

**Brookhaven Treatment & Learning Center**

**Employee Handbook**

**Summary of Policies**

**Revised 12/19**

**This employee handbook supersedes all previous employee handbooks and management memos, which may have been issued on subjects covered herein.**

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**Part I: Introduction**

Greetings, new employee!On behalf of your colleagues, I welcome you toBrookhaven Treatment and Learning Centerand wish you every success here. We believe that each employee contributes directly to Brookhaven's growth and success, and we hope you will take pride in being a member of our team.

We hope your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

 

 Rocky Spino, M.S., NCC, LCMHC

 Executive Director, Brookhaven Treatment and Learning Center

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**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about Brookhaven, and I understand that I should consult management regarding any questions not answered or understood in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur and will supersede existing policy.

I acknowledge receipt of this employee handbook and understand that it is a set of guidelines. I understand that I am in an “at-will” employment relationship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s Name (printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Brookhaven Home for Boys, Inc.**

**d/b/a Brookhaven Treatment & Learning Center**

**Established 1952**

**Mission Statement**

Brookhaven Treatment and Learning Center provides individualized educational, residential, and clinical services to male youths ages 6-13 that have experienced abuse and neglect and present with significant emotional and behavioral challenges. Brookhaven is committed to providing these young men with a therapeutic environment that promotes safety, structure, and the opportunity to heal and transition back into the community and family.

**About us**

The Vermont Department of Children and Families is the agency of government authorized and responsible for the promulgation of standards and regulation of Brookhaven Treatment and Learning Center. The region served by Brookhaven is the State of Vermont and most clients are supported by State agencies. However, there are no geographic restrictions on its service area, nor any restriction on accepting privately supported clients. Our annual budget is chiefly funded by revenues from State agencies and tuition from sending School Districts; thus, Brookhaven is a non-profit organization with rates set through a State budgeting process.

Brookhaven is affiliated with the Episcopal Diocese of Vermont through funds and resources. The Diocese elects Trustees to officiate as Board Members to oversee funds, provide management, and maintain and enhance Brookhaven’s mission.

**Organizational Chart**

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**Part 2: Terms of Employment**

**Equal Opportunity Employer**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Brookhaven will be based on merit, qualifications and abilities. Brookhaven does not discriminate in employment opportunities or practices on the basis of race, color, religion, place of birth, sexual orientation, gender identity, national origin, ancestry, age, qualified individuals with a disability or any other characteristic protected by law. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**Introductory Period**

The introductory period for new employees is 90 days from the start date. Employees will complete a formal orientation within the first month of employment.

An evaluation is performed at the end of the employee’s first 90 days of employment by his/her supervisor. Upon satisfactory completion of the introductory period, the employee’s accrued benefits will commence, if eligible. Vacation, sick and personal time are also given retroactively for the period of time between the employee’s start date and successful completion of the introductory period. Personal time is pro-rated. Employees hired with a temporary status are not eligible for accrual benefits.

All employees, regardless of classification, status, or length of service are expected to meet and maintain company standards for job performance and behavior. A job description is provided at the time of hire addressing expectations and job duties.

Employees who do not satisfactorily complete the introductory period in the first 90 days may have their time extended entering a “probationary status” until satisfactory completion.

**Therapeutic Crisis Intervention Policy (T.C.I.)**

“Therapeutic Crisis Intervention” (TCI) is a crisis prevention and intervention model for residential child caring agencies. It assists organizations in preventing crises from occurring, de-escalating potential crises, managing acute physical behavior, reducing potential and actual injury to young people and staff, teaching young people positive coping skills, and helping create learning organizations. It provides organizations with a model for eliminating the need for physical interventions by putting in place a system to promote learning and reflective practice.” Residential Child Care Project, Cornell University.

As a potential staff member working directly with the clients of Brookhaven, it is a requirement of employment to participate in and successfully complete scheduled Therapeutic Crisis Intervention training. This includes the core 28-hour certification course and all scheduled refreshers. See Section 9 for detailed policy and competency standards.

In addition to receiving regular pay for attendance during the T.C.I. on-site training days, hourly (Non-Exempt) employees will receive up to 10 hours of additional pay for outside readings and preparation for the initial training and up to 4 hours of additional pay for refreshers.

**On-Boarding and Other Trainings**

All new hires are expected to attend a new employee orientation which typically includes an overview of Brookhaven policies and procedures as well as information specific to one’s position. Additionally, a number of online training sessions are required and must be completed per the assigned schedule. Hourly (Non-Exempt) employees will be compensated based on the time frames allocated for each training.

**Concentra**

All potential employees applying for and being conditionally offered employment at Brookhaven Treatment and Learning Center are required to undergo a pre-employment physical, Human Performance Evaluation (HPE), and drug screening. The position the potential employee is applying for may be contingent on passing the pre-employment physical, HPE, and drug screening.

The physical consists of a medical examination and review of potential employee’s medical history, with a focus on any medical concerns or issues that may prevent the potential employee from performing his/her job duties and work expectations as described by the job description and inferred job duties specified in the Standard Operating Procedures and Employee Handbook.

The Human Performance Evaluation is a scientific measure and testing of physical ability to perform job duties necessary for employment with Brookhaven Treatment and Learning Center.

The drug screening is a test utilized to reveal if a potential employee may be consuming illegal substances. Concentra will utilize a standard five-panel test of "street drugs," consisting of Marijuana (THC), Cocaine, PCP, Opiates (such as codeine and morphine) and Amphetamines (including methamphetamine). Brookhaven may request Concentra utilize the ten-panel test, which includes prescription drugs that are legal to possess and use. Concentra, however, will not report to Brookhaven any therapeutic levels of medically prescribed drugs that are detected from the drug screening. Brookhaven may also request a test from Concentra for alcohol use at our discretion during the applicant screening process.

Concentra will send all results as appropriate to Brookhaven Treatment and Learning Center once completed. If a potential employee is considered unfit to perform relevant and necessary physical job requirements, or if potential employee’s drug panel results come back positive, potential employee may be ineligible for employment at Brookhaven Treatment and Learning Center.

**Visitor Policy**

It is permissible for friends or family to stop by Brookhaven on a case by case basis with permission from your supervisor, or in the case of a Direct Care Staff, from the Residential Coordinator, or designee. Various authorizations and/or other kinds of documentation may need to be completed depending on the nature of the visit. After hours, any employee that is not working should not be on premises unless they have checked in with Team Leaders on shift. It is the Team Leader’s responsibility to notify on call Clinical staff whenever an employee shows up at work during non-working hours.

**Employment Relationship**

Your employment with Brookhaven is “at will” and entered into voluntarily. You are free to resign at any time, for any reason. Similarly, Brookhaven is free to conclude the employment relationship at any time with or without cause.

**Report Violations**

It is the employee’s obligation to report motor vehicle violations to management. Also, it is the employee’s obligation to report to management any other legal violations or issues applicable to employee’s work status. Employees must report the violation to management the **next business day after being cited.** Failure to do so may result in disciplinary action or termination.

**Part 3: Employment Status & Records**

**Your Job Description**

At Brookhaven, we use job descriptions to clarify job responsibilities and expectations. Job descriptions may also be used to help employees and supervisors communicate about job responsibilities; however, job descriptions are not fixed policy but rather guidelines which may vary over time based on the needs of the program. Accordingly, please be aware that from time to time your supervisor may need to change your schedule to meet scheduling or other needs or may need to make permanent changes in your schedule. Notice will be given as far in advance as possible. You are expected to comply with such scheduling changes, including any request for overtime work.

Mandated Duty: Although every effort is made to minimize such occurrences, remaining on duty beyond a scheduled shift or working overtime may sometimes be required when there are staffing emergencies or other unexpected shortages in coverage.

**Exempt**

Exempt employees are those who are excluded from the overtime pay provisions of the applicable state and federal wage and hour laws.

**Non-exempt**

Non-exempt employees are those employees who are eligible for overtime pay in accordance with overtime pay provisions of applicable state and federal wage and hour laws.

**Transfers**

In order to seek transfer to another position within Brookhaven an employee must have served in his/her current position for at least a year. This enables the employee to achieve stability in the current position and receive at least one formal performance evaluation beyond the initial probationary period. Even with these criteria being met, transfer requests will be considered based on the needs of the program with the approval of the Executive Director. Exceptions to this policy may be made in order to prevent a lapse in necessary services, fill an acute gap in staffing, and when in the best interest of Brookhaven programming.

**Promotions**

We strive to promote capable and experienced individuals based on demonstrated ability to assume greater responsibility. At the same time, we may need to recruit and hire outside Brookhaven to attract the most qualified individual for a particular opening. Job openings will be posted at the discretion of Management.

**Resignation**

If you decide to leave Brookhaven, a minimum of one month’s notice is requested to have ample time to find new personnel and create an orderly transition. This type of notice is customary among mental health service providers and programs in order to maintain proper continuity of care. Since inadequate notice may negatively impact client care, please be aware that such actions may be deemed unprofessional, unethical, and even reportable to licensing boards and other credentialing authorities who oversee quality of client care. **Please Note:** **Brookhaven** **property** **such as computer hardware, software, flash drives and keys must be turned in and all documentation completed at the time of departure.**

**References**

Brookhaven is unable to provide references for employees, either written or verbally. If contacted, Brookhaven will supply the following information only:

* Dates of employment
* Job Title
* Reason for leaving: Resigned, Terminated, Mutually agreed upon

Only an administrator may respond to reference inquiries in consultation with the Executive Director.

**Personnel Records**

Each employee’s history with Brookhaven will be recorded and kept in the employee’s personnel file. The records contained therein include but are not limited to resume, background checks, job description and/or work agreement, driver’s point record, payroll information, certifications, evaluations, commendations, corrective action warnings and workshops.

* Medical File: A separate medical file will be kept for each Brookhaven employee. It will be used to store documents such as doctor’s notes, WC injury reports, insurance enrollment forms, etc.
* Pay Records File: A separate folder is maintained for each employee’s pay records.

**Notification of Changes**

Driving violations and/or any changes in your driving status need to be reported to management immediately. A motor vehicle record form will be made available to you. Failure to do so may result in disciplinary action.

Change of address, telephone number, or emergency contact should be reported to the office personnel immediately. Changes affecting an employee’s income tax status or insurance enrollments need to be reported as well.

**File Retention**

Personnel records will be retained for 6 years after an employee’s termination/resignation date.

Client records will be kept for 7 years past a client’s date of discharge, after which time they will be shredded and securely disposed of.

**Review of Your Personnel File**

An employee may examine his/her personnel file at reasonable times, and with at least 24-hour notice given to the office. This review will take place with the Director and/or his/her designee present.

**Workers’ Compensation**

Please follow this procedure if an injury occurs**:**

1. Immediately report your injury to your supervisor and complete injury reports. There are two: an internal injury form and “First Report of Injury Form” which needs to be submitted within 72 hours of the injury. It is essential that these reports are given to the Admin. Asst. as soon as possible.

1. If you go to a doctor, please keep your supervisor advised.

If an employee is out for a Workmen's Compensation related injury, Workmen’s Compensation does not compensate claimants for the first three days of being out, unless the employee is out sick for more than 10 days; therefore, it is the employee's option to use accrual time.  Also, please be aware that Workmen’s Compensation compensates at a rate of two-thirds or 66.6% of your average pay.  You may use your accrual time for the other one-third to make up the difference.

**State Unemployment Insurance**

The state program provides weekly benefits if you become unemployed due to circumstances described in the law, generally involuntary termination for reasons other than gross misconduct.

**Employee Background Checks**

Per Residential Licensing Regulations, Brookhaven shall conduct background checks, upon hire and every three years thereafter, on all employees, board members/trustees, volunteers, student interns, and others who may have unsupervised contact with the children/youth in our program. Minimally, the initial background checks include fingerprinting utilized by the Vermont Criminal Information Center, Vermont Child Protection Registry, and the Adult Abuse Registry. Additionally, any applicant who has resided outside of Vermont in the past 5 years must have child abuse clearances completed from any of those other states of residence.

The Executive Director and any other administrator supervising the employee will review results of background checks. The Administrative Assistant will keep records of all such checks.

**Part 4: Employee Benefit Programs**

Brookhaven strives to provide a competitive package of employee benefits for eligible employees. Please note: Paraprofessional positions are hired per the client’s IEP and wages and benefits for paraprofessionals are sponsored by the State of Vermont or LEA (Local Education Agency).

**Group Medical & Dental Insurance**

Brookhaven makes available health, vision and dental insurance for all eligible employees. Benefits become effective on the 1st day of the month following 60 days of continuous employment. Our group health insurance program may be continued at your expense per COBRA mandates upon leaving employment.

Brookhaven will pay 75% of medical insurance and the employee contribution is 25% via bi-weekly payroll deductions. Dental and vision insurance are available as separate components with no employee contribution.

Please see the Administrative Assistant for more details. These benefits are subject to change by Brookhaven without prior notice.

**Accident Insurance**

Brookhaven’s Accident Insurance policy is through Renaissance. This accident insurance policy will cover employees 24/7 on and off the job. It will cover in addition to other insurances such as auto and/opr medical. Each employee also has a 50k accidental death clause.

You can enroll even if you do not have our group insurance. The cost for accident insurance for employees is paid by Brookhaven as a benefit. You may add your spouse and/or child(ren) to the policy for a rate as follows:

Spouse: $2.20 weekly or $4.40 per pay period.

Children: $2.70 weekly or $5.40 per pay period (one price regardless of how many children you add).

Spouse and Child(ren):$4.90 weekly or $9.80 per pay period.

Please reach out to the Administrative Assistance for assistance, questions, or forms.

**Retirement Plan**

Upon hire, eligible employees may enroll in the company’s pension plan. After 1 year of employment, full-time employees with non-subsidized positions are eligible for a matching contribution for up to 5% of one’s gross income. The semi-annual dates for open enrollment are October 1st and April 1st. If interested, please make an inquiry with the Administrative Assistant.

**Social Security**

All employees are covered by the Federal Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the employee’s portion and the company matches your deduction.

**Vacation Time**

Our vacation plan is designed to provide you with the opportunity to rest and get away from the everyday routine. If you are a regular, full-time employee, you accrue annual vacation leave at the following rates:

Rate per pay period for the first 5 years 4.62 hours

After 5 years of continuous service 5.54 hours

After 15 years of continuous service 6.16 hours

\*Time off request forms are in the front office to be approved by your supervisor in advance of vacation time.

\*School personnel are excluded from receiving vacation accruals as their vacation schedules are concurrent with the school calendar.

\*Employees working 30 or more hours per week accrue vacation and sick time on a prorated basis. Personal time is also given on a prorated basis.

Vacations should be taken annually. Please make an effort to keep your hours below the threshold of 120 hours. Upon leaving the company you will be paid for unused vacation time at the rate of pay earned upon separation.

**Our target cap limit for vacation time is 160 hours. After 160 hours vacation time ceases to accrue. The Executive Director may grant an extension of accrual continuance if an employee did not have fill-in staff available to take his/her place.**

**Sick Time**

It is necessary that your supervisor be notified if you are out sick. Failing to notify your supervisor when absent will be considered as being absent without notice. Disciplinary action may be taken. Employees are required to get a doctor’s note when absent from work for 3 or more consecutive days due to illness. Management must be provided with the doctor’s note the next business day following the medical appointment and kept informed should the illness/condition lead to a prolonged absence. In this case, the employee may need to formally take a leave of absence as it pertains to the FMLA.

Regular, full-time employees working 40 hours per week accumulate 3.69 hours of sick time each pay period. The sick time accrual rate for school faculty is 3.32 hours per pay period. Upon leaving employment unused sick time is paid at a rate of $10 for each 8 hours accrued or $1.25 per hour. The cap limit for sick time accruals is 360 hours. **If one’s sick time accrual is over 300 hours, you can make arrangements with management to be paid for 40-80 hours of sick time at a rate of $1.25 an hour ($50-$100) or let it continue accruing until it reaches a maximum of 360 hours and sick time will cease to accrue.**

**Leave of Absence Without Pay**

A leave of absence without pay may be granted by law, if eligibility requirements under the Vermont Parental and Family Leave Act are met, and/or at the Executive Director’s discretion to eligible employees in order to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence.

**Family Leave Act Policy (FMLA)**

When taking a leave of absence, and working 20 hours or less, individuals employed will not receive vacation or sick accruals.

Eligibility

Any employee that has worked an average of at least thirty hours per week and has been continuously employed by Brookhaven for at least twelve consecutive months is entitled to take unpaid leave for a period not to exceed twelve (12) weeks during any twelve-month period for any of the following reasons:

* During the employee’s pregnancy
* For the birth of employee’s child
* For the initial placement (that is, within a year of placement) of a 16 year old, or younger with the employee for adoption
* To care for the employee’s spouse, child, step-child, or ward that lives with the employee, foster child, parent, or parent of employee’s spouse who has a serious illness
* For the employee’s own serious illness

A serious illness means an accident, disease, or condition that poses imminent danger or death, requires inpatient care in a hospital, or requires in-home care under the direction of a physician.

Vacation, sick, or other paid time may be used by the employee during the leave, but may not extend the leave beyond the total twelve (12) weeks described above. Leave may be extended beyond the twelve (12) week period only at the discretion of the Executive Director.

Notice, Authorization, and Certification

Employees must provide reasonable written notice of their intent to take leave to their supervisor. That written notice must be provided at least 30 days in advance of the leave, if the need is foreseeable, or as soon as possible in case of an emergency leave. The notice must include the reason for the leave, the date the leave is expected to commence, and the estimated duration of the leave.

Employees must submit certification from a physician if they request leave because of their own serious illness or the serious illness of a family member. The certification must verify the condition and the amount of time needed and necessity for the leave requested. An employee’s supervisor may request additional certifications at any point during the employee’s absence from work, but employees are expected to submit an updated medical certification at least once a month.

If an employee wishes to return from leave sooner than originally expected, s/he should contact his/her supervisor for approval. Similarly, if an employee wishes to extend leave beyond the time originally expected, s/he must notify his/her supervisor as soon as possible, although leave may not extend beyond 12 weeks in a 12-month period.

At its discretion, Brookhaven may request the employee to provide medical certification or submit to a job-related medical examination of the employee’s ability or inability to return to work or resume his/her former duties.

Failure to provide reasonable notice of leave, failure to provide medical certification when requested, or other violation of this policy may lead to denial of leave to the extent permitted by law.

Benefits

Insurance benefits shall continue during Parental and Family Leave at the same rate as if the employee were working; thus, employees must continue to pay the employee portion of the premium for medical insurance, if applicable. If, however, an employee does not return to work at the end of 12 weeks, except for the employee’s own serious illness, the employee may be required to repay the company for the company’s share of any such employment benefits. The employee who does not return to work may elect to continue group health insurance coverage under COBRA and that coverage would begin on the first day of the month following the end of the 12-week leave. All other employment benefits would cease at the end of 12 weeks.

Reinstatement

When an employee returns from Parental and Family Leave within or at the end of the 12-week period, s/he will be offered the same or a comparable job at the same level of compensation and benefits as s/he had at the time s/he left, unless the employee had already been given notice that the employment would terminate, the job is eliminated, the employee is laid off for reasons unrelated to the leave, or the employee performs unique services and has been replaced by a permanent replacement. An employee who performs unique services and is replaced by a permanent replacement will only be refused reinstatement after being given reasonable notice that the hiring of a permanent replacement was the only alternative available to prevent substantial and grievous economic injury to the company’s operation. If an employee is not able to return to the same or comparable work at the end of the 12-week period, the company may offer the employee another position or may terminate the employee at the company’s discretion.

**Workers’ Compensation**

Brookhaven provides employees with coverage for work-related injuries under the Vermont Workers’ Compensation Act. If you suffer a work-related injury, you must report it immediately to your supervisor. If you are unable to work because of a work-related injury, your 12-week medical leave described above may run concurrently with your WC benefits, at Brookhaven’s discretion, to the extent permitted by law.

**Short-Term Family Leave**

In addition to the leave, an employee who has worked at least 30 hours a week for at least 12 months is entitled to the following short-term family leave:

* Up to 24 hours of unpaid leave in any 12-month period (but not more than 4 hours in any 30-day period) to participate in school activities related to the employee’s child’s academic educational advancement, to attend routine professional appointments, or to respond to medical emergencies involving the employee or one of the family members identified above.

This leave must be taken in minimum 2-hour segments. Employees must make a reasonable attempt to schedule appointments outside of regular work hours and must give at least 7 days prior notice of the need to take leave, except in an emergency. Employees may use any accrued paid time off during this short-term family leave.

**Personal Time**

The first pay week of January, eligible, full-time employees are given up to 24 hours of personal time. Personal time is prorated for new employees. For example, if a new full-time employee begins on July 1st, he/she would receive 12 hours of personal time versus 24 hours (retroactively given after successful completion of the introductory period). Personal time not used by the end of the calendar year is forfeited.  It does not have a monetary value if not used.

Personal time for working the holiday is:

1. Given to full-time employees while still in his/her introductory period (first 90 days) rather than retroactively.
2. Not given to temporary employees or floaters.

**Staff Birthday**

Regular, full-time employees, who are beyond the 90-day introductory period, are eligible to request up to 8 hours of paid time off for his/her birthday.

This time must be used either 30 days prior to or 30 days after one’s birthday. It must be scheduled in advance and approved in writing by your supervisor.

**Holidays**

**1. New Year’s Day/**January 1st

**2. Martin Luther King, Jr. Day/**Third Monday in January

**3. Good Friday/** Friday prior to Easter

**4. Easter/**Monday after Easter

**5. Memorial Day/** Last Monday in May

**6. Independence Day/** July 4th

**7. Labor Day/**First Monday in September

**8. Thanksgiving Day/**Fourth Thursday in November

**9. Christmas Day/**December 25th

**\*School staff schedule is concurrent with the school calendar**.

**Holidays**

Exempt employees will be given the above holidays off with pay. Full-time, non-exempt employees will be paid time and a half for up to 8 hours if needed to work on an observed holiday and given 4 hours in personal time accrual. If full-time, non-exempt employees are not required to work the holiday, he/she will receive 8 hours of regular pay. If an exempt or non-exempt employee is not needed to work the holiday but does so by choice, then employee will not be compensated extra for holiday work time.

**Part 5: Timekeeping/Payroll/Compensation**

Payroll runs from Sunday through Saturday. If you leave work early or arrive late, for any reason, notify your supervisor.

**Overtime**

Only non-exempt employees are eligible for overtime. Overtime is compensated at a rate of 1.5 times the rate of hourly pay. Time worked is not considered overtime unless the employee has worked 40 hours in their Sunday through Saturday work week.

Holiday time worked does count in the calculation of overtime hours. (see Holiday List, page )

**Mileage Reimbursement**

Employees are expected to take a company vehicle when available for company business travel. Please make arrangements with your supervisor when needing to travel for Brookhaven and make it known via our Google calendar for the benefit of others in planning vehicle use. If a vehicle is not available, pre-approved travel may be reimbursed at a rate of 40.5 cents per mile. If an employee is driving on Brookhaven business, employee is required to maintain a valid driver’s license and adequate insurance and report any moving violations.

**Travel Time**

Per the Department of Labor Statutes (785.36, 785.37,785.38, 785.39) regarding travel time, all non-exempt employees will be reimbursed for travel time, as “work time,” if they are required to travel as part of their job duties. For example, if a non-exempt employee is required to travel for training 3 hours away, they will be paid at their hourly wage for that time, minus the time it takes them to travel to Brookhaven on a regular workday. They will also be paid for their return travel; minus the time it takes them to travel to work on a regular workday. Employees will also be reimbursed for mileage.

If a non-exempt employee is required to return to work, after working hours for an emergency, employees will be reimbursed for their hours worked, but not travel time hours, unless they are required to travel a substantial distance to perform their expected job duties. For example, if a non-exempt employee is required to attend an emergency meeting about a resident during their time off, and the meeting location is farther away than the distance it is to Brookhaven, non-exempt employee will be reimbursed for the difference in distance traveled to perform their job duties.

If a non-exempt employee is required to travel away from home, it is considered work time when it cuts across the non-exempt employee’s workday. The corresponding hours on the non-working day(s) will also be reimbursed.

**Staff Travel**

While participating in a day seminar Brookhaven will reimburse staff for up to $12 for lunch with receipt. A long-distance seminar or training may necessitate several meals to be reimbursed. If so, the price structure is as follows:

**Breakfast up to $7.50**

**Lunch up to $12.00**

**Dinner up to $15.00**

Staff are not permitted to transport children in their personal vehicles without prior approval from their supervisor. Permission will not be granted without prior proof of insurance and a valid driver’s license.

**Part 6: Work Conditions**

**Safety**

We strive to provide safe working conditions for our employees. We observe the safety laws of the governments within whose jurisdiction we operate. No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility, and all employees are expected to do everything reasonable and necessary to keep Brookhaven a safe place to work. A binder in the front office is available for greater awareness and should be reviewed to become aware of hazardous materials in the workplace. It is in a red binder labeled “Material Safety Data Sheets.”

**Note**: Direct care staff: please speak to your supervisor if you need a Hep B vaccine. All staff, please be mindful of the use of safety equipment, like latex gloves. Also, it is imperative that goggles are worn when using chemicals. If you do not know where the restraint gear is located please ask your supervisor.

**Emergency and Safety Procedures**

All staff are required to watch for potentially hazardous situations and act accordingly to prevent mishaps. Staff must notify management or maintenance personnel immediately of hazardous situations, like a broken window, for example. All reasonable means must be taken to remedy the situation.

This means that staff should make sure:

* Toys, clothing, papers and other flammable items are kept away from heating sources and out of the kitchen.
* Toys, clothing, papers and objects are kept out of the normal traffic areas so that they do not cause people to trip.
* Children and staff do not sit on window ledges or other dangerous areas.

When emergencies occur, the staff on duty will work to protect the children first, then other staff and the facility. As soon as possible, a supervisor should be notified to oversee the situation.

**Fire Drill Protocol and Procedures**

Brookhaven will conduct actual or simulated evacuation drills at least monthly and varied by shifts.

1. When the alarm sounds, everyone must exit the building by locating the closest, safe exit.
2. Everyone must meet at the tree between the path to the school and the driveway to the bike shed.
3. Perform a head count to ensure all children and staff are accounted for.
4. If there is a need to evacuate the premises, go to the Family Retreat per emergency evacuation procedures.
5. If a fire is detected or the fire alarm sounds (NOT A SCHEDULED FIRE DRILL), everyone is to evacuate the building by stairs and exit pathways.
6. Staff will isolate the fire by closing doors as they leave, if possible.
7. Activate the nearest fire alarm if it has not already been activated.
8. Once outside the building, stay out and move away from the building to clear access for the fire department and other emergency responders. Meet at the tree between the path to the school and the driveway to the bike shed.
9. Do not re-enter the building until expressly advised that it is safe to do so by the Fire Department, or person performing the fire drill.
10. Any fires that are extinguished or any evidence of recent fires must be reported immediately to the Executive Director and Fire Safety Inspector.

**False Fire Alarm**

If the fire alarm sounds and you have determined it is a false alarm, you must **immediately** call Central Station at **800-933-4762**. **Our code to report a false** **alarm is BH**. Call 685-3112 Chelsea Fire Station to report a false fire alarm as well if you feel a delay is occurring. After making these calls you must reset the fire alarm box located on the right side in the hall by the office.

**Directions for resetting box:**

1. Go to front office and walk straight ahead to get key off far wall
2. Take the key and use it to open the fire box in the hall
3. Get keys and Allen wrench out of the door edging. Take these to the box that has been pulled and reset box. One of the keys or Allen Wrench will work.
4. Next, go back to the fire box in the hall by office. Press the silence button, then press #1, then press the enter button
5. Next, lock the fire box back up with inner keys and Allen wrench returned.
6. Put the fire box key back on the hanger on the far wall in the office.

**Accidents or Injury**

No matter how insignificant an on the job injury may seem when it occurs, please notify your supervisor or the Executive Director immediately. Also, please be aware that Hep B vaccinations are recommended for direct care staff. More information regarding Hep B vaccinations is available in the front office. Brookhaven reserves the right to require a medical examination to assess employee’s medical status after a work-related injury. Brookhaven will choose the physician and assume the cost for the physical/evaluation.

**Return to Work**

Employees are required to get a doctor’s note when absent from work for 3 or more consecutive days due to illness. Management must be provided with the doctor’s note the **next business day** following the medical appointment. A physician's release may be required when returning to work from sick leave or other short-term medically related absence.

**Pets**

The only pets that will be allowed to be present at Brookhaven will be those granted approval by the Executive Director. These animals will be the responsibility of their owner. Owners of any approved pets must provide proof of up to date immunizations and rabies certification to Clinical Coordinator before animals are on property in order for them to be on premises. This is a state licensing requirement.

In addition to the above approval process, any dog that is to have contact with clients must show proof of passing a good citizenship test that deems the dog safe to be around people and other pets. These certifications are typical of such animals as Therapy Dogs who must be able to demonstrate sound public behavior.

**Telephone**

Personal calls need to occur in an appropriate location (not the dorms or in front of the residents) and held to a minimum length.

**Computer/Internet**

 The following behaviors are specifically prohibited using Brookhaven Internet access, email, or telecommunications resources:

* Accessing entertainment or other non-business sites on Brookhaven time;
* Pursuing business opportunities unrelated to Brookhaven duties, including operating a business:
* Soliciting money for personal gain;
* Searching for jobs outside Brookhaven;
* Gambling;
* Violating copyright laws by downloading graphics or text for use in other documents;
* Use of logos, graphics or other proprietary or copyright material which is the property of Brookhaven or its clients;
* Unsecured electronic transmission by any means-this includes using open wi-fi hotspots for Brookhaven information, or on any device that has Brookhaven information (including cell phones).
* Downloading software (which can introduce viruses into Brookhaven’s system) without IT approval.
* Viewing, downloading or otherwise accessing sexually explicit, violent or hate-related material;
* Communicating inappropriate messages, i.e. that are derogatory, defamatory, obscene or otherwise inappropriate in a workplace setting;
* Establishing Web sites or other Internet sites without IT's permission.
* Engaging in any other Internet activity that violates local, state or federal law;
* Disclosure of confidential proprietary information that belongs to Brookhaven;
* Engaging in Internet activity or sending e-mail messages that violate Brookhaven’s policies.
* Staff are not allowed to take any pictures of the children, or any selfies at Brookhaven, or during any work-related outings for any reason other than to provide the organization with pictures which must be emailed to the Residential Coordinator, and Clinical Coordinator and then immediately deleted from cell phones. Staff are not allowed to post any pictures online, personally, or on the Brookhaven site.
* Staff are not allowed to be on Social media during working hours unless they are on their break. If this occurs, the staff will no longer be allowed to have their cell phone on premises during working hours.
* Staff are not allowed to discuss work scenarios, make any comments about work scenarios, or refer to the residents’ experiences and/or behaviors on their social media sites. This is a confidentiality violation and a display of poor professional boundaries.
* Staff are not allowed to “friend” past residents, or a resident’s family members on their social media sites for 24 months from their date of discharge. This is a confidentiality violation and a display of poor professional boundaries.
* Staff are not allowed to make phone calls to any person (including employees) with children unless the person is on their Client Information & Contact Sheet. This includes past employees and employees that are not on shift with the exception of clinical on call staff and/or therapist for work purposes only.

The above expectations are in place in order to adhere to confidentiality, and appropriate and professional boundaries and ethics.

**Electronic Mail**

Limited personal use of Brookhaven’s e-mail is permitted for legitimate purposes. This personal use is intended to be infrequent, for short messages without objectionable, harassing or sexually explicit content. Employees will refrain from sending or receiving personal email with large files or documents attached that could affect the performance or storage capacity of our systems.

**Monitoring of Employee Usage and Restricting Access to Objectionable Internet Content**

Brookhaven reserves the right to monitor employee use of its corporate resources in accord with the Electronic Communications Privacy Act. Under this law, Brookhaven has the absolute right to review, audit, monitor and disclose the content of all email messages (and any documents, files or materials attached to them) that employees send or receive through Brookhaven’s system.

**Working Remotely**

Employees may work from home for a designated period of time, or on an agreed upon schedule, upon permission and pre-approval from the Executive Director. If online activity will be part of work duties from home, then this activity must follow all Brookhaven policies for internet access and HIPAA compliance. Please consult Brookhaven’s IT manager regarding remote access eligibility and procedures for maintaining privacy.

**Part 7: Employee Conduct and Disciplinary Action**

**Professionalism and Best Practice**

Professionalism and best practice are two important concepts incorporated at Brookhaven Treatment and Learning Center. These principles ensure Brookhaven staff will operate in accordance with all legal and ethical requirements and recognized standards of care.

Employees are expected to follow professional and best practice policies adopted by Brookhaven Treatment and Learning Center in order to maintain employment.

**STATEMENT 1:** Brookhaven employees are expected to maintain a high standard of excellence on the job including but not limited to: a) arriving to work in a timely manner, b) dressing in appropriate attire, c) using professional/appropriate language while on premise, d) respecting and adhering to the chain of command, e) practicing within the scope of professional expertise, f) treating all employees and clients with the same professional regard, g) maintaining a positive environment free from gossip and/or negative/disparaging conversations and/or comments about clients/colleagues.

**STATEMENT 2**: Brookhaven employees are expected to safeguard the wellbeing of clients at all times and act in their best interest. Each client is treated with dignity, acceptance, and respect.

**STATEMENT 3:** Brookhaven employees are expected to protect the client's right to privacy and confidentiality except when there is a risk of harm to the client or others, when agency guidelines state otherwise, or under other stated conditions (e.g., local, state, or federal laws). Professionals inform clients of the limits of confidentiality prior to the onset of the helping relationship.

**STATEMENT 4:** If a client poses a threat of harm to self or others, Brookhaven employees are expected to act in an appropriate and professional manner to ensure safety. This may involve seeking consultation, supervision, and/or breaking the confidentiality of the relationship.

**STATEMENT 5:** Brookhaven employees are expected to protect the integrity, safety, and security of client records. All written client information that is shared with other professionals, except in the course of professional supervision, must have the client's/guardian’s prior written consent. (Release)

**STATEMENT 6:** Brookhaven employees are expected to remain aware that in their relationships with clients, power and status are unequal; therefore, they recognize that dual or multiple relationships may increase the risk of harm to, or exploitation of, clients, and may impair their professional judgment. In some communities and situations, however, it may not be feasible to avoid social or other nonprofessional contact with clients. Employees need to remain aware, seek out supervision, and do their best to avoid dual relationships that may impair professional judgment, increase the risk of harm to clients, or lead to exploitation.

**STATEMENT 7:** Sexual/Intimate/Personal relationships with coworkers are not considered to be in the best interest of the client or agency and are discouraged. If Brookhaven employees choose to engage in personal relationships with one another outside of work, the relationship is expected to be kept separate from the work environment. If the relationship is found to be negatively impacting the work environment, corrective action may ensue.

**STATEMENT 8:** Brookhaven employees are expected to promote and maintain healthy boundaries between staff and clients. If an employee believes a staff-client relationship is becoming a concern, he or she is expected to discuss these concerns with the supervisor.

**STATEMENT 9:** Brookhaven employees are expected to respect each other’s roles and responsibilities at Brookhaven Treatment and Learning Center.

**Statement 10:** All employees are expected to adhere to and follow the standards set forth.

**Attendance Standards**

Punctuality and regular attendance are essential to the proper operation of Brookhaven. If you are unable to report for work, you need to immediately notify your supervisor. If you arrive late or leave early, notify your supervisor. In his/her absence, notify office personnel before starting time. Direct care staff must notify Team Leader’s, so they can notify the Clinical on call staff before the shift begins. If it is during night shift hours, inform the night staff and they will notify the clinical on call. The company phone number is 802-685-4458. Please speak to your supervisor directly if he or she is available rather than leaving a message.

**Dress and Personal Appearance**

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean, as determined by the requirements of the work area. Dress and appearance should not be offensive or sexually provocative to clients or other employees. Appropriate appearance includes:

 Apparel: You should wear appropriate, clean, pressed comfortable attire. A complete list of inappropriate attire would be impossible to write; however, the following are some examples of inappropriate dress:

* Tattered jeans or shirts displaying inappropriate advertising or writing.
* Overalls, short shorts or spaghetti strap tank tops.
* Any clothing with spaghetti straps, any clothing that reveals bare backs, midriffs, or any revealing or provocative clothing. Proper shoes should be worn consistent with safety, duties, and program activities.

Neatness: Again, while not all inclusive, the following are basic guidelines:

* Hair should be clean, combed and neatly trimmed or arranged. This also pertains to sideburns, mustaches and beards. Shaggy, unkempt hair is not permissible.
* Good personal hygiene habits must be maintained.

Please Note: If your supervisor deems your clothing to be inappropriate, you will be required to change. If you need to leave Brookhaven premises to change, you will be required to do so without compensation for the time you were gone.

**SMOKING, CHEWING TOBACCO, VAPING:**

Smoking and/or chewing tobacco or vaping are prohibited on Brookhaven premises. You will need to leave campus during approved break times to engage in these activities. Additionally, staff should refrain from discussing these habits around clients or exposing clients to these products outside of a pre-approved educational plan. Failure to comply with this may result in disciplinary action.

**Alcohol and Drugs**

The use, possession, sale, purchase, or transfer of alcohol, illegal drugs, or any other intoxicants by employees at any time on Brookhaven premises or while on Brookhaven business is prohibited. Being under the influence of any of these substances at any time on Brookhaven premises or while on Brookhaven business is prohibited. If such a situation should occur, disciplinary action is possible, which may include legal consequences.

Employees must not report for duty while under the influence of, or have in their possession while on Brookhaven property, any alcohol, marijuana, or illegally obtained drug or substance. Illegal use or distribution of legal or prescription medication while on duty is regarded as a serious matter. Employees are not allowed to be under the influence of any medication except within the parameters prescribed by a physician. Additionally, employees are prohibited from sharing or giving their prescribed medications to others at Brookhaven.

**Solicitation and Distribution**

Under the National Labor Relations Act, employees are allowed to distribute literature and circulate petitions concerning union business during break times, and if they take breaks in work areas, they may be able to distribute the materials there. Generally speaking, it is in the best interest of Brookhaven for employees to refrain from solicitation and the distribution of materials. Solicitation for charitable fund-raising purposes or other non-profit purposes by Brookhaven employees may occur during non-working hours and in non-working areas. Brookhaven management reserves the right to limit such activities if they become intrusive to employees or the smooth operation of our facility. Trespassing, soliciting or distributing literature by anyone outside Brookhaven is prohibited on company premises.

**Conflict of Interest/Dual Relationships**

It is important to avoid any conflict of interest or dual relationships while employed at Brookhaven. If a conflict of interest or dual relationship is identified, disciplinary action may result.

Conflict of Interest is defined as a situation in which a person has a private or personal interest (personal gain) sufficient to appear to influence the objective exercise of his/her official duties as an employee/professional; usually with a private pecuniary interest. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to your supervisor immediately.

Dual Relationship is defined as a situation when an employee combines his/her professional role with another professional or personal role that could impair objectivity or professional judgment. Examples of such relationships may include, but are not limited to, familial, social, financial, or sexual. An example of such a situation would be sexual relationships between supervisors and their subordinates. Another example might be an employee entering into a business arrangement or a personal relationship with a family member of a current or former client. Some types of dual relationships in small communities may be unavoidable such as conducting business with a client’s relative. Others are prohibited altogether, such as developing a romantic relationship with a supervisee or with a family member of a current or past client. If confronted with a potential dual relationship, or if unclear about these policies and parameters, please discuss further with your supervisor.

**Employee Evaluation**

The employee evaluation is designed to assure continuous improvement in the quality of services offered by Brookhaven, and the substance of an evaluation should reflect this mission. The evaluation process is ongoing in nature through supervision, culminating in an annual written summary which should reflect the appraisals of the immediate supervisor with an opportunity for input from the employee.

**Initial Evaluation**

After the first 3 months of employment, the employee’s immediate supervisor will prepare a written evaluation. The immediate supervisor and employee will review and co-sign the written evaluation. The signature of the employee shall be construed only as an indication that the employee has read and reviewed the evaluation with his/her immediate supervisor. Each employee has the right to respond in writing to his/her evaluation and to have the response inserted in his/her personnel file. A copy of the evaluation shall be given to the employee and the original maintained in his/her personnel file.

**Annual Evaluation**

After the initial 90 day assessment, employees will receive a formal written evaluation by their immediate supervisor on an annual basis. This is an opportunity to discuss areas of strength and growth as well as to identify any needs and goals for the future. Performance ratings are offered at this time in skill areas related to one’s job duties, and merit pay increases, when available, are applied based on these ratings.

**Confidentiality**

During the course of your employment you will have access to our clients, their records, and client-related information. This information must be held in the strictest confidence in accordance with our procedures regarding client information as well as ethical and legal standards.

Along with other requirements, employees must protect client information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legal right to that information. FERPA (Federal Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) govern confidentiality and it is imperative that employees fully understand and adhere to these regulations.

Remember, unauthorized release of client information and other confidentiality breaches are not just unethical but are against the law. Accordingly, privacy infractions may not just lead to separation from employment, but also civil and criminal liability.

**Disclosure of Client Information/Brookhaven Property**

Brookhaven employees also obtain information as a result of their jobs that are both proprietary and confidential as related to Brookhaven’s business. This information includes, but is not limited to, that related to other providers, Brookhaven’s future plans, research and design data, marketing and networking efforts, institutional processes, procedures and programs, and other information that is not generally known by the public or within the industry. We consider all such information to be confidential. Employees are not authorized to make direct or indirect disclosures of such confidential and proprietary information. Should you have any questions about protecting client information or Brookhaven’s confidential proprietary information, please discuss the issue with the Clinical Coordinator or Executive Director.

**Part 8: Disciplinary Action**

**Corrective Action Overview**

The Company seeks to establish and maintain standards of employee conduct and supervisory practices, which will, in the interest of the company and its employees, support and promote effective business operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise.

To administer formal corrective action the supervisor must state to the employee, (a) what the concerns are, (b) what the employee needs to do to improve, and (c) a date to review progress or by which improvement is expected.

**Types of Corrective Action**

Depending on the facts and circumstances involved in each situation, administration may choose to begin corrective action at any step up to and includ~~i~~ng immediate discharge.

A. Oral Warning: For first time infractions or those that Brookhaven deems to be relatively minor, the employee may be issued an oral warning. If the situation does not improve, the supervisor may repeat the measure, or implement a more severe option.

B. Written Warning: For repeated minor infractions, or a more substantial infraction, the employee may at a minimum be issued a written warning notice and/or coaching plan. The Executive Director generally approves all written warnings prior to issuance. If the situation does not improve, the supervisor may repeat the measure or choose to discharge the employee.

C. Coaching Plan: When certain issues arise or persist regarding an employee’s performance and resolution is likely with additional support, a coaching plan may be established for addressing and eliminating the problems. This collaborative process seeks to identify the specific areas of concern, the steps that will take place to resolve the situation, and deadlines for making these changes. If timely and sustained improvements do not occur, then separation from employment may be necessary. Coaching Plans are developed between the employee and immediate supervisor and approved by the Executive Director.

D. Suspension: This intermediate step may occur if events compel a supervisor to take immediate action when discharge appears possible. The supervisor may immediately suspend the employee for a specified period pending investigation. The employee will be required to leave the premises at that time, hand in all Brookhaven property, and cease all duties until otherwise notified. The Executive Director will be informed immediately.

E. Suspension Investigation: The investigation will be accomplished as quickly as possible. The suspension period itself may be either paid or unpaid (i.e., salaried employees) at the discretion of Brookhaven. The objective of the suspension will be to determine the facts and decide whether discharge or retention is appropriate. Responsibility for managing the investigation will be that of the Executive Director or his/her designee.

F. Discharge: Termination of employment may occur for infractions that are deemed to be sufficiently serious, ranging from a single incident to continued failure to respond appropriately to prior corrective action. The approval of the Executive Director must be obtained prior to the discharge of an employee under any circumstances.

Again, the above interventions may be utilized in any order or not at all at the discretion of Brookhaven management as every employee is considered an “at will” employee.

**Grievance Procedure**

 A grievance is a formal complaint. Grievance procedures are intended to allow companies to hear and resolve complaints in a timely and cost-effective manner, before they result in litigation. Knowing that formal procedures are available often encourages employees to raise concerns or question company policies before major problems develop.

1. The Director and a Supervisor appointed to hear the grievance, and an employee who does not have direct line of authority for the employee, shall function as the Grievance Team.
2. The Grievance Team shall hear each grievance as soon as it is practical. In gathering and considering the relevant information, the Team may utilize various procedures, including but not limited to interviews, documentary review, testimony, facilitated meetings amongst those concerned with the problem, and facilitated negotiation, such as mediation.
3. The Team will issue a written decision within 21 calendar days of the grievance being filed. In the interim, the Team may determine that an interim suspension of the employee, or other preventative measure is required as set forth in the Corrective Action policy.

**Harassment Policy**

Brookhaven Treatment and Learning Center will not tolerate harassment of or by any employee, to the extent that harassment is illegal under state or federal laws. In particular, this employer will not tolerate illegal harassment of or by any employee because of a person’s sex, race, color, religion, sexual orientation, national origin, ancestry, place of birth, age, gender identity, or disability. This employer is committed to providing a workplace free from this type of unlawful conduct. It is also illegal, and violates this employer’s policies, to retaliate against any employee for filing a complaint or cooperating in the investigation of a complaint of illegal harassment.

Harassment because of a person’s sex, race, sexual orientation, gender identity, or the other categories described above is a form of discrimination. It can include name-calling, unwelcome sexual advances, requests for sexual favors, the use of epithets or slurs, graffiti, circulation of written or visual materials, and other verbal or physical conduct of a sexual or discriminatory nature when:

 1. submission to that conduct is made either explicitly or implicitly a term or condition of employment;

 2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or

 3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of illegal conduct include, but are not limited to the following (when those acts or behavior come within one of the above definitions):

* either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
* touching or grabbing a part of an employee's body after it is known or should be known that such physical conduct was unwelcome;
* displaying or transmitting sexually suggestive, racially offensive, or otherwise discriminatory pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
* regularly telling sexual jokes or using sexually vulgar language or language that is derogatory to a protected class, particularly if it is known or should be known that the person does not welcome such behavior;
* retaliating against any person for having filed or supported a complaint of illegal harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
* using racially derogatory terms or name-calling;
* engaging in ethnic slurs, graffiti, or other offensive conduct directed at an individual’s birthplace or culture;
* ridiculing attendance at a particular church, temple, or synagogue;

* ridiculing an individual for engaging in behavior the speaker thinks is uncharacteristic of a specific sex, gender, or sexual orientation; or
* otherwise treating individuals differently because of a protected characteristic.

Any employee who believes that s/he has been the target of illegal harassment, or that s/he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person(s) that the conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser(s), or if direct communication has been ineffective, then the person with the complaint should report the situation as soon as possible to the Executive Director, who is the employee designated by Brookhaven to receive complaints of harassment or retaliation. If the complaint is to be made against the Executive Director, the employee should report the situation as soon as possible to the President of the Board of Directors.

If this employer receives a complaint of harassment, or otherwise has reason to believe that illegal harassment may be occurring, it will promptly investigate and address the matter. This employer may be required by law to take action if it learns of potential harassment, even if the aggrieved employee does not wish to formally file a complaint. Every supervisor is required to promptly respond to any complaints or suspected acts of illegal harassment and promptly report them to the Executive Director.

This employer will try to keep any investigation of a complaint as confidential as possible, except as may be reasonably necessary to successfully complete the investigation or otherwise ensure that this policy is carried out. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in this investigation.

If the allegation of illegal harassment is supported by the investigation, this employer will take appropriate corrective action. Both the complaining person and the accused will be informed of the results of the investigation, and this employer will take steps to ensure that the harassment ceases and that no retaliation will occur. If this employer determines that any employee, supervisor, or agent has illegally harassed another person, the harasser will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal. If the allegation is not supported by the investigation, both parties will be informed of that fact.

If the complainant is dissatisfied with this employer’s action, or is otherwise interested in doing so, s/he may file a complaint by writing or calling the following state or federal agencies:

1. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel.: (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.

2. Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, tel.: (800) 669-4000 (voice), (800) 669-6820 (TTY); www.eeoc.gov/boston. Complaints must be filed within 300 days of the adverse action.

Each of these agencies can conduct impartial investigations, facilitate conciliation, and if it finds that there is probable cause or reasonable grounds to believe sexual harassment occurred, it may take the case to court. Although employees are encouraged to file their complaint of sexual harassment through the employer’s complaint procedure, an employee is not required to do so before filing a charge with these agencies. In addition, a complainant also has the right to hire a private attorney and to pursue a private legal action in state court within three or six years, depending on the type of claims raised.

In addition to the Harassment Policy described above, it is important to remember to keep our work environment appropriate, business-like and neutral. Interactions between personnel, such as sexual jokes and public displays of affection may be well received by the intended party; however, if done in a ritualistic or over-zealous manner may cause other employees to feel uncomfortable. It can create a work climate of alliances and become deliberate acts of insensitivity to others in the workplace and progress to offensiveness and a hostile work environment. Thus, sexual harassment includes conduct of participating in wanted sexual advances in the workplace once it is known that another party (or parties) does not welcome this behavior.

**Part 10: Programming:**

**CHAIN OF COMMAND:**

It is important for our organization to follow the chain of command in place. If you have an issue, please report to your immediate supervisor. Do not bypass your supervisor and go to the next supervisor unless you find that your supervisor is not hearing you or taking care of / responding to the issue. You may then bring your concerns to your supervisor’s supervisor. Please be aware that the Residential Coordinator, Clinical Coordinator, and Executive Director have an open-door policy, though this is not an invitation to purposely bypass your supervisor.

**CHECK REQUESTS:** Check requests are located in the file tray next to the Administrative Assistant’s box. Please make your request to your supervisor. You need to fill out the check request form, give it to your supervisor, and have it signed off by the Residential Coordinator, Learning Center Coordinator, or Clinical Coordinator when appropriate. The Executive Director and appropriate individual will fill out a receipt/sign off and It will be given to the Administrative Assistant for processing. You need to specifically list what you want to purchase, as well as the amount (or approximate amount) that you are requesting. You will be notified whether your request was approved, or will be given an explanation of why it is not approved. Receipts need to be returned to the Administrative Assistant after your purchase. If the Administrative Assistant is not in, please leave them in the gray cash return box to the left of the door as you enter the office. There are envelopes to leave change and receipts. Requests need to be made between the 1st - 15th of the month. No requests will be approved between the 16th- 31st unless it is an immediate need that cannot wait.

**CONFERENCES:**

Brookhaven has a specific budget line item for staff to attend conferences and seminars. If you are interested in attending a specific conference/training, you need to submit a request to your supervisor. Your supervisor will ask the Executive Director for approval and will notify you of the answer in a timely fashion. Conferences and seminars will only be approved if the specific conference/seminar relates to your position/job responsibilities at Brookhaven. You will be asked to share the information you learned with the rest of the staff.

**Dress Code:**

Brookhaven Employees need to dress appropriately for their position. The impression employees make on outside professionals, the children we serve, and their families influence their image of Brookhaven Treatment and Learning Center; therefore, employees are expected to maintain a neat, well -groomed appearance at all times, and to present themselves in a professional manner. Employees who report to work improperly dressed or groomed may be sent home to change without pay.

The following should serve as a guide:

Jewelry: Staff may have the need to use protective gloves as well as be in close contact with the children; therefore, due to the nature of the work being performed, bands without jewels, which are smooth, are the only form of acceptable rings unless receiving prior approval. This is to prevent gloves from being torn as well as consumer from being incidentally scratched from larger rings or rings with edges and points or jewels. Small studs are allowed, but not large studs, hoop earrings, or any type of dangle as they may be accidentally ripped or torn causing injury to the staff. Any staff having holes in their ear lobes caused by gauges or gauges must take caution to secure them in a way so they may not be ripped or pulled. Open holes/gauges need to be secured with appropriate plug devices due to the safety of staff. Other piercings such as nose studs are allowed, but hoops are prohibited on any exposed skin due to ripping.

Nails: staff may have the need to use protective gloves as well as be in close contact with the children; therefore, due to the nature of the work being performed, nails should be neatly trimmed, and the nails should be no longer than the end of the finger. Staff are encouraged to groom their nails and have artificial nails removed or trimmed if it is deemed necessary by the agency due to the job requirements. This is especially important in positions where you might be restraining due to the higher probability of injury to self/child.

If you choose not to follow the above procedures, you are liable for any injuries/damages and agree to indemnify and hold Brookhaven harmless. If a child ends up injured due to your nail length, you will be expected to groom your nails to no longer than the end of the finger and remove any artificial nails in order to continue meeting your job expectations for employment.

Tattoos: Tattoos, which are visible, must not be offensive in nature. Brookhaven reserves the right to require an employee to cover any tattoos while working if it is found to be offensive in any way to the agency, other professionals, or the family with which they are working.

Clothing: In general, clothing should be professional in appearance. Clothing with holes or inappropriate sayings/pictures/graphics (i.e., drugs or alcohol, sexual or offensive content, etc. ) are not permitted. Staff are not permitted to where any top showing a midriff, halter tops or tops with spaghetti straps unless they are covered with a cover up/sweater/shirt. No shirts with cleavage showing and no leggings unless the shirt covers midsection and hits the top of the thigh area. As with all clothing, these should not be tight fitting, restrict movement, or otherwise impede staff in completing their assigned duties. The guideline for the length of shorts and skirts should be to the end of the fingertips and no shorter than mid-thigh. Short shorts are not permitted for any activity. Oversized baggy pants that reveal a person’s undergarments are not permitted.

\*Please consider carrying a change of clothing/hygiene items in case the need to change/wash arises.

Footwear: Staff working with the children are required to wear sneakers or secure sandals that are strapped to the foot and will not fall off while working due to the threat of aggression, elopement, and potential injury resulting from such behavior.

**EMERGENCY EVACUATION PLAN:**

In case of emergency, please follow the emergency evacuation plan described below.

Our first concern is for the clients. If the situation calls for an emergency evacuation of the main building or school building and the situation allows, you should first guide clients to the Family Retreat. Once you are settled at the Family Retreat, please call 911 or any other specific authorities necessary. If after hours, please notify the clinical on call staff. The clinical on call staff will then notify the Executive Director. If you are unable to get ahold of these individuals, please alert the Residential Coordinator or Clinical Coordinator, and continue trying the on-call clinical person. The Family Retreat has blankets, a bathroom, phone, and food (minimal, so bring food, if possible) and water. If at all possible, bring the medication tub with clients’ medications. Do not risk your life to get medications and/or food. We can obtain medications in other ways if absolutely necessary.

If we need to evacuate Brookhaven and the Family Retreat is not an option due to safety reasons, we have permission to use the Chelsea Town Hall. This is located next to the post office, in the same building as the Chelsea Public Library. You use the same entrance you would use for the library. Once in the building, instead of turning right into the library, the town hall is directly behind the doors in front of you. It is a rather large space and will easily house all of the clients and staff. We will have access to the bathroom and drinking water, and will be able to plug in a phone in the hallway leading into the Hall (however there is not a phone there). In order to gain access to the hall after normal business hours, please call one of the following individuals so they can open the building.

• Karen Lathrop – Town Clerk – 685-4475 at home

• Town Treasurer – TBA

• Bill Blondin – Maintenance – 685-7729 at home

The number to the Town Clerk’s Office is 685-4460

**HIPAA & FERPA:**

Both FERPA & HIPAA have authority over student/resident information, records, and privacy. Staff must take both the FERPA Training and HIPAA Awareness Training when onboarding.

FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

HIPAA:

The Health Insurance Portability and Accountability Act is intended to standardize electronic health care transactions, protect the privacy of patient identifiable information, and ensure the security of electronic information.

All employees are expected to adhere to all policies and procedures involving HIPAA privacy & security. These can be referenced in Brookhaven’s HIPAA binder located in the main office and online in Brookhaven’s shared workspace. Each employee is individually responsible for adhering to all HIPAA policies and procedures and seeking out the designated HIPAA Compliance Officer if they need assistance and/or support in order to ensure compliance.

**KEYS:**

Each staff member will be assigned a set of keys pertinent to their position and responsibilities once they have completed their 3-month probationary period. Until then, staff will utilize a set of “training” keys located in the closet in the staff area of the dorms. Staff are expected to use the keys each shift, and then return to the closet at the end of their shift.

Direct Care Staff and Team Leaders will receive no less than a key that opens the Medication closet, the Linen closet, all outside doors, and the doors to their bedrooms upstairs. Team Leaders may also receive a key that opens other doors if determined necessary. Each Team Leader should have a key to the knife drawer in the kitchen. The knife drawer must be locked immediately after removing a knife. Once a knife is no longer in use it should be cleaned and immediately re-locked. DO NOT leave knives lying around or “hidden” in the kitchen.

Staff are responsible for completing the knife drawer inventory at the beginning and end of their shift. Please note if something is missing on the sheet and notify your supervisor immediately. Supervisor will be responsible for notifying the Residential Coordinator, Clinical Coordinator, and Executive Director.

**MANDATED REPORTING:**

All staff members at Brookhaven are Mandated Reporters. This means, by law, you must report any instances of abuse or neglect of a child that you have reason to suspect. Keep in mind we are mandated to do the reporting only and are not assuming the role of investigating or determining if the alleged abuse actually occurred. As a mandated reporter, you are making a determination as to whether the matter is reportable.

There are some cautions worth noting in carrying out your duties as a mandated reporter. Clients in a program such as Brookhaven have a legal right to confidentiality and typically cannot have their information disclosed to third parties without permission from them and/or their legal guardian. Mandated reporting of abuse is one of the recognized exceptions to confidentiality that allows you to bypass a client’s privacy and protects you from any privacy violations. In order to have this protection, however, you must be in a mandated reporting situation. For instance, if you share information about a client in a situation you were not actually required to report, you may be acting outside of the permitted exceptions to client privacy. In this scenario, since you were not really a mandated reporter, you could be subject to penalties under HIPAA and other statutes safeguarding client confidentiality.

In Vermont, reports are made to the Department of Children and Families (DCF). The intake number to make a report is 1-800-649-5285. Even if the alleged abuse is thought to have occurred out of state, you will still make the report to Vermont DCF as it is their job to investigate and deal with different jurisdictions. You are also responsible for immediately notifying your supervisor who is then responsible for notifying the Clinical Coordinator or Executive Director immediately.

Please practice “minimal disclosure” when making a report to DCF and do not share more information than is necessary about the client. Information that you will typically need to provide will be your name and relationship to the client, the client's name, date of birth, and social security number, and the suspected abuser’s name and address (if known). You may also be asked about the client’s family members and their household if relevant. When asked to discuss the event itself, please just indicate briefly what was disclosed to you rather than claim to know what actually happened if you did not directly witness it. If other details are being sought, like client’s diagnosis, treatment plan, progress in the program, etc., please politely decline to offer material not pertinent to making the report. Make sure to fill out the Child Abuse Suspected Abuse Reporting Form completely and note the intake number given to you when you call. The completed report should be placed in the Clinical Coordinator’s mailbox.

Per licensing regulations, Brookhaven will supervise and separate the accused individual(s) and the victim(s) whose behavior caused report to the Department for Children and Families unless or until otherwise instructed by the Special Investigation Unit and/or Clinical Licensing Unit.

Finally, balancing responsibilities like reporting suspected abuse and maintaining client confidentiality can be complex. DCF’s online training for mandated reporters (required of all employees) is a good resource for guidance in interpreting existing statutes. Otherwise, please seek supervision when confronted with these issues in order to engage in the best decision making possible.

**Documentation:**

There are documentation expectations for all staff members. It is important that paperwork is completed in a timely manner, is legible, and is signed and dated as shown. It then needs to be filed in the appropriate area before the end of your shift and before you leave the premises.

Employees are expected to adhere to professional standards regarding all documentation at Brookhaven. The following are considered falsification of records and are in violation of Brookhaven standards: backdating, signing for other staff, and signing incomplete documents.

**TIME OFF REQUESTS:**

Staff who have their requests in first will most likely be the person to get the time off they are requesting. Brookhaven also takes into consideration who worked previous holidays, who has had time off recently, and the need of the clients/program. Time off requests must be approved. They may not always be approved depending on staffing, program activities and other concerns. The appropriate coordinator will determine this. Time off requests forms are in the front office. A request form should be filled out and provided to the appropriate program Coordinator. The Coordinator will let you know if your time off is approved. Requests must also be put in 30 days in advance.

**TIMESHEETS:**

Timesheets need to be filled out weekly and put in the time sheet mailbox. It is your responsibility to turn in your timesheets at the end of your shift each week. If you do not turn in your timesheet, your hours will be submitted based on the original schedule, if your hours are different from the schedule, the difference will be reflected on the following payroll.

**VEHICLES:**

Employees must keep their vehicles locked at all times. Employee’s vehicles cannot be left unattended while running. Pets are not allowed in staff’s vehicles for extended length of time (not good role modeling).

**WORK ORDERS:**

If you notice something is damaged or broken, please fill out a work order (kept in the area beneath staff mailboxes). This includes anything from broken furniture, damaged walls, lights out, vehicle damage or needs, etc. If you are unsure, it is better to be safe than sorry and to complete a work order. The Director and supervisor of the Maintenance Team will determine the priority level of the request according to the other maintenance demands.

**Part 11: Forms**

FMLA Leave Request Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_Date

Employee’s Name

**Request for Full-Time Leave**

I request a leave of absence from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date

for the following reason:

 \_\_ for the birth of my child and/or care for the newborn child.

 \_\_for placement of a child with me for adoption or foster care.

 \_\_to care for my (circle one): spouse, child or parent with a serious health condition

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

 \_\_because my own serious health condition makes me unable to perform one of the essential functions of my job.

**Note**: A “serious health condition” may require medical certification to support requests.

**Request for Full-Time Leave**

 \_\_I request intermittent leave or reduced-schedule leave at the following times:

 Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Substitution of Paid Leave**

\_\_I request to use sick time/vacation time/personal time.

**Location During Leave**

I can be reached at the following address and phone number during my leave.