



Comprehensive Behavior Supports

APPLICATION FOR EMPLOYMENT (page 1 of 2)

CBS is an equal opportunity employer.

Date: _____

PERSONAL

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Social Security #: _____

Position Desired? _____ DOB: _____

Are you a U.S. citizen: _____ What languages do you speak? _____

FOR BCBAs ONLY

PLEASE INCLUDE A COPY OF YOUR BCBA CERTIFICATE AND YOUR NYS LICENSE.

Certification #: _____ Exp. Date: _____

NPI #: _____ NYS license #: _____

EDUCATION

Please name the school(s) you attended and the diploma(s) you received:

EMPLOYMENT

Please list your recent full-time and part-time employment. Start with most recent employer.



Comprehensive Behavior Supports

APPLICATION FOR EMPLOYMENT (page 2 of 2)

REFERENCES

Please provide two references, name, phone number and relationship.

1. Have you ever been sued for malpractice or neglect?

☐ yes ☐ no

2. Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses which have been annulled, expunged or sealed by a court?

☐ yes ☐ no

If yes, describe in full:

Pursuant to the New York State Correction Law (Article 23-A, Sec. 754, (Correction Law)), an applicant may not be denied employment because of a conviction record unless there is a direct relationship between the offense for which the applicant was convicted and the designated responsibilities of the positions for which the applicant is being considered or unless the hiring of such applicant would be an unreasonable risk. The application will not be summarily rejected because of a conviction record and HIH will consider various mitigating factors concerning the applicant's conviction record. The Applicant, if denied employment, will, upon request, receive a written explanation detailing the reason for the rejection.

The information provided in this application for providing services as an employee is true, correct and complete. If hired, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer to provide a service does not create a contractual obligation upon the agency to continue to require my services in the future.

Signature

Date



Comprehensive Behavior Supports

EMERGENCY CONTACT FORM (page 1 of 1)

YOUR INFORMATION

Full name: _____

Address: _____

Phone number (home): _____

Phone number (cell): _____

Email address: _____

EMERGENCY CONTACT 1

Name: _____

Contact number: _____

Relation to you: _____

EMERGENCY CONTACT 2

Name: _____

Contact number: _____

Relation to you: _____

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9


OMB No. 1615-0047

Expires 03/31/2016

►START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (<i>Family Name</i>)		First Name (<i>Given Name</i>)		Middle Initial	Other Names Used (<i>if any</i>)	
Address (<i>Street Number and Name</i>)			Apt. Number	City or Town		State 
Zip Code		Date of Birth (<i>mm/dd/yyyy</i>)		U.S. Social Security Number		E-mail Address
<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
Telephone Number		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>				

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States *(See instructions)*
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field.
(See instructions)

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See *instructions*)

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)	City or Town	State ▼	Zip Code



Employer Completes Next Page



LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

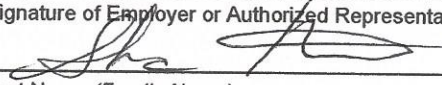
List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

3-D Barcode
Do Not Write in This Space

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions.)

Signature of Employer or Authorized Representative 		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative Staffing Coordinator	
Last Name (Family Name) Heath		First Name (Given Name) Shanora	Employer's Business or Organization Name Comprehensive Behavior Supports	
Employer's Business or Organization Address (Street Number and Name) 265 Quentin Rd, #A3		City or Town Brooklyn	State NY <input checked="" type="checkbox"/>	Zip Code 11223

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial			B. Date of Rehire (if applicable) (mm/dd/yyyy):
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C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.		
Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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Comprehensive Behavior Supports

ACKNOWLEDGMENT (page 1 of 1)

- I. By signing below, I acknowledge that I have been provided with and am obligated to read the CBS Employee Handbook and the Policies and Procedures Guide before hire. I understand and agree that the guide is intended to provide an overview of the organization's policies. However, it cannot and does not necessarily represent all such policies. CBS may, at any time, add, change, or rescind any policy or practice at its sole discretion, without notice. I further agree that the organization's policies and practices do not create an expressed or implied contract or covenant of any type between CBS and me. My employment and the terms and conditions of employment are not fixed and may be terminated or changed by the organization at any time with or without cause. The relationship is employment at will. I further understand that if I leave the organization's employ, I am required to return this Policy and Practices Guide to Human Resources.
- II. I agree to participate in mandatory training sessions, as needed.

Print name of Employee

Signature of Employee

Date

COMPREHENSIVE BEHAVIOR SUPPORT

POLICIES & PRACTICES GUIDE

January, 2015

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Dear Employee:

Welcome to Comprehensive Behavior Support!

At Comprehensive Behavior Support (“CBS”) we have always emphasized that outstanding people are the key to our success.

Through the efforts of our employees, CBS is known as a leader in the ABA therapy. To ensure our continued success, we feel it is important that our employees are familiar with our benefits and understand our policies and procedures. This Policies and Practices Guide will familiarize you with various aspects of working at CBS. It will also be a useful reference document. If you have any questions, please feel free to ask us.

Once again, we welcome you and thank you for taking this first step in knowing your organization.

Israel Benedek

Executive Director

Important Notice/Disclaimer

Regardless of what is contained in this or any policy and procedure or in any other written or oral statement of any kind, all employment with CBS is “at-will”. This means that each “at-will” employee has the right to resign and CBS has the right to terminate any “at-will” employee for any reason or no reason, with or without prior notice. It is not a promise or contract of any type and no employee may rely upon it or use it against CBS for any purpose. CBS has the right to change or discontinue any policy or procedure at any time and to take any action it deems appropriate even if different from or not contained in a policy or procedure. No one has any authority or right to make any promises, oral or in writing, different from or inconsistent with this Important Notice/Disclaimer.

INTRODUCTION

Our policies, practices and benefits are continuously reviewed for updating and we expect to change them from time to time. Therefore, if a question should arise, you should always check with your Supervisor. NEITHER THE POLICIES NOR PRACTICES CONTAINED IN THIS GUIDE, NOR ANY OTHER WRITTEN OR VERBAL COMMUNICATION BY A MANAGER OR SUPERVISOR ARE INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OR A WARRANTY OF BENEFITS. Your terms and conditions of employment are also subject to Federal and State laws and by formal plan documents, if any. In case of confusion or conflict the applicable law or plan documents govern, not the informal wording of this guide.

INTRODUCTORY PERIOD ~ NEW EMPLOYEES

As a new employee, you will participate in a monitored 45 business day evaluation and introductory period. During that time, we will verify your skills, capabilities, and suitability for your position. Likewise, this period will give you the opportunity to evaluate CBS as a place to work.

ETHICAL STANDARDS & CONFLICT OF INTEREST

CBS has an excellent reputation for conducting its business activities with integrity, fairness and in accordance with the highest standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the company's reputation, please discuss it with your Supervisor.

OPEN DOOR POLICY

Employees are encouraged to share their concerns, seek information, provide input and resolve problems and issues through their Supervisor and/or Senior Management if appropriate. Supervisors and or Senior Management are expected to listen to employee concerns to encourage their input and to seek resolutions to their problems and or issues.

SUGGESTIONS

If you should have suggestions or ideas that you feel would benefit CBS, we encourage you to tell us about them. We are always looking for suggestions that improve methods, procedures and working conditions, reduce costs or errors and benefit the company and its employees.

EQUAL EMPLOYMENT OPPORTUNITY

CBS maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment. We hire, train, promote and compensate employees on the basis of individual competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status or physical or mental impairments.

AMERICANS WITH DISABILITIES ACT

The organization is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary. In general, it is your responsibility to notify your Supervisor of the need for an accommodation. Upon

doing so, your Supervisor may ask you for your input or the type of accommodation you believe may be necessary, or the functional limitations caused by your disability.

NON-HARASSMENT

It is the organization's policy to prohibit harassment of one employee by another employee, a supervisor or a manager on any basis including, but not limited to, veteran status, race, color, religion, marital status, national origin, physical or mental disability and/or age.

While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

Any employee who believes that he/she is a victim of such harassment should immediately report the matter to his/her Supervisor. If your supervisor is part of the problem, you may go directly to the Human Resources Director. The organization will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

SEXUAL HARASSMENT

CBS prohibits any form of unlawful employee harassment. Improper interference with the ability of any employee to perform his/her expected job duties will not be tolerated.

If an employee feels he/she has been discriminated against, the incident should be promptly reported to the Executive Director.

Upon receipt of a complaint, an investigation will be conducted by the Executive Director or his/her designated representative. The complaint will be kept confidential to the maximum extent possible.

If, after the investigation, it has been determined that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

CBS prohibits any form of retaliation against an employee who files a bona fide complaint or for his/her assistance in a complaint investigation.

If after investigating any complaint of harassment or unlawful discrimination, CBS determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

DRUG FREE WORKPLACE

It is the policy of CBS not to tolerate alcohol abuse in the workplace and to maintain a drug free environment throughout all organization workplaces, so that the ill effects of alcohol or drug abuse upon employee health, productivity, safety and security can be avoided. Alcohol and drug abuse in the workplace are not only harmful to the health and well-being of the concerned employee, but also endanger the safety of the employee and other employees, affect productivity, compromise security and create an unacceptable work environment.

CBS reserves the right to take appropriate actions to investigate compliance with its substance abuse policy, including drug testing if the situation warrants it. In the event that any employee is convicted of an offense under a criminal drug statute while in CBS' employ, that employee must report that fact to Human Resources within five (5) days of such conviction.

All employees are hereby advised that full compliance with the foregoing policies shall be a condition of employment at the organization.

Any employee who violates the substance-free workplace policy described above shall be subject to discipline up to and including immediate discharge. Any illegal activities are also subject to arrest and prosecution by law enforcement agencies.

In the discretion of the organization, any employee who violates our drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate in an approved drug assistance or rehabilitation program.

COMPENSATION POLICIES

PAY PERIOD:

The pay period is Monday through Sunday. All staff members are paid semi-monthly on the 3rd and 18th of the month. When payday falls on a holiday, paychecks will be distributed on the day after the holiday.

WORK SCHEDULE AND LUNCH BREAKS:

As a service organization, work schedules vary and will be determined by your supervisor. Lunch breaks are provided in compliance with state regulations and contractual requirements. Lunch and break periods may be staggered to ensure coverage at all times. Lunch breaks will be no less than thirty minutes.

Under no circumstance will employees be permitted to work through their lunch break in order to have an abbreviated work day.

OVERTIME:

All employees are required to work overtime when requested by their supervisor. Non-Exempt employees will be paid time and one-half of their hourly rate for all hours worked in excess of forty hours in a work week. All overtime must be approved by your superior PRIOR to you working the overtime hours.

PAYROLL DEDUCTIONS:

Your earnings and payroll deductions are shown on a voucher with your check/stub. Deductions include but are not limited to:

- Federal Income Tax
- State, City & Local Tax
- Social Security Tax
- State Disability Tax
- Medicare
- Medical Insurance

From time to time, other deductions may be made to comply with payroll and management policies. If you believe that a deduction was mistakenly made, contact the Human Resources Department in writing. Provide a copy of your paystub indicating the deduction error and a statement as to why you believe the deduction is incorrect. If a mistake was made, it will be rectified in the next pay period.

EXEMPT EMPLOYEE PAY DEDUCTIONS:

In accordance with Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately to the Human Resources Department.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for CBS.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below.

Improper pay deductions are specifically prohibited regardless of the circumstances.

Managers/supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures:

- a. jury duty
- b. attendance as a witness
- c. temporary military leave
- d. absences caused by the employer
- e. absences caused by the operating requirements of the business
- f. partial day amounts other than those specifically discussed below

The few exceptions to the requirement to pay on a salary basis are listed below. In these cases deductions may be permissible:

- a. Absences of one or more full days for personal reasons other than sickness or disability (except when personal or vacation days are available)
- b. Absences of one or more full days due to sickness or disability (except when Short Term Disability eligibility has been met)
- c. Fees received for jury, witness or military duty may be applied to offset the pay otherwise due to the employee for the week.
- d. Unpaid disciplinary suspensions of one or more full days in accordance with CBS' disciplinary policy.
- e. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- f. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

EMPLOYEE PERFORMANCE REVIEWS:

Employees will be reviewed at the end of the 45 day introductory period to determine suitability for continuing employment. Thereafter, all employees will be reviewed every twelve (12) months.

BENEFITS

HOLIDAYS:

Employees working 35 hours or more per week are eligible for holiday pay. Holidays and vacation time differ between departments. Speak with your Supervisor for details.

If a holiday falls on a Saturday or a Sunday, it will be celebrated on the preceding Friday or succeeding Monday. If a holiday occurs during a week an employee has designated as vacation, that day will not be charged against their vacation. Unless previously approved, employees must attend work the day prior and the day after a holiday to be eligible for holiday pay.

PERSONAL DAYS:

All full-time staff members accrue twelve (12) personal days per year (two (2) day per month for the first six (6) months). Personal days must be taken during the calendar year, may not be carried over to the next year or paid out upon separation. You must provide a minimum of five (5) business days notice before taking a personal day and you must have the prior approval of your supervisor.

FAMILY MEDICAL LEAVE ACT:

CBS provides medical leaves of absence without pay to all employees who have completed 1,250 hours of work in the past twelve (12) months for the following reasons:

1. If the employee is temporarily unable to work due to a serious health condition or disability.
2. If the employee needs to take time off from work duties to fulfill family obligations related directly to childbirth, adoption or placement of a foster child, or to care for a child, spouse or parent with a serious medical condition. For purposes of this practice, serious health conditions or disabilities include, but are not limited to temporary disabilities associated with pregnancy, childbirth and related medical conditions, illness, injury, impairment or physical or mental condition that involved inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Eligible employees should make requests for medical leave to their department manager at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. They should then see the Human Resources Director to complete the necessary forms.

Employees requesting family or medical leave related to their own serious health condition or that of a child, spouse or parent, must submit a health care provider's statement verifying the need for medical or family leave to provide care, its beginning and expected ending dates and the estimated time required. Any changes in this information should be promptly reported to CBS. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of twelve (12) weeks within any twelve (12) month period. Any combination of medical leave and family leave may not exceed this maximum limit.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions and limitations of the applicable plans, CBS will continue to provide its portion of health insurance benefits for the full period of the approved medical leave. The employee is responsible for providing his/her regular payroll contribution during the leave period. Arrangements for handling the regular payroll contribution are made with Human Resources when leave requirements are discussed and leave forms are completed.

Benefit accruals such as vacation, sick time or holiday benefits will be suspended during the leave and will resume when the employee returns to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide CBS with at least two (2) weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position if it is available or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, CBS will assume that the employee has resigned.

LEAVE OF ABSENCE:

From time to time, employees may need additional time off to handle personal or family issues. On a case-by-case basis, at the sole discretion of the Executive Director, an unpaid leave of absence may be granted. Typically, this leave will not exceed 30 days, however, extensions may be granted depending on the circumstances. Requests for unpaid leave should be addressed to Executive Director as far in advance of the leave as possible.

JURY DUTY:

CBS will allow time off to serve on jury duty. The organization will pay non-exempt employees up to three (3) days for jury duty. The jury duty stipend will be given back to the organization for those days of paid time off. Additional days for jury duty will be unpaid unless the employee chooses to use any accrued vacation time. Exempt employees will be paid for jury duty in compliance with Wage & Hour laws. Employees are required to notify their supervisor as soon as they receive a Jury Duty notice and must also provide the notice ending Jury Duty.

BEREAVEMENT LEAVE OF ABSENCE:

In the event of a death in your immediate family, you may have up to five (5) working days, with pay, to handle family affairs. Immediate family is defined as father, mother, spouse and child.

WORKER'S COMPENSATION:

All injuries incurred on the job must be reported to your supervisor IMMEDIATELY. An employee injured on the job will be paid through the end of the workday in which the injury took place. An injured employee who is hospitalized on the day of the injury receives no further wages subject to vacation and sick leave accruals until the employee returns to full-time duty. Worker's Compensation laws govern on the job injuries.

SHORT TERM DISABILITY:

Short Term Disability is a state-mandated benefit that provides you with a weekly payment when you are unable to work due to a non-work related covered medical condition. STD starts after the eighth consecutive day. STD starts as of your employment date.

COBRA:

In accordance with Federal law, employers sponsoring group medical plans are required to offer employees and their families the opportunity for temporary extension of medical coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

As an employee of this organization, you have the right to choose this continuation coverage if you lose your group medical coverage because of a reduction in your hours of employment, the termination of your employment or if coverage is no longer provided by the company (for any reason other than gross misconduct on your part).

The spouse or dependent child of an employee also has the right to choose continuation coverage under the company's group medical insurance plan.

Under the law, the employee or family members (to include divorced spouse or dependent child), has the responsibility to inform the organization's plan administrator of a divorce, legal separation or a child losing dependent status under the organization's group medical insurance plan.

The organization has the responsibility to notify the plan administrator of the employee's death, termination of employment or reduction in hours or Medicare entitlement.

When the plan administrator is notified that one of these events has happened, the plan administrator will in turn notify you that you have the right to choose continuation coverage. Under the law, you have sixty (60) days from the date you would lose coverage because of the events described above to inform the plan administrator that you want continuation coverage.

If you do not choose continuation coverage, your group medical insurance coverage will end.

If you choose continuation coverage, the organization is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for up to 36 months. However, the law also provides that your continuation coverage may be cut short for other reasons (See the Human Resources Director for details).

Under the law, you will be required to pay all of the premium for your continuation coverage. The law also says that, at the end of the 36 month continuation coverage period, you must be allowed to enroll in an individual conversion medical plan provided under the company medical insurance plan.

Additional information regarding coverage and cost as well as a complete copy of the COBRA law may be obtained from the Human Resources Director.

MILITARY LEAVE – U.S.:

Leaves of absence without pay for U.S. military or reserve duty are granted as needed. If you are called to active military duty or reserve of national guard training, or if you volunteer for military service, you are required to submit copies of your military orders to your supervisor as soon as practical. Leave will be granted in accordance with applicable federal and state laws. If you are a reservist or National Guard members, you will be granted two (2) weeks off without pay for required training. You may use vacation time if you would like to be paid for this training. After completing active duty, your eligibility for reinstatement is determined in accordance with applicable federal and state laws.

BLOOD DONATIONS:

CBS, in maintaining its corporate citizenship, will provide employees with three hours of unpaid leave time to donate blood during any twelve month period. Leave taken for on-site or off-site blood donations scheduled by CBS will be paid and CBS will not require you to use accumulated vacation, personal, sick or other already existing leave time. CBS will require you to show proof of your blood donation to Human Resources in the form of a notice of blood donation or of a good-faith effort at blood donation, from the blood bank.

You must provide reasonable notice of your intended use of leave time to donate blood. For off-site donations, you must provide CBS with notice of your need for leave at least three working days prior to your donation date. If your position is considered essential to CBS' operations, CBS may require up to ten working days notice.

In the event you have an emergency requiring that you donate blood for your own surgery or that of a family member, CBS will try to provide a reasonable accommodation for a shorter notice period. If you have any questions related to blood donations, contact Human Resources.

LACTATION RIGHTS:

In compliance with current law, CBS recognizes the rights of nursing mothers to care for their children. As such, CBS will provide nursing mothers with reasonable unpaid break time (20 – 30 minutes), at least once every three hours depending on need, to express breast milk for a nursing child for up to three years following the child's birth.

An employee wishing to avail herself of this benefit must provide CBS with advanced notice prior to her return to work following the birth. Every effort will be made to accommodate this need. Contact Human Resources for additional information.

GENERAL INFORMATION

OUTSIDE EMPLOYMENT:

An employee may hold a job with another organization as long as it is not a direct competitor of CBS or a similar organization, it is approved by management and as long as he/she satisfactorily performs the job duties with CBS. All employees will be judged by the same performance standards and will be subject to CBS' scheduling demands, regardless of any outside work requirement. If the organization determines that an employee's outside work interferes with their ability to meet the requirements of CBS, the employee may be asked to terminate the outside employment if he/she wishes to remain with CBS.

SEPARATION OF EMPLOYMENT:

It is our policy to make reasonable effort to retain good employees. However, employment at CBS is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the right to end the relationship with any employee at any time with or without notice and for any reason not prohibited by law. Separating employee must provide CBS with written notice of separation.

PROPRIETARY INFORMATION AND CONFIDENTIALITY:

Keeping organization information, pricing structures, financial data as well as any other proprietary information confidential is important. If you are not sure what is considered confidential information, speak with your supervisor.

PERSONNEL FILES:

The organization maintains up-to-date personnel files on all employees. It is important to keep your records timely because this information is used for benefit administration, continued insurance notices under COBRA, notification in case of emergency, etc. Please contact the Human Resources Director if there are any changes in your:

- Home Address
- Marital Status
- Telephone Number
- Number of Dependents
- Emergency Contact
- Military Status

PROTECTION OF ORGANIZATION AND EMPLOYEE PROPERTY:

Respect and protection of organization and employee property is everyone's concern. If you find any missing or damaged property, please report it to your supervisor immediately. CBS will not be responsible for replacing stolen or missing personal property.

RELEASE OF INFORMATION:

Except for records and information that we are legally required to provide, information about you generally will not be released unless you are told in advance, or if you request in writing that this information be released.

ADMINISTRATIVE GUIDELINES

OVERVIEW:

Every organization has certain guidelines, which were developed to reflect good business practices. In establishing any rules, the organization has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On time and alert when scheduled to be at work.
- Careful and conscientious in performance of duties.
- Thoughtful and considerate of other people.
- Courteous and helpful, both when dealing with other employees and non-employees.

ABSENTEEISM AND TARDINESS:

The organization expects employees to be at work on time and to work a full day. An employee who will be absent from work for any reason must call his/her supervisor within a reasonable time period prior to the start time of that day. Non-Employees will be docked for any lost time due to tardiness. Repeated absenteeism and/or tardiness will be cause for disciplinary action up to and including termination.

DRESS CODE:

What we wear to work is a reflection of the pride we have in the organization. To favorably impress our clients and members of the public, it is important for all employees to present an appropriate appearance in their work environment. Inappropriate attire includes but is not limited to:

Sweatshirts	Stretch pants/leggings
T-Shirts	Stirrup pants
Low-cut or tight shirts/tops	Tight pants
Bare shoulders or midriff	Sleeveless dresses or tops
Sundresses	Hemlines above the knee
Athletic/tennis shoes	Open-toed shoes
Flip Flops	

If you have any questions regarding appropriate dress, contact Human Resources.

TELEPHONE USE:

Telephones are a vital part of our business. Personal use of the telephone should be limited to emergencies and unusual circumstances. Personal phone calls should be brief. Personal long distance and 900 toll calls are not permitted. Personal cell phone use is prohibited during work hours unless they are related to CBS business. They should be kept in "silent" mode or on "vibrate". Inappropriate use of personal cell phones may result in disciplinary action up to and including termination of employment.

E-MAIL AND COMMUNICATION SYSTEMS USAGE

Computers, computer files, the e-mail system, and software furnished to employees are the property CBS and intended for business use. Employees may not use or attempt to use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, business/personal computer and e-mail usage may be monitored, reviewed, audited, intercepted, accessed and/or disclosed whether created, stored, sent or received.

CBS strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, CBS prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, chain letters, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The organization purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, CBS and its employees do not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The organization prohibits the illegal duplication or use of unauthorized software and its related documentation.

Employees should notify their supervisor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

SOLICITATION:

In an effort to ensure a productive and harmonious work environment, persons not employed by CBS may not solicit or distribute literature in the workplace at any time for any purpose. The organization recognizes that employees may have interests outside the workplace; however, employees may not solicit or distribute literature concerning these activities during work time. Periodic fund-raising and office pools are not subject to this policy, however, management reserves the right to limit and/or deny these activities if they feel they will interfere with work activity.

SMOKING:

As required by state law, there is no smoking inside our facilities. Employees who wish to smoke should do so before work, during the lunch break and/or after work.

VISITORS IN THE WORKPLACE:

To provide a safe and secure facility, only authorized visitors are allowed in the workplace. All visitors must enter the building through the main entrance and gain permission from management to proceed to any other areas in the building. Visitors must always be accompanied by a CBS employee. In the event that an unauthorized individual is observed on organization premises, all employees are responsible for immediately notifying their supervisor.

VIOLENCE IN THE WORKPLACE:

CBS is committed to prevention of workplace violence and to establish a safe work environment. All employees should refrain from conduct that involves violence, potential violence or may be dangerous to others. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a supervisor. This includes threats by employees, suppliers, vendors and the public. The organization will promptly investigate all reports of threats or actual violence. Anyone determined to be responsible for threats or actual violence will be subject to prompt disciplinary action, up to and including termination.

SAFETY:

CBS shall keep all working areas in a safe and sanitary condition. The organization makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

This policy is aimed at minimizing the exposure of our employees, customers, and other visitors to our facilities to health and safety risks. Precautions to secure the health and safety of employees shall be taken at all times

The organization shall not require employees to operate or use equipment at a time or manner, which would endanger the health or well being of our employees. In addition all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injury or illness.