with regard to improvement of Hellenic Foundation programs and operations. Exit interviews may be conducted in person, over the telephone, or through an Exit Interview Survey.

8.07 Final Paycheck

Any employee who resigns (including for purposes of retirement), is laid off, or is terminated from Hellenic Foundation shall be paid for all hours worked up to and including the last day of employment. In addition, regular full-time employees shall be paid for any accrued and unused Paid Time Off.

9.0 PERSONNEL FILES

9.01 Maintenance of Personal Data

Employees should notify the Executive Director of any change in their name, home address, telephone number, academic degrees, emergency contacts, changes in beneficiaries or any other information needed to keep employee benefit plans up to date.

9.02 Release of Personal Information

Hellenic Foundation is occasionally asked for employment, credit, and other information on current and former employees. In response to such requests, Hellenic Foundation will provide outside sources with verification of the employee's position, title, and employment dates. Reference checks that request additional information must be submitted in writing and be accompanied by the current or former employee's signed authorization to release the information. All such requests should be submitted

in writing and directed to the human resources officer or other designated individual to ensure that accurate and appropriate information is provided in a timely manner.

9.03 Confidentiality

The Executive Director shall be responsible for the maintenance of personnel files for all former and current employees. These files shall be confidential and contain the complete employment history of each employee during employment with Hellenic Foundation. Access to an employee's personnel file shall be limited to the employee, the Executive Director, and the President of the Hellenic Foundation.

9.04 Content

The personnel files shall consist of, but not be limited to: employment application or resume, reference checks, disciplinary actions, performance evaluations, compensation history, promotions, demotions, education and special training and other related documents.

9.05 Inspection

Employees shall be permitted to inspect and have copies of any material contained in their personnel file no more than twice a year, pursuant to provisions of the Illinois Personnel Records Act. If an employee disagrees with the information contained in the file, the employee may submit his/her suggested corrections in writing along with supporting documentation to the Executive Director. If the Executive Director believes the file information is incorrect, it shall be corrected; if not, the employee's response shall be appended to the allegedly incorrect document.

10.0 PERSONAL USE OF AGENCY RESOURCES

All resources of Hellenic Foundation are intended to be used for Agency business. These resources include office supplies, telephones, postage, photocopying, Agency computers, use of e-mail, and the internet.

Postage: Hellenic Foundation must be reimbursed for stamping personal mail at the time of such stamping.

Photocopying: Employees copying item for personal or outside use will reimburse the Agency at the time of such copying at current agency rates.

Land line Telephones: Personal calls should be kept to a minimum. Friends should not be encouraged to call during work hours.

Personal Cellular Phones: While at work, employees are to exercise the same discretion in using personal cellular phones as is expected for the use of company phones, i.e., personal call should be kept to a minimum. Personal cell phones should be shut off while in session with a client and during Agency meetings. At other times, the ringer should be set to low or vibrate.

E-mail: Use of the electronic mail system must be consistent with the values and mission of Hellenic Foundation. Any personal use of the e-mail system must not interfere with normal business activities and must adhere to all Agency policies including but not limited to policies on Discrimination and Harassment, Confidentiality, and the Agency's Code of Ethics.

All messages sent by electronic mail are the property of Hellenic Foundation. These messages are not private and they are not subject to the privacy provisions of the Electronic and Communications Privacy Act of 1986 (which prohibits wire tapping), Hellenic Foundation reserves the right to access, review and disclose all messages sent over its electronic mail system, for any purpose. Electronic mail at Hellenic Foundation is subject to monitoring at any time without prior notice.

Computer Software: All purchased software is the property of Hellenic Foundation and is subject to the licensing agreement specified by the vendor. Making or using unauthorized programs or copies of software will not be tolerated. Employees are not authorized to load any software, including trial software, shareware, or personally owned software without permission from the MIS department.

Computer Hardware: All computer hardware and the data that is stored therein is the property of Hellenic Foundation. Hellenic Foundation reserves the right to monitor, inspect, and review the contents of any Agency owned computer at any time. Employees should not have any privacy expectations concerning any data stored on the Agency network or work stations. Employees may not bring their own personal computer, peripherals, or software in the Agency without prior authorization from the MIS department. Employees are required to store all data on network directories and not on personal computer hard drives. Difficulties with computer hardware are to be reported to MIS. An employee is not to attempt to fix a hardware problem without prior consent from the MIS department.

Internet Use: Internet use must be consistent with the values and mission of Hellenic Foundation. The Internet shall not be used for illegal activities, viewing or downloading pornography, gambling, gaming, or other uses which are not in keeping with the interests of Hellenic Foundation.

Caution must be exercised when downloading files from the Internet. Such downloads could contain a virus which could damage or destroy the Agency network and files. This includes downloading attachments to e-mail or running software (spy ware) downloaded from the Internet. Employees should be especially wary of "free" software to enhance their desktop. Hellenic Foundation may hold the employee responsible especially if they have opened a bat, or exe file attachment.

Hellenic Foundation reserves the right to monitor the nature and level of all Internet usage to be sure that the Internet policy is being complied with.

11.0 COMPENSATION AND BENEFITS

11.01

Compensation Reviews

It is the policy of Hellenic Foundation to determine compensation levels by giving consideration to wages paid similar positions in the general employment market, and to place special emphasis upon relating compensation to individual performance. Compensation decisions are made without regard to race, color, gender, religion, spiritual preference, national origin or ancestry, age or physical or mental disability. Hellenic Foundation compensates employees through merit increases based on a number of factors. These factors include, but are not limited to, job performance as well as economic and business conditions. Hellenic Foundation endeavors to conduct compensation reviews based on performance on an annual basis.

Compensation changes shall take effect at an annually scheduled time determined by the board of directors.

If an employee's performance does not meet the standards required by Hellenic Foundation, no increase shall be recommended.

11.02

Payroll

The payroll period shall be between the 1st and 15th of the month, and the 16th to the last day of the month. Paychecks shall be distributed on the appropriate payday, except when the payday is an official holiday. In that event, the paychecks will be distributed the day before the holiday. For purposes of calculating employees' paychecks, the following practices will be followed:

1. General personnel who are paid a base salary shall have their pay computed on a 1/24 of annual salary.
2. Full-time hourly employees shall be paid on the basis of the hours that are actually worked plus PTO and holidays during the pay period.

Automatic payroll deductions shall be made as required by state and federal laws. Direct deposit service is available. All employees are required to file a withholding certificate which specifies the number of exemptions for federal taxes. At the end of each calendar year, employees shall receive a statement of earnings and deductions to be used for income tax purposes.

11.03 Benefits

This Handbook summarizes Hellenic Foundations' current benefits. It is not intended to be a complete description of all the Agency benefits. If there is a discrepancy between the Handbook and the benefit plan documents, the plan documents are controlling. The employment benefits described in this Handbook may be changed at any time, with or without notice. For more detailed information about benefits, please see the Executive Director.

11.04 Insurance Program

In compliance with the Health Care Reform laws, Hellenic Foundation will offer insurance programs for qualified employees.

11.05 Workers' Compensation

Hellenic Foundation carries workers' compensation insurance that covers employees whose occupational injuries or illnesses are determined to be compensable under the provisions of workers' compensation laws. The insurance carrier makes all decisions regarding compensable illnesses or injuries. Any proceeds which may be payable to an employee are paid by the insurance carrier. Hellenic foundation pays for all costs associated with providing this coverage for employees.

Employees must immediately report any injuries occurring within the scope of employment, no matter how insignificant the injuries may appear at the time, to the Executive Director.

11.06 Social Security

Hellenic Foundation participates in the Federal Social Security program.

12.0 PAID TIME OFF (PTO) – EARNED SICK LEAVE

Staff Employees who have successfully completed 90 days of employment will be eligible to accrue Paid Time Off. All employees successfully completed 180 days of employment will be eligible to use for Earned Sick Leave.

12.01 PTO Definition and Accrual

Paid Time Off encompasses vacation days, sick days, and personal days, and all are included under the category of Paid Time Off (PTO). Paid Time Off is a benefit for full-time salaried employees and for hourly employees who are scheduled for at least 30 paid hours per week. (Since 37.5 paid hours is the norm for employees, pro rata accrual adjustments will be made for those who are below this norm.)

PTO begins to accrue at the end of the first three (3) month of employment. It is accrued quarterly on 9/30, 12/31, 3/31, and 6/30. At no time may an employee have available more days of Paid Time Off than the maximum appropriate to his/her service year.

If an employee is terminated or resigns before the end of a quarter, he/she shall receive the pro-rated percentage of the PTO which they have accrued but not yet used.

Example: An employee with more than 2 years of service has December 8th as their last day of work. He/she has worked ten of the thirteen weeks in the quarter and would receive 76.9% of their quarterly accrual of 6 days. He/she would be paid for 4/6 days of accrued PTO in addition to any other accrued and unused PTO from previous quarters.

All accrued PTO must be used by December 31st. Up to 3 hours of earned sick leave may be carried over.

Paid Time Off and Maximums

Staff Full-Time Employees:

	<i>Vacation/ Personal</i>	<i>Sick</i>	<i>Total per year</i>
1 st & 2 nd year	5 PTO	6	11 PTO days
3 rd + 4years	8 PTO	6	14 PTO days
5 th + years	10 PTO	6	16 PTO days

Staff Part-Time Hourly Employees:

	<i>Vacation/ Personal</i>	<i>Sick</i>	<i>Total PTO per year</i>
1 st & 2 nd year	2 PTO	6	8 PTO days
3 rd + 4years	7 PTO	6	13 PTO days
5 th + years	10 PTO	6	16 PTO days

PTO may be taken in half-day increments by full time staff employees. A half-day is defined as 4 hours for a 37.5 per week employee. PTO for staff part-time hourly employees consists of 5 hours per PTO and Holidays. It is expected that PTO be scheduled in advance so that proper staffing of the Agency may be maintained. Unscheduled PTO (sick or emergency) still requires notification to one's Executive Director at the beginning of the work day. Unscheduled PTO may not be granted the

day before or after a holiday or the day before or after scheduled PTO. PTO will not accrue during extended leaves of absence.

Non – Staff Hourly Employees:

Non – Staff Hourly Employees are entitled to:

- Earn **one hour** of earned sick leave **for every 40 hours worked** for the Hellenic Foundation;
- Employee must work 80 hours during any 120 day period;
- Employee is eligible to use accrued sick pay leave after 180 days from start of the employee’s employment;
- Use earned sick leave when ill or a family member is ill, receiving medical care, or the victim of domestic violence or stalking, or a public health emergency closes work, school or daycare;
- Pay for earned sick leave at usual rate of pay, no later than the next payroll period;
- Earned sick leave hours must be used in increments of not less than 4 hours.
- **A maximum of accrual and used sick leave is 40 hours per year.**
- **If absent for more than 3 consecutive days**, an employee must provide a note signed by a licensed health provider in connection with the injury, illness or other health condition.
- Any accrued and unused sick leave hours as of 12/31 of that year will not be carried over, but will be paid to the employee in the pay period ending January 31 of the following year.
- If an employee leaves the employment of the Hellenic Foundation for any reason, any accrued and unused sick leave hours expire as of that date.

12.02 Holidays

Regular full-time employees are eligible to receive 6 holidays per calendar year. Hellenic Foundation observes the following holidays:

New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas

A holiday which occurs during the employee’s vacation will be counted as a holiday. Employees, primarily working off-site at another organization, may be granted by the Executive Director, holidays observed by the off-site organization as time off.

12.03

Family and Medical Leave ACT (FMLA)

Eligible employees have up to 12 workweeks of unpaid leave a year. In order to be eligible, an employee must:

- Have worked 1,250 hours during the 12 months prior to the start of leave;
- Have worked for the Hellenic Foundation for 12 months. 12 months of employment are not required to be consecutive in order to qualify;
- Use accrued paid vacation leave, paid sick or family leave for some or all of the FMLA leave;
- Employees seeking to use FMLA leave are required to provide 30-day notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the Hellenic Foundation’s usual and customary notice and procedural requirements for requesting leave.
- Provide sufficient information to reasonably determine whether the FMLA may apply to the leave request.
- The need to leave for a serious health condition of the employee or the employee’s immediate family member must be supported by a certification issued by a health care provider. The employee is allowed 15 calendar days to obtain the medical certification.
- Submit a Fitness-for –Duty certification before returning to work after being absent due to serious health condition. Failure to do so will result in denial of FMLA protection.

12.04

Bereavement Pay

Leave with pay shall be granted for up to three (3) consecutive work days at the discretion of the Executive Director to regular full-time employees as a result of a death in the immediate family, immediate family is defined as a spouse or domestic partner, child or step-child, parent, brother, sister, parent-in-law, or grandparent. Under special circumstances, the Executive Director may grant additional time off.

Any other employee or any regular full-time employee who finds it necessary to take leave to attend the funeral of someone other than those defined as immediate family will follow procedures under Paid Time Off or Other Unpaid Absence.

When a death occurs during a holiday or vacation, a request for leave under this policy may be submitted to the Executive Director.

12.05 Other Leaves of Absence

Regular full-time employees may be granted unpaid leaves of absence for good and compelling reasons. Employees must apply in writing to the Executive Director prior to the leave. The Executive Director shall submit to the Executive Director his/her recommendation, concerning the request. The Executive Director shall have final approval of the request. Normally, only one such request will be granted in any twelve month period. Such leaves shall not be unreasonably withheld. However, the staffing needs of Hellenic Foundation will be taken into consideration when approving, modifying, or disapproving the leave request. Employees must use all paid time off prior to the beginning of such leave. Agency funding of employee benefits may be suspended depending on the length of leave granted.

The Executive Director will notify employees prior to and during such leave whether or for how long Hellenic Foundation will be able to hold open their position during the leave. If it becomes necessary for Hellenic Foundation to fill the position at any point, the employee will be notified in advance. If the employee's same position is not available at the time the employee is ready to return to work, Hellenic Foundation will make every effort to place the employee in a similar position or, if that is not possible, some other position for which the employee is qualified, until such time as a position at or near the level of the employee's pre-leave position becomes available. If not suitable position is available at the time the employee is ready to return to work, the employee will be separated from the Agency and, if the employee so requests, will be given consideration for the next suitable position that becomes available.

12.06 Jury Duty

No deduction in wages shall be made for absences owing to jury duty or attendance under subpoena at court or other tribunal for up to two (2) weeks per year, provided that any compensation received for jury duty is endorsed and submitted to Hellenic Foundation. Extension of duty beyond two weeks must be approved by the Executive Director.

12.07 Continuing Education

Full-time Hellenic Foundation staff members are expected to continuously enhance their skills. Hellenic Foundation shall designate a budgeted amount to compensate for these expenses. Allocation of this budgeted amount shall be guided by current continuing education procedures. Your Executive Director will be able to inform you of the current budgeted rates of reimbursement.

All requests to engage in such outside professional educational activities during working hours and payment of expenses, if any, must be arranged in advance with the employee's Executive Director. Requests that exceed the annual budgeted amount should be directed to the Executive Director and approved by the Executive Director.

It is expected that staff attending such professional conferences or meetings shall share newly acquired information with other Hellenic Foundation staff members.

12.08 Military Leave

A member of a reserve component of the United States armed forces or a state National Guard will be granted a leave of absence from his/her position for a period not to exceed two (2) weeks in any calendar year. The normal base rate of pay for the two (2) weeks will be paid if the military paycheck is endorsed over to Hellenic Foundation. Alternatively, the difference between the military paycheck and the normal base rate of pay will be paid if the Executive Director reviews the military paycheck and authorizes payment.

If a leave of absence is requested to meet non-reserve military requirements or if called to active duty reserve unit for an indefinite period of time or for periods other than annual training, such leave will be granted without pay. Re-employment rights are set forth in the federal law in existence at the time the military leave commences.

Requests for military leave are to be submitted in writing to the immediate Executive Director as soon as the notice is received to report for military duty. A copy of the notice should accompany the request for leave, if possible.

13.0 REIMBURSEMENT FOR WORK-RELATED EXPENSES

13.01 Policy

Hellenic Foundation's policy is that both staff and board members shall be reimbursed for reasonable expenses incurred in Hellenic Foundation related activities. The standards for reimbursement shall be established by the Executive Director based on current GSA per diem and travel rates.

When employees are required by Hellenic Foundation to perform work-related assignments, the necessary and reasonable expenses of travel, meals, lodging, and other incidentals will be reimbursed. When employees anticipate reimbursable expenses, they should consult with the Executive Director to determine what will be reimbursed, the extent of reimbursement, the forms necessary to record expenses, and the receipts that must be kept to verify expenses.

13.02 Travel Allowance

Employees shall be reimbursed at the current IRS mileage reimbursement rate for Hellenic Foundation related activities. Such activities may include home or hospital visits to clients, interviews related to case management activities with the client outside of the office, meetings or conferences, and such other activities as may be related to the normal course of Hellenic Foundation business. Parking and toll fees shall also be reimbursed. If public transportation is utilized, such expenses shall be reimbursed.

13.03 Incidental Expenses

During the normal performance of Agency business, incidental expenses may be incurred. Costs of items, such as legal documents, vital statistics, and other miscellaneous goods, and/or service expended for the benefit of Agency clients, shall be reimbursed upon submission of receipt and the approval of the Executive Director.

14.0 INTERPRETATION OF ALL AGENCY POLICY

As the administrative head of Hellenic Foundation, the Executive Director shall serve as the interpreter of all Hellenic Foundation policies.

Appendix I

Hellenic Foundation

Our Values and Principles

Quality Care

- Hellenic Foundation is committed to continuous quality improvement and outcome focused measurements at all levels of the organization.
- Hellenic Foundation is committed to developing a comprehensive array of prevention and behavioral healthcare services that are responsive to the community and to the individual needs of persons served.

Effective Stewardship

- Hellenic Foundation believes in being a good steward of its resources and ensures that these resources are used in the most cost-effective and efficient manner, accountable, and transparent to all of its constituents.
- Hellenic Foundation is responsive to changes in the community behavioral healthcare environment.

Community-Based System

- Hellenic Foundation provides a continuum of services in collaboration with community constituents-through ongoing assessment of community needs and networking.
- Hellenic Foundation promotes services that are relevant and responsive to the community's changing characteristics and needs.
- Hellenic Foundation ensures that client-care advocacy is a vital resource for clients unable to access services on their own.

Consumer Responsive

- Hellenic Foundation ensures that services provided are culturally competent and linguistically appropriate.
- Hellenic Foundation ensures that services are developed and delivered in a manner that promotes consumer access to care and strives to eliminate any and all barriers to services.
- Hellenic Foundation respects the independence and intrinsic dignity and worth of the individuals and families served.
- Hellenic Foundation ensures that the services provided are supportive of families and caregivers.

Staff As Effective Partners

- Hellenic Foundation is a learning organization committed to professional growth and development.
- Hellenic Foundation is committed to equal employment opportunity and fair compensation.
- Hellenic Foundation is dedicated to team building, shared leadership, and the development and maintenance of a respectful, caring, and safe work environment.

Dedicated and Committed Board

- Hellenic Foundation recruits a diverse, knowledgeable, effective, and active board.
- Hellenic Foundation is committed to supporting its board of directors through a board orientation process and ongoing board development.

Appendix II

Hellenic Foundation

Code of Ethics Policy

Policy

It is the policy of Hellenic Foundation to adhere to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, Hellenic Foundation does so because public trust in our performance is the bedrock of our legitimacy. Donors and volunteers support Hellenic Foundation because they trust us to carry out our mission, to be good stewards of their resources, and to uphold rigorous standards of conduct.

As a nonprofit organization, Hellenic Foundation must earn this trust every day and in every possible way. It is up to the board members, executive leaders, staff, and volunteers of Hellenic Foundation to demonstrate on a day-to-day basis an ongoing commitment to the core values of integrity, honesty, fairness, openness, and responsibility.

Hellenic Foundation embraces the spirit of the law and is driven by the desire to go beyond legal requirements in making sure that what we do is matched by what the public understands about what we do. Transparency, openness, and responsiveness to public concerns is integral to our behavior and organizational culture.

Statement of Values

Hellenic Foundation values include:

- Commitment to quality care, excellence and maintaining the public trust;
- Effective, responsible, and accountable stewardship;
- Commitment to community partnerships and community-based system of care;
- Consumer responsiveness including respect for the worth and dignity of individuals served;
- Respect for diversity and the delivery of culturally sensitive and competent services;
- Valuing staff as effective partners with the commitment to equal employment and fair compensation; and
- Recruitment of a diverse, knowledgeable, effective, and active board.

These values form the foundation of the Hellenic Foundation Code of Ethics. These values inform and guide the actions that our organization should take in developing our policies and directing the practices of the agency.

Hellenic Foundation Code of Ethics

Personal and Professional Integrity

All staff, board members, and volunteers of Hellenic Foundation will act with honesty, integrity, and openness in all their dealings as representatives of Hellenic Foundation. Hellenic Foundation promotes a working environment that values respect, fairness, and integrity.

Mission

Hellenic Foundation has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of the programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the communities served.

Governance

The organization has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The governing body:

- Ensures that its board members or trustees have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means;
- Is responsible for the hiring, firing, and regular review of the performance of the chief executive officer, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- Ensures that the Executive Director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual

respect, fairness and openness; Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff, and volunteer positions;

- Ensures that the policies of the organization are in writing, clearly articulated, and officially adopted;
- Ensures that the resources of the organization are responsibly and prudently managed; and
- Ensures that the organization has the capacity to carry out its programs effectively.

Legal Compliance

Hellenic Foundation is knowledgeable of and complies with all laws and regulations applicable to the organization's status as a non-profit entity and in relation to the programs and services provided. Hellenic Foundation:

- Makes reasonable efforts to operate in accordance with all applicable legal requirements and to monitor compliance in all areas;
- Submits for payment only claims or services that were rendered; that were medically necessary; that were appropriately documented;
- Uses billing codes that accurately describe the services provided when submitting claims for payment;
- Complies with Medicare and Medicaid Billing Claims Guidelines;
- Takes immediate steps to alert management if inaccuracies are discovered in claims that have been submitted for payment and reimbursement;
- Never makes any false or misleading statements to a government agency or a payer;
- Ensures that all company data, reports, and records are completely, accurately, and truthfully filed with appropriate agencies;
- Never solicits, receives, or offers to give or give anything of value to physicians or any health care provider for the referral of clients or services;
- Abides by all Medicare fraud and abuse laws;
- Never accepts or gives bribes or kickbacks in connection with the referral of clients or acquisition of items for services;

- Never takes actions that are anti-competitive or otherwise contrary to the laws which govern competitive practices in the marketplace (antitrust laws).

Responsible Stewardship

Hellenic Foundation manages its funds responsibly and prudently. Hellenic Foundation:

- Spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Compensates staff, and any others who may receive compensation, reasonably and appropriately;
- Solicits funds that have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Does not accumulate operating funds excessively;
- Prudently draws from its endowment funds consistent with donor intent and to support the public purpose of the organization;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and
- Ensures that all financial reports are factually accurate and complete in all material respects.

Business Ethics and Business Relationships

Hellenic Foundation manages its funds responsibly and prudently. Hellenic Foundation:

- Never offers any bribes, kickbacks, or inducements to any governmental or political official in return for political favors;
- Never offers any bribes, kickbacks, or inducements in connection with performing duties for the organization;
- Complies with all relevant government requirements regarding record, document, and data retention, including the confidentiality of medical records and other proprietary information;

- Maintains all company business data, records, and reports completely, accurately, and truthfully;
- Provides a drug-free, safe, and healthy work environment;
- Complies with environment, health, and safety laws and regulations;
- Reports suspected violations of any law, regulation, or policy to management;
- Never permits retaliation against anyone who, in good faith, reports suspected violations;
- Immediately informs the Executive Director or the internal legal counsel about any request for information, investigation, or lawsuit, even if the contact occurs at home after business hours;
- Never responds to any subpoena or other request for the organizations information without first obtaining approval of the appropriate Executive Director or internal counsel;
- Never enters into any business arrangements on behalf of the organization with any family member or any organization with which a family member is associated or has ownership interest without first informing the Executive Director of the relationship in writing and receiving approval from the Executive Director;
- Never uses any information obtained as an employee or agent of the organization for personal gain;
- Accurately and truthfully present all statements, communication, and representations to prospective partners or suppliers;
- Treats all partners and suppliers uniformly and fairly;
- Objectively and impartially weighs all facts and avoids the appearance of impropriety or favoritism when reviewing competing bids;
- Fully discloses to management the offer of funds in any form or amount or any gift of more than a nominal value (\$50) from individuals, companies, or representatives of companies having or seeking business relationships with the organization;
- Never pursues any business opportunity or relationship which would compromise ethical standards or violate a law or regulation.

Protection of Assets

Hellenic Foundation protects company assets and does not use such assets for personal gain. Hellenic Foundation:

- Is accountable for the proper expenditure of organization funds and for the proper use of its property;
- Exercises reasonable judgment in the use of the organization's assets and funds relating to travel and entertainment expenses;
- Uses equipment in a safe manner and in conformance with operating instructions;
- Protects the physical and intellectual property of the organization and any asset entrusted to the agency by others from against loss, theft, destruction, misappropriation, and misuse;
- Disposes of surplus, obsolete, or unusable property only in accordance with established policies and procedures;
- Never permits any unauthorized or inappropriate use of computer systems software, office equipment, telephones, or other organizational property.

Quality of Care and Service Delivery

In order to assure services and programs of the highest quality, Hellenic Foundation wants its staff to possess the highest personal and professional qualification, to observe the prescribed ethical standards of their respective professions and to conduct themselves in a manner which is in the best interest of the organization. Hellenic Foundation:

- Strives to provide high-quality behavioral healthcare services that are appropriate, safe, and in compliance with all applicable laws, regulations, and professional standards;
- Treats clients with consideration and respect, recognizing their dignity and right to privacy;
- Protects and keeps confidential all client medical records and information, except as required by law;
- Meets the healthcare needs of clients regardless of gender, age, disability, race, color, creed, religion, national origin, insurance coverage or ability to pay;
- Conducts business in a professional manner while representing the organization at all times both in performing job duties and in personal lives;

- Takes all reasonable precautions to ensure safety as well as the safety of clients, visitors, and co-workers;
- Makes reasonable efforts to maintain a workplace that is free of violence;
- Complies with all regulations governing the use, management, and distribution of drugs;

Communication to Communities

Hellenic Foundation provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about Hellenic Foundation will fully and honestly reflect the policies and practices of the agency. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements are available to the public. All solicitation materials accurately represent the organization's policies and practices and reflect the dignity of program beneficiaries. All financial, organizational, and program reports are complete and accurate in all material respects.

Program Evaluation

Hellenic Foundation regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The organization is responsive to changes in the field or activity and is responsive to the needs of its constituencies.

Inclusiveness and Diversity and Human Resources

Hellenic Foundation has a policy of promoting inclusiveness and diversity. The agency's staff, board, and volunteers reflect diversity of the communities served in order to enrich its programming effectiveness. Hellenic Foundation:

- Takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served;
- Treats all employees fairly and with dignity and respect;
- Never tolerates any form of abuse, harassment, or intimidation in the workplace; and
- Hires, promotes, and compensates employees according to their qualifications, performance, and potential.

Fundraising

Hellenic Foundation is truthful at all times in solicitation materials, respects the privacy and concerns of individual donors, expends funds consistent with donor intent and discloses important and relevant information to potential donors.

In raising funds from the public, Hellenic Foundation respects the following rights of donors:

- To be informed of the mission of the agency, the way the resources will be used and the agency's capacity to use donations effectively for their intended purpose;
- To be informed of the identity of those serving on the agency's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the agency's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors'
- To have the opportunity for their full names to be deleted from mailing lists that Hellenic Foundation may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

These ten points are taken from A Donor Bill of Rights, developed by the American Association of Fund Raising Counsel, The Association for Healthcare Philanthropy, the Council for the Advancement and Support of Education, and the Association of Fundraising Professionals.

Adopted:	November, 2022
Approved by:	Board of Directors Administration Policy

A copy of this Agreement shall be placed in the personnel file of above employee.

Appendix III Hellenic Foundation

Acknowledgement of Receipt of Employee Handbook

Place loose in the front of the handbook and give to new hire as part of the hiring procedure and building of the personnel file.

I understand and agree that nothing contained in this Handbook or any other guideline, handbook, manual, writing, or other communication between me and Hellenic Foundation shall be construed as creating an express or implied contract of employment for a definite or indefinite term.

I understand and agree that my employment is AT WILL, and that all employees shall have the right at any time to terminate their employment with Hellenic Foundation . I further understand and agree that Hellenic Foundation shall have a comparable right at all times to terminate my employment at any time, with or without cause or notice. I also understand that I am not entitled to receive any progressive discipline prior to the termination of my employment.

I understand that the Hellenic Foundation reserves the right at all times to alter, add to, or revoke, in whole or in part, any provision of this Handbook at any time, including its employee benefits, with or without notice. I further understand and agree that this Handbook dated July, 2022 supersedes and replaces any prior guideline, handbook or policy issued by Hellenic Foundation or any of its predecessors. I also understand that the terms of any employee benefit plan document supersede the description of the plan in this Handbook.

I understand that the Executive Director has a duty to enforce Hellenic Foundation's policy of employment at will. No supervisor is authorized to make any statements or assurances to any employee of employment for any specific duration, or of an exception to this at will policy, without the express written approval of the Board of Directors of Hellenic Foundation.

I hereby acknowledge that I have received a copy of the Handbook dated July, 2022, that I have read the Handbook, have asked questions that I had to the Executive Director, and that I understand all provisions of this Handbook.

Employee Name _____ Date _____
(Please Print)

Employee Signature: _____

This form must be returned to the Executive Director within one week of employment.