



**NORTH HUDSON
COMMUNITY ACTION CORPORATION**

EMPLOYEE HANDBOOK

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**Important Information
Regarding Your Employment at
North Hudson Community Action Corporation**

NOTICE OF DISCLAIMER/EMPLOYMENT-AT-WILL STATEMENT

1. **THIS EMPLOYEE HANDBOOK (“HANDBOOK”) IS NOT AN EMPLOYMENT CONTRACT.**
2. **NOTHING CONTAINED IN THIS HANDBOOK, OR IN ANY WRITTEN OR ORAL STATEMENT CONTRADICTING, MODIFYING, INTERPRETING, EXPLAINING OR CLARIFYING ANY PROVISION OF THE HANDBOOK, IS INTENDED TO CREATE, OR SHALL CREATE, ANY EXPRESS OR IMPLIED CONTRACTUAL OBLIGATIONS THAT ARE BINDING UPON THE NORTH HUDSON COMMUNITY ACTION CORPORATION (“NHCAC”).**
3. **THIS HANDBOOK IS INTENDED FOR THE SOLE PURPOSE OF PROVIDING INFORMATION ABOUT NHCAC POLICIES AND PRACTICES THAT ARE CURRENTLY IN FORCE.**
4. **REGARDLESS OF WHAT THIS HANDBOOK SAYS OR PROVIDES, THE NHCAC PROMISES NOTHING AND REMAINS FREE TO CHANGE WAGES AND ALL OTHER WORKING CONDITIONS WITHOUT HAVING TO CONSULT ANYONE AND WITHOUT ANYONE’S AGREEMENT.**
5. **UNLESS OTHERWISE SPECIFIED IN LAW, ALL NHCAC EMPLOYEES ARE “AT-WILL” EMPLOYEES. THE NHCAC CONTINUES TO HAVE THE ABSOLUTE POWER TO TERMINATE ANY PERSON’S EMPLOYMENT AT ANY TIME WITH OR WITHOUT GOOD CAUSE.**
6. **THIS HANDBOOK SUPERSEDES AND REPLACES ANY PREVIOUS HANDBOOKS, RESOLUTIONS, AND STATEMENTS OF NHCAC POLICY AND/OR PRACTICES ON THE SUBJECT MATTERS CONTAINED HEREIN.**
7. **NOTHING IN THIS HANDBOOK IS INTENDED TO REPLACE OR SUPERSEDE THE TERMS OF ANY COLLECTIVELY NEGOTIATED AGREEMENT (“CNA”) BETWEEN NHCAC AND ANY ORGANIZATION REPRESENTING THE BARGAINING INTERESTS OF ANY UNIT OF NHCAC EMPLOYEES. IN THE EVENT OF A CONFLICT BETWEEN ANY PROVISIONS OF THIS MANUAL AND A CNA, THE TERMS OF THE CNA SHALL PREVAIL AS TO THAT SPECIFIC PROVISION.**

About this Handbook:

This Handbook is designed as a useful employment guide for all employees of North Hudson Community Action Corporation (“NHCAC”). Please read it thoroughly and retain it for future reference. It will acquaint you with your employment benefits, obligations, and responsibilities.

The policies stated in this handbook are guidelines only and are subject to change at the sole discretion of North Hudson Community Action Corporation, as are all other policies, procedures, benefits, or programs of North Hudson Community Action Corporation. From time to time, you may receive updated information concerning changes in policy.

There will be many things for you to learn about your new job and this Handbook is a good place to start. However, we could not possibly cover everything in the Handbook that you may have questions about. Please refer your questions to your immediate supervisor or the Vice President of Human Resources who will provide you with additional information and help whenever possible.

Although this book will be periodically revised due to changes in policy or procedure, we cannot republish this Handbook every time a change occurs. Some material may therefore become ineffective. Changes and addendums will be communicated to staff members via company email. Revised handbook will be accessible on NHCAC’s website and on SharePoint in Outlook.

Note: We have avoided the use of specific gender pronouns in this handbook wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders.

I. INTRODUCTION

Letter from the President/CEO

Welcome to the North Hudson Community Action Corporation!

As a member of our staff -- our family, really -- you will have the opportunity to help us provide high quality health care and social services to thousands of other families. During these difficult economic times, we must strive to help more people than ever before.

Our purpose and our mission are simple and straightforward: To promote and improve the quality of life and to eliminate the factors leading to poverty for northern New Jersey residents by providing comprehensive health and social services with compassion, through collaborations and partnerships, in a culturally sensitive environment.

This Employee Handbook has been prepared to give you the information and guidance you will need to be the most effective employee. It is intended to cover the procedures, rules and policies that apply to North Hudson Community Action Corporation's day-to-day activities. This is only a summary of the principles on which we stand, the benefits available, and the obligations you assume as an employee. Some information will change from time to time since our policies are under continuous review. As things change, we will send you memos or new handbook pages to keep with this Handbook for future reference.

We hope the Handbook will answer most of your questions. However, if you have additional questions, please talk with your supervisor, manager, Human Resources representative or me. All of us are eager to assist you in your role of assisting others.

On behalf of everyone at North Hudson Community Action Corporation, I wish you an enjoyable, successful and fulfilling career here caring for others. I look forward to working with you.

Sincerely,

Joan M. Quigley

President/CEO

North Hudson Community Action Corporation

II. EMPLOYMENT

The following pages describe NHCAC's policies and rules regarding employment and employee conduct. It is important that all employees read and understand these policies because they are designed to provide guidance and protect the safety and security of all our employees. Employees should contact their immediate supervisor or the Vice President of Human Resources if they have questions about any policy. These policies are not all-inclusive and are general guidelines for employees.

Classifications of Employment... (Policy reference AD-HR-35)

For purposes of salary administration and eligibility for overtime payments and employee benefits, NHCAC classifies its employees and other workers as follows:

Full-time: Employees hired to work thirty-five (35) or more hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

Part-time: Employees hired to work less than thirty-five (<35) hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.

Per Diem: Employees hired to work on an irregular "as needed" basis.

Temporary: Employees hired for a period of time to work on a specific project or fill a temporary need.

Non-exempt : Employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime at the premium (time-and-one-half) rate of pay. Non-exempt employees are required to account for hours and fractional hours worked.

Exempt: Employees are not granted the protections of the FLSA and are therefore not entitled to overtime pay. For more information regarding the Fair Labor Standards Act (FLSA) reference <http://www.dol.gov/whd/flsa/>

Please direct any questions regarding your employment classification or exemption status to the Human Resources Department.

Employee Files...

NHCAC maintains employee files on each employee. These files contain documentation regarding all aspects of the employee's tenure with NHCAC. Employee files are private and confidential. Only employees of the Human Resources Department are authorized to view and update the files.

To ensure that your employee file is up-to-date at all times, it is your responsibility to notify the Human Resources Department of any changes in your name, home telephone number,

home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contact information, and so forth. Changes are recorded and placed in the employee's personnel file to ensure that a current record is maintained. Updated records are essential in order for employees to receive such important documents as confirmation of insurance enrollment and W-2 earnings statements for tax purposes.

Criminal Background Investigation (Policy reference AD-HR-21) and Exclusion Check...

It is the policy of the North Hudson Community Action Corporation (herein, NHCAC) to conduct a confidential criminal background investigation on all new employees, rehired employees, independent contractors, interns, and volunteers as a condition of employment.

This policy is to ensure a safe, healthy, and work efficient environment for employees and to protect the safety and well-being of our employees, clients, patients, students and the public.

All new employees, rehired employees, independent contractors, interns, and volunteers as a condition of employment, will be subject to the criminal background investigation which will include a review of the employee's records, Social Security Number Search, Credit Report (if related to potential job duties, e.g. Cash Office, Payroll Office), Criminal History Background Check (for "criminal history record information" as the term is defined in N.J.A.C. 13:59-1.1) , and the National Sex Offender Registry.

Prior to performing a criminal background investigation, the NHCAC will provide a candidate, employee, or volunteer an appropriate notice and authorization in compliance with state and federal law.

The individual must provide the NHCAC with written authorization (which may also include the provision of fingerprints by the individual) to obtain a Credit Report and/or Criminal History Background Check.

In the event a candidate, employee, or volunteer refuses to provide written consent for the NHCAC to obtain such a report/check, they may be ineligible for employment with the NHCAC and/or be subject to discipline (up to and including termination).

NHCAC may use such the criminal background investigation to make decisions concerning an individual's employment (which may include discipline, up to and including, termination).

Such a report may contain "identifiable descriptions and notations of arrests, indictments, or other formal criminal charges, and any dispositions arising therefrom, including convictions pending court actions, dismissals, acquittals, sentencing, correctional supervision and release."

Such a report would be sought through appropriate law enforcement agencies and/or reporting agencies.

Such a report would not be used to discriminate against an employee of the NHCAC, nor will the information be misused in violation of federal or state equal opportunity laws or regulations.

The President/CEO or their designee will perform or initiate the criminal background investigation and be the recipient of reports from outside agencies or contractors.

The President/CEO or their designee will discuss potentially disqualifying information received with the employee's supervisor, and a determination that the information is disqualifying shall be made based on the following factors:

- (a) The nature and gravity of the offense or conduct, including the consideration of (i) the harm caused by the crime; (ii) the legal elements required to prove the crime; and (iii) the classification of the crime (i.e., felony or misdemeanor, etc.);
- (b) The time that has elapsed since the offense, conduct, and/or completion of the sentence;
- (c) The nature of the job held or sought, including the consideration of: (i) the job duties (not merely the job title); (ii) the level of supervision to be provided; (iii) the working environment (e.g., private home, outdoors, warehouse); (iv) interaction with others, especially with vulnerable individuals such as children/youth/minors; and (v) the relationship of the criminal history to the job to be performed.

An acquittal, a dismissal, successful completion of Pre-Trial Intervention (PTI), or an expungement of a criminal offense, including a disqualifying criminal offense, is not a disqualifying conviction.

Further, an arrest record standing alone may not be used to disqualify a candidate, volunteer, or employee from an employment opportunity.

However, the employer may make a disqualification decision based on the conduct underlying the arrest if the conduct makes the individual unfit for the position in question, in which case the conduct, not the arrest, is relevant for employment purposes.

The President/CEO or their designee will inform the candidate, volunteer, or employee, in writing, of any information that would disqualify the person from working for the NHCAC.

Prior to the NHCAC taking any disciplinary action against a candidate, employee, or volunteer as a result of information contained in a report, the individual shall be permitted a reasonable amount of time to respond to the report to contest the report's findings and/or to provide an explanation for same as follows.

In addition, the individual shall be advised that they have the opportunity to explain the criminal record and to demonstrate why the exclusion based on the employer has targeted screening process should not apply to them under the circumstances.

This information may include evidence of an error in the criminal record; facts surrounding the conviction; age at the time of the conviction and/or release from prison; evidence of a clean criminal and employment record since release; rehabilitation efforts; positive references; and evidence that they are bondable.

Thereafter, the employer shall give the individual further consideration and make a final determination concerning their employment with the NHCAC.

The President/CEO or their designee shall issue a written determination concerning the individual's employment, setting forth the reasons for the determination.

Existing employees or volunteers will be placed on immediate suspension pending the outcome of this procedure. Employee suspensions may be with or without pay at the discretion of the NHCAC.

State-level criminal history background checks supported by fingerprints are required for:

- a. Candidates for NHCAC's child care center positions.
- b. Candidates for NHCAC's substance abuse treatment program positions.

NHCAC will conduct a Child Abuse Record Information (CARI) background check on candidates for any childcare center of NHCAC.

Written information received as a result of a "Request for Criminal History Record Information for a Noncriminal Justice Purpose" will be destroyed immediately after it has served its authorized purpose, as required by the state police.

- a. Such information will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein.

The employee must complete a release form as soon as a contingent offer is made. The Human Resources Department will:

- a. Disclose to the individual its plans to obtain a criminal background investigative report and that the information will be used solely for employment purposes.
- b. Obtain written authorization from the individual.
- c. Inform the individual of his or her right to request additional information on the nature of the report and the means through which such information may be obtained.

As outlined in the Head Start Program Performance Standards, section 1302.90 Personnel policies; the Head Start / Early Head Start program must conduct the complete background check for each employee, consultant, or contractor at least once every five years which must include each of the four checks listed in paragraphs (b)(1) and (2) of the standard.

All offers of employment must come from the Human Resources Department. An offer to the selected candidate, is however contingent on the results of the criminal background investigation. If the employee commences work before the results of the criminal background investigation have been received, the offer letter will state that the continuation of employment is dependent on the results. Every employee must inform their supervisor or the designated person in the department within five business days if they are convicted of a crime (not including traffic infractions). Reporting of convictions is applicable to all employees.

Additionally, NHCAC shall conduct an Exclusion check, on a monthly basis, for all prospective employees and current employees (regular or temporary) contractors or subcontractors, who directly or indirectly provide, furnish, order, direct, prescribe, or manage services for NHCAC, to verify that they are not excluded, unlicensed or uncertified by searching the following databases:

1. State of New Jersey debarment list (mandatory):

<http://www.nj.gov/comptroller/divisions/medicaid/disqualified/>

2. Federal exclusions database (mandatory):

<https://exclusions.oig.hhs.gov/>

3. N.J. Treasurer's exclusions database (mandatory):

<http://www.state.nj.us/treasury/revenue/debarment/debarsearch.shtml>

4. N.J. Division of Consumer Affairs licensure databases (mandatory):

<http://www.njconsumeraffairs.gov/Pages/verification.aspx>

5. N.J. Department of Health licensure database (mandatory):

<http://www.state.nj.us/health/guide/find-select-provider/>

6. Certified nurse aide and personal care assistant registry (mandatory, if applicable):

<http://njna.psiexams.com/search.jsp>

7. Federal exclusions and licensure database (optional and fee-based):

<https://www.npdb.hrsa.gov/hcorg/pds.jsp>

If NHCAC finds any excluded, unlicensed or uncertified individual or entity is employed by, or contracting with the NHCAC, it must send written notification to the Office of the State Comptroller, Medicaid Fraud Division, and P.O. Box 025, Trenton, NJ 08625-0025.

Employee Request for Exemption...

Moral/Ethical Conflict

Quality patient care is of critical importance at NHCAC and an absolute priority of employees. In the event, however, that an employee believes that some aspect of patient care that they are required to perform conflicts with their values, ethics, or religious beliefs, that employee must advise the VP of Human Resources of their objection and submit in writing. NHCAC may require, at its discretion, the employee to explain and, if appropriate, document the basis for their objection.

The particular aspects of care that this policy includes, but is not limited to, are reproductive health care, genetic testing, end of life measures, and care to members of the immediate family, providing care on religious holidays not observed by the organization.

The VP of Human Resources will consider the employee's request for exemption and the basis for that objection and render a decision as to whether the employee will be excused from the performance of the aspect of patient care to which they has objected.

In all cases in which it was reasonably feasible, an employee is expected to have raised the issues of potential conflict prior to the commencement of employment. Failure to have done so will be considered by the Human Resources Department in the ultimate determination.

In no instance, however, can an employee refuse to perform any aspect of patient care, regardless of the basis for the objection, if such refusal may compromise the health and safety of the patient. Any employee raising an objection pursuant to the policy may not refuse to perform the required duty without giving NHCAC sufficient notice to allow for

supplemental coverage and for the Human Resources Department to consider and respond to the request.

Employment of Relatives...

NHCAC permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of NHCAC, create actual or perceived conflict of interest. For purposes of this policy, “relative” is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in law or “step” relation. NHCAC will exercise sound business judgment in the placement of related employees in accordance with the following guidelines

Individuals who are related by blood or marriage are permitted to work in the same NHCAC facility, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the “chain of command” of a relative such that the other relative could influence one relative’s work responsibilities, salary, or career progress.

No relatives are permitted to work in the same department or in any other positions in which NHCAC believes an inherent conflict of interest may exist.

Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of NHCAC, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

In addition, NHCAC recognizes that at times, employees and their “close friends”, “domestic partners”, or “significant others” may be assigned to positions that create a co-worker or supervisor-subordinate relationship. NHCAC will, in its discretion, exercise sound judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.

This policy applies to all categories of employment at NHCAC, including full-time, part-time, and temporary classifications.

Before hiring a relative of a current employee, the situation should be discussed and approved by the VP of Human Resources. Where there is a question of whether continued conflicts exist, the situation will be reviewed with the President/CEO and Corporate Compliance Committee for ultimate determination.

Employment Verifications/References...

Only employees of the Human Resources Department are authorized to provide information of any kind regarding current or former employees. NHCAC will not respond to any verbal inquiry by any third party (except where requested by a federal, state or local government agency as applicable by law). All requests for verification of employment and requests for

employment references regarding current or former employees must be directed to the Human Resources Department. No supervisor or manager of NHCAC is authorized to provide any such information, and supervisors and managers are subject to disciplinary action for doing so. NHCAC will release only a current or former employee's dates of employment and job title to any inquiring party. All inquiring parties must be informed that all requests must be made in writing to the Human Resources Department.

Diversity...

NHCAC recognizes the diversity in our society and is committed to understanding, appreciating, and managing this diversity in our workplace. The high value we place on diversity is evident in all our Human Resources practices and policies. Our equal employment opportunity policy ensures non-discriminatory practices in recruitment, hiring, compensation, training, and promotion. NHCAC's Managers and Supervisors are held accountable for creating a climate of respect and cooperation among all employees.

Equal Employment Opportunity...

NHCAC is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, ancestry, national origin, religion, sex, marital status, age, affection or sexual orientation, atypical hereditary cellular or blood trait, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, NHCAC complies with applicable federal, state and local laws governing non-discrimination in employment in every location in which NHCAC has facilities. This policy applies to all terms and conditions of employment, including but not limited to recruitment, employment, job assignments, training, compensation, benefits, promotions, transfers, and leaves of absence, layoffs, terminations, recalls, and social and recreational programs. Employment decisions are based solely on job-related requirements and on an individual's qualifications.

The primary responsibility for developing and monitoring the Company's equal Employment Opportunity policy is assigned to the VP of Human Resources:

**Vice President of Human Resources
North Hudson Community Action Corporation
800 31st Street
Union City, NJ 07087**

NHCAC expects employees to act in a way that contributes to the organizations equal employment opportunity objectives. Specifically, employees should:

Demonstrate sensitivity to and respect for social, cultural, sexual, and physical differences when working with other employees and clients; and

Report any violations of the equal employment opportunity policy to their immediate supervisors or the VP of Human Resources.

Nondiscrimination Against and Accommodation of Individuals with Disabilities and/or Pregnancy

In compliance with the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (NJLAD), NHCAC does not discriminate based on disability, pregnancy, pregnancy related medical condition, or childbirth.

It is the policy of the NHCAC to comply with all relevant and applicable provisions of the Americans with Disabilities Act, the ADA Amendments Act and the New Jersey Law Against Discrimination. NHCAC will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, childbirth, breastfeeding or pregnancy related medical condition. It is also the NHCAC's policy to, without limitation; administer medical examinations, such as second medical opinion or fitness- for-duty exams, (a) to applicants only after conditional offers of employment have been extended and (b) to employees only when justified by business necessity.

NHCAC will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities (including pregnancy), provided that the individual is otherwise qualified to safely perform the essential functions of their job and provided the accommodation does not impose undue hardship on NHCAC.

The VP of Human Resources shall engage in an interactive dialogue with disabled/pregnant employees and prospective employees to identify reasonable accommodations. In cases of an employee breastfeeding her infant child, the accommodations shall include providing the employee with reasonable break times each day and a suitable room or other location with privacy, other than a toilet stall, in close proximity to the work area, for the employee to express breast milk for the child.

All decisions with regard to reasonable accommodation shall be made by in accordance with the procedures set forth in the following section. Employees who are assigned to a new position as a reasonable accommodation will be paid the salary associated with their new position. The Americans with Disabilities Act does not require the NHCAC to offer permanent "light duty", relocate essential job functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

Employees should also offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting NHCAC facilities. Any questions concerning proper assistance should be directed to the VP of Human Resources.

Procedure for Requesting an Accommodation:

Qualified individuals with disabilities may make requests for reasonable accommodation to the Human Resources Department. On receipt of an accommodation request, the VP of Human Resources will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that NHCAC might make to help overcome those limitations.

NHCAC may require an employee seeking an accommodation to provide documented medical evidence of a disability or pregnancy related medical condition, the need for an accommodation, and the extent to which the employee is limited due to the disability or pregnancy related medical condition. Prior to granting any reasonable accommodation, NHCAC may also require the employee to undergo a medical examination to confirm the need for an accommodation and to help determine an appropriate accommodation in an individual circumstance. The NHCAC reserves its right to determine what, if any, reasonable accommodation it can/will grant in response to each request, mindful of any medical documentation received, and will discuss each request with the employee before finalizing its decision. NHCAC will not grant a reasonable accommodation, which will cause the organization to endure, incur or experience an undue hardship.

The VP of Human Resources, the VP of Medical Affairs/CMO and, if necessary, appropriate management representatives identified as having a need to know (i.e. – the individual’s immediate supervisor), will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to: the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facility’s overall financial resources and organization, and the accommodation’s impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility’s ability to conduct business.

The VP of Human Resources will inform the employee of NHCAC’s decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal NHCAC’s decision by submitting a written statement to the VP of Human Resources along with the reasons for the request.

The President/CEO will review all employee appeals. After reviewing an employee’s appeal, the President/CEO will notify the VP of Human Resources of their decision. The VP of Human Resources will notify the individual making the appeal of the President/CEO’s decision, whose decision will be final.

Resignations & Rehires... (Policy reference AD-HR 39)

Although North Hudson Community Action Corporation (herein, NHCAC) hopes that employment with NHCAC will be a mutually rewarding experience, it is understood that circumstances do cause employees to voluntarily resign employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures.

Resignations

Notice of Resignation:

Employees are encouraged to provide their immediate supervisor and Human Resources two weeks' notice to facilitate a smooth transition out of the organization.

If an employee provides less notice than requested, NHCAC may deem the individual ineligible for rehire depending on the circumstances regarding the notice given.

Employees are expected to work as regularly scheduled during the resignation period; vacation, and/or personal time will not be granted or approved and sick calls will be unpaid during this time.

Providers are to refer to their contract "**Term & Terminations**" language.

Department Heads are asked to provide a minimum of four weeks' notice.

Form of Resignation Notice:

All resignations must be confirmed in writing. The notice is to include the reason for leaving and the effective date.

Employees who verbally resign will receive a Confirmation of Resignation notice within 72 hours of verbal notice.

Employees resigning from a full or part time position, who wish to remain per diem with NHCAC, will be subject to the following status changes:

If applicable, a change in rate/salary.

No longer be eligible to participate in medical or/and other supplemental group benefits offered by NHCAC.

No longer, be eligible to receive paid time off benefits, vacation, personal days and holiday.

Per diem, employees may be eligible for sick time benefits under the NJ PAID SICK LEAVE LAW; see policy AD-HR-48 Sick Leave for further detail.

Will forfeit their seniority as a full or part time employee.

If an employee wishes to return to full or part time status after 30 days of transitioning to per diem, all medical benefits and paid time off benefits will be calculated from the new return to full/part time status date (seniority will not be backdated.)

If a per diem employee has not worked within a 90-day window, the employee will be noted to have voluntarily resigned from NHCAC.

Human Resources will send notice to the per diem employee acknowledging their voluntary separation.

Pay in Lieu of Notice:

Management reserves the right to provide an employee, with pay for the days of notice given, not to exceed two weeks', in lieu of notice in situations where job or business needs warrant. Such a decision should not be perceived as reflecting negatively on the employee, given that it may be due to a variety of reasons not known to the individual or other employees.

Resignation for Failure to Report to Work:

Employees who fail to report to work for two (2) consecutive days without properly communicating to the afterhours call center and their supervisor or manager, the reasons for their absence, will be viewed as voluntarily resigning their employment as of the second day.

The described resignation will be noted as Job Abandonment and the employee shall be deemed ineligible for rehire

Rescission of Resignation:

Employees will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the employer.

Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to contact Human Resources.

Forwarding Address and Final Pay:

Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address by the next payday.

Accrued but unused vacation will be paid out consistent with the NHCAC's vacation policy.

Eligibility for Rehire:

Employees who resign in good standing under this policy and whose documented performance is above average under NHCAC's performance management system will be eligible for reemployment.

Former employees will be considered for open positions along with all other candidates.

A former employee who is reemployed will be considered a new employee from the date of reemployment unless the break in service is less than thirty (30) days, in which case the employee will retain accumulated seniority.

Procedure:

Department heads in receipt of resignations are to forward the notice to Human Resources along with the Personnel Action Form and if necessary, a Position Requisition outlining the need to replace the resigning employee.

Work Hours... (Policy reference AD-HR-60)

The purpose of this policy is to provide an outline of work hours and meal periods for all employees of North Hudson Community Action Corporation (herein, NHCAC).

(Exception) Head Start and Early Head Start services are required to follow program guidelines and policies for daily meal periods.

Definitions:

Non-exempt : Employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime at the premium (time-and-one-half) rate of pay. Non-exempt employees are required to account for hours and fractional hours worked.

Work Hours: Any of the hours of a day during which work is done.

Meal Periods: Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. Non-exempt employees must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if they are required to perform any duties, whether active or inactive, while eating.

Guidelines

Work hours and schedules vary throughout all of NHCAC's programs and services. An employee's particular hours of work and the scheduling of meal periods will be determined by the employee's immediate supervisor.

Daily and weekly work schedules may be changed from time to time, at the discretion of NHCAC, to meet the varying conditions of operations. Changes in work schedules will be announced as far in advance as practicable.

Non-exempt employees, scheduled to work 6 or more continuous hours in Administration, CAP Programs or the Health Centers are assigned one daily-unpaid 30-minute meal period in addition to a 15-minute paid period which will be combined to equal a 45-minute meal period.

Meal periods may not be used to compensate for absences such as arriving late or leaving work early.

All employees are expected to adhere to their assigned work schedules and meal periods.

Identification Cards... (Policy reference AD-HR-04)

Employees of North Hudson Community Action Corporation (herein, NHCAC) are required to wear an identification badge while they are on duty to identify themselves and their function to customers, patients, visitors, families and unfamiliar staff members.

The form of ID provided must be worn conspicuously above the waist at all times while on duty. ID badges not only provide a ready means of identifying the person, their position and

function, it also assists the security effort - those without ID's can be questioned about their purpose and properly directed.

NHCAC will provide an initial identification badge at no cost to the employee. Replacements for any reason other than change of policy or a change in position or title will be at the employee's expense, at a nominal cost, payable to NHCAC for replacement purposes.

Non-Compliance:

It will be the responsibility of the Department Heads to ensure that employees wear their ID.

Failure to properly wear your ID while on duty will result in disciplinary action, in accordance with policies: AD-HR-02 – Dress Code & AD-HR-17 Departmental Uniform.

III. COMPENSATION POLICIES

Deductions from Pay...

Each employee must complete tax-withholding forms (federal W-4 and state/local forms where applicable).

It is extremely important to notify the Payroll Department of a change in withholding status. Forms are available from the Human Resources Department for this purpose, and changes will be processed within 15 business days of receipt. Changes may not be made retroactively. Remember: incomplete or inaccurate information can result in incorrect tax withholding.

Federal income tax (FIT), Social Security tax (FICA), Medicare tax, and applicable state or local taxes are deducted each pay period.

Eligible employees may authorize deductions for other purposes, such as health and life insurance, credit union, the 403 (b) Salary Reduction Annuity Plan, etc.

Overtime and Other Premium Payments...

If you are classified as a nonexempt employee (see the Classifications of Employment policy section for the definition of nonexempt employee), you will receive compensation for pre-approved overtime work as follows:

Nonexempt employees will be paid time and a half for hours worked in excess of forty hours during the regular workweek.

The immediate supervisor must approve any overtime, in advance.

Only physically worked hours will count as time worked in determining eligibility for overtime.

Your immediate supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

You will normally receive payment for overtime in the pay period in which such overtime is worked, providing that your time record has been approved by your immediate supervisor for processing in a timely manner.

Payroll Records...

A current pay stub normally supplies adequate information when an employee must provide documentation of his or her earnings. For major financial or legal transactions, however, a copy of an official payroll record may be required. Employees may obtain copies of their payroll records by submitting a written request to the Payroll Department, at least 15 business days in advance of the date needed.

Regular Pay Procedures...

All NHCAC employees are normally paid on a bi-weekly basis, usually every other Thursday (unless the President/CEO elects a different pay cycle). This is for services performed for the two- (2) week period ending the previous Sunday at 12:00 a.m. midnight. If the normal payday falls on a holiday, payments will be made the preceding day. All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be held automatically from your paychecks.

In the event that your paycheck is lost or stolen, please notify your immediate supervisor immediately. Your immediate supervisor will, in turn, notify the Payroll Department who will attempt to put a stop-payment notice on your check. If we are able to do so, you will be issued another check. Unfortunately, however, NHCAC is unable to take responsibility of lost or stolen paychecks, and if we are unable to stop payment on your check, you alone will be responsible for such loss.

Changes will be made and announced in advance whenever the company holidays, closings or unforeseen events interfere with the normal payday.

Direct Deposit...

Direct deposit of pay is available to all employees. Direct deposit saves employees valuable time by depositing their pay directly into an account at a financial institution of their choosing. Employees enjoy many advantages by using the direct deposit service including: time saved by automatic deposit of pay on paydays; flexibility of distributing funds to more than one account; and security of knowing that pay will be deposited automatically, even if they are away from the office on a payday. Information and authorization forms are available in the Human Resources Department.

Payroll Questions or Discrepancies...

Employees should review their pay stubs carefully each payday. Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your immediate supervisor or contact the Payroll Department immediately. Your immediate supervisor can resolve or answer most questions about payroll problems.

In order to enable the Payroll Department to resolve any questions accurately and in compliance with government regulations, employees are required to report any discrepancies involving pay, to the Payroll Department, within 30 days following the payday in which the discrepancy occurred.

It is the NHCAC's policy to comply with the Fair Labor Standards Act ("FLSA") and to make only legally required or authorized payroll deductions. Any payroll deduction that is not legally required or authorized is prohibited.

The FLSA requires employers to pay most employees at least minimum wage for all hours worked and overtime pay at time and one-half their regular rate of pay for all hours worked over 40 hours in a work week. There are exemptions from minimum wage and overtime requirements for executive, administrative, professional, outside sales and certain computer employees. Each of these exemptions is thoroughly defined by detailed regulations.

Complaint Procedure: If you believe that the NHCAC has made an improper payroll deduction from your paycheck, you must immediately report your concern to the Human Resources Department using the Employee Complaint Form located at Appendix A.

1. **Investigation:** The NHCAC will investigate any report of an improper payroll deduction.
2. **Reimbursement:** If the NHCAC determines that it has made an improper deduction, it will promptly reimburse the employee.
3. **No Retaliation:** Any adverse action taken against an employee who reports an improper deduction in good faith is prohibited. If you feel that you have been retaliated against for making such a report, please advise Human Resources.

Timekeeping Records...

It is the policy of NHCAC to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work (including overtime hours where applicable), of the accrued leave time you have taken, and to ensure that you are paid in a timely manner; you are required to use NHCAC's official time record system.

Nonexempt and exempt employees: Your "START" and "END" times for each workday must be recorded.

All employees must account for their time each pay period, whether they have worked during that pay period or not. Falsification of time records is a breach of company policy and is grounds for disciplinary action, up to and including termination.

IV. TIME-OFF BENEFITS

Bereavement Leave... (Policy reference AD-HR 41)

North Hudson Community Action Corporation (herein, NHCAC) recognizes the family responsibilities that develop and the personal need for time off when a death in the family occurs. Employees are paid in accordance with the following policy to help accommodate these needs.

Eligibility

All full-time, active employees are eligible for benefits under this policy.

To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.

Bereavement days must be taken consecutively within a reasonable time of the day of death or day of the funeral and may not be split or postponed. An employee may be requested to provide proof of such death.

Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation.

Paid bereavement leave will be granted according to the following schedule:

Employees are allowed up to four (4) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's:

Spouse, domestic partner, child, parent, sibling, grandparent, grandchild, stepparent, stepchild, or parent -in-law, son-in-law or daughter-in-law.

Employees are allowed one (1) day off from regular scheduled duty with regular pay in the event of death of the employee's:

Aunt, uncle, niece, nephew, cousin or other family member.

Extension of Time Off

Under certain circumstances, an employee may require additional time off due to a death in the family. In such cases, an employee may, with his or her supervisor's approval, use any available **vacation** for additional time off as necessary.

Exceptions

Temporary, probationary, part time and per diem employees will not be eligible for paid time for bereavement, however, the supervisor should make every reasonable attempt to grant any employee unpaid time off as necessary to attend the funeral in the event of a death in the family.

Holidays... (Policy reference AD-HR 44)

North Hudson Community Action Corporation (herein, NHCAC) makes every attempt to accommodate the needs and wishes of employees to be with their families and friends at holiday time without compromising the essential nature of our services.

Eligibility:

Full and part time employees are provided paid time off for holidays.

Eligible employees receive holiday pay only if the holiday falls on their regularly scheduled workday.

The number of hours of pay granted would be equivalent to the number of hours you are regularly scheduled to work on that day.

Employees are required to work their regularly scheduled hours the workday preceding and the workday following the holiday.

An approved vacation or personal day off will be considered as a day worked for purposes of holiday pay eligibility.

Sick days however will not be considered as a day worked for purposes of holiday pay; the time is to be coded as sick provided the employee has presented written medical certification to substantiate the absence. **The notice must be presented on the day the employee returns.**

Exceptions:

Employees do not accrue holidays while on any type of leave of absence.

Per Diem and temporary employees are not eligible for this benefit.

Contracted providers will follow the accrual benefits plan outlined in their Employment Agreements, Paid Time Off (PTO).

There shall be no carryover of holidays from year to year, and there shall be no payment for unused holidays at the end of any fiscal/school year or in the event of termination.

Religious Holidays

You may take time off to observe your religious holidays. Vacation or personal days may be used for this purpose; otherwise the time off is without pay. You must notify your immediate

supervisor at least ten (10) business days in advance of your intention to take a day off for religious reasons.

Holidays Observed:

Administration / CAP / Employee Health/ WIC:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
President's Day	Columbus Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Day after Thanksgiving Day
Christmas Day	

Health Center / Call Center / Central Supply / Housekeeping / IT Services Maintenance / Referral Services / Security:

New Year's Day	Independence Day
President's Day	Labor Day
Good Friday	Veteran's Day
Easter Sunday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day

Head Start / Early Head Start:

Employees in the Head Start/Early Head Start programs will follow their school district's calendar schedule. "Winter Recess" is noted as holiday time and timecards should be coded as such; while "Spring Recess" is counted against the employees' annual vacation time (*see HR Policy AD-HR-47 Vacations*).

Holidays falling on a Saturday are normally observed on the preceding Friday.

Holidays falling on a Sunday are normally observed on the following Monday or in accordance with federal holiday guidelines.

Employees are notified prior to the beginning of each fiscal /school year of the actual dates on which these holidays are observed.

Inclement Weather... (Policy Reference AD-HR-56)

North Hudson Community Action Corporation (NHCAC) is committed to the safety and security of its employees, patients, clients and visitors. As such, the decision to postpone

programs or activities, cancel services or close the organization due to inclement weather is based on the overall concern for the safety and security of the NHCAC community.

In general, however, NHCAC's practice is to remain open and to conduct business as usual during periods of inclement weather, except as noted in this policy statement.

Program/Agency Closings:

At times, emergencies such as severe weather, fires, power failures or earthquakes, can disrupt NHCAC operations. In extreme cases, these circumstances may require the closing of a work facility; NHCAC leadership will make the determination regarding when the business will close.

After regular business hours or the overnight hours, should it be determined that NHCAC will be closed the following business day due to an emergency situation; all efforts will be made to notify employees ahead of time of the closure(s). Examples of communication include: Swift 911, updating the outgoing message on NHCAC's main line informing all who call of the closure, the NHCAC website will also be updated with information and each team leader will be expected to notify their team members.

If NHCAC is open, employees are expected to report to work as scheduled, or call in if they will be late. However, each employee must observe weather conditions in his or her area and determine whether it is unduly hazardous to attempt to drive or commute to work when weather conditions are severe. We do not expect anyone to take an unreasonable risk in attempting to get to work.

Employees in operations deemed essential by management may be asked to work on a day when other operations are officially closed. In these circumstances, employees who work will receive regular pay.

Pay Policies During Inclement Weather:

In cases where NHCAC does not authorize an emergency closing, employees who fail to report for work will be required to use accrued but unused vacation or personal time to cover such absences.

Full-time employees who are absent on sick, vacation or personal time will be paid as such if their program unexpectedly closes early.

All full-time employees will be paid for regularly assigned hours of work in the event that during a working day, **when they are present**, their program closes unexpectedly.

When an emergency situation occurs where NHCAC is closed, all full-time exempt and non-exempt employees will receive pay, for their regularly scheduled hours, for up to one week during the closure. After that time, employees are eligible to use paid time off to cover lost wages. No overtime will be paid during this time.

Employees who take time off during inclement weather may not charge the time out as sick time unless they were out sick the day before, otherwise only personal or vacation time may be used.

Upon NHCAC reopening all employees are expected to return to work. For any employee who needs more time to tend to repairs or damage beyond the norm, our normal leave of absence policies will apply. In these cases, employees should stay in close communication with Human Resources to ensure the time off is considered properly.

If an employee believes they cannot commute safely between their home and place of work during periods of inclement weather, the employee is required to notify their supervisor and use vacation or personal benefit time.

An allowance of up to one hour may be made for safe arrival provided the employee's location and/or travel conditions warrant such consideration. This allowance is made from the employee's regularly scheduled starting time. Employees reporting within the one-hour period will be paid for their entire shift. Employees (non-exempt) reporting to work beyond the first hour of their shift will not be paid for their period of lateness and may be permitted to use accrued benefit time at the discretion of their immediate supervisor in consultation with Human Resources.

Head Start / Early Head Start

NHCAC in conjunction with the Board of Education shall determine annually, the days when the HS/EHS programs will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction. Days on which school is closed for holidays, trainings, and inclement weather shall not be considered as days in session.

Should the HS/EHS programs be closed during the instructional period (September – June) due to emergency situations or inclement weather, employees will be paid for regularly assigned hours with the understanding these paid hours will be made up at the end of the school term without any additional compensation.

Staff who do not commit to working the “make-up” days will be garnished for all hours prepaid during the original closure(s).

Jury and Witness Duty Leave... (Policy reference AD-HR 42)

North Hudson Community Action Corporation (herein, NHCAC) provides income protection while an employee carries out his or her civic responsibility.

Eligibility:

If you are a full-time employee who is summoned to jury duty, NHCAC continues your salary during your active period of jury duty for up to two (2) weeks in any 24-month period.

You are also permitted to retain the allowance you receive from the court for such service.

Procedures:

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee must submit to immediate supervisor a copy of the summons to serve as soon as it is received.

A copy should also be forwarded to Human Resources and Payroll to ensure proper coding of paid time.

In addition, proof of service must be submitted to your immediate supervisor when your period of jury or witness duty is completed.

The supervisor will make scheduling adjustments to accommodate the employee's obligation.

All employees are allowed time off if summoned to appear in court as a witness. Employees may use accrued PTO, or vacation time. If such benefit time is not available, the employee may take the time as unpaid.

Employees summoned to appear in court on behalf of NHCAC will be paid their normal work hours.

Exceptions:

Temporary, probationary, part time and per diem employees will not be eligible for paid time for jury or witness duty.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

Providers and any employees with Employment Agreements are not eligible for personal, sick, or vacation hours. They are provided Paid Time Off (PTO) hours as per their Employment Agreement.

Note: NHCAC will make no attempt to have your service on jury postponed except when business conditions necessitate such action.

Personal Days... (Policy reference AD-HR 43)

In addition to providing paid time off for company-designated holidays, North Hudson Community Action Corporation (herein, NHCAC) permits full time employees to take up to three (3) paid personal days, every calendar year, for personal matters that cannot be taken care of outside regular business hours. Reasons such as; parent-teacher conferences, voting, preparing for a family holiday party, visiting healthcare professionals for preventive treatment, for religious observances, and/or other events of personal significance.

Eligibility:

All full-time, active employees are eligible for personal day benefits under this policy.

Full time employees are credited with three (3) personal days at the beginning of each calendar year.

Full time Head Start employees working September through June of each school term are

credited with two (2) personal days.

Full time employees, with less than one year of employment, and who have successfully completed the probationary period (90 days) are eligible for prorated personal days during the current calendar year.

Personal hours will be prorated for full time employees working less than 40 hours per week (35-40 hours).

During the probationary period (90 days) of employment, personal days are NOT accumulated and cannot be used. Any days taken off during the probationary period will not be compensated for.

Exceptions:

Employees do not accrue personal days while on any type of leave of absence.

Part time, per diem and temporary employees are not eligible for this benefit.

Contracted providers will follow the benefits plan outlined in their Employment Agreements; Paid Time Off (PTO).

There shall be no carryover of personal days from year to year, and there shall be no payment for unused personal days at the end of any calendar year or in the event of resignation and/or termination of employment.

Procedures:

Requests are to be presented in writing utilizing the **Paid Time Off Request Form** and submitted to the employees' immediate supervisor according to departmental requirements.

Each Department should make reasonable efforts to adjust schedules to meet requests; full consideration is given to requests for holidays of religious significance where reasonable accommodation is possible.

Approval of requested Personal Days must be in writing.

Sick Leave... (Policy reference AD-HR 48)

Policy Statement

North Hudson Community Action Corporation (herein, NHCAC) will provide paid sick leave, to eligible employees, in accordance with the terms of this Policy and New Jersey's Paid Sick Leave Act. As detailed below, this Policy sets forth the eligibility requirements for sick leave, the conditions for earning and using leave, the process for requesting leave, and other related provisions.

Eligibility:

All active employees are eligible for sick leave benefits under this policy.

Full time employees are credited with eight (8) sick days at the beginning of each calendar year.

Full time Head Start employees working September through June of each school term are also credited with five (5) sick days.

Part time, per diem and temporary employees accrue 1 hour of paid sick time for every 30 hours worked per week.

All employees, with less than one year of employment, and who have been employed for ninety days (90) are eligible for prorated sick days during the current calendar year. In no event shall an employee accrue less than 1 hour of sick time for every 30 hours worked per week.

Sick hours will be prorated for all employees working less than 40 hours per week. In no event shall an employee accrue less than 1 hour of sick time for every 30 hours worked per week.

Sick days may be carried over from one calendar year to the next. Total maximum balance allowed is 39 days. Any time over this amount (39 days), will be forfeited.

If the employee is on leave under the Family and Medical Leave Act (FMLA) and/or New Jersey Family Leave Act (FLA), paid sick leave and paid annual/vacation leave must be used initially, as part of the FMLA and/or FLA leave.

Employees are not eligible for paid sick days if they are within the first ninety days (90) of employment with NHCAC. Any days taken off during this period will not be compensated for.

Exceptions:

Employees do not accrue sick hours while on any type of leave of absence.

Sick time may be used in half-day increments.

Contracted providers will follow the benefits plan outlined in their Employment Agreements; Paid Time Off (PTO).

Usage/Management

If an employees need for earned sick leave is foreseeable (can be planned in advance), NHCAC requires up to 5 days' advance notice of intention to use earned sick leave.

Sick leave is to be used for the following reasons:

an employee's need for medical diagnosis, care or treatment of, or recovery from a mental or physical illness, injury or health condition; an employee's need for preventive medical care;

to aid or care for a family member during diagnosis, care or treatment of, or recovery from the family member's mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;

absence due to employee or family member being a victim of domestic or sexual violence for purposes of obtaining: medical attention to recover from physical or psychological injury or disability; services from a domestic violence or victim services agency; psychological or other counselling; relocation; or legal services, including seeking a restraining order or preparing for or participating in court proceeding related to the domestic or sexual violence

Closure of employee's workplace or the school or daycare of employee's child by a public official due to an epidemic or other public health emergency or because of a public health agency determination that the presence in the community of the employee or employee's family member in need of care, would jeopardize public health;

To attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher or professional staff member responsible for the employee's child's education or to attend a meeting about care provided to the child for the child's health or disability.

If an employee has: (1) tested positive for COVID-19; (2) has symptoms of COVID-19; (3) was exposed to coronavirus during the course of their work and has been told to quarantine by a healthcare provider or public health authority; (4) is unable to work because their minor child's school or daycare was ordered closed by a public official for a public health reason, their child has mandatory remote learning, or they have no childcare due to the coronavirus emergency; (5) is unable to work because their place of employment was ordered closed by a public official for a public health reason; (6) been advised by a healthcare provider or public health authority to quarantine (e.g., an employee is immunocompromised); (7) is caring for a relative with coronavirus or symptoms of COVID-19; and is unable to work, the employee will not be fired for taking time off to test, quarantine, or isolate, with a medical note recommending that the employee take that time off because the employee has, or is likely to have, an infectious disease that may infect others at the employee's worksite.

Proof of illness may be requested for **any absence** chargeable to sick leave.

An employee who has a sick leave of absence in excess of three (3) consecutive work days must provide the Human Resources Department with medical documentation clearing the employee to return to work. **The notice must be presented on the day the employee returns.**

Employees who call out sick the day before or the day after a weekend, holiday, vacation day, or personal day, must present medical documentation to the Human Resources Department for the absence in order to be compensated for the sick time. **The notice must be provided on the day the employee returns.**

When an employee exhausts their sick hours, approved sick time will be charged against the employees Personal or/and Vacation hours.

New Jersey's Paid Sick Leave Act does not entitle employees to use more than their annual allowance of sick hours (40 hrs.) in any calendar/school year.

Employees are not paid for unused sick leave upon termination of employment.

Family Member:

For purposes of this policy, "family member" means, a child, grandchild, sibling, spouse, civil union or domestic partner, parent or grandparent of an employee, or a spouse, civil union or domestic partner of a parent or grandparent of an employee, or a sibling of a spouse, domestic or civil union partner of the employee or any other individual related by blood to the employee or whose close association with the employee is equivalent of a family relationship.

Corrective Action:

Any individual failing to observe the guidelines set forth in this policy, shall be subject to progressive corrective action up to and including termination of employment.

Vacation Time... (Policy reference AD-HR 47)

North Hudson Community Action Corporation (herein, NHCAC) recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities. In the interest of health, morale, and efficiency, we encourage all employees to take full advantage of their paid time off benefits and take time off from work.

NHCAC grants paid vacation time to its full-time employees; the amount of vacation to which an employee becomes entitled, is determined by the employee's length of service as of their full-time employment anniversary date.

Eligibility:

All full-time, active employees are eligible for vacation benefits under this policy.

Full time employees are credited with their full vacation allowance at the beginning of each calendar year.

Full time employees, with less than one year of employment, and who have successfully completed the probationary period (90 days) are eligible for prorated vacation hours during the current calendar year.

The number of vacation days is based on an employee working 40 hours per week.

Vacation hours will be prorated for full time employees working less than 40 hours per week.

During the probationary period (90 days) of employment, vacation days are NOT accumulated and cannot be used. Any days taken off during the probationary period will not be compensated for.

Exceptions:

Employees do not accrue any vacation time while on any type of leave of absence.

Part time, per diem and temporary employees are not eligible for this benefit.

Contracted providers will follow the benefits plan outlined in their Employment Agreements; Paid Time Off (PTO).

Full time Head Start employees “Spring Recess” is counted against vacation time for those whose classrooms/operations are closed; i.e. Family Advocates, Food Service and identified support services as defined by the Vice President of Head Start Early/Head Start Programs. No identified HS/EHS employees working less than 50 weeks per year earn vacation benefits.

Upfront Vacation Allocation

At the beginning of each calendar year, employees vacation hours will be front loaded in accordance to the below vacation table.

All vacation time earned is based on effective date of full time status.

Employees that will reach their next vacation step, within the current calendar year, will be credited their additional time at the beginning of that year; January 1st.

Vacation Table:

Completed Service	Number of Days / Hours
0-3 years	10 days / 80 hours
3-8 years	15 days / 120 hours
8-15 years	20 days / 160 hours
15+ years	25 days / 200 hours

Vacation Request/Scheduling:

Vacations may be taken as weekly periods or as individual days as long as the period chosen meets the departmental approval.

Vacation time must be taken in half or full day increments. Requests are to be presented in writing utilizing the **Paid Time Off Request Form** and submitted to the employees’ immediate supervisor according to departmental requirements.

Each Department should make reasonable efforts to adjust schedules to meet requests. However, if two or more employees from the same department request vacation time during the same period, and the department can only approve one. If neither of the employees is willing to change their request, the employee who requested first will receive priority. If all requests are simultaneous, length of continuous service (seniority) will be the deciding factor.

Approval of requested vacation(s) must be in writing.

Pay in Lieu of Vacation:

Vacation pay in lieu of time off will not be permitted.

Advanced Vacation Pay:

Full-time employees that have satisfied a minimum of one year of continuous employment service and wish to receive advanced vacation pay, on their regularly scheduled pay date prior to their scheduled vacation, must complete an **Advanced Vacation Pay Request Form**.

Advanced Vacation Pay Request Form must be submitted, to the Human Resources Department, at least two weeks (no later than 10:00 a.m. the Monday before a scheduled pay date) prior to the start of your scheduled vacation. The Payroll Department will not process any request for advanced vacation pay, which is not submitted in a timely manner.

Employees must have the sufficient amount of vacation time available to cover the request as of the last pay period prior to the request.

Employees carrying a negative balance will be denied this request.

Employee's initial vacation request must be approved **prior** to requesting advance pay;

A copy of the approved Paid Time Off Request Form **will** need to be presented.

Vacation time that will be used must be in increments of 40 hours.

The advancement will be paid the pay period **prior to** the employee's vacation request.

Advanced vacation payments weeks, or months in advance, will not be granted.

The President/CEO must approve all requests for advanced vacation pay.

Holiday within Vacation Period:

In the event that a holiday observed by NHCAC falls within a scheduled vacation period, you will be granted an alternate day of vacation.

Vacation Carryover:

Although earned accrued and unused vacation days may be carried over from one calendar year to the next, the maximum that can be carried over is 10 days. Therefore, at the start of each calendar year, January 1, the maximum carryover, cannot exceed 10 days. Any time over this amount (10 days), will be forfeited.

Effects of Termination:

If employment is terminated, accrued, unused vacation leave that has been earned through the last day of active employment will be paid at the employee’s base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse NHCAC for the cost of the vacation advance. In the event of the employee’s death, earned, unused vacation time will be paid to the employee’s estate or designated beneficiary.

Family and Medical Leaves of Absence... (Policy reference AD-HR-40)

Employees may qualify for family or medical leaves of absence under federal and/or state laws, whichever affords the employee greater rights under the employee’s particular circumstances.

Policy Statement:

This policy sets forth the leave policy of the North Hudson Community Action Corporation (herein, NHCAC), which complies with both the Federal Family and Medical Leave Act and the New Jersey Family Leave Act (jointly “FMLA”). NHCAC provides eligible employees with up to twelve (12) weeks of unpaid leave; (I) to care for a newly born child, (II) to be with a child who was recently adopted or recently placed in foster care, (III) to care for a seriously ill spouse, child or parent, or (IV) as a result of the employee’s own serious health condition causing an inability to perform the essential duties of his or her job.

Eligibility Criteria

Employees who have worked at least 12 months and 1,250 hours within the previous 12-month period may be entitled to leave under the Federal FMLA. Employees who have worked at least one year and 1,000 hours within the previous 12-month period may be entitled to leave under the State FLA. Under the federal FMLA, employees may take a maximum of 12 weeks of leave in any rolling 12-month period. New Jersey FLA leave is limited to a maximum of 12 weeks in any 24-month period.

Duration and Entitlement

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to twelve workweeks of leave in a 12-month period for:

the birth of a child and to care for the newborn child within one year of birth;

the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

to care for the employee’s spouse, child, or parent who has a serious health condition;

a serious health condition that makes the employee unable to perform the essential functions of his or her job;

any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Military Caregiver Leave

As noted in the foregoing section, employees may also be eligible for an unpaid leave for up to twenty-six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of their family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of their office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; *or*
2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent (50%) or greater, and the need for military caregiver leave is related to that condition; *or*
3. A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; *or*
4. An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any *one* of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon the employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition,

upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- Statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- Approximate date on which the qualifying exigency commenced or will commence;
- Beginning and end dates for leave to be taken for a single continuous period of time;
- An estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
- If the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of fifteen (15) calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

How FMLA Leave is Requested and Scheduled

Employees must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

The Human Resources Department will coordinate communication with the department head and employee to discuss; eligibility, terms and conditions of leave, documentation requirements and reporting requirements.

Employee Reinstatement from Leave

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Under the federal FMLA, certain "key employees" may be denied reinstatement if necessary to prevent substantial and grievous economic injury to NHCAC's operations. Certain "key employees" may also be denied a state FMLA leave. Key employees will be provided notice of their key employee status at the time of the company's decision on their entitlement to FMLA leave.

An employee who does not return to work following FMLA leave will be considered to have voluntarily resigned. Such resignation may be a qualifying event entitling the employee to continuation of health care coverage under COBRA.

Health Benefits

Under FMLA, NHCAC will maintain coverage under its group health plan during an employee's FMLA leave as if the employee had been employed continuously. During any paid portion of FMLA leave, the customary procedure for obtaining the employee's premium payments will be followed. During any unpaid-portion of FMLA leave, the employee is responsible for payment of his or her customary portion of health insurance premiums, as if he or she were still on the payroll. Employees will be provided with advance notice of the costs and schedule for such health insurance premium co-payment.

If an employee's health insurance premium co-payment is more than 30 days late, NHCAC's obligation to continue health care coverage ceases. Coverage will be discontinued as of the end of the 30-day late period once the employee has been sent a written notice giving at least 15 days warning.

Medical Certification and Reporting Requirements

NHCAC requires an employee to submit medical documentation certification from their health care provider when seeking leave for any serious health condition.). This includes justification for any requested intermittent or reduced-schedule FMLA leave or certification that the employee is needed to care for a sick spouse, parent or child.

Additionally, before an employee returns to work from leave for his or her own serious health condition, employees are required to present NHCAC with a Fitness for Duty Certification from their healthcare provider indicating that they are capable of returning to work and performing the essential functions of their position, and whether such capability is dependent upon reasonable accommodation. Where necessary, NHCAC will make reasonable accommodations for any disability an employee may have in accordance with applicable laws.

Medical documentation must be provided to Human Resources, at least two (2) weeks prior to return.

If NHCAC has reason to doubt the employee's health care provider's initial certification, it can require the employee to undergo a second examination by an independent, NHCAC-designated provider, at NHCAC's expense. If the opinions of the employee's and the NHCAC's designated health care providers differ, the matter will be resolved by a third jointly-selected health care provider, at NHCAC's expense, whose decision will be final and binding for the leave request.

Definitions:

Serious Health Condition:

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or

a period of incapacity requiring absence of more than **three calendar days** from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or

any period of incapacity due to pregnancy, or for prenatal care; or

any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or

a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,

any absences to receive multiple treatments (including any period of recovery there from) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

For more information on Family and Medical Leave(s) including the Military Family Leave Provisions log on to: <http://www.dol.gov/whd/fmla/>

Unlawful Acts and Enforcement

It is unlawful for NHCAC to interfere with, restrain or deny the exercise of any right provided under FMLA. It is also unlawful for NHCAC to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement with any proceeding under or relating to FMLA.

Any employee who feels that his or her rights under the FMLA are not being protected by NHCAC should notify the Human Resources Department immediately. Employees who feel that their rights under the FMLA have been violated can also file a complaint with the United States Department of Labor or a lawsuit directly against NHCAC.

The New Jersey Temporary Disability Benefits Law

Family Temporary Disability (“FTD”), also known as Family Leave Insurance (“FLI”), payments from the State of New Jersey for up to twelve (12) week of continuous leave and eight (8) weeks of intermittent leave in a twelve (12) month period may be available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn, newly adopted or newly placed foster child.

To be eligible for FLI in 2021, an employee must have worked twenty (20) weeks earning at least \$220 weekly, or have earned a combined total of \$11,000 in the base year. The weekly benefit is 85% of an employee’s average weekly compensation up to a maximum of \$903 per week (this amount is subject to change). FLI will run concurrently with FMLA and/or FLA.

Employees taking paid family leave in connection with a family member’s serious health condition may take leave intermittently or consecutively. Intermittent leave under the NJFLA is available for the care of a newborn or adopted child in manner prescribed under N.J.S.A. 43:21-39.3(2) (“Family temporary disability leave for birth, placement in foster care, or adoption of a child”).

Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for leave. An employee seeking intermittent FLI is required to provide the NHCAC with fifteen (15) days' notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the NHCAC with a regular schedule of days for intermittent leave.

In the case of intermittent benefits for FTD leave with respect to a birth, placement in foster care, or adoption, the covered individual shall provide the NHCAC with prior notice of the leave not less than fifteen (15) days before the first day on which benefits are paid for the intermittent leave, unless an emergency or other unforeseen circumstance precludes prior notice; and the covered individual makes a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer and, if possible, provide the employer, prior to the commencement of intermittent leave, with a regular schedule of the days or days of the week on which the intermittent leave will be taken.

The Family Leave Insurance benefits program is funded exclusively through regular payroll deductions.

Family Leave Insurance benefits are administered by the New Jersey Department of Labor ("NJDOLE"). All determinations regarding eligibility are made by the NJDOLE. A determination of eligibility for family leave insurance benefits is not a guarantee of job protection during the leave period.

For more specific information on the Family Leave Insurance benefits contact the Human Resources Department.

SAFE Act Leave...

Any employee who has been employed for at least twelve (12) months and has worked a minimum of 1,000 hours in the preceding year, will be eligible to take up to twenty (20) days of unpaid leave for certain purposes under the New Jersey SAFE Act if they or a member of their immediate family is the victim of domestic violence or sexual assault. For purposes of the SAFE Act, "immediate family" means, the employee's child, parent, spouse, domestic or civil union partner.

SAFE Act leave must be taken in full day increments on a consecutive or intermittent basis within one year of the incident for the following the purposes:

Seeking medical attention or recovering from physical or psychological injuries caused by domestic or sexual violence;

Obtaining services from a victim's services organization;

Obtaining psychological or other counseling;

Engaging in safety planning or relocation or other protective actions;

Seeking legal assistance, preparing for or participating in civil or criminal court proceedings related to the domestic or sexual violence.

Any employee needing leave pursuant to the SAFE Act must request such leave with as much advanced notice as possible. Employees must provide the Human Resources Department with written documentation regarding the incident that has necessitated the leave. Such documentation may include:

A domestic violence restraining order or similar documentation issued by a court;

Documentation from a County or Municipal Prosecutor confirming the incident;

Proof of the conviction of a perpetrator of the domestic violence or sexual offense;

Medical documentation substantiating the domestic violence or sexual offense;

Certification from a certified Domestic Violence Specialist or the

Director of a designated domestic violence agency or Rape Crisis Center verifying that the employee or their immediate family member has been a victim of domestic or sexually violent act.

Leave pursuant to the Federal Family and Medical Leave Act and/or the New Jersey Family Leave Law for purposes that arise out of the same incident necessitating the SAFE Act leave will run concurrently with the SAFE Act leave.

Military Leave...

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. (Thereafter, the leave shall be without pay but without loss of time.) or (Thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.) The paid leave will not be counted against any available time off including but not limited to vacation, sick, or personal time. A full-time temporary employee who has served less than one-year shall be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty (30) calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the NHCAC's group plan by taking advantage of the COBRA provision.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar

days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

V. GROUP HEALTH AND RELATED BENEFITS

Our benefits program is a key component of your total compensation package. The health and wellbeing of you and your family is important to us. With this

thought in mind, NHCAC has established a variety of employee benefits programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, deal with job-related or personal problems, and enhance your job related skills.

This section of the handbook highlights some features of our benefits programs. Our group health, life insurance, and retirement-related programs are described more fully in summary plan description booklets, with which you are provided once you are eligible to participate in these programs. Complete descriptions of our health insurance programs and retirement-related programs are in the appropriate master contracts/plan documents, which are maintained in the Human Resources Department. If information in this handbook and our summary plan descriptions contradicts information in these master contracts/plan documents, the master contracts/plan documents shall govern in all cases.

NHCAC reserves the right to amend or terminate any of its benefit programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of NHCAC's benefits programs; the respective plan administrator will notify plan participants of all approved amendments or plan terminations, in accordance with the requirements of applicable federal law.

For more complete information regarding any of our benefits programs, please contact the Human Resources Department.

Benefits Program Options

The following benefits are provided, as defined and limited in the literature provided by our insurance providers/carriers:

- *Medical Coverage *Dental Coverage *Vision Coverage
- *Basic Group-Term Life Insurance Coverage
- *Accidental Death & Dismemberment Insurance
- *Voluntary Short-Term Disability Supplemental Insurance
- *Long Term Disability Insurance – Eligible after 10 years of service
- *Other optional voluntary employee election benefits (i.e. – Credit Union, Legal Service Plan, Additional Life, etc.)

Eligibility/Enrollment

Employees become eligible for benefits on the first day of the month following the completion of their first three months of employment, as a full-time employee.

Absent a qualifying event or change in family status (explained below), the benefit elections you choose remain in effect for the entire plan year. You may change your choices each calendar year during the “Open Enrollment” periods.

Qualifying Event or Change in Family Status

You may change some of your benefit elections during the year if you experience a qualifying event as defined by the Internal Revenue Service. Qualifying events include marriage, birth or adoption of a child, divorce, and change in eligibility status of a child or legal custody as outlined by court papers of a child, death of a dependent, or a change in your spouse’s employment which affects benefits.

The change must be made within 31 days of the qualifying event. It is the employee’s responsibility to complete a Benefit Change Request Form and return it to the Human Resources Department with supporting documentation of the qualifying event, for example, a birth or marriage certificate, within 31 days.

Waiver of Coverage

Employees who wish to opt out (waiver) of insurance coverage when initially qualified to obtain same and who subsequently request such coverage at some future “Open Enrollment” date during employment with NHCAC, may be required, at the discretion of the insurance provider, for themselves and all dependents for whom coverage is being requested, to submit to a medical and dental examination at their own expense before said coverage can be initiated. The results of said examination must be made available to the insurance provider upon request. Said insurance coverage might then be denied at the discretion of the insurance provider.

Termination of Coverage(s)

When an employee leaves the Company, participation in our group plans will end on the last day of the month following the date of termination.

Continuation of Coverage under COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires NHCAC to provide continued group medical plan coverage for the staff member and his or her qualified beneficiaries at the staff member’s expense, upon the occurrence of a COBRA “qualifying event”. Subject to certain exceptions, you may continue the coverage for as long as the corresponding Duration of Coverage listed below:

<u>Qualifying Event</u>	<u>Duration of Coverage</u>
Termination of employment	18 Months
Reduction of work hours	18 Months
Disability (SSA approved)	29 Months
Death of employee	36 Months

Divorce or legal separation	36 Months
Dependent attains maximum age for benefits	36 Months
Employee is entitled to Medicare, their qualified dependents	36 Months

If you experience a COBRA-qualifying event, you will be provided with a notice of your rights under COBRA. Staff members and their qualified beneficiaries are responsible for reporting qualifying events such as: (a) death of employee, (b) divorce or legal separation, and (c) dependent attains maximum age for benefits.

403(b) Tax Deferred Annuity Plan...

The North Hudson Community Action Corporation 403(b) Tax Deferred Annuity Plan allows you to save regularly on a tax-deferred basis for retirement.

The employee contribution part of the 403(b) plan is available to all full-time and part-time (20 hours a week or more) employees upon employment.

NHCAC may make a discretionary employer contribution to the Plan. Eligibility requirements for the employer contribution part of the plan are as follows: All full-time employees who are age 21 and have one (1) year employment which includes 1,000 hours will be automatically eligible to participate.

Please contact your Human Resources Department for additional details and forms.

State Disability Insurance...

Under applicable state law, you are provided with state disability insurance. This program provides for temporary disability benefits for employees unable to work because of a disability due to a non-occupational accident or illness. The program is usually financed through employer contributions and deductions from your paychecks. Benefits are not automatic and are administered by the State. You must complete a form, obtained from a treating physician, to receive benefits and file it appropriately. Please contact your Local State Disability/Unemployment Insurance office for further details.

State Unemployment Insurance...

You are covered under the State Unemployment Insurance law. Should you leave our employ, you may be entitled to unemployment insurance benefits subject to regulations established by law? Please contact your Local State Disability/Unemployment Office for details.

Workers' Compensation...

The Workers' Compensation Act provides you with protection against loss of wages in the event you are injured or incur an occupational disease while on the job. In addition, it covers medical expenses incurred as a result of such injuries.

For further information on Workers' Compensation Insurance, please contact the Human Resources Department.

VI. EMPLOYEE CONDUCT

Corporate Compliance Program...

The primary responsibility for developing and monitoring the Company's Corporate Compliance Program is assigned to the Corporate Compliance Officer.

North Hudson Community Action Corporation (NHCAC) is dedicated to maintaining excellence and integrity in all aspects of its operations and its professional and business conduct. Accordingly, NHCAC is committed to conformance with high ethical standards and compliance with all governing laws and regulations, not only in the delivery of health care but in its business affairs and its dealings with employees, administrative staff, physicians, agents, payers and the communities it serves. It is the personal responsibility of all who are associated with NHCAC to honor this commitment in accordance with the terms of the NHCAC Code of Conduct and related policies, procedures and standards developed by NHCAC in connection with the Corporate Compliance Program.

The NHCAC Corporate Compliance Program is intended to provide reasonable assurance that NHCAC:

1. Complies in all material respects with all federal, state and local laws and regulations that are applicable to its operations;
2. Satisfies the conditions of participation in health care programs funded by the state and federal government and the terms of its other contractual arrangements;
3. Detects and deters criminal conduct or other forms of misconduct by trustees, officers, employees, medical staff, agents and contractors that might expose NHCAC to significant civil liability;
4. Promotes self-auditing and self-policing, and provides for, in appropriate circumstances, voluntary disclosure of violations of laws and regulations;
5. Establishes, monitors, and enforces high professional and ethical standards.

It is a basic, operating standard of the Organization that all of its business affairs shall be conducted legally, ethically, and with strict adherence to the highest principles of integrity and proprietary. Personnel are charged with the responsibility to exercise care to avoid or prevent conduct that might reasonably appear to be in conflict with laws or regulations or with the best interests of the Organization, its clients, patients, customers, and staff. Employees who have questions as to whether an existing or potential conflict with the Code exists should consult with their direct report and/or their Senior Management Representative. Board members who have questions should consult with the Corporate Compliance Officer or Corporate Counsel. In other words, IF YOU'RE UNSURE, PLEASE ASK.

For issues that relate to compliance with any laws or regulations, individuals can also call, with confidentiality, the Compliance Hotline at (551)888-0609. Please also see the section

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labeled “Websites and/or Hotlines for Obtaining Additional Information and Reporting Fraud” located below.

A full copy of the Corporate Compliance Program can be obtained from the Corporate Compliance Officer, who can be reached at:

Peter P. Sepulveda, Esq.
Counsel
Mandelbaum Barrett PC
3 Becker Farm Road
Roseland, NJ 07068
Email: psepulveda@mblawfirm.com

Federal Deficit Reduction Act...

It is the policy of North Hudson Community Action Corporation to provide health care services in a manner that complies with applicable federal and state laws and that meets the highest standards of business and professional ethics. To further this policy, and in compliance with Section 6032 of the Federal Deficit Reduction Act of 2005, North Hudson Community Action Corporation provides the following information about its policies and procedures and the role of certain federal and state laws in preventing and detecting fraud, waste, and abuse in federal health care programs.

Summary of Federal and State Laws:

Federal False Claims Act, 31 U.S.C. §§ 3729-3733

The Act establishes liability when any person or entity improperly receives from or avoids payment to the Federal government--tax fraud excepted.

In summary, the Act prohibits:

- a. Knowingly presenting, or causing to be presented to the Government a false claim for payment;
- b. Knowingly making, using, or causing to be made or used, a false record or statement to get a false claim paid or approved by the government;
- c. Conspiring to defraud the Government by getting a false claim allowed or paid;
- d. Falsely certifying the type or amount of property to be used by the Government;
- e. Certifying receipt of property on a document without completely knowing that the information is true;
- f. Knowingly buying Government property from an unauthorized officer of the Government, and;
- g. Knowingly making, using, or causing to be made or used a false record to avoid, or decrease an obligation to pay or transmit property to the Government.

Any individual or entity engaging in any of the seven categories of prohibited actions listed in 31 U.S.C. 3729(a), including the submission of false claims to federally-funded health care programs, shall be liable for a civil penalty which currently is not less than \$11,181 and not more than \$22,363 per false claim, plus three times the amount of damages sustained by the federal government. The amount of the false claims penalty is to be adjusted periodically for inflation in accordance with a federal formula.

The U.S. Attorney General may bring an action under this law. In addition, the law provides that any “whistleblower” may bring an action under this act on his own behalf and for the United States Government. These actions, which must be filed in U.S. District Court, are known as “qui tam” actions. The Government, after reviewing the complaint and supporting evidence, may decide either to take over the action, or decline to do so, in which case the whistleblower may conduct the action. If either the Government or the whistleblower is successful, the whistleblower is entitled to receive a percentage of the recovery. If prosecuted by the federal government, these qui tam actions are generally handled by the various U.S. Attorney’s Offices, or by the U.S. Justice Department.

Whistleblower Protections:

31 U.S.C. 3730(h) provides that any employee who is subject to retaliation or discrimination by an employer in the terms and conditions of employment because the employee lawfully sought to take action or assist in taking action under this act “shall be entitled to all relief necessary to make the employee whole.” This includes reinstatement with seniority restored to what it would have been without the retaliation or discrimination, double the amount of back pay, interest on back pay, and compensation for any special damages sustained as a result of the employer’s actions, including litigation costs and reasonable attorney’s fees.

Federal Program Fraud Civil Remedies Act, 31 U.S.C. §§3801-3812

Provides federal administrative remedies for false claims and statements, including those made to federally funded health care programs. Current civil penalties are \$11,181 for each false claim or statement, and an assessment in lieu of damages sustained by the federal government of up to double damages for each false claim for which the Government makes a payment. The amount of the false claims penalty is to be adjusted periodically for inflation in accordance with a federal formula.

New Jersey Medical Assistance and Health Services Act –

Criminal Penalties, N.J.S. 30:4D-17(a)-(d)

Provides criminal penalties for individuals and entities engaging in fraud or other criminal violations relating to Title XIX-funded programs. They include: (a) fraudulent receipt of payments or benefits: fine of not less than \$15,000 and not more than \$25,000 for each violation, imprisonment for between 3 and 5 years, or both; (b) false claims, statements or omissions, or conversion of benefits or payments: fine of not less than \$15,000 and not more than \$25,000 for each violation, imprisonment for between 3 and 5 years, or both; (c) kickbacks, rebates and bribes: fine of not less than \$15,000 and not more than \$25,000 for each violation, imprisonment between 3 and 5 years, or both; and (d) false statements or representations about conditions or operations of an institution or facility to qualify for payments: fine of not less than \$10,000 and not more than \$25,000 for each violation, or imprisonment for up to 18 months, or both. Criminal prosecutions are generally handled by the

Medicaid Fraud Section within the Office of Insurance Fraud Prosecutor, in the N.J. Division of Criminal Justice.

Civil Remedies, N.J.S. 30:4D-7. h., N.J.S. 30:4D-17(e)-(i); N.J.S. 30:4D-17.1. a.:

In addition to the criminal sanctions discussed in section 3 above, violations of N.J.S. 30:4D-17(a)-(d) can also result in the following civil sanctions: (a) unintentional violations: recovery of overpayments and interest; (b) intentional violation: recovery of overpayments, interest, up to triple damages, and, as indicated below, a penalty (which was increased from \$2,000 to \$5,500 to \$11,000 to \$22,363) for each false claim as a result of the NJ False Claims Act. Recovery actions are generally pursued administratively by the Division of Medical Assistance and Health Services, with the assistance of the Division of Law in the N.J. Attorney General's Office, and can be obtained against any individual or entity responsible for or receiving the benefit or possession of the incorrect payments.

In addition to recovery actions, violations can result in the exclusion of an individual or entity from participation in all health care programs funded in whole or in part by the N.J. Division of Medical Assistance and Health Services. Recovery and exclusion can also be obtained as part of a criminal prosecution by the Medicaid Fraud Section of the N.J. Division of Criminal Justice.

Health Care Claims Fraud Act

N.J.S. 2C:21-4.2 & 4.3; N.J.S. 2C:51-5

Provides the following criminal penalties for health care claims fraud, including the submission of false claims to programs funded in whole or in part with state funds:

- a. A practitioner who knowingly commits health care claims fraud in the course of providing professional services is guilty of a crime of the second degree, and is subject to a fine of up to 5 times the monetary benefits obtained or sought to be obtained and to permanent forfeiture of his license;
- b. A practitioner who recklessly commits health care claims fraud in the course of providing professional services is guilty of a crime of the third degree, and is subject to a fine of up to 5 times the pecuniary benefit obtained or sought to be obtained and the suspension of his license for a period of at least 1 year;
- c. A person who is not a practitioner subject to paragraph a. or b. above (for example, someone who is not licensed, registered or certified by an appropriate State agency as a health care professional) is guilty of a crime of the third degree if that person knowingly commits health care claims fraud. Such a person is guilty of a crime of the second degree if that person knowingly commits 5 or more acts of health care claims fraud, and the aggregate monetary benefit obtained or sought to be obtained is at least \$1,000. In addition to all other criminal penalties allowed by law, such a person may be subject to a fine of up to 5 times the monetary benefit obtained or sought to be obtained;
- d. A person who is not a practitioner subject to paragraph a. or b. above is guilty of a crime of the fourth degree if that person recklessly commits health care claims fraud. In addition to all other criminal penalties allowed by law, such a person may be subject to a fine of up to 5 times the monetary benefit obtained or sought to be obtained.

The Uniform Enforcement Act

N.J.S. 45:1-21. b. and o.

Provides that a licensure board within the N.J. Division of Consumer Affairs “may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board” who as engaged in “dishonesty, fraud, deception, misrepresentation, false promise or false pretense: or has “[a]dvertised fraudulently in any manner.”

N.J. Consumer Fraud Act

N.J.S. 56:8-2, 56:8-3.1, 56:8-13, 56:8-14 and 56:8-15

Makes unlawful the use of “any unconscionable commercial practice, deception, fraud, false pretense, false promise, misrepresentation, or the knowing concealment, suppression, or omission of any material fact”, with the intent that others rely upon it, in connection with the sale, rental or distribution of any items or services by a person, or with the subsequent performance of that person.

This law permits the N.J. Attorney General, in addition to any other penalty provided by law, to assess a penalty of not more than \$10,000 for the first offense and not more than \$20,000 for the second and each subsequent offense. Restitution to the victim also can be ordered.

Conscientious Employee Protection Act,

“Whistleblower Act”, N.J.S.A. 34:19-4

New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:

- a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
- b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
- c. Provides information involving deception of or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
- d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.

e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:

i. is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;

ii. is fraudulent or criminal; or

iii. is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.

In accordance with the statute, the employee must bring the violation to the attention of a supervisor, the VP of Human Resources, or other person designated by the NHCAC. However, disclosure is not required where (1) the employee is reasonably certain that the violation is known to one or more officials; (2) where the employee reasonably fears physical harm; or (3) the situation is an emergency in nature. Employees are encouraged to complain in writing using the Employee Complaint form (attached as Appendix A), but may make a verbal complaint at their discretion. Under the law, the employee must give the NHCAC a reasonable opportunity to correct the activity, policy, or practice.

Please see Appendix B for a copy of the CEPA Notice (in English and in Spanish).

New Jersey False Claims Act,

N.J.S.A. 2A:32C-1 et seq.

The New Jersey False Claims Act (NJFCA) was enacted in January, 2008 and became effective in March 2008. It has similar provisions to the federal False Claims Act. For example, The Attorney General may bring an action against an individual or entity that makes a false claim. In addition, the NJFCA also allows for individuals to bring a private right of action in the name of the State against wrongdoers and be able to collect a penalty from those wrongdoers. Under the NJFCA, the civil penalties were increased from to \$2,000 per false or fraudulent claim to the federal level which is currently \$11,181 to \$22,363 per false or fraudulent claim under the NJ Medical Assistance and Health Services Act.

The NJFCA provides that a person will be liable for the same penalties as under the federal False Claims Act but to the State of NJ if that person:

a. Knowingly presents or causes to be presented to an employee, officer or agent of the State, or to any contractor, grantee, or other recipient of State funds, a false or fraudulent claim for payment or approval;

b. Knowingly makes, uses, or causes to be made or used a false record or statement to get a false or fraudulent claim paid or approved by the State;

c. Conspires to defraud the State by getting a false or fraudulent claim allowed or paid by the State;

d. Has possession, custody, or control of public property or money used or to be used by the State and knowingly delivers or causes to be delivered less property than the amount for which the person receives a certificate or receipt;

e. Is authorized to make or deliver a document certifying receipt of property used or to be used by the State and, intending to defraud the entity, makes or delivers a receipt without completely knowing that the information on the receipt is true;

f. Knowingly buys, or receives as a pledge of an obligation or debt, public property from any person who lawfully may not sell or pledge the property; or

g. Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the State.

In addition to the above, the NJ False Claims Act has whistleblower protections within it similar to the ones under the federal False Claims Act.

New Jersey Insurance Fraud Prevention Act

N.J.S.A. 17:33-1, et seq.

The purpose of this act is to confront aggressively the problem of insurance fraud in New Jersey by facilitating the detection of insurance fraud, eliminating the occurrence of such fraud through the development of fraud prevention programs, requiring the restitution of fraudulently obtained insurance benefits, and reducing the amount of premium dollars used to pay fraudulent claims.

In summary, the Act provides that a person or practitioner (a licensee of this State authorized to practice medicine and surgery, psychology, chiropractic, or law or any other licensee of this State whose services are compensated, directly or indirectly, by insurance proceeds, or a licensee similarly licensed in other states and nations or the practitioner of any nonmedical treatment rendered in accordance with a recognized religious method of healing) shall be liable if they:

(1) Presents or causes to be presented any written or oral statement as part of, or in support of or opposition to, a claim for payment or other benefit, knowing that the statement contains any false or misleading information concerning any fact or thing material to the claim; or

(2) Prepares or makes any written or oral statement that is intended to be presented to any in connection with, or in support of or opposition to any claim for payment or other benefit, knowing that the statement contains any false or misleading information concerning any fact or thing material to the claim; or

(3) Conceals or knowingly fails to disclose the occurrence of an event which affects any person's initial or continued right or entitlement to (a) any insurance benefit or payment or (b) the amount of any benefit or payment to which the person is entitled;

(4) Prepares or makes any written or oral statement, intended to be presented to any insurance company or producer for the purpose of obtaining: (a) a motor vehicle insurance policy, that the person to be insured maintains a principal residence in this State when, in fact, that person's principal residence is in a state other than this State; or (b) an insurance policy, knowing that the statement contains any false or misleading information concerning any fact or thing material to an insurance application or contract; or

(5) Conceals or knowingly fails to disclose any evidence, written or oral, which may be relevant to a finding that a violation of the provisions of paragraph (4) of has or has not occurred

(6) Knowingly assists, conspires with, or urges any person or practitioner to violate any of the provisions of this Act.

(7) Due to the assistance, conspiracy or urging of any person or practitioner, he knowingly benefits, directly or indirectly, from the proceeds derived from a violation of this Act.

(8) The owner, administrator or employee of any hospital violates this act if he knowingly allows the use of the facilities of the hospital by any person in furtherance of a scheme or conspiracy to violate any of the provisions of this act.

(9) A person or practitioner violates this act if, for pecuniary gain, for himself or another, he directly or indirectly solicits any person or practitioner to engage, employ or retain either himself or any other person to manage, adjust or prosecute any claim or cause of action, against any person, for damages for negligence, or, for pecuniary gain, for himself or another, directly or indirectly solicits other persons to bring causes of action to recover damages for personal injuries or death, or for pecuniary gain, for himself or another, directly or indirectly solicits other persons to make a claim for personal injury protection benefits.

Any person found to have violated the Act, shall be liable for a penalty of not more than \$5,000 for the first violation, \$10,000 for the second violation and \$15,000 for each subsequent violation of any provision of P.L.1983, c.320 (C.17:33A-1 et seq.) and may be required to provide restitution to any insurance company or other person who has suffered a loss as a result of a violation of P.L.1983, c.320 (C.17:33A-1 et seq.). Any person found, in a legal proceeding, to have committed insurance fraud, shall be subject to a surcharge in the amount of \$1,000. If a person enters into a settlement agreement to resolve an insurance fraud claim, they shall be subject to a surcharge in an amount equal to 5% of the settlement amount (to fund the State's Insurance Fraud Prevention programs and activities).

In addition to or as an alternative to civil penalties, a person may be liable under applicable criminal statutes. Insurance fraud constitutes a crime of the second degree if the person knowingly commits five or more acts of insurance fraud, including acts of health care claims fraud pursuant to section 2 of P.L. 1997, c. 353 (C. 2C:21-4.2) and if the aggregate value of property, services or other benefit wrongfully obtained or sought to be obtained is at least \$1,000; such a person shall be subject to a term of imprisonment of at least 3 years but not more than 5 years. Otherwise, insurance fraud is a crime of the third degree and such a person shall be subject to imprisonment for a period of not more than 18 months.

The matter may also be referred to the appropriate state licensing authorities, including the insurance producer licensing section in the Department of Banking and Insurance, for consideration of licensing actions, including license suspension or revocation.

Websites and/or Hotlines for Obtaining Additional Information and Reporting Fraud:

Deficit Reduction Act – Public Law 109-171

<https://reportfraud.ftc.gov/>

New Jersey Statutes www.njleg.state.nj.us

NJ Medicaid Fraud Division Hotline: 888-937-2835
or <https://www.nj.gov/comptroller/about/work/medicaid/complaint.shtml>; and

NJ Insurance Fraud Prosecutor Hotline: 877-55-FRAUD or <https://www.njoag.gov/report-fraud/>

Attendance, Absenteeism and Tardiness...

Attendance and punctuality are conditions of employment. NHCAC expects all employees to assume diligent responsibility for their attendance and promptness.

If you are unable to work because of an illness, you must notify your immediate supervisor directly no later than ninety (90) minutes/one and a half-hour (1.5) from your regularly scheduled start time on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply. Please consult the Family and Medical Leave of Absence section of this handbook for further information.

Health Center employees: You must notify your immediate supervisor by calling the Health Center answering service (201-866-9320) no later than 6:30 a.m. on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply.

If you are absent for more than three consecutive workdays, a statement from a physician is required before you will be permitted to return to work. In such instances, NHCAC also reserves the right to require you to submit to an examination by a physician designated by NHCAC at its discretion. In addition, NHCAC may require you either to submit a statement from your physician, or to be examined by a company-designated physician in other instances, at its discretion, such as where abuse is suspected (i.e. – where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Absenteeism or tardiness that is unexcused or excessive in the judgment of NHCAC is grounds for disciplinary action, up to and including termination.

Excessive Time Off

Any employee who is absent after having exhausted all of their paid time off (accrued and available) in any given year and is not on an otherwise authorized leave, may be subject to discipline up to and including termination.

Please note: An employee who is absent for two consecutive days without contacting their immediate supervisor, will be considered to have voluntarily abandoned their job.

Dress Code... (Policy references AD -HR-2)

It is the policy of North Hudson Community Action Corporation (herein NHCAC) to be sure that employees present an image to customers, patients and the community that is not only professional but also meets the guidelines of: JCAHO, OSHA, CDC, HRSA and State Health Codes. As key representatives of NHCAC, employees are expected to report to work dressed neatly and in uniform if required.

Supervisors are responsible for monitoring and enforcing this policy inclusive of their departmental regulations and compliance.

Identification badges must be worn at all times above the waist with the employee's picture and name displayed facing forward.

Employees in any area/department of NHCAC must abide by safety and infection control considerations in their dress code and grooming.

Employees required to wear a uniform must wear their complete uniform while on duty and keep it clean and presentable.

Employees not required to wear a uniform must dress in attire that projects a professional appearance.

Inappropriate attire for NHCAC which is not permitted will include, but not be limited to: hooded pull-over sweatshirts, sweatpants or workout clothes, sports attire, caps/hats/skull-cap's, tank-tops, halter tops, shorts, mini-skirts (skirts should be at knee length or below knee), sheer stirrups, sheer leggings, and apparel with commercial advertising.

Head Start/Early Head Start education staff may not wear heels/stilettos higher than one inch (1").

Clothing should fit properly, present a professional, neat and clean appearance at all times; rips and tears are not acceptable. Undergarments that are worn under uniforms or sheer clothing must not be conspicuous. Clothing must not be so tight as to reveal undergarments or give an unprofessional appearance.

Footwear should be selected according to the type of work performed, keeping safety, comfort, and professional appearance in mind. Conservative athletic or walking shoes, loafers, clogs, boots, flats, and dress heels are acceptable. Thong sandals, flip-flops, and/or slippers and slides are not acceptable in the workplace.

Sunglasses may not be worn indoors unless medically necessary.

Facial, tongue and body piercings are not permitted on duty (excludes pierced ears).

Corrective Action

Any individual not appropriately dressed for duty should be sent home as unprepared, without pay. If feasible, the employee should be allowed to return if properly attired.

Departmental Uniform... (Policy references AD -HR-17)

It is the intent of North Hudson Community Action Corporation (herein, NHCAC) to ensure that all clients, patients and medical/service partners are able to identify the service components within the departments of NHCAC Health Centers. To achieve this goal, NHCAC has instituted a uniform policy for all employees involved in patient care in the Community Health Centers. All employees of NHCAC Health Centers are required to follow the departmental dress codes.

Directors/Managers/Supervisors/Coordinators will establish and monitor personal appearance, dress, and uniform guidelines appropriate for their departments, in accordance with this policy.

Identification badges must be worn at all times above the waist with the employee's picture and name displayed facing forward.

Departments will establish an appropriate color and style of uniform. Employees required to wear a uniform must wear their complete uniform while on duty and keep it clean and neat.

Physicians/Mid-Levels: Professional attire with option of wearing white lab coats (long). Closed toe non-impervious material healthcare shoes.

RN's & LPN's:

(Pediatrics) white or navy blue pants with pediatric themed scrub tops. Closed toe non-impervious material healthcare shoes.

(IM/FM/WHS) choice of; white scrub tops and white scrub pants or white scrub tops and navy blue scrub pants or navy blue scrub tops and white scrub pants. Closed toe non-impervious material healthcare shoes.

Medical Assistants: Royal Blue scrub pants, tops, jackets and predominantly Closed toe non-impervious material healthcare shoes. (Pediatrics – pediatric themed scrub tops and jackets)

Sterile Technicians: Teal blue scrub pants, tops, jackets and predominantly Closed toe non-impervious material healthcare shoes.

HIM Clerks: Navy blue or black dress slacks, white or burgundy polo shirts, navy blue blazers and proper footwear (no open toe shoes, sandals or slippers).

Immunization Navigators: Black scrub pants, choice of color or print scrub tops and proper footwear (no open toe shoes, sandals or slippers).

Registration Clerks: Burgundy uniform, proper footwear (no open toe shoes, sandals or slippers).

Registration Supervisors: Business casual attire, slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, knit shirt or sweater, and proper footwear (no open toe shoes, sandals or slippers).

Dental Assistants: Hunter Green scrubs, scrub jackets and closed toe non-impervious material healthcare shoes.

Dental Hygienists: Hunter Green scrub pants, white scrub tops, scrub jackets and closed toe non-impervious material healthcare shoes.

IT/Security/Maintenance: NHCAC provided polo shirts, designated slacks and proper footwear.

Housekeeping: NHCAC provided aprons, designated slacks and proper footwear.

Fingernails:

All employees having direct patient contact have a responsibility for maintaining hand hygiene by adhering to specific infection control practices (NHCAC policy reference Clinical Services CS-IC-01):

Natural nails must be kept clean, neatly manicured and short, no more than ¼ inch from the end of the fingertip.

Artificial nails or nail enhancements of any kind are prohibited.

Anything applied to natural nails other than polish is considered an enhancement. Nail enhancements are not to be worn. This includes, but is not limited to the following:

Artificial nails, Tips, Wraps, Appliqués, Acrylics, Gels

Any additional items applied to the nail surface not mentioned above

Employees in any area/department of NHCAC must abide by safety and infection control considerations in their dress code and grooming.

If employees are permanently transferred between departments, they will be given two weeks to comply with the departmental dress code.

Corrective Action

Any individual not appropriately dressed for duty should be sent home as unprepared, without pay. If feasible, the employee should be allowed to return if properly attired.

Confidential Information...

The relationship between NHCAC and its clients is one of utmost importance. Our clients entrust us with personal information that is not to be revealed to anyone. Please respect this relationship at all times.

Also, during their employment with NHCAC, employees will learn, work with, and be entrusted with information that is confidential relating to NHCAC's operations, proposed new businesses, financial condition, clients and services. This information may not be known outside of NHCAC or even known to all our employees. Examples of information that is confidential include financial information, costs, business projections, marketing plans, clients, suppliers and any information that is marked confidential. Keeping this information confidential is necessary to ensure our success. Because this information has substantial value to NHCAC, all employees must exercise the highest degree of care not to disclose any confidential information, even inadvertently (for example, through conversations in elevators or restaurants), to any unauthorized person in or outside of NHCAC. Employees must ask their immediate supervisors if they are not sure what is considered confidential information.

Furthermore, disclosure of any confidential information may be a violation of law.

HIPAA/HITECH ...

The federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act are the basis for the policy and procedures for managing and protecting against unauthorized disclosure

any confidential patient and employee health care information. The purpose of this policy is to provide guidelines for protecting the personal health information (protected health information, or PHI) of NHCAC patients and employees.

Need to Know

Employees should only have access to patient-specific information when they have a need to know that specific information in order to effectively perform their job functions. Different levels of patient information are accessible to Employees in different job functions in order to minimize Employees' exposure to confidential patient information that is not necessary for the performance of their job functions.

In addition, this organization entrusts its employees with a great deal of information about the internal operations and workings of the organization. This information is generally provided in proportion to the duties of the individual, and relates strongly to the Employees' need to know. It is the duty of every employee to use this information within the confines of their position of employment with this organization. Conversations, correspondence, and other forms of disclosure should follow similar guidelines to those used for patient-specific information.

Information to be Kept Confidential

The following list details information that the organization considers confidential:

Patient-Specific Data & Information: This consists of any patient-specific information contained within the medical record, collected at registration, or during the assessment and care phases of the medical visit. This includes, but is not limited to the following:

- 1) Demographic information (i.e. name, address, phone number, etc.),
- 2) Clinical information (i.e. lab reports, progress notes, consents, flow sheets, etc.),
- 3) Financial information (i.e. sliding fee status, income level, type of insurance coverage, etc.),
- 4) Personal information (i.e. marital status, number of children, alcohol addiction, etc.).

This data may be collected and disseminated only under the following two circumstances:

- 1) If it is collected in an aggregate fashion, as long as the information is not linked back to an individual by anything more than a medical record number, account number, or other organization-specific numbering system (i.e. no Social Security Numbers, Insurance Carrier Numbers, etc.)
- 2) As spelled out in the organization's policies and procedures regarding release of information.

Maintaining High Level of Confidentiality

Prohibited Activities

NHCAC has identified the following list of practices that are PROHIBITED for employees:

Discussing PHI or other confidential information with individuals that do not have a need to know;
Discussing, transmitting or displaying PHI or other confidential information in uncontrolled or common areas;

Discussing a patient's OR an employee's medical condition outside of the actual provision of care;

Leaving patient records lying around unsecured and unsupervised (i.e. countertops, shelves, or opened on a computer.);

Leaving patient records in unsecured or unsupervised rooms or areas;

Announcing a patient's, condition, insurance or financial status in common or uncontrolled areas;

Asking a patient for money or informing them that they have an overdue balance in common or uncontrolled areas;

Flagging patient records in an obvious manner that would indicate their medical or financial status;

Allowing a patient to carry medical records.

Activities That Are Discouraged

The following is a listing of activities that the health center discourages for employees:

Asking questions or conducting conversations with patients outside of exam rooms or enclosed office areas;

Faxing non-emergency related patient-specific information;

Discussing patient specific information over the phone.

Recommended Activities:

Some activities promote a culture where confidentiality becomes a priority. The following are practices that the organization would like to promote whenever possible:

Reducing conversation in common or uncontrolled areas;

Speaking in a low voice when in common or uncontrolled areas;

Returning patient records at the earliest possible moment.

Required Activities:

The following are requirements of all Employees, as applicable, in the performance of their job functions:

Reading, routinely reviewing, and understanding the organization's policy on confidentiality and the disclosure of confidential information;

Ensuring that only employees with a need to know have access to the appropriate patient-specific information.

BREACH OF CONFIDENTIALITY: Confidentiality is a part of everyone's job description, and annual performance appraisal. Every employee must understand the risks and penalties for failure to maintain a culture of confidentiality. Breach of confidentiality will result in disciplinary action, up to and including termination.

Training

All employees are trained in the use of this policy as part of new Employee orientation, and are required to sign a confidentiality statement upon hire. In addition; a review of this policy is conducted annually for all Employees.

Electronic Communication...

NHCAC provides a number of electronic communication systems to facilitate business operations. These systems, which include the telephone, electronic mail, voice mail, and facsimile, should be used exclusively for matters of concern to NHCAC operations, and not for communications of a personal, private, or non-business nature. Given this and the fact that electronic communication systems belong to NHCAC, when employees use these systems, they waive the right to privacy in their communications, and consent to the access and disclosure of such communications by NHCAC or its designated representative at any time for any lawful purpose. Accordingly, employees should not assume that such communications are confidential or that access by a NHCAC representative will not occur.

Employees should be aware that electronic communications of any kind could be used as evidence in a court of law. Therefore, employees must use the same discretion in placing information on these systems as they do placing information in writing.

Violations of this policy may result in disciplinary action, up to and including termination.

Electronic Mail Policy...

Every NHCAC employee is responsible for ensuring that the electronic mail (E-Mail) system is used properly and in accordance with this policy. Any questions about this policy should be referred to your immediate supervisor.

1. The E-mail system is part of the business equipment and technology platform and should be used for Company business purposes only. Personal business should not be conducted by means of the E-Mail system.
2. Employees should disclose information or messages from the E-Mail system only to authorized individuals.
3. Employees do not have personal privacy right to any matter created, received, saved or sent by the E-Mail system. Employees should not enter personal matter into the E-Mail system. NHCAC, in its discretion, reserves the right to monitor and to access any matter created, received or sent by the E-Mail system.

4. NHCAC expressly reserves and will exercise the right to access, retrieve, read, intercept, disclose and/or delete any communication that is created, received or sent in the E-Mail system for any purpose and without permission of any employee.
5. No messages or information should be entered into the E-Mail system without a good business reason for doing so. Copies of E-Mail messages also should be sent only for good business reasons.
6. Even if you have a password for the E-Mail system, it is impossible to assure the confidentiality of any message created, received or sent by the E-Mail system. Any password you use must be made known to the Company, as your account may need to be accessed in your absence.
7. No E-Mail messages should be created or sent which may constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion and national origin. The “Anti-Harassment and Anti- Discrimination” and “Sexual Harassment” policies apply fully to the E- Mail system, and any violation of these policies is grounds for discipline, up to and including termination.
8. Employees are reminded to be courteous to other users of the system and always conduct themselves in a professional manner. E-Mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-Mail communications with no less care, judgment and responsibility than they would use for letters or memoranda written on Company letterhead.
9. Because E-Mail records may be subject to discovery in litigation, employees are expected to avoid making statements in E-Mail that would not reflect favorably on the employee or the Company if disclosed in litigation or otherwise.
10. Any employee who becomes aware of misuse of the E-Mail system should promptly contact their immediate supervisor.

E-Mail and Internet Access...

Internet Usage Policy

1. Although NHCAC recognizes that the Internet can have useful applications to the Company’s business, employees may not engage in Internet use at work without prior approval. Use of the Internet must be for a specific business purpose. “Surfing the Net” is not a legitimate business activity.
2. All files copied, downloaded, stored or created on an Internet account, including E-Mail, are the property of the Company. Employees do not have any privacy rights in any materials stored on their Internet accounts, notwithstanding their use of password protection.
3. The Internet is subject to unauthorized intrusions. Small accounts, in particular, are vulnerable to break-ins. Treat all suspected violations seriously. Employees who suspect that their accounts have been tampered with should contact their immediate supervisor immediately.

4. Internet E-Mail, even more so than the Company's internal E-Mail system, is not a secure medium. When sending E-Mail in the Internet, employees should exercise no less care, judgment and discretion than they would use in writing a letter on Company letterhead.
5. Confidential or proprietary information of the Company should never be transmitted on the Internet. If unsure whether particular information is proprietary or confidential, employees should resolve all doubts in favor of not sending the information without first obtaining approval.
6. Neither NHCAC's computer equipment nor NHCAC's access to the Internet may be used for personal purposes during working hours or otherwise. It is not acceptable to use NHCAC's Internet access for commercial purposes, for any purpose that violates the law or for any purpose that is inconsistent with Company policy.
7. Employees must not use the Internet in any way that is inconsistent with the Company's Equal Employment Opportunity, Anti-Harassment and Anti-Discrimination or Sexual Harassment policies. For example, employees are prohibited from downloading or accessing sexually oriented materials from the Internet.
8. The Company will review alleged violations of this policy on a case-by- case basis. Violations of the policy may result in immediate cessation of Internet access privilege and/or disciplinary action up to and including termination.

Social Media... (Policy reference AD-HR- 58)

At North Hudson Community Action Corporation (herein NHCAC), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. This policy applies to **all** employees who work for NHCAC whether direct hire or contracted.

Policy elements

“Social media” refers to a variety of online communities like Facebook, Instagram, Snap Chat, Twitter, LinkedIn, blogs, social networks, chat rooms and forums.

We consider two different elements: using personal social media at work and representing NHCAC through social media.

Confidentiality and Privacy

Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department.

Do not disclose NHCAC's confidential or proprietary information, or personal identifying information of any employee, patient, parent, customer or visitor of NHCAC, in online postings or publications. Sharing these types of information, even unintentionally, could result in harm to NHCAC and legal action against you or NHCAC.

Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Outside the workplace, you have a right to participate in social media and networks using your personal e-mail address. However, information and communications that you publish on personal online sites should never be attributed to NHCAC or appear to be endorsed by, or to have originated from, NHCAC.

If you choose to disclose your affiliation with NHCAC in an online communication, direct all requests for references for current or former NHCAC employees to the Human Resources Department. Comments you post about current and former employees can have legal consequences, even if you make the comments personally and not on NHCAC's behalf.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a NHCAC employee online, you are now connected to colleagues, patients, parents, customers and the communities we serve. You must treat all communications associated with the disclosure as professional communications governed by this and other NHCAC policies.

Employees are advised to manage their personal security settings to ensure that their information is only available to those they choose to share information with.

Know and follow the rules

Refrain from using social media while on work time or on equipment we provide.

Do not use your NHCAC email addresses to register on social networks, blogs, shopping or other online tools utilized for personal use.

Express only your personal opinions. Never represent yourself as a spokesperson for NHCAC.

Post only appropriate and respectful content

Inappropriate postings about co-workers, those we serve, or the organization as a whole, that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, gender, disability, religion, political views or any other status protected by law or company policy.

Employees should not speak to the media on NHCAC's behalf; all media inquiries should be directed to the office of the President/CEO.

Consider carefully what you post through comments and photos. A violation of these guidelines could be regarded as a form of professional misconduct and may result in disciplinary action.

If you don't want it on the 10:00 news - don't share it online.

Head Start / Early Head Start Programs:

Head Start /Early Head Start (herein, HS/EHS) would prefer that the relationship between staff and parents or guardians be kept on a professional level while their child/children are enrolled in our program. HS/EHS recognizes that because of the tight-knit community of NHCAC, many staff members may have parents of students, who are family members or close personal friends. However, NHCAC cautions staff members against engaging in such social-networking friendships.

HS/EHS realizes that many of our parents and families are members of Facebook and other Social Media websites. While we recognize that this can be a fun and easy way to share information with family and friends, there are times when the need exists to exercise caution, including when it involves photos and/or videos of children and staff in the HS/EHS classrooms and/or family playgroups.

Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair HS/EHS's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Photographs or videos taken within our classrooms, or program special events and outings with the children should not be posted for public viewing; parents may post photos of their own children. *Staff, parents and or guardians are advised that they do not have a right to photograph or video record anyone else's child/children.

***Photographs taken by staff for use on NHCAC HS/EHS publications and in other advertising material is permissible provided there is a parental/guardian consent on file.**

Only cameras provided by the NHCAC HS/EHS programs are allowed to be used for taking pictures of children; personal cameras (including cell phone cameras) are not allowed.

We ask that you respect and understand that taking photos or videos could put a child or family in jeopardy if they have chosen not to be photographed or videoed and have not given permission.

Please remember that the information that is posted on social media is not private and can often be viewed by anyone who logs onto your page.

Discrimination and Harassment (Sexual)... (Policy reference AD-HR-33)

North Hudson Community Action Corporation (herein, NHCAC) is committed to providing every employee and prospective employee with a professional work environment free from unlawful discrimination, harassment (sexual), or bullying behavior used to control, influence

or affect the well-being of any employee. NHCAC shall not tolerate any form of misconduct that violates any legally protected characteristic such as: race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy (including pregnancy related medical conditions), marital status, childbirth, breastfeeding, civil union status, domestic partnership status, familial status, religion, or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

To achieve the goal of maintaining a work environment free from unlawful discrimination and harassment, NHCAC strictly prohibits the conduct that is described in this policy (a zero tolerance policy). This means that NHCAC reserve the right to take either disciplinary action, if appropriate, or other corrective action, to address any unacceptable conduct that violates this policy, regardless of whether the conduct satisfies the legal definition of discrimination or harassment.

A copy of the New Jersey Department of Labor and Workforce Development Notice concerning the right to be free from gender inequity, in both English and Spanish is attached as Appendix C. Employees are required to sign an acknowledgment of receipt of said notice.

a. Applicability

Prohibited discrimination/harassment undermines the integrity of the employment relationship, compromises equal employment opportunity, debilitates morale and interferes with work productivity. Thus, this policy pertains to all employment practices including, but not limited to, recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, demotion, discipline, job assignment, compensation, fringe benefits, working conditions, and career development.

This policy applies to all employees and applicants for employment. NHCAC will not tolerate harassment or discrimination by anyone in the workplace including directors, supervisors, coordinators, co-workers, or persons doing business with NHCAC. This policy also applies to both conduct that occurs in the workplace and conduct that occurs at any location which can be reasonably regarded as an extension of the workplace (any field location, any off-site business-related social function, or any facility where NHCAC business is being conducted and discussed).

This policy also applies to third party harassment. Third party harassment is unwelcome behavior involving any of the protected categories referred to in (a) above that is not directed at an individual but exists in the workplace and interferes with an individual's ability to do his or her job. Third party harassment based upon any of the aforementioned protected categories is prohibited by this policy.

Examples of behaviors that may constitute a violation of this policy include, but are not limited to:

Discriminating against an individual with regard to terms and conditions of employment because of being in one or more of the protected categories referred to in (a) above;

Treating an individual differently on the basis of actual or perceived sex, race, creed, color, religion, national origin, ancestry, age, marital or political status, affectional or sexual

orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), gender identity or expression, liability for service in the United States armed forces, gender identity or expression and/or any other characteristic protected by law.

Treating an individual differently because an individual's name, domestic partner's name, or spouse's name is associated with a certain racial, religious or other protected category;

Calling an individual by an unwanted nickname that refers to one or more of the above protected categories, or telling jokes pertaining to one or more protected categories;

Using derogatory references with regard to any of the protected categories in any communication;

Engaging in threatening, intimidating, or hostile acts toward another individual in the workplace because that individual belongs to, or is associated with, any of the protected categories; or

Displaying or distributing material (including electronic communications) in the workplace that contains derogatory or demeaning language or images pertaining to any of the protected categories.

b. Sexual Harassment

It is a violation of this policy to engage in sexual (or gender-based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment, or same-sex harassment. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

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

Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this policy include, but are not limited to:

Generalized gender-based remarks and comments;

Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;

Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, text messages, invitations, gestures or

inappropriate comments about a person's clothing;

Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material on a bulletin board, on a locker room wall, or on a screen saver;

Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention;
Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or

Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

Employee Responsibilities

Any employee who believes that she or he has been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment is encouraged to promptly report the incident(s) to a supervisor or directly to the Human Resources Department.

Notification by an employee to appropriate personnel of any harassment problem is essential to the success of this policy and NHCAC generally. The NHCAC cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them. All employees are expected to cooperate with investigations undertaken pursuant to this policy. Failure to cooperate in an investigation may result in administrative and/or disciplinary action, up to and including termination of employment.

Supervisor Responsibilities

Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the Human Resources Department. This duty applies to every supervisor whether or not the supervisor is on NHCAC premises and/or whether the supervisor is on duty or not. A supervisor's failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination of employment. For purposes of this section, a supervisor is defined broadly to include any manager or other individual who has authority to control the work environment of any other staff member (for example, a team leader).

Complaint Process

Employees who observe any action or are subject to any conduct they believe to constitute harassment, sexual harassment, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, or do not think that the matter can be discussed

with their supervisor, they should contact the Human Resources Department. Reporting of such incidents is encouraged both when an employee feels that they is subject to such incidents or observes such incidents in reference to other employees. Employees should report all incidents in writing using the Employee Complaint form (attached as Appendix A), but may make a verbal complaint at their discretion. If the employee has any questions about what constitutes harassment, sexual harassment, or any other workplace wrongdoing, they may ask their supervisor or one of the individuals listed above. All reports of harassment, sexual harassment, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged harassment or wrongdoing.

No employee will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint. No employee shall be subject to discipline for going outside the “chain of command” in reporting unlawful discrimination, including unlawful harassment as previously defined.

All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved by the Director of Human Resources and/or individual designated by the CEO/President. The investigations shall be conducted in a prompt, thorough and impartial manner. The results of the investigation shall be forwarded to the CEO/President to make a final decision as to whether a violation of the policy has been substantiated.

Where a violation of this policy is found to have occurred, NHCAC shall take prompt and appropriate remedial action to stop the behavior and deter its reoccurrence. NHCAC shall also have the authority to take prompt and appropriate remedial action, such as moving two employees apart, before a final determination has been made regarding whether a violation of this policy has occurred.

The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment.

NHCAC shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate.

Prohibition Against Retaliation

Retaliation against any employee who alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of discrimination/harassment in the workplace, or opposes a discriminatory practice, is prohibited by this policy. No employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation.

Following are examples of prohibited actions taken against an employee because the employee has engaged in activity protected by this subsection:

Termination of an employee;

Failing to promote an employee;
Altering an employee's work assignment for reason other than legitimate business reasons;
Imposing or threatening to impose disciplinary action on an employee for reasons other than legitimate business reasons; or
Ostracizing an employee (for example, excluding an employee from an activity or privilege offered or provided to all other employees).

False Accusation and Information

An employee, who knowingly makes a false accusation of prohibited discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, may be subjected to administrative and/or disciplinary action, up to and including termination of employment. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.

Confidentiality

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment.

Administrative and/or Disciplinary Action

Any employee found to have violated any portion or portions of this policy may be subject to appropriate administrative and/or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion or termination of employment. Referral to another appropriate authority for review for possible violation of State and Federal statutes may also be appropriate.

Training

NHCAC shall provide all new employees with training on the policy and procedures set forth in this section within a reasonable period of time after each new employee's appointment date. Refresher training shall be provided to all employees, including supervisors, within a reasonable period of time. All State agencies shall also provide supervisors with training on a regular basis regarding their obligations and duties under the policy and regarding procedures set forth in this section.

Safety...

We are committed to creating a safe place to work. It is a rare event when an employee sustains a serious injury at work or becomes ill due to unsafe conditions.

All employees must be trained by their immediate supervisors in the safety rules specific to their department. In addition, employees are expected to follow work practices and to comply with the following safety rules:

All injuries must be reported to the appropriate immediate supervisor. If another employee is injured, employees should be sure to notify a Supervisor as soon as possible so an "Employee Accident/Incident Report" and any other appropriate documents can be completed.

All work related accidents/incidents must be reported to the Workers' Compensation insurance carrier, which reports the injury to the appropriate state agency. Completion of this form is required by law and speeds processing a potential claim for payments if an employee should be unable to return to work right away.

Report unsafe conditions in the workplace, including defective tools and other equipment, to the appropriate supervisor.

Follow all established safe job procedures. Deviation from established procedures must be approved by the immediate supervisor.

If an employee is unsure how to operate any equipment or perform an assigned task, the employee should ask the appropriate supervisor before proceeding.

Do not use defective equipment.

Employees should get assistance in lifting any object that is too bulky, awkward, or heavy to be lifted safely by one person.

Should a repetitive task cause discomfort, or if an employee feels it is unsafe or unhealthy, the employee must report it to his or her Supervisor immediately.

Alcohol or other drugs must not be brought to or used in the workplace. Failure to comply with these rules may result in disciplinary action, up to and including termination.

Employees should be sure to report any unsafe condition or job-related injury or illness to their Supervisor or NHCAC's VP of Human Resources.

No one should ever fear reprisal for speaking up about safety problems. Prompt notice of unsafe conditions will help us prevent future injuries or illnesses.

Contagious or Life Threatening Illnesses

The NHCAC encourages employees with contagious diseases or life-threatening illnesses to continue their normal pursuits, including work, to the extent allowed by their condition. The NHCAC shall make reasonable accommodations to known physical and mental limitations of all employees, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose an unreasonable hardship on the NHCAC.

The NHCAC will take reasonable precautions to protect such information from inappropriate disclosure, including the following:

Medical information may be disclosed with prior written informed consent of the person who is the subject of the information.

Information may be disclosed without prior written consent to qualified individuals for the purpose of conducting management audits, financial audits, and program evaluations, but these individuals shall not identify, either directly or indirectly, the person who is the subject of the record in a report or evaluation, or otherwise disclose the person's identity in any manner. Information shall not be released to these individuals unless it is vital to the audit or evaluation.

Information may be disclosed to the Department of Health as required by State or Federal law.

Supervisory and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Supervisors, Department Heads, and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action, up to and including termination.

The NHCAC has an obligation to provide a safe and healthy work environment for all employees. In an effort to balance the needs of the NHCAC, the public, and NHCAC employees, the NHCAC hereby establishes the following policy regarding contagious or life-threatening illnesses:

NHCAC employees who have been diagnosed with any illness which may pose a health hazard to other employees or to the public at large must disclose this information to the VP of Human Resources at the earliest possible time. The VP of Human Resources shall consult with a physician, contracted by the NHCAC, in order to make a determination and assess the risks to any other employees and the public at large. The NHCAC may direct the employee to pursue one of the following options:

1. Family Leave
2. Sick Leave
3. Vacation Leave
4. Short Term Disability, if the illness is anticipated to last a brief period of time.
5. Unpaid Leave of Absence, if the employee has expended all other accrued time.
6. Permanent Disability, if the illness is permanent in nature and the employee qualifies under an applicable pension plan (if any).
7. Resignation, if the illness is of such a nature that the employee will be unable to return to work, has exhausted all other accumulated time, and/or fails to qualify for disability benefits under an applicable pension plan (if any).

Any employee who fails to make the required disclosure to the VP of Human Resources may be subject to disciplinary action including termination of employment.

All employees are required to comply with the Centers for Disease Control's guidance, New Jersey Executive Orders and the NHCAC's policies and practices, as may be amended from time to time, regarding work-place safety, travel restrictions, and quarantine procedures in response to COVID-19.

Smoke Free... (Policy reference AD-HR-32)

Smoking has long been recognized as a substantial health hazard affecting smokers, and non-smokers alike. Therefore, to maintain a safe and comfortable working environment and to ensure compliance with applicable laws smoking is prohibited in all NHCAC facilities, and its associated buildings or properties owned or leased; including all of the enclosed areas within NHCAC worksites, without exception.

Because NHCAC may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. This policy applies to all employees, clients, and visitors.

Solicitation & Distribution of Literature & Material... (Policy reference AD-HR-59)

In the interest of maintaining North Hudson Community Action Corporation's (herein, NHCAC) proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, collect signatures for petitions, solicit financial contributions, or solicit for any other cause during working time. This policy also prohibits solicitations via NHCAC's E-Mail and other electronic communication systems.

Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time. Non-employees (vendor's/sales representatives) are likewise prohibited from distributing materials or soliciting employees on NHCAC premises at any time.

Objective

As in all other facets of their duties, employees dealing with patients, clients, parents, vendors, contractors, competitors or any person doing or seeking to do business with NHCAC, are to act in the best interest of the NHCAC.

Employees will represent NHCAC with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

Definitions

“Solicit” Selling or distributing printed materials, or merchandise on company time.

“Work time” is defined as the time when an employee is scheduled and expected to be properly engaged in performing their work tasks. This does not include their meal or break

time. {Employees who are not on working time (i.e. – those on meal breaks or regular breaks) may not solicit employees who are on working time for any cause or to distribute literature, or sell merchandise of any kind to them.}

“Work areas” are all areas of NHCAC except break rooms and other areas designated for non-work use.

Guidelines

NHCAC prohibits the solicitation, distribution and posting of literature and materials on or at NHCAC property by any employee or non-employee, except as may be permitted by Administration.

Vendors or Sales Representative presenting to any NHCAC location/site offering “free” samples, products or giveaways, must be directed to speak with the Department Head of said location/site.

Employees may not accept or distribute any literature, materials, products or samples on behalf of NHCAC without first seeking approval from their Department Head or Administration.

Employees may not solicit other employees during work times, except in connection with a NHCAC approved or sponsored event.

Employees should not be pressured or feel pressured to make purchases or contributions they can't afford.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a NHCAC sponsored event.

Bulletin boards are for official NHCAC business only; posting of literature, materials or electronic announcements are only permitted with approval from Department Head or Administration.

For questions about appropriate materials that can be posted, please contact Human Resources.

Failure to follow this policy and procedure may result in discipline up to and including termination.

Standards of Conduct/Business Ethics...

The Company is committed to operate its businesses within the spirit and letter of all applicable laws and regulations.

As an integral member of the NHCAC team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights of others but also demands that both in your business and in your personal life you refrain from any behavior that might be viewed unfavorably by current or potential clients or the public at large.

Whether you are on or off duty, your conduct reflects on NHCAC. You are, consequently, encouraged to observe the highest standards of professionalism, integrity, ethics, and objectivity at all times.

Listed below are some of the rules and regulations of NHCAC. This list should not be viewed as being all-inclusive. Types of behavior and conduct that NHCAC considers inappropriate and which could lead to disciplinary action up to and including immediate termination of employment without prior warning, at the sole discretion of NHCAC, include but are not limited to, the following:

Poor work performance.

Establishing a pattern of excessive absenteeism or tardiness

Engaging in insubordination (i.e. - refusing to follow a Supervisor's directions, or other disrespectful conduct towards a Supervisor).

Violating, misusing or abusing company policies

Violating NHCAC's Anti-Harassment, Anti-Discrimination and/or Sexual Harassment policies

Violating or disregarding safety or health rules or practices or engaging in conduct that creates a safety or health hazard.

Falsifying employment or other NHCAC records

Stealing property from co-workers, clients or NHCAC

Engaging in excessive, unnecessary, or unauthorized use of NHCAC's supplies, particularly for personal purposes

Illegally manufacturing, possessing, using, selling, distributing or transporting drugs

Using, possessing, distributing, transferring, or being under the influence of alcohol or unlawful drugs while on duty, while on Company property, or while operating a Company owned or leased vehicle.

Fighting or using obscene, abusive, or threatening language or gestures

Actual or threatened physical violence towards another employee.

Destroying or damaging company property or another employee's property.

Having unauthorized firearms on NHCAC premises or while on NHCAC business

Failing to maintain the confidentiality of NHCAC or client information

Gambling

Dishonesty, either oral or written, about the Company, other employees, yourself, or a work situation

Soliciting or accepting gratuities from clients. Nothing valued at more than \$25.00 from a client, vendor, or third party can be accepted by an employee.

Misconduct

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of NHCAC, based on violations either listed above or of any other NHCAC policies, rules, or regulations you will be subject to disciplinary action, up to and including termination.

Substance Abuse and Drug Free Workplace Policy... (Policy reference AD-HR-22)

It is the policy of North Hudson Community Action Corporation (herein, NHCAC) to provide a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. It is NHCAC's professional responsibility to ensure a workplace which is free from the use, sale, possession, distribution or manufacturing of any illegal or medically unauthorized controlled dangerous substance (herein "drugs") and to require NHCAC or contracted employees to perform all company-related job duties, either on or off NHCAC premises, without the presence of illegal drugs, alcohol or inappropriate amounts of legal drugs in their systems when these activities adversely affect job performance, jobs safety, or the company's reputation in the community.

Purpose:

To ensure a safe, healthy, and work efficient environment for employees and to protect the safety and well-being of our employees, clients, patients, and the public.

Definition of Terms:

"Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, from whatever source or by whatever process.

"Illegal Drugs" mean amphetamines, cocaine, phencyclidine (PCP), methadone, methaqualene, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substance, and other substances capable of creating or maintaining an adverse effect on one's physical, emotional or mental state, and controlled medication not prescribed for current personal treatment by a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

"Company Premises" means all areas in which NHCAC operates, including, but not limited to, its property, NHCAC-owned or leased vehicles, equipment, lockers, desks, work space and storage facilities.

"Disciplinary Action" means reprimand, warning, suspension or termination.

"Under the influence of alcohol" means having a blood alcohol level of .10 or higher.

"Under the influence of an illegal drug or a controlled substance" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Prohibitions: NHCAC's policy prohibits the following:

- Possession, use, manufacturing, distribution, dispensing or sale(s) of illegal drugs, or alcohol on NHCAC's premises, during work hours or while conducting NHCAC's business.
- Storing of any illegal drugs or alcohol, in an NHCAC owned locker, desk, or leased vehicle or other repository on NHCAC's premises or while conducting NHCAC business.
- Being under the influence of illegal drugs, or alcohol on NHCAC's premises or while conducting NHCAC's business.
- Using alcohol or illegal drugs on or off, NHCAC's premises that negatively affects the individual's work performance or safety, affects other individual's safety, or reflects adversely against NHCAC's reputation.
- NHCAC will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties.
- Possession, use, manufacturing, distribution, dispensing or sales of illegal drugs on or off NHCAC's premises that negatively affects the individual's work performance or safety, or affects other individuals' safety, or reflects adversely against NHCAC's reputation.
- Tampering with, diluting, contaminating or otherwise altering any urine and/or blood and/or breath-saliva specimen for testing in accordance with this policy, or the attendant records thereof.
- Refusing to consent to testing or to submit to a urine and/or blood and/or breath-saliva sample for testing when requested by NHCAC in accordance with this policy.
- Failure to submit to at the time and place directed for testing or failure to cooperate with those administering the test.
- Conviction under any criminal, drug or alcohol statute under circumstances, which reflect adversely on NHCAC's reputation.
- Failure to notify NHCAC of any conviction under any criminal drug statute, including statutes prohibiting driving under the influence of alcohol, within five days after the conviction.
- Nothing contained in this policy shall prohibit the responsible use of alcohol at events sponsored or authorized by NHCAC on or off NHCAC's premises.
- NHCAC employees will be subject to disciplinary action, up to and including termination, for violations of this policy.
- At its discretion, NHCAC may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Required Testing: Applicants Offered Employment

In order to maintain a safe and drug-free work environment for its employees, NHCAC will not hire applicants for employment who are involved in substance abuse.

Following an employment offer and prior to becoming an active employee, the successful candidate will be screened for drugs as part of the pre-placement evaluation.

Prior to proceeding to the collection site, the applicant will be requested to sign a consent/release form acknowledging their understanding and authorizing the diagnostic procedure used to determine suitability for employment.

Applicants who refuse to sign the consent release form or to undergo the drug screening will be denied employment, because drug screening is an integral and legally defensible part of the procedures used to determine suitability for employment.

- **Candidates will have 72 hours to schedule and complete the drug test. Delay in this step, can result in a withdrawal of offer of employment.**

All initial test results that are positive will be reviewed and confirmed by the testing laboratory facility and NHCAC's CMO or designee.

Hiring Recovering Employees:

NHCAC adheres to the American with Disabilities Act and New Jersey Law against Discrimination. Employees will not be discriminated against because of a past alcohol or other drug abuse problem. A candidate must demonstrate complete and sustained total abstinence from drugs and alcohol for at least two years. This must be based on clinical evidence and monitoring. A history of substance abuse within the preceding two years is disqualifying.

Employment Screening:

In balancing NHCAC's right and obligation to have a drug-free work environment against the employee's right to privacy, urinalysis will be the chosen method of screening. Screening will be administered as follows:

Screening of an employee in the absence of "reasonable individualized suspicion" may be conducted at NHCAC's discretion at any time following random selection or

employees are subject to testing when they cause or contribute to accidents that seriously damage a NHCAC vehicle, machinery, equipment or property or result in an injury to themselves or another employee requiring offsite medical attention or

individual screenings will be administered when there is a "reasonable individualized suspicion" to believe that an individual employee is using drugs in violation of this policy.

Testing based on "reasonable individualized suspicion" will be required based on the objective facts and on rational inferences, drawn by a supervisor, to indicate that the usage of any drug may be the cause of an unfit condition where the employee is:

Impaired in, or incapable of performing their assigned duties; and/or;

the subject of investigation where sufficient evidence and facts are present to constitute a "reasonable/individualized suspicion" that they are involved in the use, possession or sale of drugs; and/or

experiencing (without plausible, legitimate explanation proffered and fully validated) excessive absenteeism and significantly reduced productivity; and/or

found to have excessive or otherwise suspicious on-duty injuries or motor vehicle accidents indicating negligence in relation to assigned duties; and/or

exhibiting unusual and/or bizarre behavior patterns reasonably deemed inconsistent with regular and appropriate behavior patterns.

Addictive Services:

As required by the NJ State DOH-DMHAS, NHCAC will randomly test employees working in the Addictive Services department for compliance with its drug-free workplace policy. Employees may be selected at random for drug and/or alcohol testing at any interval determined by the NHCAC. "Random testing," means a method of selection of employees for testing, performed by an outside third party. Employees who refuse to submit to a test are subject to immediate discharge.

Collection and Analysis Procedures

All specimens will be collected by an approved collection site using strict chain of custody security procedures. Chain of custody documentation will be used for all testing. The approved collection site and/or the contract laboratory will provide all required forms.

Prior to testing, applicants will have an opportunity to provide notification of any information that may be considered relevant to the test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.

All specimens will be tested by a laboratory approved and certified for such testing by the U.S. Department of Health and Human Services (HHS) and/or pursuant to State law.

Follow-up:

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge.

Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Because of the seriousness of such situations, the NHCAC reserves the right to alter or change its policy or decisions on a given situation depending upon its investigation and the totality of the circumstances. Questions regarding this policy should be directed to your immediate manager or the Director of Human Resources.

Telephones...

Company telephones are provided as a means to communicate with clients and fellow employees. These telephones are for conducting business; using them for personal calls is discouraged. Employees will be charged for any personal long distance calls.

In answering the telephone, employees should observe their department's practices and properly identify themselves by providing their full name, company, department, and asking, "How may I help you?" If the call is for another person or another department, the call should be courteously transferred.

Personal Cell Phone/Electronic Communication Device Usage... (Policy reference AD-HR-23)

It is the policy of North Hudson Community Action Corporation (herein, NHCAC) to provide a safe, compassionate and respectful environment for our patients, their families, clients, visitors and staff. Therefore, the use of personal cell phones, smart phones, tablets, portable wireless devices and other electronic communication devices by NHCAC employees during work hours is prohibited. Employees may use their electronic communication devices during lunch periods - in a private space, away from all patients, families, students, clients, visitors, common patient care areas, and common work areas.

Employees shall adhere to HIPAA confidentiality standards at all times.

Ear-buds, headphones, wireless Bluetooth devices are strictly prohibited while on duty.

Electronic communication devices owned and issued by NHCAC to employees may be used for business purposes or other use consistent with corporate policy.

Employees should observe New Jersey State laws regarding driving and use of hands-free devices.

Findings: Any use of electronic communication devices to record, take still or video pictures of the facility, patients, their families, students, clients, visitors or staff, is strictly prohibited and such activity may be subject to immediate termination.

Any unauthorized communication of NHCAC confidential information to any party through the use of electronic communication devices, is strictly prohibited and such activity may be subject to immediate termination.

Failure to comply with the contents of this policy will result in disciplinary action, up to and including termination.

Violence in the Workplace...

The safety and security of our employees is of paramount importance to us. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on North Hudson Community Action Corporation property will not be tolerated.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on NHCAC property will be removed from the premises as quickly as safety permits, and will not be allowed back on the premises pending the outcome of an investigation.

Employees have a “duty to warn” their immediate supervisors, security personnel, or human resources personnel of any suspicious workplace activity or situations or incidents that they may observe or that they are aware of that involve other employees, former employees, clients, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Even without an actual threat, employees should report any behavior they have

witnessed which they regard as threatening or violent, when that behavior is job- related or might be carried out on any NHCAC controlled site, or is connected to NHCAC employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of threatening behavior. Employees should report the threat to their Supervisor or another member of the management team.

All individuals who apply for or obtain a protective or restraining order, which lists NHCAC locations as being protected areas, must provide the VP of Human Resources a copy of any temporary or permanent protective or restraining order, which is granted. The VP of Human Resources understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee.

Work Area...

Employees are responsible for keeping their desks and work areas neat and orderly. All confidential information should be kept out of sight whenever employees are away from their desks.

Before leaving for the day, employees should clean up their work areas and make sure that all confidential materials are secured.

If you have a personal computer, you should log off and turn off the computer at the end of each day.

Workplace Monitoring... (Policy Reference AD-HR-55)

North Hudson Community Action Corporation (herein, NHCAC) expects its employees to act honestly, with integrity, in good faith, and to safeguard NHCAC resources for which they are responsible. NHCAC has established internal controls and processes that are intended to prevent or detect improper activities and is committed to minimizing opportunities for theft, fraud, and non-compliant activities. Any suspected or known case of theft, fraud, or non-compliant activity will be investigated and dealt with appropriately.

Definitions:

“Property,” as the term is used in this policy, is defined as any piece of equipment, such as but not limited to: all electronic devices, furnishings, vehicles, or buildings, leased, owned, donated and in the custodial care of NHCAC or any person acting as its agent.

“Supplies,” as the term is used in this policy, is defined as consumables and equipment used as part of day-to-day operations; supplies such as, but not limited to: medications, medical supplies, child care (diapers/wipes), training manuals, filing, postal, writing, electronic, janitorial/cleaning, pantry and perishables.

“Network,” as the term is used in this policy, is defined as a computer or data network having a series of points interconnected by communication paths for the purposes of transmitting, receiving and exchanging data, voice and video traffic.

General Guidelines

All NHCAC employees share in the responsibility to maintain their work environment in an orderly fashion and follow NHCAC rules to ensure proper use of properties, supplies and networks.

Any employee who is found to have neglected or misused NHCAC properties, supplies or networks will be subject to disciplinary action up to and including termination. If an employee's misuse of NHCAC properties, supplies or networks causes damages, NHCAC reserves the right to require the employee to pay all or part of the cost for repair.

No employee may use NHCAC property, supplies or network for personal use unless specific permission has been granted by the President/CEO.

All properties, supplies and networks provided by NHCAC, remain at all times, the sole and exclusive property of NHCAC. Such contents are subject to monitoring and inspection by any agent or representative of NHCAC at any time, without prior notice.

Except that which is required by law, employees do not have a right to privacy as it pertains to NHCAC properties, supplies or networks.

Workplace Monitoring

NHCAC reserves the right to monitor, at any time, any communications that use NHCAC networks in any way, including video surveillance, data, voicemail, telephone logs, internet use and network traffic, to determine proper use.

No employee may knowingly disable any network software or system identified as a monitoring tool.

Theft or misappropriation of NHCAC properties, supplies or networks is grounds for immediate termination and possible criminal action.

Travel and Reimbursement... (Policy Reference AD-HR-57)

It is the policy of North Hudson Community Action Corporation (herein, NHCAC) to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company.

Employees seeking reimbursement should incur the lowest reasonable travel expenses; NHCAC strongly encourages use of travel discounts when making travel arrangements. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

Objective:

The purpose of this policy is to outline how NHCAC approves and pays for business travel. Under no circumstances are expenses for personal travel to be charged to, or be temporarily funded by, NHCAC.

It is the employee's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this policy. Any exceptions to the policy must be submitted for approval to the President/CEO & VP of Finance/CFO.

Authorization of Travel:

All employee business travel must be authorized by the President/CEO and VP of Finance/CFO. Employees should verify that planned travel is eligible for reimbursement before making travel arrangements.

Travel Expenses/Procedures:

Authorized business travel for employees that include prepayments, must be pre-approved by the President/CEO and VP of Finance/CFO. Before the travel, NHCAC may issue prepayments for airfare, rail transportation, rental vehicles, lodging and conference registration fees.

Airfare:

Employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Additionally, employees are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. **First-class tickets are not reimbursable.**

If the airfare was not prepaid by the business office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rail transportation:

NHCAC will prepay rail transportation if the cost does not exceed the cost of the least expensive airfare.

If rail transportation was not prepaid by the business office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rental vehicles:

NHCAC will prepay for rental vehicles only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible.

When vehicle rentals are necessary, NHCAC encourages travelers to check with their own personal auto insurance carrier regarding coverage specifications for rentals and if necessary, supplement coverage by purchasing collision damage waiver (CDW) and loss damage waiver

(LDW) coverage. **NHCAC will not be held accountable or responsible for damages charged for use of rental vehicle.**

If rental vehicle was not prepaid by the business office, an original itemized receipt, receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned—domestic travel):

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Mileage should be computed between the employee's office and the common destination.

Reimbursement for use of a personal automobile is based on the IRS mileage rate.

<https://www.irs.gov>

Conference Registration fees:

NHCAC will prepay conference registration fees provided the conference directly relate to the employee's present position or related career within NHCAC

If the conference registration fee was not prepaid by the business office, an original itemized receipt, receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Lodging (commercial):

NHCAC will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. The cost of overnight lodging (room rate and tax only).

If lodging was not prepaid by the business office, an original itemized receipt, receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Meals:

If a free meal is served on the plane, rails, included in a conference registration fee, built in to the lodging fee or replaced by a legitimate business meal, the cost allowance for that meal may not be claimed. Daily meal allowance is capped at \$75.00 per day. Receipt(s) of purchase are necessary. **Alcoholic beverages are not reimbursable.**

Business expenses:

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status can be reimbursed. Original itemized receipts are required.

Parking:

Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Tolls:

Original receipts are required for tolls if listed for reimbursement.

Miscellaneous transportation:

Original receipts are required for taxis, bus, subway, Uber, metro, ferry and other modes of transportation if listed for reimbursement.

Reimbursements:

Requests for reimbursements of travel-related expenses are submitted on a Travel Reimbursement form.

This form must be accompanied by all supporting documentation as noted throughout the policy and submitted to Finance within two weeks after the trip is completed.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required.

Expenditures will be reviewed and reimbursement withheld, if there is reason to believe that the expenditures are inappropriate or extravagant.

NHCAC reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Non-reimbursable Travel Expenses:

The following list includes, but is not necessarily limited to expenses NHCAC will not reimburse to employees on an approved business travel:

Airline club memberships.

Airline upgrades.

Business class for domestic flights or first class for all flights.

Childcare, babysitting, housesitting, or pet-sitting/kennel charges.

Commuting between home and the primary work location.

Costs incurred by employee's failure to cancel travel or hotel reservations timely.

Evening or formal wear expenses.

Haircuts and personal grooming.

Laundry and dry cleaning.

Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.

Travel accident insurance premiums or purchase of additional travel insurance.

Other expenses not directly related to the business travel.

Visitors in the Workplace...

To provide for the safety and security of employees and the facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee well being, and avoids potential distractions and disturbances.

All visitors should enter NHCAC premises at the main entrance. Authorized visitors will receive directions or be escorted to the appropriate destination. Employees are responsible for the conduct and safety of their visitors. Visitors should not be allowed to roam the premises unescorted.

Bulletin Boards...

To maintain an effective avenue for communicating with our employees, NHCAC maintains bulletin boards. Bulletin boards are located throughout our facilities in areas that employees frequently visit in order to ensure that employees have constant access to posted information. Important announcements and items of interest will be found here, so it is recommended that you check the one closest to your work area on a regular basis.

Please ask your immediate supervisor where the bulletin board for your department is located.

NHCAC's bulletin boards are used to communicate official government information on equal employment opportunity, wage and hour, health and safety, and other issues. They are also used to communicate information about NHCAC's policy and its business and announcements, including, but not limited to, job postings, safety rules, health items, benefit programs, and notices announcing special events.

Employees may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on NHCAC's bulletin boards or their glass coverings, on the walls, in time clock areas, or anywhere else on NHCAC property.

NHCAC's bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements and witticisms, sales of personal property, or any other matters, work related or not. The VP of Human Resources must approve any notice placed on the bulletin boards.

VII. FORMS

Receipt for Employee Handbook

I acknowledge that I have received a copy of the NHCAC Employee Handbook. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor or the Human Resources Department. I understand that the NHCAC is an “at will” employer and consistent with applicable Federal and State, employment with the NHCAC is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the NHCAC has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above. In addition, I understand that this manual states the NHCAC’s personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the NHCAC for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign, date this receipt, and return it to the Human Resources Department.

Date: _____

Signature: _____

Print Name: _____

Department: _____

North Hudson Community Action Corporation

Appendix A

Employee Complaint Form

***Attach additional sheets if necessary to fully answer all questions.**

Date: _____

Name: _____

Department: _____

Title: _____

Supervisor: _____

Time period covered by this complaint: _____

(1) Individuals who allegedly committed the acts being complained of:

(2) Describe the nature and dates of the acts allegedly committed by each individual:

(3) Identify all persons with knowledge of the complained-of conduct:

(4) Are there any documents or other evidence that support the occurrences described above?

(5) If you previously complained about this or related acts to a supervisor or other Board employee please identify (1) the individual to whom you complained, (2) the date of the complaint, and (3) any action, if any, taken.

(6) Have you missed any time from work or incurred any un-reimbursed medical expenses as a result of the alleged acts?

(7) Are you afraid that someone may retaliate against you because you filed this complaint? If so, please identify the person(s) and indicate the reasons why you feel the person(s) may retaliate against you.

(8) What is your requested remedy for this complaint?

ACKNOWLEDGMENT

The information provided above is true and correct to the best of my knowledge.

BY: _____

DATE: _____

To investigate your complaint, it will be necessary to interview you, the accused party, and any witnesses with knowledge of the allegations or defenses. All persons involved in the investigation will be notified that (1) the complaint is confidential and (2) that any unauthorized disclosures of information concerning the investigation or retaliation could result in disciplinary action up to, and including, discharge. I am willing to cooperate fully in the investigation of my complaint and to provide any and all evidence that is deemed relevant.

BY: _____

DATE: _____

North Hudson Community Action Corporation

Appendix B

CEPA Notice

**Conscientious Employee Protection Act
“Whistleblower Act”**



Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name: _____

Address: _____

Telephone Number: _____

This notice must be conspicuously displayed.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call 609-292-7832.

AD-270 (10/19)

La Ley de protección al empleado consciente “Ley de protección del denunciante”



Acciones de represalia del empleador; protección de las acciones del empleado

1. La ley de New Jersey prohíbe que los empleadores tomen medidas de represalia contra todo empleado que haga lo siguiente:
 - a. Divulgue o amenace con divulgar, ya sea a un supervisor o a una agencia pública toda actividad, directriz o norma del empleador o de cualquier otro empleador con el que exista una relación de negocios y que el empleado tiene motivos fundados para pensar que violan alguna ley, o en el caso de un trabajador licenciado o certificado de la salud y que tiene motivos fundados para pensar que se trata de una manera inadecuada de atención al paciente;
 - b. Facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la violación de alguna ley, regla o reglamento que el empleador o algún otro empleador con el que exista una relación de negocios; o en el caso de un trabajador licenciado o certificado de la salud que facilite información o preste testimonio ante cualquier agencia pública que conduzca una investigación, audiencia o indagación sobre la calidad de la atención al paciente; o
 - c. Ofrece información concierne al engaño o la tergiversación con accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - d. Ofrece información con respecto a toda actividad que se pueda percibir como delictiva o fraudulenta, toda directiva o práctica engañosa o de tergiversación que el empleado tenga motivos fundados para pensar que pudieran estafar a accionistas, inversionistas, usuarios, pacientes, clientes, empleados, ex empleados, retirados o pensionados del empleador o de cualquier agencia gubernamental.
 - e. Se opone o se niega a participar en alguna actividad, directriz o práctica que el empleado tiene motivos fundados para pensar que:
 - (1) viola alguna ley, o regla o reglamento que dicta la ley o en el caso de un empleado licenciado o certificado en cuidado de la salud que tiene motivos fundados para pensar que constituya atención inadecuada al paciente;
 - (2) es fraudulenta o delictiva; o
 - (3) es incompatible con algún mandato establecido por las directrices públicas relacionadas con la salud pública, la seguridad o el bienestar o la protección del medio ambiente. Artículo 34:19-3 de las Leyes comentadas de New Jersey de protección del empleado consciente (N.J.S.A., por sus siglas en inglés)
2. No se puede acoger a la protección contra la represalia, cuando se hace una divulgación a un organismo público, a no ser que el empleado le informe al empleador de tal actividad, política o norma a través de un aviso por escrito y le haya dado al empleador una oportunidad razonable para corregir tal actividad, política o norma. Sin embargo, no es necesaria la divulgación en los casos en que el empleado tenga indicios razonables para creer que un supervisor o más de un supervisor del empleador tienen conocimiento de tal actividad, política o norma o en los casos en los que el empleado teme que tal divulgación pueda traer como consecuencia daños físicos a su persona siempre y cuando la naturaleza de la situación sea la de una situación de emergencia.

Información del Contacto

Su empleador ha designado a la siguiente persona para recibir notificaciones de acuerdo al parafó 2, de la ley (N.J.S.A. 34:19-4):

Nombre: _____

Dirección: _____

Número de teléfono: _____

Este aviso se debe exponer a la vista de todos.

Anualmente, patronos con 10 o más empleados, deberán distribuir notificación de esta ley a todos sus empleados.

Si necesita este documento en algún otro idioma que no sea inglés o español, sírvase llamar al 609-292-7832.

AD-270.1 (10/19)

North Hudson Community Action Corporation

Appendix C

Right to be Free of Gender Inequity Notice

Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.

FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at www.eeoc.gov.

NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at www.njcivilrights.gov. For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>.

This notice must be conspicuously displayed.



AD-290 (1/14)

Derecho a estar exento de desigualdad o discriminación de género con respecto al pago, la remuneración, los beneficios o cualquier otro término o condición de empleo

Las leyes de New Jersey y federales prohíben a los empleadores discriminar contra cualquier persona con respecto a su pago, remuneración, beneficios o cualquier otro término, condición o privilegio de empleo debido a su género.

LEYES FEDERALES

El Título VII de la Ley de Derechos Civiles de 1964 prohíbe la discriminación laboral debido al género de la persona, entre otras cosas. Las reclamaciones acordes al Título VII deben ser presentadas ante la Comisión de Igualdad de Oportunidades en el Empleo de los Estados Unidos (EEOC, por sus siglas en inglés) antes de que puedan ser presentadas ante un tribunal. Entre los recursos legales conforme al Título VII están: una orden que prohíba los actos ilícitos de discriminación, que se pague remuneración con carácter retroactivo, y que se pague por daños compensatorios y punitivos.

La Ley de Igualdad Salarial de 1963 (EPA, por sus siglas en inglés) prohíbe la discriminación con respecto a la remuneración basado en el género de la persona. Las reclamaciones acordes a EPA se pueden presentar ya sea ante la EEOC o directamente ante los tribunales. Entre los recursos legales conforme a EPA están: la retribución de las sumas de salarios o sueldos que el empleador deba, además de una suma adicional equivalente por daños y perjuicios liquidados.

Se le ruega tener en cuenta que para que una reclamación por desigualdad de remuneración basado en el género proceda conforme a la EPA, tiene que ser por el mismo tipo de trabajo en empleos en los que su rendimiento exija las mismas destrezas, el mismo esfuerzo y las mismas responsabilidades, las cuales se realizan en las mismas condiciones de trabajo.

Existen estrictos límites en cuanto al plazo de tiempo del que se dispone para presentar reclamaciones por discriminación laboral. Para mayor información, comuníquese con la EEOC, llamando al 800-669-4000 o en www.eeoc.gov.

LEYES DE NEW JERSEY

La Ley contra la Discriminación en New Jersey (LAD, por sus siglas en inglés) prohíbe la discriminación laboral debido al género de la persona, entre otras cosas. Las reclamaciones conforme a LAD se pueden presentar a la División de Derechos Civiles de New Jersey (NJDCR, por sus siglas en inglés) o directamente ante los tribunales. Entre los recursos legales conforme a LAD están: una orden que prohíba los actos ilícitos de discriminación, que se pague remuneración con carácter retroactivo, y que se pague por daños compensatorios y punitivos.

Otra ley estatal, [N.J.S.A. 34:11-56.1](#) y siguientes, también prohíbe la discriminación respecto a la tasa salarial o el método de pago de salarios al empleado debido a su género. Las reclamaciones conforme a esta ley contra la discriminación con respecto a los salarios se pueden presentar ante el Departamento de Trabajo y Desarrollo de la Fuerza Laboral de New Jersey (NJDLWD, por sus siglas en inglés) o directamente ante los tribunales. Entre los recursos legales conforme a esta ley están: la retribución de las sumas de salarios o sueldos que le deben, además de una suma adicional equivalente por daños y perjuicios liquidados.

Se le ruega tenga en cuenta que conforme a la ley estatal contra la discriminación con respecto a los salarios, no se considera discriminación el hecho de que exista un diferencial salarial entre los empleados basado en otros factores razonables que no sean el género de la persona.

Existen estrictos límites en cuanto al plazo de tiempo del que se dispone para presentar reclamaciones por discriminación laboral. Para mayor información relacionada con las reclamaciones conforme a LAD, comuníquese con NJDCR, llamando al 609-292-4605 o en www.njcivilrights.gov. Para obtener información acerca de [N.J.S.A. 34:11-56.1](#) y siguientes, comuníquese con la División de Cumplimiento de Horarios y Salarios (DWHC), del NJDLWD, llamando al 609-292-2305 o en <http://lwd.state.nj.us>.

Este aviso se debe exponer a la vista de todos.



AD-290S (1/14)